

City Council Meeting – Regular Meeting February 5, 2013

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, Leah Johnson, Mark Monahan, and Bill Barnett. 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 Johnson to approve the agenda as set - all voted yes, motion carried.

Approve Minutes of Previous Meetings: A motion was made by Johnson, second by Nelson to approve the January 15, 2013 regular meeting minutes – Barnett voted no, with all others voting yes, motion carried.

Deputy Report: Deputy Terrones was absent from the meeting but the council reviewed his report. Recent issues include speeding on S. Feyder and speeding in the school zone.

Old Business:

2013 Hartford Hometown Christmas: Lisa Hellvig and Teri Michaels from the Hometown Christmas Committee were present to discuss the 2013 Hometown Christmas Event with the council. They presented the council with their 2013 budget and are requesting financial assistance with the operational costs of the event. Discussion was held regarding handling the funding through the Chamber of Commerce. It was decided to revisit the issue at the March 5th meeting to give both the Chamber and Hometown Christmas committee a chance to discuss the issue.

Park Amphitheater: Terry Hagen was present to discuss his plans to construct an amphitheater in the city park. Terry is in the process of researching funding opportunities at this time and has been receiving positive feedback from supporters. Discussion was held regarding the size of the amphitheater and future uses of the facility. Terry will report back to the council once funding is secured and he will also have some options regarding the size.

New Business:

Land Eligibilities on Swenson Addition: Lot 3 of Swenson Addition has two land eligibilities on it. If the city would want to annex this land into the city in the future, a decision would need to be made on how to handle these two eligibilities first. Discussion was held regarding the different options that the city may have. It was decided to postpone any further discussion on this issue until City Attorney Larry Nelson is present at the meeting.

2013 Pool Season:

Admission Rates: Discussion was held on the admission rates that the city currently charges at the pool. A comparison of admission rates that nearby towns charge was presented to the council. A motion was made by Monahan, second by Barnett to set the pool rates to baby pool and under 5yr – Free; 5yr to 18yr - \$2.00; Adult - \$3.00; Single Season Pass - \$30.00; and Family Season Pass - \$60.00 – all voted yes, motion carried.

Pool Wages: With the shortage of Lifeguard applicants last year, it was discussed that maybe the wage needs to be increased to attract more applicants. A wage comparison of Hartford and all the outlying communities was provided. A motion was made by Monahan, second by Johnson to set the first year rate for Lifeguards at \$8.75 per hour with a \$.25 per hour increase for each consecutive year worked – all voted yes, motion carried.

4th of July: A motion was made by Monahan, second by Johnson to operate the pool under normal business hours of 1pm to 5pm and 6:30pm to 8:30pm on the 4th of July – all voted yes, motion carried.

Summer Job Descriptions and Pay Rates: All summer job descriptions were review for updates.

Park Recreation Program Director: A motion was made by Monahan, second by Johnson to approve the job description for Park Recreation Program Director – all voted yes, motion carried.

Park Recreation Program Activities Coordinator: A motion was made by Monahan, second by Johnson to approve the job description for Park Recreation Program Activities Coordinator with the addition that any years worked as a Park Recreation Program Assistance would qualify for the \$.25 per hour increase for each additional year worked in this position.

Park Recreation Program Assistant: A motion was made by Monahan, second by Johnson to approve the job description for Park Recreation Program Assistant – all voted yes, motion carried.

Public Works Assistant: A motion was made by Monahan, second by Johnson to approve the job description for Public Works Assistant – all voted yes, motion carried.

Swimming Pool Manager: A motion was made by Monahan, second by Johnson to approve the job description for Swimming Pool Manager with the addition that applicant is Lifeguard Certified – all voted yes, motion carried.

Assistant Swimming Pool Manager: A motion was made by Monahan, second by Johnson to approve the job description for Assistant Swimming Pool Manager with the addition that applicant is Lifeguard Certified – all voted yes, motion carried.

Lifeguard: A motion was made by Monahan, second by Johnson to approve the job description for Lifeguard with new pay rates passed 2/5/13 – all voted yes, motion carried.

30 Hour Year-Round/Part-Time Maintenance Position: The job description of the new Year-Round/Part-Time Public Works Assistant position was discussed. A motion was made by Monahan, second by Olson-Duck to approve the job description for Year-Round/Part-Time Public Works Assistant with the addition that in the absence of the Public Works Superintendent, this position reports to the Assistant Public Works Superintendent and with compensation set at \$13.50 per hour – all voted yes, motion carried.

Correspondence:

US Geological Survey: The council received an invitation to a lunch event.

Lincoln and Minnehaha County Economic Development Associations: The Mayor noted that the City of Hartford was mentioned a number of times in the publication of their 2012 Annual Report.

Reports:

Chamber/HADC Director's Report: Gary Sandholm was present to address the council regarding the recent activities with both the Chamber and HADC. Organizational work and the membership drive continue to be among the top activities of the Chamber. The HADC has identified an action plan for 2013 which prioritized goals within the group. The housing needs study is now completed and the findings will be discussed during a meeting at City Hall on February 28th at 3pm.

Fire Department Report: Kelly Boysen reported on the department's 2012 statistics. The total calls for year was 300, of which 117 were in city limits. Of those 300 calls, 126 were fire calls and 174 were EMS calls. Upcoming dates are Feb 26th at 3pm is the walk through of the fire department to review construction and March 2nd is the annual fire department fundraiser dance at the American Legion.

Public Works Superintendent Report:

Streets – 250 ton of salt sand has been hauled in. Craig is estimating that this should take the city through the winter season. Repairs continue on street equipment. The issue with the weather siren will be addressed in early March with a rep from the company. With the warmer weather, some work will be done on the gravel roads.

Water – Discharging of pond #3 is complete. The report is back on the inspection with DENR and results are good. There was a water leak on Saturday Feb. 26th because two service lines along Kelly Avenue cracked.

Park and Pool – Quotes are coming in on wood chips for the play ground. Once received, Craig will order and get them installed. Minor repairs have begun on the pool. New regulations require that a pool lift be installed. Craig is checking into pricing.

Public Building – Inventory is being done for the annual report.

Craig requested approval from the council for himself and Jesse O'Kane to attend the South Dakota Municipal Street Maintenance Association spring training April 17th – 18th in Deadwood, SD. A motion was made by Olson-Duck, second by Swier to approve Craig Wagner and Jesse O'Kane attending the South Dakota Municipal Street Maintenance Association spring training – all voted yes, motion carried.

City Engineer Report: Nick Borns with Stockwell Engineers updated the city council on the Safe Routes to School project. Final changes have been made to construction documents and have been resubmitted to the DOT for bid.

Finance Officer Report: The finance officer report was reviewed by the council. Karen provided a highlight of revenues that were received during January along with the all revenues and expenses to date thru December. Information for the annual report has been mailed to Gary Larson. In regards to the April

9th election, nominating petitions can now be circulated until the deadline of 5:00pm on Friday, February 22nd. The city council was also provided a list of upcoming events for the month of February.

City Administrator Report: In regards to round 4 of the Safe Routes to School Grant, final plans have been submitted to the DOT. Once approved, the project will be bid. Bids have been received for the speed trailer. Once reviewed, paperwork will be submitted to the DOT for approval. For phase 3 & 4 of the bike trail, the Army Corps of Engineers has declared all the wetlands as jurisdictional which would mean the city would have to mitigate the wetlands by moving them to another location. As plans progress, the wetlands will try to be avoided as much as possible. There is still no word from Mr. Mennenga on the city's offer to purchase his property along South Main Ave. The Senior Citizen Center has inquired about holding the general elections at city hall rather than their facility as it interferes with their activities. Sidel has talked with Minnehaha County Auditor Bob Litz and he has no problem with this change. The council agreed that the general elections could be held at city hall if the Senior Citizen Center decided they did not want to hold it at their location any longer. An update from Building Inspector Paul Clarke was provided to the council in regards to the renovations at the Mundt building. Discussion was held regarding the city adopting a Capital Improvement Plan. A CIP is a good tool for identifying, prioritizing, and budgeting bigger projects that need to be completed over the next several years in the city. A motion was made by Johnson, second by Olson-Duck for Sidel to move forward with meetings with Stockwell Engineers to start the preliminary planning of a CIP – all voted yes, motion carried.

City Council Reports:

Ward 1: Johnson noted that the Jamboree Committee met in February and is making good progress. They will meet again on March 4th at 6pm at City Hall. The Swimming Pool Committee will meet on February 26th at 6:30pm at Pizza Ranch. Councilman Barnett reported that all was good in his ward.

Ward 2: Monahan noted that the Bike and Rec Trail Committee will meet February 12th at 6:30 at Ten Pin Alley. The bricks for engraving have been purchased and the committee is currently taking orders from the community. Monahan attended at the Mayor's Meeting on January 23rd. Councilman Swier noted that due to Ash Wednesday, the date of the Sports Complex Committee meeting has been changed from February 13th to February 6th at 7pm at Ten Pin Alley.

Ward 3: Olson-Duck reported that things were quiet in her ward. Councilman Nelson had received a copy of SB51 regarding a collection allowance credit for collecting the sales tax. There is concern about the negative impact this bill will have on the city. Administrator Sidel will forward copy of SB51 to all the council for their review and information. It was also noted that the next Chamber meeting is February 18th at 6pm with the location to be decided yet.

Mayor's Report: The Mayor thanked the Chamber for being at the Mayor's Meeting on January 23rd to welcome everyone in attendance to Hartford.

Adjournment: A motion was made by Johnson, second by Olson-Duck to adjourn at 9:45 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