

City Council Meeting – Regular Meeting February 3, 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, Bill Campbell 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. Scott Nelson arrived at 7:05 p.m. and Doyle Johnson arrived at 8:11 p.m.

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

Approve Minutes of Jan 20, 2014 Regular Meeting: A motion was made by Olson-Duck, second by Yount to approve the Jan 20, 2014 regular meeting minutes – all voted yes, motion carried.

Deputy Report: Deputy Terrones was present to give his report. He noted areas where speeding was occurring and also a higher number of animals running at large.

Visitors: Leah Johnson and Crystal Waltner were present on behalf of the Jamboree Committee. In the past, funding for the Jamboree event has been processed through the Hartford Area Chamber of Commerce. During the city's budget process, the amount requested by the Chamber includes an allocation for the Chamber, Jamboree event and Hometown Christmas event. When the allocation is made by the city, it is paid to the Chamber. The Chamber then passes the funds on to each committee. The Jamboree Committee is requesting that this process be changed. They would like their allocation to be processed through the Hartford Area Development Corp rather than the Chamber. Due to some issues with the Chamber over the last two years, the Jamboree Committee feels this will be a better option for the committee. A motion was made by Monahan, second by Campbell to table discussion on this item until the next council meeting to allow the Chamber time to discuss this issue at their next meeting on Feb 11, 2015 – all voted yes, motion carried.

Ordinances, Resolutions & Hearings:

Review Preliminary Plans for Phase 3, 4 & 5 of South Main Addition: Eric Willadsen of Willadsen Lund Engineering was present on behalf of TLM Developers, Inc. Preliminary plans for Phase 3, 4 & 5 of South Main Addition were presented to the council. These three phases will complete their residential development located off of South Main Ave. The plans have been approved by city staff, city engineers and the Planning & Zoning board. A motion was made by Campbell, second by Olson-Duck to approve the preliminary plans for Phase 3, 4 & 5 of South Main Addition – all voted yes, motion carried.

Discussion of Storm Sewer Drainage Improvement in South Main Addition: In 2007 when Mickelson Rd was put in the city had asked the South Main Addition development group to allow the storm sewer run off from the Cresswood Development to go across their property where the future Main Ave would be. 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. Now that the group is moving forward with the next phase of the project, which will include the new S Main Ave, discussion was held regarding how this storm sewer project will be handled. A motion was made by Monahan, second by Nelson to table discussion on this item until the next council meeting to allow City Administrator Sidel time to discuss the city's options regarding this project with the city attorney – all voted yes, motion carried.

Old Business:

Future Use of 405 & 407 N Vandemark Avenue: The clean-up of city owned lots at 405 & 407 N Vandemark Ave is now complete. Neighbors to the property Betty Weinsburg and Tim Giesen were present to address the council. Both would like to see the lots be used for two single family homes rather than multi-family housing or a parking lot. There are four different options available to the city to sell the lots – 1) putting the lots up for bid 2) auction the lots 3) through a real estate agent 4) transfer lots to the HADC to sell. A motion was made by Monahan, second by Olson-Duck to transfer the lots located at 405 & 407 N Vandemark Avenue to the Hartford Area Development Corp to sell as two single family housing

lots for fair market value with the stipulation that these lots may not be re-platted into one lot and that all proceeds from the sale, less any costs, be paid to the city – all voted yes, motion carried.

Scheduling/Management of City Recreational Fields: The Hartford Area Sports & Rec (HASR) Committee submitted a proposal to the council regarding the scheduling of city fields located at the city park and at the sports complex. They are proposing that a 5 person volunteer Field Scheduling Committee be formed. The members of the committee would be made up of one representative from the each sport – baseball, softball, soccer and junior football – and one at large member. A motion was made by Monahan, second by Campbell to approve the implementation of the HASR Field Scheduling Committee through 2015 to be revisited in early 2016 – all voted yes, motion carried.

New Business:

Future of Downtown Committee: The Downtown Committee has not met for some time due to lack of membership. The annual filing to the State is due this month. Discussion was held regarding either dissolving the committee or maintaining it on an inactive status. It is the consensus of the council to file the annual paperwork to keep the committee intact.

Review & Approve Seasonal 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. Currently, the Pool Manager and Assistant Pool Manager, along with all Lifeguards, are required to be lifeguard certified. Discussion was held regarding the possibility of changing this requirement for the managers. Another option, in lieu of being lifeguard certified, is that the managers successfully complete an online lifeguard management course. There was also discussion on changing the minimum age requirement of the pool manager from 21 to 18, which is the current requirement of the assistant manager. A motion was made by Monahan, second by Campbell to approve all job descriptions with the exception of the pool manager and assistant pool manager positions – all voted yes, motion carried. A motion was made by Monahan, second by Nelson to amend the pool manager and assistant pool manager job descriptions by changing the requirement to be lifeguard certified to successfully completing the online lifeguard management course and to change the minimum age requirement for the pool manager position to 18 – all voted yes, motion carried.

Dakota Access Pipeline: City Administrator Sidel recently attended a public hearing regarding the Dakota Access Pipeline. A map of the planned pipeline route was provided. Currently, the pipeline is planned to go between Hartford and Humboldt. This route will bring the pipeline within approximately 1 mile of Hartford city limits and will run very close to the city's designated growth area. Because of the pipeline's proximity to Hartford and the impact it may have, it is the recommendation of the Planning & Zoning Board that the city become a formal party in the Dakota Access Pipeline hearings. A motion was made by Monahan, second by Olson-Duck for the City that Hartford to become a formal party in the Dakota Access Pipeline hearings – all voted yes, motion carried.

Appointment of Official Newspaper to Minnehaha Messenger: Currently the official newspaper of the city is the Hartford Area News. Effective Feb 5, 2015, Anderson Publication will be combining this newspaper with the Humboldt Journal to create the Minnehaha Messenger. Mayor Zimmer appointed Minnehaha Messenger/Anderson Publications as the city's official newspaper effective Feb 5, 2015. A motion was made by Nelson, second by Olson-Duck to approve the Mayor's appointment of the Minnehaha Messenger as the city's official newspaper effective Feb 5, 2015 – all voted yes, motion carried.

Review Complaint Procedure: The current procedure for filing a complaint with the city was discussed. At this time, there is no written policy on the complaint procedure. A motion was made by Olson-Duck, second by Nelson to have City Administrator Sidel draft a policy that outlines the complaint procedure which will be reviewed by the council at the next meeting – all voted yes, motion carried.

Correspondence: Mayor Zimmer shared a thank you card received from Doni Rolfson. Ms. Rolfson recently used the Hartford Area Transit service and wanted to say thank you to the city for implementing such a great service.

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 has attended several meetings including the Chamber Marketing meeting, Chamber board meeting, Jamboree meeting, MCEDA meeting and HADC planning retreat. He met with Nick Fosheim of MCEDA regarding the recent activities in Hartford. Sandholm also participated in a Workforce Task Force meeting in Sioux Falls. Information was submitted on a prospect received from GOED. BizNow Magazine will be featuring an article on Hartford in its next issue. The Chamber will have a planning session on Feb 21st at Tammen Auto & Tire and the HADC will have its annual meeting on Feb 23rd at Miller Funeral Home.

Fire Department Report: Bryon Shumaker was present to report on the Fire Dept. The Fire Dept made 15 calls in Jan with 7 being in city limits. The dept business meeting will be Feb 11th, EMS training on Feb 16th and fire training on Feb 25th. Shumaker reminded all to keep snow away from fire hydrants. Also, new volunteers are always welcome at the dept.

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. A May or June bid date is expected. The East Diamond Trail project will be advertised for bid on Feb 5th with bid opening schedule for Feb 18th. A review of the preliminary plans for the South Main Addition has been completed. Documents for the micro surfacing project have been submitted to the City of Sioux Falls. The bid date is scheduled for Mar 5th. Design work has started on the water main extension project.

Public Works Superintendent Report:

Streets – The street lights along Hwy 38 have been installed. Wagner has finalized the maps for the sign replacement project. Wagner met with Mike Smith regarding spring planting of boulevard trees. The price per tree would be the same as last year. A motion was made by Johnson, second by Olson-Duck to order boulevard trees needed for this year from Mike Smith not to exceed the budgeted amount of \$6,000 – all voted yes, motion carried.

Water – Samples have been taken from pond #3 with hopes to discharge in Feb. Hanisch & O’Kane will be attending a water and wastewater class in Feb.

Park and Pool – Materials have been ordered for the construction of two bleachers for the soccer fields. Boy Scout Taylor Otheim has raised money to have 9 to 10 trees planted at the Sports Complex. Wagner will work with the engineers, Mike Smith and the Sports Complex Committee to get these trees planted this spring. Wagner informed the council that Mike Smith has some 1 ½” Emerald Luster Maple trees available for sale at approximately \$150 each. Wagner feels that these would be good trees for the Sports Complex area. A motion was made by Monahan, second by Olson-Duck to purchase six 1 ½” Emerald Luster Maple trees for approximately \$150 each for planting at the Sports Complex – all voted yes, motion carried.

Public Building – The two trailers on the N Vandemark lots have been removed. Staff has installed the Chamber billboard. The shop addition is now finished.

Finance Officer Report: Wilber provided a highlight of revenues that were received during Jan along with the all revenues and expenses to date thru Dec. This week Wilber will be providing the auditor the information needed for the annual report. A list of upcoming events through the month of Feb was provided.

City Administrator Report: The bid opening for the East Diamond Trail project is Feb 18th with review by the council set for the Mar 3rd council meeting. Sidel provided an update on the pool grant. If things progress as planned, construction will start in the fall after the pool closes. The City of Harford is part of the SF Metropolitan Planning Organization and Sidel has been appointed to a committee that has been established to update the organizations Long-Range Transportation Plan. The committee will meet monthly through the month of Nov. Sidel has been asked by the SD DOT to be part of a team that will take part in a program sponsored by the CDC to promote healthier communities. The team will represent SD and will be devising a plan for promoting and implementing strategies for improved walk and workability

in communities. Once plans are devised, ten state teams will be picked for the regional portion of the program.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec & Community Bldg: The next Bike/Rec Committee meeting is Feb 10th 6:30pm at Spikes. Monahan thanked the residents in Ward 2 that voiced their opinions regarding the use of the lots on N Vandemark Ave and also thanked the council for voting that these lots to be used for 2 single family housing lots.

Scott Yount – Swimming Pool: The Jan Swimming Pool Committee meeting was cancelled due to lack of agenda items. The next meeting is Feb 24th 7pm Pizza Ranch.

Bill Campbell – Sports Complex: The next Sports Complex Committee meeting is Feb 11th. Campbell noted that the committee has paid for all tax preparation and filing fees.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: The next Jamboree meeting is Feb 9th 6pm City Hall.

Doyle Johnson – Jamboree Days & Downtown: Nothing to report.

Scott Nelson – HADC & Chamber: Nelson thanked city staff for their help installing the Chamber billboard. Nelson congratulated Hartford Area Transit for being the Chamber's Business of the Month for Feb. He also congratulated Gail Olson-Duck the being Volunteer of the Month.

Mayor's Report: Mayor Zimmer complemented the Public Works Dept on the good job they've done on this season's snow removal.

Adjournment: A motion was made by Olson-Duck, second by Johnson to adjourn at 9:30 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