

## **City Council Meeting – Regular Meeting February 4, 2014**

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 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.

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

**Approve Minutes of Jan 21, 2014 Regular Meeting:** A motion was made by Doyle Johnson, second by Leah Johnson to approve the Jan 21, 2014 regular meeting minutes – all voted yes, motion carried.

**Deputy Report:** Deputy Terrones was present to give his report. He noted that speeding is occurring on Feyder Ave and Emma Dr. Commercial trailers that were parked on the street have since been moved onto the construction jobsites. With the recent blizzard and ice storm, there were a number of vehicle accidents.

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

#### **Resolution 2014-1 – Certify Officer for Project & Environmental for Self-Help Housing**

**Opportunities Program:** The Mutual Self-Help Housing Program is in the process of being implemented. This program gives qualifying individuals the opportunity to get into a new home by using sweat equity from the candidate to help build the home and to provide financing options for the individual after the home is built. Resolution 2014-1 designates the Mayor to be the Project and Environmental Certifying Officer for the program. This will give the Mayor the authority to sign documents, including any environmental documents, pertaining to the grant. A motion was made by Leah Johnson, second by Doyle Johnson to approve Resolution 2014-1 – Project and Environmental Certifying Officer – all voted yes, motion carried.

**Resolution 2014-2 – Update General Assessment Policy:** The revised general assessment policy was reviewed by the council. The assessment rate for any special assessment projects was increased from \$49.50 per lineal foot to \$80 per lineal foot. It was also added that resolution be effective only until Dec 31, 2014 so that this rate could be reviewed on a yearly basis. A motion was made by Doyle Johnson, second by Leah Johnson to approve Resolution 2014-2 – Update General Assessment Policy – Nelson voted no with all others voting yes, motion carried.

### **Old Business:**

**Grass/Tree Branch Dumping Station:** Discussion was held regarding any changes that should be made at the grass/tree branch dumping station. It is the recommendation of city staff to allow only Hartford city residents that reside within city limits to use the site as it is city tax dollars that pay for this service. Staff also feels that commercial dumping should not be allowed and that any violators should be fined \$200. A motion was made by Monahan, second by Nelson to erect signage at the grass/tree branch dumping station that states dumping is only allowed by residents within city limits, that commercial dumping is prohibited and that any violators will be fined \$200 – all voted yes, motion carried.

**Update on City Owned Property in Maras Addition:** Letters were sent out to neighboring property owners of the city owned land in the middle of the block between 5<sup>th</sup> & 6<sup>th</sup> St. between Mundt and Eastern offering the lots for sale. The council was brought up to date on what kind of response was received. A motion was made by Monahan, second by Leah Johnson to table any further discussions on the sale of these lots until City Administrator Sidel has the opportunity to talk to each interested party to address any question they may have and also reiterate to them all conditions that come with the lots regarding building, access, setbacks, etc. – all voted yes, motion carried.

### **New Business:**

**Review and Approve Seasonal Job Descriptions/Pay Rates:** All summer job descriptions were reviewed for updates.

**Swimming Pool Manager, Assistant Swimming Pool Manager and Lifeguard:** A motion was made by Monahan, second by Doyle Johnson to approve the job descriptions for Swimming Pool Manager,

Assistant Manager and Lifeguard with the addition to the Swimming Pool Manger and Assistant Manager to include lifeguarding as a job duty – all voted yes, motion carried.

**Park Recreation Program Director, Park Recreation Program Activities Coordinator, and Park Recreation Program Assistant:** A motion was made by Monahan, second by Nelson to approve the job descriptions for Park Recreation Program Director, Activities Coordinator and Assistant – all voted yes, motion carried.

**Ground Maintenance Assistant:** A motion was made by Doyle Johnson, second by Leah Johnson to approve the job description for Ground Maintenance Assistant with the change of the wording “Minimum of 18 years old” to “Minimum of 18 years old as of April 1, 2014” – all voted yes, motion carried.

**Public Works Assistant:** A motion was made by Leah Johnson, second by Doyle Johnson to approve the job description for Public Works Assistant – all voted yes, motion carried.

### **Reports:**

**Chamber/HADC Director’s Report:** Gary Sandholm was present to address the council regarding the recent activities with both the Chamber and HADC. The Chamber held a mixer on January 23<sup>rd</sup>. The membership drive continues. Sandholm has been working with MCEA regarding new prospects and projects. Several calls have been received from GOED regarding new projects and programs. Applications are being taken for the Mutual Self-Help Housing Program. Grant applications are being prepared and submitted to try to get funding to start a public transit system. An outlook for 2014 was provided.

**Fire Department Report:** Bryon Shumaker was present to report on the recent activities of the fire department. In January the fire department responded to 30 calls with 16 being in city limits. Shumaker thanked the city residents for keeping hydrants clear of snow. The department currently has 35 members. March 1<sup>st</sup> will be the department’s fundraiser dance to be held at the American Legion.

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

**Streets** – Plowing & sanding of streets continues. Snow equipment is running good. Wagner and City Engineer Nick Borns have finished up with the specs for micro-surfacing. Minnehaha County has submitted an agreement to the city regarding the chip sealing on Western Ave. Discrepancies were noted in the agreement so Wagner will be in contact with the county to address these items. The application of mag water was discussed with the council. A motion was made by Monahan, second by Nelson to have Wagner get quotes for doing two applications of mag water on gravel city streets – all voted yes, motion carried. Discussion was held on street light maintenance issues. It is the consensus of the council to remove the street light located on 2<sup>nd</sup> St at the alley between Main and Mundt.

**Water** – Samples have been taken on pond 3 and results were good. Discharge will take place in February.

**Park and Pool** – Parts for the pool heater are in and repair work will begin in the next few weeks. Repairs are being made to the small mower.

**Public Building** – Staff has finished inventory.

**City Engineer Report:** Nick Borns with Stockwell Engineers updated the city council on projects they are working on. Stockwells has provided the City of Sioux Falls documents and information for the micro-surfacing project. The Capital Improvement Plan was presented to the council in January. Stockwells is working on adding a section to the plan in the next few weeks which will address debt service. The section of Main St with diagonal parking needs to be restriped. Borns explained to the council that the current angle of the parking spaces is 60 degrees. He said the standard for a street of this width is 45 degrees. Changing to this angle will reduce the number of parking spots by 4 to 5 per block but it will provide more driving area on the street and provide for better visibility when backing out of a parking spot. A motion was made by Monahan, second by Leah Johnson to change the angle of the parking spaces on Main Street to 45 degrees at the time when the road is restriped – all voted yes, motion carried. Discussion was held on the different type of paints that are used for marking streets. A motion was made by Nelson, second by Doyle Johnson to research the cost of using epoxy paint for street markings – all voted yes, motion carried. Discussion was held regarding the work that will continue on the two ball fields at the sports complex. A motion was made by Monahan, second by Doyle Johnson for Stockwells to proceed with doing a complete set of construction plans on the two ball fields at the sports complex – all voted yes, motion carried. D&G Concrete Construction has submitted Pay App #3. This is for removal of contaminated soil found on

Diamond Trail project. Any costs associated with this contaminated soil will be reimbursed to the city by DENR. A motion was made by Monahan, second by Nelson to approve payment of Pay App #3 to D&G Concrete Construction in the amount of \$1,244.65 – all voted yes, motion carried.

**Finance Officer Report:** Wilber provided a highlight of revenues that were received during Jan along with the all revenues and expenses to date thru Dec. Information requested by Gary Larson, CPA to complete the annual report has been provided. The council was also provided a list of upcoming events through the month of Feb.

**City Administrator Report:** The signed agreement for Phase 3 & 4 of the bike trail has been received from the DOT. The Notice to Proceed should follow shortly. Sidel informed the council that Jon Maras applied for a conditional use permit to erect a 4-plex at 503 N Oaks Ave. This went before the Planning & Zoning board on Jan 14<sup>th</sup> and passed. It has been appealed and this appeal will come before the council on Feb 18<sup>th</sup>.

**Committee Reports by Liaison:**

**Mark Monahan – Bike/Rec & Community Bldg:** The council was brought up to date on the progress made since the last council meeting in regards to securing a site for a possible community building. Monahan has heard back from an individual regarding a possible site location. It is the consensus of the council to secure this land.

**Scott Yount – Sports Complex:** The Sports Complex Committee will meet on Feb 12<sup>th</sup> 7pm at Midway Bar & Grill.

**Leah Johnson – Jamboree Days, Swimming Pool & Community Bldg:** The Jamboree Committee met on Feb 3<sup>rd</sup>. A tractor pull is being added to the list of events. The next meeting will be held Mar 3<sup>rd</sup> 6pm at City Hall. The Swimming Pool Committee's next meeting is Mar 24<sup>th</sup> 7:30pm at Pizza Ranch.

**Gail Olson-Duck – Jamboree Days & Hometown Christmas:** Absent

**Doyle Johnson – Downtown & Hometown Christmas:** The Downtown Committee met Feb 4<sup>th</sup> at Grandma's Bakery. The committee is working on signage for downtown area and grant paperwork.

**Scott Nelson – HADC & Chamber:** Nelson thanked Gary Sandholm and Lynnae Redenius for their hard work on the Chamber Mixer held on Jan 23<sup>rd</sup>. The HADC annual meeting will be Feb 20<sup>th</sup>.

A motion was made by Leah Johnson, second by Doyle Johnson to enter into executive session at 8:40 p.m. – all voted yes, motion carried.

A motion was made by Monahan, second by Leah Johnson to exit executive session at 8:45 p.m. – all voted yes, motion carried.

A motion was made by Monahan, second by Leah Johnson to grant Craig Wagner the use of 10 sick days to take Doni Rolfson to the Mayo Clinic in Rochester, MN – all voted yes, motion carried.

**Adjournment:** A motion was made by Monahan, second by Nelson to adjourn at 8:46 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