

## **City Council Meeting – Regular Meeting January 20, 2015**

Mayor Paul Zimmer called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Mark Monahan, Scott Yount, Scott Nelson, Bill Campbell, Doyle Johnson and Gail Olson-Duck. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner and City Engineer Jon Brown.

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

**Approve Minutes of Jan 6, 2015 Regular Meeting:** A motion was made by Johnson, second by Olson-Duck to approve the Jan 6, 2015 regular meeting minutes – Campbell abstained with all others voting yes, motion carried.

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

**Visitors:** Joe Bostic was present to visit with the council regarding city ordinances and policies regarding things such as snow removal and ticketing, snow on sidewalks and dogs running at large.

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

**Resolution 2015-1 – General Assessment Policy for 2015:** Resolution 2015-1 was provided to the council for their review. Per a motion on Dec 16, 2015, the council voted to extend the city's current assessment policy of assessing property owners for street improvements at \$80 for linear frontage foot through the year 2015. A motion was made by Monahan, second by Johnson to approve Resolution 2015-1 – General Assessment Policy for 2015 – which incorporates the new date for extending the general assessment policy – all voted yes, motion carried.

### **Old Business:**

**Professional Services Policy:** A revised draft of Policy #2015-1 – Requests for Professional Services was provided to the council for their review. This policy provides a guideline of who can request professional services and how those requests should be done. A motion was made by Campbell, second by Yount to approve Policy #2015-1 – Requests for Professional Services – Monahan voted no, with all others voting yes, motion carried

### **New Business:**

**Billboard Renewal Lease – Tammen Auto & Tire:** Tammen Auto & Tire is currently leasing the east face of billboard #2. This lease will expire on Jan 31, 2015. Tammen Auto & Tire is requesting to lease the billboard again for another 3 year term with the same terms and conditions as the previous lease. A motion was made by Monahan, second by Nelson to approve the 3 year billboard lease of the east face of billboard #2 to Tammen Auto & Tire – all voted yes, motion carried.

**SDPAA Insurance Contract Review:** The city's contract with SD Public Assurance Alliance, which is the current carrier of the city's liability insurance, was provided to the council for their review. Previously, Hagen Benefits, Inc had been administrating the plan for SDPAA. Now SDPAA has hired their own staff to do this. This new contract incorporates this administrative change. A motion was made by Monahan, second by Olson-Duck to approve the contract with SD Public Assurance Alliance – all voted yes, motion carried.

**Review Alfalfa Lease:** The city's current alfalfa lease on the Sports Complex land requires the city to inform the lessee no later than Mar 1<sup>st</sup> of each year the number of acres available to farm for that year. In 2014, 23.5 acres was being farmed. A motion was made by Johnson, second by Monahan to keep the farmable acres in regards to the alfalfa lease on the Sports Complex land at 23.5 acres for 2015 – all voted yes, motion carried.

**Correspondence:** None

### **Reports:**

**City Engineer Report:** Jon Brown, with Stockwell Engineers, gave the council an update on some staffing changes within Stockwells and also answered any questions regarding the city's 2015 contract for engineering services. As for projects they are working on, final construction documents have been submitted to the DOT for the Mike

Franken Trail, final construction drawings are completed and ready to bid on the East Diamond Trail project, and construction documents have been submitted to the City of Sioux Falls for the 2015 micro-surfacing project.

**Public Works Superintendent Report:**

**Streets** – All Christmas decorations have been taken down and stored. The crossing light along Western Ave snapped off due to high winds. It has been turned into insurance and a contractor has been scheduled to install a new one. Meyer Electric is schedule to start the installation of the new poles for the Hwy 38 lighting project this week.

**Water** – All quarterly and year end reports have been submitted to DENR and EPA. Samples will be taken from pond #3 this week. Wagner attended a Regional Wastewater Planning Group meeting last week. Future meetings will be on a quarterly basis.

**Park and Pool** – All Christmas lights in the park have been taken down. Staff continues to work on the ice rink as needed.

**Public Buildings** – The overhead door has been installed in the shop addition with the last of the steel work to be finished up this week. Demolition of the trailers on Vandemark Ave has started. Staff will be working on vinyl install of billboard #3 for the Chamber.

**Finance Officer Report:** The finance officer report was presented to the council. The report included a summary of cash balances and sales tax figures through Dec 31, 2014. Also included was a summary of funds available for each city committee and a highlight of bills to be paid. Wilber is in the process of gathering year-end information for the auditor. Nominating petition for the April 14<sup>th</sup> election will be available for circulation on January 30<sup>th</sup>. The mayor and one councilmember position from each ward will be open. The calendar of events was provided.

**City Administrator Report:** The welcome sign placement is the final item to be decided on the East Diamond Trail project. Once this is decided and documents are filed the project will be advertised for bids. Kelly Point Partners has completed the creek project and all necessary paperwork has been filed. Plans for the Mike Franken Trail have been submitted to the DOT and Stockwells continues to work on the wetland mitigation. Sidel is planning on having a draft of the city's emergency plan ready for the committee's review by the end of January. Once the committee reviews the plan, it will come before the council for approval and adoption.

**Committee Reports by Liaison:**

**Mark Monahan – Bike/Rec, Fire Department & Emergency Planning:** There was no Bike/Rec Trail meeting in Jan. The next meeting is scheduled for Feb 10<sup>th</sup> 6:30pm Spikes. Monahan attended the Fire Dept business meeting on Jan 14<sup>th</sup>. The Bike/Rec Trail Committee recently amended their 2011, 2012 and 2013 income tax returns. Committees must report any grant dollars received through the city as income. As a result of this, they are required to file the long Form 990 rather than the short. There will be an added expense to the committees to have these returns prepared. Next year this will also impact the Swimming Pool Committee as they will be receiving grant funds in 2015. A motion was made by Monahan, second by Johnson for the city to pay the accounting fee for any committee having to file a long form due to the receipt of city grant funds – Monahan, Johnson and Nelson voted yes with Campbell, Olson-Duck and Yount voting no. Mayor Zimmer broke the tie voting no – motion failed. A motion was made by Monahan, second by Nelson for the city to pay the invoice to Buss CPA in the amount of \$612.50 for the preparation of the 2011, 2012 & 2013 amended tax returns for the Bike/Rec Trail Committee – Monahan, Johnson and Nelson voted yes with Campbell, Olson-Duck and Yount voting no. Mayor Zimmer broke the tie voting yes – motion carried.

**Scott Yount – Swimming Pool:** The next Pool Committee meeting is Jan 27<sup>th</sup> 7pm Pizza Ranch.

**Bill Campbell – Sports Complex:** The Sports Complex Committee met on Jan 14<sup>th</sup>. They discussed how the scheduling of the fields would be handled at the Sports Complex and other city parks. The council will discuss this topic in more depth at a future meeting.

**Gail Olson-Duck – Jamboree Days & Hometown Christmas:** Olson-Duck attended Jamboree Committee meetings on Jan 12<sup>th</sup> and 20<sup>th</sup>. The band for the street dance has been scheduled and vendors have been emailed registration paperwork. Discussion was held regarding possibly charging for some attractions at this year's event but no definite plans regarding this have been made at this time.

**Doyle Johnson – Jamboree Days & Downtown:** Johnson attended the Jan 12<sup>th</sup> & 20<sup>th</sup> Jamboree Committee meetings. Entertainment for Sat in the park has been booked.

**Scott Nelson – HADC & Chamber:** The HADC planning meeting is scheduled for Jan 30<sup>th</sup> 8am-2pm at Sioux Falls Development Foundation. The Chamber planning meeting is scheduled for Feb 21<sup>st</sup> 11am-3pm at Tammen Auto & Tire.

**Mayor's Report:** Mayor Zimmer thanks Nick Borns, formally of Stockwell Engineers, for the years of service provided to the city. He wished him luck in his new venture.

A motion was made by Johnson, second by Olson-Duck to enter into executive session per SDCL 1-25-2 at 8:52 p.m. – all voted yes, motion carried.

A motion was made by Olson-Duck, second by Johnson to exit executive session at 9:10 p.m. – all voted yes, motion carried.

Mayor Zimmer informed the city council and staff that he is not seeking reelection for a 4<sup>th</sup> term as mayor. He cited he is stepping down to spend more time with his family.

**Adjournment:** A motion was made by Johnson, second by Olson-Duck, to adjourn at 9:19 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