

## **City Council Meeting – Regular Meeting November 19, 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: Scott Nelson, Leah Johnson, Scott Yount, Mark Monahan and Doyle Johnson. Gail Olson-Duck was 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 Leah Johnson, second by Scott Nelson to approve the agenda as set – all voted yes, motion carried.

**Approve Minutes of Nov 5, 2013 Regular Meeting:** A motion was made by Doyle Johnson, second by Leah Johnson to approve the Nov 5, 2013 regular meeting minutes – all voted yes, motion carried.

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

### **Ordinances, Resolutions & Hearings:**

**Resolution 2013-9 Transfer of Contingency Funds:** The city council reviewed resolution 2013-9. This resolution would approve the transfer of funds from the city's contingency account to the Swimming Pool account in the amount of \$2,500. A motion was made Leah Johnson, second by Doyle Johnson to approve resolution 2013-9 which will transfer \$2,500.00 from the city's contingency account to the Swimming Pool account – all voted, motion carried.

**2<sup>nd</sup> Reading of Ordinance #600 – 2013 Supplemental Appropriation:** This ordinance, which will provide additional appropriations to the city's 2013 budget, was revised since the first reading to increase the appropriations to the general fund budget, sports complex fund budget and customer deposit fund budget. A motion was made by Doyle Johnson, second by Leah Johnson to approve the 2<sup>nd</sup> Reading of ordinance #600 – 2013 Supplemental Appropriation which will add \$110,000.00 to the general fund budget; \$1,500.00 to the 3<sup>rd</sup> penny tax fund budget; \$60,500.00 to the sports complex fund budget; \$305.33 to the pool improvement fund budget; \$41,000.00 to the water fund budget; \$2,000.00 to the customer deposit fund budget; and \$475,486.27 to the capital project fund budget – all voted yes, motion carried.

**1<sup>st</sup> Reading of Ordinance #601 – Off Street Parking Amendment:** This ordinance was reviewed and revised by the Planning & Zoning board. Revisions to the ordinance include adding definitions to define what types of vehicles pertain to this section, clarifying that hard pads can be made of concrete, asphalt and cement pavers, clarifying where cement pavers can be used, clarifying placement of access aisles (driveways) and that they must be concrete or asphalt. The council discussed the changes. Resident Roger Gilbert was present to give his input. A motion was made by Monahan, second by Leah Johnson to approve the 1<sup>st</sup> Reading of Ordinance #601 –Off Street Parking Amendment with the revision that all accessory buildings, in side yards or rear yards, do not need a hard surface driveway – all voted yes, motion carried.

**Plat – Lot 3&4, Block 2 of Western Meadows Addition:** Costello Companies has submitted a plat for 2 lots in the Western Meadows Addition. Their intention for these lots is to erect two 8-plex buildings at a later date. The city engineers have reviewed and have recommended approval of this plat. A motion was made by Leah Johnson, second by Doyle Johnson to approve the plat of Lots 3&4, Block 2 of Western Meadows Addition – all voted yes, motion carried.

**Old Business:** None

### **New Business:**

**Contract Renewal – 2014 Minnehaha County Sheriff's Contract:** The 2014 Minnehaha County Sheriff's Contract was provided to the council for review. The only change to the 2014 contract is that the fee is slightly higher than 2013. This increase was accounted for in the 2014 budget. A motion was made by Leah Johnson, second by Doyle Johnson to approve the 2014 Minnehaha County Sheriff's Contract – all voted yes, motion carried.

**Contract Renewal – Gary Larson, CPA to perform 2013 City Audit:** The contract for the 2013 audit was provided to the council for review. This contract has the same terms and conditions as the previous year. A motion was made by Monahan, second by Yount to approve the contract renewal for the 2013 audit to be performed by Gary Larson, CPA – all voted yes, motion carried.

**Review of Ordinance #505:** This ordinance defines “abandon vehicles” and also defines what cannot be parked or stored on public right-of-ways, including streets and alleys, during the year. The wording of the ordinance is such that it can be interpreted two different ways. Discussion was held regarding on street parking in regards to campers, boat/trailers and trailers. Resident Andy Eggebraaten was present to give his input. A motion was made by Monahan, second by Leah Johnson to revise Ordinance #505 to apply to pull-type campers and boat/trailer combinations only and that unattended does not mean unhooked from a power unit. Further discussion was held. An amended motion was made Monahan, second by Leah Johnson to remove all wordage about unattended units from the ordinance – all voted yes, motion carried.

**Visitors/Correspondence:** Mayor Zimmer introduced Mike and Patty Fitzmaurice. The council has approved the dedication and naming of a portion of the bike trail known as the Hartford Heights Trail to the Michael J. Fitzmaurice Congressional Metal of Honor Trail. Mayor Zimmer indicated that the dedication will be held next spring.

### **Reports:**

#### **Public Works Superintendent Report:**

**Streets** – The equipment is working well and ready for the winter season. Work continues on the gravel roads throughout town. Staff has been hauling salt sand. Staff is planning on putting up Christmas decorations this week. Trimming continues on boulevard trees. Wagner has been in contact with the DOT regarding placing signage that will recognize Mike Fitzmaurice along the newly dedicated portion of the bike trail and along Hwy 38 as you enter the city.

**Water** – Samples have been taken from pond 3. If ok, staff will start discharging. The backup pump went out at the Sagehorn lift station but has since been replaced. Wagner will purchase an extra pump to have on hand. Last week staff fixed a fitting on the water tower along with replacing a leaking hydrant.

**Park and Pool** – Staff plans on closing the skate park this week. The liner has been ordered for the skating rink and will be filled when the weather turns. The Century Square tree will be decorated this week.

**Public Buildings:** The stucco work on City Hall has been completed. Wagner has priced out a new furnace for the maintenance shop and plans to get that installed in the coming months. All fire extinguishers have been inspected. Weather permitting; Wagner would like to start construction on the shop addition yet this year. A motion was made by Nelson, second by Doyle Johnson for staff to start construction on the maintenance shop addition this year – all voted yes, motion carried.

**City Engineer Report:** Nick Borns with Stockwell Engineers updated the city council on projects they are working on. Phase 1 of the Diamond Trail extension from Western Ave to Ruud Lane is nearly complete. Surfacing of the street will be done in the spring. D&G Concrete Construction, Inc. has submitted pay application #2. Stockwells recommends payment of pay application #2. A motion was made by Nelson, second by Doyle Johnson to issue payment to D&G Concrete Construction, Inc. for payment application #2 in the amount of \$66,655.49 – all voted yes, motion carried. Discussions continue with the DOT regarding the placement of the bike trail in regards to Phase 3 & 4. FEMA has reviewed and provided comments on the preliminary plans of the Base Flood Elevation Survey. Stockwells has addressed the comments and the final plan has been submitted. A response is expected within 90 days. Stockwells has also reviewed a plat for the Western Meadows Addition and provided comments for conditional use permits in regards to the Becker Apartments and Western Oaks Estates.

**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 Oct 31, 2013. Also included was a summary of funds available for each city committee and a highlight of bills to be paid. The council was provided information on the 2014 Municipal Government Day at the Legislature to take place in Pierre on Feb 4<sup>th</sup> & 5<sup>th</sup>. Also provided was a listing of upcoming events and meetings.

**City Administrator Report:** The ADA corrections needed to the Hwy 38 trail are complete and final inspections have been done. The route details of Phase 3 & 4 are still being worked on with the DOT. In regards to the Base Flood Elevation Survey that is being done, a meeting will be held on Dec 4<sup>th</sup> 6pm at City Hall to discuss the City's floodplain. All affected property owners have been invited to attend. Staff will discuss what is being done, how it will affect property owners and answer any questions.

**Committee Reports by Liaison:**

**Mark Monahan – Bike/Rec & Community Bldg:** Monahan congratulated the West Central Football Team on their state championship title. Monahan also congratulated City Engineer Mitch Mergen on the birth of his baby boy. The Bike/Rec Committee met on Nov 12<sup>th</sup>. Discussion was on Phase 3 & 4 of the trail. Monahan will join City Administrator Sidel at the next school board meeting on Dec 9<sup>th</sup> to discuss the bike trail with the board. Council discussed possible lot purchases for a community building and parking area.

**Scott Yount – Sports Complex:** The Sports Complex Committee met on Nov 13<sup>th</sup>. The committee has received the Legends Grant. They are now applying for the Major League Baseball for Tomorrow Grant and the Sioux Valley Energy Roundup Grant. The committee will have a raffle at the Hometown Christmas Event. The next meeting is Dec 11<sup>th</sup> 7pm at City Hall.

**Leah Johnson – Jamboree Days, Swimming Pool & Community Bldg:** Johnson congratulated the West Central Football team on their state championship win and also congratulated City Engineer Mitch Mergen and his wife on the birth of their baby boy. The next Jamboree Committee meeting is Dec 2<sup>nd</sup> 6pm at City Hall. The Swimming Pool Committee met on Nov 18<sup>th</sup> in which they discussed a fundraiser for the Hometown Christmas event. The committee is planning on raffling a pool season pass and a pool party for the 2014 season. They will also be selling an assortment of different window clings. It was the consensus of the council for the city to donate the pool season pass and pool party to the committee for the raffle. There will be no Swimming Pool Committee meeting in Dec. Johnson thanked Iona Sechser for the photo of Hartford's original swimming pool and bathhouse.

**Gail Olson-Duck – Jamboree Days & Hometown Christmas:** Olson-Duck was absent from the meeting.

**Doyle Johnson – Downtown & Hometown Christmas:** Johnson congratulated the West Central Football team on their winning the state tournament. Hometown Christmas will take place on Dec 1<sup>st</sup>.

**Scott Nelson – HADC & Chamber:** The Chamber Mixer was held Nov 11<sup>th</sup> where the following officers were elected: Lynnae Redenius-President, Crystal Waltner-Vice President, Chel Uthe-Secretary and Deb Peters-Treasurer. Nelson, on behalf of the Chamber, thanked the city for the use of Billboard #5.

**Mayor's Report:** The mayor congratulated the West Central Football team on their state championship and thanked them for finally lifting the monkey from his back! Mayor Zimmer also thanked Public Works Superintendent Wagner for his fast response to the water tower leak and also to William Haugen for calling and reporting the problem. The Bike/Rec Trail Committee will be giving away a boy and girl's bike at the Hometown Christmas event. Each child, 10 and under, will be given one ticket to put in the drawing.

**Adjournment:** A motion was made by Doyle Johnson, second by Nelson, to adjourn at 9:26 p.m. – 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.

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Karen Wilber, Finance Officer