

## **City Council Meeting – Regular Meeting November 6, 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, Bill Barnett and Leah Johnson. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner along with City Attorney Larry Nelson, Deputy Jared Terrones and 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 October 16, 2012 special meeting minutes – all voted yes, motion carried. A motion was made by Monahan, second by Nelson to approve the October 16, 2012 regular meeting minutes – all voted yes, motion carried. A motion was made by Olson-Duck, second by Johnson to approve the October 23, 2012 special meeting minutes – all voted yes, motion carried.

**Welcome:** The Mayor and Council extended a “Welcome” to the city’s newly appointed Finance Officer, Karen Wilber.

**Deputy Report:** Deputy Terrones gave the council an update on items that he has been addressing throughout the city. Terrones noted that there has been some vandalism within the city park and that he has seen some bad checks being issued in town.

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

**7:05 Hearing – Deannexation of Kidwiler Addition:** Mary Kidwiler has submitted a petition to the City asking to deannex her land platted as the NE ¼, except Tract 1 or Dickerson’s Addition contained therein, except Lot H1, H2 and H3 contained therein, and except Kidwiler’s Addition contained therein, of Section 16, T102N, R51W of the 5<sup>th</sup> P.M., Minnehaha County, South Dakota. Ms. Kidwiler provided the council with a statement asking for deannexation of her land. A motion was made by Monahan, second by Olson-Duck to approve resolution 2010-11 for the deannexation submitted by Mary Kidwiler – all voted yes, motion carried.

**7:10 Hearing – Special Events Permit for West Central Close-Up:** Mary Jo Vance was present on behalf of the West Central Close-Up to ask approval of a special events permit that was submitted for a 5K and 2 mile race. Proceeds from this event will be used for funding the West Central Close-Up program. A motion was made by Olson-Duck, second by Nelson to approve the special events application submitted by the West Central Close-Up to conduct a 5K and 2 mile race on December 2, 2012 from 9am to 12pm – all voted yes, motion carried.

**7:15 Hearing – Special Events Permit for Hometown Christmas:** Gary Sandholm was present on behalf of the Hometown Christmas Committee. They have submitted a special events application for various activities that will be held in conjunction with the city’s Hometown Christmas event. A motion was made by Monahan, second by Johnson to approve the special events application submitted by the Hometown Christmas Committee for various events that will be held on December 2, 2012 from 12pm to 8pm – all voted yes, motion carried.

**Public Hearing – Replat:** Dave Puthoff has submitted plat for approval which will replat Lot 13, 14 & 15, Block 9 of Hartford Addition into 2 lots – Lot 1A and Lot 1B, Block 9 of Hartford Addition. A motion was made by Monahan, second by Johnson to approve the replat of Lot 1A and Lot 1B, Block 9 of Hartford Addition – all voted yes, motion carried.

**Draft of Sales Tax Rebate Ordinance:** The city council reviewed a proposed draft ordinance that will allow a city sales tax rebate to qualifying business. This rebate will allow the city to offer an incentive for new businesses that are considering locating within Hartford. A motion was made by Monahan, second by Johnson to approve the draft sales tax rebate ordinance and bring 1<sup>st</sup> reading before the city council on November 20, 2012 – Barnett abstained, with all others voting yes, motion carried.

**Resolution 2012-10:** The city council reviewed resolution 2012-10. This resolution would approve the transfer of funds from the city’s contingency account to various general funds accounts. A motion was made Johnson, second by Nelson to approve resolution 2012-10 which will transfer \$21,257.00 from the

city's contingency account to the accounts as follows: Finance Office - \$3,000.00; Police Administration - \$2,457.00; Courts - \$1,100.00; Streets - \$11,700.00; and Parks - \$3,000.00 – all voted, motion carried.

**Ordinance #582:** The city council reviewed Ordinance #582. This ordinance will provide additional appropriations to the city's 2012 budget. A motion was made by Monahan, second by Johnson to approve ordinance #582 which will add \$136,944.98 to the general fund budget; \$15,000.00 to the 3<sup>rd</sup> penny tax fund budget; \$393,750.00 to the sports complex fund budget; \$30,750.00 to the water fund budget; \$63.00 to the sewer fund budget; and \$1,100.00 to the customer deposit fund budget – all voted yes, motion carried.

**New Business:**

**Sioux Falls Sanitary Landfill Agreement:** The city council reviewed a proposed agreement between the City of Hartford and the Sioux Falls Landfill. This agreement would allow the City to utilize the Sioux Falls Landfill for disposal of waste material. A motion was made by Monahan, second by Olson-Duck to approve the Sioux Falls Sanitary Landfill Agreement – Barnett abstained, with all other voting yes, motion carried.

**Sewer Connection to St. George Catholic Church:** George Ham and Bill Pearson addressed the city council on behalf of St. George's Catholic Church. Currently the church does not have city sewer services. St. George's Church has asked the city to provide those services to them. A motion was made by Monahan, second by Barnett to have the city engineers provide various options and cost estimates for providing sewer services to St. George's Church for the council's review on November 20, 2012 – all voted yes, motion carried.

**2013 Farm Lease Agreement:** The city council discussed the various options for renting a portion of Swenson Addition for the 2013 farming season. A motion was made by Monahan, second by Olson-Duck to table discussion – all voted yes, motion carried.

**Economic Director Position:** The city of Hartford provides funding for the Hartford Area Development Corporation. A portion of this funding will need to be allocated to the newly formed Hartford Chamber of Commerce. Discussion was held regarding these allocations. A motion was made by Monahan, second by Johnson to table discussion – all voted yes, motion carried.

**Aluminum Can Collection Receptacle:** On behalf of the Sports Complex Committee, Terry Hagen addressed the city council regarding placement of an aluminum can collection receptacle. The consensus of the city council was that placement of the receptacle would need permission from the land owner but would be a decision for the sports complex committee as long as they comply with all city ordinances.

**Reports:**

**HADC:** The HADC Economic Director Gary Sandholm updated the city council on various items of the HADC. An update was given on the housing grant application, Central States Manufacturing, ribbon cuttings that were held, the Land Committee, the Sioux Falls Products Show, Channel 19 and the Sioux Falls Chamber Dinner.

**Fire Department:** Fire Chief Kelly Boysen was present to update the city council regarding the Hartford Area Fire and Rescue. Boysen noted that 12 members attended the state EMT conference this last month. Barb Thaler and Doni Rolfson were awarded 2<sup>nd</sup> place during the trauma wars competition. Boysen also noted that the training structure is in the process of being torn down and the county burn ban has been lifted.

**Public Works Superintendent Report:**

**Streets** – Wagner reported that the striping and painting has been completed on all streets that were chip sealed. The city will be burning tree branches now that the burn ban has been lifted. The county has started hauling in salt sand for the winter. Wagner noted that there is a 50/50 tree grant available for planting trees along waterways. A motion was made by Monahan, second by Johnson to have the city apply for the 50/50 Riparian Tree Planting Grant up to \$6,000.00 for the city's 50% share – all voted yes, motion carried. Wagner noted that the city budgeted \$4,000.00 in 2012 for an auger. A quote was received from Schuemans Equipment for \$2,675.00. A motion was made by Monahan, second by Johnson to approve the purchase of an auger from Schuemans Equipment for \$2,675.00 – all voted yes, motion carried. The motherboard for the NE weather siren was sent in for repairs and no issues were found.

Wagner will be consulting with Sioux Falls Emergency Management to address the problems that the city is having with this siren.

**Water** – A visual inspection has been performed on the city’s water tower by the city staff. Wagner recommends that the city have an inspection company come in and conduct a formal inspection of the entire water tower to ensure that there are no leaks or rusting. Stockwell Engineers have received a quote in the amount of \$1,000.00 to perform these services. A motion was made by Monahan, second by Olson-Duck to have Stockwell Engineers coordinate an inspection of the city water tower – all voted yes, motion carried. The council also discussed various options to regulate the bulk water tank. A motion was made by Monahan, second by Johnson to approve the purchase of a quarter counter for the bulk water tank in the amount of \$206.40 plus shipping and handling – all voted yes, motion carried.

**Park and Pool** – Wagner noted that the city will be closing the park bathroom facilities for the winter. Wagner also noted that a new batting cage will be ordered for the park and the softball association may refund a portion of this cost back to the city.

**Public Buildings:** Wagner informed the council that the sidewalk in front of city hall has been replaced and a new flag pole has been erected.

**Snow Removal Hire Recommendations:** Wagner gave his recommendation for snow removal help to the city council. A motion was made by Monahan, second by Johnson to approve the hiring of Terry Hagen, Andy Eggebratten and Norman Jans for part-time snow removal help at the pay rate of \$12.00 per hour – all voted yes, motion carried.

**City Engineer Report:** Nick Borns with Stockwell Engineers updated the city council on several projects they are working on. Borns noted that the grading project for the sports complex is going well and there was a good turnout for the ground breaking ceremony that was held on October 31, 2012. City engineers are also in the process of performing a wetland delineation at the corner of Highway 38 and Railroad Street. They have performed a plat review for the city and Stockwell Engineers have completed the design standards for the city.

**Finance Officer Report:** The finance officer report was reviewed by the council. A highlight of revenues that were received during October was presented along with the all revenues and expenses to date. The city council was also provided a list of upcoming events.

**City Administrator Report:** The city will be installing the crossing signals for the SRTS grant in the spring of 2013. All bills have been submitted to the SD DOT for reimbursement on the Highway 38 bike trail. A proposed revision to the city’s sub-division regulations will come before the city council on November 20, 2012 for review and public input. The city attorney has sent a draft agreement to Kelly Point Partners for approved creek work. Wager and Sidel have talked with a property owner in regards to acquiring land along the creek next to Main Avenue. Council was given an update on SDML conference items.

**City Council Reports:**

**Ward 1:** Johnson welcomed the new finance officer, Karen Wilber and also congratulated the West Central football team. The last pool committee meeting was held on October 30, 2012 and discussion was held regarding a fundraiser at the Hartford Hometown Christmas. The next pool committee meeting is scheduled for November 27, 2012 at 6:30pm. The first Jamboree committee meeting was held on November 5, 2012 and the planning is going well. The next Jamboree committee meeting is scheduled for December 3, 2012 at 6:00pm at city hall.

**Ward 2:** Monahan also welcomed the new finance officer, Karen Wilber. He thanked local businesses for all their support of various projects within the city. A thank you was also extended to the election workers for their hard work on election day. The next bike/rec trail committee meeting is scheduled for November 13, 2012 at 6:30pm at Ten Pin Alley. Councilman Swier noted that the Sports Complex ground breaking went well and thanked Deb Peters and Bob Deelstra for attending, along with the city staff and all those present. The next sports complex meeting will be held on November 14, 2012.

**Ward 3:** Olson-Duck noted that the drive to revive downtown committee was cancelled for November 6, 2012. Councilman Nelson welcomed the new city finance officer, Karen Wilber and extended his congratulations to Barb Thaler and Doni Rolfson for their 2<sup>nd</sup> place award at the EMT conference. He thanked the city crew for the maintenance in the park. He also thanked the HADC and the Chamber Boards for their joint efforts in starting the new Hartford Chamber. The first Hartford Chamber mixer is tentatively set for December 14, 2012 at Ten Pin Alley.

**Mayor's Report:** Mayor Zimmer thanked city administrator, Teresa Sidel for performing extra duties for the city until a finance officer was hired. The Mayor attended the Minnehaha County Mayors meeting on October 17, 2012 and the topic of discussion was TIF districts (Tax Increment Financing Districts). He noted that the next Minnehaha County Mayors meeting will be held in Hartford on January 2, 2013 – he plans to invite interested city council members.

**Executive Session:** A motion was made by Swier, second by Monahan to enter into executive session pursuant to SDCL 1-25-2 for contractual matters at 8:58pm – all voted yes, motion carried. A motion was made by Johnson, second by Olson-Duck to exit executive session at 9:25pm – all voted yes, motion carried.

A motion was made by Nelson, second by Johnson to re-enter discussion of the economic director position – Monahan voted no, with all others voting yes, motion carried. Nelson started discuss regarding the economic direction position. It was noted that this position is currently hired by the HADC but funded by taxpayer dollars. The council discussed the options of keeping this position as an HADC employee, a chamber employee or a city employee. Input was received by each council person during this discussion. A motion was made by Monahan, second by Nelson to have the city administrator draft a job description for a city Chamber and Economic Development Director – all voted yes, motion carried.

**Adjournment:** A motion was made by Johnson, second by Barnett to adjourn at 10:01 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.

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Teresa Sidel, City Administrator