

City Council Meeting – Regular Meeting May 19, 2020

Mayor Jeremy Menning called the meeting to order at 7:00pm with the following city council members present: Arden Jones, Mark Brenneman, Travis Kuehl, Brittany Glanzer and Scott Nelson. Mark Monahan joined via teleconference. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Gabe Steinmeyer, City Attorney Tom Frieberg, City Engineer Mitch Mergen and approximately 11 people from the public.

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 Kuehl, second by Nelson to approve the meeting minutes from May 5, 2020 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Jones, second by Nelson to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS:

- Jeff Bossman with JBS Concessions was present. He currently has a concession stand set up on his property along Western Ave. He wanted to make sure that the council and City were ok with his business at this location. City Administrator Sidel confirmed that he is following all city regulations.
- Rene Meyer introduced herself to the council. Originally from the Hartford area, she is running for Governor in 2022 under the Constitution Party.

VISITORS:

- Gabby Hoing, on behalf of HACC, was present via teleconference. At budget time the HACC was approved for a \$32,000 allocation in 2020 of which \$15,000 was for the Jamboree carnival. Since Jamboree Days has been cancelled for this year, HACC is requesting approval to use those funds elsewhere. With the pandemic and the effect it has had on area businesses, the HACC would like to do more to promote membership businesses. These additional funds would allow them the ability to do more advertising campaigns, among other things. A motion was made by Jones, second by Brenneman to approve the spending of the 15k by HACC with the CEDD reporting back to the council – Jones, Brenneman and Monahan voted yes, Nelson and Kuehl voted no, Glanzer abstained. Menning broke the tie voting yes – motion carried.
- Callie Tuschen, on behalf of the Downtown Hartford, was present to update the council on the Downtown Market plans for this season, which will be held the first Thurs of the month starting in June and going thru Oct. In an effort to social distance and allow for more seating, Tuschen requested use of the City's lots at 1st St & Main Ave. This area could be to use for overflow parking as well. A motion was made by Brenneman, second by Nelson to allow the use of the City's lots located at 1st St & Main Ave for the entire market event unless the lots are sold or if there is construction of any sort on them – all voted yes, motion carried. Tuschen also requested the use of the 12 picnic tables that the City rents out. She also asked that the rental fee & deposit be waived. A motion was made by Nelson, second by Brenneman to allow the use of the 12 tables for the entire market event and waive the fees – all voted yes, motion carried.
- Sam Assam with Turtle Creek Highlands was not present. The City did receive a letter from his engineering firm. The Construction Agreement Turtle Creek Highlands has with the City states that when constructing the streets, the top lift of asphalt will be installed one construction season after the first lift. The developer recently completed the first lift and is now asking for a variance to be able to apply the top lift right away. Public Works Superintendent Wagner addressed the council as to why the City has established those regulations and, in his opinion, the City should not deviate from them. No further action was taken by the council.
- Robert Hansen, who resides at 601 N Sagehorn, was present to recommend a change be made to Section 5.0310 of the City's municipal ordinance. This section addresses dog & cat licensing requirements. In addition to the fee, the applicant needs to furnish a certificate of vaccination issued by their vet before the license can be issued. Hansen is recommending that the wording certificate be changed to certification. Hansen, who provided a copy of his invoice from his vet which indicates that he paid for a rabies vaccination, feels this should certify that his dog was vaccinated and meet the qualifications for obtaining a license. The consensus of the board is that, at this time, a certificate of vaccination would need to be provided to obtain the license. Staff will do some research as to what other area municipalities require for pet licensing and report back at a future meeting.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Public 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 all submitted applications to renew their Retail Malt Beverage Licenses. A motion was made by Brenneman, second by Jones to renew all applications submitted – all voted yes motion carried.

- **Review/Approve HACC/City of Hartford Agreement & HADF/City of Hartford Agreement:** These agreements, originally established in 2017, are up for renewal. These agreements lay out the terms and conditions to all parties involved as it relates to the Chamber & Economic Development Director position. No changes have been made to these agreements except to update with current CEDD job description. Both the HACC and HADF have approved the agreements. A motion was made by Jones, second by Brenneman to approve the agreement between the City of Hartford and HACC as presented – all voted yes, motion carried. A motion was made by Jones, second by Nelson to approve the agreement between the City of Hartford and the HADF as presented – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was not present.
- **Chamber & Economic Development Director Report:** Chamber & Economic Development Director Steinmeyer's report was provided to the council. Steinmeyer provided a recap of his first week on the job and the meetings he attended.
- **Engineer Report:** Mitch Mergen provided engineer updates:
Ruud/Opal Lane Intersection Improvements – The bid opening on this project is scheduled for May 27th.
9th Street Improvements – Project is tentatively scheduled to begin mid-June.
Industrial Park Sanitary Sewer Extension – Easement documents were received from the landowner and are under review. Engineers will assist City staff in preparing application for additional funding sources.
Wastewater Treatment Facility – Engineers are preparing a contract for preliminary design work to be presented at the next meeting.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.
Streets – Tentative plans to apply mag water at the end of May or beginning of June. Staff will be working on alleys this coming week. RDO has received the replacement motor for the maintainer. Hopefully, repairs will be finished in a few weeks. Wagner was able to purchase two dump trucks on auction last week. With the purchase of these two trucks and the maintainer repairs, we should be below the 90k in budget for equipment this year. "No Thru Trucks" signage has been installed along S. Main Ave. Weather permitting, the drainage areas will be sprayed next week. All boulevard, park & Arbor Day trees have been planted.
Public Buildings: Wagner has submitted a request to have the gas & electric services to the building on Main Ave disconnected. Once this is complete, staff will proceed with the demolition of the building.
Water – As time allows, staff has been changing out meters in businesses or homes that are for sale or empty.
Sewer – Samples were taken at the lagoons with more scheduled to be taken next week. At this time, ammonia levels are too high. Wagner is taking some online training for an advanced wastewater treatment class.
Park – Hand spraying is being done at the parks. The repairs to the mower building are near completion. Now that the playground equipment border is installed, new wood chips are being placed. The park restrooms are open.
Sports Complex: Wagner has received three quotes for the ADA parking/sidewalks at the Sports Complex. Two quotes were very close in price but came in at \$2,500 to \$3,000 over the budgeted amount of \$15,000. A motion was made by Brenneman, second by Kuehl to approve additional spending up to \$3,000 on ADA parking and sidewalks at the Sports Complex – 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 Apr 30th and a recap of bills submitted for payment. The calendar of events was also provided. Due to the pandemic, this year's audit was conducted remotely and wrapped up this past week. A copy of the 2019 Annual Report that was compiled by the city's audit firm Quam, Berglin & Post, PC was provided to the council for their review. A motion was made by Jones, second by Brenneman to approve the 2019 Annual Report – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. The HADF intern started this past week and is working out of City Hall. He will be working a couple days a week and his primary duty is to assist Al Doeve with the capital campaign. Sidel provided updates on different grant opportunities the City is applying for. Sidel has been made aware of some funding for the Western Ave Sewer project that may be available to the City through the CARES Act. If approved, this would eliminate the City having to obtain the SRF Loan. The funding, if approved, would not be awarded until next year so the project would not start until next year. It was the consensus of the board the Sidel continue with applying for these grant funds. The next council meeting is scheduled for June 2nd. This is the date of the primary election and Minnehaha County will be using city hall as a polling place. The consensus of the council was to change the meeting date from June 2nd to June 1st.

OLD BUSINESS:

- **Review Liquor Regulation on City Right-of-Way:** All alcohol licenses are tied to the licensed premise only with no alcohol use allowed on city sidewalks, streets, or rights-of-way. To allow this, the license holder could apply for the special event permit asking for approval from the council to use alcohol in these areas. Another option would be to enact an ordinance to allow alcohol consumption on the abutting sidewalk of a licensed premise. No action was taken on enacting an ordinance to allow this at this time.

- **Review Proposed Changes to Employee Manual:** When the employee manual was last drafted/adopted, there were only hourly positions. Since the City now has both hourly and salary positions, suggested updates would clarify wording between hourly and salary in certain sections of the manual. Discussion was held on procedures for flex time and vacation/sick leave. A motion was made by Breneman, second by Nelson to table discussion on this topic – all voted yes, motion carried.
- **COVID-19 Review:**
 - **City Buildings:** Sidel provided an update of measures that would be taken at City Hall once it is opened back up to the public. Staff has constructed a plexiglass barrier to be place at the front counter, areas will be rope off to limit access and X's will be place on the floor to provide visual spacing between customers. It was the consensus of the council that City Hall be opened up to the public on May 26th.
 - **Pool:** Discussion was held on the pros and cons of opening the pool. Members of the public expressing their opinions on this topic were Gabby Hoing, Bobbi Wingert & Rene Meyer. At the current time, with the staffing we have, hours for the pool would need to be limited. It was the consensus of the council that this topic be revisited at the June 1st meeting and in the meantime, increase hiring efforts with the hope that those lifeguards from area pools that are not opening will apply. Wagner will proceed with getting the pool operable so if the decision is made to open, it is ready to go.
 - **Organized Sports:** Eric Kunzweiler & Brad Kramer were present on behalf of HASA. They presented a Return to the Fields Plan to the council. This plan lays out what guidelines they are implementing in regard to COVID-19. Their goal is to return to the fields in a safe and controlled matter. At this time, they are seeking approval to start practices on city fields. A motion was made by Nelson, second by Kuehl to approve the Return to Fields Plan submitted by the HASA and to allow practices to be held on city fields beginning May 26th. Further discussion was held on the date requested. Nelson amended his motion to May 20th rather than May 26th, second by Kuehl – all voted yes, motion carried. A motion was made by Kuehl, second by Nelson to allow other organized groups to use city fields upon submission of a plan such as the one presented by HASA – all voted yes, motion carried.

NEW BUSINESS: None

CORRESPONDENCE: Mayor Menning presented Councilmember Glanzer with a certificate of appreciation for the time she served as a Ward 2 councilmember.

EXECUTIVE SESSION: A motion was made Kuehl, second by Glanzer to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 9:32pm – 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 Glanzer to exit executive session at 10:19pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Glanzer, second by Nelson to adjourn at 10:20pm – 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