

City Council Meeting – Regular Meeting November 18, 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 Yount, Scott Nelson, Bill Campbell, Doyle Johnson and Gail Olson-Duck. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, and City Engineer Nick Borns.

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

Approve Minutes of Nov 5, 2014 Regular Meeting: A motion was made by Olson-Duck, second by Johnson to approve the Nov 5, 2014 regular meeting minutes – all voted yes, motion carried.

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

Visitors: None

Ordinances, Resolutions & Hearings:

7:05 Hearing – Garbage License for Cressman Sanitation: Cressman Sanitation has submitted the application, fee, and all necessary paperwork to apply for a garbage haulers license in the City. A motion was made Monahan, second by Nelson to approve the garbage hauler license for Cressman Sanitation – all voted yes, motion carried.

7:10 Hearing – Temporary Wine Licenses during Hometown Christmas for Baumberger Vineyard & Winery and Wilde Prairie Winery: Baumberger Vineyard & Winery and Wilde Prairie Winery have submitted applications for temporary wine license to serve and sell wine during the Hometown Christmas event. A motion was made by Doyle, second by Olson-Duck to approve a temporary wine license for Baumberger Vineyard & Winery and Wilde Prairie Winery in conjunction with the Hometown Christmas event on Dec 7th between the hours of 11am and 5pm - all voted yes, motion carried.

Resolution 2014-9 Transfer of Contingency Funds: This resolution would approve the transfer of funds from the city's contingency account to other accounts in the general fund. A motion was made Monahan, second by Yount to approve Resolution 2014-9 to transfer \$63,694.10 from the city's contingency account to the following accounts: Finance Office/Administration \$20,725.00; Government Buildings \$8,080.00; Sirens \$1,462.83; Street \$10,680.00; Parks \$5,00.00; Debt Service \$17,746.27 – all voted, motion carried.

1st Reading of Ordinance #621 – 2014 Supplemental Appropriation: This ordinance will provide additional appropriations to the city's 2014 budget. A motion was made by Johnson, second by Nelson to approve the 1st Reading of ordinance #621 – 2014 Supplemental Appropriation which will add \$161,136.77 to the general fund budget; \$48,364.06 to the sports complex fund budget; \$217,497.91 to the capital improvement fund 502 budget; \$31,886.79 to the capital improvement fund 503 budget; \$5,267.14 to the water fund budget; and \$2,000.00 to the customer deposit fund budget – all voted yes, motion carried.

Old Business:

Policy #2014-1 Request for Professional Services: A draft of Policy #2014-1 Request for Professional Services was provided to the council for their review. A motion was made by Monahan, second by Olson-Duck to approve Policy #2014-1 Request for Professional Services with the change of the word “must” in the last sentence of item #2 to “should”. Further discussion was held. Mayor Zimmer indicated that he would like verbiage added to the policy that requires prior notification to the Mayor on all requests for professional services. Monahan rescinded his motion. A motion was made by Monahan, second by Johnson to table discussion on this policy until the Jan 6, 2015 meeting – all voted yes, motion carried.

Discussion of Hartford Facebook Page: Councilmember Nelson reported that he has consulted with Matt Gage of The Gage Team regarding the two Facebook pages discussed at the last meeting. The page that includes the Hartford logo was created by a previous member of the HADC. The administrator of this page would be able to control the content posted to the site. The other page was created by Facebook and, therefore, no changes would be

able to be made to this site. Nelson feels having a Facebook page is beneficial as a way to get information to the public regarding events happening in the Hartford community. A motion was made by Nelson, second by Monahan to keep and monitor the HADC created Facebook page until after Dec 7th – Campbell, Yount and Johnson voted no with Nelson, Monahan and Olson-Duck voting yes. Mayor Zimmer broke the tie voting no – motion failed. Further discussion was held. Mayor Zimmer made the recommendation to keep the Facebook page and either deactivate the comment section or have the comments monitored by City staff. A motion was made by Johnson, second by Yount for the City to take over the HADC created Facebook page and for the site to be administered by the Finance Officer with the City Administrator being a backup - Campbell, Monahan and Nelson voted no with Johnson, Yount and Olson-Duck voting yes. Mayor Zimmer broke the tie voting yes – motion carried.

A motion was made by Olson-Duck, second by Johnson to enter into executive session at 8:06 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Nelson to exit executive session at 8:21 p.m. – all voted yes, motion carried.

New Business:

Review Full Time PWA Job Description: A motion was made by Nelson, second by Olson-Duck to table discussion on the PWA job description until the next meeting – all voted yes, motion carried.

Rental Agreement for Billboard #4 (east face): Legends Western Wear & Tack has requested to lease the east face of billboard #4. However, instead of the City's standard lease term of 3 years, they are requesting a 2 year term to coincide with their building lease. A motion was made by Monahan, second by Johnson to approve the 2 year lease of the east face of billboard #4 to Legends Western Wear & Tack – all voted yes, motion carried.

City Policy on Motion Procedure: Discussion was held on the procedure for writing the minutes in regard to a motion and the second to a motion. The city has always listed both the person making the motion along with the person who seconds it. There is no law stating that the person who seconds the motion has to be named in the minutes. The consensus of the council was to continue to write the minutes listing both persons.

Permit for Hometown Christmas Fireworks Display: Lew's Fireworks, Inc. has submitted a Letter of Authorization that needs to be signed by the city that authorizes them to purchase display fireworks on behalf of the Hartford Area Chamber of Commerce for the Hometown Christmas Event. In addition, the Permit to Operate a Display of Fireworks needs to be issued by the City. A motion was made by Olson-Duck, second by Johnson to authorize Mayor Zimmer to sign the Letter of Authorization and the Permit to Operate a Display of Fireworks on behalf of the City for the Hometown Christmas event to be held Dec 7th – all voted yes, motion carried.

Correspondence: None

Reports:

City Engineer Report: Nick Borns, with Stockwell Engineers, updated the city council on projects they are working on. Comments were received from the DOT on the preliminary plans of Phase 3&4 of the bike trail with no major changes required. The mitigation plan is still being reviewed. Final plans for the project are expected towards the end of the year. Final plans for the East Diamond Trail extension project are expected towards the end of the year.

Public Works Superintendent Report:

Streets – Blade work is being done on gravel roads. Snow removal equipment is ready for winter use. The replacement lighting for the Hwy 38 project is expected mid-December. Due to the timeframe, holiday decorations will not be put up along the highway. Wagner has reviewed and finalized the map for the street sign replacement project.

Water – Staff is discharging pond #3 at this time. Staff continues to work on winter discharge permits. The contractor continues with work on the water main on Ruud Lane as water samples have not yet passed.

Park and Pool – The skate park equipment has been covered and closed for the season. The batting cage has been stored away. The park has been winterized.

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 Oct 31, 2014. Also included was a summary of funds available for each city committee and a highlight of bills to be paid. The calendar of events was provided.

City Administrator Report: Award letters for the LWCF Grant will be sent next week. Empire Grain & Feed has agreed to the revised contract terms to purchase and haul ag-lime for the two ball fields at the Sports Complex. They will start hauling in the coming weeks. Sidel continues to work with the city attorney and engineer in regards to the agreements between the City and land owners on the East Diamond Trail relocation project.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec, Fire Department & Emergency Planning: Monahan attended the Nov 11th Bike & Rec Trail Committee meeting. Plans are being made for the Hometown Christmas event and fundraising activities.

Scott Yount – Swimming Pool: The next Pool Committee meeting is Nov 25th 7pm Pizza Ranch. The committee will be working on plans for Hometown Christmas. The committee is anxiously awaiting news on the LWCF Grant.

Bill Campbell – Sports Complex: Campbell attended the Nov 12th Sports Complex meeting. The committee is applying for the Legends and Sioux Valley Energy Grants and continues to work on sponsorship booklets.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: Olson-Duck attended the Nov 10th Jamboree Committee meeting. The budget for this year's event was finalized. Olson-Duck was unable to attend the Nov 17th Hometown Christmas meeting.

Doyle Johnson – Jamboree Days & Downtown: Johnson attended the Nov 17th Hometown Christmas Committee meeting. Event details are being finalized.

Scott Nelson – HADC & Chamber: The Chamber's annual meeting is Nov 20th 6pm Midway Bar & Grill.

Mayor's Report: Nothing to report.

Adjournment: A motion was made by Johnson, second by Olson-Duck, to adjourn at 8:46 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