

City Council Meeting – Regular Meeting November 5, 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, and City Attorney Larry Nelson.

Approve Agenda: A motion was made by Olson-Duck, second by Yount to approve the agenda as set – Nelson was absent for the vote with all others voting yes, motion carried.

Approve Minutes of Oct 21, 2014 Regular Meeting: A motion was made by Johnson, second by Olson-Duck to approve the Oct 21, 2014 regular meeting minutes – Nelson was absent for the vote with all others voting yes, motion carried.

Deputy Report: Deputy Terrones was present to give his report. Terrones noted areas where speeding is occurring, primarily before and after school. He also urged residents to continue to report any reckless driving seen in the city. These tips are a help to law enforcement and assists in their efforts to resolve these violations.

Visitors: None

Ordinances, Resolutions & Hearings:

Resolution 2014-7A – A resolution to amend and replace Resolution 2014-7: Vacate the South 20ft of Menth St That Adjoins Lot 1&2, Block 6 of South Addition to the City of Hartford, SD: On Oct 6, 2014 the council approved Resolution 2014-7 to allow 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. After approval, the resolution was sent to the Minnehaha County Register of Deeds to be filed. Upon review by the Register of Deeds, it was determined that the plat filed with the county does not reference this right-of-way as a street right-of-way but rather a railroad right-of-way. Based on this, the Register of Deeds is requesting that the resolution reference Menth Street as the Former Railroad Right-of-Way. Resolution 2014-7A has this wording and will replace Resolution 2014-7. A motion was made by Monahan, second by Johnson to approve Resolution 2014-7A – A resolution to amend and replace Resolution 2014-7: Vacate the South 20ft of Menth St That Adjoins Lot 1&2, Block 6 of South Addition to the City of Hartford, SD – all voted yes, motion carried.

Special Event Permit – Hometown Christmas: Gail Olson-Duck addressed the council on behalf of the Hartford Hometown Christmas Committee to request a special events permit for the Hartford Hometown Christmas event to be held Dec 7th. Activities to take place will be similar to last year's event. The parade route remains the same as years past. The committee is requesting the closure of Main Ave from 2nd St to Menth St starting at 11am and from Hwy 38 to 2nd St starting at 4pm with all to reopen after the parade has finished. A motion was made by Nelson, second by Johnson to approve the Hartford Hometown Christmas special event permit and authorize the road closures and to waive the \$25 permit fee – all voted yes, motion carried.

Old Business:

Discuss the Hauling Contract for the Sports Complex Ag-Lime: On Oct 6, 2014 the council approved the city entering into a contract with Empire Feed & Grain, Inc. for the purchase and hauling of ag-lime 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. Empire Feed & Grain, Inc. has indicated to the city that the terms of the agreement are not acceptable and that they will not be signing the contract. A motion was made by Campbell, second by Nelson to revise the agreement as follows: 1.) the cost will increase to \$40 per ton, and 2.) in lieu of the seller providing proof of insurance, the seller will confirm that all trucks used for hauling are insured by the drivers of the trucks in accordance with state and federal requirements – all voted yes, motion carried.

Review Update to Employee Evaluation Form & Discuss Evaluation Process: The revised Employee Evaluation Form was provided to the council for their review. A section for the review of Safety and Public Relations/Appearance was added to the form. A motion was made by Nelson, second by Johnson to approve the revised Employee Evaluation Form – all voted yes, motion carried. On Oct 21, 2014 it was

decided that the council and Mayor will evaluate the City Administrator, Finance Officer and Public Works Superintendent positions. Further discussion was held regarding this evaluation process. A motion was made by Nelson, second by Johnson to conduct the evaluations of the City Administrator, Finance Officer and Public Works Superintendent positions at the first meeting in December one hour prior to the start of the regular scheduled council meeting with this meeting to be held in executive session on an individual basis – all voted yes, motion carried.

New Business:

Discussion of Hartford Facebook Page: It has come to the attention of city staff that there appear to be two Facebook pages for Hartford. When looking at these pages, it would appear that they are administered by the City when in fact the City has nothing to do with them. It was determined that one was established by a previous member of the HADC. Gary Sandholm, the current Chamber & Economic Development Director, occasionally uses this site to post current events. Discussion was held on whether the City wants to maintain this page and if so, how the page should be set up. A motion was made by Johnson, second by Nelson that the City retain the Facebook page but to only allow city staff the ability to post to the site with no posting from any outside sources and that the Chamber & Economic Development Director will be the administrator of the site. Johnson rescinded his motion. A motion was made by Nelson, second by Monahan to table this item until the next meeting to allow time to consult with Matt Gage of The Gage Team on the administering, control and usage of these Facebook pages – all voted yes, motion carried.

Discussion of Professional Services: Discussion was held regarding the use of professional services in regards to who can use the services without prior authorization and who cannot. Also, if authorization is required, who will give that authorization. A motion was made by Monahan, second by Johnson to table this discussion until City Administrator Sidel drafts a policy for the council review regarding the use of professional services – all voted yes, motion carried.

Review Amended Employee Policy Manual: At the request of the mayor and the council, City Administrator Sidel and City Attorney Nelson updated the Employee Policy Manual. Wording throughout the manual was updated to provide clarification of the policies contained in the manual. A motion was made by Johnson, second by Monahan to approve the updated Employee Policy Manual – all voted yes, motion carried.

Discuss Full-Time PWA Position: During the 2015 budget process the council approved the addition of a fulltime public works assistant (PWA) position starting Jan 1, 2015. Discussion was held regarding the need for an additional fulltime PWA and also the city's hiring process. The policy of the city is to either promote from within, transfer from within or open announcement & advertisement. A motion was made by Johnson, second by Campbell to advertise for the fulltime PWA position. Further discussion was held regarding hiring from within. Mayor Zimmer indicated that he feels the best approach for the city is to hire from within whenever possible. A substitute motion was made by Nelson, second by Yount to hire from within for the fulltime PWA position that will be effective Jan 1, 2015 – Monahan and Olson-Duck voted no with all others voting yes – motion carried.

Review Plats for Diamond Trail - East of Western Ave (H-3 & H-4): The H-plats and warranty deeds that will transfer the land needed for the relocation of Diamond Trail east of Western Ave to the city were presented to the council for their review. Once these plats and deeds are filed with the county, this land will then be owned by the city. A motion was made by Monahan, second by Johnson to approve plat H-3 & H-4 for Diamond Trail east of Western Ave – all voted yes, motion carried.

Review DOT Agreement for the Relocation of Diamond Trail: The SD Dept of Transportation has asked the city to sign an agreement stating that the city will complete the realignment of Diamond Trail east of Western Ave by the end of 2015. Once this agreement is signed, Jeff Harms can then move forward with his plans to widen the south drive and vacate the north drive of his property. A motion was made by Monahan, second by Olson-Duck to amend Paragraph C of the agreement with the SD Dept of Transportation to adding to allow reopening of the south approach once the realignment is complete – all voted yes, motion carried. A motion was made by Monahan, second by Nelson to authorize Mayor Zimmer to sign the amended agreement on behalf of the city contingent on all parties entering into agreements to transfer land and easements to the city and to vacate the portion of street that was the previous East Diamond Trail – all voted yes, motion carried.

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 hosted a site visit with a business prospect and provided information to MCEDA on another prospect. Plans are coming together nicely for this year's Hometown Christmas event. A brochure for the event has been printed for local distribution and also for distribution at the Sioux Falls Chamber Holiday Mixer. The Chamber newsletter is printed and will be mailed this week. Planning work continues for the Chamber Annual Meeting to be held Nov 20th. There will be a ribbon cutting on Nov 18th for the new Costellos Industrial Park. Sandholm provided a report to the council which shows the different information he has to gather when putting together information for a potential business prospect.

Fire Department Report: Bryon Shumaker was present to report on the Fire Department activities. The Fire Dept made 18 calls in Oct with 8 being in city limits. The department business meeting will be Nov 12th, EMS training on Nov 17th and Fire training on Nov 26th. The dept will be involved in Hometown Christmas by hosting Santa at the station and also staffing the two fire pits. The dept was awarded a grant to purchase 3 public access defibrillators which will be placed in local churches throughout the community. Doni Rolfson was recently awarded State EMT of the Year and Barb Thaler was recently made a lifetime member of the EMS Association.

City Engineer Report: The engineer report was provided to the council for their review. Final plans for Phase 3&4 of the bike trail are being developed for DOT review. The design of the East Diamond Trail project is underway. Recent inspections have been conducted in the Western Meadows Subdivision. A final copy of the updated CIP was provided to staff and council.

Public Works Superintendent Report:

Streets – Street sweeping will start in the coming weeks. Staff is working on snow removal equipment in preparation for snow season. The DOT is scheduled to start needed repairs on the Western Ave interstate bridge with hopes of having both lanes open by the end of Nov. Ruud Lane is schedule to get the first lift of asphalt. Blade work continues on gravel roads. Wagner is reviewing signage maps for the sign replacement project.

Water – Samples will be taken at the lagoons this month to see if staff can discharge before winter. Staff is working on winter discharge permits.

Park and Pool – All park restrooms have been closed. Leaves in the park have been picked up.

Public Buildings – Staff continues to work on the shop addition.

Wagner informed the council that he received one application for the part-time snow removal position from Andrew Hoefert. After interviewing him, Wagner feels he is a good candidate for the position and recommends hiring him. A motion was made by Johnson, second by Olson-Duck to approve Wagner's recommendation of Andrew Hoefert for the part-time snow remove position at a wage of \$12 per hour – all voted yes, motion carried.

Finance Officer Report: Wilber provided a highlight of revenues that were received during Oct along with the general fund revenues and expenses to date thru Sept. The calendar of events was also provided to the council.

City Administrator Report: No decision has been made on the LWCF Grant yet. Work continues on obtaining ownership of the trailer located on city property on N Vandemark Ave. Sidel reported to the council on the SD Planners Conference she recently attended. Sidel continues to work on the city's emergency plan as time allows. During the 2015 budget process the council approved to budget for the water main extension project. Funding of this project was discussed. It is the consensus of the council that funds will be taken from the water fund reserves to pay for this project rather than obtaining loan financing.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec & Fire Department: Nothing to report.

Scott Yount – Swimming Pool: The Swimming Pool Committee did not meet in Oct. Their next meeting will be on Nov 25th 7pm Pizza Ranch. Yount attended the Oct 8th Sports Complex Committee meeting. The committee continues to work on their booklets.

Bill Campbell – Sports Complex: Nothing to report.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: Jamboree Committee will be meeting Nov 10th 6pm at City Hall. Hometown Christmas met Nov 2nd. Planning is moving along nicely. Olson-Duck congratulated Doni Rolfson and Barb Thaler on their recent awards.

Doyle Johnson – Downtown: Nothing to report.

Scott Nelson – HADC & Chamber: Nelson recognized Doni Rolfson and Barb Thaler on their recent awards. Nelson encourages local businesses and city personal to attend the Hartford Area Chamber of Commerce Annual Meeting on Nov 20th 6pm Midway Bar & Grill. There will be a catered meal provided at no charge.

Mayor's Report: The Mayor congratulated the WC Boys Cross Country Team on their State Championship. He also wished the WC Football Team good luck in the playoffs as they take on Dell Rapids on Saturday Nov 8th.

A motion was made by Johnson, second by Olson-Duck to enter into executive session at 9:51 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Olson-Duck to exit executive session at 10:46 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Olson-Duck to move the first city council meeting in December to December 3, 2014 – all voted yes, motion carried.

Adjournment: A motion was made by Olson-Duck, second by Johnson to adjourn at 10:47 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