

## **City Council Meeting – Regular Meeting October 4, 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, Gail Olson-Duck, Leah Johnson, Eric Bartmann, 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, City Attorney Larry Nelson, and City Engineer Scott VanderMeulen.

**Additions to the Agenda:** Mayor Zimmer requested that temporary appointment to the Sports Complex Committee be added to the agenda. A motion was made by Bartmann, second by Johnson to add “Sports Complex Committee - Temporary Appointment” to the agenda under Old Business – Olson-Duck voted no with all others voting yes, motion carried. Mayor Zimmer requested that appointment to the Planning and Zoning Board be added to the agenda. A motion was made by Olson-Duck, second by Deelstra to add “Planning and Zoning Board Appointment” to the agenda under New Business – all voted yes, motion carried. Mayor Zimmer requested that city dog park be added to the agenda. A motion was made by Olson-Duck, second by Johnson to add “City Dog Park” to the agenda under New Business – Bartmann and Monahan voted no with all others voting yes, motion carried.

With no further additions, a motion was made by Johnson, second by Bartmann to approve the agenda including Old Business and New Business additions - all voted yes, motion carried.

**Approve Minutes of Previous Meeting:** A motion was made by Monahan, second by Johnson to approve the September 20, 2011 regular meeting minutes – Deelstra abstained with all others voting yes, motion carried.

### **Ordinances and Hearings:**

**2<sup>nd</sup> Reading of Ordinance #573 – No Motorized Vehicles on Bicycle/Pedestrian Trails.** A motion was made by Monahan, second by Bartmann to table second reading of Ordinance #537 – No Motorized Vehicles on Bicycle/Pedestrian Trail until the next meeting to allow time for additional research – all voted yes, motion carried.

### **Old Business:**

**Sports Complex Committee - Temporary Appointment:** Mayor Zimmer appointed Mark Monahan to the Sports Complex Committee and Finance Sub-Committee through December 6, 2011. A motion was made by Johnson, second by Deelstra to approve the short-term appointment of Mark Monahan to the Sports Complex Committee and Finance Sub-Committee through December 6, 2011 – Monahan abstained, Olson-Duck voted no with all others voting yes, motion carried.

### **New Business:**

**Planning and Zoning Board Appointment:** Mayor Zimmer appointed Mark Wegleitner to the Planning and Zoning Board to fill the vacancy created by the resignation of Travis Kuehl. Wegleitner introduced himself and fielded questions from the council. A motion was made by Swier, second by Deelstra to approve the appointment of Mark Wegleitner to the Planning and Zoning Board to fill the remaining term of Travis Kuehl – all voted yes, motion carried.

**City Dog Park:** Mayor Zimmer reported that citizens have expressed interest in a dog park. The city owns land on the south end of Main Avenue that would be suitable for establishing a dog park. After discussion, a motion was made by Monahan, second by Bartmann to table this matter until insurance information can be obtained – all voted yes, motion carried.

**Discussion of Easement on Lot 5, North Community Addition:** Bill Haugen, representing DEH Investments, owner of Lot 5 in the North Community Addition, appeared before the council to request that the city reduce the current 33’ easement to a 10’ easement. This request came before the Planning and Zoning Board and the Board recommended approval of the easement reduction. A motion was made by Monahan, second by Bartmann to table this matter until the next meeting – Swier, Deelstra, Johnson, and Olson-Duck voted no with Bartmann and Monahan voting yes, motion failed. After further discussion, a motion was made by Swier, second by Deelstra to approve reducing the current 33’ easement to a 10’ easement on Lot 5 of North Community Addition – Bartmann and Monahan voted no with all others voting yes, motion carried.

**Reports:**

**HADC Report:** HADC Member, Terry Hagen reported that interviews were conducted for the position of Economic Development Director on September 30, 2011. The HADC will be contacting one candidate to schedule a follow-up interview. On behalf of the HADC, Hagen thanked Leah Johnson and Teresa Sidel for participating in the interview process.

**Sheriff's Deputy Report:** Deputy Maciejewski informed the council of minor vandalism in the city park. Lost and found bicycles have been donated to the S.D. State Penitentiary to be refurbished and donated to deserving children.

**Fire Department Report:** Fire Chief, Kelly Boysen gave a construction update on the new fire station building. The building committee will be meeting on a monthly basis on the first Thursday of each month.

**Public Works Superintendent Report:**

**Streets** – Wagner reported that the city has been servicing equipment, installing and repairing sidewalks, and painting crosswalks. In addition, the tree pile has been burned. The job description for the position of temporary part-time snow removal was presented for review. A motion was made by Olson-Duck, second by Johnson to approve the job description for temporary part-time snow removal and to authorize advertising for the position – all voted yes, motion carried.

**Water and Sewer** – The ponds are in good condition with discharging planned in October. Wagner reported that the three-year mandatory lead and copper sampling has been completed and risers have been installed on manholes in the bike/rec trail area. In addition, the city will be replacing two fire hydrants on Western Avenue.

**Parks and Pool** – Wagner reported that the “Swenson Park” sign has been erected at the sports complex site. The city will be installing drain tile in the park. At Turtle Creek Park, the electrical, dirt work, and seeding have all been completed.

**Public Buildings** – Overhead doors at both the fire department building and city shop have been repaired.

**City Engineer Report:** VanderMeulen reported that the SRTS crossing signal signs have been replaced. The SRTS-Phase 2 project walkway and seeding are finished and a walk-through will be scheduled. Prior to finalization, the Bike/Rec Trail-Phase 1 project contractor needs to complete earthwork and grading. A Minnesota company was the low bidder for the Highway 38 Bike Trail project. VanderMeulen reviewed the easement request for Lot 5 in North Community Addition. In addition, Banner prepared an Opinion of Probable Cost estimate for new lights on Main Avenue.

**Finance Officer Report:** September financials and quarterly payroll reports are complete and third quarter investment figures and debt balances were provided. Macdonald pointed out the addition of the land loan for the sports complex as well as deletion of a special assessment bond which has been paid. Dumpsters for disposing of leaves and yard clippings will be available on Railroad Street this fall. Macdonald noted that three city employees, the Mayor, and two council members will be attending the SDML Conference. Due to employment obligations, Zimmer advised he will be unable to attend.

**City Administrator Report:** The SRTS-Round 1 signs are in place and the final paperwork is being prepared. Prior to the final request, an inspection of Round 2 will be performed. Krueger Excavating has been notified that the asphalt trail leading up to the sidewalk can be laid. A Minnesota company was the *unofficial* low bidder of the Highway 38 Bike Trail project. Sidel advised that TSP will inspect construction of the new fire station on a daily basis and the city's building inspector will perform standard city inspections. The Planning and Zoning Board approved proposed changes to the Zoning Ordinance. Sidel noted that an ordinance will be drawn up and a city council public hearing will be held. Due to ongoing Turtle Creek Park projects, it is anticipated that the disc golf course will not be erected this year. It was the consensus of the council to authorize Sidel to purchase items for the disc golf course since these items were included in the 2011 budget.

**Committee Reports:**

**Ward 1:** Olson-Duck reported that the Drive to Revive Downtown Committee is obtaining bids for the purchase of light poles. Olson-Duck has received complaints of dogs running at large in the city park. Deputy Maciejewski has addressed this matter; however will continue to monitor this area. Deelstra informed the council of a follow-up meeting with a possible Sport Complex donor.

**Ward 2:** Monahan extended a thank you to Travis Kuehl for serving on the Planning and Zoning Board. The next Bike/Rec Trail Committee meeting is set for October 11<sup>th</sup>. Monahan commented on the progress of the 5<sup>th</sup> Street Apartments and noted Mundt Building improvements. Johnson reported that the Swimming Pool Committee continues to progress forward and noted that the HADC interview process went well.

**Ward 3:** Swier reported that the Sports Complex Finance Sub-Committee will meet on October 5<sup>th</sup>. Bartmann will be attending the October HADC meeting.

**Mayor's Report:** Mayor Zimmer thanked Travis Kuehl for his years of service and dedication to the Planning and Zoning Board.

**Executive Session:** A motion was made by Monahan, second by Johnson to enter into executive session, pursuant to SDCL 1-25-2, at 8:41 p.m. - all voted yes, motion carried. A motion was made by Monahan, second by Swier to exit executive session at 8:49 p.m. - all voted yes, motion carried.

**Adjourn:** A motion was made by Johnson, second by Bartmann to adjourn at 8:50 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