

## **City Council Meeting – Regular Meeting September 4, 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, Mark Monahan, and Leah Johnson. Also present were City Administrator Teresa Sidel, Finance Officer Deb Macdonald, Public Works Superintendent Craig Wagner along with City Attorney Larry Nelson and City Engineers, Mitch Mergen and Nick Borns.

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

**Approve Minutes of Previous Meetings:** A motion was made by Olson-Duck, second by Johnson to approve the August 21, 2012 regular meeting minutes – all voted yes, motion carried. A motion was made by Olson-Duck, second by Johnson to approve the August 28, 2012 special meeting minutes – all voted yes, motion carried.

**Sheriff Deputy Report – Introduction of Jared Terrones:** Jared Terrones, who began his duties as Hartford's daytime Sheriff today, introduced himself to the council and noted that he previously worked in Dell Rapids and the east side of Minnehaha County. The Mayor and council members welcomed Deputy Terrones to Hartford.

### **Ordinances and Hearings:**

**1<sup>st</sup> Reading of Ordinance #580 – On-Street Parking Ordinance Amendment.** This ordinance is necessary to revise the city's on-street parking ordinance which includes a definition for commercial vehicles that mirrors the city's zoning definition, adds an exception that will allow commercial vehicles that are performing a service to a property to park on city streets, and restricts commercial vehicles over 18,000 pounds "licensed weight" from parking on city streets. A motion was made by Monahan, second by Johnson to approve 1<sup>st</sup> Reading of Ordinance #580 – On-Street Parking Ordinance Amendment – all voted yes, motion carried.

**1<sup>st</sup> Reading of Ordinance #581 – 2013 Appropriations.** A motion was made by Monahan, second by Olson-Duck to approve 1<sup>st</sup> Reading of Ordinance #581 – 2013 Appropriations – all voted yes, motion carried.

### **Old Business:**

**HADC Request – Appointment to Land Committee.** Gary Sandholm reported that the HADC is in the process of creating a Land Committee to attempt to secure land for development projects. In addition, Sandholm requested that a city council member be appointed to this committee. Any council member interested in serving on the Land Committee was instructed to contact Mayor Zimmer.

### **New Business:**

**Request for Street Closure on September 8, 2012.** Bill Haugen asked permission to close First Street from Main Avenue east to the alleyway to eliminate through traffic during his parents' estate sale on September 8, 2012. After discussion, a motion was made by Monahan, second by Johnson to authorize closing First Street from Main Avenue east to the alleyway; blocking the alleyway to the north and south; and using city barricades for such closures on September 8, 2012 from 7:00 a.m. until the estate sale concludes – all voted yes, motion carried.

**Use of City Hall for Hometown Christmas.** On behalf of Hartford's Hometown Christmas Committee, Gary Sandholm asked to use City Hall on December 2, 2012 during the celebration. Specifically, the small meeting room would be used for committee headquarters and the council room would be used to facilitate adult activities. A motion was made by Nelson, second by Swier to authorize Hartford's Hometown Christmas Committee to utilize City Hall for committee headquarters and adult activities on December 2, 2012 – all voted yes, motion carried.

**Motor Vehicle Renewal Registration Kiosks.** Gary Sandholm reported that a couple Hartford businesses have expressed interest in applying for a Self-Service Terminal for purchasing license plate renewal decals and motor vehicle registrations. There is criteria that the businesses need to meet including paying an

installation fee of up to \$2,000. A motion was made by Monahan, second by Johnson to authorize the city to transfer \$1,000 to the HADC/Chamber of Commerce in the event that said entities choose to help a business with the installation fee for placement of a Self-Service Terminal – Swier, Nelson, Barnett, and Olson-Duck voted no with Johnson and Monahan voting yes, motion failed.

**Discussion of Proposed Meadows Development.** The Planning and Zoning Board requested that Stockwell Engineers review design standards regarding the Meadows Development. The proposed development does not meet the city's current design standards and cannot move forward unless the city amends its zoning and subdivision regulations to allow planned unit developments. Discussion was held on what direction the city should take in this matter. A motion was made by Johnson, second by Olson-Duck that the city take no action pertaining to planned developments or planned unit developments – Monahan, Barnett, Nelson, and Olson-Duck voted no with Swier and Johnson voting yes, motion failed. A motion was made by Monahan, second by Nelson to direct the City Administrator to draft a planned development ordinance for review at the next meeting – Swier, Johnson, and Olson-Duck voted no with Monahan, Barnett, and Nelson voting yes – Mayor Zimmer cast a tie breaking “no” vote – motion failed. A motion was made by Monahan, second by Barnett to direct the City Administrator to draft a planned development/planned unit development ordinance for review at the next meeting – Swier, Olson-Duck, and Johnson voted no with Monahan, Barnett, and Nelson voting yes – Mayor Zimmer cast a tie-breaking “no” vote – motion failed. A motion was made by Monahan, second by Barnett to table this matter until the next meeting – Swier, Johnson, and Olson-Duck voted no with Barnett, Nelson, and Monahan voting yes – Mayor Zimmer cast a tie-breaking “no” vote – motion failed. Further discussion was held between all interested parties and other persons in attendance. A motion was made by Monahan, second by Nelson to direct the City Administrator, in conjunction with the Planning & Zoning Board, to research planned developments and planned unit developments and report back to the city council at the next meeting – all voted yes, motion carried.

#### **Reports:**

**HADC Report.** Sandholm reported that the Housing Committee has been gathering information on housing sales and vacancy rates and the possible need for a community wide housing study. The newsletter was mailed in August and Channel 19 is expected to be operational in the near future. Sandholm noted that Hartford businesses have been provided information regarding the upcoming entrepreneurial symposium. Some feedback has been received from the on-line retail customer satisfaction survey. The council was updated on business prospect activity. The HADC is in the process of creating a land committee for the purpose of securing land for development projects. Sandholm reported good attendance at the Turner County Fair booth. A Chamber of Commerce Planning Report was presented which included the Chamber's mission and the vision/purpose statement. Sandholm noted that Deb Peters is the interim leader and an organizational meeting is scheduled for September 25<sup>th</sup> at 6:30 p.m. at Pizza Ranch.

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

**Streets** – Wagner reported that the city has been hauling in chips for chip sealing, repairing equipment, cleaning out the Sixth Street drainage area, and cleaning out storm sewer inlets. Sign work continues as the city prepares for new regulations.

**Water & Sewer** – Wagner reported that a fire hydrant near the elevator has been inspected and curb stop risers have been adjusted.

**Park and Pool** – Park benches and tables for Turtle Creek Park and the Bike Trail have been installed. Wagner will continue to work with the DOT on placement of benches along Highway 38. The swimming pool has been drained and winterized. Several dead trees have been removed from the park and the city will be trimming trees.

**Public Buildings** – Wagner noted that a small shed by City Shop will be removed and the sidewalk in front of City Hall will be replaced this fall.

Discussion was held between Wagner and the council regarding the ice skating rink and the Highway 38 project.

**City Engineer Report:** On behalf of Stockwell Engineers, Borns gave the following report. 1) Stockwell has completed plans to bid the first phase of the Sports Complex Project. Advertising will begin on September 5<sup>th</sup> with bid opening scheduled for September 20<sup>th</sup>. 2) Stockwell's cost estimates for Phases 3 and 4 of the Bike/Rec Trail did not reflect work to be performed by the city. 3) Mergen met with Kelly Point Developers' engineer to discuss the technical aspects of the plan.

**Finance Officer Report:** Macdonald provided August revenue highlights and a list of upcoming events. Monahan and Wagner will be attending the SDML Annual Conference in October. The accounting system has been converted to the new version. Macdonald submitted her letter of resignation indicating that her last day as Finance Officer will be September 14<sup>th</sup>. The Mayor and council thanked Macdonald for her years of service and wished Macdonald good luck!

**City Administrator Report:** The DOT has processed the final SRTS-Round 2 reimbursement and the city should be receiving payment soon. Regarding SRTS-Round 4, Sidel will be gathering quotes for a speed trailer and Stockwell is working on crossing signal designs. Upon arrival, Mid-States Audio will be installing the ADA hearing system. Sidel noted that Kelly Point Partners will come before the council on September 18<sup>th</sup> to present their proposal for improvements to the city's creek bed area. Stockwell's GIS Specialist has been updating the city's mapping system and will be in City Hall on September 5<sup>th</sup> with the new maps.

**City Council Reports:**

**Ward 1:** Johnson noted that the next Swimming Pool Committee Meeting will be held at Pizza Ranch on September 25<sup>th</sup> at 6:30 p.m. In addition, the Jamboree Committee will meet to begin planning the 2013 celebration on October 1<sup>st</sup>. Johnson invited the community to become involved! Barnett noted much activity on the Bike/Rec Trail. In addition, Barnett applauded the city council for lowering the mill levy.

**Ward 2:** Monahan pointed out that signs have been erected along the Highway 38 Bike Trail. The next meeting of the Bike/Rec Trail Committee is scheduled for September 11<sup>th</sup>. Swier reported that the Sports Complex Committee will meet on September 12<sup>th</sup>.

**Ward 3:** Olson-Duck had a productive meeting with a downtown business owner. The next Drive to Revive Downtown Committee meeting is scheduled for September 11<sup>th</sup>. Nelson noted that the Chamber Task Force continues to make good progress and he looks forward to the end result. The Hartford Hometown Christmas Committee is on its way to planning another good event.

**Mayor's Report:** Mayor Zimmer wished Deputy Terrones the best of luck and extended a thank you to Deb Macdonald. In addition, Zimmer expressed satisfaction with the recent rainfall.

**Executive Session:** A motion was made by Olson-Duck, second by Johnson to enter into executive session, pursuant to SDCL 1-25-2, at 9:26 p.m. - all voted yes, motion carried. A motion was made by Johnson, second by Olson-Duck to exit executive session at 9:40 p.m. - all voted yes, motion carried.

**Finance Officer Position:** A motion was made by Johnson, second by Olson-Duck to advertise for the Finance Officer position with a closing date of September 28, 2012 – all voted yes, motion carried. A motion was made by Nelson, second by Johnson to advertise the Finance Officer position on Keloland.com up to a maximum of \$100 – Monahan voted no with all others voting yes, motion carried.

**Adjourn:** A motion was made by Olson-Duck, second by Johnson to adjourn at 9:42 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