

City Council Meeting – Regular Meeting June 16, 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: Ryan Bortnem, Brad Bjergaard, Doyle Johnson, Bill Haugen and Scott Nelson. Mark Monahan gave notice that he would be arriving late. 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 Bjergaard to approve the agenda as set - all voted yes, motion carried.

Approve Minutes of June 2, 2015 Regular Meeting: A motion was made by Nelson, second by Johnson to approve the June 2, 2015 regular meeting minutes – all voted yes, motion carried.

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

Visitors: Minnehaha County Commissioner Jeff Barth was present and addressed the council. Commissioner Barth provided some insight on the financial outlook of the county as the Commission currently works through the 2016 budget. One factor impacting this is the increase in crime throughout the county and the cost associated with this. Barth also noted that Humboldt Ambulance is the ambulance service that serves the Hartford area.

Ordinances, Resolutions & Hearings: None

Old Business:

HASR Sponsorship Booklets: Mayor Campbell addressed the council on behalf of the Hartford Area Sports & Rec. The HASR had created a sponsorship booklet that outlines different sponsorship packages to be offered at the sports complex facility. If purchased, a sponsor would be granted signage at the complex. Mayor Campbell indicated that this signage would be mesh. He also provided an update on the complex stating that the ag-lime has been placed with the bases & foul poles still needing to be installed. A motion was made by Haugen, second by Johnson to ratify the sponsorship booklet – all voted yes, motion carried.

New Business:

Paperless Meeting Packets: City Administrator Sidel asked for input from the council regarding the possibility of going to paperless meeting packets. This would require the purchase of an iPad or tablet for each councilmember. All documents would then be scanned and put in electronic form that the council would be able to download. This would also enable the council to save and organize all documents on their tablet for future reference and eliminated having to sort through piles of paper. The other benefit would be the cost savings on paper and the time savings to assemble the paper packets. A motion was made by Johnson, second by Bortnem to have City Administrator Sidel move forward with getting initial cost estimate for the conversion to paperless meeting packets – all voted yes, motion carried.

Surplus Water Truck: Public Works Superintendent Wagner recently purchased a used 2002 GMC water truck for the City. This truck will replace the current 1969 water truck. This truck runs but the body is in bad shape. Wagner indicated that he could try and sell it or scrap it. A motion was made by Johnson, second by Bjergaard to surplus the 1969 water tank truck and for Wagner to use his discretion regarding the selling or scarping of it - 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. Plans for the Mike Franken Trail are being reviewed by the DOT. Final inspection of the East Diamond Trail project was done on May 28th. The contractor is working on punch list items. The contractor has started the developer's portion of work on the South Main Addition. Stockwells will conduct inspections as necessary. There has been no change on the Fifth St. Apartment project regarding the remaining work that needs to be done on the site. A letter will be sent to the owner regarding the deadline for completing the remaining items. The agreement for engineer services on the new wading pool project was presented to the council for their review.

A motion was made by Johnson, second by Nelson to approve the contract with Stockwell Engineers for engineer services on the wading pool project with the amount not to exceed \$32,500 – all voted yes, motion carried. The agreement for testing services with American Engineering Testing, Inc on the South Main Addition project was presented to the council for their review. This agreement will cover testing services such as soil density, trenches, asphalt, curb & gutter, etc. A motion was made by Johnson, second by Bortnem to approve the contract with American Engineering Testing, Inc. for testing services on the South Main Addition project with the amount not to exceed \$3,365 – all voted yes, motion carried.

Public Works Superintendent Report:

Streets – Mag water is scheduled for next week. The micro surfacing project is scheduled for the second week in July. Staff will be working on street patching and striping in the downtown area this week. Street sweeping will also be done in preparation of Jamboree Days. The water truck has been purchased. Staff sprayed for mosquitoes last week and plans on spraying again this week.

Water – Samples have been taken. Wagner has address issues with Pond A. Staff rebuilt three check valves for the lift pumps. The contractor for the South Main Addition has started their infrastructure project.

Park and Pool – Staff has finished up placing ag-lime on the ball fields at the Sports Complex. Weed spraying has been done in the parks. Repair work has started on the Welcome sign along Hwy 38.

Public Buildings – Staff did some painting at City Hall.

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 May 31, 2015. Also included was a summary of funds available for each city committee and a highlight of bills to be paid. Wilber provided information to the council about the 2015 Elected Officials Workshop to be held July 8th in Pierre. The calendar of events was also provided to the council.

City Administrator Report: Sidel provided information to the council on a budget training seminar that the SD Municipal League is offering in Sioux Falls on July 23rd. Sidel indicated that it would be beneficial for herself and Finance Officer Wilber to attend this training. A motion was made by Nelson, second by Haugen to approve Sidel and Wilber attending the budget training offered by the SDML – all voted yes, motion carried. Sidel has been working on gathering information regarding the grass/tree branch dump site program. This information will be presented at the next council meeting. A meeting is scheduled for June 25th with representatives from Dakota Access Pipeline to obtain more information regarding how this project, if approved, will affect Hartford. Sidel extend a thank you to Ellie Sturdevant and AARP for the donation of a conference speaker phone system to the City. This was a much needed item and greatly appreciated. A copy of the code enforcement/building inspection report was provided to the council. Sidel also provided the council with a SDML publication on open meeting laws.

Councilman Monahan arrived at 7:45 p.m.

New Business (Continued)

Consider Elimination of Chamber & Economic Development Director Position: Mayor Campbell addressed the council regarding the Chamber & Economic Development Director Position. This position was created in May 2009. In Jan 2013 it became a City employee position. Campbell feels that over the past 6 years that this position has been in effect, that there has not been sufficient economic development to substantiate the cost of having this position. Also, with the announcement of the new Foundation Development Park in Sioux Falls, economic development around Hartford will be even more of a challenge. He feels that the costs incurred to fund this position could be used for more pressing projects such as infrastructure improvements. Based on these factors, Mayor Campbell is recommending the elimination of the Chamber & Economic Development Director position effective July 16, 2015. This will allow for a 30 day transition period. He is also recommending that all accrued vacation time will be paid out to the current director. Mayor Campbell proposes that he, along with the City Administrator and members of the HADC, will now handle all request for information that are received in regards to economic development. Councilmember Nelson spoke regarding his opposition to this change. A motion was made by Nelson, second by Monahan to not consider elimination of the Chamber & Economic Development Director position. Further discussion was held. Those speaking against this proposed change were Eric Bartmann, James Gordon, Gail Olson-Duck, Jack Duck, Brian Voth, Justin Eich, Gary Sandholm, Terry Hagen and Bill Zortman. Councilmember Monahan also expressed his concerns and opposition. Nick Fosheim, Executive Director of the Minnehaha County Economic Development Association, was also present. He gave the council some general information regarding economic development and the processes involved. He commented that most results are not immediate. Some negotiation can take months, or even years. He feels it is a great benefit to have a director

position as a main point of contact. Council members Bjergaard, Haugen and Bortnem also expressed their views. A substitute motion was made by Johnson, second by Haugen to eliminate the Chamber & Economic Development Director position effective July 16, 2015 and to pay out any unused benefits per the city's employee manual to the current director. Vote was taken on the substitute motion – Monahan, Nelson and Bjergaard voted no and Haugen, Bortnem and Johnson voting yes. Mayor Campbell broke the tie voting yes – motion carried.

Review/Discuss Chamber & Economic Development Director Job Description Pertaining to Confidentiality:

Due to the elimination of this position, discussion of this topic is no longer necessary. A motion was made by Johnson, second by Bjergaard to strike this item from the agenda – Monahan voted no with all others voting yes, motion carried.

Adjournment: A motion was made by Johnson, second by Haugen, to adjourn at 9:39 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