

City Council Meeting – Regular Meeting July 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: Scott Nelson, Mark Monahan, Scott Yount, Gail Olson-Duck, Bill Campbell and Doyle Johnson. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson along with City Engineer Mitch Mergen.

Approve Agenda: A motion was made by Olson-Duck, second by Yount to add discussion of budget requests under New Business in regards to the budget process for organizations requesting funds from the city – all voted yes, motion carried. A motion was made by Monahan, second by Olson-Duck to approve the agenda with said change - all voted yes, motion carried.

Approve Minutes of Previous Meetings: A motion was made by Olson-Duck, second by Monahan to approve the June 17, 2014 regular meeting minutes – all voted yes, motion carried.

Deputy Report: Deputy Terrones was present to give his report. There has been speeding occurring at Hwy38/2nd St. Terrones has received complaints regarding trailers being parked near intersections causing view obstruction. Discussion was held regarding amending the parking ordinance to include a stipulation regarding parking near intersections. Painting the corner curbs in yellow was also discussed. Terrones and City Administrator Sidel will do some research as to what is currently stated in the city's ordinance along with state law regarding yellow markings and present this information at the next council meeting. Terrones noted two reports of vehicle vandalism. Jamboree Days was also discussed.

Park Recreation End-of-Year Report: Laura Johnson was present to give the council a report on this year Park Rec program. 123 registered for the program this year with an average daily attendance of 100. Two days were cancelled due to weather. Johnson feels things ran very smooth and feels the kids had fun. Johnson also noted that expenses were below the budgeted amount.

Ordinances, Resolutions & Hearings:

1st Reading of Ordinance #614 – Rezone Lot 18, Block 2 of Ginsbach Addition from Residential to Community Commercial: Dennis Bossman has submitted a rezone application to change the zoning of Lot 18, Block 2 of Ginsbach Addition from Residential to Community Commercial. Mr. Bossman has indicated that he has had this property for sale for several years with few offers. He is requesting the rezone to pursue possible resale of this property for commercial development. Discussion was held regarding drainage issues, required setbacks, and permitted uses in Community Commercial areas. Dean Muncie addressed the council on behalf of the Planning & Zoning Board, who has recommended approval of the rezone with a vote of 6 to 1. A motion was made by Johnson, second by Nelson to approve 1st reading of Ordinance #614 – Rezone of Lot 18, Block 2 of Ginsbach Addition from Residential to Community Commercial – Olson-Duck, Yount and Monahan voted no with Campbell, Johnson and Nelson voting yes. Mayor Zimmer voted yes to break the tie – motion carried.

1st Reading of Ordinance #615 – Rezone Lot 3&4, Block 5 of South Addition from Residential to Community Commercial: Dennis Bossman, of Hartford Mini Storage, has submitted a rezone application to change the zoning of Lot 3&4, Block 5 of South Addition from Residential to Community Commercial. Mr. Bossman's currently has storage units on Lot 2 and once all of these unit have been rented his plan for these lots is to erect more storage units. A motion was made by Johnson, second by Nelson to approve 1st reading of Ordinance #615 – Rezone Lot 3&4, Block 5 of South Addition from Residential to Community Commercial – all voted yes, motion carried.

Visitors:

Brad Miles was present on behalf of James Gordon and his neighbors. Mr. Gordon has submitted an application to conduct a block party along Opal Lane in front of their homes. They are requesting the use of city barricades to block off the east end of Opal Lane between the hours of 12pm on July 12th to 12am on July 13th. A motion was made by Olson-Duck, second by Nelson to approve the block party request for the east end of Opal Lane between the hours of 12pm on July 12th to 12am on July 13th and for the use of city barricades to block off the street – all voted yes, motion carried.

Christine Antonsen was present to address the council regarding her request to obtain a livestock permit to have chickens. At the June 4th council meeting the council held off on making a decision until the Antonsen's provide the specification for the coop and to also allow them time to visit with their neighbors

about the chickens. At this time, Antonsen provided the council with a copy of the coop specification, a layout of where the coop would be placed on their property, and also a petition that was signed by some of their neighbors. Mayor Zimmer addressed the Antonsen's and the council regarding his opposition to having livestock in the city. Further discussion was held regarding the coop design, planned fence area for the chickens, and Antonsen's role in caring for the chickens. A motion was made by Nelson, second by Johnson to approve the livestock permit at 301 W 4th St for 6 chickens and no roosters, no commercial use of the chickens, and that the permit would be valid until revoked by the city – Nelson and Johnson voted yes with all others voting no – motion failed. Mayor Zimmer made the recommendation to the council to overturn the livestock permit that was granted on March 18, 2014 to Dennis and Jackie Lauseng of 512 N Oaks Ave. A motion was made by Olson-Duck, second by Monahan to add the review of the livestock permit issued to Dennis and Jackie Lauseng to the next agenda – Nelson and Johnson voted no with all others voting yes – motion carried.

Old Business:

Review Proposed Media Policy: City Administrator Sidel provided the council with a draft of the media policy for their review. A motion was made by Monahan, second by Nelson to approve the media policy to include a revision to paragraph 2 as follows: “If the City Administrator, or the Mayor in the absence of the City Administrator, determines that the City's goal can best be achieved by having someone with more background or expertise speak for the City on a particular topic, he or she may designate one of the following to assist with or give the city's response...” – all voted yes, motion carried.

Review Proposed Sidewalk Policy: City Administrator Sidel provided the council with a draft of the sidewalk policy for their review. A motion was made by Monahan, second by Johnson to approve the sidewalk policy – all voted yes, motion carried.

New Business:

Emergency Training Class for City Personnel/Council: Councilmember Monahan addressed the council regarding an emergency training class that is available for municipal staff and elected officials. Fire Chief Bryon Shumaker further explained that this training is the beginning step in making an emergency operations plan for the city. Some of the topic this class will address is emergency training, responsibilities of staff in an emergency situation, and how the city will deal with other agencies during an emergency. Shumaker recommends that the city start the process to create an emergency operations plan. A motion was made by Monahan, second by Nelson that the city council, mayor and key city personal attend emergency training class with the date, time, and location of the class to be determined – all voted yes, motion carried.

Pool Closing Date: Councilmember Johnson addressed the council regarding the closing date of the pool. Johnson has been approached by some parents that have inquired about keeping the pool open until Labor Day. Discussion was held regarding the additional cost that would be associated with keeping the pool open two more weeks along with staffing concerns. Johnson requested that this idea be looked at later this year during the budget process for the 2015 season.

Western Meadows Addition – Update to Preliminary Plan: Costello Land Developers has rezoned a portion of their property in Western Meadows Addition from Residential to Light Industrial. They have now amended their preliminary plans to include this industrial area. The amended preliminary plans have been reviewed by city engineers and all comments and concerns have been addressed by the developer. The Planning & Zoning Board has also reviewed the amended plan. The board requested clarification from the developer regarding a buffer zone between the industrial area and residential lots. The developer has provided the necessary clarification regarding this buffer zone. A motion was made by Johnson, second by Nelson to approve the amended preliminary plans for Western Meadows Addition – all voted yes, motion carried.

Sports Complex – Review/Discussion/Award of Fencing Bids: Councilmember Campbell and Dean Munce addressed the council on behalf of the Sports Complex Committee. Members of the committee along with the Mayor Zimmer, Councilmember Campbell & Yount, city staff and city engineers met on June 25th to discuss the bid that was received for the fencing work at the Sports Complex. The recommendation of this group is to award the base bid and alternate #3. They also recommend that the labor to install the fencing fabric be completed by city staff along with help from committee members. The Sports Complex Committee fund balance will be used to pay for the project with any shortage being picked up by the committee. Any remaining funds the committee has on hand after the project will be used to work on smaller projects or used for matching funds when applying for grants. Looking ahead to next year,

the committee is planning to complete the agrilime portion in the spring of 2015 so the fields are ready for the 2015 season. Fundraising activities will concentrate on sponsorships and calendar sales. A motion was made by Johnson, second by Yount to award the fencing bid to American Fence Company for the base bid and alternate #3 for a total of \$70,938.31 contingent on the Sports Complex Committee paying \$8,188.27 of said amount – all voted yes, motion carried.

Discussion of Budget Requests – Committees and Organizations: Councilperson Olson-Duck suggested that all organizations and committees that are requesting funds from the city during the budget process be required to provide a current financial statement and information that includes where previous years funds were spent, how requested funds are expected to be spent, along with information on any fundraising activities of the organization. City Administrator Sidel stated that she sends out a letter to all committees and organizations to gather information for the budget meeting. She will incorporate this new information into her letter.

Correspondence: None

Reports:

Chamber/HADC Director's Report: Gary Sandholm was present to address the council regarding the recent activities with both the Chamber and HADC. Jamboree Days was a big success thanks to all who were involved. The wrap up meeting was June 23rd. Sideline Diesel Repairs had a ribbon cutting and open house on June 14th. Sandholm attended a GOED Workforce Summit in Sioux Falls on June 17th. The monthly MCEDA meeting was in Baltic. Inter-Lakes Community Action Partnership has submitted grant applications to buy a used bus and for funds to help cover operational costs of the transit system. Sandholm has also submitted a request to Sanford Health to help fund the transit system. Sandholm provided a report of all the requests for information that have been responded to since June 1st.

Fire Department Report: Fire Chief Bryon Shumaker reported that the Fire Dept made 35 calls in June with 20 being in city limits. The dept business meeting will be July 9th. Medical training will take place on July 21st and Fire training will take place on July 23rd. The Fire Dept was involved in Jamboree Days by providing EMS at the 5K and in the park, had an entry in the parade, hosted water wars and sold beer/pop/water during the street dance on Saturday evening. Shumaker also introduced Fire Dept Secretary and Emergency Medical Technician Michelle Renken to the council.

City Engineer Report: Mitch Mergen with Stockwell Engineers updated the city council on items they are working on. Improvements are being made to the approach of Tammen Auto and Tire off of West Diamond Trail. Stockwell's recommends payment of pay application #5 in the amount of \$49,282.18 to D&G Concrete Construction, Inc for the West Diamond Trail project. A final pay app will follow once the entire project is complete. A motion was made by Olson-Duck, second by Johnson to approve payment of Pay App #5 to D&G Concrete Construction, Inc. in the amount of \$49,282.18 – all voted yes, motion carried. Design work continues on Phase 3&4 of the Bike Trail. Design work has now begun on East Diamond Trail with preliminary plans expected shortly. Stockwell's has performed a routine inspection of Phase 3 of Kelly Point. The developer is preparing to place the top lift of asphalt in the coming weeks. Once complete, a final inspection will be done. Discussion was held on Cressman Addition. There is a section of street in this addition that has not had the second lift of asphalt put down. Monahan requested that this item be put on the next agenda to discuss.

Public Works Superintendent Report:

Streets – Staff plans to do street patching next week. Streets will be micro surfaced in July. Staff will sweep the street prior to this work. Crack sealing will start in the coming weeks. Western Ave has been chip sealed. Staff continues to paint curbs by hydrants and corners.

Water – Wastewater samples have been taken to see if staff can discharge. Ponds are getting full due to all the rain. Staff will work on water valves and hydrants in the coming weeks.

Park and Pool – The pool is going good. Jamboree Days went well. The tractor pull also went over well. The Jamboree Committee would like to have this as a permanent event and expand the area to the south. More discussion on this will happen at a later date. Culverts have been installed in place of the walking bridge in Turtle Creek Park. Asphalt work over the culverts will happen later this month.

Public Buildings – The downtown area group mailboxes have been installed. Concrete sidewalk work has been done on Main and in the park. Wagner hopes to start the shop addition yet this summer.

Finance Officer Report: Wilber provided a highlight of revenues that were received during June along with the general fund revenues and expenses to date thru May. Wilber noted that fireworks can be

discharged July 2nd through July 5th between the hours of 10am and 11pm. The 3rd session of swimming lessons will begin on July 21st. The calendar of events was provided to the council.

City Administrator Report: Sidel has confirmed that a neighboring property owner is interested in possibly doing a contract for deed for the purchase of the city owned lot between east 5th & 6th Street between Mundt and Eastern. Sidel will ask the interested party to submit a proposal to the city. Sidel and city engineers met with the DOT to discuss the requirements of the grant for Phase 3&4 of the bike trail.

Committee Reports by Liaison:

Mark Monahan – Bike/Rec & Fire Department: The Bike/Rec Trail Committee's next meeting is July 8th 6:30pm Spikes Bar & Grill. Monahan requested that City Administrator Sidel gather information regarding bonding requirements on developers. Monahan also requested that the Planning & Zoning Board address buffers and setbacks, including what can be used as a buffer and requirements of buffers and setbacks.

Scott Yount – Swimming Pool: The Swimming Pool Committee will meet on July 1st and July 28th 7:30pm Pizza Ranch.

Bill Campbell – Sports Complex: The Sports Complex Committee will meet on July 9th 7pm Midway Bar & Grill.

Gail Olson-Duck – Jamboree Days & Hometown Christmas: Olson-Duck reported that Jamboree Days went very well and she received many good comments. Wrap up meeting was held June 23rd.

Doyle Johnson – Downtown: The July 1st Downtown Committee meeting was cancelled. Johnson congratulated the Jamboree Committee on a successful event. Johnson suggested a Frisbee golf tournament as part of next year's events.

Scott Nelson – HADC & Chamber: Nothing to report.

Mayor's Report: Nothing to report.

A motion was made by Monahan, second by Johnson to enter into executive session at 9:56 p.m. – all voted yes, motion carried.

A motion was made by Johnson, second by Olson-Duck to exit executive session at 10:53 p.m. – all voted yes, motion carried.

Adjournment: A motion was made by Johnson, second by Olson-Duck to adjourn at 10:54 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