

## **City Council Meeting – Regular Meeting October 6, 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, Scott Yount, Gail Olson-Duck, Bill Campbell and Doyle Johnson. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson along with City Engineer Mitch Mergen.

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

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

**Deputy Report:** Deputy Terrones was present to give his report. Terrones noted areas where speeding is happening. Terrones also noted that recently there has been some vandalism that has occurred in the park and reckless driver complaints have been received.

**Visitors:** None

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

**Resolution 2014-7 – 7:05 ROW Vacation Hearing: The 20ft of Menth St that Adjoins Lot 1&2, Block 6 of South Addition to the City of Hartford, SD:** Kevin Nothdurft has filed a petition with the City requesting to vacate the 20 feet of Menth St that adjoins Lot 1&2, Block 6 of South Addition. Nothdurft currently owns these two lots. Due to the large setback requirement for corner lots, this vacation will allow additional land to be utilized making these lots more attractive to potential buyers. A motion was made by Monahan, second by Nelson to approve Resolution 2014-7 the vacation of the 20 feet of Menth St that adjoins Lot 1&2, Block 6 of South Addition to the City of Hartford, SD – all voted yes, motion carried.

**Resolution 2014-8 – Declaring Property Subject to Future Assessments:** Graffite Properties, LLC is planning on erecting a mixed use building at the corner of Hwy 38 and N Vandemark Ave. A conditional use permit was approved by the Planning & Zoning Board. One of the conditions of the permit was that the developers sign an agreement stating that they will not protest any future assessments for street improvements made to N Vandemark Ave. This agreement was presented to the council for their review. Along with the agreement, Resolution 2014-8 was presented. This resolution will enable the city to file this agreement with the county to ensure that this agreement will follow the property regardless of who owns it. A motion was made by Johnson, second by Monahan to approve the agreement and Resolution 2014-8 – Declaring Property Subject to Future Assessments – all voted yes, motion carried.

### **Old Business:**

**Mundt Building Timeline:** Dave Obenauer was present to address the council regarding progress made on the renovation of the Mundt building. He reviewed with the council the remaining items that need to be done and provided an estimated timeline for completion of these items. His goal is to have all exterior items taken care of by the 2015 Jamboree Day celebration. A motion was made by Monahan, second by Nelson to suspend the issuance of any fines to Mr. Obenauer and to revisit this project in June 2015 – all voted yes, motion carried.

**Review of Amphitheater Revenue & Expenses:** Terry Hagen was present to address the council regarding the progress of the amphitheater. Construction is now complete. The cost of the project and donations received to date were reviewed. Hagen indicated that he will be collecting more donations and ensured the council that the total cost of the project will be covered. Hagen also informed the council of two different plaques that he is planning to install on the amphitheater that will recognize all those that have donated to this project. On behalf of the city, Mayor Zimmer thanked Hagen for all his hard work, both building and fundraising, on this project. This amphitheater is a great addition to the city park.

**Update Employee Policy 4.9 – Employment Offers:** On the recommendation of our insurance company, the city has established functional job descriptions for all full-time staff and will now require that all persons being considered for employment with the city to complete a pre-employment physical to ensure they are capable of performing all physical duties of the position being offered. The policy in the employee handbook has been updated to include this new requirement and was provided to the council for their

review. A motion was made by Johnson, second by Yount to approve the update to Employee Policy 4.9 – Employment Offers – all voted yes, motion carried.

**New Business:**

**Renewal of Sunshine Billboard Lease – East Face of Billboard #2:** The lease between the city and Sunshine Food for the east face of billboard #2 is due to expired on Dec 31, 2014. Sunshine Foods would like to renew this lease for another three year term. A motion was made by Monahan, second by Johnson to renew the lease with Sunshine Foods for the east face of billboard #2 for three more years under the same terms as the pervious lease – all voted yes, motion carried.

**Use of West Face of Billboard #3 for Social Media Campaign:** 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. An illustration of the proposed billboard was provided to the council for their review. The billboard would include the City of Hartford logo along with the following “\*\*MyHSD to Learn More. Call Now!” By dialing this number a person will get a recorded message about Hartford, followed by return messages giving more information about Hartford and directing them to the website [www.livinghartford.com](http://www.livinghartford.com). Discussion was held regarding adding the word “Dial” before the \*\*MyHSD to make it more clear as to the intent of the message. Nelson also explained that information regarding how many people are calling this number will be compiled and can be provided to the council as needed. A motion was made by Monahan, second by Campbell to allow the Chamber use of the west face of billboard #3 for 1 year at no cost under the condition that the word “Dial” is added before \*\*MyHSD and that the City Public Works staff will install the vinyl to the billboard – all voted yes, motion carried.

**Reschedule Council Meeting to accommodate November 4<sup>th</sup> General Election:** A motion was made by Johnson, second by Monahan to reschedule the Nov 4<sup>th</sup> city council meeting to Nov 5<sup>th</sup> to accommodate for the Nov 4<sup>th</sup> general election to be held at city hall – all voted yes, motion carried.

**Review/Approve Job Description for Part-time Snow Removal Help:** A motion was made by Monahan, second by Johnson to approve the job description for the Temporary Part-Time Snow Removal position – all voted yes, motion carried.

**Discussion of Ag-Lime for Ball Fields at Sports Complex:** Dave Lorang and Dean Munce were present to address the council on behalf of the Sports Complex Committee regarding the ag-lime needed for the two ball fields at the Sports Complex. At the recommendation of Bryan Rock Products, Inc, an ag-lime seller out of Shakopee, MN, the committee has been in contact with Empire Feed & Grain, Inc. This company, which is based out of Rapid City, SD, will be hauling grain to the Minneapolis, MN area. There have been discussions held regarding the possibility of this company hauling ag-lime back to Hartford on the return trip from Minneapolis back to Rapid City. The committee would like to get some of the ag-lime delivered yet this fall, with the remainder to be finished up early spring of 2015. A motion was made by Monahan, second by Johnson for the city to enter into a contract with Empire Feed & Grain, Inc for the purchase and hauling of ag-lime through Dec 31, 2014 at the cost of \$37.50 per ton but not to exceed \$24,900 with the following stipulations: seller to provide proof of insurance to the city, seller’s truck to be weighed in and weighted out at a public scale within 25 miles of Hartford with seller paying any scale fees, city to be provided original weight tickets at the time of invoicing, and for seller to unload product at site designated by city staff – all voted yes, motion carried. A motion was made by Monahan, second by Campbell to authorize Nothdurft Construction, under the direction and supervision of city engineers and city staff, to excavate the area of the two ball field where the ag-lime is to be as long as such time, labor, and equipment costs are donated – all voted yes, motion carried.

**Correspondence:** Mayor Zimmer shared a thank you card that was received from Gail Olson-Duck thanking the city for the plant that was sent for the passing of her father.

**Reports:**

**Chamber/HADC Director’s Report:** Gary Sandholm was present to address the council regarding the recent activities with both the Chamber and HADC. Plans for this year’s Hometown Christmas event are coming together. Registration forms for the different events have been placed on the Chamber/HADC website. Sandholm informed the council of the different business recruitments he’s been working on. The Chamber newsletter is being printed and the promotional magnets are done. The Chamber has reserved a booth at the Sioux Falls Chamber Holiday Mixer to promote Hometown Christmas. Sandholm has joined the SD Multi-Housing Assn as an associate member. Membership to this group will gain Sandholm direct

contact with many developers in the Sioux Falls area. The Mutual Self Help Housing Project continues to recruit participants. Ways to promote first time homebuyer programs are being explored.

**Fire Department Report:** Craig Beaubien was present to report on the Fire Department activities. The Fire Dept made 18 calls in Sept with 9 being in city limits. Oct 5<sup>th</sup> – 11<sup>th</sup> is Fire Prevention Week. In conjunction with this there will be an event on Oct 9<sup>th</sup> at WC Middle School and a Pork Loin Feed at the fire station on Oct 12<sup>th</sup>. The department business meeting will be Oct 8<sup>th</sup>, EMT training on Oct 20<sup>th</sup> and Fire training on Oct 22<sup>nd</sup>.

**City Engineer Report:** Mitch Mergen with Stockwell Engineers updated the city council on items they are working on. Preliminary plans have been submitted to the DOT for Phase 3&4 of the bike trail. Once the DOT's review is complete, final plans will be submitted. Design work continues on the East Diamond Trail project. Right of Way documents and other legal documents are being prepared to transfer land ownership to the city. Plan reviews have been done on the Graffite Properties project. Stockwells provided the council their agreement for professional services for the water main extension project. This project is not budgeted until 2015. Stockwells would like to start the survey work as soon as possible with the agreement that no services would be billed to the city until 2015. A motion was made by Monahan, second by Yount to approve the agreement with Stockwell Engineers for engineer services on the water main extension project under the condition that the city will not be billed for services until 2015 and that Section 8.3 be deleted from the contract – all voted yes, motion carried.

**Public Works Superintendent Report:**

**Streets** – Work on gravel roads will continue thru the fall. Action Electric will be installing the temporary lighting along Hwy 38 in the coming weeks. The small dilapidated building at the corner of Hwy 38 and Western is now tore down. Mosquito spraying continues but should be coming to an end as the weather cools.

**Water** – Quarterly reports have been submitted to DENR. Samples will be taken at the lagoons this fall to see if staff can discharge before winter.

**Park and Pool** – The fence rails are up at the Sports Complex fields and volunteers are installing fencing fabric. The area of the bike trail in Turtle Creek Park that had the bridge has now been repaired with a culvert and asphalt. Winterizing of the park bathrooms will happen once the weather turns.

**Public Buildings** – Staff has started to set poles for the shop addition.

**Finance Officer Report:** Wilber provided a highlight of revenues that were received during Sept along with the general fund revenues and expenses to date thru Aug. The 2015 Budget Appropriation Ordinance was sent to the County by the Oct 1<sup>st</sup> deadline. The calendar of events was provided to the council.

**City Administrator Report:** In regards to the LWCF Grant, a site visit is scheduled for Oct 9 for the grant coordinator to come to Hartford and review the pool project. A decision on the grant is expected by late Oct or early Nov. Sidel continues to work with the city attorney and the previous property owner on the removal of two trailers that are on city owned property. Sidel informed the council about the SD Planners Association Annual Conference on Oct 22<sup>nd</sup> – 23<sup>rd</sup> in Watertown that she would like to attend. A motion was made by Monahan, second by Olson-Duck to approve Sidel attending the SD Planners Assn Annual Conf in Watertown Oct 22<sup>nd</sup> – 23<sup>rd</sup> with the city to pay the registration fee, room, mileage and per diem – all voted yes, motion carried.

**Committee Reports by Liaison:**

**Mark Monahan – Bike/Rec & Fire Department:** The Bike/Rec Trail Committee did not meet in Sept. Their next meeting will be Oct 14<sup>th</sup> 6:30pm Spikes. The Emergency Planning meeting was Sept 25<sup>th</sup>. The city will base their emergency plan off of Minnehaha County's. Once the updates to the plan are complete, the plan will be presented to the council for their review and input. Monahan attended the Sept 22<sup>nd</sup> pool committee meeting. The committee is waiting on a decision on the grant and also working on fundraising ideas. Monahan also mentioned the great progress that is being made in Costello's development.

**Scott Yount – Swimming Pool:** The Swimming Pool Committee will meet on Oct 27<sup>nd</sup> 7pm Pizza Ranch.

**Bill Campbell – Sports Complex:** The Sports Complex Committee will meet on Oct 8<sup>th</sup> 7pm Midway Bar & Grill. Campbell congratulated the WC Girls Softball team on their win of the State B Championship.

**Gail Olson-Duck – Jamboree Days & Hometown Christmas:** Hometown Christmas met Sept 29<sup>th</sup>. The next meeting is Oct 13<sup>th</sup>. Planning is moving along nicely. Jamboree Committee will be meeting Oct 13<sup>th</sup> 6pm at City Hall.

**Doyle Johnson – Downtown:** Nothing to report.

**Scott Nelson – HADC & Chamber:** HADC/Chamber are working on the 2015 membership drives. Nelson extended a thank you to Dave Obenauer for his restoration work in the Mundt building. He also thanked the council for granting the Chamber the use of billboard #3 for the social media campaign.

**Mayor's Report:**

Liaison Appointments: Mayor Zimmer reviewed the current liaison appointments with the council and is now making the following appointment changes: Mayor Zimmer appointed Olson-Duck as Alternate for the Downtown Committee. A motion was made by Nelson, second by Johnson to approve the Mayor's appointment for Olson-Duck as Alternate for the Downtown Committee – all voted yes, motion carried. Mayor Zimmer appointed Campbell as Alternate for the HADC/Chamber. A motion was made by Johnson, second by Olson-Duck to approve the Mayor's appointment for Campbell as Alternate for the HADC/Chamber – all voted yes, motion carried. Mayor Zimmer appointed Olson-Duck and Johnson as Primaries for the Jamboree Committee. A motion was made by Nelson, second by Yount to approve the Mayor's appointment for Olson-Duck and Johnson as Primaries for the Jamboree Committee – Johnson voted no with all others voting yes, motion carried.

The Mayor congratulated the WC Girls Softball team on their third consecutive state championship. He also congratulated Danny Eye and the WC Band on all their achievements this year.

A motion was made by Johnson, second by Yount to enter into executive session at 9:01 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Olson-Duck to exit executive session at 9:35 p.m. – all voted yes, motion carried.

**Adjournment:** A motion was made by Johnson, second by Olson-Duck to adjourn at 9:36 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