

City Council Meeting – Regular Meeting October 16, 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, Gail Olson-Duck, Scott Nelson, Mark Monahan, and Leah Johnson. Bill Barnett was absent with notice. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner along with 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 Monahan, second by Johnson to approve the October 2, 2012 regular meeting minutes – all voted yes, motion carried.

Correspondence: Correspondence was read by the Mayor.

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

Ordinances, Resolutions & Hearings:

7:10 Hearing – Applications submitted by Dollar General: Dollar General has submitted an application for a package off-sale malt beverage license and a retail on/off sale wine license. Dave Burney, manager of the Dollar General store in Hartford was present to address the council in regards to these applications. A motion was made by Swier, second by Monahan to approve Dollar General's application for a package off-sale malt beverage license and a retail on/off sale wine license – all voted yes, motion carried.

Draft Ordinance for sales tax refund: Under direction of the city council, City Attorney Larry Nelson, drafted an ordinance that would allow a retail sales and service tax refund for qualifying businesses. The council reviewed this draft for discussion. A motion was made by Monahan, second by Johnson to table discussion of this draft until the city's November 6, 2012 regular council meeting – all voted yes, motion carried.

Old Business:

Financing Options for Sports Complex: The city council was presented with financing options for the sports complex project. Currently the land loan has a balance of \$406,000.00. The cost of grading project for phase 1 & 2 of the sports complex would be approximately \$383,000.00. After review of the financing options, it was the consensus of the council to combine the city's outstanding land loan with a loan for the grading project in order to gain a lower interest rate and capture a financial savings for the city. A motion was made by Nelson, second by Swier to pursue finance for \$789,000.00 with US Bank for a 10 year loan with no balloon payment at a rate of 3.25% - Olson-Duck voted no, with all others voting yes, motion carried.

New Business:

Review/Award of Bid for Sports Complex Grading: Five bids were received for the sports complex grading project with two rejected for lack of acknowledgment of addendums. Low bid was Soukup Construction, with a bid of \$364,077.22. A motion was made by Swier, second by Nelson to accept the low bid of \$364,077.22 from Soukup Construction – Olson-Duck voted no, with all others voting yes – motion carried.

Wetland Study: Councilman Monahan, representing the Bike/Rec Committee asked the council to approve funds from the city's General Fund to complete a wetland delineation study for phase 3 & 4 of the city's proposed trail system. This study is essential to complete in order to move forward with construction plans on phase 3 & 4 of the bike trail. This wetland delineation will determine if there are any wetlands at the SW corner of Highway 38 and Railroad Street, it will show the placement of these wetlands and it will determine if they need to be mitigated by the city in order to place the bike trail. Approximate cost of this study will be \$3,000.00. A motion was made by Swier, second by Nelson to approve Stockwell Engineers to do a wetland delineation at the SW corner of Highway 38 and Railroad Street – all voted yes, motion carried. A motion was made by Olson-Duck, second by Nelson to have the cost of the wetland delineation repaid to the city's General Fund by monies allocated to the Bike/Rec Committee in the 2013 – Monahan voted no, with all others voting yes, motion carried.

Housing Needs Study: HADC Economic Director Gary Sandholm addressed the city with a funding request for a Housing Needs Study. The SD Housing Authority started a program to encourage communities to assess their housing needs. This study would provide useful information about the current and anticipated housing needs in the community. A consultant would complete a housing needs study for Hartford for \$7500.00. The SD Housing Authority has a 50/50 grant opportunity that will provide for ½ the cost, which is \$3,750.00. Of the remaining ½ of the cost, \$2,500 has already been committed by local banks, so Sandholm is requesting the balance of \$1,250 to be paid by the city. A motion was made by Monahan, second by Johnson to allocate \$1,250 in funds from the city's 3rd Penny Sales Tax Fund for this study – all voted yes, motion carried.

Senior Citizen Request: Due to limited funding, the Hartford Senior Center is asking the city to waive the sump pump discharge fee for 2012-2013. A motion was made by Monahan, second by Johnson to waive the 2012-2013 sump pump discharge fee for the Hartford Senior Center – all voted yes, motion carried.

Land along Creek on South Main Avenue: The City may have an opportunity to acquire property abutting the creek along south Main Avenue. A motion was made by Monahan, second by Johnson to authorize Craig Wagner and Teresa Sidel to pursue a possible land deal for the acquisition of additional property along the creek bed – all voted yes, motion carried.

Council Update on SDML Conference: Councilman Monahan attended the SDML Annual Conference in Pierre last week. During the conference, Monahan attended several workshops and gained additional knowledge regarding municipalities. Monahan returned from the conference with suggestions that he hopes to apply in Hartford in order to ensure a more effectively ran municipality.

Nelson exited the council meeting at 8:40pm.

Reports:

Public Works Superintendent Report:

Streets – Wagner reported that 2nd street has been sweep and will be painted. Other streets within town will also be swept before winter. Equipment is ready for winter. The curb along Vandemark by the park has been removed and replaced. The “No Parking” signs along E 5th have been moved per council direction on October 2, 2012. The city will be trimming boulevard trees and blading gravel roads.

Water & Sewer – The water tower will be inspected this fall. Wastewater samples will be gathered and tested to see if we can do a late fall or early winter discharge from our lagoons.

Park and Pool – The ice rink is done and the liner has been ordered. The city continues to clean up the parks in preparation for winter. The batting cage will be taken down this week. Installation of benches and picnic tables along the bike path continue. Additional benches along the Highway 38 trail will be installed upon final approval from the DOT. The sidewalk inlet at 4th Street and Vandemark is in the process of being completed.

Miscellaneous: Wagner explained to the council how the city currently disposes its scrap metal. He noted that all scrap metal will be disposed of per any new policy that is implemented by the council. Wagner also noted that city will devise a way to meter the bulk water that is being distributed through our quarter tank.

City Engineer Report: Nick Borns with Stockwell Engineers updated the city council on several projects they are working on: 1) A recommendation of award on the sports complex grading project was provided to the council. Upon award of the bid, all paperwork and contracts will be prepared by Stockwell Engineers. A ground breaking ceremony was discussed by the Sports Complex Committee. 2) Mitch Mergen has developed sub-division design standards for the city. He gave the city council an overview of these standards. 3) Beth Luze has completed updating the city's GIS system and new maps have been delivered to the city. Any future updates to the city's database will be performed on a routine bases. Luze was present to give the council a brief overview of the city's GIS system. 4) Stockwells noted that Kelly Point Partners has submitted constructions drawings to them for phase 3 of their development. These drawings will be reviewed for comments.

Finance Officer Report: City Administrator Teresa Sidel gave the council a finance officer report. The report included a summary of cash balances and sales tax figures to date. Also included was a summary of funds available for each city committee. A highlight of bills presented and an explanation of payment for each was noted. Also include for council review was a list of meetings attended by each councilperson – payroll for the Mayor and City Council will be done on November 1, 2012. Upcoming events and meetings were also listed.

City Administrator Report: City Administrator Sidel has contacted the SD DOT to follow-up with payment and reimbursements for the city's 20% share on the Hartford Heights Trail. A copy of Paul Clarke's September code enforcement/building inspection report was presented for council review. The city is currently advertising for snow removal help – application deadline is Friday, October 19th. The Planning and Zoning Board will hold a public hearing on October 30, 2012 to review the final draft of the city's proposed sub-division amendments. Discuss was held regarding the city's holiday party and the serving of liquor during special events.

City Council Reports:

Ward 1: Johnson wanted to congratulate the West Central Softball team. The next pool committee meeting is scheduled for October 23, 2012 at 6:30pm at the Pizza Ranch. The next Jamboree committee meeting is scheduled for November 5, 2012 at 6:00pm at city hall. Johnson noted that she will donate her time for the October 16, 2012 special city council meeting and take no compensation from the city.

Ward 2: Monahan noted that he will donate his time for the October 16, 2012 special city council meeting and take no compensation from the city. Monahan, on behalf of the Bike/Rec Committee, also thanked Craig Wagner, Neil Hanisch and Jesse O'Kane for their efforts in placement of the benches and picnic tables along the bike paths. The next Bike/Rec Committee will be November 13, 2012 at 6:30pm at Ten Pin Alley. Mike Swier noted that the Sports Complex Meeting tentatively plans a ground breaking ceremony for the sports complex on October 23, 2012 at 4pm.

Ward 3: Olson-Duck noted that she has received positive feedback regarding the new sidewalk inlet at 4th Street and Vandemark. Olson-Duck thanked Deputy Terrones for his efforts.

Mayor's Report: Mayor Zimmer noted that the Minnehaha County Mayor's Meeting will be held October 17, 2012 at 6pm in Dell Rapids.

Adjourn: A motion was made by Monahan, second by Johnson to adjourn at 9:25 p.m. – all voted yes, motion carried.

Minutes recorded by City Administrator, Teresa Sidel.

I, the undersigned, Teresa Sidel, City Administrator 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.

Teresa Sidel, City Administrator