

City Council Meeting – Regular Meeting June 4, 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, Mark Monahan, Scott Yount, Gail Olson-Duck, Bill Campbell and Doyle Johnson. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson along with City Engineers Mitch Mergen and Nick Borns.

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

Approve Minutes of Previous Meetings: A motion was made by Olson-Duck, second by Johnson to approve the May 20, 2014 regular meeting minutes – all voted yes, motion carried.

Deputy Report: Deputy Terrones was present to give his report. There has been speeding occurring at Hwy38/Colton Road. There was a recent theft of realty signs in the city. The signs have been recovered and returned to the realty company. Terrones urges anyone seeing reckless driving to report as much information as possible into Metro Communications.

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

Visitors:

Christine Antonsen was present to address the council regarding her request to obtain a livestock permit to have chickens. She explained that they would be constructing a coop to house the chickens. No plans for the coop were provided to the council. A motion was made by Nelson, second by Olson-Duck to table the request for livestock permit until the specification for the coop are provided to the council and to allow time for the Antonsen's to visit with their neighbors about the chickens – all voted yes, motion carried.

Ordinances, Resolutions & Hearings:

1st 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 Johnson to approve 1st Reading of Ordinance #610 – Rezone Outlot 1 of Western Meadows Addition from Residential to Light Industrial – all voted yes, motion carried.

7:05 Malt Beverage License Renewals: A listing of all the malt beverage license renewals was provided to the council. A motion was made by Monahan, second by Johnson to approve all the Malt Beverage License Renewals as presented – all voted yes, motion carried.

7:10 Special Event Application – Jamboree Committee: Leah Johnson, Crystal Waltner and Lyle Howey 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 2014 Jamboree Days. The events will run from June 19th through June 22nd which includes a car show, parade, tractor pull, activities in the park, a 5K run/walk, and a street dance. In addition, the committee requested that the Special Event Permit fee be waived as it has in past years. A motion was made by Johnson, second by Yount to approve the Special Event Permit for the 2014 Jamboree Days event along with waiving of the application fee – all voted, motion carried.

7:12 Special Malt Beverage Application – Fire Department: Craig Wagner addressed the council on behalf of the Hartford Area Fire & Rescue. They are requesting a special malt beverage retailer's license to sell malt beverages during the 2014 Jamboree Days street dance. They will be located at 1st St. and Main Avenue on June 21, 2014 between the hours of 5pm to 2am on June 22, 2014. Wagner also request that the permit fee be waived. A motion was made by Monahan, second by Yount 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.

7:15 Transfer of Liquor License from Central Valley Golf Club to GL Management, LLC: With the recent sale of Central Valley Golf Course to Great Life Golf & Fitness, the new owners a requesting the transfer of the current liquor license to GL Management, LLC. A motion was made by Monahan, second

by Johnson to transfer the liquor license from Central Valley Golf Club to GL Management, LLC – all voted yes, motion carried.

7:17 Special Malt Beverage Application – American Legion: Sarah Swanson addressed the council on behalf of the American Legion. They are requesting a special malt beverage retailer’s license to sell malt beverages during the 2014 Jamboree Days event. They will be located outside their building at 120 N Main Avenue on June 20, 2014 between the hours of 12pm to 2am on June 21, 2014 and again on June 21, 2014 between the hours of 4pm to 2am on June 22, 2014. A motion was made by Monahan, second by Johnson to approve the Special Malt Beverage Retailer’s License for the American Legion along with waiving of the application fee – all voted yes, motion carried.

7:20 Temporary Wine License Application – White Headed Robin Winery: Kathleen Goodale, a sales rep for White Headed Robin Winery, was present to request a temporary wine license to have taste testing and sales of wine during the 2014 Jamboree Days event. She will be located at 1st & Main Avenue on June 20, 2014 between the hours of 5pm and 9pm and on June 21, 2014 between the hours of 8pm to 2am on June 22, 2014. A motion was made by Johnson, second by Olson-Duck to approve the Temporary Wine License for White Headed Robin Winery – all voted yes, motion carried.

7:20 Special Event Application – Spikes Bar & Grill Poker Run: Dave Mausbach was present to request the council’s approve to hold a Lawn Mower Poker Run benefiting the Hartford Area Fire & Rescue on July 19, 2014. Registration will begin at 11:30am with the poker run starting at 1pm at Spikes Bar. A map was provided of the route which would run between 1:00pm and 5:00pm. A motion was made by Johnson, second by Nelson to approve the request for a poker run on July 19, 2014 – all voted yes, motion carried.

2nd Reading of Ordinance #609 – Noise Ordinance: The city’s current ordinance regulating noise is very broad and not clearly defined. This ordinance will provide a clearer definition of specific noise violations. A motion was made by Johnson, second by Campbell to approve 2nd Reading of Ordinance #609 – Noise Ordinance – all voted yes, motion carried.

1st 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 Olson-Duck to approve 1st Reading of Ordinance #611 – Amend On-Street Parking Ordinance – all voted yes, Motion carried.

1st 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. Discussion was held regarding the discharging of certain weapons on private property. A motion was made by Monahan, second by Nelson to approve 1st reading of Ordinance #612 – Amend Discharging Weapons Ordinance with the addition of the exception that the use of air guns on private property is permitted – all voted yes, motion carried.

Old Business:

1st 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 Johnson, second by Olson-Duck to approve 1st Reading of Ordinance #613 – Amend Chapter 1.01 of Hartford Municipal Ordinance – all voted yes, motion carried.

Review Updates to Employee Policy Manual – Policy #3 and #12: The policy manual also needs to be updated to reflect the change from appointed to hired positions. Policy #3.1(a) defines a municipal employee. This definition was updated to not include appointed officials. Also, Policy #12 references Appointive Officials. This section was eliminated since there will no longer be any appointed positions. A motion was made by Johnson, second by Olson-Duck to approve the changes to Policy #3 and Policy #12 of the Personnel Manual – all voted yes, motion carried.

New Business:

Transportation Alternatives Program – Amendment #1 to Agreement 715243: Agreement 715243 is the City's agreement with the SD DOT to erect Phase 3& 4 of the bike trail. The DOT would like to amend our current agreement to remove paragraph I.F. This paragraph states that the DOT will concur with the city regarding the award of the contract to the lowest bidder. The DOT and city have already agreed to all the plans and design work before the bid letting so eliminating this paragraph should not be a problem. The DOT also feels by eliminating this paragraph, the bid process will be expedited. A motion was made by Monahan, second by Olson-Duck to approve Amendment #1 to Transportation Alternatives Program Agreement 715243 – all voted yes, motion carried.

Discuss Possible Sale of City Land: Discussion was held regarding the possible sale of city land located east of Central States. Some of the topics discussed were land prices, right-of-ways, cost associated with putting in a road, and access to other city land. More information regarding these topics will be gathered by city staff. A motion was made by Johnson, second by Yount to put this item on the agenda for the June 17, 2014 city council meeting – all voted yes, motion carried.

Sports Complex Project: Dean Munce was present from the Sports Complex Committee to address the council. Munce indicated that the committee would like to complete two fields this year. The fencing, to include the backstops and line fencing, is being let for bid at this time. Once those bids are received and those costs are determined, Munce said the committee will then be able to determine what funds remain. A plan can then be made on how and when the remaining items of agrilime and dugouts will be completed. A meeting with city staff, city engineers and representatives from the Sports Complex Committee will be held on June 25th to review the bids and to write a recommendation to present to the council at the July 1st city council meeting.

Correspondence: Mayor Zimmer shared two pieces of correspondence with the council. First, Sideline Diesel Repairs is having a grand opening on Saturday June 14th from 11am to 4pm. Second, a thank you card from Bill Campbell and family for the flowers sent for the passing of their mother.

Reports:

Chamber/HADC Director's Report: Gary Sandholm was present to address the council regarding the recent activities with both the Chamber and HADC. On May 28th there was a groundbreaking for CemCast Pipe & Precast LLC. The mutual self help housing program is moving forward. There was a ribbon cutting and open house for Hartford Fireside Event Center. There will be a ribbon cutting for Sideline Diesel Repair during their open house on June 14th. There was a household budgeting class held by the Sioux Empire Housing Partnership. Sandholm continues to gather information on starting a public transit system in Hartford. There are grants available that can cover both equipment purchases and operational costs. Sandholm has received monetary commitments to date that total \$6,500. Dependent on if grant funding is obtain, Sandholm may request funding from the city at the time of the 2015 budget process. A motion was made by Monahan, second by Nelson to add a line to the 2015 Budget for Public Transportation – all voted yes, motion carried. A motion was made by Monahan, second by Johnson to authorize Gary Sandholm to apply for grants for the operation of a public transit system in Hartford, to explore pricing of busses, and to post public notices regarding such process – all voted yes, motion carried.

Fire Department Report: Fire Chief Bryon Shumaker reported that the Fire Dept made 28 calls in May with 17 being in city limits. The dept business meeting will be June 11th. Medical training will take place on June 16th and Fire training will take place on June 25th. The Fire Dept will be involved in Jamboree Days with a parade entry, hosting water wars and selling beer/pop/water during the street dance on Saturday evening. Shumaker reported the long time department member Barb Thaler was the winner of the Sioux Valley Energy Power of Hope Award.

City Engineer Report: Nick Borns with Stockwell Engineers updated the city council on items they are working on. The Sports Complex fencing has been advertised for bid. Final inspection of the West Diamond Trail project was on May 14th. Final punch list items were provide to the contractor. Stockwells sent a proposal to Kent and Lynnae Redenius of Tammen Auto and Tire for repairs to the slope of their driveway into their business off of the new Diamond Trail road. They are waiting for the Redenius' to review the information and get back to them. Survey work on Phase 3 & 4 of the bike trail is complete and design work has started. Stockwells is anticipating having designs for the DOT to review by early July. Design work has started on East Diamond Trail with preliminary plans expected by mid June.

Public Works Superintendent Report:

Streets – Work continues on gravel road. Mag water is schedule for the week of June 9th. There will be a preconstruction meeting on June 11th for the micro surfacing project. Crosswalks and directional arrows are being painted. Painting of the parking lines by the park is also scheduled to be done. Inspection of the bucket truck went well.

Water – Staff will finish up discharging this week with plans to move water from pond 2 to pond 3 next week. Staff will work on water valves and hydrants in the coming weeks.

Park and Pool – The pool is going good. Staff is working on getting the park ready for Jamboree Days. Spot seeding has been done at the Sports Complex.

Public Buildings – The building on Main Ave has been tore down. Wagner hopes to start on shop addition yet this spring.

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. Wilber noted that the Park Rec program started this week along with the first session of swimming lessons. Wilber will be attending Finance Officer School June 11th through 13th. The calendar of events was provided to the council.

City Administrator Report: Sidel is planning on doing a mailing to all residents regarding the change made to the water/sewer rates. She will have something to present to the council at the next meeting on June 17th. Sidel continues to work on the policy updates that were suggest by our insurance company. Sidel provided a recap of different build projects around town. Discussion was held regarding the one city owned lot left between east 5th & 6th Street between Mundt and Eastern. It is the consensus of the council to have Sidel approach neighboring property owner regarding any possible interest in doing a contract for deed for the purchase of this lot.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec & Fire Department: The Bike/Rec Trail Committee next meeting is June 10th. The Swimming Pool Committee met on June 2nd to discuss the committee’s involvement in Jamboree Days. They will be sponsoring a beer garden in the park on Saturday. Monahan commented on the great job the members of the Swimming Pool Committee are doing. Monahan congratulated Barb Thaler on winning the Sioux Valley Energy Power of Hope Award.

Scott Yount – Swimming Pool: Yount reported that next Swimming Pool Committee meeting is June 23rd 7:30 Pizza Ranch.

Bill Campbell – Sports Complex: The Sports Complex Committee met on June 1st to discuss Jamboree Days. The committee will be having a booth with kid’s games and prizes. They are also going to do their calendar fundraiser. The next regular meeting will be June 11th 7pm Midway Bar & Grill.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: The Jamboree Committee met on June 2nd. Fifty plus vendors have signed up. They are still accepting registrations. The next meeting will be June 9th 6pm City Hall. Olson-Duck congratulated Barb Thaler on winning the Sioux Valley Energy Power of Hope Award.

Doyle Johnson – Downtown: The Downtown Committee met on June 3rd. Johnson discussed the recent meeting he attended regarding the Horizon program. This program is intended to create change in communities and get people ready to take leadership rolls. The program is targeting the southeast area of the state and would like to get 4 to 5 communities involved. There is a grant available that would cover some of the costs of participating in the program. A motion was made by Johnson, second by Nelson for Gary Sandholm to research the grant and start the application process to the Horizon program – all voted yes, motion carried.

Scott Nelson – HADC & Chamber: Nelson noted that planning has begun on the Chamber/HADC involvement in the Turner County Fair. The Chamber/HADC is working with a marketing company, The Gage Team, to help with their internet presence and with social media of the groups. Nelson congratulated Barb Thaler on her winning the Sioux Valley Energy Power of Hope Award.

Mayor’s Report: Nothing to report.

Adjournment: A motion was made by Olson-Duck, second by Johnson to adjourn at 9:50pm – 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