

City Council Meeting – Regular Meeting January 4, 2011 – Hartford City Hall

Mayor Paul Zimmer called the meeting to order at 7:01 p.m. at Hartford City Hall with the following city council members present: Mike Swier, Mark Monahan, Gail Olson-Duck, Eric Bartmann, Leah Johnson, and Bob Deelstra. Also present were City Administrator, Teresa Sidel, Finance Officer, Deb Macdonald, Public Works Superintendent, Craig Wagner, along with Deputy Sheriff, Steve Maciejewski and City Attorney, Larry Nelson.

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

Executive Session: A motion was made by Olson-Duck, second by Bartmann to enter into executive session, pursuant to SDCL 1-25-2, at 7:02 p.m. - all voted yes, motion carried. A motion was made by Olson-Duck, second by Bartmann to exit executive session at 7:25 p.m. - all voted yes, motion carried.

Old Business:

2011 Minnehaha County Sheriff Contract: A motion was made by Monahan, second by Swier to approve the 2011 Minnehaha County Sheriff's Contract – all voted yes, motion carried.

Discussion of Snow Removal/Parking Tickets: A motion was made by Monahan, second by Swier to add “Discussion of Snow Removal/Parking Tickets” to the agenda – all voted yes, motion carried. Minnehaha County Sheriff's Sergeant John Harris was in attendance and answered questions from the council regarding snow removal ticketing procedures.

Mailbox Policy: Hartford City Policy 2011-1, Mailbox Repairs and Liability was presented to the council. A motion was made by Johnson, second by Deelstra to adopt the mailbox policy including the recommended change - all voted yes, motion carried.

New Business:

Set 2011 City Election Date: The 2011 municipal election date needs to be set for the second Tuesday in April. A motion was made by Johnson, second by Monahan to set the 2011 municipal election for April 12, 2011 – all voted yes, motion carried.

Approve Minutes of Previous Meetings: A motion was made by Deelstra, second by Olson-Duck to approve the December 21, 2010 regular meeting minutes – all voted yes, motion carried.

Ordinances, Resolutions, and Hearings:

7:15 p.m. Hearing for Garbage License Renewals. A 7:15 p.m. hearing was held to consider garbage hauling license renewals. A motion was made by Monahan, second by Olson-Duck to approve the 2011 garbage hauling license renewals for Novak Sanitary Service, R&S Sanitation, Inc., and RBS Sanitation – all voted yes, motion carried.

Reports:

HADC Report: Clay Wilfahrt updated the council on recruitment of new businesses and reported that Kinsley Funeral Home is finalizing their renovations. In addition, a ribbon cutting was held at Hartford Family Fitness. The Marketing Committee is updating the website and creating Facebook and Twitter accounts. A newsletter is expected to be mailed in March and a new commercial featuring Sarah Nelson will air in the near future. The Retail Committee has been focusing on the “shop local” campaign and planning to update the Hartford Bucks program. In addition, the Committee is working on a new logo, a coupon book, and a possible fundraiser golf tournament. The Housing Committee will be meeting with focus groups in March, is planning to conduct a survey, and will be unveiling a new commercial in the spring. Wilfahrt reported that the HADC will be attending the legislative session and meeting with the Governor's Office regarding future economic development plans.

Sheriff's Deputy Report: Deputy Maciejewski reported that alcohol compliance checks were conducted with two Hartford businesses failing.

Fire Department Report: Fire Chief, Kelly Boysen reported that in 2010, the department responded to a total of 226 calls which resulted in over 1,000 man hours: EMS 160 (70.8%) and fire 66 (29.2%) – 109 or 48.23% of those were calls within the city. In addition, the annual election was held with all officers remaining the same, except Mike Pechous being voted in as 2nd Assistant Fire Chief. Boysen noted that the new fire station building plans are progressing within the original time frame.

Public Works Superintendent Report:

Streets – Wagner reported that the crew has been plowing streets and working on equipment. Christmas decorations have been taken down and glass in the backhoe has been installed.

Water & Sewer – Wagner reported that he has started to go over Safe Routes to School plans and is in the process of updating water/sewer maps. In addition, a lift station pump is being rebuilt and all necessary testing for 2010 has been completed.

Parks & Pool – Wagner noted that Christmas lights will be removed from trees in the park.

Public Buildings – The city will begin inventory within the next few weeks.

City Engineer Report: Regarding SRTS-Phases 1 and 2, plans and specifications have been submitted to the DOT for review. Banner continues to work on the Bike/Rec Trail – Phase 1 plans. VanderMuelen has been in contact with Costello Companies regarding asphalt paving performed on November 16th and 17th in the Western Meadows Addition. Field work has been finalized on the fire station land survey. In addition, re-platting of Lots 1 and 9 is complete.

Finance Officer Report: Macdonald reported that December financials and quarterly payroll reports are complete. The council was provided a listing of December revenue highlights, city investments, and city debt balances as well as a list of upcoming events. In addition, Macdonald noted that all 2011 liquor licenses have been approved by the State. Discussion was held between the council and City Attorney Larry Nelson regarding the upcoming Municipal Government Day. A motion was made by Monahan, second by Johnson to allow the city staff to attend the Municipal Government Day with the city paying for the registration fee, motel room, and mileage – all voted yes, motion carried.

City Administrator Report: Sidel reported that Banner Associates has sent the preliminary bid plans for SRTS-Rounds 1 and 2 to the City and DOT for review. Regarding the new fire station, SECOG has one more item to complete on the environmental survey, Banner has re-platted Lots 1 and 9, and Stockwell has submitted the CLOMR-F application to FEMA. In addition, TSP's Status of Project Summary and the bank's financing update regarding the new fire station were presented to the council. Sidel reported that Stockwell submitted the first annual wetland monitoring report to the US Army Corp of Engineers. A community meeting will be held regarding the City's Comprehensive Plan at the Planning & Zoning Meeting on January 11th. Sidel reported her housing eligibility findings to the council.

City Council Reports:

Ward 1: No report

Ward 2: Monahan reported that he met with Craig Smith of the DOT regarding the Highway 38 project. He noted that the Bike/Rec Trail Committee will meet on January 11th at 6:30 p.m. Johnson gave an update on the Jamboree Committee meeting she recently attended and noted that the next meeting will be held on February 7th at 6:00 p.m. In addition, Johnson received a call regarding snow at Vandemark Avenue and Sixth Street.

Ward 3: Swier reported that the Sports Complex Committee will meet on January 12th at 7:00 p.m. with the Land Layout Sub-Committee meeting at 6:00 p.m. Bartmann reported that the Drive to Revive Downtown Committee will be ordering benches and garbage cans for Main Street. 2011 fundraising ideas were discussed as well as plans for 2012.

Mayor's Report: Mayor Zimmer reported that the Vision Team will meet on January 5th at 6:00 p.m. at Ten Pin Alley and a Minnehaha County Mayor's Meeting is scheduled for January 12th.

Executive Session: A motion was made by Johnson, second by Swier to enter into executive session, pursuant to SDCL 1-25-2, at 8:21 p.m. - all voted yes, motion carried. A motion was made by Bartmann, second by Johnson to exit executive session at 9:04 p.m. - all voted yes, motion carried. A motion was made by Monahan, second by Johnson to give all full-time city employees a 2% raise effective January 1, 2011 - all voted yes, motion carried.

Adjourn: A motion was made by Bartmann, second by Monahan to adjourn at 9:06 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