

City Council Meeting – Regular Meeting January 5, 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, Doyle Johnson, Bill Haugen and Scott Nelson. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson and City Engineer Mitch Mergen.

Approve Agenda: A motion was made by Nelson, second by Monahan to approve the agenda as set with the addition of LaVonne Randall to the Visitors Section - all voted yes, motion carried.

Approve Minutes of Dec 14, 2015 Regular Meeting: A motion was made by Monahan, second by Nelson to approve the Dec 14, 2015 regular meeting minutes – all voted yes, motion carried.

Visitors: LaVonne Randall was present to address the council regarding the strength and wellness of the Hartford community along with suggestions that she feels can make Hartford an even better community.

Deputy Report: Deputy Terrones was present to give his report. Attention has been given to areas where speeding is occurring within the city. There have been citations issued for no insurance. A reminder was given to be extra cautious as fraud and identify theft cases are on the rise. With the recent snow fall events, a number of snow tickets have been issued.

Fire Department Report: Bryon Shumaker was present to report on the Fire Dept. The Fire Dept made 19 calls in Dec with 6 being in city limits. The dept business meeting will be Jan 13th, EMS training on Jan 18th and CPR training for both fire and EMS on Jan 19th and 27th. Shumaker reminded residents to keep hydrants clear of snow. The dept board meeting was held on Jan 4th. The leadership for 2016 is as follows: Bryon Shumaker – Chief, Adam Erickson – 1st Asst Fire, Connor Vortherms – 1st Asst Rescue, Travis Hellvig – 2nd Asst Fire, Linda Hartman – 2nd Asst Rescue, James Buss – Treasurer, and Stacy Grace – Secretary. Shumaker also extended a thank you to the dept members, their families, the business community and all those who support HAFR.

Ordinances, Resolutions & Hearings:

7:05 Hearing – Renewal of City Garbage Licenses: Hearing held at 7:12. A motion was made by Monahan, second by Haugen to approve the renewal of City Garbage Licenses for 2016 for Novak Sanitary Service, RBS Sanitation, Inc., and Cressman Sanitation, Inc. – all voted yes, motion carried.

Old Business:

Special Election Ordinance: At the Dec 1st meeting discussion was held regarding possibly enacting an ordinance to allow for vacancies to be filled by special election. Since this discussion, staff has learned that if such an ordinance is enacted, all vacancies have to be filled by special election. There will no longer be the option to fill the vacancy by appointment. It is the consensus of the council to not move forward with drafting such an ordinance at this time.

New Business:

2016 Audit Contract: Quam & Berglin, PC has submitted their contract to perform the 2016 Audit for year ending Dec 31, 2015. A motion was made by Monahan, second by Johnson to approve the 2016 Audit Contract with Quam & Berglin, PC – all voted yes, motion carried.

Discussion of Bike Trail along Colton Road: Discussions have been held between city staff and Minnehaha County regarding their upcoming Colton Road project. The County will be resurfacing the Colton Road from Hwy 38 to the north. It has been discussed that at the time of their project, a 10 foot wide asphalt bike trail be installed on the west side of the Colton Road from Hwy 38 to 9th Street. The County has expressed interest in doing this, along with possible cost sharing. A motion was made by Monahan, second by Nelson for city staff to negotiate with Minnehaha County on moving forward with the Colton Road bike trail project – all voted yes, motion carried.

Correspondence: None

Reports:

City Engineer Report: Mitch Mergen with Stockwell Engineers updated the council on projects they are working on. The water model is now complete and has been submitted to city staff. Final design drawings for the pool project are complete. A motion was made by Monahan, second by Johnson to put the pool project out for bid in January – all voted yes, motion carried. Stockwells continues to work with the DOT

to secure new design agreements for the Mike Franken trail. Stockwells continues to work with developers of the South Main Addition who have revised their grading plan to address the drainage problems. They have added an extension of storm sewer, which is scheduled to be installed this spring.

Public Works Superintendent Report:

Streets – With the recent snow falls, staff continues working on clearing the streets and hauling snow. Staff plans on taking down the Christmas decorations this week. When time allows, more salt sand will be hauled in.

Water – Pond 3 has been discharged and water has been moved from pond 2 to 3. Samples will be taken next week to see if pond 3 can be discharged again. Wagner will be working on year end reports for DENR.

Park and Pool – The Christmas lights have been removed from the trees. Now that the weather is colder, staff will be working on the ice rink.

Finance Officer Report: Wilber provided a highlight of revenues that were received during Dec along with the general fund revenues and expenses to date thru Nov. With the end of the year, quarter and year end items are being done. A reminder was given to the council of the deadline to register for the 2016 Rib Dinner & Municipal Government Day at the Legislature. The calendar of events was also provided. The date of the 2016 municipal election was discussed. A motion was made by Nelson, second by Monahan to set the 2016 municipal election date as April 12, 2016 – all voted yes, motion carried.

City Administrator Report: Sidel gave the council an update on the recent HADC & HACC activities and meetings. In regards to the sale of the land on Main Ave to the Hartford Farmers Elevator, the title company is doing a title search. Once completed and reviewed by the city attorney, we will move forward with closing. Sidel informed the council that the P&Z Board has finished their review of the city's zoning regulations. The board is proposing some changes which will be reviewed at a public hearing on Jan 26th. Once all the changes have been approved by the P&Z Board, the proposed changes will come before the council for their approval. Sidel has met with representatives from the Sioux Falls landfill regarding the possibility of the city purchasing landfill dump tickets to provide to residents in lieu of having City Wide Cleanup Day. Once more information is obtained, Sidel will present it the council for their review. Sidel congratulated the Bike Trail Committee on the \$1,000 donation they received from Scheels.

A motion was made by Monahan, second by Nelson to enter into executive session per SDCL 1-25-2.1 for personnel at 7:52 pm – all voted yes, motion carried.

A motion was made by Johnson, second by Monahan to exit executive session at 9:47 pm – all voted yes, motion carried.

Discussion of Interview Process for Chamber & Economic Development Director: It was the consensus of the Board to have the City Administrator review the applicants for the Chamber & Economic Development Director Position and pick her top two candidates. The council also would like the City Administrator to ask the HACC Board and the HADC Board to provide 5 interview questions for the candidates. The interview questions and possible interview dates will be presented to the council at their next regular meeting on January 19, 2016.

Discussion of 2016 Employee Wages & Holiday Bonuses: A motion was made by Monahan, second by Johnson, to give all six full-time employees (Sidel, Wagner, Wilber, Kuchta, Hanisch, O'Kane) and the city's one FT/PT (Hagen) a Holiday Bonus of \$100 in Hartford Bucks – all voted yes, motion carried.

A motion was made by Monahan, second by Haugen, to give the City Administrator (Sidel) a \$4.00/hour wage increase retroactive from January 1, 2016 – all voted yes, motion carried.

A motion was made by Monahan, second by Johnson, to give the Administrative Assistant (Kuchta) a \$2.50/hour wage increase retroactive from January 1, 2016 – all voted yes, motion carried.

A motion was made by Monahan, second by Haugen, to give the Public Works Superintendent (Wagner) a \$3.00/hour wage increase retroactive from January 1, 2016 – all voted yes, motion carried.

A motion was made by Monahan, second by Nelson, to give the Assistant Public Works Superintendent (Hanisch) a \$2.50/hour wage increase retroactive January 1, 2016 – all voted yes, motion carried.

A motion was made by Monahan, second by Haugen, to give the Public Works Assistant (O’Kane) a \$2.00/hour wage increase retroactive January 1, 2016 – all voted yes, motion carried.

A motion was made by Monahan, second by Haugen, to give the Year-Round/Part-Time Public Works Assistant (Hagen) a \$1.00/hour wage increase retroactive January 1, 2016 – all voted yes, motion carried.

A motion was made by Johnson, second by Monahan, to offer additional health insurance benefits as follows: The city will pay 60% of the monthly premiums, with the employee paying 40%, on the health insurance plan offered by the city for an Employee plus One policy and the city will pay 65% of the monthly premiums, with the employee paying 35%, on the health insurance plan offered by the city for a Family Policy – all voted yes, motion carried.

A motion was made by Johnson, second by Nelson, for the City Administrator to enter into negotiations for dental insurance with the city paying 50% of the plan cost. An amended motion was made by Johnson, second by Monahan, to have the City Administrator get quotes on various dental plans and present to the City Council – all voted yes, motion carried.

Adjournment: A motion was made by Johnson, second by Haugen to adjourn at 9:58 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.

Karen Wilber, Finance Officer