

City Council Meeting – Regular Meeting April 16, 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, Travis Kuehl, Jessica Johnson and Scott Nelson. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Jesse Fonkert, Recreational Director Nate Velander and City Engineer Mitch Mergen.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Brenneman, second by Monahan to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** Regular meeting minutes from Apr 3, 2019 were reviewed. A motion was made by Nelson, second by Monahan to approve the meeting minutes from Apr 3, 2019 – Jones abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Jones, second by Monahan to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Hearing for 1st Reading of Ordinance #665 – Proposed Changes to Zoning Ordinance #627:** Ordinance #665 changes the zoning regulation to incorporate Z-Lots in residential districts. Z-Lots would require a minimum lot width of 55’ rather than 66’ and the side yard setback has to be at least 5’ rather than 7’. All structures on Z-Lots must be placed parallel to the angle portion of the lot and can only have a 25’ driveway within the boulevard area with a maximum 6’ flare. All other requirements remain the same as other single-family lots. A motion was made by Kuehl, second by Nelson to approve 1st reading of Ordinance #665 – Proposed Changes to Zoning Ordinance #627 – all voted yes, motion carried.

VISITORS:

- Rickie Kunzweiler of Backdoor Garden was present to request permission to set a couple bistro table/chair sets on the sidewalk in front of her business at the corner of 1st St and Main Ave. The tables, which would be placed near the building, would only be out during business hours, weather permitting. With this placement, there would still be the required space on the sidewalk to be ADA compliant. A motion was made by Monahan, second by Nelson to allow Backdoor Garden to place two bistro sets the sidewalk in front of her business – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a department update to the council. Shumaker reported that Mar had 29 total calls, with 12 in city limits. An update was given on the various trainings that were held during the month for fire and EMS services. The department will be partnering with the Red Cross on May 2nd to hold a smoke detector giveaway/install event. The department will hold a pancake feed on May 19th. During the recent ice/snow storm, which took out power for many in the Hartford area, the fire station became an emergency shelter. Shumaker extended a thank you to Sunshine for providing meals, the Red Cross for cots/blankets, City staff for keeping the roads cleared so people could access the shelter, and to the fire dept staff and all the volunteers.
- **Recreational Director Report:** Director Nate Velander’s report was provided to the council. Highlights: continues to build community relationships, scheduling of the soccer/ball fields, implement/grow social media presence, involvement in HASR activities including a raffle fundraiser, kickball tournament and interest survey. Velander presented a Field Rules posting for the council’s review. These rules will be posted at all ball facilities. A motion was made by Jones, second by Kuehl to approve the Field Rules as presented except to update the maintenance contact information to Craig Wagner – all voted yes, motion carried. Velander presented a Field Rental Agreement. This agreement lays out fees, policies, insurance requirements, contact info, etc. for the rental of a city field. A motion was made by Jones, second to Brenneman to approve the Field Rental Agreement as presented – all voted yes, motion carried.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert’s report, recapping activities for both the Chamber and HADF, was provided to the council. Highlights: hosted Chamber Mixer at Pizza Ranch, held ribbon cutting for Backdoor Garden, planning for 2019 community guide, implementing marketing campaign, business leads, among others. Fonkert, along with other downtown business owners, are requesting the now

inactive Drive to Revive Downtown Committee be reinstated. If reinstated, the group would then elect officers and begin vision, mission, programs and budget work. There is approximately \$200 of committee funds that would be put toward to cost to reinstate the committee. A motion was made by Monahan, second by Brenneman to reinstate the Drive to Revive Downtown Committee – all voted yes, motion carried.

- **Engineer Report:** Mitch Mergen was present to provide engineer updates: Industrial Park Sanitary Sewer Extension – Easement documents have been prepared. Work continues on design and proposed alignment. Lot A Deed Restriction – Developing a wetland report for the Corp of Engineers to review with final approval from the Corp expected toward the end of May. Waste Water Treatment Facility – Discussion with landowners continues. Mickelson Road Improvements – Installation of the box culvert is ongoing. Weather conditions have caused a delay in the work. Vandemark Roadway Improvements – Contractor is scheduled to start next week. Mergen provided a cost estimate to add the portion of 9th St between Vandemark Ave & Hwy 38 to the project. Discussion was held regarding financial impact, assessing property owners and the timing of adding the additional work to the construction schedule. A motion was made by Kuehl, second by Brenneman to move forward with the Resolution of Necessity to improve the portion of 9th St between Vandemark Ave & Hwy 38 - Monahan voted no with all other voting yes, motion carried.
- **Public Works Report:** Public Works Superintendent, Craig Wagner’s report was provided to the council. Highlights include:
 - Streets – There are a few areas on the streets that will need to be patched after the tough winter we had. This will be done in May once asphalt plants open for the season. Gravel roads are also in bad shape after the winter. Staff continues to blade them as conditions improve. A portion of 9th St had to be closed due to the condition of the road. Mag water is schedule to applied to the gravel roads in late May. Boulevard trees are scheduled to be planted in the coming weeks.
 - Water – Quarterly reports have been sent to DENR.
 - Sewer – Staff will be making repairs to the generator at the main lift station. Quarterly reports have been sent to the DENR. Due to increase flows, we were forced to discharge before our levels were within the proper limits.
 - Park – The restrooms are now open. Wagner provided the requested estimates for the 6 park shelters. To install lights inside each shelter \$2,500-\$3,000 for materials/labor. To enclose the ceiling/overhang area of each shelter \$5,300 materials only. Discussion was held on having more of a law enforcement presence in the park area during the evening hours. The council also encouraged residents that see mischievous activity to call 911 and report it.
 - Bike Trails – The signage for the trails is scheduled to be installed next week.
- **Finance Officer Report:** City Finance Officer Wilber’s report was provided to the council. Items included cash balances, sales tax revenue and committee fund balances as of Mar 31st, a recap of bills submitted for payment, and the calendar of events. The council attendance chart for the last six months was provided for review in preparation for payroll processing.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. Highlights: a recap of the recent ISO audit, an update on summer hires, the auditors continue to work on the annual report, and an update on funding options for both the Vandemark Ave street project and the Sewer to Industrial Park project. Sidel request approval to attend the SDML HR School held in Pierre on June 11th-12th. A motion was made by Nelson, second by Johnson to approve Sidel’s attendance at the SDML HR School June 11th-12th – all voted yes, motion carried.

OLD BUSINESS: None.

NEW BUSINESS: Pool Manager Amy Sebert was present to discuss three pool policies with the council.

- **Review Pool Policies:**
 - Definition of Family Pass - In an effort to be consistent, Sebert asked that the definition of a family pass be better defined so pool staff is clear on who can and cannot gain access to the pool under each pass. It was the consensus of the council that Sebert work with City Administrator Sidel to determine the proper wording for this definition.
 - Manager Certification – Currently all pool managers are required to be CPR certified and also pass an online lifeguard management course. Sebert would like to eliminate the lifeguard management course for pool managers only. Sebert noted that a lot of the material in the course is covered under the training that Barb Thaler provides the pool personnel. A motion was made by Kuehl, second by Brenneman to waive the lifeguard management course for pool managers – all voted yes, motion carried.
 - Uniforms for Pool Personnel – Currently the pool manual states that no two-piece swimsuits shall be worn by pool personnel. Sebert has received requests from some lifeguards asking for this to be changed to allow them. If this change is approved, the two-piece swimsuit selected would still require approval by

the City Administrator. A motion was made by Johnson, second by Jones to allow two-piece swimsuit to be worn by pool personnel – all voted yes, motion carried.

- **Discuss Drainage on North Side of Sagehorn Drive:** There is a drainage way the runs on the north side of properties along Sagehorn Dr. A main source of water coming into this drainage way is from drainage off of 9th St. Over time, this area has filled in with silt/cattails causing slower drainage and for water to back-up on the adjoining properties. A solution would be to dredge this area to improve the flow of water. Currently, this is all private property. Two property owners were present to express their approval of the city taking control of this area to fix the drainage issue. The first step of this process would be for the City to obtain drainage easements on these properties. A motion was made by Brenneman, second by Kuehl to approve City Engineers to provide a proposal to obtain easements along the proposed area – all voted yes, motion carried.
- **Discuss Yard Waste Disposal Site:** A resident who lives south of the current yard waste disposal site has expressed several concerns about the area. Discussion was held on these issues. Unfortunately, at this time, the City has no other location for this disposal site. If a different option should become available in the future, further discussion will be held at that time.
- **Mayor Proclamations:** Mayor Menning issued a proclamation for Arbor Day, Silver Star Banner Day and Building Safety Month.

CORRESPONDENCE: Hartford has received notification from the Arbor Day Foundation that they have once again been recognized as a Tree City USA. This is the twenty-seventh year that Hartford has received this recognition. Mayor Menning asked that Thank you cards be drafted for the Fire Dept, Sioux Valley Energy, Sunshine and any others who provided help during the recent ice/snow storm that affected Hartford. The council requested that flowers be sent to the family of Pat Smith for her recent passing. Pat devoted many years of service to the City of Hartford.

ADJOURNMENT: A motion was made by Brenneman, second by Jones to adjourn at 8:55pm – 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