

City Council Meeting – Regular Meeting October 1, 2013

Mayor Paul Zimmer called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Scott Nelson, Leah Johnson, Scott Yount, Mark Monahan and Gail Olson-Duck. Doyle Johnson arrived at 7:15 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 Nick Borns.

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

Approve Minutes of Sept 17, 2013 Regular Meeting: A motion was made by Olson-Duck, second by Leah Johnson to approve the Sept 17, 2013 regular meeting minutes – all voted yes, motion carried.

Deputy Report: Deputy Terrones was present to give his report. He noted that speeding is occurring on Feyder Ave. and Railroad St. There have been multiple vandalisms in the parks over the past week and he has asked all to report any suspicious activity that they see.

Ordinances, Resolutions & Hearings:

7:05 Hearing – Transfer of Liquor Licenses from Phoenix Group LLC to Brad & Chel Uthe: Brad Uthe was present to address the council in regards to Midway Bar & Grill and the transferring of the liquor licenses. A motion was made by Nelson, second by Olson-Duck to approve the transfer of the liquor license RB-3660 and RL-5786 from Phoenix Group LLC to Brad & Chel Uthe – all voted yes, motion carried.

7:08 Hearing – Special Event Permit for CCFA: Kristi Sidel was present to request a special event permit to hold a 5k run/walk on Oct 20th from 1pm to 3pm. This event will be a fundraiser for CCFA. A motion was made by Monahan, second by Leah Johnson to approve the special event permit for CCFA – all voted yes, motion carried.

Approve Plat for Lot 2, Block 2 of Western Meadows Addition: A motion was made by Monahan, second by Yount to approve the plat for Lot 2, Block 2 of Western Meadows Addition – all voted yes, motion carried.

Approve County Plat for Lot 2, Block 2 of Brower 2nd Addition: A motion was made by Monahan, second by Olson-Duck to approve the county plat for Lot 2, Block 2 of Brower 2nd Addition – all voted yes, motion carried.

International Building Code: The International Code Council reviews the building and property maintenance codes every three years. Currently, the city has adopted the 2006 International Codes. The following four ordinances would adopt the 2012 International Codes:

2nd Reading of Ordinance #594 – 2012 International Existing Building Code: A motion was made by Leah Johnson, second by Olson-Duck to approve 2nd Reading of Ordinance #594 – 2012 International Existing Building Code – all voted yes, motion carried.

2nd Reading of Ordinance #595 – 2012 International Property Maintenance Code: A motion was made by Olson-Duck, second by Leah Johnson to approve 2nd Reading of Ordinance #595 – 2012 International Property Maintenance Code – all voted yes, motion carried.

2nd Reading of Ordinance #596 – 2012 International Building Code: A motion was made by Leah Johnson, second by Olson-Duck to approve 2nd Reading of Ordinance #596 – 2012 International Building Code – all voted yes, motion carried.

2nd Reading of Ordinance #597 – 2012 International Residential Code: A motion was made by Olson-Duck, second by Leah Johnson to approve 2nd Reading of Ordinance #597 – 2012 International Residential Code – all voted yes, motion carried.

1st Reading of Ordinance #598 – Curfew Hours: This ordinance will revise the curfew hours of the city. Discussion was held regarding the wording in regards to exceptions to the curfew. Revisions to the ordinance will be made and presented at the next meeting. A motion was made by Olson-Duck, second by Nelson to approve 1st Reading of Ordinance #598 – Curfew Hours with the wording changes discussed – all voted yes, motion carried.

Doyle Johnson arrived at 7:15 p.m.

Old Business:

Sports Complex – Review Revised Draft Lease Agreement: The lease agreement that City Attorney Nelson drafted for the planting of alfalfa on the east portion of the sports complex land was reviewed by the council. Discussion was held regarding wording changes to the section of the lease that addresses how the actual field yield will be verified. These changes will be made and a revised draft lease agreement will be presented at the next council meeting.

City Land – Lot 1, Block 1 and Lot 1, Block 2 of Maras Addition: The city currently owns two lots in the middle of the block between 5th and 6th St. Discussion was held in regards to platting these lots into smaller parcels for possible sale to adjoining property owners. The city would still maintain of the right-of-way. A motion was made by Monahan, second by Leah Johnson to replat the lots per the dimensions on the map provided by City Administrator Sidel – all voted yes, motion carried.

New Business:

Review/Approve Job Description for Part-time Snow Removal Help: The job description for part-time snow removal help was provided to the council. There have been no changes made to this job description since last year. A motion was made by Monahan, second by Olson-Duck to approve the job description for part-time snow removal help – all voted yes, motion carried. A motion was made by Monahan, second by Yount to advertise for the part-time snow removal positions – all voted yes, motion carried.

Approval of Transportation Alternative Program Grant Agreement: The Transportation Alternative Program grant agreement between the city and the SD DOT for phase 3 and 4 of the bike trail was provided to the council for their review. A motion was made by Monahan, second by Leah Johnson to approve the Transportation Alternative Program grant agreement and authorize Mayor Zimmer to sign the agreement – all voted yes, motion carried.

PayGov – Acceptance of Credit/Debit Cards by the City: Information was provided to the council regarding PayGov which is a credit card processor for government agencies. This service would allow the city to accept debit and credit card payments. The cost associated with this service would be in the form of a convenience fee placed on the customer at the time they use the service. There would be no cost to the city to offer this service. A motion was made by Monahan, second by Leah Johnson to approve the use of the PayGov service – all voted yes, motion carried.

Visitors/Correspondence: Mayor Zimmer shared with the council an invitation he received to the SD Multi-Housing Assoc. legislative breakfast on Oct 11th.

Reports:

Chamber/HADC Director’s Report: Gary Sandholm was present to address the council regarding the recent activities with both the Chamber and HADC. A groundbreaking is being planned on the West Diamond Trail project. A video promoting Hartford is nearly ready for release. Coupons promoting Hartford were given to visitors at the state golf tournament and cross country meet. Information on two business prospects was given to MCEA. Hometown Christmas plans are moving along. Inter-Lakes Community Action will be announcing a mutual self-help housing project in Hartford this week. The Chamber is planning a mixer in October. Research is being done to build a labor profile for Hartford which

will be a useful tool when trying to recruit businesses to the city. Sandholm presented information to the council regarding a manufacturing prospect that is looking at opening up a location in the southeast area of the state. Sandholm wanted feedback from the council regarding a possible building site on city owned land at the north end of the sports complex. The council expressed their opinions and it was the consensus of the council that Sandholm present this option to the prospective business.

Fire Department Report: Kelly Boysen was not present to give a report.

Public Works Superintendent Report:

Streets – Street patching is finished. A culvert was replaced along Western Ave. There will be more culvert work yet this fall. A few boulevard trees will be removed this week. Staff will be getting the salt sand ready for the winter season. Curb and sidewalk work will be done over the next few weeks. Mosquito spraying will continue through the fall as needed.

Water – Samples will be taken at the lagoons with the hopes of discharging a couple more times yet this fall/winter. Quarterly DMR reports will be done this week.

Park and Pool – Painting has started at the pool and in restrooms. The contractor has started the work on the ball field lights with Sioux Valley doing their work in the next few weeks. Last week staff picked up the agri-lime donated by a Sioux Falls homeowner.

Public Building – The stucco work on City Hall is scheduled to begin this week, weather permitting.

City Engineer Report: Nick Borns with Stockwell Engineers updated the city council on projects they are working on. The pre-construction meeting on the West Diamond Trail project is scheduled for Oct 2nd and a project start date of Oct 10th or later. Stockwells has been providing information to the DOT regarding the scope of service in regards to phase 3 & 4 of the bike trail. Borns informed the council that the contractor doing the overseeding at the sports complex site has confirmed the pricing and that the start of the work is about a month out. The Capital Improvement Plan is coming together and should be presented to the council in the near future.

Finance Officer Report: Wilber provided a highlight of revenues that were received during September along with the all revenues and expenses to date thru August. Wilber noted that the 2014 Budget Appropriation was sent to the county on Sept 18th. The council was provided a list of upcoming events through the month of Oct.

City Administrator Report: Final inspection on the crossing signals at Hwy 38 and at Railroad St. have been done. The contractor has finished the ADA compliance repairs on the Hwy 38 bike trail. Once all agreements with the DOT have been signed on phase 3 & 4 of the bike trail, the DOT will issue a Notice to Proceed and preliminary work on this project can start. Purchase agreement for Lot 1, Block 1 of Hartford City Proper has not been secured. Sidel and Public Works Superintendent Wagner have met with Minnehaha County regarding county highways that border the city. Sidel will keep the council informed as this discussions moves forward.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec & Community Bldg: The next Bike/Rec meeting on Oct 8th 6:30pm at Spikes Bar & Grill. Nothing new to report on the Community Bldg.

Scott Yount – Sports Complex: The next Sports Complex meeting is Oct 9th 7pm at City Hall. The committee is working on grants.

Leah Johnson – Jamboree Days, Swimming Pool & Community Bldg: The first planning meeting for the 2014 Jamboree Days will be Oct 7th 6pm at City Hall. The last Swimming Pool meeting was Sept 24 where grants were discussed along with plans of participating in the WOT Craft Show and Hometown Christmas. The next meeting will be Oct 22nd 7:30pm at Pizza Ranch. Nothing new to report on the Community Bldg.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: Oct 7th is the first Jamboree Days meeting. Olson-Duck was unable to attend the last Hometown Christmas meeting.

Doyle Johnson – Downtown & Hometown Christmas: Johnson was unable to attend the last Downtown meeting. Hometown Christmas met on Sept 30th. They are currently working on the schedule of events. They are also working with the school on transportation the day of the event. The next meetings are on Oct 14th and 28th 7pm at Midway Bar & Grill

Scott Nelson – HADC & Chamber: The Hometown Christmas billboard is being worked on. Video promoting Hartford is near done. Chamber board meetings have been changed from every Thurs morning at 7am to every other Thurs afternoon at 1pm.

Mayor's Report: The mayor will be conducting meetings with all committee liaisons. The mayor informed the council that the Mayor's Meeting will be next month and if there is anything they wish to have him address, let him know.

Adjournment: A motion was made by Leah Johnson, second by Nelson to adjourn at 8:40 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