

City Council Meeting – Regular Meeting March 1, 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, Eric Bartmann, and Leah Johnson. Bob Deelstra was absent with notice. Also present were City Administrator, Teresa Sidel, Finance Officer, Deb Macdonald, Assistant Public Works Superintendent, Neil Hanisch, along with Deputy Sheriff, Steve Maciejewski and City Engineer, Scott VanderMuelen.

With no additions to the agenda, a motion was made by Monahan, second by Olson-Duck to approve the agenda - all voted yes, motion carried.

Old Business:

Review Proposed Cell Phone Policy: Policy 2.11, Cell Phone Usage by Temporary or Seasonal Employees was presented to the council. A motion was made by Johnson, second by Monahan to adopt the cell phone policy including the recommended changes - all voted yes, motion carried.

Update on Graves Building: Sidel gave an update on the Graves' property located at 107 S. Main. A motion was made by Monahan, second by Bartmann to give Merlyn Graves until May 15, 2011 to tear down the building front, clean up the rubble, and either fill in the basement or put up a wall (if basement is not filled in). A \$50 per day fine will be assessed if this work is not completed by May 15th – all voted yes, motion carried.

Review Insurance Quotes and Agreements: Brad Wilson of Insurance Benefits explained the SDML Workers' Compensation Fund contract, policy, and quote. In addition, Gary Drewes of Hagan Benefits was present on behalf of the SD Public Assurance Alliance to explain the general and liability insurance policy. A motion was made by Monahan, second by Johnson to authorize the city to sign the contract with SDML Workers' Compensation Fund for worker's compensation insurance and to sign the SD Public Assurance Alliance contract for general and liability insurance coverage - all voted yes, motion carried.

New Business:

Approve Minutes of Previous Meetings: A motion was made by Monahan, second by Johnson to approve the February 15, 2011 regular meeting minutes – all voted yes, motion carried.

Ordinances, Resolutions, and Hearings:

Resolution #396 – Membership in SDML Workers' Compensation Fund. A motion was made by Olson-Duck, second by Bartmann to adopt Resolution #396 which confirms that the city shall become a member of the SDML Workers' Compensation Fund and shall participate in accordance with the Fund's By-Laws – all voted yes, motion carried.

Resolution #2011-4 – Appoint Representative for SD Public Assurance Alliance. A motion was made by Monahan, second by Johnson to adopt Resolution #2011-4 and to appoint Teresa Sidel as representative and Deb Macdonald as alternate representative for the City of Hartford with the SD Public Assurance Alliance – all voted yes, motion carried.

Resolution #2011-3 – Comprehensive Plan Amendment. Toby Brown with SECOG explained the Addendum to the 2006-2026 Hartford Comprehensive Plan and proposed maps to the council. A motion was made by Monahan, second by Swier to adopt Resolution #2011-3 Comprehensive Plan Amendment - all voted yes, motion carried.

Plat Hearing – Lots A, B, C, and D of Park Addition and Approval of Deed Restriction. A motion was made by Monahan, second by Johnson to approve the Plat for Lots A, B, C, and D of Park Addition – all voted yes, motion carried. A motion was made by Monahan, second by Olson-Duck to approve the Deed Restriction in order to comply with the Corp of Engineers requirements regarding the HADC wetland mitigation matter – all voted yes, motion carried.

Reports:

HADC Report: Clay Wilfahrt gave an update on new businesses and reported that Miller Funeral Home plans to begin construction this year. In addition, Kinzley Funeral Home is open for business with a ribbon cutting scheduled for March 4th. The Retail Committee has created a new logo, is working on the “shop local” campaign, and is organizing a golf outing. The membership drive is underway and expected to conclude in mid-March. The committee has received positive feedback on the “tiered” membership opportunities. Dave Anderson from the Governor’s Office of Economic Development spoke to approximately 32 people at the Annual HADC Meeting held on February 28th. Lyle Howey, owner of the I90 Speedway, is the new HADC Board member. Wilfahrt reported that \$14,885 is left over from the 2010 budget which resulted from phone book sales and additional memberships. Rather than return the money to the city, the HADC proposes to keep this money and put it in a Land Improvements/Professional Services Fund to be used for business recruitment and land development purposes. A motion was made by Monahan, second by Johnson to authorize the HADC to keep the \$14,885 and create a separate Land Improvements/Professional Services Fund – all voted yes, motion carried.

Sheriff’s Deputy Report: Deputy Maciejewski reported that a counterfeit \$20 bill was recently passed at a local gas station. If in doubt, he recommended taking bills to the bank to get checked. In addition, Maciejewski provided tips on “How You Can Help Prevent Home Burglaries”.

Fire Department Report: The Fire Department’s Annual Dinner/Dance is scheduled for March 5th. Fire Chief, Kelly Boysen reported that the fire station project is on hold until the USDA has finalized its 2011 budget, which could take an additional few weeks.

Public Works Superintendent Report:

Streets – Hanisch reported that the crew has been plowing/hauling snow, cleaning out storm sewer inlets, and removing dead boulevard trees. Wagner has ordered boulevard trees from The Family Farm and the Tree Board is planning to meet this month. In addition, steering hoses have been replaced in the boom truck and the city is considering replacement of the dump truck’s steel bed.

Water & Sewer – Hanisch reported that outside lights at the sewer plant have been replaced and noted that approximately six diffusers at the lagoon will be repaired this spring.

Park and Pool – The city has begun ordering pool chemicals.

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 13th-14th in Oacoma – Monahan voted no with all others voting yes, motion carried.

City Engineer Report: VanderMuelen gave an update on the SRTS-Phases 1 and 2 projects. In addition, he met with the Phase 4 committee and will be preparing cost estimates and an overall map showing the improvements. Matt Buddie of FEMA recommended that the city’s floodplain ordinance be revised to reflect the LOMR effective date and that revised firm panels be referenced. VanderMuelen received a preliminary exhibit of the North Community 2nd Addition in which the developer may fill in an area that was constructed as a future detention pond. In addition, VanderMuelen has been in contact with the DOT regarding the Highway 38 Bike/Rec Trail. The plans/specs are being finalized for the Bike/Rec Trail – Phase 1 project with bid opening scheduled for March 24, 2011. Banner has provided a preliminary site grading plan to the Sports Complex Committee with additional work anticipated in an effort to reduce earthwork quantities.

Finance Officer Report: Macdonald provided a copy of the 2010 annual report which shows all funds in the “black”. A motion was made by Monahan, second by Olson-Duck to approve and accept the 2010 annual report as prepared by Gary Larson, CPA – all voted yes, motion carried. In addition, Gary Larson will be at City Hall the week of March 28th to conduct the 2010 audit. Property owners have until March 17th to appeal their property valuations. The local equalization board meeting will be held on March 21st at

6:00 p.m. Macdonald reported that the City Election will be held on April 12th. Gail Olson-Duck (Ward 1), Mark Monahan (Ward 2), and Mike Swier (Ward 3) are uncontested and will automatically serve another 2-year term. Paul Zimmer and Dan Thaler are running for a 2-year term as Mayor. Drawing for name placement on the election ballot was held with Thaler to be listed first and Zimmer listed second.

City Administrator Report: Regarding SRTS projects, Sidel reported that Banner is working with the DOT regarding Round 1 crossing signals and bridge plans for Round 2 are still under DOT review. SECOG is preparing the Round 4 application which includes a request for additional sidewalks, replacement sidewalks, two crossing signals, and pole mounted speed radars. The fire station funding application has been completed; however, funds cannot be released until the USDA has finalized its 2011 budget. FEMA approved the fire station CLOMR and the city attorney is preparing the deed to transfer the land to the Hartford Area Fire & Rescue. Sidel noted that the city engineer is working with the DOT to coordinate the Hartford Heights trail project. It is necessary to amend our floodplain ordinance to reference the revised firm maps and reflect the effective date of February 14, 2011. Sidel and Wagner will conduct interviews for the positions of park rec program director, swimming pool managers, and mower operators and will bring hiring recommendations to the council on March 15th.

City Council Reports:

Ward 1: Olson-Duck reported that all is going well in her ward.

Ward 2: Johnson reported that the next Jamboree Committee Meeting will be March 7th at 6:00 p.m. In addition, Johnson expressed concern on snow parking issues. Monahan noted that the Bike/Rec Trail Committee will be meeting on March 8th at 6:30 p.m. at City Hall.

Ward 3: Swier reported that the Sports Complex Committee will be redesigning the map due to estimated earthwork quantities. The next meeting is scheduled for March 16th at 7:00 p.m.

Mayor's Report: No report.

Adjourn: A motion was made by Swier, second by Johnson to adjourn at 8:56 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