

## City Council Meeting – Regular Meeting October 20, 2015

Mayor Bill Campbell called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Mark Monahan, Ryan Bortnem, Brad Bjergaard and Doyle Johnson. Scott Nelson arrived at 7:15 p.m. Bill Haugen was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner and City Engineer Mitch Mergen.

**Approve Agenda:** A motion was made by Bjergaard, second by Bortnem to approve the agenda as set - all voted yes, motion carried.

**Approval of the Bills:** A motion was made by Monahan, second by Bortnem to approve the bills submitted for payment – all voted yes, motion carried.

**Visitors:** None

### **Ordinances, Resolutions & Hearings:**

**7:05 Hearing: Application for Package Off-Sale Liquor License for Harms Oil Company:** Harms Oil Company (Coffee Cup) is applying for a package (off sale) liquor license to allow them to sell package liquor only. A motion was made by Monahan, second by Johnson to approve the package liquor license for Harms Oil Company – all voted yes, motion carried.

**Resolution 2015-6 - Resolution of Unclaimed Property:** At the recommendation of the city's auditors, three uncashed checks that are several years old are being adjusted off the city's books. After unsuccessful attempts to contact the payees, Resolution 2015-6 will be passed which will allow the city to turn these funds over to the SD Treasurer's Unclaimed Property Division. A motion was made by Johnson, second by Bjergaard to approve Resolution 2015-6 – Resolution of Unclaimed Property – all voted yes, motion carried.

**1<sup>st</sup> Reading of Ordinance #624:** A motion was made by Johnson, second by Bortnem to approve 1<sup>st</sup> reading of Ordinance #624 to rezone N 200' of Ruud Tract 1, Located in the NE Corner of Section 28, Township 102N, Range 51W of the 5<sup>th</sup> PM, Minnehaha County, South Dakota from county zoning classification of Commercial to municipal zoning classification of Community Commercial (CC) – all voted yes, motion carried.

**1<sup>st</sup> Reading of Ordinance #625:** A motion was made by Bjergaard, second by Bortnem to approve 1<sup>st</sup> reading of Ordinance #625 to rezone the E330' NW1/4, NW1/4 and that part of the E1/2 NW1/4 and the W1/2 NE1/4 which lies south of Lot H1 N1/2 NE1/4 and Lot H1 NE1/4 NW1/4 including the abandoned railroad right-of-way contained therein and north of Lot H1 S1/2 NE1/4 and Lot H2 SW1/4 NE1/4 all in Section 26-T102N-R51W of the 5<sup>th</sup> P.M., Minnehaha County, South Dakota from county zoning classification of Agricultural to municipal zoning classification of Residential (R), Community Commercial (CC), and Natural Resource Conservation (NRC) as shown on Exhibit A – all voted yes, motion carried.

Councilmember Nelson arrived at 7:15 p.m.

**Approve Minutes of October 6, 2015 Regular Meeting:** A motion was made by Bortnem, second by Bjergaard to approve the Oct 6, 2015 regular meeting minutes -- Johnson abstained with all others voting yes, motion carried.

### **Old Business:**

**Discussion of Chamber & Economic Development Director Position & Job Description:** Brad Bjergaard reviewed a draft of the job description for the Chamber & Economic Development Director position. This draft is a result of joint meetings held between members of the council, HACC and HADC. Since a full council was not present at this meeting, Mayor Campbell requests that a special meeting be held on Wed Oct 28<sup>th</sup> at 8pm to discuss and finalize this job description.

### **New Business:**

**Review Job Description for Full-Time Public Works Assistant:** One of the current requirements of the Full-Time PWA position is to be a high school graduate of equivalent. Discussion was held regarding a possible change to this requirement. A motion was made by Monahan, second by Nelson for City Administrator Sidel to research different verbiage options for minimum qualification for education and to research if it is an option for the city to promote from within without having to advertise for a position – all voted yes, motion carried.

**Vandemark Lots – Purchase Offers:** The city has received two different purchase offers on the two lots located on Vandemark Ave. Offer #1 is a cash offer for \$20,000 per lot with the purchaser intending on building two new single family homes. Offer #2 is an offer of \$22,500 per lot to be purchased on a 2 year contract for deed at 5% interest with the purchaser intending on moving an existing home in on one lot and either building or moving in an existing home on the other. This option would require a change to the covenants as moving in of an existing home currently is not be allowed. A motion was made by Monahan, second by Bortnem to recommend to the HADC to counter offer #1 at \$22,500 per lot – all voted yes, motion carried.

**Correspondence:** None

**Reports:**

**City Engineer Report:** Mitch Mergen with Stockwell Engineers updated the city council on projects they are working on. Design work for the pool project has started with preliminary design documents expected in Nov. The water main extension project is progressing nicely. Pay application #2 on this project was submitted to the council. A motion was made by Monahan, second by Johnson to approve pay app #2 for \$315,300.45 to Metro Construction, Inc. – all voted yes, motion carried. A new route for the Mike Franken trail has been agreed upon by all parties so plans will now move forward. Stockwells have been in contact with the developers of the South Main Addition in regard to rectifying some drainage issues. The pay application for the 2015 micro surfacing project was submitted to the council. A motion was made by Monahan, second by Bortnem to approve pay app #1 for \$118,019.78 to Missouri Petroleum Products Company, LLC – all voted yes, motion carried. A presentation was given on the 2016 Capital Plan.

**Public Works Superintendent Report:**

**Streets** – Blading continues on gravel roads. Repairs to the guardrail on the Mickelson Bridge have been made. Striping of Main Ave is planned for this coming week. Staff will start hauling salt sand. Sidewalk inspections are planned for the coming weeks.

**Water** – Work on the new water main extension project is moving along nicely. Staff has been busy with locates and meter installations. The new water/sewer service has been installed at 801 S Western Ave. Lagoon samples will be taken in the coming weeks.

**Park and Pool** – Mowing and fall cleanup continues in the parks. The bathroom by the skate park will be winterized next week and the other two when the weather turns colder. The parks have been sprayed for weeds. Spot seeding has been done at the Sports Complex.

**Public Buildings** – Nothing new at this time.

**Finance Officer Report:** The finance officer included a summary of cash balances and sales tax figures through Sept 30, 2015. Also included were committee fund balances and a highlight of bills to be paid. The council was asked to review the attendance chart for accuracy as payroll will be processed on Oct 30<sup>th</sup>. The calendar of events was provided.

**City Administrator Report:** Sidel gave the council an update on EDD items. At the recent 2015 SD Water & Wastewater Assoc Conference, Public Works Supt Craig Wagner was honored with two awards: the Price-Ree Award recognizing 20 years in the industry and the Siger Bies Award recognizing 30 years in the industry. Congrats Craig! Now that a new route for the Mike Franken Trail has been decided on, City Attorney Nelson will be working on an agreement between the city and school. Sidel reminded the council of some upcoming agenda items to start thinking about: the review of the street assessment policy and the discussion of a street maintenance fee. The 2015 SD Planners Assoc Conference is Oct 28<sup>th</sup>-29<sup>th</sup>. Sidel requested to attend Oct 28<sup>th</sup> only. A motion was made by Johnson, second by Bjergaard to approve Sidel attending the 2015 SD Planners Conference on Oct 28<sup>th</sup> – all voted yes, motion carried.

**Adjournment:** A motion was made by Johnson, second by Bortnem, to adjourn at 9:00 p.m. – all voted yes, motion carried.

Minutes recorded by Finance Officer, Karen Wilber.

I, the undersigned, Karen Wilber, Finance Officer in and for the City of Hartford, South Dakota, do hereby certify that the above and foregoing is a true and correct copy of the minutes which is on file at the Municipal Finance Office.

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Karen Wilber, Finance Officer