

City Council Meeting – Regular Meeting March 22, 2016

Mayor Bill Campbell called the meeting to order at 7:00 pm at Hartford City Hall with the following city council members present: Mark Monahan, John McMahon, Bill Haugen and Scott Nelson. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner and City Engineer Mitch Mergen.

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

Approve Minutes of March 1, 2016 Regular Meeting: A motion was made by Haugen, second by Nelson to approve the March 1, 2016 regular meeting minutes – all voted yes, motion carried.

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

Fire Department Report: Fire Chief Bryon Shumaker was present to give a fire department update to the city council. Shumaker reported that February had 19 total calls, with 10 in the city limits, including 1 structure fire. An update was given on the various department meetings and training. The Ladder truck is expected to be delivered mid-May. The department received a Kawasaki Mule ATV on a no cost lease. They are planning a pancake feed for May 22nd from 9am-1pm.

Ordinances, Resolutions and Hearings:

- **2nd Reading of Ordinance #628:** Roger Haugo has submitted an application to the city to rezone his property located along E 9th Street from Manufactured Housing to Community Commercial. This rezoning would encompass all of Mr. Haugo's property, including the existing manufactured home park and his property directly to the east of the park (parcel #23840 and parcel #23842). A public hearing was held by the council on February 16th and a motion to approve the rezoning was passed. Ordinance #628 will rezone this property from Manufactured Housing to Community Commercial if passed. A motion was made by Nelson, second by McMahon to approve 2nd reading and adoption of Ordinance #628 to rezone parcel #23840, Lot A, Tract 1 of County Auditors Subdivision, SW ¼ (EX H1 & H2) 15-102-51, Hartford City Unplatted and parcel #23842, South 504.7' of Tract 1, County Auditors Subdivision, SW ¼, 15-102-51, Hartford City Unplatted from Manufactured Housing to Community Commercial - all voted yes, motion carried.

New Business:

- **Opening Date of Pool for 2016:** Usually the municipal pool opens each year on the last day of school, but this year the city is working on a new wading pool project and construction crews may still be present at this time. Discussion was held as to if the city will open the pool on the last day of school this year (May 25th) or delay the opening until the wading pool project has been completed. Since there are many factors that can influence when the wading pool project is done, it was the consensus of the Council to plan on opening on May 25th and adjust that date in the future if need be.
- **Review/Approval of DOT Agreement for the Mike Franken Trail – Amendment Number 2:** Agreement 715243 is the City's agreement with the SD DOT to erect Phase 3& 4 of the bike trail. The location of this trail has shifted and new cost figures have been presented. This amendment would adjust the previous cost figures of the project to reflect the new cost figures. This amendment still reflects an 80/20 cost share between the state and city. A motion was made by Monahan, second by Nelson to approve Amendment #2 to Transportation Alternatives Program Agreement 715243, giving the Mayor authorization to sign – all voted yes, motion carried.
- **Chamber Request for release of Funds:** Vince Reilly, President of the Hartford Area Chamber was present to address the Council. Last August, during the city's 2016 budget meeting, the council decided to place \$49,000 in the 2016 budget for the Chamber - \$25,000 would be for Chamber Expenses, \$18,000 would be for Jamboree Expenses and \$6,000 would be for Hometown Christmas Expenses. Reilly noted that the Chamber is working on becoming self-sufficient and his objective is to run it like a business and justify all costs and expenses. A motion was made by Nelson, second by Monahan to release \$49,000 to the Hartford Area Chamber with \$25,000 for the Chamber, \$18,000 for Jamboree Days and \$6,000 for Hometown Christmas. Discussion was held regarding the immediate expenses for the Chamber. Reilly noted that

Jamboree needs funding for the upcoming event and the Chamber needs funding for the first quarter newsletter and to re-create the website. An amended motion was made by Haugen, second by McMahon to release \$18,000 to the Chamber for the Jamboree pass-through expense – Haugen voted yes, with all others voting no – motion failed. Reilly noted that the Chamber can keep working as normal with only ½ the funds at this point. Another amended motion was made by Nelson, second by Monahan to release \$30,500 to the Chamber with \$12,500 for Chamber Expenses and \$18,000 for Jamboree Day Expenses – all voted yes, motion carried.

- **Discussion of Finance Officer Position:** No action was taken.

Reports:

City Engineer Report:

Mitch Mergen gave the council an engineering update. The Pool Project has been awarded to Dakota Land and Sod, a pre-construction meeting is planned for Thursday, March 24th. Plans for the Turtle Creek Subdivision have been reviewed by our engineer and comments are being addressed by the developer. City engineers have also reviewed a concept plan for the Kelly Point Addition. Stockwell Engineers are in the process of updating the city maps. With approval of the amended DOT agreement, a notice to proceed can be issued and then once received design work can begin on the path. The city's micro-surfacing project was bid on March 3rd in conjunction with Sioux Falls and Brandon – the low bidder was Intermountain Slurry Seal. It was noted that with engineering costs, this project may exceed the budgeted amount. A motion was made by Monahan, second by Nelson to add \$5,000 from general fund reserves to the 2016 micro-surfacing budget – all voted yes, motion carried. A motion was made by Monahan, second by Nelson to award the city's micro-surfacing bid to Intermountain Slurry Seal for \$129,377.70 – all voted yes, motion carried. Engineering agreements for the proposed Mickelson Road Improvement Project has been sent to the city.

Public Works Superintendent Report:

Streets – The city has been working on alleys and gravel roadways. We will be sweeping streets and trimming some boulevard trees within the next few weeks.

Water – Wagner noted that the city's lagoons are close to capacity and we will need to discharge shortly. At this point, both ponds are out of compliance so the city will continue to monitor and work with DENR before we discharge if adequate levels cannot be obtained. A contributing factor to high lagoon levels is sump pumps running into the city's sewer system – the city will be going around after April 1st to reseat sump pumps and do random inspections to ensure they are not discharging into our lagoon system. Wagner noted at the last council meeting that there are 3 water stub outs along the Colton Road that dead-end and are not looped – causing stagnant water. Since the county will be working in this area this summer, this would be the time to loop those water lines. Wagner believes that the north water line along Sagehorn Ave can remain in place for a future stub out to the east side of the Colton Road – the city will close this line until needed in the future. He is proposing to loop the water line between Fairway Lane and Pineview Circle. Estimated cost of this project is \$10,757.67. A motion was made by Monahan, second by Nelson, to loop the water line between Fairway Lane and Pineview Circle with costs not to exceed \$25,000 – all voted yes, motion carried.

Park and Pool – The city will be getting the parks ready for spring – repairing play equipment, putting out garbage cans and opening bathrooms. The storm sewer at Turtle Creek Park that comes into the park on the NW corner is eroding away the bank and is close to taking out the bridge. Over the last few years the city has put in concrete and also rip rap to help this situation, but it is still washing away and eroding. In order to correct this problem, the city staff is proposing to extend the storm sewer to the creek and level out the banks. This project will cost approximately \$17,000 for materials, with the city crew doing the work. A motion was made by Nelson, second by Monahan to approve the storm sewer extension by Turtle Creek with costs not to exceed \$20,000 – all voted yes, motion carried.

Public Building – The floor drains in the city shops have been replaced.

Finance Officer Report: The council was given a copy of the city's cash report and sales tax report, along with a breakdown of committee funds. A highlight of expenses were provided and a calendar of upcoming events. Quam and Berglin will be performing the annual report within the next month and the 2015 audit is scheduled for June 21st-23rd. The SDML 2016 District Meeting was held in Elk Point. The 2017 District meeting will be held in Hartford – city staff will work with the SDML to organize this event for next year. The City Election will be held on April 12th, with the polls open from 7am to 7pm. There will be a race in Ward 1 and Ward 2. Sample ballots are available at city hall and absentee voting can begin on Monday, March 28th.

City Administrator Report: Sidel continues to cover the duties of the Economic Development Director and Finance office until the positions are filled. The HADC is working on plans for a Board retreat on April 1st at Costello Building. Speakers are planned for the morning session and the Board will work on planning and goal setting in the afternoon. Nick Foshier with MCEDA attend the HADC meeting on 3/18 and noted that MCEDA/LCEDA will be working on a strategic plan for the area and will be holding meetings to received community input – he is asking for the HADC and City Officials to be involved with this process. Foshier also noted that the new legislative session passed a bill to allow development corporations to be property tax exempt for up to \$750,000 (previously the threshold was \$100,000). This will make it easier and more cost effective for development corps to own land or a spec building. Sidel continues to work with the county in designing the dump tickets for Hartford. There will be an informational meeting on Thursday, March 31st at 7pm in city hall in regards to the proposed Colton Bike Trail. All property owners along this trail have been invited to attend. Planning and Zoning has incorporated some of the revisions suggested by the city attorney into the proposed 2016 Zoning Ordinance. They will review these changes on March 29th and then process forward with a public hearing. Sidel has conducted interviews for the positions of Pool Manager, Assistant Pool Manger and Park Recreation Director. She presented her recommendations to the council for each position. A motion was made by Nelson, second by Monahan to hire Laura Johnson as Park Recreation Director at \$1,250 for the season – all voted yes, motion carried. A motion was made by Nelson, second by Haugen to hire Frieda Fossum as Assistant Pool Manager at a pay rate of \$11.00 per hour – all voted yes, motion carried. A motion was made by McMahon, second by Haugen to hire Darci Brown as Assistant Pool Manager at \$13.25 per hour – all voted yes, motion carried. A motion was made by McMahon, second by Haugen to hire Amy Sebert as Pool Manager at a pay rate of \$14.25 per hour – all voted yes, motion carried. The SD City Management Association will be holding the 2016 spring training conference on April 28th & 29th in Pierre. This training is open to all city managers and administrators and focuses on handling various situations and hosts a variety of speakers. A motion was made by Monahan, second by Nelson to allow City Administrator Sidel to attend the SD City Management Association 2016 Training Conference April 28th & 29th – all voted yes, motion carried.

Executive Session: A motion was made by Monahan, second by Nelson to enter into executive session at 8:15 p.m. per SDCL 1-25-2.1 for personnel – all voted yes, motion carried. A motion was made by Monahan, second by McMahon to exit executive session at 8:40 p.m. – all voted yes, motion carried.

Adjournment: A motion was made by Monahan, second by Nelson to adjourn at 8:41 p.m. – all voted yes, motion carried.

Minutes recorded by Interim Finance Officer, Teresa Sidel.

I, the undersigned, Teresa Sidel, Interim 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.

Teresa Sidel, Interim Finance Officer