

City Council Meeting – Regular Meeting January 3, 2012

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, Mark Monahan, Gail Olson-Duck, Leah Johnson, and Eric Bartmann with Bob Deelstra arriving at 7:45 p.m. Also present were City Administrator Teresa Sidel, Finance Officer Deb Macdonald, and Public Works Superintendent Craig Wagner, along with Deputy Sheriff Steve Maciejewski, City Attorney Larry Nelson, and City Engineer Scott VanderMeulen.

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

Approve Minutes of Previous Meeting: A motion was made by Monahan, second by Olson-Duck to approve the December 20, 2011 regular meeting minutes – all voted yes, motion carried.

Ordinances and Hearings:

2nd Reading of Ordinance #575 – Revised 2011 Hartford Zoning Regulations. A motion was made by Monahan, second by Johnson to approve and adopt second reading of Ordinance #575 – Revised 2011 Hartford Zoning Regulations – all voted yes, motion carried.

7:15 p.m. Hearing for Garbage License Renewals. A 7:15 p.m. hearing was held to consider garbage hauling license renewals. A motion was made by Olson-Duck, second by Swier to approve the 2012 garbage hauling license renewals for Novak Sanitary Service, R&S Sanitation, Inc., and RBS Sanitation – all voted yes, motion carried.

Old Business:

Quote on Tables and Chairs. A quote sheet summarizing the cost to purchase folding tables and chairs for various city functions was presented. Sidel will check into the cost of renting tables and chairs.

New Business:

Set 2012 City Election Date: It is necessary to officially set the 2012 municipal election date for the second Tuesday in April. A motion was made by Johnson, second by Olson-Duck to set the 2012 municipal election for April 10, 2012 – all voted yes, motion carried.

Contract with Tetonka Wetland Bank: The council reviewed a proposed contract from the Tetonka Wetland Bank for services to mitigate the wetland areas along the Highway 38 Bike/Rec Trail. A motion was made by Monahan, second by Johnson to approve the Wetlands Functional Capacity Unit Credits Purchase Contract (Tetonka Wetland Mitigation Bank 2) subject to the city attorney's approval of the language contained in the contract - all voted yes, motion carried. A motion was made by Monahan, second by Johnson that approval of the contract shall be subject to the Corp of Engineers authorizing transfer of the permit responsibilities from the City of Hartford to the Tetonka Wetland Bank – all voted yes, motion carried.

Reports:

Sheriff's Deputy Report: Deputy Maciejewski reported that criminal activity has decreased over the last couple of months.

Fire Department Report: Fire Chief, Kelly Boysen gave an update on the fire station construction project and noted that the next committee meeting is set for January 5th. The Minnehaha County Chiefs Association received a SAFER Grant (Staffing for Adequate Fire and Emergency Response) for the purpose of retention and recruitment of members. With this grant, the association has worked with Nichols Media to create a website, <http://minnehahacountyfire.org/>, and TV commercials will begin to air on local channels.

Public Works Superintendent Report:

Streets – Wagner noted that Christmas decorations have been taken down and the street light along Highway 38 has been repaired. The city has been trimming trees, repairing barricades, and building new barricades. Wagner inspected the dump truck and the sander and plow are on order. Wagner will be obtaining prices for a broom for the mower.

Water & Sewer - Wagner reported that pond #3 samples have been collected and quarterly DMR reports will be prepared once the results are in. The city has started inspecting sump pumps.

Parks and Pool – Wagner reported that maintenance continues on the ice skating rink as weather permits. In addition, lights have been repaired and a timer replaced at the rink. The swimming pool pump has been serviced and a new impeller installed.

Public Buildings – The city has started its yearly inventory.

City Engineer Report: VanderMeulen attended a meeting with Kelly Point Partners regarding its proposed plan to remove portions of its development from the flood plain. VanderMeulen received an inquiry from Krueger Excavating as to the status of the final change order and pay request.

Executive Session: A motion was made by Monahan, second by Johnson to enter into executive session, pursuant to SDCL 1-25-2, at 7:32 p.m. - all voted yes, motion carried. A motion was made by Monahan, second by Johnson to exit executive session at 7:42 p.m. - all voted yes, motion carried.

Change Order #1/Final – Krueger Excavating – Adjustment on Quantities - \$17,075.66: Banner Associates prepared a final change order for gravel, asphalt, and seeding quantity adjustments resulting in an additional amount due of \$17,075.66 regarding the Bike/Rec Trail-Phase 1 project. A motion was made by Swier, second by Olson-Duck to approve Krueger Excavating’s Change Order #1/Final for final quantity adjustments relating to the Bike/Rec Trail-Phase 1 project – Bartmann voted no with all others voting yes, motion carried.

Pay Request #2/Final – Krueger Excavating – \$38,355.57: VanderMeulen presented the final pay request of Krueger Excavating in the amount of \$38,355.57 for Bike/Rec Trail – Phase 1. A motion was made by Swier, second by Johnson to authorize payment of Krueger Excavating’s Pay Request #2/Final in the amount of \$38,355.57 for the Bike/Rec Trail-Phase 1 project – Bartmann voted no with all others voting yes, motion carried.

Finance Officer Report: Macdonald reported that December financials and quarterly payroll reports are complete. The council was provided a listing of December revenue highlights, city investments, and city debt balances as well as a list of upcoming events. All 2012 liquor licenses have been approved by the State. Regarding the 2012 election, Macdonald noted that Deelstra, Johnson, and Bartmann have terms that expire in May. On January 27th, petitions may be taken out for Ward 1 Councilperson (1-year term); Ward 1 Councilperson (2-year term); and Ward 3 Councilperson (2-year term).

City Administrator Report: Sidel reported that FEMA has received the LOMR-F paperwork for the new fire station. Since reporting requirements are complete on the HADC wetlands, a final inspection will be done by the Corp of Engineers in May. Sidel reported that Dunlap Appraisal Agri-Management will be conducting the official appraisal of housing eligibilities and acres on the sport complex land. City officials met with Kelly Point Partners regarding removal of lots from the flood plain. Applications for the position of part-time Code Enforcer/Building Inspector will be accepted until January 20th. Sidel has been appointed to the Dakota Business Finance Board. DBF works in conjunction with SECOG and the Small Business Administration to assist financing small businesses in the area. The HADC invited the council to attend its retreat this spring.

HADC Report: Gary Sandholm, Economic Development Director, provided a written report to the council. The Housing Committee has created an online survey to assess housing needs and has provided realtors with LOIS site/building forms for posting property information on the internet. Sandholm noted that Hartford’s Hometown Christmas celebration was a fantastic event which showcased the community. The Marketing Committee will be updating its website, mailing a newsletter in February, and preparing a survey to determine what area Hartford businesses are drawing their customers from. Sandholm provided the Retail Committee will customer service tools and information on a marketing contest, entitled “Dream Big, Grow Here”. Sandholm will be assisting the Bike/Rec Trail Committee with grant preparation and organizing the spring Board Retreat. In addition, Sandholm has visited several businesses, met with

business prospects/developers, and researched the State's "certified development sites" program.

Committee/Ward Reports:

Ward 1: Olson-Duck noted activity at the ice skating rink. Deelstra received an inquiry regarding snow gates.

Ward 2: Monahan will be attending the Vision Team Meeting on January 4th, the school board meeting on January 9th, and the Bike/Rec Trail Committee Meeting on January 10th. Johnson noted that the Jamboree Committee will meet on January 9th to establish its 2012 budget.

Ward 3: Swier reported that the Sports Complex Committee will be meeting on January 11th.

Mayor's Report: Mayor Zimmer reported that the Vision Team is in the process of planning a Community Information Night to be held in May at the new fire station.

Executive Session: A motion was made by Johnson, second by Bartmann to enter into executive session, pursuant to SDCL 1-25-2, at 8:01 p.m. - all voted yes, motion carried. A motion was made by Johnson, second by Monahan to exit executive session at 8:30 p.m. – all voted yes, motion carried.

City Land Lease: A motion was made by Monahan, second by Johnson that the city adopt a resolution of intent for the City of Hartford to enter into a lease of 75 acres of city land or such lesser number of acres authorized by the city on or before April 1, 2012 with Mike Grace pursuant to a written Lease Agreement on file with the Hartford City Finance Officer and that a public hearing on the adoption of resolution authorizing the city to enter into the written lease will be held on the 7th day of February, 2012 at 7:10 p.m. in the Hartford City Hall – all voted yes, motion carried.

Executive Session: A motion was made by Johnson, second by Deelstra to enter into executive session, pursuant to SDCL 1-25-2, at 8:32 p.m. - all voted yes, motion carried. A motion was made by Bartmann, second by Johnson to exit executive session at 8:53 p.m. - all voted yes, motion carried.

Full-Time City Employees: A motion was made by Monahan, second by Deelstra to give all full-time city employees \$50 in Hartford Bucks for a Christmas gift – all voted yes, motion carried. A motion was made by Johnson, second by Bartmann to give all full-time city employees a 50 cent per hour raise retroactive to January 1, 2012 – all voted yes, motion carried. A motion was made by Johnson, second by Olson-Duck to give Neil Hanisch a .25 cent per hour raise retroactive to January 1, 2012 for obtaining additional wastewater treatment certifications – all voted yes, motion carried.

Adjourn: A motion was made by Deelstra, second by Olson-Duck to adjourn at 8:58 p.m. – all voted yes, motion carried.

Minutes recorded by Finance Officer, Deb Macdonald.

I, the undersigned, Debra L. Macdonald, 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.

Debra L. Macdonald, Finance Officer