

City Council Meeting – Regular Meeting April 1, 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, City Attorney Larry Nelson and City Engineer Nick Borns.

Additions/Approve Agenda: A motion was made by Monahan, second by Leah Johnson to move City Engineer Report by Stockwell Engineers to the first item on the agenda – all voted yes, motion carried. A motion was made by Leah Johnson, second by Olson-Duck to approve the agenda with changes - all voted yes, motion carried.

City Engineer Report: Nick Borns, with Stockwell Engineers, updated the city council on projects they are working on. Stockwell will be meeting with city staff to discuss what additional streets will be included in the upcoming micro surfacing project. Design work on the two softball fields at the Sports Complex has been started. The West Diamond Trail project is scheduled to start again in the coming weeks. A new agreement for Phase 3 & 4 of the bike trail has been drafted and forwarded to the DOT for processing. Once processed, a notice to proceed will be received. The engineering agreement for the East Diamond Trail project was given to the council for their review. A motion was made by Monahan, second by Leah Johnson to approve the agreement for the realignment of East Diamond Trail at the rate of hourly time & materials not to exceed \$67,200 – all voted yes, motion carried.

Approve Minutes of Mar 18, 2014 Regular Meeting: A motion was made by Doyle Johnson, second by Leah Johnson to approve the Mar 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. He also mentioned a recent theft incident at a storage unit. Deputy Terrones asked residents utilizing storage units to check their locks.

Visitors: Monte Schraeder, manager of the Hartford Elevator, was present to address the council. As soon as weather permits, the elevator will be moving forward with Phase II of their building project. Mr. Schraeder is requesting that the park fee portion of the building permit fee be waived for this project. Discussion was held as to why this fee was enacted and how it is calculated for both commercial and residential construction. A motion was made by Monahan, second by Leah Johnson to table this discussion until the next council meeting so allow City Administrator Sidel time to gather more information regarding these fees – all voted yes, motion carried.

Ordinances, Resolutions & Hearings:

Second 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 second reading of Ordinance #605 – Amendment to Fines & Fees Ordinance – all voted yes, motion carried.

First Reading of Ordinance #606 – Amend 2011 Zoning Regulations: By recommendation of the Planning & Zoning Board, Ordinance #606 has been drafted to add clarification to the following items in the current zoning ordinance: double-frontage lots, lot coverage, frontage lot, front lot line and street. A motion was made by Olson-Duck, second by Leah Johnson to approve first reading of Ordinance #606 – Amend 2011 Zoning Regulations – all voted yes, motion carried.

Old Business:

Agreement to Transfer Lot 1A, Block 1 and Lot 1A & 1B, Block 2 of Maras Addition to the HADC: A motion was made by Monahan, second by Leah Johnson to table any action regarding this agreement until such a time when bids have been received on Lots 1A & 1B, Block 2 of Maras Addition – all voted yes, motion carried.

New Business:

Review DOT Agreement to Extend SRTS-Round 4 Grant Deadline: The Safe Routes to School Grant – Round 4 was a joint grant between the city and the West Central School Dist. The city has completed their portion of the grant and has received reimbursement from the DOT. West Central School still needs to complete their portion. This agreement will extend the deadline to April 1, 2015 to allow the school more time. A motion was made by Monahan, second by Doyle Johnson to approve the DOT agreement to extend SRTS-Round 4 grant deadline to April 1, 2015 and authorize the mayor to sign said agreement – all voted yes, motion carried.

Review Water & Sewer Rates: When the Capital Improvement Plan was presented to the council earlier this year, the current water & sewer rates and fund balances were addressed. The CIP illustrates yearly projections of both the water and sewer fund, based on the current rate structure and projected projects listed in the plan. The suggestion of the city engineers is that changes need to be made to the rates to build these funds in order to sustain the expenses in the years to come for the projects defined in the CIP. Information regarding possible rate changes and fund projections was provided to the council for their review. A motion was made by Monahan, second by Olson-Duck to table this discussion until the next meeting to allow time for all information to be reviewed by the council – 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 Legislative Wrap-Up Mixer was held on Mar 25th with input received from 5 area legislators. The Chamber has received a \$500 grant to help cover the cost of the speaker for the hospitality training workshop. The HADC had a planning retreat to set goals and objectives for next year. Preparations are beginning for Community Clean-Up Day. A motion was made by Nelson, second by Olson-Duck to allow the use of city equipment and employees for the community clean-up day on May 3rd – all voted yes, motion carried. The homebuyer education classes schedule for May 25 & 27 were postponed due to lack of registrations. Plans are to reschedule these classes.

Fire Department Report: Linda Hartman was present to report on the recent activities of the fire department. In March the department responded to 17 calls with 7 being in city limits. The next meeting for the department is on Apr 9th. On May 18th there will be a pancake feed at the fire station. The fire department, along with a number of other agencies, took part in a drinking & driving demonstration at West Central School. The event included a mock accident, mock trial, mock funeral and a speaker. In conjunction with the FCCLA organization, two West Central sophomores, Bailey Meadors and Miranda Sundermann, coordinated the activities for the event.

Public Works Superintendent Report:

Streets – Street sweeping continues along with blading of gravel roads and alleys. Wagner will meet with City Engineers regarding items that the developer needs to complete on East Opal Lane. Costs on the chip sealing of Western Ave came in as expected. Wagner has received a bid from Highway Improvements for crack sealing of \$.65 per foot. This is the same price they charged the city last year and Wagner indicated that work done by them in the past has been acceptable. A motion was made by Olson-Duck, second by Yount to approve Highway Improvements for crack sealing work needed for the 2014 season at \$.65 per foot – all voted yes, motion carried. This week Wagner will be looking at a used pickup for sale at Federal Surplus in Huron.

Water – Staff has started to move water around at the ponds. Samples will be taken in the coming weeks with the hope of discharging in April. Manhole inspections are on-going.

Park and Pool – Work has started at the pool including installing the pump and working on the filters. They will be working on the heater in the coming weeks. Weather permitting, the skate park will be opened up at the end of the week. The ice rink liner has been taken up.

Public Building – Nothing new at this time.

Finance Officer Report: Wilber provided a highlight of revenues that were received during Mar along with the all revenues and expenses to date thru Feb. The Equalization Board met on Mar 19th and heard 13 appeals. Gary Larson, CPA has completed the 2013 audit and has given the city a favorable review.

Copies of the audit will be provided to the city once the audit is filed and approved by the Dept of Legislative Audit. The council was also provided a list of upcoming events for the month of March.

City Administrator Report: As a result of the insurance audit that was done on the city, the insurance company has provided some suggestions on changes to the city's current policies and procedures. These items are being reviewed at this time and an update will be provided to the council at the next meeting. West Central School has not taken any action on sanctioning soccer yet. Sidel gave the council an update on land purchases being made by the city. A motion was made by Monahan, second by Doyle Johnson for City Attorney Nelson and City Administrator Sidel to research the propriety of a lease agreement and to report back to the council at the next meeting – all voted yes, motion carried. The Planning & Zoning Board will be addressing height restrictions for accessory buildings and also an ordinance to restrict personal race tracts within the city. Sidel updated the council in regards to the transfer of County Parcel #23673 from the county to the city. Sidel also informed the council a petition that has been taken out to vacate an alley located north of 6th St between Main Ave and Oaks Ave.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec & Community Bldg: The next Bike Rec Trail Committee meeting will be Apr 8th 6:30pm at Spikes Bar & Grill.

Scott Yount – Sports Complex: The next Sports Complex Committee meeting will be Apr 9th 7pm at Midway Bar & Grill. Sales of the calendar fundraiser have started. Soccer goals are being purchased with funds received from the Legends Grant.

Leah Johnson – Jamboree Days, Swimming Pool & Community Bldg: There was no Mar meeting for the Swimming Pool Committee. The next meeting is Apr 22nd 7:30pm at Pizza Ranch. The next Jamboree Committee meeting is Apr 7th 6pm at City Hall.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: Hometown Christmas is not meeting at this time.

Doyle Johnson – Downtown & Hometown Christmas: The Downtown Committee did not meet in Apr. Johnson congratulated the SDSU Women's Basketball Team for making it to the final four of the WNIT tournament.

Scott Nelson – HADC & Chamber: Nelson recognized West Central students Bailey Meadors and Miranda Sundermann along with Hartford Fire Dept and others that took part in the mock crash for a job well done. Nelson noted that McCook Wellness is now part of Great Life Golf and Fitness. Nelson thanked the 5 area legislatures and all those who attended the Mar 26th Mixer. Also, a big thank you to Bill Zortman for being the MC of the event.

Mayor's Report: Mayor Zimmer thanked the candidates that are running in next week's city election for their willingness to serve the community.

A motion was made by Olson-Duck, second by Monahan to enter into executive session at 9:08 p.m. – all voted yes, motion carried.

A motion was made by Olson-Duck, second by Doyle Johnson to exit executive session at 9:27 p.m. – all voted yes, motion carried.

A motion was made by Monahan, second by Olson-Duck to allow Craig Wagner to use up to 5 days of his sick leave for medical appointments related to Doni Rolfson that have already occurred since her return from the Mayo Clinic – all voted yes, motion carried. A motion was made by Monahan, second by Olson-Duck to allow Craig Wagner to use up to an additional 5 days of sick leave for medical appointments related to Doni Rolfson until April 15, 2014 – all voted yes, motion carried.

Adjournment: A motion was made by Monahan, second by Leah Johnson to adjourn at 9:28 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.

Karen Wilber, Finance Officer