

## **City Council Meeting – Regular Meeting May 3, 2011**

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, Bob Deelstra, Gail Olson-Duck, Leah Johnson, and Eric Bartmann. Also present were City Administrator, Teresa Sidel, Finance Officer, Deb Macdonald, Public Works Superintendent, Craig Wagner, along with Deputy Sheriff, Steve Maciejewski, City Attorney, Larry Nelson, and City Engineers, Scott VanderMeulen and Erin Steever.

**Additions to the Agenda:** A motion was made by Swier, second by Monahan to add “city sirens” to New Business - all voted yes, motion carried. A motion was made by Johnson, second by Olson-Duck to add “sponsorship to 92.1 radio station” to Old Business – all voted yes, motion carried.

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

**Approve Minutes of Previous Meeting:** A motion was made by Olson-Duck, second by Johnson to approve the April 19, 2011 regular meeting minutes – Deelstra abstained with all others voting yes, motion carried.

### **Old Business:**

**Sponsorship to 92.1 Radio Station:** Previously, the city was contacted by David Cross to sponsor a 30-second “safe driving awareness” ad to run May 9<sup>th</sup> on 92.1 radio station. After researching the matter, a motion was made by Johnson, second by Swier to recommend that the city not sponsor the ad solicited by David Cross, but rather contact 92.1 FM radio station directly for future advertising - all voted yes, motion carried.

**Oath of Office for Newly Elected Council Members:** Gail Olson-Duck, Mark Monahan, and Mike Swier took their oath of office and were sworn in as council members for a two-year term. Paul Zimmer took his oath of office and was sworn in as Mayor for a two-year term.

**Adjourn as Old Council:** A motion was made by Olson-Duck, second by Monahan to adjourn at 7:10 p.m. as old council – all voted yes, motion carried.

### **New Council:**

The new council reconvened at 7:11 p.m. with Mayor Paul Zimmer calling the meeting to order. The following city council members were present: Mike Swier, Mark Monahan, Bob Deelstra, Gail Olson-Duck, Leah Johnson, and Eric Bartmann.

### **New Business:**

Mayor Zimmer encouraged the council to continue their efforts and wished them good luck! In addition, Zimmer announced his plans to form a Swimming Pool Committee.

**Election of Council President:** Mayor Zimmer entertained nominations for city council president. Mark Monahan was nominated by Johnson. A motion was made by Olson-Duck, second by Johnson to cease nominations – all voted yes, motion carried. A motion was made by Johnson, second by Swier to approve the nomination of Mark Monahan as city council president – all others voting yes, motion carried.

**Election of Council Vice President:** Mayor Zimmer entertained nominations for city council vice president. Mike Swier was nominated by Monahan. A motion was made by Monahan, second by Johnson to cease nominations – all voted yes, motion carried. A motion was made by Monahan, second by Deelstra to approve the nomination of Mike Swier as city council vice president – all voted yes, motion carried.

### **Ordinances and Hearings:**

**7:15 Hearing – Special Malt Beverage License for Hartford Area Fire & Rescue.** The Hartford Area Fire & Rescue submitted an application to request a special malt beverage license for June 18-19, 2011. This license would allow for the sale of malt beverages in a beer garden located at the corner of 1<sup>st</sup> Street and Main Avenue in conjunction with Jamboree Days. A motion was made by Monahan, second by Bartmann to approve the application for a special malt beverage license for the sale of malt beverages by

the Hartford Area Fire & Rescue at the corner of 1<sup>st</sup> Street and Main Avenue on June 18-19, 2011 from 5:00 p.m. to 1:00 a.m. – Olson-Duck abstained with all others voting yes, motion carried.

**7:20 Hearing - Special Events Permit for Hartford Jamboree Days 2011.** The Jamboree Committee submitted an Application for Use of Alcoholic Beverages in a Public Area and Special Events Permit for June 17-19, 2011. This license would allow alcohol consumption on public property. A motion was made by Monahan, second by Olson-Duck to approve the Jamboree Committee's application for consumption of alcoholic beverages on Main Avenue, between 2<sup>nd</sup> and Menth, on June 17, 2011 from 6:00 p.m.-9:00 p.m. and on Main Avenue, between 2<sup>nd</sup> and Menth, and in the City Park from 8:00 a.m. on June 18, 2011 to 1:00 a.m. on June 19, 2011 - all voted yes, motion carried.

**Second Reading/Approval of Ordinance #564 – Amendment to Cable Television Franchise.** After discussion, a motion was made by Monahan, second by Bartmann to approve and adopt second reading of Ordinance #564 – Amendment to Cable Television Franchise including the amendment – Swier and Deelstra voted no with all others voting yes - motion carried.

**First Reading of Ordinance #565 – Amend Sewer Rates.** The city has not enacted a sewer increase since April 2000. In order to meet SRF loan conditions and to establish reserves for future maintenance and improvements, an amendment to the current wastewater rates ordinance is necessary. Ordinance #565 would amend sewer rates to include a \$4 monthly increase to the base rate as well as a 1% yearly increase beginning January 2012. A motion was made by Monahan, second by Bartmann to approve first reading of Ordinance #565 – Amend Sewer Rates – all voted yes, motion carried.

**Mayoral Committee Appointments:** Mayor Zimmer appointed council members to the following committees: *Drive to Revive Downtown* – Gail Olson-Duck as primary and Mike Swier to serve as alternate; *Vision Team* – Mark Monahan as primary and Mike Swier to serve as alternate; *Bike/Rec Trail* – Mark Monahan as primary and Eric Bartmann to serve as alternate; *Sports and Rec Complex* – Mike Swier as primary and Bob Deelstra to serve as alternate; *Sports Complex Finance Sub-Committee* – Mike Swier as primary and Bob Deelstra to serve as alternate; *Jamboree Days* – Mike Swier and Leah Johnson, both as primary through the final 2011 celebration meeting; *Fire Department Building* – Eric Bartmann as primary and Leah Johnson to serve as alternate; *Swimming Pool* – Leah Johnson as primary and Eric Bartmann to serve as alternate; and *Hartford Area Development Corporation* – entire council to attend meetings on a rotating basis. A motion was made by Bartmann, second by Deelstra to approve appointments to the Drive to Revive Downtown Committee, Vision Team, Bike/Rec Trail Committee, Sports and Rec Complex Committee, Sports Complex Finance Sub-Committee, Jamboree Days Committee, Fire Department Building Committee, Swimming Pool Committee, and HADC – all voted yes, motion carried. A motion was made by Johnson, second by Deelstra to approve committee compensation as follows: 1) the primary council member will be paid for attending meetings; 2) if primary cannot attend, the alternate council member will be paid for attending meetings; 3) if both primary and alternate council members attend meetings, only the primary will be compensated; 4) both primary and alternate council members on the Swimming Pool Committee will be paid for the first 12 months; and 5) both primary council members on the Jamboree Committee will be paid through the final 2011 celebration meeting – all voted yes, motion carried.

**Mayoral Appointments:** Mayor Zimmer appointed Banner Associates, Inc. as the City Engineer. A motion was made by Deelstra, second by Olson-Duck to approve the Mayor's appointment for City Engineer – all voted yes, motion carried. Mayor Zimmer appointed the law firm of Frieberg, Nelson, and Ask as the City Attorney. A motion was made by Deelstra, second by Monahan to approve the Mayor's appointment for City Attorney – all voted yes, motion carried. Mayor Zimmer appointed Hartford Area News/Anderson Publications as the City's Official Newspaper. A motion was made by Johnson, second by Bartmann to approve the Mayor's appointment of the City's Official Newspaper – all voted yes, motion carried. Mayor Zimmer appointed Sanford Health as the City's Health Care Facility. A motion was made by Olson-Duck, second by Johnson to approve the Mayor's appointment of the City's Health Care Facility - all voted yes, motion carried. Mayor Zimmer appointed Home Federal Bank, First National Bank, FIT, Reliabank, and US Bank as Official Depositories for the City of Hartford. A motion was made by Monahan, second by Olson-Duck to approve the Mayor's appointment for the Official City Depositories - all voted yes, motion carried.

**Discussion of Equalization Task Force:** A motion was made by Deelstra, second by Swier to table discussion of an Equalization Task Force indefinitely – Monahan voted no with all others voting yes, motion carried.

**City Sirens:** Swier was approached by a resident who is unable to hear the siren on the northwest side of town. Wagner reported that the city currently has two sirens, one located near Tammen Oil and the other located in the City Park, that cover the town. The fire department will be testing sirens on May 7<sup>th</sup> and special attention will be given to the northwest area.

**Correspondence:** The city received a graduation announcement, a letter from Jennifer Miller on behalf of Autism Speaks, and notification that Neil Hanisch passed the Class I Water Distribution Exam. In addition, the City of Hartford received the 2010 Excellence Award for Operation and Maintenance of Wastewater Treatment.

**Reports:**

**HADC Report:** Congratulations were extended to Clay Wilfahrt on the birth of his daughter, Sylvia Elizabeth. Wilfahrt noted that he has met with prospective optometrists and the Board of Directors Strategic Retreat will be held on May 6<sup>th</sup>. It is anticipated that the HADC will be managing and updating the content of Golden West's Channel 19 beginning this week. Wilfahrt reported that the membership drive was successful with 71 current HADC members. A newsletter will be released to all 57033 zip codes and Hartford box holders this month. Wilfahrt asked permission to use city equipment and city staff to assist with the Clean-Up Day on May 7, 2011. A motion was made by Johnson, second by Bartmann to authorize use of city equipment and city maintenance staff to operate the equipment for Clean-Up Day– all voted yes, motion carried.

**Sheriff's Deputy Report:** Deputy Maciejewski has been and will continue to monitor several locations for traffic enforcement. He reported that several car break-ins have occurred recently and reminded citizens to lock their vehicles, homes, and garages.

**Fire Department Report:** Fire Chief, Kelly Boysen was unable to attend the meeting. However, he extended a thank you to the city council and staff for their condolences and concerns in the loss of one of their firemen, John Hall.

**Public Works Superintendent Report:**

**Streets** – Wagner reported that maintenance continues on gravel roads and street sweeping is complete. Mike Smith of The Family Farm is in the process of planting boulevard trees and the city will be cutting down some trees. Terry Hagen and Wagner delivered trees to the 3<sup>rd</sup> graders on April 29<sup>th</sup>. O'Kane recently attended a mosquito class and the sprayer has been calibrated. Wagner and the city engineer inspected Diamond Circle and Diamond Trail prior to paving as well as inspected Western Meadows.

**Park and Pool** – Wagner reported that both park bathrooms are open and work continues on the pool bathhouse. The swimming pool should be ready to be filled next week. The ball fields have been raked and mowed and the batting cage is up. Ridges in the ball fields will be removed and low spots in the infields will be filled in with agri-lime. The city is assisting the softball association with installation of a new pitching cage.

**Public Buildings** – Wagner noted that the Welcome to Hartford sign near the school has been repaired.

**City Engineer Report:** VanderMeulen met with the SRTS-Phase 1 and 2 contractor and documents have been forwarded to the contractor for signature and preparation of bonds and insurance. Once Krueger Excavating has executed the Bike/Rec Trail – Phase 1 contract documents, a Notice to Proceed will be issued and a pre-construction meeting scheduled. Regarding the Highway 38 Bike Trail, 1) letters were sent to landowners along the route; 2) Banner met with landowners on April 28<sup>th</sup>; 3) construction easements may be needed in some areas; 4) survey data has been obtained; and 5) the Corp of Engineers will be reviewing possible wetlands along the route. It is anticipated that the DOT review of the preliminary plans will take approximately 3 weeks, bids to be advertised in June, and bid opening scheduled for August 17<sup>th</sup>. Banner met with Willadsen Lund Engineering, engineer for the development to the south of the sport complex land to discuss sanitary sewer and water matters and to review the engineer's revised sketch plan.

Steever reported that the Sagehorn Drive drainage improvement project is being advertised for bids with bid opening scheduled for May 12<sup>th</sup> at 2:00 p.m. and VanderMeulen contacted adjacent homeowners. VanderMeulen and Wagner reviewed the existing pavement on Diamond Trail and Diamond Circle for deficiencies in anticipation of the second lift of paving. Discussion was held on a possible feasibility study for a wastewater treatment facility. VanderMeulen thanked the city council for re-appointing Banner Associates as city engineer.

**Finance Officer Report:** Macdonald reported that the annual insurance audit has been conducted and the annual drinking water quality report has been finalized. After review, a motion was made by Monahan, second by Bartmann to approve the City Council Attendance Chart for November 1, 2010 through April 30, 2011 – all voted yes, motion carried. Information regarding the Finance Officers' School to be held in Pierre June 8-10, 2011 was presented. A motion was made by Monahan, second by Johnson to allow Macdonald to attend the SDML Finance Officer's School in Pierre June 8-10, 2011 – all voted yes, motion carried. Barb Thaler of the Hartford Fire & Rescue will be holding a CPR class for lifeguards and pool managers. The Park Rec Program will run from June 6<sup>th</sup>-30<sup>th</sup> this year.

**City Administrator Report:** Regarding SRTS-Phases 1 and 2, Banner sent contract documents to Nolz Dragline and Construction for execution. Sidel reported that fire station funding has been approved and bond documents have been signed for purchasing the sports complex land. Banner is working on engineering for the Highway 38 Bike Trail Project and has notified landowners along the path. The design will be submitted to the DOT when finalized. Sidel reported that the Corp of Engineers has determined that the HADC wetlands are in compliance and a request for final inspection will be made. Sidel noted that JoAnne Bohl invited the council to speak to her Government Class on May 11<sup>th</sup> regarding city policies. Sidel reported that the Human Resources School will be held on June 7-8, 2011 and recommended that Macdonald attend since she will be attending Finance Officers' School. A motion was made by Monahan, second by Johnson to authorize Macdonald to attend the Human Resources class on June 8<sup>th</sup> to tie into the Finance Officers School – all voted yes, motion carried.

**City Council Reports:**

**Ward 1:** Olson-Duck reported that park activity has increased. Deelstra expressed his gratitude to members of the armed forces and their families for their many sacrifices.

**Ward 2:** Johnson noted that the Jamboree Committee will meet on May 23<sup>rd</sup>. Jamboree t-shirts and koozies are on sale. In addition, Johnson welcomed back troops from Afghanistan. Monahan recently attended a Vision Team meeting. The Bike/Rec Trail Committee will meet on May 9<sup>th</sup> at 6:30 p.m.

**Ward 3:** Swier reported that the Sports Complex Finance Sub-Committee is soliciting donations for the silent auction to be held in conjunction with Jamboree Days. The next Sports Complex meeting will be held May 11<sup>th</sup>. Bartmann expressed concern about a speeding vehicle in his area.

**Mayor's Report:** On behalf of the city council, Mayor Zimmer extended condolences to the John Hall Family and fire department members. The next Drive to Revive Downtown Committee Meeting will be held on May 5<sup>th</sup> at 7:00 p.m. at the Senior Citizens Center. At the last Vision Team meeting, discussion was held on holding another Community Information Night. It will be held in August at Turtle Creek Park with more details to follow. Mayor Zimmer will be attending a Minnehaha County Mayor's Meeting in Baltic on May 4<sup>th</sup>. Minnehaha County Commissioners will also be in attendance. Zimmer and the appointed city staff will be doing a walk-through of city parks on May 4<sup>th</sup> at 1 p.m. Mayor Zimmer announced that a meeting regarding a new swimming pool will be held on June 8<sup>th</sup> at 6:00 p.m. at the Central Valley Golf Course.

**Executive Session:** A motion was made by Monahan, second by Johnson to enter into executive session, pursuant to SDCL 1-25-2, at 8:43 p.m. - all voted yes, motion carried. A motion was made by Monahan, second by Johnson to exit executive session at 8:48 p.m. - all voted yes, motion carried.

**Adjourn:** A motion was made by Bartmann, second by Olson-Duck to adjourn at 8:48 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