

## **City Council Meeting – Regular Meeting April 3, 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, Mark Monahan, and Bob Deelstra with Eric Bartmann arriving at 7:23 p.m. Also present were City Administrator Teresa Sidel, Finance Officer Deb Macdonald, and Public Works Superintendent Craig Wagner, along with Deputy Sheriff Steve Maciejewski, City Attorney Larry Nelson, and City Engineer Scott VanderMeulen.

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

**Approve Minutes of Previous Meetings:** A motion was made by Johnson, second by Deelstra to approve the March 20, 2012 regular meeting minutes – all voted yes, motion carried. A motion was made by Deelstra, second by Olson-Duck to approve the March 27, 2012 special meeting minutes – all voted yes, motion carried.

### **Ordinances and Hearings:**

**7:15 Off-Sale Package Liquor License Hearing - Sunshine Foods.** A hearing was held to consider the application of Hartford Supermarket, Inc. (Sunshine Foods) for a new package off-sale liquor license. A motion was made by Monahan, second by Deelstra to approve the package off-sale liquor license application of Hartford Supermarket, Inc. – all voted yes, motion carried.

### **Visitors:**

**Dave Obenauer – Update on Mundt Building Progress.** Dave Obenauer updated the council on the Mundt building renovation and noted that despite a few setbacks, the overall project is making good progress.

**Pat Jueneman – Discuss Improvements to N. Vandemark and Water Pressure Issues.** Jerry and Pat Jueneman appeared before the council to discuss improvements to North Vandemark Avenue as well as past street assessments. It was the consensus of the council that Sidel shall further research this matter. In addition, Juenemans expressed concern about water pressure in their area. Wagner will look into placing a hydrant meter gauge to monitor the water pressure in the area.

### **Old Business:**

**Microphone System for Council Room.** Councilperson Olson-Duck requested the council consider the possibility of purchasing a microphone/speaker system for the council room. Sidel provided the council with quotes from Mid States Audio and Video. A motion was made by Monahan, second by Johnson to authorize Sidel to have Mid States demonstrate one of their systems and to discuss purchasing a microphone system at the 2013 budget meeting – Bartmann and Swier voted no with all others voting yes, motion carried.

### **New Business:**

**Review Purchase Agreements.** City Attorney, Larry Nelson and Economic Development Director, Gary Sandholm explained the contents of a purchase agreement between the Hartford Area Development Corporation and a manufacturer. A motion was made by Monahan, second by Johnson that the city council has no objections to the purchase agreement between the HADC and a manufacturer – all voted yes, motion carried. A motion was made by Monahan, second by Deelstra to authorize the city attorney to draft an agreement between the City of Hartford and the Hartford Area Development Corporation pertaining to the transfer of 10 acres of city land to the HADC – all voted yes, motion carried.

### **Reports:**

**HADC Report:** Sandholm extended a thank you to the council for the extra time spent on the industrial prospect. In addition, an update was given on other possible business leads. The Housing Committee is working on different ways to provide affordable housing. Activities of the Marketing Committee include launch of the new website, the promotion of Hartford “as a place to live”, and design of the new billboard for the Jamboree Days celebration. Sandholm thanked Scott Nelson for his hard work as Marketing Committee Chairman. The Retail Committee is developing a coupon book and seeking a non-profit group to sell the books as a fundraiser. A ribbon cutting was held at the Hartford Family Fitness Studio.

Sandholm noted that the HADC Planning Retreat was held March 29<sup>th</sup> and 30<sup>th</sup>. He thanked Sidel and Bartmann for their participation. Sandholm asked permission to use city equipment and city staff to assist with Clean-Up Day on May 5, 2012. A motion was made by Monahan, second by Deelstra to authorize use of city equipment and city maintenance staff to operate the equipment for Clean-Up Day – all voted yes, motion carried.

**Sheriff Deputy's Report:** Deputy Maciejewski reported that traffic complaints begin to increase around this time of year. Therefore, he will spend more time in the areas that usually draw the most complaints. Due to recent vandalism, the park bathrooms will be monitored more frequently. Councilperson Johnson thanked Maciejewski for arranging to get the speed trailer in town. The city has eleven bicycles in its lost and found. Maciejewski recommended that the bikes be donated to the state bicycle refurbish program. A motion was made by Johnson, second by Swier to authorize the city to donate the bicycles to the State Penitentiary where the bikes will be refurbished and donated to deserving children – all voted yes, motion carried.

**Fire Department Report:** Fire Chief, Kelly Boysen reported that on March 27<sup>th</sup> a walk-through of the new fire station was conducted and a punch list was compiled. Prior to declaring the project substantially complete, handicap accessibility issues need to be addressed.

**Public Works Superintendent Report:**

**Streets** – The city has been sweeping streets and maintaining gravel roads. Wagner met with Mike Smith of The Family Farm to order boulevard trees. In addition, trees will be distributed to 3<sup>rd</sup> graders on Arbor Day. Crack sealing will take place this month. Wagner reported that the new plow truck/sander is in and noted that the new weather siren for the northwest part of Hartford will be installed as soon as it arrives.

**Water & Sewer** - Wagner reported that the city has been unable to discharge ponds due to high pH levels. The city is in the process of resealing sump pumps and only a few random inspections remain. Wagner noted that a few broken valve boxes have been repaired.

**Parks and Pool** – The city will begin pool maintenance in the next few weeks. The park has been fertilized and clean up of the area continues. Lawn mowers and other equipment are ready for the season. The skateboard park is open and the batting cage, volleyball net, and tennis court net have been put up. The council has received reports of neglect to the volleyball net in the park. To avoid potential damage, the volleyball net will be taken down and may be checked out at City Hall.

**City Engineer Report:** VanderMeulen reported that, upon receipt of a lien waiver, final payment shall be released to Nolz Construction for the SRTS-Phases 1 and 2 projects. Banner has completed the re-plot of the sports complex lots. The soils report for Phases 1 and 2A of the sports complex has been finalized.

**Finance Officer Report:** Macdonald provided the council with end of the quarter investment figures and debt balances. Gary Larson, CPA has completed the 2011 audit and will forward the report to the Department of Legislative Audit for review. Larson indicated that overall audit results were positive. An election board meeting will be held this week to review election procedures/policies and to count official ballots for the municipal election to be held on Tuesday, April 10<sup>th</sup>.

**City Administrator Report:** The SRTS-Round 2 final payment will be released to Nolz Construction upon receipt of a lien waiver. The SRTS-Round 4 notice to proceed is expected to be issued. The DOT is planning to start the Highway 38 Bike Trail around April 9<sup>th</sup> with completion sometime in mid-July. 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 Building Inspector performed a final inspection on the new fire station. Sidel and Wagner have completed the interview process of engineering firms. A spreadsheet of comparable services was presented to the council along with recommendation of 4 firms that will give a short presentation at the April 17<sup>th</sup> meeting. Written notice has been given to Mike Grace as to the number of acres he will be allowed to farm on the sports complex land. Sidel will be appearing before the Minnehaha County Planning Commission on April 23<sup>rd</sup> to request a conditional use permit for the transfer of both housing eligibilities to the northeast lot of the sports complex. The city attorney and city officials met with Kelly Point Partners on April 3<sup>rd</sup> regarding its

proposal to remove lots from the floodplain. Discussion was held on Tim Hoekman's request to place a garden on city owned property.

**Committee/Ward Reports:**

**Ward 1:** Deelstra encouraged Ward 3 residents to vote next Tuesday. He wished both candidates well. Olson-Duck noted increased activity in the park.

**Ward 2:** Johnson reported that the Swimming Pool Committee is planning to meet on April 24<sup>th</sup> at 6:30 p.m. at Pizza Ranch. The Jamboree Committee is making good progress with its next meeting set for April 30<sup>th</sup> at 6:00 p.m. at City Hall. Monahan noted that the Bike/Rec Trail Committee Meeting is scheduled for April 10<sup>th</sup>.

**Ward 3:** Swier reported that, at this time, the Sports Complex Finance Sub-Committee cannot reveal its future fundraising plans. However, everyone will be impressed! Bartmann noted that the HADC Planning Retreat was very interesting.

**Mayor's Report:** Mayor Zimmer noted that the Vision Team will be meeting on April 4<sup>th</sup> and encouraged the council to attend the Community Information Night which is scheduled for May 7<sup>th</sup>.

**Executive Session:** A motion was made by Swier, second by Monahan to enter into executive session, pursuant to SDCL 1-25-2, at 8:59 p.m. - all voted yes, motion carried. A motion was made by Deelstra, second by Johnson to exit executive session at 9:11 p.m. - all voted yes, motion carried.

**Adjourn:** A motion was made by Johnson, second by Deelstra to adjourn at 9:12 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