

City Council Meeting – Regular Meeting May 19, 2015

Mayor Bill Campbell called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Mark Monahan, Brad Bjergaard, Doyle Johnson, Bill Haugen and Scott Nelson. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner and City Engineer Mitch Mergen.

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

Approve Minutes of May 5, 2015 Regular Meeting: A motion was made by Johnson, second by Haugen to approve the May 5, 2015 regular meeting minutes with the correction of Councilman Haugen's name in three places – all voted yes, motion carried.

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

Visitors: None

Old Business:

Update on HASR Sponsorship Program: The Swenson Park sponsorship booklet created by HASR was provided to the council for their review. In an effort to raise funds for the sports complex project, sponsorships of different complexes and fields are being offered. Each sponsor would be granted signage at the complex. Discussion was held as to whether the sponsorships being offered have been previously approved by the city council. A motion was made by Monahan, second by Nelson to table discussion on this item until the minutes of previous meetings can be reviewed to see if these booklets have or have not been approved by the city council – all voted yes, motion carried.

Review/Approve Documents for Transfer of City Lots to HADC: In regards to the city owned lots on Vandemark Ave, the following documents were provided to the council for their review: the agreement to transfer the lots to the HADC, the warranty deed, and the agreement for deed restrictions that were previously set. A motion was made by Monahan, second by Johnson to approve the documents or the transfer of the city owned lots on Vandemark Ave to the HADC – all voted yes, motion carried.

HADC Board Request to Review Director Job Duties: James Gordon with the HADC was present to address the council regarding the job duties of the Chamber & Economic Development Director position. On April 21, 2015 the council had approved to amend the job description based on input received from both the Chamber & HADC. The HADC is now requesting that some previously omitted items be added to the job description. Mr. Gordon provided the council with the reasoning of the HADC why they feel these items should be the responsibility of the director. It is the consensus of the council that based on the length of time since the new job description was enacted, that the description will be left as is for now and possibly be reviewed at a later date.

New Business:

Mayoral Appointment for Ward 1: When Mayor Campbell was elected mayor his previously held council seat became vacant. As a result of this, the Mayor will appoint someone to finish out his term. Mayor Campbell introduced Ryan Bortnem as his choice for the Ward 1 council seat. A motion was made by Johnson, second by Haugen to approve the appointment of Ryan Bortnem as Ward 1 council member for the remaining term ending May 2016 – all voted yes, motion carried.

Request Sidewalk Waiver within Light Industrial Zone – Costello Development: Bonnie Mogen and Joan Franken with Costello Companies were present to address the council. They are requesting a waiver from having to install sidewalks in the newly created industrial park located in the southwest area of town. They feel eliminating sidewalks in this area would aid in their effort to keep this area separate from the residential area. They also feel there would be safety concerns if residents are walking in an area with heavy truck traffic. The preliminary plan of this area shows a park/green space to the west of this industrial area. Discussion was held regarding this park area and if residents would have to walk through the industrial area to get to it. Ms. Franken said this planned green space would be adjacent to a residential area so residents would not have to travel through the industrial park to get to it. City Engineer Mitch Mergen feels that sidewalks, which are required per the city's design standards, should be

installed. A motion was made by Haugen, second by Nelson to grant a sidewalk waiver in the Costello industrial park area contingent on the future park being contiguous to a residential area and not requiring travel through the industrial area to get to it – all voted yes, motion carried.

Health Insurance Update/Review: City Administrator Sidel provided the council an update on the city health insurance plan with the Health Pool of SD. In an effort to control cost, the Health Pool is restructuring their plans with the new plans to take effect July 1, 2015. Sidel provided information to the council on the new plan the city would be converted to along with the other plans offered. This conversion will happen automatically unless the city wants to make a plan change. It is the consensus of the council to poll city staff for their opinion on the plan changes and, if everyone agrees, to leave the plan as is. Sidel will follow up with city staff.

Discuss Future Policy regarding Officer Positions held by City Council Members for other Entities:

Discussion was held regarding council members holding officer positions with other entities if those entities receive funding from the city. Some on the council feel this would be a conflict of interest and to avoid unforeseen problems, a policy should be implemented stating such. A motion was made by Johnson, second by Bortnem for City Administrator Sidel to draft a policy stating that a city council member cannot hold an officer position on the board of an organization that gets funding from the city – Monahan voted no, with all others voting yes, motion carried.

Dog Park Grant: Councilman Nelson addressed the council regarding information he has obtained on a funding opportunity available to communities to construct a dog park in their city. The program, provided by PetSafe, is a contest based on votes that a community receives. Residents will be asked to vote via the internet or FaceBook. The community receiving the most votes will be award \$100,000 to put toward a dog park and the top four vote-getters after that will be awarded \$25,000 each. Discussion was held on possible sites for the dog park with the specific decisions on this to be made if funding is received. A motion was made by Haugen, second by Johnson to move forward with trying to obtain funding to create a dog park in the city – Monahan voted no with all others voting yes, motion carried.

Ordinances, Resolutions & Hearings:

Plat Review: Hartford Cemetery Addition: The Hartford Cemetery Association has submitted a plat for a portion of their property. This property is not in city limits but due to the city's joint platting district with Minnehaha County, all plats require approval by the Planning & Zoning board and City Council. City engineers and the Planning & Zoning board has reviewed the plat and recommends approval. A motion was made by Johnson, second by Bortnem to approve the plat submitted by the Hartford Cemetery Association – Haugen abstained with all others voting yes, motion carried.

Resolution 2015-3: Authorizing Issuance of Sales Tax Bonds for Diamond Trail Project: On April 21, 2015 the council approved to combine both the completed West Diamond Trail project and the current East Diamond Trail project into one loan with ReliaBank. To do this the city will need to pay off the previously issued bonds and reissue them for the new loan amount. Resolution 2015-3 will complete these transactions. A motion was made by Johnson, second by Bjergaard to approve Resolution 2015-3 authorizing issuance of sales tax bond for Diamond Trail project – all voted yes, motion carried.

Correspondence: On May 12, 2015 Mayor Campbell, along with city staff, provided tours of city hall to the West Central 1st & 2nd grade classes. Thank you cards were delivered to city hall from the students. Mayor Campbell commented on how nice the card are and made them available to the council to look at.

Reports:

City Engineer Report: Mitch Mergen with Stockwell Engineers updated the city council on projects they are working on. On May 5, 2015 bids were opened for the South Main Addition Sewer project. Eric Willadsen, engineer for TLM Developers, was present to discuss the bid results with the council. This storm sewer project was bid in conjunction with the remaining infrastructure work needing in the development, which will be done by TLM Developers. The low bidder for both projects was Zacharias Construction, Inc. with the city's portion of the project coming in at \$65,250.27. A motion was made by Monahan, second by Haugen to accept the low bid by Zacharias Construction, Inc of \$65,250.27 for the storm sewer work in the South Main Addition – all voted yes, motion carried. Mr. Willadsen presented an invoice from his engineering firm for the engineer services in connection with this project. A motion was made by Haugen, second by Bjergaard to approve payment of the invoice from

Willadsen Lund Engineering Corp. in the amount of \$6,911.18 – all voted yes, motion carried. On May 7, 2015 bids were opened for the water main extension project. The low bidder was Metro Construction, Inc. in the amount of \$566,788.87, which came in slightly below estimates. City engineers have reviewed the bid and recommend awarding the bid to Metro Construction, Inc. A motion was made by Johnson, second by Bjergaard to award the water main extension project to Metro Construction, Inc. in the amount of \$566,788.87 – all voted yes, motion carried. The East Diamond Trail extension project is near completion. Pay application #3 for the project was provided to the council. A motion was made by Johnson, second by Haugen to approve pay application #3 to Zacharias Construction in the amount of \$130,791.11 for the East Diamond Trail project – all voted yes, motion carried. Regarding the micro surfacing project, the agreements are executed and the contractor has been given notice to proceed. A schedule is expected in the near future. Engineers also conducted a plat review for the Cemetery Addition.

Public Works Superintendent Report:

Streets – Wagner had a walk through with the DOT on the Hwy 38 light. The city will have a one year warranty on the new lights effective May 15, 2015. A preconstruction meeting for the micro surfacing project is set for May 29th. Blade work continues on gravel roads. Mag water is scheduled for the first part of June. Weather permitting, crack sealing will be done in the next few weeks. Wagner has applied for a grant for mosquito control. He should know the results in early July. Once the new pole is received, the crossing signal on Western Ave will be reinstalled. This week Wagner plans to look at a water truck that is for sale to see if it fits the city's needs.

Water – Samples have been taken but ammonia levels are too high to discharge.

Park and Pool – The pool is ready to be opened this week. A leak was discovered in the pool heater. Parts have been ordered and will be repaired within a week. Some trees have been removed from the park with a couple more yet to do. Staff will start working on the repairs needed to the welcome sign located off Hwy 38.

Public Buildings – Building locks have been updated.

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 Apr 30, 2015. Also included was a summary of funds available for each city committee and a highlight of bills to be paid. Wilber informed the council that she would like to attend the SDML Finance Officer Schooling being held in Pierre this year June 10th – 12th. A motion was made by Monahan, second by Johnson to allow Karen Wilber to attend the 2015 SDML Finance Officer School June 10th – 12th – all voted yes, motion carried. The calendar of events was also provided to the council.

City Administrator Report: For informational purposes for the new council members, Sidel gave a review of the Professional Services Policy. A new contact list of council members and city staff was provided to the council. The city has received the notice to proceed on the wading pool project. City staff will work with the pool committee to finalize design plans in hopes that the project will be ready for bid by the fall so construction can start once the pool closes for the season. The city attorney has drafted an annexation agreement for the property located at 801 S Western Ave. which is currently being reviewed by the property owner.

Hire Recommendations – Park Rec Coordinator: Sidel informed the council that an application has been received for the Park Rec Coordinator position but it was after the deadline. With the program scheduled to start June 1st, there will not be another council meeting before the start of the program. Sidel wants direction from the council on how they want to handle this. A motion was made by Monahan, second by Nelson for City Administrator Sidel to use her discretion in the advertising, interviewing and hiring of this position – all voted yes, motion carried.

Adjournment: A motion was made by Johnson, second by Nelson, to adjourn at 8:46 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