

## **City Council Meeting – Regular Meeting January 6, 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 Nelson, Doyle Johnson and Gail Olson-Duck. Scott Yount and Bill Campbell were absent with notice. 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.

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

**Approve Minutes of Dec 16, 2014 Regular Meeting:** A motion was made by Monahan, second by Olson-Duck to approve the Dec 16, 2014 regular meeting minutes – all voted yes, motion carried.

A motion was made by Monahan, second by Olson-Duck to address the following items next on the agenda: City Public Works Superintendent Report – Craig Wagener; Transit Update/Committee Recognition – all voted yes, motion carried.

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

**Streets** – Wagner has attended meetings in preparation for the 2015 micro-surfacing project. The bidding of this work is scheduled for February. Christmas decorations are scheduled to be taken down in the coming week. The poles for the Hwy 38 lighting project are scheduled to be delivered mid-January. Snow removal on the recent snow events has gone smoothly.

**Water** – Recent samples taken from pond #3 had high ammonia. Samples will be taken again at a later date. If samples pass, staff will discharge yet this winter. The water samples for Ruud Lane have passed so this line can now be put in service. Wagner will be submitting his quarterly reports to DENR and EPA this week. There was a water main break the evening of Jan 5<sup>th</sup> on 2<sup>nd</sup> St between Oaks & Main. First Rate Excavate is working on the repair. The cold temps are slowing down the efforts.

**Park and Pool** – Staff will start taking down Christmas lights in the park this week. The ice rink is filled but a top layer needs to be applied to finish.

**Public Building** – The doors on the west side of the new shop addition have been installed. Wagner plans on installing the overhead door this week. Removal of the two trailers on Vandemark will start in the coming weeks. The transit bus will be housed in the east bay of the shop.

**Transit Update/Committee Recognition:** Jan 5<sup>th</sup> was the first day of operations for the new Hartford Area Transit. Mayor Zimmer presented a certificate to Ellie Sturdevant in recognition of the time and effort Ellie and the group of volunteers put into making Hartford Area Transit a reality. The volunteers for this project were Ellie Sturdevant, Blair Bathke, JoAnn Miles, Lois Kaiser, Merlin Goebel, Roberta Jacobs, Stephanie Olson-Voth, Amber Gibson with SECOG and Sara Jennings with AARP. The bus will run in Hartford on Mon, Wed & Fri with the bus giving rides to Sioux Falls on Tues. The in-town fare is \$2 one-way. The out-of-town fare is \$8 round-trip. Please call 906-1483 to schedule a ride.

**Deputy Report:** Deputy Terrones was present to give his report. He noted the occurrence of speeding and stop sign violations. He gave a reminder to lock all vehicles to deter theft.

**Visitors:** Mayor Zimmer addressed the council regarding a recent conversation he had with Josh Mulder. Mr. Mulder was issued a ticket on Dec 16<sup>th</sup> for obstructing snow removal due to the fact that Mr. Mulder had a trailer parked on a city street after a snow event of 2” or more. Due to a death in the family, Mr. Mulder was out of town at the time of the snow event. Because of these circumstances, Mr. Mulder is asking for lenience in regards to this ticket. A motion was made by Monahan, second by Nelson to waive the ticket and fee that was issued to Josh Mulder on Dec 16<sup>th</sup> for obstructing snow removal – all voted yes, motion carried.

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

**7:05 Hearing – Renewal of City Garbage Licenses:** A motion was made by Monahan, second by Nelson to approve the renewal of City Garbage Licenses for 2015 for Novak Sanitary Service, RBS Sanitation, Inc., and Cressman Sanitation, Inc. – all voted yes, motion carried.

**7:10 Hearing – Application for Retail On-Off Sale Malt Beverage & SD Farm Wine License for Hartford Inns, LLC:** Hartford Inns, LLC are the owners of the new AmericInn Hotel. They have applied for a license to sell malt beverages and wine. A motion was made by Johnson, second by Olson-Duck to approve the application for a retail on-off sale malt beverage & SD wine license for Hartford Inns, LLC – all voted yes, motion carried.

**Resolution 2015-1 – General Assessment Policy for 2015:** Resolution 2015-1 was provided to the council for their review. This resolution will extend the city's current assessment policy of assessing property owners for 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 – Olson-Duck voted no with Monahan and Johnson voting yes and Nelson abstained pending further explanation on property values from the Minnehaha County Director of Equalization – motion failed. A motion was made by Monahan, second by Nelson to table Resolution 2015-1 until the March 17<sup>th</sup> council meeting – 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 Nelson, second by Monahan to approve Policy #2015-1 – Requests for Professional Services – Johnson voted no, with all others voting yes, motion failed. Further discussion was held regarding adding verbiage to the policy allowing the Mayor, in addition to the City Administrator, the ability to initiate professional services necessary to administer the day-to-day operations of the city. A motion was made by Monahan, second by Nelson to table this item until the next meeting - all voted yes, motion carried.

**New Business:**

**Future Use of 405 & 407 N Vandemark Avenue:** In the coming months the city will be clearing the trailers from the lots on N Vandemark Avenue. Once cleaned up, the council will need to decide what will be done with the land. The total area is approximately 167 ft by 126 ft. Discussion was held regarding a few possible uses for the land. Further discussions will be held once the clean-up is complete.

**Correspondence:** None.

**Reports:**

**Chamber/HADC Director's Report:** Gary Sandholm was present to address the council regarding the recent activities with both the Chamber and HADC. Sandholm attended the Chamber Marketing meeting and the prepared the Chamber newsletter for printing. Completed work on the promotional magnets the Chamber is having made. The Hometown Christmas committee had a wrap-up meeting. The new AmericInn has plans to open on Feb 26<sup>th</sup>. A recap was provided showing the housing need study and what has been done thus far to address some of those needs.

**Fire Department Report:** Bryon Shumaker was present to report on the Fire Department activities. The Fire Dept made 28 calls in Dec with 13 being in city limits. A total of 284 calls were made in 2014. There are currently 35 Fire Dept members. The department business meeting will be Jan 14<sup>th</sup> at which the newly elected officers will be installed. 2015 Officers are as follows: Bryon Shumaker, Chief; Adam Erickson, 1<sup>st</sup> Asst Fire Chief; Travis Hellvig, 2nd Asst Fire Chief; Linda Hartman, 1<sup>st</sup> Asst Rescue; Todd Lowe, 2<sup>nd</sup> Asst Rescue; Jason Roberts, Secretary and James Buss, Treasurer. CPR training will be held Jan 12<sup>th</sup> & 21<sup>st</sup> and rescue training on the 19<sup>th</sup>. Shumaker thanked the Mayor, City Council and City staff for the honoring of Kieron Murphy by lowering flags to half staff on the day of his funeral.

**City Engineer Report:** Mitch Mergen with Stockwell Engineers updated the city council on projects they are working on. In regards to the Mike Franken Trail, final design documents have been submitted to the

DOT for review. Final drawings are complete on the East Diamond Trail project. Once all agreements are in place with adjacent property owners, work on the project will move forward. The staking for ag-lime placement at the Sports Complex has been completed. Documentation was provided that explained the increase in fees in the 2015 Engineering Contract. A motion was made by Monahan, second by Olson-Duck to approve the 2015 Engineering Contract – all voted yes, motion carried. Mayor Zimmer extended a thank you to Stockwells for sponsoring the city's holiday party.

**Finance Officer Report:** Wilber provided a highlight of revenues that were received during Dec along with the all revenues and expenses to date thru Nov. The council was also provided a list of upcoming events through the month of Jan. The date of the 2015 city election was discussed. A motion was made by Johnson, second by Olson-Duck to set the 2015 city municipal election date as April 14, 2015 – all voted yes, motion carried.

**City Administrator Report:** To date, six load of ag-lime have been hauled in for the ball fields at the sports complex. The Dec code enforcement/building inspection report was provided to the council.

**Committee Reports by Liaison:**

**Mark Monahan – Bike/Rec & Community Bldg:** The Bike/Rec Committee will not meet in Jan. The next meeting is scheduled for Feb 10<sup>th</sup>. Monahan asked that Phase 3 & 4 of the bike trail now be referred to as the Mike Franken Trail. The formal dedication will be done at a later date.

**Scott Yount – Sports Complex:** Not present.

**Bill Campbell – Sports Complex:** Not present.

**Gail Olson-Duck – Jamboree Days & Hometown Christmas:** The next Jamboree meeting is Jan 12<sup>th</sup> 6pm City Hall. Olson-Duck will be working with the vendors again for this year's event. Olson-Duck was unable to attend the Hometown Christmas wrap-up meeting on Dec 29<sup>th</sup>.

**Doyle Johnson – Jamboree Days & Downtown:** Johnson offered his condolences to Robin Murphy & family in the recent passing of her husband, Kieron Murphy.

**Scott Nelson – HADC & Chamber:** Nelson congratulated Hartford Spinal Care for being the Chamber's Business of the Month. He also congratulated George & Janet Ham for being the Volunteers of the Month for their participation in the Hometown Christmas event. Nelson encouraged all Hartford area business to join the HACC and HADC.

**Mavor's Report:** Nothing to report.

A motion was made by Johnson, second by Olson-Duck to enter into executive session per SDCL 1-25-2.1 & 2.3 at 8:31 p.m. – all voted yes, motion carried.

A motion was made by Monahan, second by Olson-Duck to exit executive session at 9:07 p.m. – all voted yes, motion carried.

A motion was made by Monahan, second by Nelson to give a \$.50 pay raise effective January 1, 2105 to the City Administrator, Finance Officer, Administration Secretary, Building Inspector/Code Official, Public Works Superintendent and all year-round Public Works Assistants for 2015 – all voted yes, motion carried

**Adjournment:** A motion was made by Johnson, second by Monahan to adjourn at 9:10 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