

City Council Meeting – Regular Meeting April 21, 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 and Doyle Johnson. Gail Olson-Duck arrived at 7:23 p.m. Bill Campbell was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner and City Engineers Mitch Mergen and Jon Fischer.

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

Approve Minutes of Apr 7, 2015 Regular Meeting: A motion was made by Johnson, second by Monahan to approve the Apr 7, 2015 regular meeting minutes – all voted yes, motion carried.

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

Visitors: None

Ordinances, Resolutions & Hearings:

7:05 Hearings:

Transfer of Package Off Sale Liquor License (PL-4560) and Retail On-Off Sale Malt Beverage License (RB-2756) from Attanica, Inc. to Heart T Stop, Inc: Due to a change in their corporate name, the Heart T Stop has filed the paperwork to transfer their package off sale liquor license (PL-4560) and their retail on-off sale malt beverage (RB-2756) license from Attanica, Inc to Heart T Stop, Inc so the licenses will reflect the correct ownership name. A motion was made by Monahan, second by Nelson to approve the transfer the package off sale liquor license PL-4560 and retail on-off sale malt beverage license RB-2756 from Attanica, Inc to Heart T Stop, Inc – all voted yes, motion carried.

Application for a Retail On-Off Sale Wine License for Heart T Stop, Inc: Heart T Stop, Inc has submitted the paperwork for a new retail on-off sale wine license. A motion was made by Johnson, second by Monahan to approve a new retail on-off sale wine license for Heart T Stop, Inc. – all voted yes, motion carried.

7:10 Hearing – American Legion request for a Special Beverage Retailer’s License: The American Legion has submitted an application for a special malt/liquor beverage retailer’s license to serve the Women of Today Benefit Fundraiser to be held at the Fireside Event Center on Apr 27, 2015 from 3pm to 12am. A motion was made by Monahan, second by Johnson to approve the Special Beverage Retailer’s License for the American Legion to serve the Women of Today Benefit Fundraiser at the Fireside Event Center on Apr 27, 2015 from 3pm to 12am – all voted yes, motion carried.

7:15 Hearing – American Legion request for a Special Beverage Retailer’s License: The American Legion has submitted an application for a special malt/liquor beverage retailer’s license to serve a wedding reception/dance to be held at the Fireside Event Center starting at 1pm on May 2, 2015 and ending at 2am on May 3, 2015. A motion was made by Johnson, second by Nelson to approve the Special Beverage Retailer’s License for the American Legion to serve a wedding dance/reception at the Fireside Event Center on May 2/3, 2015 from 1pm to 2am - all voted yes, motion carried.

Old Business:

South Main Addition: The agreement between the City and Heartland Building Professionals, Inc. was provided to the council for this review. This agreement states the terms agreed upon by each party in regards to the completion of the storm sewer and remaining infrastructure for Phase 3 of the South Main Addition. A motion was made by Monahan, second by Johnson to approve the agreement between the City of Hartford and Heartland Building Professionals, Inc. – all voted yes, motion carried.

New Business:

Financing of Diamond Trail – East of Western Avenue: Currently, the city has a loan with Reliabank for the cost of the West Diamond Trail project. City Administrator Sidel has been in contact with Reliabank and they have

indicated that the City would be able to roll the costs of both projects, West Diamond Trail and East Diamond Trail, into one loan. They would set the new loan up with the same terms as the current loan – 10 year term at an interest rate of 3.15%. A motion was made by Monahan, second by Yount to move forward with obtaining finance for both projects through Reliabank – all voted yes, motion carried.

Review/Amend Job Duties for Chamber & Economic Director: Last month the council reviewed the current job duties of the Chamber & Economic Director position. They received input for the Hartford Area Chamber of Commerce and the Hartford Area Development Corporation as to what job duties they would like to see this position perform for their organizations. Changes were made based on the input provided from the two organizations. Some duties were added, some were stricken and some were added with changes, arriving at a revised job description for this position. A motion was made by Johnson, second by Monahan to approve the amended job description for the Chamber & Economic Director position – 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. In regards to the Mike Franken Trail, a June bid date is anticipated. Contracts are in the process of being executed for the micro surfacing project. Missouri Petroleum Products Company will be performing the work again this year. The water main extension project will bid on May 7th. Review of the engineering plans for the South Main Addition has been conducted. Jon Fischer with Stockwells was present to update the council on the East Diamond Trail project. Construction is moving along nicely and a mid to late May completion date is expected. Pay application #2 for the project was provided to the council. A motion was made by Johnson, second by Yount to approve pay application #2 to Zacharias Construction in the amount of \$108,993.48 for the East Diamond Trail project – all voted yes, motion carried.

Public Works Superintendent Report:

Streets – Blade work continues on gravel roads. Wagner has received a quote of \$1.38 per gallon for mag water from Bumblebee Gibson. They have performed work for the city in the past with no problems. A motion was made by Olson-Duck, second by Nelson to accept the quote of \$1.38 per gallon for mag water from Bumblebee Gibson – all voted yes, motion carried. This work is schedule to be completed the end of May or beginning of June. Planting of boulevard trees is schedule for the end of April. In conjunction with Arbor Day, Wagner and staff will be handing out tree seedlings to West Central Third Graders on Fri Apr 24th. Mosquito control efforts are underway with larvacide being put out this past week. Wagner indicated that there is an old sander that is in disrepair that he would like to surplus at this time. A motion was made by Johnson, second by Olson-Duck to surplus the old sander and scrap out any metal to Oakleaf Auto Salvage – all voted yes, motion carried.

Water – Samples have been taken but ammonia levels are too high to discharge. Staff continues with sump pump inspections.

Park and Pool – The park restrooms are open. The batting cage is up. Work continues at the pool to get it ready for the season. Fertilizer has been applied to the Sports Complex and City Parks.

Public Buildings – Nothing new to report.

Hire Recommendations – Public Works Assistants: 7 applications were received for the Public Works Assistant position. A motion was made by Nelson, second by Olson-Duck to approve the following for the position of Public Works Assistant: Trevor Eldredge at \$9.25/hr, Jared Blume at \$9.00/hr, Cody Bussell at \$9.00/hr, Matthew Sebert at \$9.00/hr, with Tayt Boeckholt as alternate if needed – 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 Mar 31, 2015. Also included was a summary of funds available for each city committee and a highlight of bills to be paid. The attendance chart was provided to the council for their review. The tentative date of the pool opening is May 19th at 2pm. EmBe will be conducting two sessions of swimming lessons this year. The Park Rec program will run from June 1st to June 26th. The calendar of events was also provided to the council.

Canvas of Ballots and Election Results: The municipal election was held on April 14th. The unofficial election results reflected an 11.2% voter turnout in Ward 2 and an 11% voter turnout in Ward 3. The city council opened the poll book and verified the election results. For the position of Two Year Term for Ward 2 Councilperson: Mark

Monahan received 41 votes and Nathan Leimbach received 25 votes. For the position of Two Year Term for Ward 3 Councilperson: Brad Bjergaard received 61 votes and Gail Olson-Duck received 12 votes. A motion was made by Johnson, second by Monahan to accept the official election results – all voted yes motion carried.

City Administrator Report: Shawn Shannon of Tuscan Motors continues to rent the city owned lot at 1st & Main on a month to month basis. An updated was given on the progress at the Mundt building. Mr. Obenauer is still planning to meet his Aug 1st deadline to complete the exterior of the building. The agreements to transfer the city lots on Vandemark Ave to the HADC are complete. The HADC has begun to market these lots. Sidel informed the council of a meeting on Apr 22nd 6pm at Pizza Ranch regarding the Dakota Access Pipeline. Stockwells has provided a design that illustrates the proposed facilities throughout the Sports Complex site, including elevations for sidewalks, buildings, grading plan, along with a layout of utility services to the site. This will be a good tool as the project moves forward.

Hire Recommendations – Lifeguards & Park Rec Assistants: Sidel interviewed a number of candidates for the summer help position. She presented her recommendations to the council for each position. A motion was made by Nelson, second by Olson-Duck to hire Matt Johannsen as Lifeguard at \$9.50/hr, Tiffany Anderson as Lifeguard at \$9.25/hr upon completion of lifeguard recertification course, Taylor Otheim as Lifeguard at \$9.25/hr, Paige Hanisch as Lifeguard at \$9.25/hr upon completion of lifeguard recertification course, Riley Danielsen as Lifeguard at \$9.00/hr, Justin Sebert as Lifeguard at \$9.00/hr and Jason Steckley as Lifeguard at \$8.75/hr – all voted yes, motion carried. A motion was made by Johnson, second by Olson-Duck to hire Aurora Goetsch as Summer Rec Assistant at \$7.50/hr and to hire Lee Kuchta as Summer Rec Assistant at \$7.25/hr – all voted yes, motion carried.

Advertise for Park Rec Coordinator: Since no applications were received for the Park Rec Coordinator position Sidel is requesting that this position be re-opened. A motion was made by Monahan, second by Olson-Duck to advertise for the Park Rec Coordinator position for two an additional weeks – all voted yes, motion carried.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec, Fire Department & Emergency Planning: Monahan attend the Bike/Rec Committee meeting on Apr 14th. The committee is trying to locate a new brick engraver. The committee was updated on the progress of the Franken Trail. Monahan congratulated Brad Bjergaard on wining the Ward 3 council seat and looks forward to serving with him.

Scott Yount – Swimming Pool: The next Pool Committee meeting is Apr 28th 7pm Pizza Ranch.

Bill Campbell – Sports Complex: Not present.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: The Jamboree Committee met on Apr 13th. Plans are progressing as the event is less than two months away. Olson-Duck congratulated Mark Monahan and Brad Bjergaard on their council seat wins.

Doyle Johnson – Jamboree Days & Downtown: Johnson congratulated Mark Monahan and Brad Bjergaard on their council seat wins.

Scott Nelson – HADC & Chamber: Nelson congratulated Mark Monahan and Brad Bjergaard on their council seat wins. The Chamber met on April 15th. Nelson invited all to attend the Chamber hosted forum on the West Central Boundary issue to be held at the American Legion on Apr 23rd at 7pm.

Mayor’s Report: Mayor Zimmer congratulated Mark Monahan and Brad Bjergaard on their council seat wins and also thanked Gail Olson-Duck for her six years of dedicated service to the City of Hartford. Mayor Zimmer noted three proclamations: The first declaring April 24th as Arbor Day, the second declaring May 1st as Silver Star Banner Day, and the third declaring May as Building Safety.

Adjournment: A motion was made by Olson-Duck, second by Yount, to adjourn at 8:09 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