

City Council Meeting – Regular Meeting April 7, 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, City Attorney Larry Nelson, City Engineer Mitch Mergen and approximately eight people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Nelson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jones, second by Monahan to approve the meeting minutes from March 17, 2020 – all voted yes, motion carried. A motion was made by Kuehl, second by Jones to approve the Equalization Board meeting minutes from March 18, 2020 – Monahan abstained with all others voting yes, motion carried

PUBLIC COMMENTS: Shannon Ward addressed the council via teleconference with her thoughts on the COVID-19 pandemic. It is her opinion that with Hartford’s close proximity to Sioux Falls, Hartford should do as Sioux Falls has done and implement some guidelines, so the community has a clear understanding of what is expected of them during this pandemic.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **1st 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. It was also amended to include a fine to individuals in violation of not mowing or maintaining noxious weeds on undeveloped areas within the city. As written, the fine for this would be \$250 for the first offence and \$500 for the second offence. Some felt, with this wording, the ordinance implies that only two fines would be issued. New wording of \$250 for the first offence and \$500 for each additional offense was discussed. A motion was made by Kuehl, second by Nelson to approve 1st reading of Ordinance #685 with the amendment to the wording of the fee structure as presented – Jones voted no with all others voting yes, motion carried.
- **7:05 Hearing on Resolution 2020-6 – Deannexation of Parcel #71116:** Circle J Farms has submitted a petition to deannex parcel #71116. This parcel is located just south of Mickelson Rd. When negotiating right of way and land acquisitions for the Mickelson Rd project, an agreement was made between the City and Circle J Farms to deannex this parcel upon completion of the project. A motion was made by Monahan, second by Brenneman to approve Resolution 2020-6 Deannexation of Parcel #71116 – all voted yes, motion carried.

REPORTS:

- **Sheriff’s Department Report:** Deputy Phil Ryan gave an update on recent activities within the city. For the month of Mar there were 233 calls for service.
- **Engineer Report:** Mitch Mergen provide engineer updates:
 - Ruud/Opal Lane Intersection Improvements** – Construction documents have been provided to City staff for review. The project is expected to be bid mid-May.
 - 9th Street Improvements** – Contracts are in place. A preconstruction meeting will be scheduled in the coming weeks.
 - Industrial Park Sanitary Sewer Extension** – The project will be advertised for bid once necessary easement documents are received.Pat DeGroot expressed drainage concerns in the development along Bernadine Place. Mergen indicated that he would take a look at that area.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council.
 - Streets** – Gravel roads were bladed last week and are scheduled to be done again next week. Pothole patching is also being done. Bumblebee Gibson has quoted mag water at a price of \$1.46/gal which is a slight increase over last year but still below budget. Wagner confirmed that two applications were budgeted for this year. A motion was made by Nelson, second by Jones to approve the quote from Bumblebee Gibson of \$1.46/gal for the two applications of mag water this year – all voted yes, motion carried. Wagner gave an update on the maintainer that has been at RDO for repairs. When RDO was trouble shooting it, a bolt from the rod cap came loose and the cap went through the block and wrecked the block. Wagner presented options: repair with new engine \$18,000 or repair with used engine \$12,700. He also provided trade-in values: \$15,000 if running good or \$8,000 in current condition. Further discussion was held on the age and condition of the maintainer. It was the consensus of the council that it be traded as is. Wagner will start looking for a replacement. Wagner will put the dump truck purchase on hold for now. Street sweeping is being done and will continue throughout the summer months. The traffic counter was put out on Western Ave this week. Wagner and Mike Smith plan to meet next week to review the boulevard tree planting plan for this year. The yard waste site is now open for the season.

Water – With COVID-19, the meter change outs have been put on hold. Staff will try to do any businesses that are open at this time or homes with cellar access.

Sewer – Monthly DMR reporting has been done. Flow are starting to increase. Samples will be taken this spring.

Park – Staff has been working on cleaning stick/leaves from park grounds getting them ready for the season.

Sports Complex – A Toro field drag has been purchased. It should be delivered next week.

- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included a summary of revenues received in Mar along with an overview of the city's cash balances, revenues and expenses through Feb. The Apr calendar of events was also provided. On Mar 30th the State passed HB 1298 which postpones all municipal election to any Tues in June. Options are to hold the city election in conjunction with Minnehaha County's democratic primary election on June 2nd or to choose one of the other four Tues in June. A motion was made by Jones, second by Glanzer to set the municipal election date as Tues June 23rd – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. The Jamboree Committee is still planning for the 2020 event but will be monitoring the COVID-19 situation and adjust plans as needed. Five applicants for the CEDD position have been interviewed. Plans are to narrow selection down to 2 or 3 applicants and conduct a second round of interviews. In an effort to minimize traffic at the landfill due to COVID-19, the City of Sioux Falls will not be doing the free landfill passes at this time. The National Honor Society has cancelled their Miles for Murphy 5K Run/Walk that was to be held April 4th. The City has closed on the purchase of Lots 1-8, Block 4 Hartford City Proper.

OLD BUSINESS:

- **Chamber Proposal for Additional Funding:** Gabby Hoing with the Hartford Area Chamber of Commerce (HACC) addressed the council via teleconference. Per the council's request at the Mar 17th meeting, Hoing provided cost information on three different options for temporary help until the CEDD is hired. HACC is seeking someone to help with marketing/communication type items such as social media, website, print newsletter as well as e-newsletter. It is estimated that this person would be needed 5 to 10 hours per week for approximately 8 weeks. Jessica Wendell, who is a member of the HACC, is the individual Hoing would like to hire. Wendell has quoted an hourly rate of \$20. Based on this, Hoing is requesting funding from the City in the amount of \$1,600 to cover this cost. A motion was made by Nelson, second by Jones to hire Jessica Wendell as an interim CEDD assistant not to exceed \$1,600 until the new CEDD is hired. Clarification was made that the City would not be hiring this individual but just providing the funding to the HACC for this cost. A substitute motion was made by Monahan, second by Kuehl to allocate \$1,600 to the HACC to hire an assistant to help with some of the Chamber duties – Glanzer abstained with all others voting yes, motion carried.
- **HADF Envision 2025 Capital Campaign:** Al Doeve, with NCDS, and HADF President Justin Eich addressed the council via teleconference giving an update on the Envision 2025 Campaign. Since the last update to the council, the Campaign Program of Work and the Campaign Financial Plan have been completed. NCDS has also provided an economic income analysis which forecasts the impact a successful campaign will have on the immediate region. The campaign, which has already secured investments of over 200k, is seeking investments from both the private and public sectors. NCDS feels 40% would come from the public sector and 60% from the private sector. With a goal to raise 2M, that would make the City's investment 800k. A motion was made by Kuehl to approve the HADF Envision 2025 capital campaign pledge amount – motion failed due to lack of a second. A motion was made by Kuehl, second by Jones to adopt the program of work as presented for Envision 2025 – all voted yes, motion carried. A motion was made by Kuehl, second by Nelson to adopt a pledge of \$800,000 over 5 years but not at a fixed amount of \$160,000 per year but cumulative to \$800,000 as yearly budgets allow. Further discussion was held on the timing of the first payment. Kuehl amended his original motion by adding that the initial payment be made in 2020 for \$160,000, second by Monahan. Further discussion was held on if the City's investment for 2020 should be \$160,000 with what is going on with the economy right now due to the pandemic. Public input was received from LaVonne Randall and Pat DeGroot. Kuehl rescinded his previous motion and amendment to that motion. A motion was made by Kuehl, second by Brenneman that the City of Hartford pledge \$800,000 over 5 years to the Envision 2025 Campaign. Kuehl moved to call the vote. Glanzer, Brenneman, Jones & Monahan voted yes, Nelson voted no, and Kuehl abstained, motion carried. A motion was made by Monahan, second by Brenneman to allocate \$50,000 to the Envision 2025 Campaign payable in 2020 – Kuehl abstained with all others voting yes, motion carried. Kuehl request that this item be put on the agenda to review again at the end of the 2nd quarter and again at the end of the 3rd quarter.

NEW BUSINESS:

- **Hire Full-Time Public Works Assistant:** Alan Brown has accepted the city's offer for the fulltime public works assistant position at \$17.50/hr. A motion was made by Kuehl, second by Jones to approve the hiring of Alan Brown as a fulltime public works assistant at \$17.50/hr. – all voted yes, motion carried.
- **Review Tax Abatement Request on Parcel #60662:** State law allows property tax abatements for qualifying disabled seniors veterans. The Minnehaha County Auditor has received an abatement request from a disabled senior on a parcel of land that is located within Hartford city limits. This request needs to be approved by the

governing board. A motion was made by Monahan, second by Jones to approve the property tax abatement request submitted on Parcel #60662 – all voted yes, motion carried.

- **COVID-19 Update & Discussion:** With the pandemic that is going on, discussion was held on how the City will handle some of its facilities and programs. The following decisions were made by the council:
 - Pool – the consensus of the council is that the pool remains closed for May & June. Revisit in June to see if we are able to open in July. Pool Manger has been hired and will remain on doing other duties as assigned.
 - Park Rec Program for Kids – the consensus of the council is to postpone the program for now. Sidel will visit with the Park Rec Director to see if a July session, if conditions allow, would work. Sidel will provide an update at the next meeting.
 - Park Restrooms – A motion was made by Nelson, second by Brenneman to close the park restrooms until further notice – Kuehl, Jones and Monahan voted no, Glanzer, Nelson & Brenneman voted yes, Menning broke the tie voting yes, motion carried. There will be no portables at the Sports Complex at this time.
 - Park/Playgrounds – A motion was Nelson, second by Glanzer to keep the parks open and to install signage in the parks that state the CDC’s regulations in regard to the pandemic – Brenneman voted no with all others voting yes, motion carried. Wagner will put up some of the soccer nets and will continue to maintain the ball field.
 - Water/Sewer Utilities – A motion was made by Monahan, second by Nelson to waive all late fees and to suspend all water shut offs for the next 60 days – all voted yes, motion carried.

Mayor Menning provided an update on the COVID-19 Task Force that has been formed. This group includes community leaders including the City, medical, essential services, law enforcement, business leaders and church leaders. The group meets every Friday. Information provided by this group will be posted on the City website on the COVID-19 Resource page. Discussion was held on enacting a possible ordinance in regard to COVID-19. Input was received from City Attorney Nelson, Deputy Ryan and the council. A motion was made by Jones, second by Brenneman that City Administrator Sidel, City Attorney Nelson and Mayor Menning put together a draft COVID-19 ordinance for council review – all voted yes, motion carried.

CORRESPONDENCE: None.

EXECUTIVE SESSION: A motion was made Jones, second by Nelson to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 9:51pm – 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 Jones to exit executive session at 10:30pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Monahan, second by Nelson to adjourn at 10:31pm – 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