

City Council Meeting – Regular Meeting October 21, 2014

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, Bill Campbell, Doyle Johnson and Gail Olson-Duck. Scott Yount was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Assistant Public Works Superintendent Neil Hanisch, City Attorney Larry Nelson and City Engineer Mitch Mergen.

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

Approve Minutes of Oct 6, 2014 Regular Meeting: A motion was made by Johnson, second by Campbell to approve the Oct 6, 2014 regular meeting minutes – all voted yes, motion carried.

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

Visitors: None

Ordinances, Resolutions & Hearings: None

Old Business:

Review Billboard #3 Vinyl Design: Scott Nelson, on behalf of the Chamber, addressed the council regarding the use of the west face of billboard #3 for a social media campaign to promote the City of Hartford. Nelson presented to different options for the design of the vinyl for the billboard. A motion was made by Monahan, second by Olson-Duck to use design Option B – all voted yes, motion carried.

New Business:

Review Chamber & Economic Development Director Job Description: Gary Sandholm was present to discuss the Chamber & Economic Development Director job description.

A motion was made by Johnson, second by Campbell to enter into executive session at 7:10 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Campbell to exit executive session at 7:42 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Nelson to enter into executive session pursuant to SDCL 1-25-2(4) at 7:43 p.m. – all voted yes, motion carried

A motion was made by Johnson, second by Olson-Duck to exit executive session at 8:00 p.m. – all voted yes, motion carried.

The meeting resumed at 8:02 p.m. with the following city council members present: Mayor Paul Zimmer, Mark Monahan, Scott Nelson, Bill Campbell, Doyle Johnson and Gail Olson-Duck.

A motion was made by Johnson, second by Olson-Duck to add the following 4 items to the job description for the Chamber & Economic Development Director: 1.) The Chamber & Economic Development Director should provide a business name or contact name with phone number on all on-going projects that the Chamber & Economic Development Director is working on (this can be part of a project file or log). 2.) The Chamber & Economic Development Director should provide a weekly project log/file of some kind that reports the projects he is working on with contact information and progress reports. This can be an electronic shared file with access by the Chamber & Economic Development Director and City Administrator only – this way there are no paper copies exposed. 3.) Any projects outside of city limits will need prior approval from the City Council before investing any City time into the project. If time is of the essence, prior approval for discussions can be granted by the Mayor or City Administrator. 4.) If confidentiality must be maintained, a confidentiality agreement must be kept on file with the city. The Mayor, City Administrator and Chamber & Economic Development Director will have access to this

information but all must sign a confidentiality agreement with the prospect. The only exceptions to this requirement are leads from the Governor's Office of Economic Development – all voted yes, motion carried.

Senior Citizen Center – Request to Waive Sump Pump Permit Fee: Due to a limited budget, the Senior Citizen Center has requested that their sump pump discharge permit fee be waived. A motion was made by Monahan, second by Johnson to waive the \$50 fee for the sump pump discharge permit for the Senior Citizen Center – all voted yes, motion carried. A motion was made by Monahan, second by Nelson for the Senior Citizen Center to be exempt from paying the annual \$50 fee for a sump pump discharge permit for future years until such a time when this exemption is revoked by the city council – all voted yes, motion carried.

Review Employee Evaluation Process & Forms: The current evaluation process and forms were reviewed with the council. A motion was made by Monahan, second by Johnson to continue to use the current evaluation form revised to include the following areas to also be evaluated: safety, public relations and appearance and also that the city council and Mayor will evaluate the City Administrator, Finance Officer and Public Works Superintendent positions – all voted yes, motion carried.

SDML Conference Reports: Council members Monahan and Campbell recently attended the annual SDML Conference. Monahan reported that the sessions attended were very informative but felt the conference topics were geared more towards smaller more rural municipalities. Campbell felt the conference was a great opportunity to network with other individuals in other communities. He recommended others to attend in the future.

Correspondence: None

Reports:

City Engineer Report: Mitch Mergen, with Stockwell Engineers, updated the city council on projects they are working on. Preliminary plans have been submitted to the DOT for their review on Phase 3&4 of the bike trail. Legal documents in regards to the relocation of East Diamond Trail are being prepared for signatures. Final bidding documents for the project are expected by the end of the year. Final inspections of road improvement in the Kelly Point Addition have been completed and a punch list of items has been provided to the developer. Plat reviews for the Western Meadows Subdivision have been done.

Public Works Superintendent Report:

Streets – Street sweeping will be done in the coming weeks. The temporary street lighting has been installed along Hwy 38. Equipment repairs continue as needed. Mosquito spraying is done for the year.

Water – The water main to the hotel is ready to put online. The pumps at the main lift station have been serviced. Several meter repairs have been done.

Park and Pool – All the fencing fabric is now installed at the Sports Complex. One park bathroom will be winterized this week with the others closing by Oct 31st. The batting net will be taken down for the winter. Justin Eich donated and hauled the dirt for the tractor pull area.

Public Buildings – Construction of the shop addition continues.

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 Sept 30, 2014. Also included was a summary of funds available for each city committee and a highlight of bills to be paid. The attendance chart for the period May – Oct 2014 was provided to the council for their review. The calendar of events was also provided.

City Administrator Report: The grant coordinator for the LWCF Grant was in Hartford on Oct 9th to review the city's pool project. He indicated that Hartford has a strong application and that a decision on the grant should be made by early Nov. The city now has ownership of one of the trailers on Vandemark Ave. A permit has been obtained that allows the city to remove the trailer from the site. A motion was made by Olson-Duck, second by Johnson to surplus the trailer house located at 407 N Vandemark Ave as no value and to authorize demolition of said trailer – all voted yes, motion carried. Work continues on obtaining ownership of the second trailer. Empire Feed & Grain has agreed to the conditions the council set at the last meeting in regards to the contract to haul ag-lime for the ball fields at the Sports Complex. A revised contract will be fax to the city. The City has been approved for the operation grant in regards to the new transit program. This grant will cover operational costs of the program for one

year, with the city funding 20% of the costs. Sidel has met with city engineers and land owners in regards to the relocation of East Diamond Trail. All parties were in agreement so the project will move forward.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec & Fire Department: Monahan attended the Oct 14th Bike & Rec Trail Committee meeting. The committee has received a donation for another bench. Plans are being made on what the committee will do for the Hometown Christmas event.

Scott Yount – Swimming Pool: Not present.

Bill Campbell – Sports Complex: Campbell was unable to attend the Oct 8th Sports Complex meeting due to attending the SDML conference. Yount attended. The committee continues to work on sponsorships. Discussion was held on the possibility of getting an application of fertilizer applied yet this year. Hanisch will check on pricing.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: Olson-Duck attended the Oct 13th Jamboree Committee meeting. The budget for this year's event was set along with plans on lining up some different entertainment for this year. Hometown Christmas plan are moving right along.

Doyle Johnson – Downtown: Johnson attended the Oct 13th Jamboree Committee meeting.

Scott Nelson – HADC & Chamber: The Chamber's annual meeting is Nov 20th. The Chamber has reserved a booth at the Sioux Falls Chamber Holiday Mixer to promote Hartford. For the month of Oct the Chamber recognized Costello Properties as the Business of the month and Ellie Sturdevant as the Volunteer of the month.

Mayor's Report: Nothing to report.

A motion was made by Johnson, second by Olson-Duck to enter into executive session at 9:08 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Olson-Duck to exit executive session at 10:48 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Olson-Duck to have the City adopt a Disclosure Policy for the economic development and confidentiality purposes which will read "Disclosure Policy: The Mayor and City Administrator are authorized to access information about your project on a confidential basis. The Mayor and City Administrator are authorized to sign a reasonable confidentiality agreement at your request as it relates to your project" – all voted yes, motion carried.

A motion was made by Campbell, second by Olson-Duck to require the Chamber & Economic Development Director to use the Disclosure Policy with all prospective business recruits – all voted yes, motion carried.

Adjournment: A motion was made by Johnson, second by Olson-Duck, to adjourn at 10:51 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