

## **City Council Meeting – Regular Meeting July 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: Mark Monahan, Scott Nelson, Bill Campbell, Doyle Johnson and Gail Olson-Duck. Scott Yount 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 Johnson, second by Olson-Duck to approve the agenda as set - all voted yes, motion carried.

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

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

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

#### **2<sup>nd</sup> Reading of Ordinance #614 – Rezone Lot 18, Block 2 of Ginsbach Addition from Residential to**

**Community Commercial:** Mayor Zimmer recommended to the council that the 2<sup>nd</sup> reading of Ordinance #614 be moved to a future meeting when the entire council is in attendance. A motion was made by Olson-Duck, second by Campbell to table the 2<sup>nd</sup> reading of Ordinance #614 – Rezone Lot 18, Block 2 of Ginsbach Addition from Residential to Community Commercial until the Aug 19, 2014 city council meeting – all voted yes, motion carried.

#### **2<sup>nd</sup> 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 currently has storage units on Lot 2 and once all of these units are rented, he plans to erect more storage units on Lot 3&4. A motion was made by Johnson, second by Campbell to approve 2<sup>nd</sup> reading of Ordinance #615 – Rezone Lot 3&4, Block 5 of South Addition from Residential to Community Commercial – all voted yes, motion carried.

### **Old Business:**

**Discussion of Livestock Permits:** A motion was made by Olson-Duck, second by Johnson to move the discussion of possible changes to the city ordinance regarding livestock permits to the next agenda – all voted yes, motion carried.

### **New Business:**

**Discussion of Top Lift in Cresswood Development:** Discussion was held regarding a portion of East Opal Lane, near the intersection of Emerald Ave, which has not yet had the top lift of asphalt applied. In correspondence with the city engineer, the developer indicated that they would complete this work in Sept 2014. A motion was made by Johnson, second by Monahan to set a deadline of Sept 15, 2014 for this work to be completed and if not completed by this date a \$200 per day fine will be imposed – all voted yes, motion carried.

**Discussion of Parking at Intersections:** Discussion was held regarding amending the parking ordinance to include a stipulation regarding parking near intersections. A motion was made by Monahan, second by Johnson to draft an ordinance to incorporate a 20ft no parking zone at intersections and/or the use of yellow marking paint to distinguish no parking areas – all voted yes, motion carried.

**Review Purchase Offer for City Land:** A purchase offer from a neighboring property owner to the city own lot between east 5<sup>th</sup> & 6<sup>th</sup> Street between Mundt and Eastern was reviewed. A motion was made by Nelson, second by Johnson to draft an agreement to transfer Lot 1B, Block 1 of Maras Addition to the HADC and to accept the purchase offer as presented with the addition that if purchaser defaults on payments for a period of 90 days, the land automatically goes back to the HADC – all voted yes, motion carried.

**Visitors:** Tim Matson was present to address the council with some concerns.

**Correspondence:** Mayor Zimmer shared a letter from Lynnae Redenius of Tammen Auto & Tire. Lynnae thanked city staff, the council and city engineers for how the issues with the approach off of West Diamond Trail into her business were handled.

**Reports:**

**City Engineer Report:** Mitch Mergen, with Stockwell Engineers, updated the city council on projects they are working on. Contracts for the fencing project at the Sports Complex have been sent to American Fence for signature. A list of final items on the West Diamond Trail project has been sent to the contractor. These items are expected to be completed in the coming weeks. Stockwells met with the Bike/Rec Trail Committee to update them on the preliminary design and schedule for Phase 3 & 4 of the project. A meeting has been set to discuss the layout and right of way on the East Diamond Trail project. Kelly Point Developers is planning to place the top lift of asphalt in the coming weeks.

**Public Works Superintendent Report:**

**Streets** – Wagner has been working with Ulteig Engineering on sign replacements throughout town. The DOT has informed the city that the street lights along Hwy 38 need to be replaced. The DOT will pay for 100% of the cost and installation of the new poles. The city is responsible for removing the old poles and installing temporary lighting, if needed. A motion was made by Monahan, second by Olson-Duck for Wagner to get estimates for the cost to remove the old poles and install 6 temporary light poles – all voted yes, motion carried. The city has received a grant to enhance mosquito control. Wagner is working with the City of Sioux Falls to trap, count, and identify the level of risk of mosquitoes in the city. Street patching will be done in the coming weeks. The micro-surfacing project will be done this month. Crack sealing will be done next week. Nelson inquired about a possible second application of mag water and request that Wagner obtain pricing.

**Water** – Water is being discharged from pond 3. Once complete, water will be moved from pond 2 to pond 3. The drainage area at the Sagehorn lift station has been cleaned out. Hydrant work will continue in the coming weeks.

**Park and Pool** – Things at the pool are going well. Staff continues with painting in the parks.

**Public Buildings** – Wagner plans to start on the shop addition in the coming weeks.

**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 June 30, 2014. Also included was a summary of funds available for each city committee and a highlight of bills to be paid. The amphitheater building project was reviewed. Wilber will meet with Terry Hagen to determine what additional expenses are due to come in on the project. The 3<sup>rd</sup> session of swimming lessons will begin July 21<sup>st</sup>. The calendar of events was also provided to the council.

**City Administrator Report:** Sidel continues to work with Barbara Smythe from Sanford Health to develop functional job descriptions that will be used for the post-offer, pre-employment physical policy. Minnehaha County continues to work on the transfer of parcel #23672 & 23673 to the city. An update of work completed to date on the Mundt Building was provided to the council. A motion was made by Monahan, second by Nelson that all window and tuck pointing work on the exterior of the building be completed by Dec 31, 2014 or a fine of \$50 per day will be imposed – all voted yes, motion carried. Sidel noted that the emergency training class for the council and city staff will be held at the fire station on July 29<sup>th</sup> 7-10pm.

**Committee Reports by Liaison:**

**Mark Monahan – Bike/Rec & Fire Department:** The Bike/Rec Trail Committee met on July 8<sup>th</sup>. The committee and engineers have discussed a possible change in the layout of the path which would provide for a better flow of the bike trail. This possible change would involve crossing over school owned property. Monahan request that City Administrator Sidel attend the next West Central School Board Meeting to request a permanent easement from the school to cross their property with the trail. All council members agreed that Sidel attend the meeting.

**Scott Yount – Swimming Pool:** Not present.

**Bill Campbell – Sports Complex:** The Sports Complex Committee met on July 9<sup>th</sup>. The committee is working on an action plan for obtaining sponsorships.

**Gail Olson-Duck – Jamboree Days & Hometown Christmas:** Nothing to report.

**Doyle Johnson – Downtown:** Nothing to report.

**Scott Nelson – HADC & Chamber:** Work continues on the HADC & Chamber website. Chamber Mixer is being planned for Aug. Chamber promotions will be closed out within the next 30 days.

**Mayor’s Report:** Nothing to report

A motion was made by Olson-Duck, second by Nelson to enter into executive session at 8:47 p.m. – all voted yes, motion carried.

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

**Adjournment:** A motion was made by Johnson, second by Olson-Duck, to adjourn at 8:57 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