

City Council Meeting – Regular Meeting April 16, 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: Mike Swier, Gail Olson-Duck, Scott Nelson and Leah Johnson. Bill Barnett and Mark Monahan were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, and City Engineer Nick Borns.

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 April 2, 2013 regular meeting minutes – Swier abstained, with all others voting yes, motion failed due to lack of voting quorum.

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

Ordinances, Resolutions & Hearings:

Plat – Lot 1 of Lot 6A, Interstate Inns Third Addition: Milford Tammen has submitted a re-plat of Lot 6A. This plat has been reviewed and recommended for approval by the Planning & Zoning board. A motion was made by Johnson, second by Olson-Duck to approve the plat of Lot 1 of Lot 6A, Interstate Inns Third Addition – all voted yes, motion carried.

7:12 Hearing – Special Event Applications submitted by American Legion: The American Legion has submitted three special event applications to cover events during the Jamboree Days celebration to include selling beer during the car show, during the parade and at the park, and during the street dance. A motion was made by Johnson, second by Olson-Duck to approve the special event application for the American Legion to sell beer during the car show on June 14, 2013 during the hours of 4pm to 10pm – all voted yes, motion carried. A motion was made by Johnson, second by Olson-Duck to table discussion on the special event application for the American Legion to sell beer during the parade and in the park on June 15, 2013 during the hours of 9am to 6pm until it can be confirmed that the American Legion is aware of the fee that needs to be paid to the Jamboree Committee to have exclusive rights to beer sales in the park – all voted yes, motion carried. A motion was made by Johnson, second by Nelson to approve the special event application for the American Legion to sell beer during the street dance on June 15th and 16th during the hours of 4pm to 2am – all voted yes, motion carried.

Old Business:

Proposed Amphitheater: No discussion was held.

Kelly Point Creek Agreement: The final Kelly Point Creek Agreement is complete and was given to the council for review. A motion was made by Johnson, second by Nelson to approve the Kelly Point Creek Agreement in the form and manner presented by the city attorney – all voted yes, motion carried.

New Business:

HADC Request – Clean Up Day Help: On behalf of the HADC, Teresa Sidel requested the use of city equipment and city staff to help with the city wide clean up day. A motion was made by Johnson, second by Olson-Duck to approve the use of city equipment and staff on May 4, 2013 for the city wide clean up day – all voted yes, motion carried.

Transportation Alternatives Grant – Letter of Intent: This grant is for Phase 3 and 4 of the bike trail which will connect the Railroad Street bike trail and the Highway 38 bike trail. A letter of intent for this project needs to be submitted to the DOT by May 1, 2013. A motion was made by Johnson, second by Olson-Duck to approve the Transportation Alternatives Grant Letter of Intent – all voted yes, motion carried.

Visitors:

Gregg Tangeman – Update on elevator expansion plans: Gregg Tangeman was present to update the council on the elevator expansion plans. He presented a set of drawings for the council to look at to give them an idea of how the new area is going to be laid out and how it will impact the area. As plans move forward, they will keep the city informed.

Reports:

Public Works Superintendent Report:

Streets – Work continues on clean up from the past winter storm. Once the gravel roads firm up, maintenance will continue on them. The north weather siren is now working after a programming change was made to it. Wagner has worked with Stockwells on the information needed to put together a contract for the micro surfacing project. Hartford can contract with Sioux Falls and their contractor for this work. A motion was made by Johnson, second by Olson-Duck for the city to contract with the City of Sioux Falls and their contractor for the micro surfacing project – all voted yes, motion carried. Wagner and Mike Smith have started to plan for the boulevard tree planting. Weather permitting; Smith will start planting around April 26th. The trees for the 3rd graders have been ordered. They will be delivered to the West Central Third Graders on Arbor Day, Friday April 26th. Gail Olson-Duck, along with Wagner, will deliver the trees. At the request of the council, Wagner has received one quote to get plywood backing installed to one of the city's billboards. The council requested that Wagner receive additional quotes.

Water – The quarterly reports have been filed and sent in to DENR. Manhole inspections will be done as time permits. Wagner's class for DMR reporting has to be rescheduled again due to the weather.

Park and Pool – Clean up in the park continues. Concrete and electrical work has started at the pool in preparation for the new slide. The slide location has been changed to allow for it to drop in the deepest part of the pool.

Hire Recommendations – Public Works Assistants: 15 applications applied for the Public Works Assistant position. A motion was made by Johnson, second by Olson-Duck to approve the following for the position of Public Works Assistant: Dan Jacobsen at \$9.50/hr, Mitchell Brockhaus at \$9.00/hr, Aaron Blume at \$9.00/hr, Tyson Lemke at \$9.00/hr, Kenton Welbig at \$9.00/hr with Brodrick Nelson and Jacob Jansen as alternates if needed and in addition to Gerald Brown for mowing help as needed at the discretion of the Public Works Superintendent – all voted yes, motion carried.

City Engineer Report: Nick Borns with Stockwell Engineers updated the city council on projects they are working on. Stockwell Engineers, along with City staff, have met with Sam Assam. The group plans to move forward with their plans and at this time the biggest hurdle for the developer is in regards to the flood plain. Stockwells, along with City staff, attended a meeting with county staff in regards to the Meadows Development. Stockwells will follow up with a letter to the county documenting the items discussed and the city's concerns. Cost estimates have been provided to the city for Phase 3 and 4 of the bike trail. Stockwells has providing the DOT information and their recommendations on the repairs needed along the Highway 38 bike trail to be ADA compliant. The DOT will discuss these issues with the contractor and make repairs as necessary. Stockwells will be meeting with the Sports Complex Committee to continue talks on cost estimates and future phases of construction.

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 March 31, 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 malt beverage licenses have been sent to businesses and a hearing will be held on June 4, 2013. Upcoming events and meetings were also listed.

Canvas of Ballots and Election Results: The municipal election was held on April 9th. The unofficial election results reflected a 4.4% voter turnout. The city council opened the poll book and verified the election results. For the position of One Year Term for Ward 2 Councilperson, Doyle Johnson received 18 votes and Justin Kjellsen received 6 votes. The results were noted on the Official Canvas Sheet with each council member signing the Official Canvas Sheet to confirm the results.

City Administrator Report: Sidel is in the process of compiling the information for the application for Phase 3 & 4 of the Bike/Rec Trail. The deadline for this application is June 15, 2013. Sidel is working with the city engineers to gather information regarding extension of the city's LOMR study in the event that the Assam Development should be annexed into the city. The Meadows Development has withdrawn their plan proposal until a later date.

Hire Recommendations – Pool Manger, Assistant Pool Manager, Lifeguards, Park Rec Coordinator, Park Rec Assistants: Sidel interviewed a number of candidates for the summer help position. She presented her recommendations to the council for each position. A motion was made by Swier, second by Nelson to hire the following positions based on the recommendation of Sidel: Amy Sebert, Pool Manger at \$13.50/hr, Christine Jensen, Assistant Pool Manager at \$10.00/hr, Christine Lebeda as Lifeguard at \$9.75/hr, Maty Skinner as Lifeguard at \$9.25/hr, Matt Sebert as Lifeguard at \$9.00/hr, Matt Johannsen as Lifeguard at \$9.00/hr, Taylor Otheim as Lifeguard at \$8.75/hr, Tiffany Anderson as Lifeguard at \$8.75/hr,

Paige Hanisch as Lifeguard at \$8.75/hr, Carly Horst as fill in Assistant Pool Manager at \$10.00/hr or fill in Lifeguard at \$8.75/hr, Leann Helseth as Park Rec Coordinator at \$8.25/hr, Shayla Kuchta as Park Rec Assistant at \$7.75/hr and Brittney Groenewold as Park Rec Assistant at \$7.25/hr. – all voted yes, motion carried.

Promotions – Communities of Distinction: Sidel was contacted by the producer of a show called “Communities of Distinction”. This is a national aired television show which highlights different places around the country that are good places to live, work and play. The producer thought Hartford would be a good fit for the show. A motion was made by Nelson, second by Olson-Duck to not pursue this as this was not a budgeted expense for the city – all voted yes, motion carried.

City Council Reports

Ward 1: Johnson congratulated Doyle Johnson on his win in the Ward 2 race. She also thanked the election workers for all that they do. The next Jamboree meeting will be May 6th at 6pm at City Hall. The next Swimming Pool Committee meeting is April 23rd at 6:30pm at Pizza Ranch. Johnson also mentioned the parking on N. Mundt. Cars are being parked on both sides of the street causing the road to be very narrow with the biggest issue being the ability of emergency vehicles being able to get though if need be. Wagner said that they would get no parking signs installed on the east side of the street from Jeanne Circle to Highway 38 to alleviate this problem.

Ward 2: Swier reported that the Sports Complex Committee will meet April 17th at 7pm at Ten Pin Alley. May 7th will be Swier’s last council meeting and he would like to donate his pay for this meeting to the Senior Citizen’s Center.

Ward 3: Olson-Duck congratulated Doyle Johnson on his win in the election and thanked Justin Kjellsen for running. The Drive to Revive Committee will start meeting again with its next meeting on May 7th at 6pm at City Hall. Councilman Nelson also congratulated Doyle Johnson on his win. The next Chamber Mixer is April 18th at 6pm at Pizza Ranch. The Chamber’s website is up and running and work is being done on a video about Hartford that will be on the website by the end of the year.

Mayor’s Report:

Mayor Zimmer read a Proclamation declaring April 26th as Arbor Day. Also, a Proclamation declaring May 1st as Silver Star Banner Day was read. Finally, a Proclamation declaring May as Building Safety Month was read. Mayor Zimmer congratulated Doyle Johnson on his election win and thanked the three election workers, Carol Schutte, Myra Bornitz, and Marilyn Siemonsma, for all their hard work and dedication.

Adjournment: A motion was made by Nelson, second by Olson-Duck, to adjourn at 8:36pm – 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