

City Council Meeting – Special Meeting December 3, 2014

Mayor Paul Zimmer called the meeting to order at 6:00 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.

A motion was made by Johnson, second by Yount to enter into executive session per SDCL 1-25-2.1 at 6:01 p.m. – all voted yes, motion carried.

A motion was made by Olson-Duck, second by Johnson to exit executive session at 6:45 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Olson-Duck to adjourn at 6:46 p.m. – all voted yes, motion carried.

City Council Meeting – Regular Meeting December 3, 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 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 18, 2014 Regular Meeting: A motion was made by Monahan, second by Yount to approve the Nov 18, 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 occurring. A reminder was given that with the end of the month all Nov license registrations are now expired. A recap was provided on parking violations, both warnings and tickets, issued over the past year. Numerous parking violations were issued on the first snowfall of the year.

Visitors: None

Ordinances, Resolutions & Hearings:

7:05 Liquor License Renewal Hearing: A motion was made by Monahan, second by Nelson to approve liquor license renewals for 2015 for Attanica, Inc., package off-sale; American Legion, retail on-sale; Dolgen Midwest, LLC, retail on-off sale wine; Sundermann Holdings, Inc., package off-sale and retail on-sale with Sunday sales; GL Management, LLC, retail on-sale with Sunday sales; Brad Uthe, retail on-sale with Sunday sales; T&D Foods, Inc., retail on-sale with Sunday sales; Mausbach Enterprises, LLC, retail on-sale restaurant; Hartford Supermarket, Inc., retail on-off sale wine and package off-sale liquor – all voted yes, motion carried.

2nd Reading of Ordinance #621 – 2014 Supplemental Appropriation: This ordinance, which will provide additional appropriations to the city's 2014 budget, was revised since the first reading to increase the appropriations to the general fund budget by \$480.99 for additional expense for debt service. A motion was made by Monahan, second by Olson-Duck to approve the 2nd Reading of ordinance #621 – 2014 Supplemental Appropriation which will add \$161,617.76 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:

Discussion of Hartford Facebook Page: It has been determined that there are three Facebook pages for the City of Hartford. Page #1 is a page that was created by Facebook. This page contains basic census and geographic information. No changes can be made to this page. Page #2 is a page that was created by a previous member of the HADC. This page is set up as a personal page and allows "friends". If these friends tag Hartford on posts on their pages, these posts then show up on Hartford's page taking away the City's ability to control the content to this page. As for Page #3, it is unsure who created this page. This

page is set up as a business page. The administrator of this page is the only one who can place posts or comments to this page. Bob Nielsen and Crystal Waltner were present to address the council and answer any question regarding the differences in the three Facebook pages. It is their opinion that the City should delete Page #2 and administer Page #3 as the City's official Facebook page. A motion was made by Nelson, second by Campbell to have B&A Computers, at a maximum fee of \$50, assist the City with deleting Facebook Page #2 and implementing Facebook Page #3 as the City of Hartford's official Facebook page – all voted yes, motion carried.

Review Full Time PWA Job Description: Both the fulltime and regular part time PWA job description were reviewed by the council. The fulltime position would work at least 40 hours per week where as the regular part time position would work at least 20 but less than 39 hours per week. Discussion was held regarding the need for additional public works staff and an adequate number of additional hours. A motion was made by Monahan, second by Johnson to promote from within and hire Terry Hagen for the regular part time PWA position at 39 hours per week with prorated benefits effective January 1, 2015 – 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. Since the council's review of this agreement on Nov 5th, the DOT revised Paragraph C to address the closing of the south driveway if, for some reason, the relocation is not complete by the end of 2015. The revised wording allows that once the relocation is complete, the south approach will be re-opened. A motion was made by Monahan, second by Johnson to approve the DOT agreement for the relocation of Diamond Trail and to authorize Mayor Zimmer to sign the agreement on behalf of the City contingent on the finalization of all land involved being transferred to the city – all voted yes, motion carried.

New Business:

Approve Audit Contract for Fiscal Year 2014: The contract for the 2014 audit was provided to the council for review. This contract has the same terms and conditions as the previous year. A motion was made by Johnson, second by Nelson to approve the contract renewal for the 2014 audit to be performed by Gary Larson, CPA – all voted yes, motion carried

Approve Police Service Contract with Minnehaha County Sheriff for 2015: The 2015 Minnehaha County Sheriff's Contract was provided to the council for review. The only change to the 2015 contract is that the fee is slightly higher than 2014. This increase was accounted for in the 2015 budget. A motion was made by Olson-Duck, second by Johnson to approve the 2015 Minnehaha County Sheriff's Contract – all voted yes, motion carried.

Correspondence: Nelson shared a thank you card received from the Sioux Falls Chamber thanking the Hartford Area Chamber of Commerce for participating in their Holiday Mixer. An invitation was extended for next year's event.

Reports:

Chamber/HADC Director's Report: Gary Sandholm was present to address the council regarding the recent activities with both the Chamber and HADC. Preparations continue for the Dec 7th Hometown Christmas event. Jamboree Day planning has started for the 2015 event. The Chamber hosted a ribbon cutting for the new Western Meadows Industrial Park. The Chamber Annual Meeting held on Nov 20th was a big success with 45 – 50 people in attendance. The HACC had a booth at the SF Chamber Holiday mixer. Information continues to be provided to potential business prospects.

Fire Department Report: Bryon Shumaker was present to report on the Fire Department activities. The Fire Dept made 21 calls in Nov with 11 being in city limits. The department business meeting will be Dec 10th, EMS training on Dec 15th and Fire training date is yet to be determined. The dept will be involved in Hometown Christmas by hosting Santa at the station and also staffing the two fire pits. The dept is applying for a grant to purchase personal protective equipment.

City Engineer Report: Nick Borns, with Stockwell Engineers, updated the city council on projects they are working on. Final designs for Phase 3&4 of the bike trail are being prepared and will be submitted to the DOT by the end of the year. Final construction drawings for the East Diamond Trail project are expected to be completed in the coming weeks.

Public Works Superintendent Report:

Streets – Staff has hauled some salt sand and will continue to haul after the 1st of the year. Wagner has met with Ulteig Engineers and all the changes have been made to the map in regards to sign replacement project. Bidding is scheduled for the fall of 2015 with work to start after that. Christmas decorations are up and two plows have been painted for the Hometown Christmas parade.

Water – Discharging of pond 3 continues with the plans of discharging again this winter. Staff fixed a water leak in the service line behind City Hall. Work continues on the new water main on Ruud Ln.

Park and Pool – Christmas decorating in the parks have been done.

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

Finance Officer Report: Wilber provided a highlight of revenues that were received during Nov along with the general fund revenues and expenses to date thru Oct. Information was provided to the council regarding the SDML Municipal Government Day at the Legislature event. The calendar of events was also provided.

City Administrator Report: The City was awarded \$40,000 in LWCF Grant funds for the wading pool project. The City will have possession of both trailers on Vandemark in the coming weeks. Once this happens, demolition of the trailers will start. City Administrator Sidel is still awaiting a response from Empire Feed & Grain regarding the hauling of ag-lime. All parties involved with the transfer of land for the East Diamond Trail project have met and are ready to move forward with an agreement for the realignment.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec & Fire Department: Monahan congratulated the Pool Committee on their successful grant award. He also recognized Costellos and the investment group building the hotel on the great progress made on their projects.

Scott Yount – Swimming Pool: Yount congratulated the Pool Committee on their two recent grant awards – the LWCF grant and a Wells Fargo grant. The Pool Committee will be serving hotdogs and refreshments at the fire station during the Hometown Christmas event. The next meeting will be on Jan 27th 7pm Pizza Ranch. .

Bill Campbell – Sports Complex: The Sports Complex Committee will meet Dec 10th 7pm Midway Bar & Grill.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: The Jamboree Committee will be meeting Dec 8th 6pm at City Hall. Olson-Duck gave a recap of the different events happening on Dec 7th for Hometown Christmas. She thanked the fire department for staffing the two fire pits during the event. She also congratulated the Pool Committee on their grant award.

Doyle Johnson – Downtown: Nothing to report.

Scott Nelson – HADC & Chamber: Nelson congratulated those involved with planning the Chamber Annual meeting. The meeting was a great success. He also congratulated newly elected HACC officers President Bill Zortman, Vice President Crystal Waltner, Secretary Lynnae Redenius, and Treasurer Deb Peters.

Mayor's Report: The Mayor congratulated the Pool Committee for their grant award and all the hard work they've done on this project. He also thanked the Chamber for the work done for the annual meeting.

A motion was made by Nelson, second by Johnson to enter into executive session per SDCL 1-25-2.1 at 8:10 p.m. – all voted yes, motion carried.

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

A motion was made by Campbell, second by Johnson to give notice to Gary Sandholm that he is suspended and removed from all city duties for 5 working days without pay, he will be served a written letter of reprimand and he will be placed on a six month probation period with the city. A motion was made by

Johnson, second by Nelson to call the vote – all voted yes, motion carried. The vote was taken on the original motion with all voting yes, motion carried.

Adjournment: A motion was made by Johnson, second by Campbell to adjourn at 9:37 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