

## **City Council Meeting – Regular Meeting December 20, 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, and Bob Deelstra. Eric Bartmann was absent with notice. 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.

Mayor Zimmer expressed great satisfaction on past progress. He encouraged the council and city staff to continue with the progressive movement in 2012.

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

**Approve Minutes of Previous Meeting:** A motion was made by Deelstra, second by Swier to approve the December 6, 2011 regular meeting minutes – Monahan abstained with all others voting yes, motion carried.

### **Ordinances and Hearings:**

**1<sup>st</sup> Reading of Ordinance #575 – Revised 2011 Hartford Zoning Regulations.** Planning and Zoning Board Members, George Ham and Bob Bender, were in attendance to explain changes made to the zoning regulations as a result of the December 6<sup>th</sup> public hearing. A motion was made by Monahan, second by Swier to approve first reading of Ordinance #575 – Revised 2011 Hartford Zoning Regulations – all voted yes, motion carried.

**Approve Bills Submitted for Payment:** A motion was made by Olson-Duck, second by Deelstra to approve the bills submitted for payment – all voted yes, motion carried.

### **Old Business:**

**Update from Bike/Rec Trail Committee – Mark Monahan.** Councilman Monahan reported that topics covered at the last Bike/Rec Trail Committee meeting included the speed limit on Railroad Street and applying for two grants next year. Those involved in the grant writing process shall include Economic Development Director Gary Sandholm, City Administrator Teresa Sidel, Bike/Rec Trail Committee Member Warren DeCou, and SECOG. In addition, the Committee presented Phases 3 and 4 plans to the school board which 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 that Monahan attend the next school board meeting on behalf of the city to discuss the Committee's plan in more detail and to address any concerns.

**Appointment of Planning and Zoning Members:** Mayor Zimmer appointed Bob Bender, Mary Cunningham, and George Ham to serve on the Planning and Zoning Board for an additional two-year term beginning January 1, 2012. A motion was made by Olson-Duck, second by Deelstra to approve the Mayor's appointments to the Planning and Zoning Board – all voted yes, motion carried.

**Hire of Part-Time Code Enforcer/Building Inspector – Review Job Description:** The council was presented Orlin Punt's letter of resignation as the city's part-time Code Enforcer/Building Inspector and a copy of the current job description. A motion was made by Johnson, second by Swier to approve the Code Official/Building Inspector Job Description and to authorize the city to advertise for this part-time position - all voted yes, motion carried.

### **Reports:**

**Sheriff's Deputy Report:** Deputy Maciejewski reported an "after hours" incident involving a local liquor establishment. In addition, tips for keeping your home safe were provided.

**Fire Department Report:** Fire Chief, Kelly Boysen updated the council on the fire station construction project and noted that the next committee meeting is scheduled for January 5<sup>th</sup> at 6:00 p.m. In November, a fundraiser for the new fire station was held at Ten Pin Alley and 14 members of the fire department attended the EMT conference in Aberdeen. Doni Rolfsen gave an excellent speech relating to EMS, her family, and the EMS family. In addition, Barb Thaler received the South Dakota EMT of the Year Award.

During Hartford's Hometown Christmas celebration, 291 children visited Santa Claus at the fire station. Boysen reported that the department has responded to 279 calls so far this year - the average is 220. The annual election was held with all officers remaining the same with the exception of Bryan Shumaker who will replace Mike Pechous as 2<sup>nd</sup> Assistant Fire Chief. Boysen wished everyone a Merry Christmas!

**Public Works Superintendent Report:**

**Streets** – Wagner reported that the light pole on Highway 38 has been installed. The city will be cleaning the culverts along Highway 38. In addition, Christmas decorations will be taken down after the first of the year.

**Review Plow Truck Bids:** Wagner reported that the city received one bid for a plow truck. After discussion, a motion was made by Monahan, second by Johnson to authorize the city to accept the low bid of Sanitation Products in the amount of \$74,170 to purchase the 2000 Sterling 9500 plow truck pending Wagner's inspection – all voted yes, motion carried.

**Water & Sewer** – The city received notification from the DENR that Neil Hanisch passed the Wastewater Collection II exam. Wagner reported that pond #3 is being discharged. In addition, quarterly disinfectant reports have been submitted and monthly water samples have been collected.

**Parks and Pool** – Wagner reported that the ice skating rink is open; however maintenance will continue as weather permits and picnic tables will be placed around the rink for seating.

**City Engineer Report:** VanderMeulen reported that a SRTS-Phase 2 walk-through was conducted and final quantities were reviewed with the contractor.

**Change Order #1/Final – Krueger Excavating – Adjustment on Quantities - \$17,075.66:**

VanderMeulen reported that a meeting was held with Krueger Excavating wherein final quantities and other items were reviewed pertaining to the Bike/Rec Trail – Phase 1 project. A final change order has been prepared for gravel, asphalt, and seeding quantity adjustments resulting in an additional amount due of \$17,075.66. After discussion, a motion was made by Monahan, second by Johnson to table this matter until the January 3, 2012 meeting – Olson-Duck 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 Monahan, second by Johnson to table this matter until the January 3, 2012 meeting – Olson-Duck voted no with all others voting yes, motion carried.

**Finance Officer Report:** Macdonald informed the council that the 2012 Municipal Government Day at the Legislature is scheduled for February 7<sup>th</sup> and 8<sup>th</sup> in Pierre. The council was provided a list of 2012 City Council Meetings, a list of upcoming events, a copy of the Bill Report, Revenue Report, and Expenditure Report as well as a summary of the November cash report and sales tax revenue. Macdonald requested that \$20,549.71 be transferred from the contingency fund account into five general fund accounts including police administration, courts, parks, debt certificate participation, and the bike/recreation trail. These transfers will secure enough funds until the end of the 2011 budget year, leaving a balance of \$49,450.29 in the contingency account. A motion was made by Monahan, second by Johnson to approve four transfers from the contingency account - \$339.08 into the police administration account; \$1,089.60 into the courts account; \$2,000 into the parks account; and \$45.37 into the debt certificate participation account - all voted yes, motion carried.

**City Administrator Report:** Regarding SRTS projects, paperwork to complete Round 1 is being prepared as well as a pay request for Round 2. The SRTS-Round 4 Agreement has been forwarded to the school for its review. Sidel reported that the city engineer has submitted the final change order and pay request for the Bike/Rec Trail-Phase 1 project. The city is reviewing a proposed contract from the Tetonka Wetland Bank for services to mitigate the wetlands along the Highway 38 Bike/Rec Trail. Sidel gave an update on construction of the new fire station and reported that the LOMR-F paperwork has been submitted to FEMA. Previously, the council agreed to participate in SECOG's application for a regional grant for the Sioux Falls Metropolitan Planning Organization; however funding was not awarded. Sidel reported that appraisals are being conducted on the sports complex land housing eligibilities. Due to Punt's resignation,

the City of Brandon's building inspector will perform inspections until a replacement is hired. All code enforcement issues will be handled by city staff. A copy of the Code Enforcer/Building Inspector's November report was presented to the council.

**Committee/Ward Reports:**

**Ward 1:** Olson-Duck noted activity at the ice skating rink.

**Ward 2:** Monahan congratulated South Dakota EMT of the Year, Barb Thaler and thanked Orlin Punt for his time and dedication to the city. Monahan reported that the Vision Team will be meeting monthly to plan the Community Information Night to be held in May at the new fire station. It was the consensus of the council that Sidel research prices of tables and chairs. Recently, Johnson attended meetings of the fire department building committee and swimming pool design committee. The Jamboree Committee will be meeting on January 9<sup>th</sup> at 6:00 p.m. to establish its 2012 budget. Johnson wished everyone a happy holiday season, congratulated Barb Thaler on her EMT award, and thanked Orlin Punt for his past service.

**Ward 3:** Swier reported that the Sports Complex Committee is waiting until land appraisals of the housing eligibilities are complete before proceeding forward.

**Mayor's Report:** Mayor Zimmer thanked Hartford's Hometown Christmas Committee for a successful celebration, congratulated Barb Thaler, SD EMT of the Year, and thanked Orlin Punt for his dedication to the city. Zimmer shared a Christmas card the city received. He thanked the city council, city staff, and community for their support during the time of his father's passing.

**Executive Session:** A motion was made by Olson-Duck, second by Johnson to enter into executive session, pursuant to SDCL 1-25-2, at 8:26 p.m. - all voted yes, motion carried. A motion was made by Swier, second by Deelstra to exit executive session at 9:30 p.m. - all voted yes, motion carried.

**Adjourn:** A motion was made by Monahan, second by Swier to adjourn at 9:31 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.

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Debra L. Macdonald, Finance Officer