

## **City Council Meeting – Regular Meeting April 15, 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, Gail Olson-Duck and Doyle Johnson. Mark Monahan 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 Doyle Johnson, second by Olson-Duck to approve the agenda as set – all voted yes, motion carried.

**Approve Minutes of Apr 1, 2014 Regular Meeting:** A motion was made by Olson-Duck, second by Doyle Johnson to approve the Apr 1, 2014 regular meeting minutes – all voted yes, motion carried.

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

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

**Second 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 Leah Johnson, second by Doyle Johnson to approve second reading of Ordinance #606 – Amend 2011 Zoning Regulations – all voted yes, motion carried

### **Old Business:**

**Review Commercial Park Fee/Discuss Elevator Request to Waive Fee:** Monte Schraeder, manager of the Hartford Elevator, has made a request to the city that the park fee portion of the building permit fee be waived for Phase II of their building project. City Administrator Sidel provided information to the council regarding this fee which included the history of when this fee was enacted and why, a breakdown by year of revenue generated, and a list of other commercial projects that have paid the fee over the years. A motion was made by Olson-Duck, second by Nelson to not change the way the park fee is calculated and require all building permit applicants to pay this fee – all voted yes, motion carried.

**Agreement to Transfer Lot 1A, Block 1 and Lot 1A & 1B, Block 2 of Maras Addition to the HADC:** The city has received offers on three of the four city owned lots that are for sale to neighboring property owners. The agreement to transfer these three lots to the HADC was provided to the council for their review. A motion was made by Nelson, second by Olson-Duck to approve the agreement to transfer Lot 1A, Block 1 and Lot 1A & 1B, Block 2 of Maras Addition to the HADC – all voted yes, motion carried.

**Review Debt Service and CIP:** Mitch Mergen, with Stockwell Engineers, provided the council with an updated Capital Improvement Plan. The updated CIP now includes a section regarding debt service. This section of the document shows the city's current debt and then also shows the proposed debt based on the projects included in the CIP. This document was created as a planning tool and is subject to change based on what projects are actually done and when these projects are done. A motion was made by Doyle Johnson, second by Yount to accept the Capital Improvement Plan document – all voted yes, motion carried.

**Review Water & Sewer Rates:** Mitch Mergen, with Stockwell Engineers, presented the council with information regarding the water and sewer rates. 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. The following changes were discussed: Water Rates – Currently the first 1,000 gallons of usage is included in the minimum monthly charge. It is recommended that the city charge for this first 1,000 gallons. Sewer Rates – As with the water rates, the first 1,000 gallons is included in the minimum monthly charge and it is recommended that the city charge for this. It is also recommended that the annual increase in the sewer rates be increased by 1% to a total of 2%. This would then match the annual water rate increase of 2%. The final item on the sewer rates that was recommended is raising the usage rate to \$5.00 per 1,000 gallons. Mergen then provided the council with yearly projections of both the water and sewer fund, based on the suggested rate changes,

to illustrate how these changes would affect these fund balances based on the projects listed in the CIP. A motion was made by Nelson, second by Doyle Johnson for City Administrator Sidel to draft an ordinance that will include the following changes to the water and sewer rates: charge for the first 1,000 gallons of usage for both water and sewer, increase the sewer usage rate per additional gallon to \$5.00 or fraction thereof, change the annual increase in the sewer rates from 1% to 2%, and that all rates are reviewed on an annual basis – all voted yes, motion carried.

#### **Visitors:**

**Henry Dansman – Maintenance of Alley South of Christ Lutheran Church:** Henry Dansman was present to address the council. He is considering purchasing the property located at 607 N Main Ave. If he does, he would like to erect a detached garage to be accessed through the alleyway. Currently this alleyway is platted but has not been improved or maintained and the neighboring property owners use this alleyway as an extension of their yards. Neighboring property owners Lisa Hellvig and Jerry Siemonsma were present to voice their concerns regarding the possible use or improvements to this alleyway. They said drainage is an issue in this area and if the alley were to be built up that would cause water to be directed towards their properties and they also feel the use of the alley without it being improved would cause ruts and create an unsightly mess. A motion was made by Nelson, second by Olson-Duck for the city to provide no maintenance or improvements to the alleyway located north of 6<sup>th</sup> St between Main Ave and Oaks Ave – all voted yes, motion carried.

#### **New Business:**

**Quote on Conference Phone:** Councilmember Nelson addressed the council regarding the possible purchase of a conference phone for the city. Nelson presented two quotes from Golden West with the only difference is that one phone quoted was wireless. Discussion was held regarding the possible use of the phone by the HADC. A motion was made by Doyle Johnson to purchase conference phone per quote for \$493.29 sharing the cost 50/50 with the HADC – motion rescinded with no second. A motion was made by Doyle Johnson, second by Yount for the city to purchase conference phone per quote for \$493.29 – Olson-Duck and Leah Johnson voted no, Doyle Johnson and Yount voted yes, Nelson abstained – motion failed for lack of voting quorum.

#### **Reports:**

**City Engineer Report:** Mitch Mergen with Stockwell Engineers updated the city council on projects they are working on. The contract for the micro surfacing project has been submitted to city staff. The work on the fencing plan for the Sports Complex has been started. Plans for the city's review are expected by the end of the month. Work on West Diamond Trail is scheduled to resume once the weather allows. The agreements have been finalized for Phase 3 & 4 of the bike trail. The notice to proceed is expected in the next week. Once received, survey work will start. Survey work has started on the East Diamond Trail project. Once this is complete preliminary plans will be developed for the city's review.

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

**Streets** – Street sweeping has started and will continue for the next few weeks. Wagner will be organizing a Tree Board Meeting next week. Boulevard trees planting will occur around Arbor Day. Trees will be handed out to West Central Third Graders on Apr 25<sup>th</sup> in recognition of Arbor Day. Crack sealing is being planned for the end of May. Wagner continues to look for a used truck. Mag water pricing is expected from the contractor next week.

**Water** – Water has been moved around at the ponds and samples have been taken in hopes of discharging at the end of the month. The pump at the Sagehorn lift station went down last week. It has since been fixed. Manhole inspections continue through the spring

**Park and Pool** – Work has started on the pool heater and will finish once all the parts arrive. Concrete has been installed for the batting cage in the main park and the net will be put up next week. The bathrooms will be opened up by the end of the week. The skate board park is now open.

**Public Buildings:** Nothing new at this time.

**Hire Recommendations – Public Works Assistants:** 11 applications were received for the Public Works Assistant position. A motion was made by Leah Johnson, second by Olson-Duck to approve the following for the position of Public Works Assistant: Aaron Blume at \$9.25/hr, Mitchell Brockhaus at \$9.25/hr, Joshua Auble at \$9.00/hr, Eric McCluskey at \$9.00/hr, Trevor Eldredge at 20 hrs per week at \$9.00/hr, with Michael Hanisch, Noah Matson, and Trevor Eldredge as alternates if needed – 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 Mar 31, 2014. Also included was a summary of funds available for each

city committee and a highlight of bills to be paid. The attendance chart was provided to the council for their review. The tentative date of the pool opening is May 20<sup>th</sup> at 2pm. EmBe will be conducting three sessions of swimming lessons this year. The calendar of events was also provided to the council.

**Canvas of Ballots and Election Results:** The municipal election was held on April 8<sup>th</sup>. The unofficial election results reflected a 18.8% voter turnout in Ward 1 and a 8.1% voter turnout in Ward 2. The city council opened the poll book and verified the election results. For the position of Two Year Term for Ward 1 Councilperson: Bill Campbell received 79 votes and Leah Johnson received 33 votes. For the position of Two Year Term for Ward 2 Councilperson: Doyle Johnson received 34 votes and Justin Kjellsen received 11 votes. The results were noted on the Official Canvas Sheet with each council member signing the Official Canvas Sheet to confirm the results.

**City Administrator Report:** Sidel noted that the Planning & Zoning board will be reviewing height restrictions for accessory buildings and an ordinance to address personal race tracks at their next meeting and hope to have a recommendation to the city council by the May 6<sup>th</sup> meeting. The County Auditor now has possession parcel #23673. Once they get a clear title it will be transferred to the city. City staff has started to clean up the exterior of this property. The notice to proceed on the bike trail should be received shortly as all paperwork has now been signed and submitted. Venice Becker has applied for another conditional use permit. He would like to build a 6plex rather than a 4plex. This will go before the Planning & Zoning board on Apr 22<sup>nd</sup>.

**Hire Recommendations – Pool Manger, Assistant Pool Manager, Lifeguards, Park Rec Coordinator, Park Rec Assistants:** Sidel interviewed a number of candidates for the summer help position. She presented her recommendations to the council for each position. A motion was made by Nelson, second by Doyle Johnson to hire Amy Sebert as Pool Manager at \$13.75/hr – all voted yes, motion carried. A motion was made by Doyle Johnson, second by Yount to hire Darci Jansen as Pool Assistant Manager at \$12.75/hr and to hire Jinny Hayes as Pool Assistant Manager pending lifeguard certification at \$10.00/hr – all voted yes, motion carried. A motion was made by Olson-Duck, second by Leah Johnson to hire Tiffany Anderson as Lifeguard at \$9.00/hr, Matt Sebert as Lifeguard at \$9.25/hr, Matt Johannsen as Lifeguard at \$9.25/hr, Taylor Otheim as Lifeguard at \$9.00/hr, Paige Hanisch as Lifeguard at \$9.00/hr, Riley Danielson as Lifeguard at \$8.75/hr, Asher Wahl as Lifeguard at \$8.75/hr, Justin Sebert as Lifeguard at \$8.75/hr and Tristen Boeckholt as Lifeguard at \$8.75/hr – all voted yes, motion carried. A motion was made by Olson-Duck, second by Leah Johnson to hire Laura Johnson as Summer Rec Director at \$1,250 for the season – all voted yes, motion carried. A motion was made by Olson-Duck, second by Yount to hire Shayla Kuchta as Summer Rec Coordinator at \$8.25/hr – all voted yes, motion carried. A motion was made by Olson-Duck, second by Nelson to hire Aurora Goetsch as Summer Rec Assistant at \$7.25/hr and to hire MarKinzie Hagen as Summer Rec Assistant at \$7.25/hr – all voted yes, motion carried.

**Committee Reports by Liaison:**

**Mark Monahan – Bike/Rec & Community Bldg:** Absent

**Scott Yount – Sports Complex:** Nick Borns with Stockwells attended the last Sports Complex Committee meeting to discuss field layouts with the committee. The Legends Grant has been completed and turned in. The new soccer goals have been delivered. The next meeting is May 14<sup>th</sup> 7pm Midway Bar & Grill.

**Leah Johnson – Jamboree Days, Swimming Pool & Community Bldg:** Updates have been made to the Jamboree Days Facebook page. The next Jamboree Committee meeting is May 5<sup>th</sup> 6pm City Hall. The Swimming Pool Committee will meet on Apr 22<sup>nd</sup> 7:30 Pizza Ranch. Johnson attended the District 3 meeting in Tea. Johnson took a moment to thanked everyone she’s worked with over the last 4 years as councilmember.

**Gail Olson-Duck – Jamboree Days & Hometown Christmas:** Planning is moving along very well for Jamboree Days. They continue to receive vendor forms. Olson-Duck thanked Leah Johnson for her service to the city over the past 4 years as a councilmember.

**Doyle Johnson – Downtown & Hometown Christmas:** The next Downtown Committee Meeting is planned for May 6<sup>th</sup>. Johnson also thanked Leah Johnson for her service and enjoyed working with her over the last year.

**Scott Nelson – HADC & Chamber:** Nelson noted there will be a Chamber Mixer on April 21<sup>st</sup>.

**Mayor's Report:** Mayor Zimmer recognized that the city's wastewater treatment system is the recipient of the 2013 Operation and Maintenance Award from the DENR. Mayor Zimmer read a Proclamation declaring April 25<sup>th</sup> as Arbor Day and a Proclamation declaring May 1<sup>st</sup> as Silver Star Banner Day. Finally, a Proclamation declaring May as Building Safety Month was read. Mayor Zimmer thanked Leah Johnson for her service to the city and that it was a pleasure working with her.

A motion was made by Doyle Johnson, second by Olson-Duck to enter into executive session at 8:56 p.m. – all voted yes, motion carried.

A motion was made by Leah Johnson, second by Olson-Duck to exit executive session at 9:01 p.m. – all voted yes, motion carried.

A motion was made by Olson-Duck, second by Leah Johnson to allow Craig Wagner to use up to 40 hours of his sick leave to accompany Doni Rolfson to Craig Hospital from April 28, 2014 to May 2, 2014 – all voted yes, motion carried.

**Adjournment:** A motion was made by Doyle Johnson, second by Yount, to adjourn at 9:02 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