

## City Council Meeting – Regular Meeting July 21, 2020

Mayor Jeremy Menning called the meeting to order at 7:00pm with the following city council members present: Mark Monahan, Arden Jones, Mark Brenneman, Travis Kuehl, Mark O’Hara and LaVonne Randall. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Chamber & Economic Development Director Gabe Steinmeyer, City Attorney Tom Frieberg, City Engineer Mitch Mergen and approximately 7 people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** Mayor Menning requested that the Western Meadows Preliminary Plan agenda item be move to right before the report section of the agenda. A motion was made by Kuehl, second by Jones to approve the agenda with the change requested - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jones, second by Randall to approve the meeting minutes from July 7, 2020 – Monahan abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Monahan, second by Kuehl to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** Melissa Voss, who is the new editor for the Minnehaha Messenger, was present to introduce herself to the Council.

**VISITORS:** Deputy Damian Kardas was unable to be present at the meeting.

### ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **1<sup>st</sup> Reading of Ordinance #690 Pets in the Park:** The current ordinance regarding pets in the park is very general and simply states that no pets are allowed in the park. It was the consensus of the Council at the last meeting to allow pets in the parks with the exception that they would not be allowed in the actual playground area or on ball/soccer fields. Ordinance #690 reflects these changes. A motion was made by Kuehl, second by Brenneman to approve 1<sup>st</sup> reading of Ordinance #690 Pets in the Park – all voted yes, motion carried.
- **Policy 2020-1 Storm Water Runoff:** This policy defines what stormwater runoff is, the difference between public and private drainage areas, and how the City addresses any stormwater runoff issues. Bud Jensen, who resides at 105 N Kingsbury Ave, was present to ask the council and city attorney questions. A motion was made by Monahan, second by Randall to approve Policy 2020-1 as presented – all voted yes, motion carried.
- **Review Proposed Updates to Subdivision Regulations:** City Engineer Mergen presented a draft of the updated subdivision regulations which now incorporates wording for the new street lift policy. Proposed regulation require that the final lift of asphalt shall not be installed until one construction season after all the underground infrastructure, such as water and sewer systems, is constructed. Further discussion was held as to what constitutes a construction season and if a minimum number of months should also be incorporated into the regulations. It was the consensus of the council to forward these updated regulations to the Planning & Zoning board for their review with the notation that a 6-month minimum should be added to the wording.

### NEW BUSINESS:

- **Western Meadows Addition – Amend Preliminary Plan:** Bonnie Mogen of Costello Companies was present to request some amendments to the preliminary plan for the Western Meadows Addition. The original plan was approved in 2014. The requested changes are as follows:
  1. Eliminate the extension of water/sewer services from Ruud Trail to the I-90 ditch but leave a 20’ easement between Lot 6 & Lot 7, Block 6 for future lines to be installed by others, if needed. Costello’s feels there is no benefit to Western Meadows to install these lines and it is not typical for the developer to extend utilities to an adjacent developer/property owner.
  2. Eliminate a pedestrian easement on the south side of Lot 8, Block 6. Costello’s feels, for safety reasons, that pedestrians should not access the industrial lots from the residential area.
  3. Eliminate Schaefer Lane. Originally added to access future lots, the proposed new plat of the industrial lots that completes the Ruud Trail loop and adds Lot 7, Block 6, eliminates the need for Schaefer Lane.
  4. Eliminate the 40’ landscape buffer along future Lot 26 & 27, Block 4. With the landscape buffer, the proposed lots are too narrow to develop. An alternative, if the buffer is eliminated, would be to include a landscape requirement when selling the lots that trees must be planted along this frontage.
  5. Eliminate the Ruud Lane connection to Mickelson Road that lies north of Opal Lane. Since these preliminary plans were approved in 2014, Diamond Trail has been constructed and provides the second access needed to the industrial area therefore eliminating the need for Ruud Lane to connect to Mickelson Road.

After lengthy discussion on these items between the developers, city engineer, and the council the following action was taken:

- A motion was made by Monahan, second by Kuehl to eliminate the extension of water/sewer services from Ruud Trail to the I-90 ditch but to leave a 20' easement to allow for future lines – all voted yes, motion carried.
- A motion was made by Monahan, second by Jones to eliminate the Ruud Lane connection to Mickelson Road north of Opal Lane – all voted yes, motion carried.
- A motion was made by Monahan, second by Jones to eliminate Schaefer Lane – all voted yes, motion carried.
- A motion was made by Monahan to table item #2 & #4 until the next meeting – motion failed due to lack of second.
- A motion was made by Brenneman, second by Kuehl to eliminate the pedestrian easement on the south side of Lot 8, Block 6 with the 20' water main easement remaining on the south side of Lot 8, Block 6 – Monahan voted no with all others voting yes, motion carried.
- A motion was made by Kuehl, second by O'Hara to remove the 40' landscape buffer requirement on Lot 26 & 27, Block 4 – Monahan voted no with all others voting yes, motion carried.

## **REPORTS:**

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a fire department update. For June there were 48 total calls with 16 in city limits. Shumaker gave a recap of training that was held in June for both EMS & Fire. The department has also been working implementing mental health resources for its members.
- **Engineer Report:** Mitch Mergen provided engineer updates:
  - Ruud/Opal Lane Intersection Improvements – A preconstruction meeting was held on June 29<sup>th</sup>. Work is scheduled to begin July 27<sup>th</sup>.
  - 9<sup>th</sup> Street Improvements – Construction began July 6<sup>th</sup>. Sanitary sewer facilities are complete, and water main installation is in progress. Once underground facilities are done, work will start on the roadway.
  - Industrial Park Sanitary Sewer Extension – Work continues on assisting City staff with the grant application.
  - Waste Water Treatment Facility – Soil borings are complete. Environmental agencies have been notified of the project. Wetland delineation services are in progress as well.
  - Vandemark Avenue Improvements – Warranty inspection are underway. Areas in need of repair will be marked and forwarded to the contractor to address.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.
  - Streets – Slurry seal work is scheduled for the second week of Aug. Mosquito fogging was done this past week with spraying to continue as needed throughout the summer. Street sweeping was done this past week with staff planning to sweep at least once a week. The speed trailer is out on Vandemark Ave. Staff continues to work on drainage areas. Staff will install signage received from the Dept of Public Safety at the site of the fatal accident that happened earlier this year.
  - Water – Staff continues to change out meters as time allows.
  - Sewer – Discharging is done. Once results are received on the last discharge, reporting will be completed.
  - Parks – Wagner is obtaining pricing on refurbishing the used playground equipment the city purchased.
- **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 30<sup>th</sup> and a recap of bills submitted for payment. The calendar of events was also provided. The Municipal League's annual conference has been cancelled for this year due to the ongoing situation with COVID-19.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Information was provided on the Elected Officials Workshop that is scheduled for Sept 2<sup>nd</sup> in Pierre. The pool season has gone smoothly. The closing date has yet to be determined. Depending on staffing, we will try to keep it open as long as possible. The Park Rec Program is going well. Sidel will be working on the RFI for the WWTF to be presented at the Aug 4<sup>th</sup> council meeting. Howard & Donna Davis have generously donated funds to purchase 4 ball returns for the 2 softball fields at Swenson Park and 2 fields at the City Park.

## **OLD BUSINESS:**

- **Oath of Office:** Mark Brenneman, who ran unopposed for Ward 1, took his oath of office and was sworn in as a council member for a two-year term.
- **Election of Council President:** A motion was made by Kuehl, second by Monahan to nominate Arden Jones for Council President. A motion was made by Monahan, second by Kuehl to cease nominations and cast a unanimous vote for Arden Jones as Council President – all voted yes, motion carried.
- **Election of Council Vice-President:** A motion was made by Jones, second by Monahan to nominate Travis Kuehl for Council Vice-President. A motion was made by Monahan, second by Jones to cease nominations and cast a unanimous vote for Travis Kuehl as Council Vice-President – all voted yes, motion carried.
- **HADF – Request for 2025 Envision Funding:** Keith Matthiessen & Al Doeve were present to discuss the 2025 Envision campaign and request the balance of the City's pledge amount for 2020. At the April 7<sup>th</sup> council meeting

the council approved an 800k pledge amount over 5 years, resulting in a yearly pledge amount of 160k. They also approved payment of 50k to the campaign at that time. A motion was made by Jones, second by Randall to approve payment of the 110k pledge balance for 2020 – Kuehl & O’Hara abstained with all others voting yes, motion carried.

**NEW BUSINESS:**

- **Marketing Video:** CEDD Gabe Steinmeyer was present to discuss a marketing video put together by Pin Studios at a recent Dakota Resources Rural X conference held at Buffalo Ridge Brewing. As it is now, the video contains drone footage of Hartford’s downtown area. Steinmeyer thought that this video would be another great way to market Hartford as well as using it on the City’s website and social media accounts. In its current state, it could be purchased for \$300. To add more aerial footage, such as the golf course, school, sports complex, shopping areas and to add local business shots, to better showcase Hartford, would be an additional \$500 to \$800. Sidel pointed out that there is \$1,000 budgeted in 3<sup>rd</sup> Penny Sales Tax Expense that can be used for promotions/marketing. A motion was made by Kuehl, second by Brenneman to approve up to \$1,000 from 3<sup>rd</sup> Penny Sales Tax Expense to purchase a marketing video – all voted yes, motion carried.
- **Set 2021 Budget Meeting Date:** A motion was made by Monahan, second by Randall to set the budget meeting for Aug 26<sup>th</sup> at 7pm – all vote yes, motion carried.

**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 and SDCL 1-25-2 (3) for legal at 9:09pm – 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.

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Karen Wilber, Finance Officer

**EXECUTIVE SESSION:** A motion was made by Brenneman, second by O’Hara to exit executive session at 10:03pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Brenneman, second by Kuehl to adjourn at 10:04pm – 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.

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Teresa Sidel, City Administrator