

City Council Meeting – Regular Meeting May 18, 2021

Council President Arden Jones called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Mark Monahan, Travis Kuehl, and Mark O’Hara. Jeremy Menning, LaVonne Randall and Mark Brenneman were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, City Engineers David Doxtad & Michael Redenbaugh and 8 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Monahan to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by O’Hara to approve the meeting minutes from May 4, 2021 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Monahan, second by O’Hara to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Hearing – Malt Beverage License Renewals:** Buffalo Ridge Brewery, Coffee Cup, The Goat, Get N’ Go, Heart T Stop, Dollar General, AmericInn and Stomping Grounds have submitted applications to renew their Retail Malt Beverage Licenses. A motion was made by Monahan, second by O’Hara to renew all applications submitted – all voted yes motion carried.
- **Special Event – Jamboree Days:**
 - ❖ **Review/Approve Special Event Application:** Leah Johnson with the Jamboree Committee was present. The committee has applied for a special event permit and use of alcoholic beverages in a public area. Activities and entertainment are planned from Thursday June 17th to Sunday June 20th. A full schedule of events was provided. Johnson requested the use of City staff & equipment, including the bleachers from the Swenson Sports Complex since the softball tournament has been cancelled. A motion was made by Kuehl, second by Monahan to approve the special event application for the 2021 Jamboree Days event and the use of City staff & equipment and to waive the application fee – all voted yes, motion carried.
 - ❖ **7:10 Hearing – Application for Special Malt Beverage License:** Leah Johnson, on behalf of the Jamboree Committee, has applied for a special malt beverage license so they can sell malt beverages during the 2021 event. They are requesting to sell in the City park on Friday 2:30pm to midnight and Saturday 10am until 12:30am on Sunday. A motion was made by Kuehl, second by O’Hara to approve the special malt beverage license for the Jamboree Committee as applied for and to waive the application fee – all voted yes, motion carried.
 - ❖ **Request to Release 2021 Budget Funds for Jamboree Event - \$25,000:** Leah Johnson, on behalf of the Jamboree Committee, was present to request payment of the 2021 budget appropriation to the committee. A motion was made by Kuehl, second by Monahan to release the 2021 appropriation in the amount of \$25,000 to the Hartford Jamboree Days Committee – all voted yes, motion carried.
- **Special Event Permit – Buffalo Ridge Brewing:** Callie Tuschen, on behalf of Buffalo Ridge Brewing, has submitted a special event application to hold Beetles & Brews Drive-In event on June 17, 2021 from 4pm to 10pm. They are requesting the closures of 1st St from Main Ave to the alley east and to allow the use of alcoholic beverages in this area along with the sidewalk around the brewery. A motion was made by O’Hara, second by Kuehl to approve the special event permit for Buffalo Ridge Brewing Beetles & Brews Drive-In as applied for – all voted yes, motion carried.
- **Special Event Permit – The South Bar:** Justin Kjellsen, on behalf of The South Bar, has submitted a special event application to hold a cornhole tournament on June 19, 2021 from 12pm to 10pm. They are requesting the closures of Main Ave from 1st St to Menth St and to allow the use of alcoholic beverages in this area. A motion was made by Monahan, second by Kuehl to approve the special event permit for The South Bar cornhole tournament as applied for – all voted yes, motion carried.
- **Special Event Permit – Hartford Area Chamber of Commerce:** Amy Farr, on behalf of Hartford Area Chamber of Commerce, has submitted a special event application to hold Hartford Block Party event on July 21, 2021 from 4pm to 10pm. They are requesting the closures of Main Ave from 1st St to 2nd St and 1st St from Main Ave to east alley and to allow the use of alcoholic beverages in this area. Farr also requested the use of the City’s picnic tables. A motion was made by O’Hara, second by Kuehl to approve the special event permit for Hartford Area Chamber of Commerce Block Party as applied for and to waive the application fee – all voted yes, motion carried. A motion was made by O’Hara, second by Kuehl to allow the use of the City’s picnic tables for the event, waiving the fee but not the deposit – all voted yes, motion carried.

- **2nd Reading of Ordinance #706 Establishment of Park & Recreation Board:** Ordinance #706 will establish a park & recreation board that is strictly advisory to the council and will not have the authority to spend funds, enter contract, hire staff, etc. A motion was made by Monahan, second by Kuehl to table 2nd reading of Ordinance #706 Establishment of Park & Recreation Board – Monahan and Kuehl voted yes with O’Hara and Jones voting no, motion failed. A motion was made by Kuehl, second by O’Hara to table 2nd reading of Ordinance #706 Establishment of Park & Recreation Board until the next meeting – all voted yes, motion carried.
- **2nd Reading of Ordinance #707 Rezone Lots 3 – 5 (Ex E 20’ of Lot 5) and S ½ of Vacated Alley, Block 6 of South Addition from Residential to Community Commercial:** Jim Baartman, on behalf of Kevin Nothdurft, has applied to rezone the property located at the NE corner of Western Ave and South St from residential to community commercial. Baartman would like to purchase this parcel and erect a truck shop for his personal use, which with community commercial zoning would require a conditional use permit. A motion was made by Monahan, second by Kuehl to approve 2nd reading of Ordinance #707 Rezone Lots 3 – 5 (ex E 20’ of Lot 5) and S ½ of Vacated Alley, Block 6 of South Addition from residential to community commercial – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** Fire Chief Matt Horn was present to give a department update to the council. There was a total of 44 calls in Apr with 16 in city limits. Year to date, there have been a total of 141 calls, which is similar to last year’s numbers. An update was given on the various trainings held during the month of May. The Fire Dept pancake feed held on May 16th had a great turnout with around 900 attending.
- **Chamber & Economic Development Director Report:** Amy Farr’s report was provided. Chamber work includes: wrapping up #DiscoverHartford event, ribbon cuttings, organizing dunk tank & volunteers for Jamboree Days, organizing Hartford Block Party to be held in July, organizing Chamber golf tournament to be held in Aug, attended MACE conference. HADF work includes: continues to meet with prospective landowners and business, continues work on Envision 2025 invoicing/retention, responding to RFIs from GOED and other businesses, conducting daycare survey, signage for HADF owned lots, attended MAEDC conference via Zoom, hiring of summer intern.
- **Engineer Report:** David Doxtad was present to report the following:
 - The review of the city’s design standards is underway.
 - The rate study will be looked at after completion of the wastewater feasibility study is complete.
 - Development work is ongoing: Western Meadows, Knapp’s Landing & Turtle Creek Highlands.
 - The City’s GIS is up and running.
 - ISG provided an update on the progress of the Wastewater Feasibility Study.
- **Stockwell Engineer Report:** Mitch Megan provided a progress report for the following projects:
 - 9th Street Improvements – Punch list items are complete and final pay app is being reviewed. Warranty inspections will occur this fall.
 - Mickelson Road Improvements: Warranty inspections were completed on May 6th. The contractors must have repair work done by June 15th. LOMR is in progress.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided.
 - Streets – Gravel roads are being prepped for mag water, which is scheduled for the end of the month. Street sweeping continues. Boulevard tree planting is completed. Ash trees in the park will be treated yet this spring. The mosquito grant has been submitted. The traffic counter and speed trailer are out. Wagner will be meeting with SVE on downtown lighting. Further discussion was held on the lighting along Vandemark Ave. Staff will meet with SVE and engineers about street lighting. It was suggested that a section on street lighting be added to the City’s design standards. More information will be provided at a future meeting.
 - Water – Staff continues to change out meters. There are now 555 meters on the new system. Reporting done until July.
 - Sewer – April reporting is done. A rep from SF Landfill inspected bar screen waste. They indicated they will take the waste, but it may need to be thickened. Testing is being done so staff will know how to proceed in the future.
 - Park – Wagner provided quotes for two different options on the pickleball/tennis court. One quote of approx 50k was to resurface existing concrete with a 60’ x 112’ tile court. The other quote of approx 130k was to remove existing concrete and replace with new and to apply a sport surface to it. Patti Boyle and Mark Driscoll, who are avid pickleball/master tennis players, were present to express their support of this project. Boyle suggested that a committee be formed to work with the City on this. Councilman Jones suggested that they organize a group of interest people and set up a meeting with council/staff to discuss further. Wagner provided pricing to plant shrubs and/or trees in the proposed dog park/yard waste site area. This item will be put on the next agenda for action.
 - Pool – The pool is now open. The small slide has been removed as it is broken, and staff was unable to repair. The decision to replace will be addressed at budget time.
 - Bike Trail – Wagner thanked the Boy Scout Troop #8 for picking up garbage along the nature trail last week.
 - Sports Complex – The boarders of soccer fields will be repainted next week. Fencing is also scheduled to be installed on the west side.
- **Finance Officer Report:** City Finance Officer Wilber’s report was provided. Items included cash balances, sales tax revenue and committee fund balances as of Apr 30th, a recap of bills submitted for payment and the calendar of events. Discussion was held on the City’s current debt. There are three loan that are scheduled to be paid off in 2022. There would be approx. \$3,800 in interest saved by paying off the principal balance of these three loans at this time. No action was taken.

- **City Administrator Report:** City Administrator Sidel's report was provided. The City continues to accept applications for a Park Rec Assistant. All other summer positions have been filled. The HADF has approved covering half the cost of the Community Development Plan being completed by City Engineers. Sidel continues to gather information on how other communities handle on-street commercial parking. No response has been received yet from FEMA on the grant for the concession/restroom building at the Sports Complex. The City has also applied for grants for the dog park and bike trail projects. A decision on these is expected by late summer. Sidel reminded of the joint council/P&Z meeting on May 26th at 7pm to discuss the passage of a temporary ordinance to regulate medical marijuana.

OLD BUSINESS:

- **Review 12th St Petition, Cost Estimates, & Funding:** Don Sieverding, of Knapp's Landing, has circulated a petition for street improvements to 12th St, from Western Ave east to the intersection of Duck Trl & Kelley Jo Dr. The petition has been signed by over 55% of adjoining landowners and now is being presented to the council for review. Don & Stacey Sieverding and Bill Haugen were present. Cost estimates for the project were presented to the council. Discussion was held on project costs, scope of work, current assessment policy, and funding scenarios. It was the consensus of the council that this item be added to the next agenda to have further discussion with the full council present.

CORRESPONDENCE: None

EXECUTIVE SESSION: A motion was made Kuehl, second by O'Hara to enter executive session pursuant to SDCL 1-25-2(1) for personnel, SDCL 1-25-2(3) for legal, and SDCL 9-34-19 for economic development at 8:46pm – 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 Monahan to exit executive session at 9:28pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Monahan, second by O'Hara to adjourn at 9:29pm – 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