

## **City Council Meeting – Regular Meeting December 3, 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: Mark Monahan, Scott Nelson, Leah Johnson, Scott Yount, Doyle Johnson and Gail Olson-Duck. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson and City Engineers Mitch Mergen and Nick Borns.

**Additions/Approve Agenda:** A motion was made by Leah Johnson, second by Yount to approve the agenda as set - all voted yes, motion carried.

**Approve Minutes of Nov 19, 2013 Regular Meeting:** A motion was made by Doyle Johnson, second by Nelson to approve the Nov 19, 2013 regular meeting minutes – Olson-Duck abstained with all others voting yes, motion carried.

**Deputy Report:** Deputy Terrones was present to give his report. He noted that speeding is occurring on Mickelson Rd and Cloverleaf Ave. With the ending of the month of Nov, he will be watching for expired license tags. Most warning parking tickets that have been issued have complied within the 72 hr timeframe. Changes will be made to the current parking tickets to make them easier to read and understand.

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

**7:05 Liquor License Renewal Hearing:** A motion was made by Doyle Johnson, second by Leah Johnson to approve liquor license renewals for 2014 for Attanica, Inc., package off-sale; American Legion, retail on-sale; Dolgen Midwest, LLC, retail on-off sale wine; Sundermann Holdings, Inc., package off-sale and retail on-sale with Sunday sales; Central Valley Golf Club, Inc., retail on-sale with Sunday sales; Brad Uthe, retail on-sale with Sunday sales; T&D Foods, Inc., retail on-sale with Sunday sales; Mausbach Enterprises, LLC, retail on-sale restaurant; Hartford Supermarket, Inc., retail on-off sale wine and package off-sale liquor – all voted yes, motion carried.

**2<sup>nd</sup> Reading of Ordinance #601 – Off Street Parking Amendment:** This ordinance was reviewed and revised by the Planning & Zoning board to 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. At the 1<sup>st</sup> Reading of this ordinance, the revision that all accessory buildings, in side yards or rear yards, do not need a hard surface driveway was added to the ordinance. A motion was made by Leah Johnson, second by Doyle Johnson to approve 2<sup>nd</sup> Reading of Ordinance #601 – Off Street Parking Amendment. Further discussion was held regarding access aisles with Bill Campbell and Dean Munce present to give their opinions. Leah Johnson amended her motion to approve 2<sup>nd</sup> Reading of Ordinance #601 – Off Street Parking Amendment with the following changes: an access aisle to a side yard accessory building or parking pad is required, an access aisle to a rear yard accessory building or parking pad is optional, and to remove “Motor” from “Motor Vehicle” under the definition section – Monahan voted no with all others voting yes, motion carried. Discussion was also held on the section of the ordinance pertaining to required parking spaces. Dean Munce with the Planning & Zoning Board will follow up with other cities as to what their requirements are in regards to parking spaces.

**1<sup>st</sup> Reading of Ordinance #602 – Amending Ordinance #505 On-Street Parking:** 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 in regards to campers, boat/trailers and trailers. At the Nov 19<sup>th</sup> council meeting a motion was made to revise Ordinance #505 to apply to pull-type campers and boat/trailer combinations only. Based on these changes, Ordinance #602 (Option 1) was provided to the council for review. Also provided for their review was Ordinance #602 (Option 2). This option was created after discussions with city staff and law enforcement. This option includes the following: during the summer months “all” vehicles can be parked on public right-of-ways for up to 7 days, during the winter months “all” vehicles can be parked on public right-of-ways for up to 3 days, defines that a vehicle must be moved at least 20 feet

after the 7 day or 3 day period is up. The intent of this ordinance is to discourage long term vehicle storage. Staff feels that this option is a fair and more easily enforced option. Both options were discussed by the council. Bill Campbell was present to give his opinion. A motion was made by Nelson, second by Yount to approve 1<sup>st</sup> Reading of Ordinance #602 (Option 2) – Amending Ordinance #505 On-Street Parking – Doyle Johnson and Leah Johnson voted no with all others voting yes, motion carried.

**Old Business:** None

**New Business:**

**Contract Renewal – 2014 Fire Protection Service Agreement:** The city’s agreement with Hartford Area Fire & Rescue, Inc. to furnish fire protection services for 2014 is up for renewal. The terms of the agreement are the same as the prior year. A motion was made by Doyle Johnson, second by Leah Johnson to approve the 2014 agreement with Hartford Area Fire & Rescue, Inc. with the correction of the date in Section 7 to June 1, 2014 – all voted yes, motion carried.

**Bid for Alfalfa Lease:** Seven bids were received for the alfalfa lease on the east side of the Sports Complex land. The bid tabulation was provided to the council for their review. A motion was made by Nelson, second by Doyle Johnson to award the bid to high bidder Kyle Albers at \$327 per acre – all voted yes, motion carried.

**Visitors/Correspondence:** Mayor Zimmer introduced Hartford resident Brad Bjergaard. At the end of the month there will be an opening on the Planning & Zoning Board. Mayor Zimmer will recommend the appointment of Brad to the Planning & Zoning Board at the Dec 17<sup>th</sup> council meeting.

**Reports:**

**Chamber/HADC Director’s Report:** Gary Sandholm was present to address the council regarding the recent activities with both the Chamber and HADC. Hometown Christmas was a great success with the fireworks display being a great addition to the event. Jamboree Days planning is well underway. Some applications have been received for the Mutual Self-Help Housing program. Business expansion and recruitment efforts continue with information being provided to some prospects. Beginning discussions have taken place in regards to starting a public transit system in Hartford. The Chamber newsletter was mailed last week.

**Fire Department Report:** Kelly Boysen was not present to give a report.

**Public Works Superintendent Report:**

**Streets** – All Christmas decorations are up. Work is complete on the Chamber billboard. Staff was on hand to help with the Hometown Christmas event along with having two pieces of equipment in the parade.

**Water** – Discharging of pond #3 will continue. Once complete, water will be moved from pond #2 to #3 and samples taken to see if discharging can begin again. All sump pumps are now working and a backup is on order. Tests for the new sewer line on Diamond Trail have passed.

**Park and Pool** – The Skateboard Park will be closed in the coming days. Work on the ice rink will start over the next week. Trees have been trimmed in Century park and staff will begin filling low spots in the main park next week.

**Public Building** – The light for the flags at City Hall will be put up this week. The materials for the shop addition are ordered.

**Snow Removal Hire Recommendations:** There was only one application received. Wagner conducted a phone interview. Later phone messages were not returned. Wagner indicated that he will use his current staff to take care of snow removal this winter season.

**City Engineer Report:** Nick Borns with Stockwell Engineers updated the city council on projects they are working on. Phase 1, which included the utility work and installation of gravel base, of the West Diamond Trail project is complete. Surfacing of the street will take place next spring. Water service work has been

completed at the BP location. Discussions continue regarding the placement of the bike trail in regards to Phase 3 & 4. In regards to the base flood elevation survey, final plans have been submitted to FEMA. A fully adopted plan is expected next spring. A meeting with affected property owners will take place on Dec 4<sup>th</sup>. The Capital Improvement Plan is expected to be done and presented to City staff in early January. City Engineer Mitch Mergen was present to provide information to the council regarding street right-of-ways. He provided information as to what the current standard is for the City, which is a 66' ROW which allows for on street parking on both sides of the road. He then provided information on two options: a 60' ROW which would allow for on street parking on one side of the road and a 54' ROW which would allow no on street parking on either side of the road. A motion was made by Monahan, second by Nelson to revise the City's design standards to include the two other right-of-way options. Further discussion was held. Monahan rescinded his motion. It was the consensus of the council to leave the City's design standards as they are.

**Finance Officer Report:** Wilber provided a highlight of revenues that were received during Nov along with the all revenues and expenses to date thru Oct. The council was also provided a list of upcoming events through the month of Dec.

**City Administrator Report:** The ADA corrections needed to the Michael Fitzmorris Trail are complete. The DOT will invoice for the portion the city needs to pay. Discussions regarding the route details of Phase 3 & 4 of the bike trail are still taking place. The city owned land, between 5<sup>th</sup> & 6<sup>th</sup> St, of the Maras Addition has been re-platted into four lots. The plat will go before the Planning & Zoning Board on Dec 10<sup>th</sup> for approval. Sidel will attend a meeting on Dec 9 with River City Transit to discuss possible transit services in Hartford.

**Committee Reports by Liaison:**

**Mark Monahan – Bike/Rec & Community Bldg:** The Bike/Rec Committee will not have a Dec meeting. Possible building locations for a community building are still being researched.

**Scott Yount – Sports Complex:** The Sports Complex Committee held a raffle at the Hometown Christmas Event, which went very well.

**Leah Johnson – Jamboree Days, Swimming Pool & Community Bldg:** The Jamboree Committee met on Dec 2<sup>nd</sup>. Plans are moving along nicely. The next meeting is Jan 6<sup>th</sup> 6pm at City Hall. The Swimming Pool Committee sold window clings and held a raffle at the Hometown Christmas Event. Ed Artz won the pool party and Danella Moore won the pool season pass. There will not be a meeting in Dec.

**Gail Olson-Duck – Jamboree Days & Hometown Christmas:** Olson-Duck attended the Dec 2<sup>nd</sup> Jamboree meeting and indicated plans are coming along nicely. Hometown Christmas went well. The Fire Station saw an increase in kids coming to see Santa. Good comments were received on the firework display.

**Doyle Johnson – Downtown & Hometown Christmas:** Johnson welcomed Grandma's Bakery who recently opened for business. The Downtown Committee is working on a grant that will help with the cost to have a study done to see what recommended improvements are needed to the downtown area. The Hometown Christmas event went real well.

**Scott Nelson – HADC & Chamber:** Nelson congratulation the Hometown Christmas Committee on the successful event. The Chamber served breakfast as part of the Hometown Christmas festivities. HADC is hosting a housing seminar at Midway Bar & Grill 6pm Dec 10<sup>th</sup>. The event is sponsored by Reliabank. Nelson congratulated Grandma's Bakery on the start of their new business. Nelson gave happy birthday wishes to Councilmember Doyle Johnson and Public Works Superintendent Wagner who both have Dec birthdays.

**Mayor's Report:** The Mayor thanked the Hometown Christmas Committee and all involved for their hard work on such a great event. He also thanked all who sent him get well wishes after his knee surgery.

**Adjournment:** A motion was made by Olson-Duck, second by Leah Johnson to adjourn at 9:34 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