

City Council Meeting – Regular Meeting January 2, 2013

Mayor Paul Zimmer called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Mike Swier, Gail Olson-Duck, Scott Nelson, Leah Johnson, and Mark Monahan. Bill Barnett was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner along with City Attorney Larry Nelson, City Engineers, Mitch Mergen and Nick Borns.

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

Approve Minutes of Previous Meetings: A motion was made by Johnson, second by Olson-Duck to approve the December 18, 2012 regular meeting minutes – all voted yes, motion carried.

Deputy Report: Deputy Terrones was absent from the meeting but the council reviewed his report. Recent issues include speeding, parking tickets for obstruction of snow removal and a report of a tire slashing.

Ordinances, Resolutions & Hearings:

7:05 Hearing – Renewal of City Garbage Licenses: A motion was made by Monahan, second by Johnson to approve the renewal of City Garbage Licenses for 2013 for Novak Sanitary Service, R&S Sanitation, Inc., and RBS Sanitation – all voted yes, motion carried.

Old Business:

Review of City Policies:

Scrap Metal Policy 2012-1: To establish a policy and procedure for the disposal of scrap metal generated or collected by the city. A motion was made Monahan, second by Johnson to approve Scrap Metal Policy #2012-1 – all voted yes, motion carried.

Employee General Policy #2.12 No Expectation of Privacy: Discussion was held regarding an addition to the employee policy manual that would add a section about employee's privacy when using city provided equipment such as a locker, vehicle, desk, computer, telephone, etc. A motion was made by Monahan, seconded by Nelson to approve the addition of Section 2.12 - No Expectation of Privacy to the employee policy manual with the exception of the word "employer" to be changed to "Mayor, Council President, Council Vice President, City Administrator". Monahan rescinded motion. A motion was made by Johnson, seconded by Olson-Duck to approve the addition of Section 2.12 - No Expectation of Privacy to the employee policy manual with the exception of the word "employer" to be changed to "Mayor, City Administrator, or Public Works Superintendent; in the absence of the Mayor the Council President; in the absence of the Mayor and Council President the Council Vice President." Also add the wording "violation of this policy could result in disciplinary action and/or termination." – Swier voted no, with all others voting yes, motion carried. A motion was made by Swier, second by Johnson to add Section 2.13 - Any suspected criminal violations will be reported to law enforcement – all voted yes, motion carried.

Employee Policy #5.3 Standard Work Day and #5.10 Time Sheets or Cards: Revisions to these two policies were discussed. These revisions will better document time records for any work done outside of the standard work day. A motion was made by Monahan, second by Johnson to revise Employee Policy #5.3 Standard Work Day and #5.10 Time Sheets or Cards as noted – Swier voted no, with all others voting yes, motion carried.

New Business:

Engineer Contract Renewal – Stockwell Engineers: The city's contract with Stockwell Engineers is up for renewal. A motion was made by Monahan, second by Johnson to approve the contract with Stockwell Engineers with changes to Section B: Fees and Payment, Item 3.0 as follows: "In the event payment for services rendered has not been made within 30 days from the date of the invoice, Stockwell may give 7 days written notice, and without penalty or liability of any nature, and without waiving any claim against Client, suspend all services to be performed" – all voted yes, motion carried.

Audit Contract for 2012: The city contracts with Gary L Larson, CPA to perform the audit. A motion was made by Monahan, second by Johnson to approve the contract for the 2012 audit – all voted yes, motion carried.

Mennenga Property: Mr. Mennenga currently owns a portion of land along Skunk Creek tributary. A motion was made by Monahan, second by Johnson for City Administrator Sidel to make an offer to

purchase the land from Mr. Mennenga for \$1,000 plus back taxes and all closing costs – all voted yes, motion carried.

Reports:

Public Works Superintendent Report:

Streets – Plowing went well on the last snow event. There is still some clarity needed in regards to Western Avenue and who is responsible for maintenance of this road – the city or the county. City Administrator Sidel and City Attorney Nelson will be doing some further checking on this issue. The tree grant has been submitted and Craig hopes to have an answer in January. The Christmas decorations have been taken down.

Water – One more set of samples will be taken on the ponds. If the results come back good they will discharge in January. The new meter for the bulk water is in and will be installed.

Park and Pool – The ice skating rink is filled and ready for use.

City Engineer Report: Nick Borns with Stockwell Engineers updated the city council. They have drafted the final plat in regards to the Mundt Addition land swap. The agreements from the state in regards to the Safe Routes to School project have been executed. Stockwell will be putting plans together within the next several weeks with the project expecting to bid in February 2013.

Finance Officer Report: The finance officer report was reviewed by the council. Month end and year end duties are taking place right now. Karen provided a highlight of revenues that were received during December along with the all revenues and expenses to date thru November. The city council was also provided a list of upcoming events for the month of January. The date of the upcoming city election was discussed. A motion was made by Johnson, second by Nelson to set the 2013 city municipal election date as April 9, 2013 – all voted yes, motion carried.

City Administrator Report: In regards to phase 3 & 4 of the bike trail, now that the wetland delineation has been completed the results have been sent to the Corp of Engineers so they can determine what is jurisdictional and what is not jurisdictional. Once determined, the city will know what the options are and how to proceed. The city attorney is working on an agreement with Kelly Point Partners. Rob Dobbs has agreed to the land swap along South Main. A re-plat will be coming before Planning & Zoning this month. Sam Assam has acquired the land between his development and the City. The City will be in communication with him regarding his plans for the future development. SECOG is drafting an ordinance to secure joint jurisdiction with Minnehaha County. Plans are to have the ordinance to the council at the Jan 15th meeting. The Meadows Group has filed an application with the county for a Planned Development. They are in the beginning stages of providing all the necessary information to the county.

City Council Reports:

Ward 1: Johnson noted that the Jamboree committee will meet on January 7th at 6pm at City Hall.

Ward 2: Monahan noted that the bike and rec trail committee will meet January 8th at 6:30 at Ten Pin Alley. Items on the agenda are the election of officers and discussion of additional trails. Councilman Swier noted that the sports complex committee will meet January 9th at 7pm at Ten Pin Alley.

Ward 3: Olson-Duck reminded all the Drive to Revive Downtown meetings are on hold until spring. She also made note of how much the ice rink is being used by the residents. Councilman Nelson noted that the next Chamber meeting is January 21st at Ten Pin Alley. He also recognized how nice the city looked over the holidays.

A motion was made by Olson-Duck, second by Nelson to enter into executive session at 8:45 p.m. – all voted yes, motion carried.

A motion was made by Monahan, second by Johnson to exit executive session at 9:29pm – all voted yes, motion carried

A motion was made by Monahan, second by Johnson to give all full-time employees a pay raise of \$.50 per hour effective January 1, 2013 – all voted yes, motion carried.

A motion was made by Monahan, second by Johnson to offer Gary Sanholm the city position of Chamber and Economic Development Director at a base salary of \$42,000.00 per year plus \$25.00 per every meeting attended during non-business hours up to a maximum of \$2600.00 annually; he will also receive all city

benefits including: Insurance, Retirement, 10 vacation days, sick leave per employee handbook, and holidays per employee handbook – all voted yes, motion carried. Gary Sandholm was present and accepted the city's job offer.

Adjournment: A motion was made by Olson-Duck, second by Nelson to adjourn at 9:35 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