

City Council Meeting – Regular Meeting February 15, 2011 – Hartford City Hall

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, and Leah Johnson with Bob Deelstra arriving at 7:13 p.m. Eric Bartmann was absent with notice. Also present were City Administrator, Teresa Sidel, Finance Officer, Deb Macdonald, Public Works Superintendent, Craig Wagner, along with City Engineer, Scott VanderMeulen.

Additions to the Agenda: A motion was made by Monahan, second by Olson-Duck to add Executive Session for Personnel Matters to the agenda - 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 for Personnel Matters - all voted yes, motion carried.

New Business:

Review City Insurance Quotes: The city's general and worker's compensation insurance policy is in effect until April 1, 2011. Three insurance quotes were presented to the council for review. A motion was made by Swier, second by Monahan to accept the quote submitted by the SD Municipal League Worker's Compensation Fund for worker's compensation insurance and accept the quote submitted by the SD Public Assurance Alliance Pool for general and liability insurance – all voted yes, motion carried.

Approve Minutes of Previous Meetings: A motion was made by Johnson, second by Monahan to approve the February 1, 2011 regular meeting minutes – all voted yes, motion carried.

Approve Bills Submitted for Payment: A motion was made by Monahan, second by Johnson to approve the bills submitted for payment – all voted yes, motion carried.

Correspondence: Information was presented regarding the Annual District 3 Meeting to be held on March 31, 2011 in Brandon.

Visitors: Terry Hagen noted that several individuals will be attending Hartford "Day at the Legislature" in Pierre on February 25th.

Reports:

Public Works Superintendent Report:

Streets – Due to recent nice weather, the city has been cleaning out storm sewer inlets to help with drainage. Jesse O'Kane recently attended a street signage class regarding the retro reflectivity laws which will become effective in 2012. Wagner discussed the boulevard tree program including the budget and reported that the Tree Board will meet in the near future. A motion was made by Monahan, second by Olson-Duck to approve ordering boulevard trees from Mike Smith of The Family Farm and spending up to \$6,000 – all voted yes, motion carried.

Water & Sewer – Infratech repaired six manholes and the city flushed manholes that require regular flushing. Neil Hanisch attended training in Sioux Falls last week.

Park and Pool – Wagner has been gathering information on supplying water to the new sports complex land.

Public Buildings – The yearly inventory has been completed and delivered to the finance office.

City Engineer Report: Regarding SRTS-Phase 1, DOT has indicated that the style of crossing signals applied for cannot be approved at this time because there is no policy in place. VanderMuelen will work with the DOT to resolve this matter. DOT has submitted review comments on SRTS-Phase 2 and VanderMuelen will be attending a SRTS-Phase 4 meeting on February 16th. The FEMA LOMR became effective February 14, 2011. Banner presented two sets of preliminary plans for the Bike/Rec Trail – Phase 1 project with bid opening anticipated for late March. VanderMuelen has been in contact with the DOT regarding preliminary work on the Highway 38 Bike/Rec Trail. In addition, Banner has provided two

conceptual layouts of the sports complex land and is working on preliminary earthwork estimates based on the current layout.

Finance Officer Report: Macdonald provided the council with a list of upcoming events, a copy of the Bill Report, Revenue Report, and Expenditure Report as well as a summary of the January cash report and sales tax revenue. Discussion was held on the current Banner Associates invoice. A motion was made by Monahan, second by Swier to use monies allocated to the Bike/Rec Trail and Sports Complex to pay their respective portion of the Banner Associates invoice – all voted yes, motion carried. Macdonald will be attending an instructional meeting sponsored by the Minnehaha County Equalization Office on February 23, 2011. The application deadline for swimming pool manager, park recreation program director, and mower operators is February 18th. In addition, the deadline for election petitions is February 25, 2011 at 5:00 p.m.

City Administrator Report: Sidel gave an update on the SRTS projects, reported that the FEMA LOMR became effective February 14, 2011, and presented the Code Enforcer/Building Inspector's January report to the council. The fire station project is on hold until the USDA has finalized its 2011 budget and Rural Development is able to release federal funds. Sidel reported that the re-plat of the fire station lot has been filed with Minnehaha County and the land transfer can now begin. A motion was made by Johnson, second by Monahan to transfer Lot 2 of the Fire Station Addition to the Hartford Area Fire and Rescue, Inc. since the City of Hartford has deemed this land as no longer needed for public use by the City of Hartford and pursuant to SDCL 6-5-2 which allows the city to donate land to a non-profit for public purposes – all voted yes, motion carried. A motion was made by Monahan, second by Johnson to authorize Mayor Zimmer to sign the deed which will transfer Lot 2 of the Fire Station Addition to the Hartford Area Fire and Rescue, Inc. – all voted yes, motion carried. Sidel reviewed a draft agreement between the city and the DOT for construction of the bike path from Second Street to Hartford Heights. The City Council discussed the Roger Munce escrow account. Pursuant to an Assurance Agreement dated February 20, 2008, Roger Munce is entitled to a refund of escrow funds held for possible development improvements on February 20, 2011. A motion was made by Monahan, second by Olson-Duck to authorize the city to refund the balance of the Munce Escrow Account to Roger Munce pursuant to the Assurance Agreement dated February 20, 2008 – all voted yes, motion carried.

City Council Reports:

Ward 1: Olson-Duck has been approached about the possibility of opening an ice skating rink and designating a “snow hill”.

Ward 2: Johnson reported that the next Jamboree Committee Meeting will be March 7th at 6:00 p.m. She also noted that the new fire station project is on hold at the present time. Monahan updated the council on the Bike/Rec Trail - Phase 1 plans as well as the path to run along Highway 38 from Second Street to Hartford Heights. A motion was made by Monahan, second by Johnson to advertise for bid construction of the Bike/Rec Trail - Phase 1 from Turtle Creek Park to the Nature Trail on March 10, 2011 and March 17, 2011 with bid opening scheduled for March 24, 2011 – all voted yes, motion carried.

Ward 3: Swier reported that the Sports Complex Committee continues to work towards finalizing the master plan. The next meeting is scheduled for March 9th at 7:00 p.m.

Mayor's Report: Mayor Zimmer reported the Bike/Rec Trail Committee, Drive to Revive Downtown Committee, and the Sports Complex Committee are making very good progress! Mayor Zimmer and Minnehaha County Economic Development Director, Jeff Eckhoff will be guest speakers on KELO 1320 on February 28th. In addition, Mayor Zimmer encouraged the council and the public to support the Fire Department by attending their annual dance on March 5th.

Executive Session: A motion was made by Deelstra, second by Olson-Duck to enter into executive session, pursuant to SDCL 1-25-2, at 8:08 p.m. - all voted yes, motion carried. A motion was made by Olson-Duck, second by Johnson to exit executive session at 8:20 p.m. - all voted yes, motion carried.

Adjourn: A motion was made by Monahan, second by Johnson to adjourn at 8:21 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