

## **City Council Meeting – Regular Meeting March 18, 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: Scott Nelson, Scott Yount, Leah Johnson and Doyle Johnson. Mark Monahan arrived at 7:15pm. 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 Mitch Mergen.

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

**Approve Minutes of Mar 4, 2014 Regular Meeting:** A motion was made by Leah Johnson, second by Doyle Johnson to approve the Mar 4, 2014 regular meeting minutes – all voted yes, motion carried.

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

### **Visitors:**

**BJ Olson – Discuss plans for future development:** BJ Olson was not present at the meeting.

**Dennis & Jackie Lauseng – Livestock Permit:** Dennis & Jackie Lauseng, who reside at 512 N Oaks Ave, were present to request a livestock permit to be able to have chickens on their property. They have plans to construct a coop to house the chickens. They indicated that they would only have hens, no roosters, as they want them for producing eggs. Their property currently has a fence so containment of the chickens should not be a problem. A motion was made by Doyle Johnson, second by Leah Johnson to approve the livestock permit for no more than 6 chickens upon completion of a coop that has been inspected by the city building inspector – all voted yes, motion carried.

**Eric Willadsen – Assam Development:** Eric Willadsen, engineer for Assam Development, was present to address the council regarding the future plans for development of the Assam property on the south side of the city. Mr. Willadsen indicated that the development of this property would happen in phases with the first phase moving forward at this time with the rezoning of a 9.55 acre section of the development. Discussion was also held regarding future infrastructure and streets.

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

#### **Second Reading of Ordinance #603 – Amendment to Ordinance #430 Prohibited Parking after a Snowfall:**

Revisions to clarify responsible party and timeframe were added to this ordinance. A motion was made by Monahan, second by Leah Johnson to approve second reading of Ordinance #603 – Amendment to Ordinance #430 Prohibited Parking after a Snowfall – all voted yes, motion carried.

**Second Reading of Ordinance #604 – Rezone approximately 9.55 acres of un-platted property in the SW ¼, SW ¼, Section 23-102-5:** Eric Willadsen, engineer for Sam Assam, was present to address the council regarding the request to rezone approximately 9.55 acres of land. This land is currently zoned with the county classification of Agricultural (AG). Of the 9.55 acres, 5.75 acres is in the floodplain. The remaining 3.8 acres is the portion of land that Mr. Assam would like to start developing with multi-family housing of some type. This request came before the Planning & Zoning Board on Feb 25<sup>th</sup>. The Board recommended the rezone of 3.8 acres to residential (R) and the remaining 5.75 acres to Natural Resource Conservation (NRC). A motion was made by Nelson, second by Doyle Johnson to approve second reading of Ordinance #604 - rezone approximately 9.55 acres of property in the SW ¼, SW ¼, Section 23-102-51 from Agricultural (AG) to the following: Per Exhibit A, 3.8 acres to residential (R) and 5.75 acres to Natural Resource Conservations (NRC) – all voted yes, motion carried.

**First Reading of Ordinance #605 – Amendment to Fines & Fees Ordinance:** The fines & fee schedule was update to include items from ordinances that have recently be passed or changed. This new schedule was reviewed with the council. A motion was made by Monahan, second by Nelson to approve first reading of Ordinance #605 – Amendment to Fines & Fees Ordinance – all voted yes, motion carried.

### **Old Business:**

**Discussion of Floatation Devices in City Pool:** Currently, life jackets are not allowed in the city pool. Other floatation devices, such as float rings, noodles, water wings, etc are allowed. Discussion was held as to if these types of floatation devices should also be ban from the pool. A motion was made by Nelson, second by Yount to allow swim vests, noodles, styrofoam boogie boards not more than 2ft long and arm bands, all other items at the discretion of the on-duty pool manager – all voted yes, motion carried

#### **New Business:**

**Discussion of Soccer Fields at Sports Complex:** Superintendent of West Central School Jeff Danielson has indicated that the school may be sanctioning soccer for the 2014/2015 school year. If this does happens, the school would need a field to play their games on. The current field located on school property would be used for practices but it is not in good enough condition to play games on. The school would host around 6 games per season and their season would run from mid-August to mid-October. At this time the school would like to request the use of the Championship Field at the Sports Complex exclusively throughout the soccer season. Further discussion was held regarding the cost that would be incurred by the city if this were allowed. A motion was made by Monahan, second by Leah Johnson that if West Central School sanctions soccer that the city will reserve for them the Championship Field at the Sports Complex from August 1 through October for their use for the 2014 season – all voted yes, motion carried.

**Realignment of Diamond Trail – East of Western Avenue:** Jeff Harms has met with members of the council along with city staff. As part of the improvements to his facility, he wants to widen the south driveway. Once the south driveway is widened, the existing north driveway would be closed and vacated. Because of the south driveway's close proximity to I-90, all plans must be approved by the SD DOT. The DOT is hesitant to allow this change until the section of Diamond Trail to the east of Western Ave is moved to the north to align with West Diamond Trail. They feel this change will allow for better traffic flow in this area. The DOT is requesting that the city commit to the realignment project and to provide a timeframe when the realignment will be complete before an approval will be given to Mr. Harms to move forward with moving the driveways on his property. A motion was made by Monahan, second by Leah Johnson to move forward with aligning East Diamond Trail to West Diamond Trail and for project to be completed before end of 2015 – all voted yes, motion carried.

**Discussion of Brower Addition:** Gary Sandholm was present to address the council regarding the Brower Addition. This addition, which is outside of city limits, is located to the south of I-90 at Exit 387. Sandholm has had a conversation with the county regarding the poor conditions of the roads in this area. They indicated a recent conditional use permit application was denied because of the poor road conditions and that condition use permits are not likely to be granted until road improvements are made. With the close proximity of the Brower Addition to Hartford, the county thought the city would like to be part of these conversations going forward. It was the consensus of the council that if Sandholm was contacted by the county that he participate in these meetings.

#### **Reports:**

**City Engineer Report:** Mitch Mergen with Stockwell Engineers updated the city council on projects they are working on. The bids on the micro surfacing project were provided to the council. A motion was made by Monahan, second by Doyle Johnson to accept the low micro surfacing bid of \$72,322.80 from Missouri Petroleum Products Company, LLC and to allow additional streets to be added to the project but not to exceed a total cost of \$90,000 – all voted yes, motion carried. Design work on the two softball fields at the Sports Complex will be starting soon. Once the weather allows, the contractor will resume work on West Diamond Trail. Regarding Phase 3 & 4 of the bike trail, the notice to proceed has not yet been issued by the SD DOT. Once it is, Stockwells will start the design work.

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

**Streets** – With higher temps, Wagner is planning to blade the gravel roads in the coming days. The county will have a bid letting on Mar 19<sup>th</sup> for chip sealing work on Western Ave. Wagner will have figures for the city's portion of the cost at the next meeting. Wagner also hopes to have a price for crack sealing by the next meeting. Street sweeping will start in the coming weeks.

**Water** – Water & wastewater samples have been taken for the month. Manhole inspections have started and will continue through the spring.

**Park and Pool** – The trees for the 3<sup>rd</sup> grade class have been ordered and will be in the week of Arbor Day. The pool pump is ready to be picked up. Sioux Valley Electric has set posts for a batting net at the Sports Complex.

**Public Buildings:** Wagner will be reviewing inventory with the city auditor, Gary Larson, this week.

Wagner has received 4 applications for the Ground Maintenance Assistant position. Wagner's recommendation to the council is to hire Rick Schroeder at a wage of \$10/hr. A motion was made by Monahan, second by Leah Johnson to approve Wagner's recommendation and hire Rick Schroeder at \$10/hr for the Ground Maintenance Assistant position – all voted yes, motion carried.

The SD Municipal Street Maintenance Association spring training is April 16<sup>th</sup> & 17<sup>th</sup> in Pierre, SD. Jesse O'Kane and Wagner have attended in the past. A motion was made by Nelson, second by Doyle Johnson to allow Wagner and Neil Hanisch to attend the street maintenance conference in April and for Wagner and Jesse O'Kane to attend the water treatment conference in Sept – all voted yes, motion carried.

**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 Feb 28, 2014. Also included was a summary of funds available for each city committee and a highlight of bills to be paid. The Equalization Board will meet on Mar 19<sup>th</sup> and will hear 13 appeals. The calendar of events was also provided to the council.

**City Administrator Report:** Sidel and Paul Clark met with a representative from ISO. Every five years ISO gathers information from communities regarding building safety rules and regulations, focusing on building codes and the administration and enforcement of those codes. With this information they provide a rating for the city. This rating directly affects the insurance rates given to residents living in the city – the better the ISO rate the better the insurance rates. The city's current rate is a 5, on a scale of 1 to 10 with 1 being the best. The report from the ISO with the new rate is expecting in the coming months. Sidel provided the council information on personal race tracks. Currently there is no ordinance which prohibits them. They could be addressed through the nuisance ordinance since noise would most likely be an issue. Currently there are no height restrictions on accessory buildings. The Planning & Zoning Board will be discussing this at their next meeting. In regards to the city lots in Maras Addition, City Attorney Nelson is drawing up the agreements to transfer 3 of these lots to the HADC for sale to the third parties. Since the city has receive no applications for the Park Recreation Director position Sidel requested that application deadline be extended at least two more weeks. A motion was made by Leah Johnson, second by Monahan to extend the application deadline for the Park Recreation Director position two more weeks – all voted yes, motion carried.

**Committee Reports by Liaison:**

**Mark Monahan – Bike/Rec & Community Bldg:** There was no Bike/Rec Trail meeting in Mar. An updates was provided in regards to the land along Main St. The Community Building Committee will not meet again until mid-April.

**Scott Yount – Sports Complex:** Sports Complex Committee met on Mar 12<sup>th</sup>. Sponsorship booklets are done and fundraiser calendars are in. The next meeting is Apr 9<sup>th</sup> 7pm Midway Bar & Grill.

**Leah Johnson – Jamboree Days, Swimming Pool & Community Bldg:** The next Jamboree Committee meeting is Apr 7<sup>th</sup> 6pm City Hall. The Swimming Pool Committee will meet on Mar 25<sup>th</sup> 7:30 Pizza Ranch.

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

**Doyle Johnson – Downtown & Hometown Christmas:** The next Downtown Committee Meeting is planned for Apr 1<sup>st</sup>.

**Scott Nelson – HADC & Chamber:** There will be a Chamber Mixer on Mar 25<sup>th</sup>. Legislators will be present to provide a wrap up of the 2014 Legislative Session.

**Mayor's Report:** Mayor Zimmer noted that Sioux Valley Energy will be having their district meeting on Mar 27<sup>th</sup> in Humboldt. The Mayor wished the best of luck to Sioux Valley Energy Power & Hope Award nominee Troy Larson.

A motion was made by Monahan, second by Leah Johnson to enter into executive session at 9:29 p.m. – all voted yes, motion carried.

A motion was made by Monahan, second by Yount to exit executive session at 9:35 p.m. – all voted yes, motion carried.

An update on the Mundt building was given to the council.

**Adjournment:** A motion was made by Leah Johnson, second by Yount, to adjourn at 9:45 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