

City Council Meeting – Regular Meeting November 20, 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. Leah Johnson was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner along with City Engineers Mitch Mergen and Nick Borns.

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

Approve Minutes of Previous Meetings: A motion was made by Olson-Duck, second by Monahan to approve the November 6, 2012 regular meeting minutes – all voted yes, motion carried.

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

Approval of Pay Request #1 – Soukup Construction, Inc: A motion was made by Monahan, second by Nelson to approve pay request #1 from Soukup Construction, Inc. for work completed to date on the Sports Complex project in the amount of \$259,278.95 – all voted yes, motion carried.

Ordinances, Resolutions & Hearings:

2nd Reading of Ordinance #582: This ordinance will provide additional appropriations to the city's 2012 budget. A motion was made by Monahan, second by Olson-Duck to approve the second reading of ordinance #582 which will add \$136,944.98 to the general fund budget; \$15,000.00 to the 3rd 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.

1st Reading of Ordinance #583: This ordinance will allow a city sales tax rebate to qualifying business which will be an incentive for attracting new businesses to Hartford. A motion was made by Monahan, second by Barnett to approve 1st reading of Ordinance #583 with the following changes: the qualifying date to be changed from January 1, 2012 to January 1, 2013 and to clarify the wording of the ordinance regarding funds are only eligible on a per project basis – all voted yes, motion carried.

7:20 Hearing – Proposed Revisions to the Hartford Subdivision Regulations: Toby Brown with SECOG was present to submit a draft of the city's revised subdivision regulations. Toby explained that the new regulations will streamline the process to approve development within the city. Also the new regulations will reference minimum design standards in regards to engineering requirements. A motion was made by Monahan, second by Olson-Duck to approve the draft of the revised subdivision regulations – all voted yes, motion carried.

Old Business:

Sewer Connection to St. George Catholic Church: George Ham and Bill Pearson addressed the city council on behalf of St. George's Catholic Church. They have reviewed the various options and cost estimates that Stockwell Engineers has proposed in regards to bringing the city sewer service to their property. St. George proposed a cost share plan to the city for this project. Stockwell Engineers and the city encouraged St. George to consult with the developer to the east regarding options and come back to the city at a future date with a plan.

New Business:

Hartford Hometown Christmas: Gary Sandholm was present to request the use of city equipment during the December 2nd celebration. He also requested for city personnel to be made available to work at the celebration with compensation. The city council discussed the various duties that the city employees would perform. It was decided that there would be no pulling of trailers or wagons carrying people with city equipment by city employees. A motion was made by Olson-Duck, second by Nelson to allow up to 3 city employees to work at the Hometown Christmas celebration and get compensated and to perform the duties as directed by the Public Works Superintendent – Monahan and Swier voted no with all others voting yes, motion failed for lack of voting quorum. A motion was made by Monahan, second by Swier to allow city employees to work and be compensated for helping with Hartford Hometown Christmas – Olson-Duck voted no with all others voting yes, motion carried. Gary also asked if a representative from the Sheriff's

Office could be present the day of the event to lead the parade. Teresa will be in contact with the Sheriff's Office and get that arranged.

Chamber and Economic Development Director Position: The council reviewed the draft of the job description for the Chamber and Economic Development Director position. A motion was made by Swier, second by Olson-Duck to approve the job description – all voted yes, motion carried. Discussion was held regarding the advertising of the position. A motion was made by Monahan, second by Swier to advertise for the position per the employee handbook – discussion was held. Members of the HADC and Chamber, which included Terry Hagan, Wade Thomas, Deb Peters and Lynnae Redenius, addressed the council with concerns over the interviewing process and wording of the job description. Monahan rescinded his previous motion. A motion was made by Monahan, second by Nelson to change the wording of the job description from “overseeing all functions of the Chamber of Commerce and HADC” to “assist in coordinating the day to day functions of the Chamber of Commerce and HADC” – all voted yes, motion carried. A motion was made by Monahan, second by Nelson to advertise for the position per the employee handbook – all voted yes, motion carried.

Allocation of 2013 Chamber of Commerce and HADC Funds: The council reviewed the 2013 Budget proposal for the Chamber of Commerce and HADC. The proposal gives the HADC budget \$17,000 and the Chamber \$29,400 for a total supplement from the city of \$46,400. A motion was made by Monahan, second by Swier to table this item until the next meeting – Swier and Monahan voted yes, all others voted no, motion failed. A motion was made by Nelson, second by Swier to approve the submitted 2013 Budget allocation for the Chamber of Commerce and HADC – Olson-Duck abstained, with all others voting yes, motion carried.

Reports:

Public Works Superintendent Report:

Streets – Wagner reported that the street sweeper is fixed and that they have started sweeping the streets. Work continues to remove and trim trees. Wagner has started the process of applying for a grant from the forestry department. Work continues on the new weather siren to get it working. After Thanksgiving, the Christmas decorations will be put up.

Water – The curb stops in the main park and Century Square have been fixed. The coin counter has been installed but is not working with our existing bulk water unit. Wagner is working with the company to check on other options that might be available. Flushing manholes will be done within the next weeks.

Park and Pool – The park bathroom facilities have been closed and winterized. The skateboard park will be closed when the weather changes. Decorating trees in the park will start this weekend and the Christmas tree will go up next week. Work continues with the Hometown Christmas committee to get things ready for the celebration on Dec 2nd. Benches and garbage cans downtown will be removed after the Hometown Christmas celebration.

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 right on schedule. They are also in the process of performing a wetland delineation at the corner of Highway 38 and Railroad Street and should have a final determination and report by the next meeting on December 4, 2012. They have submitted plats and exhibits to the city in regards to the Mundt addition land. Once an agreement is reached, they will draft the final plat. The inspection of the water tower was completed on November 20, 2012 with positive results. The water tower looks good inside and is up to all standards. Preliminary plans are being developed in regards to phase 3 of the Kelly Point Development.

Finance Officer Report: The finance officer report was presented to the council. 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. Training of job duties continues and software training and election school is scheduled for early December. The council was reminded of the upcoming city Christmas party on December 1st at the American Legion. Upcoming events and meetings were also listed.

City Administrator Report: The County has notified the city that Mary Kidwiler is moving forward with her request for a PD. The county will keep the city informed as the PD progresses so the city will have the chance to review any information and relay any concerns to the county. New bank signature cards have been received from Home Federal Bank to add Karen Wilber, City Finance Officer, as a signer on the

accounts. A motion was made by Monahan, second by Olson-Duck to add Karen Wilber onto the Home Federal Bank Accounts – all voted yes, motion carried. Due to the personnel change in the Finance Officer position, training, and keeping up with her own duties, Sidel has not been able to use her earned vacation. She has requested to be able to carryover all of her vacation time until March 31, 2013, rather than just 40 hours as stated in the employee handbook, giving her more time to use this accumulated leave. A motion was made by Monahan, second by Olson-Duck to allow Teresa Sidel to carryover all of her vacation time until March 31, 2013 – all voted yes, motion carried.

City Council Reports:

Ward 1: No report.

Ward 2: Monahan attended the bike/rec trail committee meeting on November 13, 2012. The wetlands were discussed. If the trail needs to go around the wetlands, they may need to talk to the school. Discussion continues on phase 3 & 4. The next meeting is January 8, 2013 at 6:30pm at Ten Pin Alley. Councilman Swier announced that the sports complex committee is selling raffle tickets for an Ipad2. The drawing will be held at the Hometown Christmas Celebration on December 2nd.

Ward 3: Olson-Duck noted that all was good in her ward. Councilman Nelson mentioned that he has been attending HADC and Chamber meetings. Also, the Chamber mixer is set for December 14, 2012 starting at 5pm at Ten Pin Alley.

Adjournment: A motion was made by Swier, 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