

City Council Meeting – Regular Meeting February 2, 2016

Mayor Bill Campbell called the meeting to order at 7:00 pm at Hartford City Hall with the following city council members present: Mark Monahan, John McMahon, Bill Haugen and Scott Nelson. Also present were City Administrator Teresa Sidel and Public Works Superintendent Craig Wagner.

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

Approve Minutes of January 5, 2016 Regular Meeting: A motion was made by Haugen, second by Monahan to approve the January 5, 2016 regular meeting minutes – all voted yes, motion carried.

Approve Minutes of January 28, 2016 Special Meeting: A motion was made by Nelson, second by Monahan to approve the January 28, 2016 special meeting minutes – all voted yes, motion carried.

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

Deputy Report: Deputy Terrones was present to give his report. There have been no major issues with traffic enforcement but attention is being given to the school zone for compliance. There have been some reports of burglaries at storage units and mischeivous youths.

New Business:

Annual Report Contract: Quam & Berglin, PC has submitted their contract to perform the Annual Report for year ending December 31, 2015. A motion was made by Monahan, second by McMahon to approve the Annual Report Contract with Quam & Berglin, PC for year ending December 31, 2015 – all voted yes, motion carried.

Review Summer Job Descriptions/Pay Rates: The current job descriptions for the Pool Manager, Assistant Pool Manager, Lifeguard, Park Rec Program Director, Park Rec Program Activities Coordinator, Park Rec Program Assistant and Public Works Assistant were provided to the council for their review. Discussion was held regarding pay rates. A motion was made by Monahan, second by Nelson to approve the current job description and pay rate as presented for the pool manager – all voted yes, motion carried. A motion was made by Monahan, second by Haugen to approve the current job description and pay rate as presented for the assistant pool manager – all voted yes, motion carried. A motion was made by Monahan, second by McMahon to approve the lifeguard job description as presented but change the starting pay wage from \$8.75 per hour to \$10.00 – all voted yes, motion carried. A motion was made by Monahan, second by Haugen to approve the current job description and pay rate as presented for the park recreation program director – all voted yes, motion carried. A motion was made by Monahan, second by Nelson to approve the job description and pay rate as presented for the park recreation program activities coordinator. An amended motion was made by Monahan, second by Nelson to approve the job description as presented for the park recreation program activities coordinator but change the starting pay wage of \$8.25 per hour to \$10.00 per hour – all voted yes, motion carried. A motion as made by Monahan, second by Haugen to approve the current job description and pay rate as presented for the park recreation program assistant – all voted yes, motion carried. A motion as made by Monahan, second by Haugen to approve the current job description and pay rate as presented for the public works assistant – all voted yes, motion carried.

Correspondence: Mayor Campbell read the following letter that he received from Doyle Johnson-

January 27, 2016

To Mayor Campbell and Hartford City Council

I am writing this letter to inform you about the email that I read at the December 1, 2015 meeting. The email was authored by myself under the guise of a fake email. I regret the negative impact upon the city and the council itself, and I have fully accepted the consequences of my actions.

Sincerely,

Doyle Johnson

Reports:

City Engineer Report: City Administrator Sidel gave the engineer report. The pool project is being advertised for bids with bid opening scheduled for February 11th at city hall. The city engineers are working on updating the city maps. The engineers are still waiting for a notice to proceed from the SD DOT so they can start work on the Mike Franken Trail.

Public Works Superintendent Report:

Streets – City crews have been working on the city streets and clearing snow. The city is planning to bid the micro-seal project for 2016 in conjunction with Sioux Falls and Brandon. A motion was made by Nelson, second by Monahan to advertise for bids our 2016 micro-surfacing project – all voted yes, motion carried. Bid opening for this project will be March 3rd. Wagner will be gathering price on mag water and crack sealing within the next few weeks. The city burnt our tree pile last week.

Water – Water samples from pond 3 have been taken – ammonia is too high to discharge at this time. We will take additional samples in a few weeks. All DENR reports have been sent out. All water meters have been GPS mapped. The city is working with home owners on sump pump issues. A pump was replaced at the Sagehorn lift station.

Park and Pool – There will be no ice rink this year in the park. Neil and Jesse have been taking classes to renew their pesticide licenses. Wagner did inform the council that all Jamboree events are being planning for in the park this year with the exception of the street dance – the dance will still be downtown on Saturday night.

Finance Officer Report/City Administrator Report: Sidel is working on year-end financials, daily bookkeeping, election duties and equalization information. The council was given a copy of the city's cash report and sales tax report, along with a breakdown of committee funds. A highlight of expenses were provided and a calendar of upcoming events. The election petitions can now be circulated with a 5pm deadline on February 26th. There is a 2-year term open in all three wards, along with a one-year term in ward 3. Mayor Campbell 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 Monahan, second by McMahon to approve Mayor Campbell's election board appointments - all voted yes, motion carried. Equalization hearings are to be held March 21st–24th, 2016 for local boards. A motion was made by Haugen, second by Nelson to set the City of Hartford's 2016 equalization meeting for March 21, 2016 at 6:00 p.m. at City Hall – all voted yes, motion carried. The council was provided information for this year's SDML District 3 meeting. The meeting is set for March 17, 2016 at Elk Point. Sidel also asked the council if they would be interested in hosting the District 3 meeting in 2017 – the council consensus was to offer hosting of the 2017 district 3 meeting. Sidel also provided in her report an update on the HADC and Chamber events, an update on the sale of the city lots to the elevator, an update on the Colton Road bike trail project and along with upcoming agenda items.

Executive Session:

A motion was made by Nelson, second by Haugen to enter into executive session per SDCL 1-25-2.1 for personnel at 7:44 pm – all voted yes, motion carried.

A motion was made by Monahan, second by Haugen to exit executive session at 8:10 pm – all voted yes, motion carried.

Discussion of Open Positions/Interview Date and Procedure: A motion as made by Haugen, second by McMahon to hold a special city council meeting on February 15, 2016 at 6:30 pm for the purpose of interviewing for the Chamber and Economic Development Director position - all voted yes, motion carried. A motion was made by Nelson, second by Haugen to hold a special city council meeting on February 22, 2016 at 6:30 pm for the purpose of interviewing for the Finance Officer position – all voted yes, motion carried.

Discuss 2016 Employee Wages & Holiday Bonuses: A motion was made by Haugen, second by Monahan to give the city Building Inspector/Code Enforcer, Paul Clarke, a \$1.00/hour wage increase retroactive from January 1, 2016 – all voted yes, motion carried. A motion was made by Haugen, second by Monahan to give Paul Clarke a Holiday Bonus for 2015 of \$100 in Hartford Bucks – all voted yes, motion carried.

Adjournment: A motion was made by Monahan, second by Haugen to adjourn at 8:14 p.m. – all voted yes, motion carried.

Minutes recorded by Interim Finance Officer, Teresa Sidel.

I, the undersigned, Teresa Sidel, Interim 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.

Teresa Sidel, Interim Finance Officer