

## **City Council Meeting – Regular Meeting March 20, 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, Gail Olson-Duck, Leah Johnson, Eric Bartmann, Mark Monahan, and Bob Deelstra. Also present were City Administrator Teresa Sidel, Finance Officer Deb Macdonald, and Public Works Superintendent Craig Wagner.

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

**Approve Minutes of Previous Meetings:** A motion was made by Olson-Duck, second by Bartmann to approve the March 6, 2012 regular meeting minutes – all voted yes, motion carried. A motion was made by Johnson, second by Olson-Duck to approve the March 15, 2012 special meeting minutes – all voted yes, motion carried.

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

### **Ordinances and Hearings:**

**7:10 Plat Hearing – Lots 3, 4, 5, and 6 of Block 10, Cresswood Addition.** The Planning & Zoning Board recommended approval of the plat of Lots 3-6 in Block 10 of Cresswood Addition. On each of the four lots, the developer is planning to erect one 4-plex. A motion was made by Bartmann, second by Swier to approve the plat of Lots 3, 4, 5, and 6 of Block 10 of Cresswood Addition - all voted yes, motion carried.

### **Old Business:**

**Determine Acres to be Farmed by Mike Grace Per Agreement.** According to the signed Farm Lease Agreement, the city must convey to Mike Grace, by April 1, 2012, the number of acres of sports complex land he shall be allowed to farm. A motion was made by Monahan, second by Johnson to allow Mike Grace to lease 45 acres of sports complex land pursuant to the Farm Lease Agreement – Bartmann voted no with all others voting yes, motion carried.

### **New Business:**

**Vision Team Request for Community Information Night Transportation – Mark Monahan.** On behalf of the Vision Team, Councilman Monahan reported that the West Central School District will provide two school busses for use at the Community Information Night in case of inclement weather if the city agrees to pay for bus driver wages and fuel expenses. A motion was made by Johnson, second by Bartmann to authorize the city to reimburse the West Central School District the cost of fuel and bus driver wages for use of two school busses for the Community Information Night – all voted yes, motion carried.

### **Reports:**

#### **Public Works Superintendent Report:**

**Streets** – The city has been sweeping streets and maintaining gravel roads. Wagner will be meeting with Mike Smith of The Family Farm to order boulevard trees. It was the consensus of the council that the city distributes trees to 3<sup>rd</sup> graders on Arbor Day. Wagner received a quote from Highway Improvements on crack sealing. A motion was made by Bartmann, second by Olson-Duck to authorize Highway Improvements to provide crack sealing services at a rate of 63 cents per foot – all voted yes, motion carried. Wagner will be obtaining prices for chip sealing, micro-sealing, and mag watering as well as fog sealant for the bike trail. The new truck and sander is expected to arrive this week.

**Water & Sewer** - Wagner reported that the city has been unable to discharge ponds due to high ammonia and pH levels, however hopes to discharge in April. The city continues to check and reseal sump pumps. Wagner noted that the cost of a new pump and parts would be approximately \$17,000. Another pump malfunctioned and has been repaired.

**Parks and Pool** – The park bathrooms have been opened. Wagner updated the council on a new ADA law that recently went into affect regarding pools.

**Training/Meetings** – The SD Municipal Street Maintenance Association Spring Meeting agenda was presented to the council with a request that Wagner and Jesse O’Kane attend. A motion was made by Olson-Duck, second by Johnson to authorize Wagner and O’Kane to attend the SD Municipal Street Maintenance Association Spring Meeting to be held April 11<sup>th</sup>-12<sup>th</sup> in Mitchell - all voted yes, motion carried.

**Hiring Recommendations** – Wagner presented hiring recommendations for the position of Grounds Maintenance Assistant. A motion was made by Swier, second by Olson-Duck to approve hiring Terry Hagan for the position of Ground Maintenance Assistant - all voted yes, motion carried. A motion was made by Monahan, second by Bartmann to set the wage for the Ground Maintenance Assistant at \$13.25 per hour - all voted yes, motion carried.

**City Engineer Report:** The City Engineer’s Report was presented for review.

**Finance Officer Report:** A list of upcoming events, a copy of the Bill Report, Revenue Report, and Expenditure Report as well as a summary of the February cash report and sales tax revenue were provided to the council. Macdonald requested approval to transfer appropriations from the general fund to the various committee funds. A motion was made by Johnson, second by Olson-Duck to authorize Macdonald to make the following transfers from the general fund - \$10,000 to the Pool Improvement fund; \$115,000 to the Bike/Recreation Trail fund; \$10,000 to the Drive to Revive Downtown Fund; and \$37,000 to the Sports Complex Fund – all voted yes, motion carried.

**City Administrator Report:** Regarding the SRTS-Round 2 project, final payment will be released to Nolz Construction upon receipt of a lien waiver. Sidel is in the process of completing the Game, Fish, & Parks grant pertaining to the Bike/Rec Trail-Phases 3 and 4 which shall be placed on city property and in the right-of-way areas. The city engineer is preparing the plat to divide the sports complex property into three lots. The completion date for the new fire station is set for March 27<sup>th</sup>. Sidel and Wagner have been conducting interviews of engineering firms. Sidel reminded city council liaisons of the importance and responsibility of each committee to keep minutes at each meeting and to provide the city with copies.

**Hire Recommendations – Pool Managers and Park Rec Director:** Hiring recommendations were presented for the positions of Swimming Pool Managers and Park Recreation Program Director. A motion was made by Monahan, second by Bartmann to approve the hiring recommendations as presented to the council, to include hiring Amy Sebert as Swimming Pool Manager at a rate of \$13.25 per hour; Darci Jansen as Assistant Swimming Pool Manager at \$12.25 per hour; Jessi Moeller as Assistant Swimming Pool Manager at \$12.00 per hour; and Jessi Moeller as Park Recreation Program Director at \$1,250 per season – all voted yes, motion carried.

**Committee/Ward Reports:**

**Ward 1:** Due to the exceptional weather, Olson-Duck noted increased activity in the park.

**Ward 2:** Johnson reported that the Swimming Pool Committee encourages input from the public and plans to meet on March 27<sup>th</sup>. The new fire station is set for completion on March 27<sup>th</sup>. Monahan noted that the Bike/Rec Trail Committee Meeting is scheduled for April 10<sup>th</sup> at 6:30 p.m.

**Ward 3:** Swier reported that the Sports Complex Finance Sub-Committee will be meeting on March 27<sup>th</sup>.

**Mayor’s Report:** Mayor Zimmer noted that the Minnehaha County Mayors will meet in Colton on March 21<sup>st</sup>, the District 3 Meeting is scheduled for March 28<sup>th</sup> in Sioux Falls, and the Community Information Night will be held on May 7<sup>th</sup>.

**Adjourn:** A motion was made by Olson-Duck, second by Bartmann to adjourn at 7:50 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