

## City Council Meeting – Regular Meeting June 2, 2015

Council President Doyle Johnson called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Scott Nelson, Mark Monahan, Ryan Bortnem, Brad Bjergaard and Bill Haugen. Mayor 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 Attorney Larry Nelson.

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

**Approve Minutes of May 19, 2015 Regular Meeting:** A motion was made by Haugen, second by Bjergaard to approve the May 19, 2015 regular meeting minutes – all voted yes, motion carried.

**Fire Department Report:** Craig Baubien was present to report on the Fire Dept. The Fire Dept made 22 calls in April with 11 being in city limits and 15 calls in May with 9 being in city limit. The dept business meeting will be June 10<sup>th</sup>, EMS training on June 15<sup>th</sup> and fire training on June 24<sup>th</sup>. The pancake feed fundraiser held in May was a great success with 545 people being served.

**Visitors:** None

### **Ordinances, Resolutions & Hearings:**

**7:10 Hearing - Malt Beverage License Renewals:** A listing of all the malt beverage license renewals was provided to the council. A motion was made by Nelson, second by Bjergaard to approve all the Malt Beverage License Renewals as presented – all voted yes, motion carried.

**7:15 Hearing - Retail On-Off Sale Malt Beverage Application for Hartford Inns, LLC:** Hartford Inns, LLC has submitted an application for a Retail On-Off Sale Malt Beverage License. Prior to applying for this license, Hartford Inns held a Retail On-Off Sale Malt Beverage & SD Wine license. Earlier this year, they applied for a Retail On-Off Sale Wine license as they wanted to sell more than just SD wines. Now that they have that wine license in place, there is no need to have the SD wine license in conjunction with the malt beverage license. Therefore, they are letting that license expire and are now applying for just a Retail On-Off Sale Malt Beverage license. A motion was made by Nelson, second by Bortnem to approve the Retail On-Off Sale Malt Beverage License for Hartford Inns, LLC – all voted yes, motion carried.

**7:20 Hearing - Special Event Application & Use of Alcoholic Beverages in a Public Area – Jamboree Committee:** Crystal Waltner and Gary Sandholm addressed the council on behalf of the Jamboree Committee. The committee is requesting a special event permit for use of alcoholic beverage in public areas in conjunction with events to be held during the 2015 Jamboree Days. The events will run from June 19<sup>th</sup> through June 21<sup>st</sup> which includes a car show, burnout pit, parade, tractor pull, activities in the park, a 5K run/walk, and a street dance. In addition, the committee requested that the application fee be waived as it has in past years. A motion was made by Bortnem, second by Haugen to approve the Special Event Permit for the 2015 Jamboree Days event along with waiving of the application fee – all voted, motion carried.

**7:25 Hearing - Special Malt Beverage Application – Pool Committee:** The Pool Committee is requesting a special malt beverage license for the sale of malt beverages in the park on Saturday June 20<sup>th</sup> during Jamboree Days. In addition, the committee requested that the application fee be waived. A motion was made by Bjergaard, second by Haugen to approve the Special Malt Beverage Retailer's License for the Pool Committee along with waiving of the application fee – all voted, motion carried.

**7:30 Hearing - Special Malt Beverage Application – Fire Department:** Hartford Area Fire & Rescue is requesting a special malt beverage retailer's license to sell malt beverages during the 2015 Jamboree Days street dance. They will be located at 1<sup>st</sup> St. and Main Avenue on June 20, 2015 between the hours of 6pm to 1:30am on June 21, 2015. They also request that the application fee be waived. A motion was made by Nelson, second by Bjergaard to approve the Special Malt Beverage Retailer's License for the Hartford Area Fire & Rescue along with waiving of the application fee – all voted yes, motion carried.

**7:35 Hearing - American Legion request for a Special Beverage Retailer's Licenses:** The American Legion has submitted two applications for special malt/liquor beverage retailer's licenses to serve two different wedding reception/dances with both to be held at the Fireside Event Center. One will be held

June 13/14 and the other June 20/21. A motion was made by Haugen, second by Nelson to approve the Special Beverage Retailer's Licenses for the American Legion to serve a wedding reception/dance at the Fireside Event Center on June 13/14, 2015 and on June 20/21, 2015 - all voted yes, motion carried.

**Old Business:**

**HASR Sponsorship Program:** In an effort to raise funds for the sports complex project, the HASR has created a sponsorship booklet. The booklet outlines the different sponsorship packages to be offered at the sports complex facility. Discussion of this item was tabled at the May 19<sup>th</sup> council meeting until the minutes of previous meetings could be reviewed to see if these booklets had ever been approved by the city council. City Administrator Sidel informed the council that it was noted in the minutes on several different occasions that these booklets were being worked on but there was never a formal approval of the booklets. If purchased, a sponsor would be granted signage at the complex. A motion was made by Haugen, second by Bortnem to ratify the sponsorship booklet. Further discussion was held regarding what each entity, the City or HASR, is responsible for in regards to cost of signage, placement of signage, maintenance of signage, etc. A motion was made by Haugen, second by Nelson to withdraw the original motion and make a motion to table any further discussion on this item until a representative of the HASR can be present to address the council's questions – all voted yes, motion carried.

**New Business:**

**Policy 2015-3 Prohibition Against Serving on Entities that Receive Monetary Contributions for the City:** At the direction of the council, City Administrator Sidel drafted Policy 2015-3 which would prohibit a council member from holding a board or officer position with an entity that receives funding from the city. Councilman Nelson, who currently is a board member and the Marketing Committee Chairman of the Hartford Area Chamber of Commerce, address the council regarding his opposition to this policy. Discussion was also held regarding other options such as implementing a Code of Ethics Policy or a Conflict of Interest Policy. At this time, it is the consensus of the council to not move forward with implementing Policy 2015-3.

**Review/Approve Annexation Agreement:** The annexation and temporary construction easement agreements for the property located at 801 S Western Ave were presented to the council for their review. In exchange for the voluntary annexation of the property into city limits, the city will bring water & sewer service, at no cost to the property owner, to the building. This agreement lays out the terms agreed upon. A motion was made by Bortnem, second by Nelson to approve the annexation and temporary construction easement agreements – all voted yes, motion carried.

**Correspondence:** None

**Reports:**

**Chamber/HADC Director's Report:** Gary Sandholm was present to address the council regarding the recent activities with both the Chamber and HADC. The Chamber newsletter has been sent to the printer with mailing expected by mid-June. The business directory and promotional magnets have been mailed. AmericInn held a ribbon cutting on May 6<sup>th</sup>. There is a ribbon cutting scheduled for Legend's Western Wear on June 19<sup>th</sup>. The HADC has received another inquiry on the Vandemark lots. Sandholm has provided information to potential business prospects. Discussion was held regarding the council being provided information on potential prospects. There is currently a policy in place which states that the Economic Development Director will maintain a log of business contacts made. This log will be accessible to the City Administrator and the Mayor.

A motion was made by Haugen, second by Bjergaard to adjourn from regular session and enter executive session per SDCL 9-34-19. Further discussion as held. A motion was made by Johnson, second by Haugen to call the vote – Monahan and Nelson voted no with all others voting yes, motion carried. Vote was taken on original motion with Monahan and Nelson voting no and all others voting yes, motion carried. The council entered executive session at 8:19 p.m.

A motion was made by Nelson, second by Monahan to exit executive session at 8:48 p.m. – all voted yes, motion carried.

A motion was made by Haugen, second by Bjergaard to review the Economic Director policy – all voted yes, motion carried.

**City Engineer Report:** Mitch Mergen with Stockwell Engineers was not present but provided a copy of his report to the council for their review. Plans for the Mike Franken Trail project are being reviewed by the DOT. Final inspection of the East Diamond Trail project was done May 28<sup>th</sup> and punch list items were provided to the contractor. Contracts for the both the water main extension project and the South Main Addition storm sewer project have been sent to the contractors. Reviews of the Becker site are ongoing.

**Public Works Superintendent Report:**

**Streets** – Crack sealing has been delayed due to the weather. The tentative date is the second week in June. Mag water is also planned for the second week in June. Wagner will attend a preconstruction meeting for the micro surfacing project on June 4<sup>th</sup>. A used water truck will be purchased in the coming weeks. Staff has been working on tree stump removal.

**Water** – Staff will take wastewater samples this week to see if we can discharge.

**Park and Pool** – The pool heater repairs are expected to be done this week. Ag-lime is been placed on the fields at the Sports Complex. Repairs to the Welcome sign along Hwy 38 will be made in the coming weeks.

**Public Buildings** – Nothing to report at this time.

On behalf of the Jamboree Committee, Wagner requests the use of city staff and equipment on the weekend of the event, June 19<sup>th</sup> – 21<sup>st</sup>. A motion was made by Nelson, second by Bortnem to allow the use of city staff and equipment for the 2015 Jamboree Days event – all voted yes, motion carried.

**Finance Officer Report:** Wilber provided a highlight of revenues that were received during May along with the general fund revenues and expenses to date thru Apr. The Park Rec program started on June 1<sup>st</sup> and runs thru June 26<sup>th</sup>. The first session of swimming lessons will start June 8<sup>th</sup> with a second session being held in July. The 2014 audit is scheduled for June 23<sup>rd</sup> – 25<sup>th</sup>. The calendar of events was provided to the council.

**City Administrator Report:** Deputy Terrones has been monitoring the grass/tree branch dump site for illegal dumping. A report on this issue will be provided to the council at the June 16<sup>th</sup> meeting. The city's health insurance will roll over to the new plan effective July 1, 2015. There was one applicant for the Park Rec Coordinator position. Barbara Foote was hired for the position at a rate of \$8.25/hr. The transit bus program is now set up to accept Medicaid. Sidel is scheduling a meeting with representatives from Dakota Access Pipeline to obtain more information regarding how this project, if approved, will affect Hartford. Minnehaha County is holding a public hearing on June 16<sup>th</sup> in regards to updates to their comprehensive plan. Info about this hearing was provided to the council

A motion was made by Johnson, second by Haugen to enter into executive session per SDCL 1-25-2 for legal at 8:55 p.m. – all voted yes, motion carried.

A motion was made by Nelson, second by Monahan to exit executive session at 9:17 p.m. – all voted yes, motion carried.

**Adjournment:** A motion was made by Monahan, second by Haugen to adjourn at 9:18pm – 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.

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Karen Wilber, Finance Officer