

City Council Meeting – Regular Meeting July 7, 2020

Mayor Jeremy Menning called the meeting to order at 7:00 pm at Hartford City Hall with the following city council members present: Arden Jones, Travis Kuehl, Scott Nelson, and Mark Brenneman via speaker phone. Mark Monahan was absent with notice. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner, Chamber and Economic Development Director Gabe Steinmeyer and approximately 13 people from the public.

Approve Agenda: A motion was made by Jones, second by Kuehl to approve the agenda as set - all voted yes, motion carried.

Approval of the Minutes: A motion was made by Nelson, second by Jones to approve the June 16, 2020 regular meeting and the June 29, 2020 special meeting minutes – all voted yes, motion carried.

Recognition of Outgoing Council Member: Mayor Menning presented outgoing council member Scott Nelson with a plaque to recognize and thank him for his 8 years and 2 months on the city council. The city is grateful for his service. Nelson expressed his appreciation to the residents of the city that elected him and to the present city council for their efforts to better the community.

Oath of Office for Newly Elected Council Member: LaVonne Randall, newly elected Ward 3 representative, took her oath of office and was sworn in as city council member for a two-year term.

Mavoral Appointment: The city has a vacant council seat in Ward 2 which needs to be filled by appointment until the next municipal election. Mayor Menning appointed Mark O’Hara for this open position. A motion was made by Jones, second by Nelson to approve the appointment of Mark O’Hara as Ward 2 Councilperson – all voted yes, motion carried.

Adjourn as Old Council: A motion was made by Nelson, second by Kuehl to adjourn as the old council – all voted yes, motion carried.

Reconvene Meeting as New Council

Mayor Jeremy Menning called the new council to order with city council members Arden Jones, Travis Kuehl, Mark O’Hara and LaVonne Randall present. Mark Brenneman and Mark Monahan were absent with notice.

Public Comments:

- **Steve Nolte:** Newly appointed Planning and Zoning Board Member, Steve Nolte, was present to introduce himself to the City Council. Nolte was appointed by Mayor Menning to fill a vacant seat on the Board until December 2021.
- **Bud Jensen:** Mr. Jensen resides at 105 N Kingsbury Avenue was present to discuss a water draining issue at his property. Councilman Monahan meet with Mr. Jensen to review the situation and plans to discuss the issue with property owner to the north. Mr. Jensen was also informed that the city is working on a policy to address water issues in the future.

Visitors:

- **Brad Berens:** Brad Berens, Superintendent of the West Central School District, was present to give the Council an update. As anticipated, the district leaders have been working diligently the last few month to navigate student learner in the mist of the COVID-19 pandemic. The schools have been closed since March 11th but teachers, principals, administration, and students have still been very involved with remote learning and meetings. Right now, the school district is working on a plan for the new school year. They are focusing on instruction, communication, resources, and operations. This plan will be presented to the school board this month and once finalized it will be shared with their staff, the student’s families, and the public.

Ordinances, Resolutions and Hearings:

- **Block Party Application for S Main Avenue:** Jennifer Bosch submitted an application to hold a block party from 512 South Main Avenue to 403 South Main Avenue on July 11, 2020 from 8am to approximately 10pm. She is requesting that the city provide barricades to block the street. A

- motion was made by Jones, second by Kuehl to approve the block party application for South Main Avenue – all voted yes, motion carried.
- **Block Party Application for E 4th Street:** Chenaë Billie submitted an application to hold a block party along E. 4th Street from Feyder Avenue to Vandemark Avenue on August 15, 2020. She is requesting a time change from 8am to 11pm. Barricades, tables, and trash cans will be provided. A motion was made by Jones, second by Kuehl to approve the block party application for E. 4th Street with a time change of 8am to 11pm – all voted yes, motion carried.
 - **Special Event Application – Hartford Area Fire Department:** Chenaë Billie, on behalf of the fire department was present. The Fire Department plans to hold a Public Safety Day on August 12th from 9am to 3pm. They are asking to close South St from Western Ave to Kingsbury Ave during this event to help accommodate various vendors and activities. A motion was made by Kuehl, second by Jones to approve the special event application and street closure request for the Hartford Area Fire Dept safety day event to be held on Aug 29th, and waive the application fee – all voted yes, motion carried.
 - **2nd Reading of Ordinance #687 – Amend Off-Street Parking Regulations:** The City’s zoning regulations addresses all permanent off-street parking on private property, such as parking pads and driveways. The regulations do not address any temporary off-street parking. Proposed changes to the zoning regulations would add Section 9 under Off-Street Parking to allow the Zoning Administrator to issue a temporary off-street parking permit, not to exceed 30 days, for special circumstances. All applications would be submitted for review/approval by the Zoning Administrator. The Planning & Zoning Board has reviewed these changes and they are recommending approval by the council. A motion was made by Jones, second by Randall to approve 2nd Reading of Ordinance #687 Amend Off-Street Parking Regulations – all voted yes, motion carried.
 - **2nd Reading of Ordinance #689 – Amend Golf Cart Regulations:** In an effort to make the operation of golf carts within the city as safe as possible, this amendment would add wording under Section 7.0907 that defines a passenger limit allowed on a cart, states that standing while the cart is in motion is not allowed, and that no person shall sit on the lap of another while the cart is in motion. A motion was made by Jones, second by O’Hara to approve 2nd Reading of Ordinance #689 Amend Golf Cart Regulation – all voted yes, motion carried.

New Business:

- **Election of Council President and Vice President:** Since 2 council members are not present, a motion was made by Kuehl, second by Jones to table elections until the next regular city council meeting – all voted yes, motion carried.
- **HADF Envision 2025 Capital Campaign:**
 - Al Doeve, Sr. Project Executive for the Envision 2025 Capital Campaign was present to give the city council an update on the campaign. The campaign started the last week of January and is starting month 6, with a 3 week pause earlier this spring. It has 16 written pledges valued at \$1.193M, with 5 pending pledges valued at \$137.5K. The goal is to make as many contacts as possible and completed solicitations and pledge commitments by the end of August or soon thereafter.
 - Justin Eich, president of the HADF, was present to request funding for this campaign. In April, the city council approved an initial payment of \$50,000 for this campaign but put off the release of additional funding due to the uncertainty of the COVID pandemic. Due to a conflict of interest on the city council, discussion was held to postpone this item until the next city council meeting. A motion was made by Jones, second by Randall to table the HADF request for the 2025 Envision Campaign funding until the next regular city council meeting – all voted yes, motion carried.
- **Hartford Area Church Softball:** On behalf of the Hartford Area Church Softball League, Scott Nelson was present to request the use of the city fields for the 2020 season on Sundays at 6:30pm. The group has submitted a plan to address COVID concerns, which was provided to the council for review. A motion was made by Jones, second by O’Hara to approve the Hartford Area Church Softball plan for the 2020 season and allow games – all voted yes, motion carried.
- **Pets in the Park:** Section 6.0610 of the city’s municipal ordinance does not allow pets in the city parks. The verbiage of this ordinance is unclear as to what area this encompasses. The pet population in Hartford has increased and staff sees pets every day on the trails, in the parks and at the sports complex. Discussion was had with council of the significance of this ordinance and what area, if any, if should pertain to. It was the consensus of the council to have the city administrator draft a revision of the current ordinance for council to review at the next council meeting.

- **Discussion of Possible RFP Process for future WWTF:** The city's lagoons are getting towards their life expectancy and the city will have to work on plans for a future wastewater facility to meet the needs of our growing city. Preliminary estimates from the city engineer are roughly 12-13 million. With a project of this size, the council discussed the possibility of putting out a Request for Proposal (RFP) to area engineers for the project. Although this process would delay construction of the project a few months, it was the consensus of the council to be conscience of the taxpayer's money and practice due diligence in exploring all possible options so we can select the best proposal that will serve the city today and in the future. The city administrator will put together a draft RFP for the council to review at their August meeting

Reports:

- **Sheriff's Department Report:** Deputy Phil Ryan was not present. His report was provided. For the month of June there were 262 calls for service, which is an increase of 95 calls. It was noted that Deputy Ryan will be taking a new assignment and the new daytime deputy for Hartford will start his duties the week of July 20th.
- **Chamber & Economic Development Director Report:** Chamber & Economic Development Director Steinmeyer's report was provided to the council. Steinmeyer's work with the Chamber has been helping to update the Bylaws, planning the newsletter, and organizing upcoming events. For the HADF he continues to work on responding to Requests for Information, working on potential new projects, and helping with the 2025 Envision Campaign.
- **Engineer Report:** Stockwell Engineers were not present at the meeting, but a report was provided to the council for review. Review of an amendment to the wastewater treatment facility agreement was on the agenda but no action was taken due to the council decision to draft an RFP for the WWTF project.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.

Streets – At this time, slurry seal is planned for the second week in August. Staff plans to work on alleys next week. Repair work on the maintainer should be done yet this week. The 2 dump trucks have been picked up – they are in good shape. The flower baskets and banners downtown have been installed. The city received \$3,140 in grant funds from the state to help with mosquito control. The street sweeper has been out, along with the speed trailer. Work on drainage areas has begun. Wagner presented information on how he would like to see street lifts in developments placed. His proposal includes letting the area go through a year of freezing and thawing before the 2nd street lift is applied to find any bad areas. His proposal will be incorporated into the city's standards and presented to the council for review.

Water – Staff will start the meter change out process next week. Quarterly reports have been sent to DENR.

Sewer – The city is discharging at this time and should be done next week.

Parks – The naming of Turtle Creek was approved by the SD Board of Geographic Names and has now been sent to the US Board for approval.

- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included a summary of revenues received in June along with an overview of the city's cash balances, revenues and expenses through May. Embe is offering one session of swimming lessons this year in July and the Park Rec Program began on July 6th, with a total number of participants of 49. The July calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. SF landfill passes are available for pickup at the city – one pass per household. The Cares Act is releasing additional funding for municipalities and counties to help off-set the cost of COVID related expenses – the city will be applying for this grant. The city still has surplus dirt available for purchase and will be adverting the sale of this. The office cleaners have been coming every two weeks to do the cleaning – since this is during the workday, it is becoming an issue with meetings, appointments, and phone calls. Sidel asked if we can have the cleaners come after hours – it was the consensus of the council to get a copy of their bond and insurance and then provide them a key to provide this service after hours. The office carpets are the city are getting cleaned on July 10th so the city office will be closed at 3:30pm that day.

Executive Session: A motion was made by Kuehl, second by Jones to enter executive session at 9:10 p.m. per SDCL 1-25-2.1 for personnel and SDCL 1-25-2.3 for legal matters – all voted yes, motion carried. A motion was made by Jones, second by Randall to exit executive session at 9:55 p.m. – all voted yes, motion carried.

Adjournment: A motion was made by O'Hara, second by Randall to adjourn at 9:56 p.m. – 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