

City Council Meeting – Regular Meeting July 16, 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 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, Recreation Director Nate Velander and City Engineer Jon Brown.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Monahan, second by Jones to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jones, second by Nelson to approve the meeting minutes from July 2, 2019 – 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 – Kuehl abstained with all others voting yes, motion carried.

PUBLIC COMMENTS: None.

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Presentation of Resolution 2019-5 – A Recommendation from the P&Z Board:** Resolution 2019-5 is a recommendation from the Planning & Zoning Board to the City Council for the adoption of the City’s comprehensive plan for joint jurisdiction, which will be voted on when the council meets jointly with the Minnehaha County Commission on Aug 27th. A motion was made by Monahan, second by Nelson to acknowledge Resolution 2019-5 – A recommendation from the P&Z Board – all voted yes, motion carried.

VISITORS:

- Laura Johnson, Park Rec Program Director, was present to give the council a recap of this year’s park rec program. This was the biggest year ever with 162 kids registered. The program ended up coming in under budget. A new Facebook page was implemented this year which helped with communication to parents and marketing the program. Along with more kids, came a few challenges but overall a very successful year.
- Leah Johnson, Jamboree Days President, was present to give the council a recap of this year’s Jamboree Days event. This year’s event was a huge success thanks to the hard work of the committee, volunteers, the community and the City. The committee will start meeting in Oct to plan for the 2020 event.

REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was unable to attend the meeting.
- **Recreational Director Report:** Director Nate Velander’s report was provided to the council. Highlights: assisted with the Park Rec program; conducted a Park Rec program survey to aid in planning future programs; facility scheduling; ongoing work on Sports & Rec web page, which is scheduled to launch in Aug; ongoing involvement with the HASR committee. Velander presented the council a proposal on the community education program if taken over by the City. The proposal included information on the programs that would be offered along with estimated revenue and expenses for each program. There was also information provided on how taking on this community ed program would impact Velander’s position. Amory Dinges, who is a piano instructor for the current program ran by the WC School District, was present to voice her support of the program. Teri Michaels was also present to voice her support of keeping the Tae Kwon Do program. Further discussion was held by the council. If the City were not to take it over at this time, it is the understanding of the City that the school would continue to run the program. Some on the council expressed their concern that they don’t feel this is the right time for the City to take this on. No action was taken on the proposal or the supporting agreement between the City and WC School that was drafted.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert’s report, recapping activities for both the Chamber and HADF, was provided to the council. Highlights: organizing Chamber Board of Directors Retreat, Business in the Park, Third Thursdays and Golf Classic; ongoing communication with prospective businesses; announcement of two new businesses: Prairie Boutique to be located in Vista Crossing and Dave & Co Real Estate Team to be located in Hartford Professional Center; planning the Hartford Living Magazine; attending various meetings. Fonkert serves on the Board of Directors for Mid-America Chamber Executives. They are holding a board retreat in Nov and Fonkert is requesting approval to attend and be reimbursed travel expenses. A motion was made by Nelson, second by Jones to approve Fonkert attendance at the 2019 Board Retreat for Mid-America Chamber Executives on Nov 6th-7th and reimbursement of any expenses – all voted yes, motion carried.

- **Engineer Report:** Jon Brown was present to provide engineer updates: Wastewater Treatment Facility – Brown provide an update on discussion held with property owners on potential routes/sites. Mickelson Road Improvements – Rain has slowed progress. Work on prepping the roadbed continues as conditions allow. Vandemark Roadway Improvements – Rain has slowed progress. Underground utilities a nearly complete for the entire site. Work continues on shaping the roadway and laying gravel. Pay application #3 for work completed to date was presented to the council. A motion was made by Nelson, second by Monahan to approve pay application #3 to Soukup Construction, Inc. in the amount of \$224,092.09 – all votes yes, motion carried. Change Order #1 was presented to the council. This is for unforeseen items: several fire hydrants and water main fitting were corroded and needed to be replaced, subgrade stabilization at the intersection of 9th St and the adjustment of a sewer crossing. A motion was made by Kuehl, second by Jones to approve change order #1 in the amount of \$44,656.68 – all voted yes, motion carried. Change Order #2 was presented to the council. This is for rebuilding and stabilizing 9th St from Vandemark Ave to Par Tee Dr. This work isn't necessary at this time but if the council is consider doing it, this would be a good time with the contractor being on site for the main project. Further discussion was held on possible future plans for this portion of 9th St. A motion was made by Kuehl, second by Nelson to table this item until the next meeting – Monahan voted no with all others voting yes, motion carried. Swenson Park Grading – Seeding is now completed except for the wet ditches and pond area, which will be done as areas dry out. Pay application #5 for work completed to date was presented to the council. A motion was made by Monahan, second by Nelson to approve pay application #5 to RMS Drainage & Excavation in the amount of \$81,346.18 – all votes yes, motion carried.
- **Public Works Report:** Public Works Superintendent, Craig Wagner's report was provided to the council. Highlights include:
 - Streets – The slurry seal project is still on schedule for the end of July. Staff has been back dragging a few bad spots on gravel roads, trying not to disturb the mag water that has been applied. After this week, all signage changes will be done for the recently approved stop sign and speed limit changes. Mosquito spraying continues as needed. The jersey barriers have been purchased. Traffic counts will be taken on Mickelson Rd.
 - Water – Quarterly reports have been completed and sent. Working with contractors on new watermain project, which has been tested and passed.
 - Sewer – Flows are slowly coming down. Working on the quarterly reports which are due July 28th. After water is moved to pond #3, samples will be taken again. Levels are ok for now but would like to discharge again, if possible.
- **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 June 30th, a recap of bills submitted for payment and the calendar of events. Wilber is now done gathering property information for the implementation of the street maintenance fee.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Sidel has gotten a response from four property owners along N Sagehorn regarding the drainage concerns. This item will be place on the Aug 6th agenda. Reminded the council about the joint meeting with the Minnehaha County Commission on Aug 27th. Staff will be attending AED/CPR training on July 31st. A peddler selling educational books obtained a license this week. The P&Z Board, serving as the Board of Adjustments, will hold a hearing on July 30th for a variance application submitted by Knapps Landing requesting a smaller lot size for twin homes.

OLD BUSINESS: None.

NEW BUSINESS:

- **Review Purchase Agreement between the City of Hartford & Richard Brower:** Richard Brower owns a 6.54acre tract of land along Hwy 38. This parcel would be instrumental for the planning of the route to a future wastewater treatment plant. Brower has agreed to sell the land to the City for \$2,000 plus any back taxes and costs associated with the sale. A purchase agreement has been drafted with these terms. A motion was made by Kuehl, second by Monahan to approve the purchase agreement as presented – all voted yes, motion carried.
- **Review Proposed Ordinance Changes:** Five possible ordinance changes were presented to the council. Any revisions will be drafted and presented to the council for approval at a future meeting:
 - **Camping in the City Park:** Currently the City allows camping, for up to 3 days, in the park. With the changes made in the park – placing closing hours on the park, closing restrooms at night – maybe we need to look at changing this policy. The consensus of the council was to leave current policy as is but the City does not need to make any special accommodations, such as opening restrooms, for any campers.
 - **Burning within City Limits:** Currently the City does not allow open burning unless it is done in a grill, fireplace or firepit that is screened. The ordinance specifically states that no garbage, waste or refuse can be

burned but it is not clear on hazardous materials. The consensus of the council was to add this verbiage to the ordinance.

- **Emerald Ash Borer:** Currently the City's ordinance regarding diseased vegetation specifically states that any trees, brush, wood or debris infected with Dutch Elm disease or other infestations or infectious disease can be declared a public nuisance. Now, since Emerald Ash Borer has entered our area, should this be listed specifically. The consensus of the council was to included Emerald Ash Borer as a listed disease in the ordinance.
- **Snow Removal:** Currently the City's ordinance regarding snow removal states that a property owner is responsible for keeping any abutting sidewalks free from snow and ice. Even though it is implied to be the entire sidewalk, it does not specifically state this. The consensus of the council is to change the verbiage to state the entire sidewalk be free from snow and ice.
- **Parking After Snowfall:** Currently the City's ordinance states that if there is a forecast or actual snowfall of two inches or more then there is no parking on public streets until they have been plowed. Since there could be a blowing snow event, rather than an actual snowfall, that would require plowing of the streets, maybe this should be clarified by changing snowfall to accumulation. The consensus of the council is to change to this wording.
- **Set 2020 Budget Meeting Date:** The budget meeting date was set for Aug 26th 6:30pm.

CORRESPONDENCE: Mayor Menning suggested a Thank You be sent to Laura Johnson for the great job she did with the Park Rec Program this year.

EXECUTIVE SESSION: A motion was made Kuehl, second by Jones to enter executive session pursuant to SDCL 1-25-2(1) for personnel and SDCL 1-25-2 (3) for legal at 9:10pm – 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 Jones, second by Nelson to exit executive session at 9:45pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Jones, second by Monahan to adjourn at 9:46pm – 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