

City Council Meeting – Regular Meeting March 19, 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: Mark Monahan, Mike Swier, Gail Olson-Duck, Scott Nelson, Bill Barnett and Leah Johnson. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, and City Engineer Jon Brown.

Approve Agenda: A motion was made by Johnson, second by Olson-Duck 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 Johnson to approve the March 5, 2013 regular meeting minutes – all voted yes, motion carried.

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

Ordinances, Resolutions & Hearings:

1st Reading of Ordinance #586 - Mailboxes: This ordinance will allow the city to regulate and oversee any future placement of mailboxes as well as define the various types of mailboxes, and define removal and replacement guidelines. A motion was made by Monahan, second by Johnson to approve the 1st reading of Ordinance #586 – Mailboxes – all voted yes, motion carried.

Old Business:

Hartford Hometown Christmas Appropriation: The council was provide information on the actual revenue and expenses from the 2012 Hometown Christmas event along with projected cost for the 2013 event. A motion was made by Monahan, seconded by Olson-duck to transfer \$6,000 out of the 3rd penny sales tax fund to the Hartford Area Chamber of Commerce for the 2013 Hometown Christmas event – all voted yes, motion carried.

Pool Committee – Authorize release of funds for new slide: Leah Johnson and Kandi Lewin presented information to the council about the new drop slide that the committee has chosen for the pool. A motion was made by Olson-Duck, second by Nelson to approve the release of budgeted funds and the ordering of the new slide – all voted yes, motion carried.

New Business:

Renewal of Cell Tower Agreement with Wireless Alliance, LLC: The council was presented with the new agreement between the city and Wireless Alliance, LLC. This is a 5 year agreement that can be renewed for five more 5 year terms. A motion was made by Monahan, second by Johnson to renew the cell tower agreement with Wireless Alliance, LLC – all voted yes, motion carried.

Hire Recommendations:

Pool Manager: The city had only one applicant for the pool manager position. A motion was made by Monahan, second by Johnson to reopen the pool manger position for applications until April 5, 2013 – Barnett and Swier voted no, with all others voting yes – motion carried.

Assistant Pool Manger: The city had only one applicant for the assistant pool manager position. Due to scheduling and workload, the city would like to hire two assistant pool managers for the season. A motion was made by Monahan, second by Johnson to reopen the assistant pool manger for applications until April 5, 2013 – all voted yes, motion carried. A motion was made by Monahan, second by Olson-Duck to hire Darci Jansen as Assistant Pool Manager at the rate of \$12.50 per hour – all voted yes, motion carried.

Summer Rec. Director: A motion was made by Nelson, second by Olson-Duck to hire Jessi Moeller as Summer Rec. Director at the rate of \$1,250 for the season – all voted yes, motion carried.

Year-Round part-time Public Works Assistant: A motion was made by Johnson, second by Nelson to hire Terry Hagen as Year-Round part-time Public Works Assistant at a rate of \$13.50 per hour – all voted yes – motion carried.

Correspondence: The Mayor mentioned an invitation he has received to the Governor’s Office of Economic Development conference in Sioux Falls on April 16th & 17th.

Reports:

Public Works Superintendent Report:

Streets – Work continues on the gravel roads, culverts and drainage areas. A quote for crack sealing at a rate of \$.65 per foot was received from Highway Improvements. A motion was made by Johnson, second by Olson-Duck to accept the bid from Highway Improvements for crack sealing at a rate of \$.65 per foot – all voted yes, motion carried. Wagner is working on pricing for micro sealing and mag water and plans to have figures in the next few weeks. The council would like Wagner to look into a cost sharing contract with Minnehaha County for the on-going maintenance that will need to be done on Western Avenue.

Water – The ponds are in good shape. Maintenance work is being done on the sewer jetter.

Park and Pool – The pool filter will be installed next week. Wagner confirmed with the council that trees will be ordered to give to the West Central 3rd Graders on Arbor Day.

City Engineer Report: Jon Brown with Stockwell Engineers updated the city council on projects they are working on. Stockwell Engineers met with the Sports Complex Committee to review costs and discuss future plans for the site. Stockwells and city staff met with the DOT to discuss the remaining work that needs to be done on the bike trail. Stockwells will be providing the DOT survey information and their recommendations on the repairs. Final construction documents are complete and ready for bid on Round 4 of the Safe Routes to School grant. This project is expected to bid this spring. Work continues on creating a capital improvements plan for the city. Stockwells is generating a document in regards to the Meadows Development. This document will contain a list of items that do not comply with current city standards along with information on two developments in Minnesota that have similar characteristics to the Meadows 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 through February 28, 2013. Also included was a summary of funds available for each city committee. A highlight of bills to be paid along with an explanation for each was noted. The Equalization Board met on March 18th and heard 14 appeals. Upcoming events and meetings were also listed.

City Administrator Report: Sidel has received the application for Phase 3 & 4 of the Bike/Rec Trail and will have this completed and submitted before the deadline of May 3, 2013. Mr. Mennenga has been sent the purchase agreement for the land sale. Once received back, title insurance will be obtained and final paperwork completed. A copy of the Code Enforcement/Building Inspection Report was provided for the council. Sidel included information on a code enforcement conference in Oacoma, SD on May 8th & 9th that she feels would be beneficial for Paul Clarke to attend. A motion was made by Monahan, second by Olson-Duck to send Paul Clarke to the code enforcement seminar in Oacoma, SD on May 8th & 9th – all voted yes – motion carried. Central States will be having an open house on April 13th. They have requested that a representative from the city be in attendance to speak at the event. A motion was made by Nelson, second by Olson-Duck to have Teresa Sidel speak on behalf of the city at the Central State open house on April 13th – all voted yes – motion carried. Sidel has been in contact with Toby Brown of SECOG regarding a TIF Ordinance. A specific area or project needs to be determined before a TIF district can be created or a TIF Ordinance drafted. Sidel informed the council of the events at the Minnehaha County Commission meeting held on March 19th in regards to the Meadows Development. The Minnehaha County Commission voted to pass the rezoning of the Meadows Development. The next step will be for the preliminary plans to be reviewed in a joint meeting of the Minnehaha County Planning and Zoning Board and the city Planning and Zoning Board. This meeting will take place on March 25th.

City Council Reports

Ward 1: Johnson congratulated the Lady Trojan's Basketball Team on a 4th place finish in the state tournament. The next Jamboree meeting will be April 1st at 6pm at City Hall. The next Swimming Pool Committee meeting is March 26th at 6:30pm at Pizza Ranch. Councilman Barnett reported that all is well in his ward.

Ward 2: Swier reported that all is well in his ward. Councilman Monahan reported that the next Bike/Rec Trail Committee meeting is April 9th at 6:30pm at Ten Pin Alley. Bricks are getting engraved at this time. The committee received a \$500 donation from MidAmerican Energy to use towards a shelter. Monahan also wished both candidates running for the 1 year Ward 2 race good luck.

Ward 3: Olson-Duck reported that things have been quiet in her ward. Councilman Nelson noted that the Chamber workshop held on March 14th went well. The next Chamber event is scheduled for April 18th. The Chamber is working on a video about Hartford to put on its website.

Mayor's Report:

Mayor Zimmer reported on a phone call he received from one of the Minnehaha County Commissioner. The commissioner indicated that Teresa Sidel did a very professional and excellent job in representing the city and its views on the Meadows Development project at the Minnehaha County Commission meeting on March 19th.

Visitors: Jon Brown from Stockwell Engineers thanked the council for giving them the opportunity to serve the city as their engineer over the past year and requested the opportunity to serve the city in the coming year. He encouraged feedback from the council on their performance in an effort to provide the best service they can.

Adjournment: A motion was made by Johnson, second by Olson-Duck, to adjourn at 9:00pm – 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