

City Council Meeting – Regular Meeting April 21, 2020

Mayor Jeremy Menning called the meeting to order at 7:00pm via teleconference with the following city council members present: Mark Monahan, Arden Jones, Mark Brenneman, Travis Kuehl, Brittany Glanzer and Scott Nelson. Also present via teleconference were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, and City Engineer Mitch Mergen. No public present.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Glanzer to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Brenneman, second by Jones to approve the meeting minutes from April 7, 2020 – all voted yes, motion carried. A motion was made by Jones, second by Glanzer to approve the meeting minutes from April 14, 2020 with the amendment of adding the wording annual salary in regard to the CEDD position – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Monahan, second by Jones to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: Wagner informed the Council that the Jamboree Committee has made the decision to cancel the 2020 event due to the COVID-19 pandemic. If things improve by the end of summer, the hope is to hold a street dance and car show in August. More details on this will follow in the coming months.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **2nd Reading of Ordinance #685 – Amend Chapter 3.01 Nuisances:** Ordinance #685 would amend Chapter 3.01 - Nuisances to include blowing/throwing grass in city streets and burning leaves to the list of nuisances and add wording that individuals in violation of not mowing or maintaining noxious weeds on undeveloped areas within the city would be fined \$250 for the first offence and \$500 for each additional offense within the same year. A motion was made by Brenneman, second by Kuehl to approve 2nd reading of Ordinance #685 – Jones voted no with all others voting yes, motion carried.

REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker report was provided. There was a total of 18 calls in Mar with 7 in city limits. EMS training held during the month, but fire training was postponed due to COVID-19.
- **Engineer Report:** Mitch Mergen provided engineer updates:
 - Ruud/Opal Lane Intersection Improvements – Construction documents are complete. The project is expected to be bid mid-May.
 - 9th Street Improvements – A preconstruction meeting is being scheduled. Work is expected to start late May/early June.
 - Industrial Park Sanitary Sewer Extension – There is one easement that is still needed. Once received, the project will be advertised for bid.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.
 - Streets – Mag water has been ordered. Gravel road were bladed last week. Speed limit signs have been installed at various location around town. Glanzer asked if there could be one placed on S. Main at the curve. Wagner will check on this. Street sweeping continues. Traffic counter has been out, and numbers are defiantly down. Boulevard tree locations have been marked and located done with planting planned for next week. Wagner is working on a plan for the 3rd Grade Arbor Day tree planting. A crack sealing quote of \$.75/lineal foot has been received from Highway Improvement, Inc. The City has used them in the past and they do a good job. A motion was made by Jones, second by Nelson to approve the quote from Highway Improvement, Inc. – all voted yes, motion carried.
 - Water – The new meters are in. Staff will change out any businesses that are open at this time. Residential change outs will be on hold for now due to the pandemic.
 - Sewer – Flows are starting to come down at the main lift station. Samples were taken and came back good. Discharging is planned for Tues of next week. The blower building at the lagoons has been re-shingled. Staff will be finishing up all outside discharge permit inspections.
 - Park – The new mower should be in next week. Signage regarding COVID-19 has been placed in all parks. The paper signage in plastic protectors which seems to be working fine. Wagner checked on metal and vinyl signage. Since this is a specialty sign, there would be design time and then ordering time. Looking at 2-4 weeks out. It was the consensus of the Council to keep going with the paper signage for now. If the naming of Turtle Creek passes, Wagner will install signage on Feyder Ave. Wagner has received requests from people wanting to plant trees in the parks as memorials. It was the consensus of the Council to allow this, with the city handling placement/planting, as long as the individual signs an agreement that states the tree is the property of the City since it is on city-owned land.

Equipment: At budget time, 90k was allocated for the purchase of a dump truck. With the recent issues with the maintainer, Wagner had put the purchase of the dump truck on hold. Recently, a dump truck became available and Wagner feels he can get a very good deal on it, leaving enough funds leftover to repair or replace the maintainer. A motion was made by Monahan, second by Jones to allow Wagner to use his discretion when purchasing the piece of equipment – all voted yes, motion carried.

- **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 and a recap of bills submitted for payment. The calendar of events was also provided. Due to COVID-19 and to support all social distancing efforts, all park shelter reservations that had been made were cancelled and the rental fees are being refunded. The council attendance chart for the last six months was provided for review in preparation for payroll processing next week.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. We have received six lifeguard applications. Sidel informed them that the pool is closed thru June and she will have more information in June as to if/when the pool may open. Sidel has spoken with Laura Johnson, the Park Rec Program Director, and she is open to having the program in July. Nelson suggested that if Park Rec is cancelled for this year, that the City use budget funds to put together Park Rec craft bags to be distributed to the kids who would have wanted to participate in the program. A decision will be made on this program in June. Sidel has been taking part in the Minnehaha County Emergency Management COVID-19 briefings to keep abreast of any new developments. Due to COVID-19, several SDML conferences have been cancelled. The offer extended to Candidate A for the Chamber & Economic Development Director (CEDD) position has been accepted with the condition that vacation time may be used in August rather than waiting 180 days per policy. A motion was made by Monahan, second by Brennehan to allow the CEDD to use vacation time starting in August – all voted yes, motion carried.

OLD BUSINESS: None

NEW BUSINESS:

- **Surplus Building on Lot 6, Block 4 of Hartford City Proper:** Now that the City owns the lots north of the elevator, staff would like to demolish the small building on Lot 6. Asbestos has been found in the tiles and the building is unusable. Staff will be doing the demo work and will handle the removal of asbestos as required. A motion was made by Monahan, second by Nelson to surplus the building on Lot 6, Block 4 of Hartford City Proper – all voted yes, motion carried.
- **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-eighth year that Hartford has received this recognition. Mayor Menning offered is congratulation to the City and staff for this recognition.

ADJOURNMENT: A motion was made by Nelson, second by Kuehl to adjourn at 7:56pm – 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