

City Council Meeting – Regular Meeting May 21, 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 Jones, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** Regular meeting minutes from May 7, 2019 were reviewed. A motion was made by Jones, second by Brenneman to approve the meeting minutes from May 7, 2019 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Nelson, second by Kuehl to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: Chamber & Economic Development Director Jesse Fonkert introduced Brayden Hilton. Braydon is the summer intern that was hired by the HADF.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Hearing for 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 Jones, second by Nelson to renew the applications submitted – all voted yes motion carried.
- **7:10 Hearing for Resolution 2019-3 – Resolution of Necessity for the 9th St Improvement Project:** Discussions have been held about adding the portion of 9th St between Vandemark Ave and Hwy 38 to the current Vandemark Ave Improvement Project. To proceed, Resolution 2019-3 would need to be passed. This resolution gives a project description, a cost estimate and proposed assessment amounts for adjoining property owners. Property owners Richard Brake and Paul O’Toole were present to ask questions. A motion was made by Brenneman, second by Kuehl to approve Resolution 2019-3 – Monahan voted no with all others voting yes, motion carried.
- **Special Event Application – 2019 Jamboree Days Event:** 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 13th to Sunday June 16th. A full schedule of the event was provided to the council for their review. Additions that Johnson requested to the application was the use of alcoholic beverages on Sunday in the park for the kickball tournament and the use of City staff & equipment. A motion was made by Nelson, second by Johnson to approve the special event application for the 2019 Jamboree Days event with the addition of alcoholic beverage use in the park on Sunday and the use of City staff & equipment – all voted yes, motion carried.
- **7:20 Hearing for Special Malt Beverage License for 2019 Jamboree Committee:** The Jamboree Days Committee has applied for a special malt beverage license so they can sell malt beverages during the 2019 event. They would like to sell on Friday night during the car show & burnout and on Saturday in the park and at the street dance. A motion was made by Nelson, second by Brenneman 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.
- **7:30 Hearing for 1st Reading of Ordinance #668, #669, #670 & #671 – 2018 International Building Codes:** Currently the City follows the 2015 International Building Codes (IBC). Ordinance #668, #669, #670 & #671 will allow the city to adopt the updated 2018 IBC. These codes have been reviewed by the Planning & Zoning Board and they recommend adoption. Building Inspector Paul Clarke was present to give a review of some of the more significant changes and to answer any questions. A motion was made by Jones, second by Nelson to approve 1st reading of Ordinance #668, #669, #670 & #671 – 2018 International Building Codes – all voted yes, motion carried.
- **2nd Reading Ordinance #666 - Rezone a portion of Cresswood Addition from Natural Resource Conservation to Regional Commercial:** C&C Ventures is requesting to rezone a portion of their property that runs along Interstate 90 so they can begin advertising the land for sale for commercial use. Their approved preliminary plans have this area designated for commercial use. A motion was made by Kuehl, second by Brenneman to approve 2nd reading of Ordinance #666 – Rezone a portion of Cresswood Addition from Natural Resource Conservation to Regional Commercial – all voted yes, motion carried.

- **2nd Reading Ordinance #667 - Rezone a portion of Western Meadows Addition from Residential to Light Industrial:** With a need for larger industrial lots, Western Meadows, LLC is requesting to rezone a portion of their property from residential to light industrial. This rezone would deviate from their preliminary plans, which has this area designated as residential and park land. Since this property is located adjacent to both Interstate 90 and their other light industrial lots, the developer feels this would be an ideal location for more industrial lots. In addition, the developer has agreed to incorporate park land in Phase 3 of their development. A motion was made by Jones, second by Kuehl to approve 2nd reading of Ordinance #667 – Rezone a portion of Western Meadows Addition from Residential to Light Industrial – all voted yes, motion carried.
- **Policy #2019-1 Capital Assets:** Currently the City capitalizes any asset purchased for \$500 or more. At the recommendation of the City’s auditors, this value has been increased to \$5,000 or more. A motion was made by Jones, second by Brenneman to approve Policy #2019-1 Capital Assets – 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 Apr had 33 total calls, with 13 in city limits. An update was given on the various trainings that were held during the month for fire and EMS services. The department partnered with the Red Cross on May 2nd to hold a smoke detector giveaway/install event in which 158 smoke detectors were installed in 75 homes. The Dept had a great turn out for their pancake feed held on May 19th. The new tender truck was put into service on Apr 24th. Shumaker also requested the release of their 2019 appropriation of \$15,000 and also \$30,000 from the equipment replacement fund to go toward the new tender truck. A motion was made by Jones, second by Nelson to approve payment of \$15,000 to the Fire Dept for their 2019 appropriation – all voted yes, motion carried. A motion was made by Jones, second by Johnson to approve payment of \$30,000 from the equipment replacement fund for the new tender truck – all voted yes, motion carried.
- **Recreational Director Report:** Director Nate Velander’s report was provided to the council. Highlights: continues to build community relationships, continues to expand the Sports/Rec page of the City’s website and grow social media presence, preparing for Jamboree Days Kickball Tournament, helping with itemizing a list of Sports Complex needs, working through the different options/way of conducting a sports & rec survey. West Central School Superintendent Brad Berens was present to discuss the Community Education Program with the council. Currently, the program is run thru the school district with a district staff member acting as director. Berens is proposing that this program be moved to the City and ran under the direction of our Recreational Director. There would be agreements that would need to be put in place to allow the City to use the school’s facilities for the program. It would also need to be determined if the hours for the Recreational Director position would need to be increased to accommodate the extra time involved with running this program. A motion was made by Kuehl, second by Johnson for a proposal with detailed plans be brought to a future council meeting for further discussion – Monahan voted no with all others voting 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 Stomping Grounds, held ribbon cutting for Two Guys & A Garage and DMM Systems, planning for 2020 budget proposal, #DiscoverHartford marketing campaign, working business leads, various meetings & conferences, among others. Fonkert provided a brief update on the happenings with the recently reinstated Drive to Revive Downtown Committee, which has been renamed Downtown Hartford Committee. Callie Tuschen and Rickie Kunzweiler were present in support of Downtown Hartford discussing the Hartford Downtown Market and their vision on growing this event.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates: Industrial Park Sanitary Sewer Extension – Assisting with easements and funding. Lot A Deed Restriction – Awaiting approval from the Corp. Wastewater Treatment Facility – Ongoing discussions with landowners. Mickelson Road Improvements – The box culvert is now set. Work continue on the end sections. Soukup Construction has submitted Change Order #2 to extend the deadline date to Aug 15, 2019 due to weather conditions and a delay in getting approval from FEMA on the CLOMR. A motion was made by Brenneman, second by Jones to approve Change Order #2 from Soukup Construction, Inc. – all voted yes, motion carried. Soukup Construction has submitted pay application #10 for work completed to date. A motion was made by Kuehl, second by Jones to approve pay app #10 to Soukup Construction in the amount of \$458,883 – all voted yes, motion carried. Vandemark Roadway Improvements – Utility and storm sewer work will continue over the next couple weeks. Rain has slowed progress. Swenson Park Grading – final seeding & restoration work will be done once the weather allows. North Ironwood Estates Drainage – by direction of the council a proposal for services on the N Ironwood Drainage area was provided. Services would include drainage plans, surveying, negotiating easements, property owner mtgs, etc. Currently, all drainageways that the City maintains, the land is owned by the City. After further discussion it was decided that before the City proceeds with entering into a contract for engineer services on this project, that the City contact property owners along this drainageway about deeding this area of their property to the City.

- **Public Works Report:** Public Works Superintendent, Craig Wagner’s report was provided to the council. Highlights include:
Streets – There is a preconstruction meeting for the slurry seal project scheduled for May 21st with work planned for the end of July. Work continue on gravel roads. Some areas may need to be dug out and more gravel hauled in. Asphalt street patching will begin once the weather allows. One round of street sweeping is done. Planting of boulevard trees is completed for this year. Councilman Kuehl asked Wagner about options for temporary barricades to be use when blocking areas off for special events. Wagner will provide pricing options at the next meeting.
Water – Two residents along Vandemark Ave will be switched from Rural Water service to City Service.
Sewer – There continues to be high flows. The dialer at the Sagehorn station has been upgraded. We are done discharging for now.
Park – There will be a public meeting, possibly in July, on the naming of Turtle Creek.
Bike Trails – The contractor is planning on sealing the bike trails in early June, weather permitting. Nine more bricks for the Turtle Creek Park Path have been installed.
Sports Complex – Staff continue to work on the fields as needed. The backstops are scheduled for May 23rd and are to be completed before Jamboree Days.
Drainageways – There are several areas throughout town that are city owned drainageways. City staff attempts to maintain these properties so they drain as they should. Sometimes this becomes very difficult. Wagner has found a product that is safe to be sprayed on cattails in an effort to keep the areas clear and the water moving. Since it will kill the cattails, Wagner wanted the council to be aware as the scenery around these areas will most likely change.
- **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, a recap of bills submitted for payment, and the calendar of events.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. Highlights: an update on summer hires was given, the City has received the insurance proceeds from the damaged fencing at the Sports Complex, Sidel will be working on a few ordinance updates to be presented to the council in June, Deputy Albers will be back with the City effective June 1st thru July 15th at which time Deputy Ryan will return again.

OLD BUSINESS:

- **Review Proposal of Speed Limit & Stop Sign Revisions:** The following revisions were proposed to the council with the following action taken:
 1. Change speed limit on Railroad St from 30mph to 20mph. A motion was made by Kuehl, second by Nelson to approve revision #1 – Brenneman voted no with all others voting yes – motion carried.
 2. Post 15mph speed limit on 2nd St from Hwy 38 to the alley West of Main St. A motion was made by Kuehl, second by Brenneman to leave speed limit as it currently is. A substitute motion was made by Monahan, second by Jones to approve revision #2 – Jones and Brenneman voted no with all other voting yes, motion carried.
 3. Add stop on Menth St at Main Ave by City Shop. A motion was made by Monahan, second by Nelson to approve revision #3 – all voted yes, motion carried.
 4. Remove 2 stop signs on Mickelson Rd at Feyder Ave. A motion was made by Kuehl, second by Brenneman to approve revision #4 – Jones and Monahan voted no with all others voting yes, motion carried.
 5. Remove 2 stop signs on Oaks Ave at the 5th St intersections. A motion was made by Brenneman, second by Jones to approve revision #5 – Monahan and Nelson voted no with all others voting yes, motion carried.
 6. Remove 2 stop signs on Mundt Ave at the 6th St intersections. A motion was made by Brenneman, second by Johnson to approve revision #6 – all voted yes, motion carried.
 7. Remove the stop sign on 5th St at Vandemark Ave and move it to Vandemark Ave at David Roe Dr. A motion was made by Nelson, second by Kuehl to approve revision #7 – all voted yes, motion carried.
 8. Add 2 stop signs on 1st St at Feyder Ave making intersection a 4-way stop. A motion was made by Kuehl, second by Monahan to approve revision #8 – all voted yes, motion carried.

A motion was made by Kuehl, second by Brenneman to remove 2 stop signs on Vandemark Ave at 9th St and to remove 2 stop signs on Vandemark Ave at Par Tee Dr. Kuehl rescinded his motion and requested these items be added to the next meeting agenda.

NEW BUSINESS:

- **Review Proposal for Compensation Planning:** City Administrator Sidel has been in contact with The Weston Group, which is a company that does a variety of Human Resource services. After visiting with them, Sidel is interested in hiring them to complete a job description & pay range review for each of our current fulltime positions at an estimated rate of \$100 per position. Sidel feels this information will be useful to the council when they conduct yearly staff reviews. A motion was made by Nelson, second by Johnson to approve the proposal from The Weston Group for compensation planning services – Brenneman and Jones voted no with all others voting yes, motion carried.
- **City Council Packet Discussion:** Currently, the council receives a packet of information on the Friday before a council meeting. This packet contains information on all items on the agenda along with staff reports. It has been suggested that this packet be place on the City’s website so that the public would have access to it. Discussion was held on what is considered to be public information, the timing of when the packet should be made available along with what should and should not be in the packet. Tony Randall address the council in favor of making this information available. A motion was made by Kuehl, second by Brenneman to post the information packet in it’s entirety on the City’s website at the time the agenda is posted – Monahan voted no with all others voting yes, motion carried.

CORRESPONDENCE: None.

EXECUTIVE SESSION: A motion was made Johnson, second by Kuehl to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 9:50pm – 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 Johnson to exit executive session at 10:32pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Kuehl, second by Jones to adjourn at 10:33pm – 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