

City Council Meeting – Regular Meeting November 1, 2011

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, Eric Bartmann, and Bob Deelstra. 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.

Additions to the Agenda: A motion was made by Monahan, second by Olson-Duck to add “Fire Department Water Service” pertaining to water metering for the new fire station to the agenda under Public Works Superintendent Report – all voted yes, motion carried.

With no further additions, a motion was made by Johnson, second by Olson-Duck to approve the agenda including the addition to the Public Works Superintendent Report - all voted yes, motion carried.

Approve Minutes of Previous Meeting: A motion was made by Deelstra, second by Johnson to approve the October 18, 2011 regular meeting minutes – all voted yes, motion carried.

Ordinances and Hearings:

1st Reading of Ordinance #574 – 2011 Supplemental Appropriation. A motion was made by Monahan, second by Johnson to approve first reading of Ordinance #574 – 2011 Supplemental Appropriation - all voted yes, motion carried.

New Business:

Discussion of Council Room Microphone System: The council reviewed three microphone system options for the council room. No action was taken.

Discussion of Sports Complex Grading: On behalf of the Sports Complex Finance Sub-Committee, Councilman Mike Swier asked the council to consider authorizing the city engineer to prepare, for bid, grading of the sports complex land for Phases 1A/1B, Alternate Phases 2A/2B, and Alternate Phase 2C. Discussion was held on this matter as well as the fact that the master drainage plan has not yet been completed. A motion was made by Monahan, second by Johnson to authorize Banner Associates to finish the sports complex master drainage plan for an approximate amount of \$4,500 – Swier abstained and Olson-Duck voted no with all others voting yes, motion carried. Discussion was held on building eligibilities. A motion was made by Monahan, second by Bartmann to table discussion on the two building eligibility options until further information can be obtained – all voted yes, motion carried. Terry Hagen, member of the Sports Complex Committee, informed the council that drain tile is located on a portion of the sports complex land. A motion was made by Monahan, second by Johnson to direct Banner to hold off on finalizing the sports complex master drainage plan until the exact location of the drain tile can be determined – all voted yes, motion carried.

Reports:

HADC Report: HADC Member, Terry Hagen reported that the new phone book will be mailed this week and the newsletter will be ready for distribution in the next couple of weeks. On behalf of the HADC, Hagen introduced the new Economic Development Director, Gary Sandholm. Mr. Sandholm noted his background and work experience and informed the council that he is glad to be involved with such a progressive community.

Sheriff’s Deputy Report: Deputy Maciejewski reported that a Neighborhood Watch Program website has been created and he provided information relating to a synthetic drug. In addition, Maciejewski noted the difficulty of utilizing the county speed trailer in Hartford this fall and discussed the possibility of obtaining a speed trailer through the next Safe Routes to School grant.

Fire Department Report: Fire Chief, Kelly Boysen gave a construction update on the new fire station and pointed out the progress. The building committee will be meeting on November 8th at 6:00 p.m.

Public Works Superintendent Report:

Streets – Wagner reported that the city has been sweeping streets, trimming boulevard trees, working on ditches along Vandemark Avenue, and maintaining gravel roads. In addition, a portion of the sidewalk on Mickelson Road has been replaced and the electrical kit on the skid steer blower has been installed. Wagner obtained information regarding a dump truck. A motion was made by Olson-Duck, second by Bartmann to authorize Wagner to prepare bid specifications for a dump truck as good or better than the information he received – all voted yes, motion carried. A homeowner requested permission to access the rear of his property through the city’s right-of-way along Sixth Street. Discussion was held regarding this matter and Wagner was directed to explain temporary access options with the homeowner.

A hiring recommendation was presented to the council for the positions of temporary part-time snow removal. A motion was made by Swier, second by Olson-Duck to approve the recommendation to hire Larry Barron, Andrew Eggebraaten, Terry Hagen, and Paul Jorgensen as temporary part-time snow removal help at the rate of \$12 per hour - all voted yes, motion carried.

Water & Sewer – Wagner reported that a new water tower deicer pump has been installed and quarterly reports have been sent to DENR. Once the TSS levels decrease, the city will be discharging lagoons.

Fire Department Water Service – Wagner explained the different types of water meters that could be installed at the new fire station. A motion was made by Monahan, second by Johnson that two meters be installed at the new fire station including a four inch meter for bulk water and a one inch meter for regular water/sewer purposes – all voted yes, motion carried.

Parks & Pool – The old bathroom has been closed and winterized and the batting cage, tennis net, and volleyball net have been taken down in the park. The skateboard park and other bathroom will be closed when the weather turns. Wagner found a 100’ x 60’ liner to purchase for the skating rink at the approximate price of \$300-\$400. A motion was made by Monahan, second by Olson-Duck to authorize the city to purchase a silage liner from the elevator at an approximate cost of \$300 to \$400 to be used for the ice skating rink – all voted yes, motion carried.

Public Buildings – City property and buildings were inspected by a representative of Safety Benefits.

City Engineer Report: VanderMeulen reported that a SRTS-Phase 2 walk-through was conducted. On behalf of the Sports Complex Committee, Banner prepared a cost proposal for design work for a potential project at the site. Following the walk-through, VanderMeulen reported that necessary repairs will be coordinated with the Bike/Rec Trail-Phase 1 contractor. Banner is working on wetland issues in connection with the Highway 38 Bike Trail project.

Finance Officer Report: The 2011 Tree City USA Application has been submitted to the Community Forester. Macdonald reported that an Election Workshop will be held on December 8th in Sioux Falls and in the past, she has attended this workshop along with the Election Superintendent. A motion was made by Monahan, second by Swier to approve Macdonald and Carol Schutte attending the Election Workshop at a cost of \$20 each – all voted yes, motion carried.

City Administrator Report: Regarding SRTS projects, paperwork to finalize Round 1 is being prepared. Following the final inspection and walk-through of Round 2, the contractor has placed steel plates and the project is now complete. Sidel reported that the city engineer will be addressing items with Krueger Excavating prior to finalization of the Bike/Rec Trail-Phase 1 project. Regarding the Highway 38 Bike/Rec Trail, Banner is working on wetland issues with the Tetonka Wetland Bank. Sidel gave an update on construction of the new fire station and reported that LOMR-F paperwork will be submitted to FEMA once the city receives more information. Sidel reported that the Senior Center requested that the city consider waiving the \$50 sump pump discharge fee. A motion was made Monahan, second by Johnson to authorize the city to waive the winter discharge permit fee for the Senior Center – all voted yes, motion carried.

Bike/Rec Trail Committee: Mayor Zimmer reported that a member of the Bike/Rec Trail Committee will be attending the next school board meeting to discuss Phases 3 and 4 of the Bike/Rec Trail Project. The

proposal includes placing a crushed concrete trail on West Central School property from the east end of the Turtle Creek Bike/Rec Trail to Highway 38 and from Highway 38 to Second Street. It was the consensus of the council to support the Bike/Rec Trail Committee's efforts in this matter.

Committee/Ward Reports:

Ward 1: Deelstra will be attending the Lincoln/Minnehaha County Economic Development Meeting on November 10th. Olson-Duck reported that the Drive to Revive Downtown Committee continues to research light pole options. The committee plans to meet every other month throughout the winter with the next meeting scheduled in January.

Ward 2: Monahan noted that the Bike/Rec Trail Committee will be meeting on November 8th. The construction project along Fifth Street was discussed. Johnson congratulated the West Central Football Team on its win over Dakota Valley and wished the team good luck in the semi-finals. The Jamboree Committee will be meeting on November 7th.

Ward 3: Swier reported that the Sports Complex Committee Meeting is scheduled for November 9th.

Mayor's Report: Mayor Zimmer noted Hartford's Hometown Christmas celebration which is scheduled for December 4th.

Executive Session: A motion was made by Johnson, second by Bartmann to enter into executive session, pursuant to SDCL 1-25-2, at 8:57 p.m. - all voted yes, motion carried. A motion was made by Monahan, second by Deelstra to exit executive session at 9:13 p.m. - all voted yes, motion carried.

Adjourn: A motion was made by Johnson, second by Olson-Duck to adjourn at 9:14 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