

## **City Council Meeting – Regular Meeting March 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, Gail Olson-Duck and Doyle Johnson. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner and City Engineers Jon Brown 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 Feb 18, 2014 Regular Meeting:** A motion was made by Doyle Johnson, second by Leah Johnson to approve the Feb 18, 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 Railroad St and Vandemark Ave. A number of parking tickets have been issued with the recent snow falls that have occurred. He also asked everyone to keep an eye out for any suspicious activity as there has been a case of theft in the area recently.

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

**7:05 Public Hearing – Rezone approximately 9.55 acres of un-platted property in the SW ¼, SW ¼, Section 23-102-51 from Agricultural to Residential:** 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 Monahan, second by Leah Johnson to approve first 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 #603 – Amendment to Ordinance #430 Prohibited Parking after a Snowfall:** The ordinance regarding prohibited parking after a snowfall was reviewed. Revisions to clarify responsible party and timeframe were added. A motion was made by Olson-Duck, second by Leah Johnson to approve first reading of Ordinance #603 – Amendment to Ordinance #430 Prohibited Parking after a Snowfall – all voted yes, motion carried.

### **Old Business:**

**Discussion of Pool Manager & Assistant Pool Manager Job Descriptions:** Discussion was held regarding the job description of the Pool Manger and Assistant Pool Manager. At the Feb 4<sup>th</sup> city council meeting the council approved adding lifeguarding as a job duty to the job description of both the Pool Manger and Assistant Manager. Past pool manger Amy Sebert and past assistant pool manager Darci Jansen were present to address their concerns with this change, some of which included the following: authority/respect issues, accuracy of cash receipts and separation of duties. A motion was made by Leah Johnson, second by Nelson to remove lifeguarding as a job duty on the Pool Manager and Assistant Pool Manager Job Descriptions and to post the job for an additional two weeks – Monahan voted no with all others voting yes, motion carried.

**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 type of floatation devices should also be ban from the pool. Some feel that these devises give the swimmer a false sense of security which may lead to the swimmer going into deeper water then they should. Another concern was that when the pool is crowded with kids, and there is a number of floatation devises in the pool, it may block the lifeguard's view of the water. Amy Sebert and Darci Jansen were present to address the council with their thoughts on this issue. A motion was made by Monahan, second by Doyle Johnson to table this discussion until the next city council meeting – all voted yes, motion carried.

**New Business:**

**Bid Process for City Ground along East 5<sup>th</sup> Street and Transfer of Lots to the HADC:** City Administrator Sidel brought the council up to date on who is interested in the city owned lots along East 5<sup>th</sup> Street between Mundt and Eastern. Lot 1A in Block 1 has only one interested party. He will pay the \$5,000 purchase price set by the city. Lot 1B in Block 1 has no interest. Lot 1A & Lot 1B in Block 2 are both wanted by two different parties. Discussion was held regarding what bid process the city wants to implement in the selling of the two east lots. A motion was made by Monahan, second by Nelson to transfer Lot 1A in Block 1 and Lot 1A & 1B in Block 2 to the HADC with Lots 1A & 1B in Block 2 to be sold by sealed bid with a minimum bid of \$10,000 and for all proceeds from the sale of all lots to be returned to the City for future land acquisitions – all voted yes, motion carried.

**Transfer of County Parcel #23673 to City:** City Administrator Sidel has been contacted by Minnehaha County Auditor Bob Litz in regards to parcel #23673. The county is offering the parcel to the city in exchange for payment of the back taxes owed. There is also another parcel right next to this one that may also be available for the city to purchase from the county for back taxes also. More information on the availability to purchase this property will be received from the county in the next few weeks. A motion was made by Monahan, second by Doyle Johnson to move forward with the purchase of both parcels from Minnehaha County for payment of the back taxes due and any special assessments assessed against these properties – 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. There has been a lot of activity with prospects, both current and new. A Chamber Mixer is being planned for Mar 25<sup>th</sup>. The HADC had their annual meeting Feb 20<sup>th</sup> with Nick Fosheim of MCEA, Alex Smith with GOED and Slater Barr with SF Betterment Foundation speaking. The Mutual Self-Help Housing Project, now having enough qualified applications, is ready to launch. The SF Development Foundation will be offering homebuyer education classes. Discussion will begin between Jeff Harms of Harms Oil and the city regarding a timeline for the realignment of West Diamond Trail. Mayor Zimmer appointed councilmembers Mark Monahan and Leah Johnson to attend the meetings with Mr. Harms.

**Fire Department Report:** Linda Hartman and Pat Beckman were present to report on the recent activities of the fire department. In February the department responded to 15 calls with 8 being in city limits. There is currently 35 active members on the department. The next meeting for the department is on Mar 12<sup>th</sup> where training will take place. On Mar 26<sup>th</sup> the department will be having a mock drinking and driving training with West Central School. On May 18<sup>th</sup> there will be a pancake feed at the fire station.

**City Engineer Report:** Nick Borns, with Stockwell Engineers, updated the city council on projects they are working on. Stockwells has received the bid results for the micro-surfacing project. The figures came in lower than expected. A debt service section is in the process of being added to the Capital Improvement Plan. In regards to Phase 3&4 for the bike trail, Stockwells has been working with the DOT on the agreement. Once the notice to proceed is received, Stockwells will then start on the design work. The proposal for the work related to construction plans/survey work/construction administration on the two ball fields at Swenson Park was reviewed by the council. A motion was made by Monahan, second by Doyle Johnson to approve the proposal for work related to construction plans on two ball field at Swenson Park with the following change: Basic Compensation: Hourly not to exceed \$58,500 – Olson-Duck voted no with all others voting yes, motion carried.

**Public Works Superintendent Report:**

**Streets** – Plowing & sanding of streets continues. Snow equipment is running good. Micro-surfacing bid number came in low. Due to this, a few more streets were added to the project and it is expected that the project will still remain under the budgeted amount. A motion was made by Monahan, second by Leah Johnson to have Stockwells proceed with drawing up the contract for the micro-surfacing project – all voted yes, motion carried. Wagner has been in contact with Federal Surplus looking for a used truck. They may have one available later in the week. A motion was made by Nelson, second by Olson-Duck to allow Wagner to purchase a used truck, meeting the conditions and specifications agreed upon, when it becomes available and at a price of \$19,500 or lower – all voted yes, motion carried. Work

continues on boulevard trees as time allows. The deadline to sign up for boulevard trees is Mar 14<sup>th</sup>. Staff will be working to burn the pile of tree branched that have accumulated in preparation for this spring's cleanup.

**Water** – Samples will be taken later this week

**Park and Pool** – The pool filter and heater will be started in the next few weeks. Arbor Day trees were discussed. A motion was made by Leah Johnson, second by Doyle Johnson to purchase trees for West Central 3<sup>rd</sup> Graders to give to them on Arbor Day – all voted yes, motion carried

**Public Building** – Electrical inspections have taken place. Safety inspections also took place on all city buildings and safety equipment. Both inspections went well.

**Finance Officer Report:** Wilber provided a highlight of revenues that were received during February along with the all revenues and expenses to date thru January. There will be an election on Apr 8<sup>th</sup> with a race in Ward 1 between Bill Campbell and Leah Johnson and Ward 2 between Doyle Johnson and Justin Kjellsen. Incumbent Scott Nelson was unopposed in Ward 3. At the meeting, names of the candidates were drawn in order to determine ballot placement. The Equalization Board will hold its meeting on Mar 19<sup>th</sup> at 6pm. The deadline for property owners to sign up to appeal their valuations is Mar 13<sup>th</sup>. Forms are available at City Hall. Gary Larson has finished up the 2013 annual report of which a copy was provided to the council. A motion was made by Doyle Johnson, second by Leah Johnson to approve the 2013 Annual Report – all voted yes, motion carried. Gary will be in the office starting on Mar 17<sup>th</sup> to perform the annual audit. The council was also provided a list of upcoming events for the month of March.

**City Administrator Report:** The Code Enforcement/Building Inspection report for February was provided to the council. Sidel informed the council of the insurance audit that was done on the city. The city's insurance company requires that every three years the policies and safety procedures are audited along with completing a walk-through inspection of all city facilities. The audit went well with just a few minor items that need to be addressed.

**Committee Reports by Liaison:**

**Mark Monahan – Bike/Rec & Community Bldg:** The Bike Rec Trail Committee did not meet in Mar. The next meeting will be Apr 8<sup>th</sup> 6:30pm at Spikes Bar & Grill.

**Scott Yount – Sports Complex:** The Sports Complex Committee met on Feb 12<sup>th</sup>. Work continues on sponsorship booklets. Paulson Marketing did all of the printing for the booklets free of charge. Next meeting is Mar 12<sup>th</sup> 7pm at Midway Bar and Grill.

**Leah Johnson – Jamboree Days, Swimming Pool & Community Bldg:** The Jamboree Committee met on Mar 3<sup>rd</sup>. Most of the entertainment has been booked. A "Save the Date" flyer has been made. New events this year will include a tractor pull, water wars, a haystack event for kids, and the Michael J. Fitzmaurice Bike Trail Dedication. The next meeting is Apr 7<sup>th</sup> 6pm at City Hall. The Swimming Pool Committee's next meeting is Mar 25<sup>th</sup> 7:30pm at Pizza Ranch.

**Gail Olson-Duck – Jamboree Days & Hometown Christmas:** Currently, there are 19 vendors registered for Jamboree Days. Hometown Christmas will start their planning meetings for the 2014 event in July or August. A new parade route is being considered.

**Doyle Johnson – Downtown & Hometown Christmas:** The Downtown Committee did not meet in Mar. Johnson congratulated all West Central wrestlers that participated in the state tournament. He also wished the boys and girls basketball teams good luck as they start their state tournaments.

**Scott Nelson – HADC & Chamber:** There was a very good turnout for the HADC annual meeting held on Feb 20<sup>th</sup>. The next Chamber Mixer is scheduled for Mar 25<sup>th</sup> at Spikes Bar & Grill. Nelson congratulated Sunshine Foods for receiving the award for "Business of the Month" and Deb Peters for receiving the award of "Volunteer of the Month".

**Mayor's Report:** Mayor Zimmer thanked Stockwell Engineer for the excellent service they have been providing the city.

A motion was made by Doyle Johnson, second by Leah Johnson to enter into executive session at 8:48 p.m. – all voted yes, motion carried.

A motion was made by Olson-Duck, second by Leah Johnson to exit executive session at 9:16 p.m. – all voted yes, motion carried.

A motion was made by Olson-Duck, second by Doyle Johnson to approve signing purchase agreements for the purchase of Lot 2 and 3 in Block 9 and Lots 6, 7 and 8 in Block 4 of Hartford City Proper, Minnehaha County, South Dakota – all voted yes, motion carried.

The Chamber/HADC report was addressed by the city council once again. Conditions and improvements in the Brower Addition were discussed. Since this Addition is located outside of city limits and within Minnehaha County's jurisdiction, it was the consensus of the Hartford City Council to end any discussions regarding possible improvements and city participation within the Brower Addition.

**Adjournment:** A motion was made by Doyle Johnson, second by Leah Johnson to adjourn at 9:27 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