

City Council Meeting – Regular Meeting August 4, 2020

Council President Arden Jones called the meeting to order at 7:00pm with the following city council members present: LaVonne Randall, Travis Kuehl, and Mark O’Hara. Mayor Jeremy Menning, Mark Brenneman and Mark Monahan were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Gabe Steinmeyer, City Engineer Jon Brown, City Engineer Tom Frieberg and approximately five people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by O’Hara to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by O’Hara, second by Kuehl to approve the meeting minutes from July 21, 2020 – all voted yes, motion carried.

PUBLIC COMMENTS: None.

VISITORS: Laura Johnson, Park Rec Program Director, was present to give the council a recap of this year’s park rec program. Due to COVID-19 the program was held in July rather than June and the number of participants was limited to 30 per age group. A total of 78 registered for the program averaging 20 kids per day in the first & second age groups and around 10 in the last age group. Staff encouraged social distancing and sanitized often. The program ended up coming in under budget. Even with the challenges of the pandemic, it was a very successful year.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **2nd 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 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 Randall to approve 2nd reading of Ordinance #690 Pets in the Park – all voted yes, motion carried.
- **Approve the COVID Recovery Fund Reimbursement Agreement:** As part of the CARES Act passed the by Federal Government, municipalities are able to apply for reimbursement of expenses incurred as a result of the COVID-19 pandemic. To start this process, the City must enter into an agreement with the State of SD . The COVID Recovery Fund Reimbursement Agreement states the terms for this reimbursement process. A motion was made by O’Hara, second by Kuehl to approve the COVID Recovery Fund Reimbursement Agreement – all voted yes, motion carried.
- **Resolution 2020-9 Authorization to Execute Contract Documents for the CAREAS Act Recovery Fund:** Resolution 2020-9 will authorize the Mayor to execute any documents required by the Sate of SD to receive CARES Act funds. A motion was made by Kuehl, second by Randall to approve Resolution 2020-9 Authorization to Execute Contract Documents for the CARES Act Recovery Fund – all voted yes, motion carried.

REPORTS:

- **Sheriff’s Department Report:** Hartford’s new deputy, Deputy Damian Kardas, was present to introduce himself to the council and provide his report for the month of July, which had 264 calls for service for the month.
- **Chamber & Economic Development Director Report:** Chamber & Economic Development Director Steinmeyer’s report was provided to the council. Steinmeyer continues to meet with local land & business owners to introduce himself. Other items include working on budgets, responding to RIF’s and organizing ongoing projects/events.
- **Engineer Report:** Jon Brown provided engineer updates:
Ruud/Opal Lane Intersection Improvements – Work on the project began on July 27th. The intersection has been removed and work on underground facilities has begun. Once completed, roadway work will begin.
9th Street Improvements – The sanitary sewer, water main and storm sewer facilities are complete. Once all remaining underground infrastructure is done, work on the roadway will begin. Pay application #1 for work completed to date was presented to the council. A motion was made by Kuehl, second by O’Hara to approve pay application #1 to Zacharias Construction, Inc. in the amount of \$77,175.14 – all votes yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council.
Streets – Crack sealing was completed last week. Slurry sealing is tentatively scheduled for the week of Aug 17th. The second application of mag water is being scheduled for mid-August. The DOT is planning to install turning

lane on HWY 38 at the Mickelson Rd and Colton Rd intersections. Mosquito fogging and street sweeping continues. The speed trailer is out on Vandemark Ave.

Water – Staff continues to change out water meters with about 1,000 left to do.

Sewer – Done discharge for now. July reporting will be done next week.

Park – Sand blasting of the playground equipment is scheduled to start next week.

Sports Complex: Wagner is working on a grant for trees for the ball fields. If approved, planting will be done in the spring.

- **Finance Officer Report**: City Finance Officer Wilber's report was provided to the council. Items included a summary of revenues received in July along with an overview of the city's cash balances, revenues and expenses through June. The swimming pool is schedule to close for the season on Aug 16th at 5pm. A reminder was given about the upcoming Elected Officials Workshop in Pierre. The Aug calendar of events was provided.
- **City Administrator Report**: City Administrator Sidel's report was provided to the council. There are some properties along Western Ave that are in city limits but are serviced by Minnehaha Community Water Corp. Staff is in discussion with MCWC regarding taking over these services. More information will be provided at a future meeting. In regard to the City's grant application, a representative from the State will be in Hartford on Aug 6 to go over the details of Phase 6 of the bike trail project. Paperwork has been submitted to Wellmark for the grant funding to refurbish the playground equipment for Turtle Creek Park. Knox Box is still in the process of setting up Hartford's system. Once complete, the City will send letters to affected property owners. The Sheriff's Dept has started issuing fines under Hartford's ordinance. With processing timeframes, it is expected to take a couple months before the City will see any revenue from these fines.

OLD BUSINESS: None

NEW BUSINESS:

- **Preview Draft of Request for Proposal for Future Wastewater Treatment Facility**: The draft RFP for the future WWTF project was provided. Upon review, it was the consensus of the group that the document should be referred to as a Request for Qualifications rather than a Request for Proposal. Sidel will make this change to the document. Discussion was held on how the City would make this information available to engineering firms and, once the RFQs are received, how would the City handle the review process. It was the suggestion of the council that Sidel reach out to other cities that have been through this process to see how they proceeded. Tentatively, a seven-person review team was established: Menning, Kuehl & Monahan from the council; Sidel, Wagner & Steinmeyer for staff; and Nolte from Planning & Zoning.
- **Review Draft Lease Agreement for use of City Property**: As requested by the council, City Attorney Frieberg has drawn up a draft of a lease agreement to be used to lease city owned land to adjoining property owners. No further discussion or action was taken on this item at this time.

CORRESPONDENCE: Public Works staff Craig Wagner, Neil Hanisch and Jesse O'Kane, who are all certified Operations Specialists, have demonstrated excellence in water system management and maintenance. Because of their hard work, the City has met the requirements of the Safe Drinking Water Act and has been awarded the Secretary's Award for Drinking Water Excellence for the 15th consecutive year! Congratulations to all!

EXECUTIVE SESSION: A motion was made Kuehl, second by O'Hara to enter executive session pursuant to SDCL 1-25-2 (1) for personnel at 8:00pm – 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 O'Hara to exit executive session at 8:22pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Kuehl, second by Randall to adjourn at 8:23pm – 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