

## **City Council Meeting – Regular Meeting September 2, 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: Mark Monahan, Scott Nelson, 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 Engineer Mitch Mergen.

**Approve Agenda:** A motion was made by Yount, second by Campbell to approve the agenda as set – all voted yes, motion carried.

**Approve Minutes of Aug 19, 2014 Regular Meeting:** A motion was made by Johnson, second by Nelson to approve the Aug 19, 2014 regular meeting minutes – all voted yes, motion carried.

**Approve Minutes of Aug 27, 2014 Special Budget Meeting:** A motion was made by Johnson, second by Olson-Duck to approve the Aug 27, 2014 special budget meeting minutes – all voted yes, motion carried.

**Deputy Report:** Deputy Terrones was present to give his report. Terrones noted problem areas for stop sign violations in the City. There will be extra patrolling of these areas. Also reported was some vehicle vandalism and bicycle thefts.

**Visitors:** Rodney Schoffelman was present to address the council regarding the tractor pull event to take place during the 2015 Jamboree Day celebration. Schoffelman reported that the 2014 event was a great success with everything running very smooth and turnout being high. He feels that he can grow the event for 2015, having more tractors involved and more fans in attendance. At this time, if the council agrees, he would like to proceed with marketing the event for 2015. The only request he would have is that the city bring in more dirt to level the site. It is the consensus of the council for Schoffelman to proceed with marketing of the 2015 tractor pull event and that the city will do the needed work to the site area.

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

**1<sup>st</sup> Reading of Ordinance #618 – No Livestock Within City Limits:** Ordinance #618 amends the current regulation #5.0309 and no longer allows livestock within city limits. It also lists the common household pets that are allowed within city limits. A motion was made by Olson-Duck, second by Yount to approve 1<sup>st</sup> reading of Ordinance #618 – No Livestock Within City Limits – all voted yes, motion carried.

**1<sup>st</sup> Reading of Ordinance #619 – Amend Chapter 3.0102-Conditions Prohibited:** Ordinance #619 amends the current regulation #3.0102 and now prohibits a resident to keep or maintain any building or enclosure where livestock or fowl is kept. A motion was made by Olson-Duck, second by Johnson to approve 1<sup>st</sup> reading of Ordinance #619 – Amend Chapter 3.0102-Conditions Prohibited – all voted yes, motion carried.

**1<sup>st</sup> Reading of Ordinance #620 – 2015 Appropriations:** A motion was made by Johnson, second by Nelson to approve 1<sup>st</sup> Reading of Ordinance #620 – 2015 Appropriations – all voted yes, motion carried.

**Resolution 2014-5: Approve LWCF Grant Application for Pool Project:** A motion was made Campbell, second by Johnson to approve Resolution 2014-5 LWCF Grant Application for Pool Project – all voted yes, motion carried.

### **Old Business:**

**Update Pool Manual – Recovery Procedure:** Two procedures for the pool manual were presented to the council. One is a Rescue Action Plan and the other is Recovery Action Plan. After discussion on both plans it is the consensus of the council that there is just one procedure titled Rescue Action Plan and to incorporate into this plan that 911 should be called immediately and that any rescuers should not go beyond their capabilities and place themselves in danger during a rescue situation. City Administrator Sidel will make these changes and present an updated procedure at the next council meeting.

### **New Business:**

**Presentation by Matt Gage, CEO of Gage Team:** Matt Gage, who is currently working with the Chamber Marketing Committee, gave a presentation to the council on social media. Mr. Gage feels that one of the biggest marketing tools at this time is social media, in particular LinkedIn. Further discussion

was held regarding the advantages of LinkedIn versus other social media like Facebook, Twitter and Instagram

**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 is working on the design of refrigerator magnets that will be inserted into the business directory to be sent to all Hartford and Humboldt addresses. The Chamber, along with the Booster Club, continues the planning of a pre-game tailgate party to be held before a home football game. Sandholm updated the council on recent business prospects that information has been sent to. Many people visited the Chamber/HADC sponsored booth at the Turner County Fair. The Mutual Self Help Housing Project continues to recruit participants.

**Fire Department Report:** Linda Hartman was present to report on the Fire Department activities. The Fire Dept made 13 calls in August with 9 being in city limits. The Fire Dept and Humboldt Ambulance are working together to apply for a grant to purchase public access defibrillators for facilities throughout the communities. Doni Rolfson was recently awarded EMT for the Year for District 2. She will now be a candidate for the SD EMT of the Year. The Mutual Aid Supper will be held at the fire station on Wed Sept 3<sup>rd</sup> at 6:30pm.

**City Engineer Report:** Mitch Mergen with Stockwell Engineers updated the city council on items they are working on. American Fence has finished the fencing project at the Sports Complex. Design work of Phase 3&4 of the bike trail continues. Final inspections at Kelly Point will be done once the top lift of asphalt has been placed. The pay application for the micro surfacing project was presented to the council. A motion was made by Johnson, second by Yount to approve the payment of the pay application for the street micro surfacing project to Missouri Petroleum Products Company, LLC in the amount of \$80,804.55 – Olson-Duck was absent for the vote and all others voted yes, motion carried. Two different design options for East Diamond Trail were presented to the council. Option 2 is a cleaner design, provides more stacking area and would require less utility work. However, Option 2 would require obtaining approximately 8,200 square feet of land from Gerald & Laurie Cressman. The Cressmans addressed the council and indicated that they would like to deed the land to the city at no cost. A motion was made by Johnson, second by Olson-Duck with the generous donation of land by Gerald & Laurie Cressman, to approve Design Option 2 for East Diamond Trail – all voted yes, motion carried.

**Public Works Superintendent Report:**

**Streets** – Culvert on Jennifer Dr. has been replaced. Work has been complete on the rebuilding of a box culvert on Hwy 38 along with replacing curb/gutter. Street patching and concrete work will continue into the fall. More gravel will be put on Mickelson Rd in the coming weeks. All street painting is complete. Action Electric is scheduled to start taking down poles and installing temporary lighting along Hwy 38. Maintenance on boulevard trees is ongoing. Staff continues to work with the City of Sioux Falls on gathering mosquito count information.

**Water** – Staff is working with contractors on new water/sewer main projects. The Lead/Copper samples and also the Stage 2 samples have been taken and sent off to DENR. The Surface Water Discharge permit has also been completed and sent to DENR.

**Park and Pool** – The pool has been shut down and drained. Winterizing will be completed as time allows. Staff hopes to start work on the fencing job at the Sports Complex this week.

**Public Buildings** – Rafters for the shop addition have been ordered with work on the addition scheduled to start in the next few weeks.

**Finance Officer Report:** Wilber provided a highlight of revenues that were received during Aug along with the general fund revenues and expenses to date thru July. Wilber reminded the council of the SDML Annual Conference to be held Oct 7<sup>th</sup> – 10<sup>th</sup>. The calendar of events was provided to the council.

**City Administrator Report:** The city now has ownership of the two parcels of land on Vandemark Ave across from the pool. The previous owners are being contacted in regards to the removal of the trailer houses still on the property. Work continues on infrastructure in Constello's development. The functional job descriptions for the public works department and code enforcer/bldg officer positions are now complete. Work will start on the job descriptions for office staff in Sept. The first Emergency Planning meeting is Sept 25<sup>th</sup> 7pm at City Hall. City Attorney Nelson has drafted the paperwork needed to transfer the lot on E 6<sup>th</sup> St. to the HADC. He also has drafted the Contract for Deed documents for this lot. The

city has received a petition to vacate part of Menth St. This will come before the council at a later date after staff has researched the request.

**Committee Reports by Liaison:**

**Mark Monahan – Bike/Rec & Fire Department:** Monahan attended a Fire Dept meeting on Aug 21<sup>st</sup> in preparation for the budget meeting. The Bike/Rec Trail Committee will not meet in Sept. Monahan will be attending the Emergency Training meeting on Sept 25<sup>th</sup> 7pm City Hall. Monahan thanked city staff for all their hard work. He congratulated Doni Rolfson for winning District 2 EMT of the Year Award. He also thanks the Cressmans for the generous donation of land to the city.

**Scott Yount – Swimming Pool:** The Swimming Pool Committee will meet on Sept 22<sup>nd</sup> 7:30pm Pizza Ranch.

**Bill Campbell – Sports Complex:** The Sports Complex Committee will meet on Sept 10<sup>th</sup> 7pm Midway Bar & Grill.

**Gail Olson-Duck – Jamboree Days & Hometown Christmas:** Nothing to report in regards to Hometown Christmas. Olson-Duck congratulated Doni Rolfson on her recent award and she also thanked the Cressmans for the land donation.

**Doyle Johnson – Downtown:** Johnson and Mayor Zimmer will be meeting to discuss continuing the Downtown Committee.

**Scott Nelson – HADC & Chamber:** Nelson extended a thank you to Matt Gage for his presentation at tonight's meeting and also to the Cressmans for their generous donation of land to the city.

**Mayor's Report:** The Mayor congratulated Doni Rolfson on her District 2 EMT of the Year Award. He also extended a thank you to the Cressmans for their donation of land to the city.

A motion was made by Johnson, second by Yount to enter into executive session at 8:44 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Olson-Duck to exit executive session at 9:40 p.m. – all voted yes, motion carried.

**Adjournment:** A motion was made by Olson-Duck, second by Johnson to adjourn at 9:40 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.

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Karen Wilber, Finance Officer