

City Council Meeting – Regular Meeting February 17, 2015

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 Mitch Mergen.

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

Approve Minutes of Feb 3, 2015 Regular Meeting: A motion was made by Olson-Duck, second by Nelson to approve the Feb 3, 2015 regular meeting minutes – all voted yes, motion carried.

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

Visitors: Mark Brenneman with the Fire Department was present to visit with the council regarding the department's plans of having a street dance on Aug 29th. Discussion was held regarding location, parking, law enforcement, selling liquor, crowd control, etc. The department will be submitting a special events application for council approval at a later date. This application will have the specific details of the event.

Ordinances, Resolutions & Hearings:

Policy 2015-2 – Complaint Procedure: Policy 2015-2 – Complaint Procedure was provided to the council for their review. Discussion was held on who can fill out a complaint form. City Administrator Sidel will make discussed changes to the policy and present at the next council meeting.

Old Business:

Jamboree Funding: At the Feb 3rd council meeting, Leah Johnson and Crystal Waltner were present to request that the Jamboree Committee funding be funneled through the HADC rather than the Chamber due to some issues the committee has had with the Chamber in the past. Since this council meeting, the Jamboree Committee has met with members of the Chamber board and they now feel that it would work to leave things in place as they are, with their funding going through the Chamber. The city has received all necessary paperwork from the Chamber to disburse the 2015 allocation. A motion was made by Nelson, second by Yount to issue payment of the 2015 allocation for Jamboree Days to the Chamber – Olson-Duck abstained with all others voting yes, motion carried.

Discussion of Storm Sewer Drainage Improvement in South Main Addition: Larry Kolterman was present on behalf of the development group of the South Main Addition. At the last council meeting, discussions were held regarding the agreement made in June 2007 by the Hartford City Council. The agreement was that the South Main Addition development group would allow the storm sewer run off from the Cresswood Development to go across their property where the future Main Ave would be and in exchange for this drainage easement, the city agreed that it would not assess South Main Addition developers for any storm sewer drainage improvement or costs when the future S Main Ave is developed. At the last meeting, discussion was held regarding the possibility of the developer doing the improvements as part of their project and the city would then reimburse the developer for said work. After consulting with the city attorney, it has been determined that if the city is going to pay for the entire storm sewer improvement project, it would be considered a city project and would require the city to bid and administer the project. To save some costs, the city engineer could consult with the developers engineer on plans and specifications that have already been completed so as to not double up on these items. A motion was made by Monahan, second by Nelson, for the city to honor the agreement made by the Hartford City Council on June 5, 2007 to complete, at no cost to the South Main Addition development group, the storm sewer drainage improvements along S. Main Ave in the South Main Addition contingent on the developer's engineer releasing their plans to Stockwell Engineers and Stockwells approving said plans and when plans are approved, to then move forward and bid the project. Further discussion was held. A motion was made by Campbell, second by Johnson to call the vote – all voted yes, motion carried. All voted yes on the original motion – motion carried.

New Business:

Possible Re-Plat of 405 & 407 N Vandemark Ave and Pricing of Lots: The current sizes of the city owned lots on N Vandemark Ave are as follows: Lot @ 405 - 88ft x 115ft. Lot @ 407 - 66ft x 115ft. Both lots are buildable right now but making them more equal in size would give more building options to the smaller lot. At the last council meeting, the council approved the transfer of the lots to the HADC to sell. The HADC is now requesting input from the council regarding the pricing of the lots. A motion was made by Monahan, second by Nelson to re-plat the lots to be equal in size and to price the lots for sale at \$2.50 per square foot. Further discussion was held. Monahan amended his prior motion, second by Nelson to be to re-plat the lots to be equal in size and to price the lots for sale at \$2.75 per square foot – Olson-Duck voted no with all others voting yes, motion carried.

Clean-Up Day: Terry Hagen was present to address the council on behalf of the HADC. The annual clean-up day is set for the first Saturday in May. Hagen informed the council of two changes that the HADC will be implementing at this year's event. The Sioux Falls landfill is now charging a fee of \$9 each to dispose of mattresses or box springs. As a result of this change, the HADC has made the decision to no longer accept mattresses or box springs during clean-up day. They have also decided to no longer accept electronics of any kind. Residents can take electronic items to the City of Sioux Falls recycling facility free of charge at any time.

Ag-Lime for Sports Complex: Discussion was held regarding the remaining ag-lime that is needed to complete the two ball fields at the Sports Complex. One option would be for the city to bid the project out. Another option would be for the city to join the City of Sioux Falls on their bid in March. There would be enough time for the city to advertise and get bids in before the City of Sioux Falls would be doing their bid process. Therefore, if a satisfactory bid is not received, the city would still have the option to join the Sioux Falls bid. A motion was made by Johnson, second by Campbell for the city to bid out 753 tons of ag-lime to be hauled in by May 1, 2015 – Olson-Duck voted no with all others voting yes, motion carried.

Review HADC/Chamber Funding Procedure: The current procedure for a committee or organization to receive payment of their allotted appropriation from the city is for them to submit their most current financial statements to the city. Once received, the city will then release the appropriated funds. The Chamber has submitted their paperwork at this time. After review by the council, the council has asked for the president and treasurer of both the HADC and Chamber boards, both present and past, to be present at the Mar 17th council meeting to further discuss this item. A motion was made by Campbell, second by Monahan to release half of the 2015 appropriation to both the Chamber and HADC once all necessary paperwork has been received by the city. Further discussion was held. Campbell amended his prior motion, second by Monahan to release half of the 2015 appropriation to the Chamber – Olson-Duck abstained, with all others voting yes, motion carried. A motion was made by Campbell, second by Johnson to release half of the 2015 appropriation to the HADC once they file the necessary paperwork with the city – all voted yes, motion carried.

Correspondence: None

Reports:

City Engineer Report: Mitch Mergen with Stockwell Engineers updated the city council on projects they are working on. Comments have been received back from the DOT in regards to the Mike Franken Trail and changes are being made as needed. A May or June bid date is expected. The East Diamond Trail bid opening is Feb 18th. The bid opening for the micro surfacing project with the City of Sioux Falls is set for Mar 12th. Design work has started on the water main extension project with preliminary plans expected to be done in the coming weeks.

Public Works Superintendent Report:

Streets – Staff has preformed maintenance and repair as needed on equipment. An inventory of city streets has been completed with just over 17.5 miles of streets within city limits. Wagner will start looking for a water truck to purchase. A motion was made by Olson-Duck, second by Johnson to allow Wagner to purchase a water truck not to exceed \$20,000 – all voted yes, motion carried.

Water – Hanisch and O’Kane attended water/wastewater training last week. Staff has been working on water meters as needed.

Park and Pool – Work continues on the bleachers that the staff is building for the soccer fields. Maintenance is being done as needed on park equipment.

Public Buildings – End of the year inventory is complete. The shop addition is completely finished now.

Wagner, on behalf of the Jamboree Committee, presented information to the council regarding a burn out pit that the Jamboree Committee is planning as part of the Jamboree Days festivities. The burnout would be scheduled during the car show on Friday night with the pit located on S. Main Ave at the intersection of Menth St. The committee would be requesting assistance with the event from the Fire Dept and the Sheriff Dept along with committee staff to make sure the event is controlled and safe for all participating and attending. A motion was made by Johnson, second by Yount to allow the burn out event as part of Jamboree Days and for the committee to move forward with their planning – all voted yes, motion carried.

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 Jan 31, 2014. Also included was a summary of funds available for each city committee and a highlight of bills to be paid. Due to health reasons, Gary Larson will not be able to complete the city's annual report or audit for this year. Wilber has contacted the Dept of Legislative Audit and has received a 30 day extension for the annual report. The report will now need to be completed by the first meeting in April rather than the first meeting in March. City Administrator Sidel has been in contact with James Buss of Buss Accounting. He has agreed to complete the annual report but he does not have the necessary credentials to complete a municipal audit. Sidel will continue to contact other firms regarding the audit. A motion was made by Monahan, second by Olson-Duck to approve the 30 day extension for the completion of the annual report, to approve James Buss to complete the annual report and to have Sidel move forward with contacting other companies to perform the city's audit – Nelson voted no with all others voting yes, motion carried. Mayor Zimmer appointed Marilyn Siemonsma (Ward 1), Carol Schutte (Ward 2), Myra Bornitz (Ward 3), and Christel Schroeder (alternate) as election workers. A motion was made by Johnson, second by Olson-Duck to approve Mayor Zimmer's election board appointments - all voted yes, motion carried. Equalization hearings are to be held March 16–20, 2015 for local boards. A motion was made by Johnson, second by Olson-Duck to set the City of Hartford's 2015 equalization meeting for March 18, 2015 at 6:00 p.m. at City Hall – all voted yes, motion carried. The calendar of events was provided.

City Administrator Report: The East Diamond Trail bid opening is set for Feb 18th at 2pm with review by the council to be at the Mar 3rd council meeting. The City of Hartford has been approved to have party status in the Dakota Access Pipeline project. This will allow the city to be part of the hearings and receive information that is applicable to Hartford as this project moves forward. Sidel gave a recap of the transit bus activity for January, its first month of operation. Regarding the 501(c)3 filing for the Downtown Committee, to keep this committee on an inactive status the committee would still have to hold an annual meeting and elect officers. Another option would be to dissolve the committee at this time at a fee of \$10. If at some point in the future the city should decide to move forward with a Downtown Committee, the committee could be reinstated at a cost of \$50. It was the consensus of the council to dissolve the Downtown Committee at this time.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec, Fire Department & Emergency Planning: The Bike/Rec Trail met on Feb 10th. The Emergency Planning meeting will be scheduled in the near future.

Scott Yount – Swimming Pool: The next Pool Committee meeting is Feb 24th 7pm Pizza Ranch.

Bill Campbell – Sports Complex: The Sports Complex Committee met on Feb 11th. New board members were elected, sponsorship packages are nearly complete and the committee is doing the cash calendar fundraiser again.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: The Jamboree Committee met on Feb 9th. Bill Zortman, Chamber President, was present to discuss past issues.

Doyle Johnson – Jamboree Days & Downtown: Johnson attended the Feb 9th Jamboree Committee meetings.

Scott Nelson – HADC & Chamber: The Chamber planning meeting is Feb 21st 11am-3pm at Tammen Auto & Tire. The HADC annual meeting is Feb 23rd 5:30pm Miller Funeral Home.

Mayor's Report: Nothing to report.

A motion was made by Johnson, second by Campbell to enter into executive session per SDCL 1-25-2.1 at 9:26 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Olson-Duck to exit executive session at 10:03 p.m. – all voted yes, motion carried.

Adjournment: A motion was made by Olson-Duck, second by Johnson, to adjourn at 10:04 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