

City Council Meeting – Regular Meeting October 1, 2019

Mayor Jeremy Menning called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Mark Monahan, Arden Jones, Mark Brenneman and Travis Kuehl. Brittany Glanzer was absent with notice. Scott Nelson arrived at 7:05pm. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson and City Engineer Mitch Mergen.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Jones to approve the meeting minutes from September 17, 2019 – all voted yes, motion carried.

PUBLIC COMMENTS: None.

APPLICATIONS, HEARINGS, RESOLUTIONS AND ORDINANCES:

- **Special Event Application – Witches & Warlocks Wine Walk:** Rickie Kunzweiler was present on behalf of Downtown Hartford, Inc. They have submitted a special event application for the Witches & Warlocks Wine Walk on Nov 1st from 5pm to 10pm. Participants will purchase a wristband which will give them access to participating businesses who will be offer wine tasting. There will also be some games/prizes. They are requesting the closure of Main Ave from 2nd St to Menth St and the closure of 1st St from Main Ave to the alley to the east and the use of alcoholic beverages in this area. A motion was made by Jones, second by Brenneman to approve the special event permit as applied for and to waive the application fee – all voted yes, motion carried.
- **7:05 Hearing for Special Event Application & Alcohol License – Buffalo Ridge Brewery:** Callie Tuschen was present on behalf of Buffalo Ridge Brewing. They have submitted a special event application for their 1st year anniversary party to be held Nov 9th from 11am to 11pm. They are requesting the closure of 1st St between Main Ave and the alley to the east behind their property and the use of alcoholic beverages in this area including adjoining sidewalks to the west and south of their property. A motion was made by Kuehl, second by Jones to approve the special event permit as applied for – all voted yes, motion carried.
- **Amend Special Event Application for Downtown Market – Change of Date:** Callie Tuschen was present on behalf of the Downtown Market. On May 7th the council approved a special event permit for the Downtown Market to hold a farmer’s market/artisan vendor event on the last Thursday of each month – May thru October. Since Halloween falls on the last Thurs in Oct, they are requesting to change the date to the week before – Thurs Oct 24th. A motion was made by Jones, second by Nelson to change the date of the October’s farmer’s market from Oct 31st to Oct 24th – all voted yes, motion carried.
- **7:10 Hearing for Transfer of Retail On-Sale Liquor License (RL5616) from American Legion to 120 Main Events, LLC:** Garner Hansen of 120 Main Events, LLC is the new owner of the American Legion building. He was present to request the transfer of the retail on-sale liquor license #RL-5616 from the American Legion to 120 Main Events, LLC. A motion was made by Nelson, second by Kuehl to approve the transfer of license #RL-5616 from the American Legion to 120 Main Events, LLC – all voted yes, motion carried.

REPORTS:

- **Engineer Report:** Mitch Mergen was present to provide engineer updates. Mickelson Road Improvements – The contractor continues to work on punch list items. Vandemark Roadway Improvements – The project is substantially complete. Seeding will occur after mid-October. Discussion was held on the alignment of the new road where it meets the township road. With the township road being narrower than the new road, the alignment is offset. Mergen will look at this area and see if it would warrant signage or street markings of some sort to warn of the transition between the two roads. 9th Street Improvements – Plans are being updated and the project will be prepared for bid this winter.
- **Public Works Report:** Public Works Superintendent Craig Wagner’s report was provided to the council. Highlights include:
 - Streets** – Wagner found a truck to purchase this past week. Street patching is complete. Street sweeping continues. The DOT has indicated that turning lanes are scheduled to be added on Hwy 38 at Mickelson Rd and the Colton Road in 2023. Wagner will be in contact with them to see if that project can be pushed up. Mosquito spraying has been done as needed.
 - Water** – Quarterly reports will be completed and mailed this week. The water mains & service lines for Turtle Creek Highlands have been installed and all samples have passed the bacteria and pressure tests.

Sewer – Discharge monitoring reports will be completed and filed this month. We are done discharging at this time. The Sagehorn lift station had a pump go down but has since been fixed.

Parks – Staff will be replacing the evergreen tree at Century Park with a smaller, better formed tree. Fertilizing of the parks will be done yet this fall.

Bike Trail – Staff has installed two more benches along the trail. They have one more to install yet this year once the location has been decided.

- **Finance Officer Report:** City Finance Officer Wilber’s report was provided to the council. Items included a summary of revenues received in September along with an overview of the city’s cash balances, revenues and expenses through August. Wilber has filed the 2020 budget appropriation ordinance with the county. The October calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. Sidel received approval from the DENR board on the City’s SRF application for funding the sewer project along Western Ave. The City is in the process of obtaining the necessary easements from property owners for this project. Hartford Township is one of these property owners and they are proposing to grant the easement if the City will allow them to connect to our sewer service at the time the new main is installed. Sidel will do some further research into this request. Sidel provided an update on items the Planning & Zoning Board are working on: joint jurisdiction, lock boxes, fence regulations and a property line dispute. Notices for sidewalk and delayed assessments on Mickelson Road have been sent out. The city has completed the abatement of two nuisance properties. Once all invoices are received, an assessment will be filed against the properties for costs incurred. Most of the surplus dirt has been sold. The SD Planners Assoc annual conference will be held in Brookings on Oct 16th & 17th. Sidel is requesting permission to attend on Oct 16th only. A motion was made by Jones, second by Nelson to approve Sidel attending the SD Planners Assoc annual conference in Brookings on Oct 16th – all voted yes, motion carried.

OLD BUSINESS: None.

NEW BUSINESS:

- **Review/Approve Job Description for Part-Time Snow Removal Help:** The current job description for the part-time snow removal position was provided to the council for their review. A motion was made by Jones, second by Nelson to approve the job description for the part-time snow removal position – all voted yes, motion carried.
- **Consider Transfer of City Property to HADF (Lot 6 Railway Addn):** Chamber & Economic Development Director Jesse Fonkert was present to request the transfer of a city owned lot to the HADF for possible future development. Currently, the lot, which is located on the NW corner of Main Ave & Menth St, is used for excess parking for Main Ave and, during the winter, a snow holding site. The lot does not generate any property/sales tax for the city at this time. But if developed, it would. Further discussion was held on alternate snow holding sites, possible businesses to consider and attaching conditions to the transfer. Sandy Dean was present to give her thoughts. A motion was made by Brenneman, second by Nelson to transfer Lot 6 Railway Addn to the HADF – Monahan voted no with all others voting yes, motion carried.
- **Review/Approve Billboard Renewal Leases:** Six billboard leases are up for renewal and were provided to the council for their review. All rental rates remain the same. All leases have been updated to incorporate the new rental policies of the city. A motion was made by Jones, second by Brenneman to approve the billboard renewal leases for Pizza Ranch, Hartford Steak Co, Puthoff Insurance Agency, AmeriInn, ABR Antique Mall and Coffee Cup – all voted yes, motion carried. Coffee Cup also leases a second billboard. This billboard is west facing and advertises for their Brandon location. At this time, they no longer want to advertise at this location. To allow the city time to find a new tenant for the billboard, they are proposing to renew the lease for a one-year term rather than the standard three-year term. While the city has a waiting list for the east facing billboard, the west facing billboards are not as popular. A motion was made by Nelson, second by Brenneman to renew the Coffee Cup’s west face billboard lease for a one-year term – all voted yes, motion carried.
- **Discuss Payment Options for Billboard Leases:** Sidel has been asked by a current billboard lessee if the city would allow a discount if the tenant would prepay for their lease up front. Currently the city bills for the leases on a monthly basis at the time the water bills are generated. Allowing this discount would reduce the budgeted amount of lease revenue for the upcoming year. A motion was made by Nelson, second by Kuehl to allow a 5% discount if an annual payment on a lease was paid in advance – Nelson voted yes, with all others voting no – motion failed.
- **Discuss Recreational Program:** Looking forward to the future, the recreation program will need to be assessed to determine how the City wishes to proceed in the coming year. At the request of Mayor Menning, Sidel presented a draft job description of a position she would like the council to consider. Sidel expressed her opinion that, at this time, there is not enough recreational programming to warrant a full-time position but feels that it would be beneficial to hire a full-time position to assist with the recreational duties and various office duties. As the city grows, the impact of this growth is felt by the staff in the business office. Hiring the proposed position of

Recreation and Office Assistant would alleviate some of the workload in the business office from current staff plus continue with the current recreational duties. Councilmen Kuehl and Jones expressed their concerns that, with the proposed job description, the focus is not on growing the rec program but rather administrative duties. Sidel explained that this position would be monitored and reviewed with duties being adjusted as needed. A motion was made by Brenneman, second by Jones to table this topic until the Nov 5th council meeting – all voted yes, motion carried.

- **Discuss Leo Scherer Donation to City of Hartford:** Sandy Dean was present to discuss a donation that was made to the City back in 2007 from the estate of Leo Scherer. Sandy gave some history on Leo and Violet Scherer and their involvement in the city. Dean feels when the \$10,379.51 donation was made, it should have been earmarked for a specific use. The donation was noted in the Feb 6, 2007 council meeting minutes but there was no mention of a proposed use for the funds. It is the assumption, based on the records that staff could find, that this donation was deposited into the general fund with no particular use assigned to the funds. Dean is requesting that \$10,379.51 be put in the Downtown Hartford, Inc. committee funds with the understanding that this group would use these funds for projects that could be dedicated to the Scherer's. It was the consensus of the council to put this transfer request on the agenda for the Oct 15th meeting.
- **Discuss Community Engagement Meeting:** Mayor Menning asked the council their thoughts on having a community engagement meeting. This could be a meeting where the council and staff could discuss current and future happenings with the community. There could be a time to take questions from attendees. It was also suggested to breakout into smaller groups with each councilmember visiting with residents from their ward. It was the consensus of the group to move forward with planning this meeting. This item will be discussed again at a future meeting.

CORRESPONDENCE: None.

EXECUTIVE SESSION: A motion was made Kuehl, second by Jones to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 8:52pm – 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

EXECUTIVE SESSION: A motion was made by Kuehl, second by Brenneman to exit executive session at 9:05pm – all voted yes, motion carried.

A motion was made by Kuehl, second by Jones to terminate the recreation director position no later than October 4, 2019 – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Jones, second by Nelson to adjourn at 9:06pm – all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel.

I, the undersigned, Teresa Sidel, City Administrator 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.

Teresa Sidel, City Administrator