

City Council Meeting – Regular Meeting June 17, 2014

Mayor Paul Zimmer called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Scott Nelson, Scott Yount, Bill Campbell and Gail Olson-Duck. Doyle Johnson was absent with notice. Mark Monahan arrived at 7:02 p.m.. 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 Olson-Duck, second by Yount to approve the agenda with the addition of Jim Power to the Visitor section of the agenda - all voted yes, motion carried.

Approve Minutes of June 4, 2014 Regular Meeting: A motion was made by Olson-Duck, second by Campbell to approve the June 4, 2014 regular meeting minutes – all voted yes, motion carried.

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

Visitors: Jim Power was present to introduce himself to the council. He is an attorney with Woods, Fuller, Shultz & Smith law firm in Sioux Falls. He is running for the circuit court judge positions that will be on the ballot for the general election to be held on Nov 4th.

Christine Antonsen was not present.

Ordinances, Resolutions & Hearings:

7:05 Special Malt Beverage Application – Pool Committee: Shelly Schrader addressed the council on behalf of the Hartford Swimming Pool Committee. The committee is requesting a special malt beverage license for the sale of malt beverages in the park on Saturday June 21st during Jamboree Days. A motion was made by Olson-Duck, second by Yount to approve the Special Malt Beverage Retailer’s License for the Hartford Swimming Pool Committee on June 21, 2014 between the hours of 10:30am and 5:30pm – all voted yes, motion carried. A motion was made by Olson-Duck, second by Yount to waive the application fee – all voted yes, motion carried.

7:08 Special Event Permit – Homecoming Parade: West Central School District has submitted an application for a special events permit to hold the homecoming parade on Sept 12, 2014 from 12:30pm to 3pm. The parade route remains the same as last year. A motion was made by Nelson, second by Olson-Duck to approve the Special Event Permit submitted by West Central School District for the homecoming parade to be held on Sept 12, 2014 between the hours of 12:30pm and 3pm – all voted yes, motion carried. A motion was made by Monahan, second by Olson-Duck to waive the application fee – all voted yes, motion carried.

2nd Reading of Ordinance #610 – Rezone Outlot 1 of Western Meadows Addition: Costello Land Development has submitted a rezone application to rezone approximately 26.65 acres along Interstate 90 in Western Meadows Addition from residential (R) to Light Industrial (L1). A motion was made by Monahan, second by Nelson to approve 2nd Reading of Ordinance #610 – Rezone Outlot 1 of Western Meadows Addition from Residential to Light Industrial – all voted yes, motion carried.

2nd Reading of Ordinance #611 – Amend On-Street Parking Ordinance: The city’s current ordinance #580 regarding on-street parking of commercial vehicles was reviewed. Currently the definition under (a)(1) states that a “commercial vehicle means any vehicle which is adapted, designed, equipped and used to perform a specific commercial function”. Proposed Ordinance #611 would change this definition by changing the word “and” to “or”. A motion was made by Monahan, second by Yount to approve 2nd Reading of Ordinance #611 – Amend On-Street Parking Ordinance – all voted yes, motion carried.

2nd Reading of Ordinance #612 - Amend Discharging Weapons Ordinance: The city’s current ordinance #517 regarding discharging of a weapon was reviewed. This ordinance only addresses the discharging of firearms and bow & arrows. Deputy Terrones suggest that this ordinance be updated to include air guns and missiles. Since 1st reading, the definition of air gun was updated to include spring action type guns and an exception was added that

allows the use of air guns on private property. A motion was made by Monahan, second by Yount to approve 2nd reading of Ordinance #612 – Amend Discharging Weapons Ordinance - all voted yes, motion carried.

2nd Reading of Ordinance #613 – Amend Chapter 1.01 of Hartford Municipal Ordinance: At the May 20, 2014 meeting it was the consensus of the council to change the city administrator, finance officer and public works superintendent positions from appointed positions to hired positions. To make this change, Hartford Municipal Ordinance Chapter 1.01, Section 1.0101-Appointment of Officers needs to be changed to reference appointed officers as only the city engineer and city attorney. Ordinance #613 provides this change. A motion was made by Olson-Duck, second by Campbell to approve 2nd Reading of Ordinance #613 – Amend Chapter 1.01 of Hartford Municipal Ordinance – all voted yes, motion carried.

Resolution 2014-4 – Hiring of City Administrator, Finance Officer, and Public Works Superintendent: This resolution would provide for the hiring of a city administrator, finance officer, and public works superintendent as a city employee. A motion was made by Monahan, second by Olson-Duck to approve Resolution 2014-4 – Hiring of City Administrator, Finance Officer, and Public Works Superintendent - all voted yes, motion carried. A motion was made by Monahan, second by Yount to hire Teresa Sidel as Hartford’s City Administrator at her current pay rate of \$26.87, along with all current city benefits based upon existing years of service since August 7, 2006 plus time accrued for vacation and sick leave with no probationary or waiting periods – effective 12:01am July 16, 2014 – all voted yes, motion carried. A motion was made by Olson-Duck, second by Nelson to hire Craig Wagner as Hartford’s Public Works Superintendent at his current pay rate of \$24.68, along with all current city benefits based upon existing years of service since February 7, 1994 plus time accrued for vacation and sick leave with no probationary or waiting periods – effective 12:01am July 16, 2014 – all voted yes, motion carried. A motion was made by Nelson, second by Campbell to hire Karen Wilber as Hartford’s Finance Officer at her current pay rate of \$18.89, along with all current city benefits based upon existing years of service since November 5, 2012 plus time accrued for vacation and sick leave with no probationary or waiting periods – effective 12:01am July 16, 2014 – all voted yes, motion carried.

Old Business:

Discuss Possible Sale of City Land: Monte Schrader was present on behalf of the Hartford Elevator to discuss the possible purchase of city land located east of Central States. Mr. Schrader is proposing a purchase price of \$55,000 for approximately 3.9 acres. The intended use of the land would be for a fuel storage tank facility and possibly a future storage building or shop. A motion was made by Nelson to approve the sale of approximately 3.9 acres of city land to the Hartford Elevator for \$55,000 – no second was made, motion failed. Further discussion was held regarding the economic impact to the city if the city were to sell the land to the elevator versus another commercial business. Other land options throughout the city were also discussed. A motion was made by Monahan, second by Olson-Duck to deny the offer made by the Hartford Elevator to purchase 3.9 acres of city land – Nelson voted no with all others voting yes, motion carried.

Review Proposed Media Policy: City Administrator Sidel provided the council with a sample media policy. The city’s insurance company is recommending implementation of such policy. Discussion was held regarding who should be authorized to speak to the media on behalf of the city. A motion was made by Olson-Duck, second by Nelson to table this item until the next meeting to allow the council time to think about the wording of this policy – all voted yes, motion carried.

Review Proposed Sidewalk Policy: City Administrator Sidel provided the council with a sample sidewalk policy. The city’s insurance company is recommending implementation of an inspection program of all sidewalks in the city. This would require city staff to inspect all sidewalks, on a rotating basis, for defects. A notice would then be sent informing the property owner of any defects. The property owner is ultimately responsible for any repairs to the sidewalk. Implementing this policy would lessen the liability against the city. A motion was made by Olson-Duck, second by Yount to table this item until the next meeting to allow Sidel time to make discussed changes – all voted yes, motion carried.

New Business:

Review Maras Plats: City Administrator Sidel provided the council with information regarding the plats for lot 1 and 2 in the Maras Addition. These plats conform to city standards and the preliminary plan. City engineers have also reviewed and have recommended approval of the plats. Jon Maras plans to build a single family home on lot 1

and a 4-plex on lot 2. Councilmember Monahan is opposed but the consensus of the remaining council members is to approve the submitted plats.

Review Cressman Plat: City Administrator Sidel provided the council with information regarding the plat for lot 5, block 3 of Cresswood Addition. This plat conforms to city standards and the preliminary plan. City engineers have also reviewed and have recommended approval of the plat. Cresswood Developers plans to construct a 4-plex on this lot. The consensus of the council is to approve the submitted plat.

Correspondence: Olson-Duck reported on the resident who had inquired what steps are necessary to get curb & gutter improvements on a street within the city. Information was provided and Olson-Duck will relay the information to the resident. Mayor Zimmer shared a letter Troy Larson had received from Sioux Valley Energy. Mr. Larson received \$100 for being a finalist for the Power and Hope award. Mr. Larson will be donating the money to the Bike/Rec Trail Committee.

Reports:

City Engineer Report: Mitch Mergen, with Stockwell Engineers, updated the city council on projects they are working on. Stockwells has been in conversations with Kent and Lynnae Redenius of Tammen Auto and Tire regarding repairs to the slope of their driveway into their business off of the new Diamond Trail road. They have agreed upon a solution and the contractor is expected to complete the work in the coming weeks. The bid letting for the fencing at the Sports Complex is set for June 24th. Once all bids are opened, the bid tabulation will be provided to city staff for further review. Stockwells, along with city staff, will be meeting with the DOT in regards to Phase 3&4 of the bike trail. Items to be discussed include the bid letting process, grant requirements, duties by all parties involved, etc. Design work on East Diamond Trail has now begun with preliminary plans expecting within the coming weeks. Site plan and plat review have also been done on different projects within the city.

Public Works Superintendent Report:

Streets – Mag water has been applied to gravel roads. Staff is planning to start the patching of streets next week. Street painting continues. The Jamboree parade route will be swept this week. If time allows, other streets will also be swept. Chip sealing of Western Ave is to start in a couple weeks. Micro surfacing is scheduled for the end of July.

Water – Water has been moved from pond 2 to pond 3 and samples have been taken. Staff plans to work on water valves and hydrants in the coming weeks.

Park and Pool – Things at the pool are going well. Staff has been prepping the park for Jamboree Days.

Public Buildings – The building on main has been tore down, cleaned up, and the site has been seeded. Staff has done some concrete work on sidewalks and for the new PO boxes for the downtown businesses. As soon as time allows, construction of the shop expansion will resume.

Wagner informed the council that Becky Brunsing, President of the Municipal League, has appointed him to the Public Works Policy Committee. Wagner indicated that he has served on this committee in the past and would be interested in serving again. A motion was made by Monahan, second by Olson-Duck to allow Craig Wagner to accept the appointment by Becky Brunsing of the SD Municipal League to the Public Works Policy Committee – 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 May 31, 2014. Also included was a summary of funds available for each city committee and a highlight of bills to be paid. The calendar of events was also provided to the council.

City Administrator Report: Sidel continues to work on the post-offer, pre-employment physical policy. Once drafted, she will present to the council. The city went through an Insurance Service Office (ISO) audit earlier this year which focuses on building codes, code enforcement and emergency responsiveness – all that creates a safe community. As a result of this audit, the city is given a rating on a scale of 1 (best) to 10 (worse) for both residential and commercial. Our previous rating had been a 5 in each category. The city improved to a 4 in commercial and maintained a 5 for residential. This rating has a direct effect on consumer insurance rates. Sidel provided the council a letter that she drafted regarding the new water & sewer rates. This letter explains how the rates have changed and why the change is needed. The new rates will take effect July 1st. Therefore, Sidel would like to get this letter out to all utility customers in the coming weeks. It was the consensus of the council that Sidel send the

letter out as drafted to all utility customers. Discussion was held regarding the city owned lots between east 5th & 6th St between Mundt & Eastern that have been transferred to the HADC and are now being sold to neighboring property owners. At the time the purchase offers were made and accepted, the details of who would pay for the closing cost, which are estimated at \$600, was never discussed. This has resulted in some confusion as to whether or not the closing costs were included in the bid price or not. A motion was made by Monahan, second by Yount that the HADC pay the closing costs on both sales and when remitting the proceeds of the sale back to the city, reduce the amount by the closing costs paid – all voted yes, motion carried. Sidel updated the council on different building projects going on throughout the city.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec & Fire Department: The Bike/Rec Trail Committee meeting for June was cancelled. Monahan attended the Fire Dept meeting on June 11th. The dept has taken many calls regarding a recent thunderstorm in Hartford and why sirens were not set off. Minnehaha County Emergency Management is who controls the sirens within the city. Monahan requested that this procedure be explained to the residents in the next city newsletter that goes out.

Scott Yount – Swimming Pool: The committee is working on plans for the beer garden in the park on the Saturday of Jamboree Days. The next meeting is scheduled for June 23rd 7:30pm Pizza Ranch.

Bill Campbell – Sports Complex: The Sports Complex Committee will have a booth at Jamboree Days with games and prizes. The next meeting will be July 9th 7pm Midway Bar & Grill.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: Hometown Christmas Committee meetings will start back up next month. Final Jamboree preparations are going good. There are 47 merchandise vendors and 16 food vendors signed up. Everyone on the committee is working hard and looking forward to a great event.

Doyle Johnson – Downtown: Not present.

Scott Nelson – HADC & Chamber: The Chamber will be having a booth at Jamboree Days. There will be a mixer in July – date to be determined. The Marketing Committee will meet on June 24th with the topic of discussion to be social media.

Mayor's Report: Mayor Zimmer thanked everyone on the Jamboree Committee for all their hard work, time and dedication and wishes them success this weekend.

Adjournment: A motion was made by Campbell, second by Olson-Duck, to adjourn at 9:04 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