

## **City Council Meeting – Regular Meeting August 7, 2012**

Mayor Paul Zimmer called the meeting to order at 7:00 p.m. at Hartford City Hall with the following city council members present: Mike Swier, Gail Olson-Duck, Bill Barnett, Scott Nelson, and Mark Monahan. Leah Johnson was absent with notice. Also present were City Administrator Teresa Sidel, Finance Officer Deb Macdonald, Public Works Superintendent Craig Wagner along with City Attorney Larry Nelson, Sgt. Preston Evans, Deputy Sheriff Steve Maciejewski, and City Engineers, Mitch Mergen and Nick Borns.

**Approve Agenda:** A motion was made by Monahan, second by Olson-Duck to approve the agenda – all voted yes, motion carried.

**Approve Minutes of Previous Meeting:** A motion was made by Monahan, second by Olson-Duck to approve the July 17, 2012 regular meeting minutes – all voted yes, motion carried.

### **Ordinances and Hearings:**

**7:10 Hearing – Replat of Lot 6A and Tract A1 of Block 1, Kelly Point Addition.** The Planning and Zoning Board approved the Replat of Lot 6A and Tract A1 of Block 1 of Kelly Point Addition. This replat would short plat Lot 6 (renamed to Lot 6A) to remove it from the city’s floodplain. The north portion of the lot (renamed to Tract A1) would become part of the city’s property. A motion was made by Monahan, second by Nelson to approve the replat of Lot 6A and Tract A1 of Block 1, Kelly Point Addition - all voted yes, motion carried.

**7:10 Hearing – Special Event Application for West Central Homecoming Parade.** The West Central School District submitted an Application for a Special Events Permit including a route map. This permit would allow the school to conduct a homecoming parade on September 28<sup>th</sup> between 1:00 and 3:00 p.m. A motion was made by Olson-Duck, second by Nelson to approve the West Central School District’s application for a special events permit for the homecoming parade to be held on September 28, 2012 beginning at 1:00 p.m. - all voted yes, motion carried.

**Resolution 2012-7 – Support of LWCF Application for Pool Committee.** The Swimming Pool Committee is in the process of applying for a 50/50 grant through the South Dakota Game, Fish, and Parks Department to assist with the cost of developing the existing baby pool into a splash park. In order to apply for this grant, the city must pass a resolution in support and commit to providing 50% of the funding if the grant is awarded. After discussion, a motion was made by Monahan, second by Swier that no action be taken on Resolution 2012-7 – Support of LWCF Application for Pool Committee – all voted yes, motion carried.

### **Old Business:**

**MCWC Agreement.** City Attorney Nelson reported that additional review of the MCWC Agreement is necessary. A motion was made by Monahan, second by Olson-Duck to table this matter until such time as the City Attorney is ready to present the MCWC Agreement to the city council for review – all voted yes, motion carried.

**Discussion of Commercial Vehicle Ordinance.** Zoning Ordinance #575 addresses off-street parking and sets restrictions on what commercial vehicles can be parked on private property or “off-street”. Ordinance #449 pertains to “street” parking and does not address commercial vehicles that do not require a CDL license. Per council request, Sidel drafted an ordinance for consideration. A motion was made by Monahan, second by Nelson that the City Administrator draft an ordinance stating that no commercial overnight parking shall be allowed in residential areas by vehicles in excess of 10,000 pounds licensed weight with the exception of “vehicles parked in connection with, and in aid of, the performance of a service to or on a property in the block in which such vehicle is parked” and that all city ordinances shall reflect the 10,000 pounds licensed weight limit – Swier voted no with all others voting yes, motion carried.

### **Engineer Agreement – Bid Grading of Phase 1A, 1B, and 2A of the Sports Complex Project.**

Stockwell Engineers’ agreement to perform engineering services in connection with the bidding of Phase 1A, 1B, and 2A of the sports complex was presented. A motion was made by Monahan, second by Nelson to approve the Agreement for Professional Services of Stockwell Engineers regarding the sports complex grading package and to authorize the Mayor to sign this agreement – all voted yes, motion carried.

**Sports Complex Financing Options for Phase 1A, 1B, and 2A.** The Finance Officer provided the council with alternative funding options with a fixed interest rate from Home Federal, Reliabank, and US Bank for grading of Phases 1A, 1B, and 2A of the sports complex project.

**New Business:**

**Extension of City Utilities to 258<sup>th</sup> Street (Highway 130).** Stockwell Engineers prepared a cost estimate in the amount of \$764,786.88 for extending water/sewer services to 258<sup>th</sup> Street. According to SECOG, financing options are somewhat limited at the present time. Discussion was held on a proposed housing development near Central States Manufacturing, the projected property tax revenue generated from such development, and the possibility of an assurance bond from the developers in connection with extension of city utilities. A motion was made by Olson-Duck, second by Monahan to table this matter until the second meeting in September to allow the council to review this proposal during the annual budget meeting – all voted yes, motion carried.

**Discuss City Credit Card.** It was recommended that the city acquire a credit card. A motion was made by Monahan, second by Nelson to direct the Finance Officer to procure a credit card from Home Federal Bank for city staff to use at their discretion with a limit not to exceed \$2,500 – Olson-Duck voted no with all others voting yes, motion carried.

**Set 2013 Budget Meeting.** A motion was made by Olson-Duck, second by Nelson to set the 2013 budget meeting for August 29<sup>th</sup> beginning at 6:00 p.m. – all voted yes, motion carried. A motion was made by Monahan to set an additional time for the 2013 budget meeting on August 30<sup>th</sup> at 7:00 p.m. – motion died for lack of a second.

**Correspondence.** The Mayor and council members received an invitation to Brandon Pennock's Eagle Scout celebration on August 19<sup>th</sup> at 3:30 p.m. in the City Park.

**Reports:**

**HADC Report.** Sandholm reported that the Marketing Committee has been cutting new radio spots and preparing the Channel 19 slide show. Hartford will be sponsoring Friday Night Lights again this fall. The Chamber of Commerce Task Force continues to create an initial action plan. The Housing Committee has been in contact with other entities to gather information/assistance in regard to housing options. A substantial amount of time has been spent working with a new development project. The council was updated on business prospects and requests for information. Construction at the Central States Manufacturing site is making good progress. The Retail Committee will be hosting a golf tournament on September 22<sup>nd</sup> and has been developing a coupon book. In addition, an online retail survey has been set up. Feedback from the survey will be used to assist Hartford businesses improve and become more competitive. Sandholm noted that promotional business items are needed for the Turner County Fair as well as volunteers needed to help staff the booth. Preparations are underway for the 2012 Hometown Christmas celebration.

**Sheriff's Deputy Report:** Sgt. Preston Evans reported that Deputy Maciejewski's last day with the city will be September 1<sup>st</sup>. Evans stressed the importance of community involvement and the possibility of enacting a Neighborhood Watch Program to aid his department. Evans asked the council for suggestions and/or solutions to any problems. It was decided to post the non-emergency phone number on flyers, on the marquee, in the newsletter, and in the HADC phone book. Deputy Maciejewski reported that the West Central Bicycle Rodeo is scheduled for August 18<sup>th</sup> at the Hartford Elementary School with two sessions available at 8:30 a.m. or 12:30 p.m. Mayor Zimmer thanked Maciejewski for his years of service to Hartford and wished him good luck in the future!

**Fire Department Report:** Fire Chief, Kelly Boysen reported that a Hunter Safety Course will be held on August 14<sup>th</sup> and 16<sup>th</sup> and the Mutual Aid Supper will be held on September 18<sup>th</sup>. Both events will take place at the Fire Station. In addition, discussion was held on the high fire index, the county-wide burn ban, and wristbands issued at the Jamboree Dance.

**Park Rec End-of-Season Report:** Park Rec Program Director, Jessi Moeller reported that 176 kids signed up for this year's program and the average daily attendance for three age groups was 115. Many left-over supplies were utilized, thus only a portion of the budget was used. In addition, some park rec supplies not

suitable for the program have been surplus. Discussion was held on changing the age groups, meeting with KARE program supervisors, and extending the length of the program. In addition, Moeller felt that a \$1,500 supply budget would be sufficient for 2013.

**Public Works Superintendent Report:**

**Streets** – The new weather siren is operable and Wagner reported that the 50/50 grant will be applied for after receipt of all invoices. The city has been painting crosswalks, center lines, and turn arrows and concrete work will begin this week. Wagner contacted The Road Guy to obtain chip sealing prices. A motion was made by Nelson, second by Olson-Duck to authorize the purchase of chip seal from The Road Guy in the amount of \$1.43 per square yard – all voted yes, motion carried. Wagner has been contacted by the West Central School to perform some asphalt patch work in the middle school parking lot. A motion was made by Monahan, second by Olson-Duck to authorize the city crew to facilitate repair work to the middle school asphalt parking lot for the cost of materials and actual wages – all voted yes, motion carried. If the speed trailer is available, Nelson requested that it be placed near Elm Road at the start of school.

**Water & Sewer** – The city flushed the sewer line on Mundt Avenue, but was unable to televise it. Wagner will be obtaining prices to have the main cleaned and televised. Once televised, Wagner will be able to determine the condition of the main. The city has been exercising water valves throughout town and a few will need to be cleaned out. The pond A aeration system has been fixed. Pond B has been drained and the city will be fixing this pond in the next few weeks. The downspout for the coin operated water system has been repaired.

**Park and Pool** – Wagner noted that Highway Improvements has completed seal coating the Turtle Creek Bike Trail. Park benches and tables for Turtle Creek Park will be installed upon arrival. The bike trail walk bridges have been painted and fencing at the ball field repaired. Wagner reported problems with ball field lighting and will reach out to Sioux Valley for assistance and pricing. City Engineer Mergen will speak with the DOT about the Highway 38 Bike Path design at the intersection of Colton Road and Highway 38. The city has been and will continue to water trees and flower beds.

**Public Buildings** – The hose tower located at the city shop has been removed.

**Training** – Wagner advised that the S.D. Water and Wastewater Association Conference will be held in Rapid City in September. This conference provides useful information for water and wastewater distribution. Wagner needs training hours in order to keep his certification current. A motion was made by Monahan, second by Swier to allow Wagner and Hanisch to attend the S.D. Water and Wastewater Association Conference on September 11-14, 2012 in Rapid City – all voted yes, motion carried.

**City Engineer Report:** On behalf of Stockwell Engineers, Mergen and Borns gave the following report. 1) Borns is working on the grading plan for Phase 1 of the sports complex project and will be presenting a final draft and updated cost estimates prior to advertising for bid. 2) Mergen has reviewed Central States Manufacturing's site and has provided comments to the developer and city staff. 3) Stockwell's GIS Specialist continues to compile and enter data into the city's GIS system. Once complete, the database will be updated regularly. 4) An agreement for engineering services on the SRTS-Round 4 project has been submitted to the DOT for approval and the notice to proceed has been issued.

**Finance Officer Report:** Macdonald provided the council with various July revenue highlights and a list of upcoming events. The SDML Annual Conference is scheduled for October 2<sup>nd</sup>-5<sup>th</sup> in Pierre. Macdonald noted that city staff was present at the Women of Today Pet Clinic on August 4<sup>th</sup> to issue city pet licenses.

**City Administrator Report:** Sidel reported that the DOT approved the SRTS-Round 2 Amended Agreement and final reimbursement will be made within the next month. The Round 4 Notice to Proceed has been issued. Sidel will be getting quotes for a speed trailer and Stockwell will be working on placement of the new crossing signals. Sidel noted that Kelly Point Partners will come before the council on August 21<sup>st</sup> to present their proposal for improvements to the city's creek bed area. Mid-States Audio has ordered the ADA hearing system. Currently, the city has 4 outstanding invoices that it has been unable to collect. Various methods of collection were talked about and it was decided that the Finance Officer forward these invoices to the city attorney to pursue collection.

**City Council Reports:**

**Ward 2:** Monahan noted that the Bike/Rec Trail Committee has ordered two picnic tables and a third one will be made ADA compliant in the future. The Committee would like to place poles at the entrances to the Highway 38 Bike/Rec Trail to obstruct vehicles from driving on the trail. The next meeting will be held August 14<sup>th</sup> at 6:30 p.m. at Ten Pin Alley. Monahan attended the Elected Officials Workshop in July and will be sharing handouts with the rest of the council. Swier noted that the Sports Complex Committee will meet on August 8<sup>th</sup> and at that time, three drawings will be held.

**Ward 3:** Olson-Duck noted a great deal of activity at the park and reported that the Drive to Revive Downtown Committee will be organizing downtown business mixers. Nelson thanked the council for the opportunity to attend the Elected Officials Workshop in Pierre. He encouraged fellow council members to help staff the Hartford booth during the Turner County Fair.

**Mayor's Report:** Mayor Zimmer thanked representatives of the Meadows Development for attending the meeting.

**Adjourn:** A motion was made by Monahan, second by Olson-Duck to adjourn at 10:05 p.m. – all voted yes, motion carried.

Minutes recorded by Finance Officer, Deb Macdonald.

I, the undersigned, Debra L. Macdonald, 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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Debra L. Macdonald, Finance Officer