

City Council Meeting – Regular Meeting March 3, 2015

Council President Mark Monahan called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Gail Olson-Duck, Doyle Johnson and Scott Nelson. Mayor Paul Zimmer, Scott Yount and Bill Campbell were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner and City Engineer Mitch Mergen.

Additions/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 Feb 17, 2014 Regular Meeting: A motion was made by Olson-Duck, second by Nelson to approve the Feb 17, 2015 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. There has also been some cases of individuals throwing snowballs & eggs and some reckless driving taking place.

Fire Department Report: Bryon Shumaker was present to report on the Fire Dept. The Fire Dept made 26 calls in Feb with 16 being in city limits. The dept business meeting will be Mar 11th, EMS training on Mar 16th and fire training on Mar 25th. One new member has joined the department for a total of 36 total members at this time. The Fire Dept has entered into an agreement with the City of Sioux Falls to purchase a used ladder truck. The dept will take possession of the truck in April 2016.

Visitors: None

Ordinances, Resolutions & Hearings:

7:05 Hearing – Retail On/Off Sale Wine License for Hartford Inns, LLC: Hartford Inns, LLC, the owners of the AmericInn Hotel, has submitted an application to the city for a Retail On/Off Sale Wine License. Previously, the Hartford Inns, LLC had been approved and issued an On/Off Sale Malt Beverage & SD Farm Wines license. They have since decided that they want to offer all kinds of wines, not just SD farm wines. A motion was made by Johnson, second by Olson-Duck to approve the Retail On/Off Sale Wine License for Hartford Inns, LLC – all voted yes, motion carried.

Policy 2015-2: Complaint Procedure: The revised Policy 2015-2: Complaint Procedure was provided to the council for their review. The revision clarified who can complete a complaint form. A motion was made by Olson-Duck, second by Nelson to approve Policy 2015-2: Complaint Procedure – all voted yes, motion carried.

Old Business:

Dissolution of Downtown Committee: The Downtown Committee has not met for some time due to lack of membership. Discussion was held regarding dissolving the committee at this time with the option to activate it at a later date if need be. A motion was made by Johnson, second by Nelson to approve the dissolution of the Downtown Committee – all voted yes, motion carried.

Discussion of South Main Development: At the last council meeting the council approved for the city to honor an agreement that was made on June 5, 2007 between the Hartford City Council and the development group of that South Main Addition. The agreement is to complete, at no cost to the South Main Addition development group, the storm sewer drainage improvements along S Main Ave. Discussion was held regarding having a signed agreement between the City and the South Main Development group. This agreement would lay out what is required of both parties and would protect all parties involved. A motion was made by Olson-Duck, second by Nelson to have the city attorney draft an agreement between the City and the developer that will state that the City will complete the storm sewer for Phase 3 of the South Main Addition contingent on the developer completing the remaining infrastructure within one year and if not completed, the developer will reimburse the City for any expenses incurred by the storm sewer project – all voted yes, motion carried.

New Business:

Bike/Rec Trail Committee Request for Engineering Services: The Bike/Rec Trail Committee is in the early planning stages of Phase 5 of the bike trail system. In order to start the grant process, they need an estimate of what the engineering cost will be for the project. A motion was made by Johnson, second by Olson-Duck to authorize the city engineer to assist the Bike/Rec Trail Committee with the grant application process for Phase 5 of the bike trail with the City paying for the cost of these services – 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. BizNOW Magazine will be featuring an article on Hartford in its March issue. Reliabank & HADC hosted an informational meeting for residential and commercial developers. The Housing Committee met and discussed the Mutual Self-Help Housing program and the need for additional building lots. Sandholm has attended several meetings including MECEDA, SD Multi-Housing Assn, HACC, HADC and Jamboree. Sandholm is researching signage opportunities along I-90. Once information is gathered, he will reach out to area businesses to see if there is any interest by businesses to advertise along I-90. Sandholm informed the council of a business prospect in the heavy manufacturing industry. The prospect is looking for a 100 acre site. A motion was made by Johnson, second by Nelson to have Sandholm move forward with researching a possible site to present to this prospect – all voted yes motion carried. Sandholm informed the council of a business prospect in the retail industry. This prospect requires a 15 to 25 acre site along with cost estimates for infrastructure. A motion was made by Johnson, second by Nelson to authorize Stockwell Engineers to work with Sandholm in providing infrastructure cost estimates for this retail developer – all voted yes, motion carried.

City Engineer Report: Mitch Mergen with Stockwell Engineers updated the city council on projects they are working on. A May or June bid date is expected on the Mike Franken Trail. Bids for the Diamond Trail East Extension were opened on Feb 18th. There were 11 bids received with Zacharias Construction, Inc. being the low bidder. A motion was made by Olson-Duck, second by Nelson to accept the bid of Zacharias Construction, Inc in the amount of \$263,949.64 on the Diamond Trail East Extension project – all voted yes, motion carried. The bid date of the micro-surfacing project is Mar 12th. The city is bidding the project with Sioux Falls. Preliminary plans for the water main extension project have been presented to city staff for their review.

Public Works Superintendent Report:

Streets – Staff has been working on equipment repairs and maintenance. Wagner has received a quote from Highway Improvement of \$.40 per foot for crack sealing. A motion was made by Olson-Duck, second by Johnson to accept the quote from Highway Improvements for crack sealing at \$.40 per foot – all voted yes, motion carried. Wagner will have a quote on mag water in the coming weeks.

Water – Public Works Assistant O’Kane passed his certification test. Samples will be taken in the coming month to see if a spring discharge can be done.

Park and Pool – This week staff will finishing up building the bleachers for the soccer fields. Wagner has received a quote of \$1.10 per square yard from Highway Improvements to seal the Michael J. Fitzmaurice Bike Trail. A motion was made by Johnson, second by Nelson to accept the quote from Highway Improvements for sealing of the Michael J Fitzmaurice Trail at \$1.10 per square yard – all voted yes, motion carried. Wagner has received a quote from Gillespie Small Engine for a 104 inch Hustler mower. This will be a bigger mower and will be used in the bigger open areas of the parks and sports complex. A motion was made by Johnson, second by Olson-Duck to authorize Wagner to purchase the Hustler mower from Gillespie Small Engine for no more than \$20,000 – all voted yes, motion carried.

Public Building – Materials have been purchased for a new cabinet and counter area at City Hall which will be installed in the coming weeks

The SD Street Maintenance Assoc spring training is Apr 15th & 16th. Wagner indicated that he would like to attend along with O’Kane. A motion was made by Olson-Duck, second by Johnson approving Wagner

and O’Kane to attend the 2015 SD Street Maintenance Assoc spring training April 15th & 16th in Spearfish – all voted yes, motion carried.

Finance Officer Report: Wilber provided a highlight of revenues that were received during Feb along with the all revenues and expenses to date thru Jan. There will be an election on Apr 14th with a race in Ward 2 between Mark Monahan & Nathan Leimbach and Ward 3 between Gail Olson-Duck and Brad Bjergaard. Bill Campbell is unopposed for Mayor and Bill Haugen is unopposed in Ward 1. At the meeting names of the candidates were drawn to determine ballot placement. The Equalization Board will hold its meeting on Mar 18th at 6pm. The deadline for property owners to sign up to appeal their valuations is Mar 12th. Forms are available at City Hall. The council was provided information on the Annual District 3 Meeting to be held in Yankton on Apr 1st. The calendar of events for March was provided. Due to health reasons, Gary Larson will not be performing the city’s audit this year. City Administrator Sidel has contacted three different auditing firms about performing the city’s audit. This information was provided to the council. A motion was made by Olson-Duck, second by Johnson to hire Quam & Berglin from Elk Point, SD to perform the 2014 audit at a cost not to exceed \$7,500 – all voted yes, motion carried.

City Administrator Report: Sidel continues to be part of meetings and conference calls in regards to the Dakota Access Pipeline process. The bid opening for ag-lime is scheduled for Mar 10th at 2pm with results being presented to the council at the Mar 17th meeting. The city’s Facebook account is up and running. Current events and information is being updated as needed. At the request of the Planning & Zoning Board, Sidel has sent a letter to a property owner whose land is currently surrounded by the city on all sides. The letter is requesting a voluntary annexation of their property into city limits. Sidel will keep the council informed as discussions continue. Sidel provided an update to the council on a recent issue between two businesses.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec & Community Bldg: Nothing to report.

Scott Yount – Swimming Pool: Not present.

Bill Campbell – Sports Complex: Not present.

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

Doyle Johnson – Jamboree Days & Downtown: Congratulations to the West Central Wrestlers who competed at the State Tournament.

Scott Nelson – HADC & Chamber: Nelson commended the Fire Dept on their recent purchase of a ladder truck. He extended his appreciation to the HADC for the preparation and work done for the annual meeting held on Feb 23rd. The next Chamber meeting is Mar 11th.

Mavor’s Report: President Monahan expressed his thanks to city staff for jobs well done.

A motion was made by Johnson, second by Olson-Duck to enter into executive session per SDCL 1-25-2 at 8:26 p.m. – all voted yes, motion carried.

A motion was made by Olson-Duck, second by Johnson to exit executive session at 8:30 p.m. – all voted yes, motion carried.

Adjournment: A motion was made by Johnson, second by Olson-Duck to adjourn at 8:30 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