

## **City Council Meeting – Regular Meeting October 6, 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, Doyle Johnson, Bill Haugen and Scott Nelson. Doyle Johnson arrived at 7:40 p.m. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson and City Engineer Jon Brown.

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

**Approve Minutes of Sept 15, 2015 Regular Meeting:** A motion was made by Monahan, second by Nelson to approve the Sept 15, 2015 regular meeting minutes – all voted yes, motion carried.

**Visitors:** Nick Fosheim with MCEDA was present to address the council. He assured the council that his office will be providing assistance to the city during the transition of hiring a new economic development director and for the council to contact him should they have any questions or concerns.

**Deputy Report:** Deputy Terrones was present to give his report. He noted different areas in town where speeding is occurring. With the increase use of electric scooters, Terrones reminded all that minors are required to wear a DOT helmet. Bike or football helmets are not acceptable.

**Fire Department Report:** Bryon Schumacher was present to report on the Fire Dept. The Fire Dept made 22 calls in Sept with 10 being in city limits. The dept business meeting will be Oct 14<sup>th</sup>, EMS training on Oct 19<sup>th</sup> and fire training on Oct 28<sup>th</sup>. Some members of the department will be attending the State EMS Conference being held Oct 23<sup>rd</sup> – 25<sup>th</sup>. Several events are being held this week with students from WC School in conjunction with fire prevention week.

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

**7:05 Rezone Hearing:** This property, which is located at 801 S Western Ave, has been annexed into the city. It now needs to be rezoned from a county zoning classification to a municipal zoning classification. A motion was made by Haugen, second by Bortnem 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.

**7:10 Rezone Hearing:** SRA Properties, LLC will begin development of their property into a residential subdivision which will include single family, multi family and community commercial uses. This land is currently zoned with the county zoning classification of Agricultural and will need to be rezoned to the appropriate municipal zoning classifications. A motion was made by Monahan, second by Haugen 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 the exhibit filed with the City Administrator – all voted yes, motion carried.

**Old Business:** None

### **New Business:**

**Purchase Offer for City Lot along South Street:** The city currently owns six lots along South Street. All of these lots are in the floodplain. Mark Monahan presented an offer to the council to purchase Lot 5B. The first option he presented would be to purchase the lot for \$17,500 and for the city to incur the costs to get the lot out of the floodplain. His second option presented would be a purchase price of \$17,500 less any costs he incurred to get the lot out of the floodplain. Monahan provided an estimate of what those cost would be. A motion was made by Nelson to transfer Lot 5B, Block 7 of South Addition to the HADC and for the HADC to sell lot 5B to Mark Monahan for \$10,500. Motion failed for lack of a second. Further discussion was held regarding the possibility of the city having the lots assessed so current values are known. No further action was taken at this time.

Councilmember Johnson arrived at 7:40 p.m.

**Review & Approval of 5311 Grant Agreement for the 2016 Transit Year:** A new transit grant agreement for the upcoming grant year, which runs from Oct 1, 2015 thru Sept 30, 2016, was provided to the council. A motion was made by Bjergaard, second by Bortnem to approve the 5311 Grant Agreement for the 2016 transit year – all voted yes, motion carried.

**Review Job Description for Temporary Part-Time Snow Removal Position to Allow Advertising for Position:** A motion was made by Monahan, second by Bortnem to approve the job description for the Temporary Part-Time Snow Removal position – all voted yes, motion carried. A motion was made by Bortnem, second by Bjergaard to advertise for the Temporary Part-Time Snow Removal position – all voted yes, motion carried.

**Bike/Recreation Trail Update:** City Administrator Sidel provided an update to the council on the meeting that was held on Sept 21<sup>st</sup> in regards to the Mike Franken trail. City staff and engineers meet with representatives from the West Central School, State of SD, Federal Highway Authority and the Bike/Rec Committee. A new route for the trail was discussed. This new route has the trail crossing Railroad St near where the current Turtle Creek Trail ends. It will then run on the north side of Railroad St on West Central School District property. To proceed with this option, approval will be needed from the West Central School Board and the city would have to enter into an agreement with the school that if the trail should ever need to be removed from school property in the future that the city would do so at their cost. It is the consensus of the council to proceed with this option and for City Administrator Sidel to attend the next school board meeting to discuss this option with the school board.

**Billboard Lease West Face #2:** Sioux Signs is interested in renting the west face of billboard #2 for a term of 7 months at \$350 per month. A motion was made by Johnson, second by Bjergaard to approve the lease agreement for the west face of billboard #2 to Sioux Signs for a 7 month term in the amount of \$350 per month – all voted yes, motion carried.

**Chamber & Economic Development Director Position & Job Description:** Prior to starting the process of hiring a new Chamber & Economic Development Director, Mayor Campbell requested that council review the current job description in an effort to revise it making it shorter and more dynamic. He presented some of his ideas to the council in a power point presentation. Councilmember Bjergaard updated the council on a recent meeting held between three members of the city council along with members of both the HADC and HACC. The current job description was reviewed. Bjergaard indicated it was a productive meeting and that the group will be meeting again to work on drafting a new job description.

**Correspondence:** Mayor Campbell shared a card the city received from Gary and Loretta Sandholm thanking the city for remembering them during the recent passing of Gary's mother. Councilmember Nelson shared an email he received from a resident in support of the meetings being video recorded and then those recordings being made available for public viewing.

#### **Reports:**

**City Engineer Report:** Jon Brown with Stockwell Engineers updated the council on projects they are working on. All sitework, except for fencing, on the 5<sup>th</sup> Street Apts project is now complete. Design work for the pool project has started with preliminary design documents expected in Nov. The contractor for the water main extension project has mobilized and work has started. The project is expected to take 3 to 4 weeks. Pay App #1 on this project was submitted to the council. A motion was made by Johnson, second by Bjergaard to approve pay app #1 for \$3,125 to Metro Construction, Inc. – all voted yes, motion carried. The contract to complete the water model was presented to the council. A motion was made by Monahan, second by Nelson to approve the engineering contract in the amount of \$10,000 for completing a new water model – all voted yes, motion carried. An updated master plan for the sports complex was provided to the council. The updates include labeling the two streets in the complex Diane Drive and Debra Drive. A motion was made by Johnson, second by Bortnem to approve the updated sports complex master plan – all voted yes, motion carried.

#### **Public Works Superintendent Report:**

**Streets** –Work on the gravel roads continues. Snow removal equipment has been serviced in preparation of the upcoming snow season. Staff will be working on sidewalks and culverts yet this fall.

**Water** – DENR quarterly reports have been submitted and DMR quarterly reports will be sent this week. Samples will be taken at the lagoons with hope of discharging yet this fall. Metro Construction has started work on the water main extension project. A pump at the main lift station is down and parts have been ordered.

**Park and Pool** – Mowing continues in the parks. In the coming weeks staff will be putting away the soccer and softball equipment. Bathrooms will stay open as long as weather permits.

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

**Finance Officer Report:** Wilber provided a highlight of revenues that were received during Sept along with the general fund revenues and expenses to date thru Aug. The 2016 Budget Appropriation Ordinance was sent to the County by the Oct 1<sup>st</sup> deadline. The calendar of events was provided to the council.

**City Administrator Report:** Sidel gave the council an update on the EDD duties she has assumed during the transition of hiring a new individual for the position. The SD PUC started hearings on the Dakota Access Pipeline this past month. No decision has been made yet regarding the pipeline. Sidel has contacted SECOG regarding codifying our municipal ordinance. The last codification was done in 2003. This is a free service provided by SECOG as part of the city's membership with them. The video recording equipment has been purchased and the city will start recording and archiving the city council meetings when all equipment arrives.

A motion was made by Haugen, second by Bortnem to enter into executive session per SDCL 1-25-2.1 for personnel and SDCL 1-25-2.3 to consult with legal counsel at 8:45 p.m. – all voted yes, motion carried.

Bill Haugen exited executive session at 9:22 p.m.

A motion was made by Johnson, second by Bortnem to exit executive session at 9:33 p.m. – all voted yes, motion carried.

**Adjournment:** A motion was made by Monahan, second by Bortnem to adjourn at 9:34 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