

City Council Meeting – Regular Meeting February 7, 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, Mark Monahan, Gail Olson-Duck, Leah Johnson, and Eric Bartmann with Bob Deelstra arriving at 7:01 p.m. Also present were City Administrator Teresa Sidel, Finance Officer Deb Macdonald, and Public Works Superintendent Craig Wagner, along with Deputy Sheriff Steve Maciejewski, and City Engineer Scott VanderMeulen.

Additions to the Agenda: A motion was made by Bartmann, second by Monahan to add “Executive Session” to the agenda prior to Old Business - all voted yes, motion carried. With no further additions, a motion was made by Olson-Duck, second by Johnson to approve the agenda including the addition of Executive Session - all voted yes, motion carried.

Approve Minutes of Previous Meeting: A motion was made by Johnson, second by Olson-Duck to approve the January 17, 2012 regular meeting minutes – Monahan and Bartmann abstained with all others voting yes, motion carried.

Correspondence:

Joan Franken Receives “Friend of Housing” Award: The S.D. Housing Development Authority has awarded Joan Franken of Hartford with the “Friend of Housing” award for her dedication and contribution to affordable housing. Franken is the director of development with Costello Companies of Sioux Falls.

Reports:

Sheriff’s Deputy Report: Deputy Maciejewski reported receiving a number of fraud reports involving debit cards recently. Citizens were reminded to check their bank statements regularly and to immediately report any suspicious activity. In addition, Maciejewski provided the Top Ten Neighborhood Tips.

Public Works Superintendent Report:

Streets – Wagner noted that the broom for the mower has been ordered. In addition, parts for the park siren have been ordered and the new weather siren should be delivered in approximately 4-6 weeks. The city has been cleaning out water ways, doing ditch work, and trimming trees. The plow truck has been repaired.

Water & Sewer - Wagner reported that pond #3 has been discharged, water has been moved from pond #2 to pond #3, and the city is hoping to discharge again this month. Neil Hanisch will be taking the Class 2 Water Distribution exam this week. The city has been performing random sump pump inspections. Wagner pointed out that several homeowners are gone during the day. It was the consensus of the council that Wagner uses his discretion with the inspection of sump pumps after work hours.

Parks and Pool – Wagner reported that parts for the pool heater have been installed.

Public Buildings – The city has completed its yearly sign inventory, revolving inventory, regular inventory, and inventory of fixed assets.

Ordinances and Hearings:

7:10 p.m. Public Hearing for Resolution 2012-1, Approving Farm Lease Agreement By and Between the City of Hartford and Mike Grace. A 7:10 p.m. hearing was held to consider the Lease Agreement wherein the city intends to lease farm ground located on the sports complex land to Mike Grace from March 1, 2012 to March 1, 2013. No public input was received. A motion was made by Bartmann, second by Johnson to approve and authorize Mayor Zimmer to sign Resolution 2012-1, Approving Farm Lease Agreement By and Between the City of Hartford and Mike Grace - all voted yes, motion carried.

Executive Session: A motion was made by Olson-Duck, second by Bartmann to enter into executive session, pursuant to SDCL 1-25-2, at 7:15 p.m. - all voted yes, motion carried. A motion was made by Deelstra, second by Olson-Duck to exit executive session at 7:42 p.m. - all voted yes, motion carried.

Old Business:

Sports Complex – Bid Request. On behalf of the Sports Complex Committee, Councilman Swier and

Mayor Zimmer presented information regarding bidding out the rough grading for Phases 1A, 1B, and 2A of the sports complex project and the price to bid the project as well as complete the master drainage plan. After discussion, a motion was made by Swier, second by Bartmann to authorize the City Engineer to proceed with bidding Phases 1A, 1B, and 2A of the sports complex project – Olson-Duck and Monahan voted no with all others voting yes, motion carried.

Sports Complex – Land Appraisal. Appraisals of two land eligibilities and two land eligibilities with two acres of land located on the sport complex were reviewed. A motion was made by Monahan, second by Swier that each eligibility with a 2-acre parcel of land located in the northeast corner of the sports complex be offered for sale at \$55,000 each – all voted yes, motion carried. A motion was made by Monahan, second by Johnson to authorize the City Administrator to use her discretion in listing the land eligibilities for sale with an area realtor – all voted yes, motion carried. Deelstra exited the meeting at 8:26 p.m. A motion was made by Bartmann, second by Swier that proceeds from the sale of the eligibilities with two acres of land be applied toward the payment of the sport complex land loan – Johnson and Monahan voted no with Swier, Bartmann, and Olson-Duck voting yes, motion failed for lack of voting quorum. A motion was made by Monahan, second by Bartmann that, in the event one or both of the eligibilities with two acres of land are sold, the proceeds from such sale shall be applied toward retiring city debt – all voted yes, motion carried. A motion was made by Monahan, second by Johnson to authorize the City Administrator to re-plat both of the eligibilities with two acres of land on the northeast corner of the sports complex – all voted yes, motion carried.

Bike/Rec Trail Update – Phase 3 and 4 Approval. As requested, Wagner researched the possibility of placing Phases 3 and 4 of the bike trail on city property and in the DOT right-of-way. The DOT granted the city permission to place the trail in its right-of-way along Highway 38 with the city to be responsible for maintenance. Other issues discussed were an upcoming Game, Fish, and Parks grant and the possibility of wetland issues. A motion was made by Monahan, second by Johnson to authorize the city to apply for the Game, Fish, and Parks grant in April for proceeding with placement of the bike trail on city property and in the DOT right-of-way – all voted yes, motion carried.

New Business:

Approve Summer Job Descriptions and Pay Rates: Job descriptions for summer employment were presented for review. A motion was made by Monahan, second by Johnson to approve the job description for Swimming Pool Manager as presented – all voted yes, motion carried. A motion was made by Johnson, second by Bartmann to approve the job description for Lifeguard as presented with the exception of clarifying the compensation wording – all voted yes, motion carried. A motion was made by Olson-Duck, second by Monahan to approve the job description for Park Recreation Program Director as presented – all voted yes, motion carried. A motion was made by Olson-Duck, second by Johnson to approve the job description for Park Recreation Program Activities Coordinator as presented with the exception of clarifying the compensation wording – all voted yes, motion carried. A motion was made by Johnson, second by Swier to approve the job description for Park Recreation Program Assistant as presented with the exception of clarifying the compensation wording – all voted yes, motion carried. A motion was made by Johnson, second by Swier to approve the job description for Public Works Assistant as presented with the exception of clarifying the compensation wording – all voted yes, motion carried. A motion was made by Swier, second by Olson-Duck to approve the job description for Grounds Maintenance Assistant as written with the recommended changes – Monahan voted no with all others voting yes, motion carried.

Hire Recommendation for Part-Time Building Inspector/Code Enforcer: Sidel conducted interviews for the position of part-time Code Official/Building Inspector and recommended hiring Paul Clarke for this position. A motion was made by Swier, second by Monahan to approve the recommendation to hire Paul Clarke as part-time Code Official/Building Inspector at a rate of \$17.50 per hour plus in-town mileage – all voted yes, motion carried.

Reports:

HADC Report: Gary Sandholm, Economic Development Director, provided a written report to the council. The Housing Committee is gathering responses to its online survey assessing housing needs. The Marketing Committee will be updating its website, promoting Hartford “as a place to live” in the initial marketing campaign, and preparing a survey to determine what area Hartford businesses are drawing their customers from. In addition, a newsletter was mailed on February 1st. The Retail Committee will be

working toward improving communications between local businesses. The membership drive is underway and plans are in progress to form a chamber transition team including the need for a city council liaison. Mayor Zimmer will make this appointment at the next city council meeting. The HADC Annual Dinner will be held March 2nd at Miller Funeral Home with David Owen, President of the South Dakota Chamber and Industry, as the guest speaker. The HADC will be visiting the legislature on February 16th. Sandholm continues to visit Hartford businesses and has met with a prospect for a new business. Mayor Zimmer recognized Sandholm on the great job he is doing!

City Engineer Report: VanderMeulen presented his engineering report and Nolz Construction's Change Order No. Two-Final and Pay Request No. Two-Final for the SRTS-Phase 2 project. A motion was made by Monahan, second by Johnson to table approving Nolz Construction's Change Order No. Two-Final and Pay Request No. Two-Final regarding the SRTS-Phase 2 project – all voted yes, motion carried.

Finance Officer Report: Macdonald noted that the deadline to submit nominating petitions is February 24th at 5:00 p.m. and election workers have been contacted. Mayor Zimmer appointed Marilyn Siemonsma (Ward 1), Carol Schutte (Ward 2), Marilyn Hobbs (Ward 3), and Christel Schroeder (alternate) as election workers. A motion was made by Olson-Duck, second by Monahan to approve Mayor Zimmer's election board appointments - all voted yes, motion carried. Minnehaha County has scheduled March 19–23, 2012 for local equalization meetings. A motion was made by Monahan, second by Johnson to set Hartford's 2011 equalization meeting for March 19, 2012 at 6:00 p.m. at City Hall – all voted yes, motion carried.

City Administrator Report: Regarding SRTS projects, Sidel reported that Round 1 is complete, Banner is working with Nolz Construction to finalize Round 2, and Round 4 paperwork has been forwarded to the DOT for approval. The city received notification from FEMA that the fire station building has been removed from the flood plain. Sidel noted that the fire station building is enclosed and the contractors are working on the interior. The Bike/Rec Trail Phase 1 project is complete and the Phase 2-Highway 38 project is expected to begin construction this spring.

Committee/Ward Reports:

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

Ward 2: Monahan reported that the Vision Team is organizing the Community Information Night to be held in May. The Bike/Rec Trail Committee Meeting is working on Phases 3 and 4 and planning a Jamboree Days fundraiser. Johnson noted that the Swimming Pool Committee is creating a design, the new fire station construction project is making great progress, and the Jamboree Committee is planning for another successful event.

Ward 3: Swier reported that the Sports Complex Committee will be meeting on February 8th.

Mayor's Report: Mayor Zimmer noted that the District 3 Meeting will be held at the Pavilion in Sioux Falls on March 28th.

Executive Session: A motion was made by Swier, second by Monahan to enter into executive session, pursuant to SDCL 1-25-2, at 9:27 p.m. - all voted yes, motion carried. A motion was made by Johnson, second by Olson-Duck to exit executive session at 9:31 p.m. – all voted yes, motion carried.

Adjourn: A motion was made by Olson-Duck, second by Monahan to adjourn at 9:32 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