

City Council Meeting – Regular Meeting April 7, 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, Gail Olson-Duck, Bill Campbell, Doyle Johnson and Scott Nelson. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson and City Engineer Mitch Mergen.

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

Approve Minutes of Mar 17, 2015 Regular Meeting: A motion was made by Johnson, second by Olson-Duck to approve the Mar 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. He reminded residents to lock vehicles as there have been some cases of theft. With the nicer weather there have been more incidences of animals running at large.

Fire Department Report: Bryon Shumaker was present to report on the Fire Dept. The Fire Dept made 21 calls in Mar with 12 being in city limits. The dept business meeting will be Apr 8th, EMS training on Apr 20th and fire training on Apr 22nd. The Fire Dept has finalized their agreement with the City of Sioux Falls to purchase a used ladder truck. The dept is expected to take possession of the truck in April 2016. The dept will be hosting a Pancake Feed on May 17th. Shumaker reminded residents that a county wide open burn ban is now in place. Fire pits are still allowed as long as flames and embers are contained. The dept is sponsoring, through grant funds, a smoke detector giveaway program. Free smoke detectors can be picked up at City Hall.

Visitors: None

Ordinances, Resolutions & Hearings:

7:10 Hearing – Transfer of Retail On-Sale License (RL-5786) and Retail On-Off Sale Malt Beverage License (RB-3660) from Brad Uthe to Hartford Fireside, LLC: The paperwork has been filed with the city to transfer the Retail On-Sale Liquor License and Retail On-Off Sale Malt Beverage Liquor License currently held by Brad Uthe to Hartford Fireside, LLC. These licenses only cover the area of the building previously known as Midway Bar & Grill. A motion was made by Johnson, second by Olson-Duck to transfer the Retail On-Sale License (RL-5786) and Retail On-Off Sale Malt Beverage License (RB-3660) from Brad Uthe to Hartford Fireside, LLC – Nelson and Olson-Duck voted no with all others voting yes, motion carried.

7:15 Hearing – American Legion request for a Special Beverage Retailer’s License for the Fireside Event Center on Apr 18/19, 2015: 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 2pm on Apr 18, 2015 and ending at 2am on April 19, 2015. A motion was made by Johnson, second by Campbell to approve the Special Beverage Retailer’s License for the American Legion to serve a wedding dance/reception at the Fireside Event Center on April 18/19, 2015 from 2pm to 2am – Yount voted no with all others voting yes, motion carried.

Old Business: None

New Business:

Pool Party Rates: Currently the City has the following rates for pool parties: \$30 plus tax for 1 to 15 swimmers, \$40 plus tax for 16 to 29, \$50 plus tax for 30 – 44 swimmers. Discussion was held regarding implementing new rates as the current rates do not even cover the cost of the pool staff that is needed for the party. A motion was made by Monahan, second by Campbell to increase the pool party rates as follows: \$40 plus tax for 1 to 15 swimmers, \$50 plus tax for 16 to 29 swimmers, \$60 plus tax for 30 to 44 swimmers – all voted yes, motion carried.

Drainage Easement on DEH Investment Properties: Bill Haugen, Jr. was present to address the council regarding a drainage easement that runs across his property - Lot 3 & 5 of North Community Addition. This property is located directly north of Sunshine Foods and the Hartford Plaza. Currently there is a 10 foot drainage easement that runs along the south edge of Mr. Haugen's property, which is approximately 400 feet. Mr. Haugen is planning on doing work on his property to re-route an existing drainage way. This new drainage way will run along the east edge of his property to the existing drainage easement which is then to drain to the west to a city inlet on Oaks Ave. Mr. Haugen feels, in its current state, the drainage easement area is not draining correctly causing water to pool before it gets to the city inlet. Mr. Haugen is requesting that the city share in the cost of getting the drainage way within the easement area to drain correctly. Pictures of the area and cost estimates of the project were provided to the council by Mr. Haugen. Mayor Zimmer made the recommendation that the city share half the cost of work performed in the easement area. Further discussion was held on who is responsible for the maintenance of easement areas throughout the city. A motion was made by Johnson, second by Nelson for the city to pay half of the \$1,960 estimate received from Nothdurft Construction for work performed on the west 200 feet of the drainage easement area on the condition that the construction of the drainage way to be acceptable to city engineers. Further discussion was held. Mr. Lee Knigge, owner of the Hartford Plaza, was present to give his input on the proposed project. A motion was made by Campbell, second by Johnson to call the vote – all voted yes, motion carried. Monahan voted no on the original motion with all others voting yes, motion carried.

Correspondence:

International Code Council Award: City Administrator Sidel informed the council that the International Code Council has awarded the City of Hartford and Code Enforcer Paul Clarke a certificate for being 100% certified by the ICC. Congratulations to Paul Clarke!

DENR Secretary's Award for Drinking Water Excellence: City Administrator Sidel informed the council DENR has awarded the City of Hartford the Secretary's Award for Drinking Water Excellence. To qualify for the Secretary's Award for Drinking Water Excellence, public water systems and their system operations specialists had to meet all of the following requirements for ten consecutive years or more: compliance monitoring and reporting, drinking water standards, and certification requirements. Congratulations to public works staff Craig Wagner, Neil Hanisch and Jesse O'Kane!

Reports:

Chamber/HADC Director's Report: Gary Sandholm was present to address the council regarding the recent activities with both the Chamber and HADC. Jamboree Days planning is ongoing with stage entertainment being booked. Sandholm attended the March MCEDA board meeting. Information about Hartford was provided to MCEDA for a potential prospect. Work continues on the Chamber's business directory. The Chamber hosted a City Council Candidate Forum on Mar 30th and will host a WC School Boundary Forum on Apr 23rd. The AmericInn will be having a grand opening in May. A booth has been reserved at the Turner County Fair again this year as this is a great opportunity to get information about Hartford out to people in the area. The HADC had begun to make preparations for community clean up day on May 2nd. They request the use of city staff, equipment and buildings again this year. A motion was made by Nelson, second by Monahan to allow the use of city staff, equipment and buildings for the city wide cleanup day to be held on May 2nd. Monahan rescinded the second to the motion. Discussion was held regarding city staff having the option to choose if they want to work or not. Nelson amended his motion to include that staff participation is voluntary. Second by Monahan – all voted yes, motion carried. Sandholm compiled information for a few business prospects. There will be a small business conference held at Tri-Valley School on Apr 24th. Anyone interested is welcome to attend.

City Engineer Report: Mitch Mergen with Stockwell Engineers updated the city council on projects they are working on. Plans for the Mike Franken Trail have been submitted to the DOT. A June bid date is expected. A preconstruction meeting on the East Diamond Trail relocation project was held on Apr 3rd and construction started Apr 6th. Pay application #1 to Zacharias Construction, Inc. in the amount of \$1,812.50 for mobilization costs was submitted to the council for their review. A motion was made by Nelson, second by Olson-Duck to approve pay application #1 to Zacharias Construction, Inc. in the amount of \$1,812.50 – all voted yes, motion carried. The bid date of the micro-surfacing project was Mar 12th. The

low bidder was Missouri Petroleum Products Company. The bid came in below the budgeted amount so Public Works Superintendent Wagner would like to add additional streets to the scope of work to bring the costs at or slightly below what was budgeted. A motion was made by Monahan, second by Olson-Duck to approve Missouri Petroleum Products Company to perform the micro surfacing project not to exceed the budgeted amount of \$120,000 – all voted yes, motion carried. Design work is nearly complete on the water main extension project.

Public Works Superintendent Report:

Streets – Staff has started to blade gravel roads. The rain this week should help in shaping them up. Wagner received the quote from Bumblebee Gibson for mag water. The price per gallon came in lower than what was budgeted for. Staff has been trimming boulevard trees where needed. The streets have been swept.

Water – Samples have been taken but ammonia levels are high. Results are expected next week on the latest samples taken. Wagner has been working on his quarterly reports for DENR and DMR. In the coming weeks staff will be working on winter sump pump discharge permits.

Park and Pool – Weather permitting, the bathrooms will be opened in the next week or so. The batting cage will be put up next week. Bryan Rock has been hauling ag lime for the ball fields at the Sports Complex and are expected to finish this week. Work will start on prepping the pool for the season in the next few weeks.

Public Building – The cabinet project at City Hall is complete. Wagner met with Safety Benefits this past week to tour city buildings for insurance purposes.

Finance Officer Report: Wilber provided a highlight of revenues that were received during Mar along with the all revenues and expenses to date thru Feb. The election is next Tues, Apr 14th with a race in Ward 2 between Mark Monahan & Nathan Leimbach and Ward 3 between Gail Olson-Duck and Brad Bjergaard. Recap on the Equalization Board: They heard 7 appeals. Property values were lowered on three and four were referred to the County Board of Equalization. James Buss, CPA has completed the city's 2014 annual report. A copy was provided to the council. A motion was made by Johnson, second by Olson-Duck to approve the 2014 annual report – all voted yes, motion carried. The calendar of events was provided.

City Administrator Report: City Attorney Larry Nelson has completed the agreement between the city and the development group of the South Main Addition and the agreement is now being reviewed by the development group. Sidel updated the council on the Dakota Access Pipeline proceedings. The Emergency Planning Committee met on Apr 2nd to review a draft of the emergency operations plan. Sidel will make some changes as discussed by the committee. Once a final plan has been agreed upon by the committee, it will be presented to the council for their review and approval. Sidel, who is part of the study advisory team, updated the council on the SF Metropolitan Planning Organization. The MPO will be having an open house on Apr 16th 5-7pm at the Downtown Holiday Inn in SF to present information about their plan and get public input. Sidel extended an invitation to the open house to the council. The SD City Management Association will have a spring training meeting in Pierre on Apr 27th/28th. Sidel has requested to attend this meeting. A motion was made by Olson-Duck, second by Yount to authorize Teresa Sidel's attendance at the SD City Managers Assoc Spring Training on Apr 27th/28th in Pierre – all voted yes, motion carried.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec, Fire Department & Emergency Planning Committee: The next Bike/Rec Trail Committee meeting is Apr 14th 6:30pm Spikes. Monahan attended the Emergency Planning Committee meeting on Apr 2nd. He commended City Administrator Sidel on the great job she has done putting together the city's emergency operations plan. He also congratulated Paul Clark and the public works staff on their recent awards.

Scott Yount – Swimming Pool: The next Pool Committee meeting is Apr 28th 7pm Pizza Ranch. The committee will be working on the application for beer sales during Jamboree Days. The pool grant project is on hold until final approval is given by the state, which is expected around May 1st.

Bill Campbell – Sports Complex: The next Sports Complex Committee meeting is Apr 8th 7pm Pizza Ranch. They will be discussing placement of trees at the complex.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: The next Jamboree meeting is Apr 13th 6pm City Hall. She invited all to attend the Fire Departments Pancake Feed on May 17th. Olson-Duck congratulated Paul Clarke and Craig Wagner and his crew on their recent awards.

Doyle Johnson – Jamboree Days: Nothing to report.

Scott Nelson – HADC & Chamber: Apr 14th is the next Chamber board meeting. Chamber marketing meetings will now be conducted a half hour prior to all board meeting rather than having noon meetings. Nelson extended an invitation to all to the marketing meeting next week.

Mayor's Report: The Mayor's meeting will be held on Apr 29th in Brandon. Mayor Zimmer, along with Councilmember Campbell, plans on attending. Mayor Zimmer thanked candidates from Ward 2 Mark Monahan and Nathan Leimbach and candidates from Ward 3 Gail Olson-Duck and Brad Bjergaard for wanting to serve their community by running for office in the upcoming city election..

A motion was made by Olson-Duck, second by Monahan to enter into executive session per SDCL 1-25-2 at 9:13 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Campbell to exit executive session at 10:05 p.m. – all voted yes, motion carried.

Adjournment: A motion was made by Johnson, second by Monahan to adjourn at 10:05 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