

City Council Meeting – Regular Meeting August 7, 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, Travis Kuehl and Scott Nelson. Mark Brenneman was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Recreational Director Nate Velandier and City Attorney Larry Nelson.

BUSINESS ITEMS:

- **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 meeting minutes from July 16, 2019 – all voted yes, motion carried.

PUBLIC COMMENTS: None.

VISITORS: Jessica Evans, on behalf of the Downtown Hartford was present to discuss lighting options for the downtown area. In an attempt to grow the downtown area, with both businesses and customers, the group feels a beautification effort is essential, with one of those components being decorative lighting. They are proposing that ten LED solar powered decorative lamp posts be installed along Main Ave between 1st & 2nd St. Each post is estimated to cost \$1,170 for a total project cost of \$11,700. These lights will not replace the existing streetlights – they would be in addition to add aesthetics to the area. The four existing streetlights on this stretch of Main Ave are due to be updated by Sioux Valley Energy. The cost of this update is estimate at \$1,000 for a total of \$12,700 for the entire downtown lighting project. Downtown Hartford is proposing that the \$10,000 that was budgeted for new downtown lighting be used and that the City would fund the \$2,700 difference. A motion was made by Monahan, second by Nelson to approve Downtown Hartford using the \$10,000 budgeted for downtown lighting and for the City to pay the remaining \$2,700 from the 3rd Penny Fund and from the street budget of the General Fund – all voted yes, motion carried.

APPLICATIONS, HEARINGS, RESOLUTIONS AND ORDINANCES:

- **7:05 Hearing Garbage License Application – Bolte’s Sunrise Sanitary Services, Inc.:** Bolte’s Sunrise Sanitary Service has applied for a garbage haulers license. They will only be providing roll-off service within the City. A motion was made by Monahan, second by Nelson to approve the garbage haulers license for Bolte’s Sunrise Sanitary Service – all voted yes, motion carried.
- **Special Event Application – Hartford Area Fire Department:** Gail Olson-Duck, on behalf of the fire department was present. The Fire Department will be holding a community day event on Aug 24th from 11am to 2pm. They are asking to close South St from Western Ave to Kingsbury Ave from 9am to 3pm to accommodate the inflatables and other event activities they have planned. A motion was made by Jones, second by Nelson to approve the special event application for the Hartford Area Fire Dept community day event to be held on Aug 24th and to allow the closure of South St from Western Ave to Kingsbury Ave from 9am to 3pm and for the application fee to be waived – all voted yes, motion carried.
- **1st Reading of Ordinance #673 – Diseased Vegetation:** 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, this has been listed specifically. A motion was made by Nelson, second by Jones to approve 1st reading of Ordinance #673 – Diseased Vegetation – all vote yes, motion carried.
- **1st Reading of Ordinance #674 – Duty to Remove:** 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 verbiage has been changed to state that the entire width of the sidewalk be free from snow and ice. A motion was made by Kuehl, second by Nelson to approve 1st reading of Ordinance #674 – Duty to Remove – all voted yes, motion carried.
- **1st Reading of Ordinance #675 – Prohibited 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, the ordinance has been updated to include both situations. A motion was made by Kuehl, second by Jones to approve 1st reading of Ordinance #675 – Prohibited Parking After Snowfall. Further discussion was held. Nelson called the vote. All voted yes, motion carried.
- **1st Reading of Ordinance #676 – Prohibited Burning:** 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. Wording has been added to state no burning of

hazardous materials and defines what those materials would be. A motion was made by Kuehl, second by Nelson to approve 1st reading of Ordinance #676 – Prohibited Burning – all voted yes, motion carried.

- **1st Reading of Ordinance #677 – Amended Zoning Regulations:** Ordinance #677 would amend the current zoning regulation reducing the lot size requirement for a two-family dwelling from 14,000 sq. ft. with a zero-lot line split of 7,000 sq. ft. to 11,250 sq. ft. with a zero-lot line split of 5,625 sq. ft. The lot width and setbacks would remain unchanged to maintain the required green space. It is the recommendation of the Planning & Zoning Board to approve Ordinance #677. A motion was made by Kuehl, second by Jones to approve 1st Reading of Ordinance #677 – Amend Zoning Regulation #627 Chapter 4 Residential District – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Phil Ryan was present to give an update on recent activities within the city. For the month of July there were 243 calls for service. With the recent speed limit changes, there are some ongoing issues in certain areas of town.
- **Recreation Director Report:** Velander has put together a survey to get input from the community on what recreation programs that they'd like the city to offer. Velander intends to do the survey when he launches the new website. It was the consensus of the council to proceed with the survey presented. Velander presented new logo options for the recreation department. The new logo will be incorporated into the website and on all recreation department materials. It was the consensus of the council that the colors, which are blue and gold, are good but feel the images presented need more work.
- **Engineer Report:** The engineer report was provided. Updates include: Mickelson Road Improvements – Curb and gutter is in place and the contractor is now prepping the roadway for paving, which is planned, weather permitting, for early next week. Vandemark Roadway Improvements – Recent rains have slowed progress. The majority of the utility work is now complete. A portion of the curb/gutter and sidewalk work is now complete. Roadway shaping continues. 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 considering doing it, this would be a good time with the contractor being on site for the main project. A motion was made by Kuehl, second by Jones to table this item until the Sept 3rd meeting – all voted yes, motion carried. Swenson Park Grading – The seeding portion of this job has been rejected due to the number of weeds within the seeded area. The contractor has sprayed the site with Roundup and will reseed the area yet this fall.
- **Public Works Report:** Public Works Superintendent Craig Wagner's report was provided to the council. Highlights include:
 - Streets – Slurry Seal is scheduled for Aug 13th, weather permitting. Staff continue to drag gravel roads. Additional speed limit signage has been installed in addition to some seatbelt signs provided by Minnehaha County Sheriff Dept. Mosquito spraying has been done as needed. The City received notification from the SD Dept of Transportation that when the interchange on I-90 is redone, it will not be a roundabout. It will most likely be the standard diamond design.
 - Water – Knapps Landing watermain has passed the pressure check. Still needs to pass the bacteria testing.
 - Sewer – 4G update for the Mickelson Road lift station has been installed. Still waiting for the new radio for the main lift station. If samples taken this week pass, we will discharge next week.
 - Parks – As part of the process of naming the unnamed waterway in Turtle Creek Park, there will be a public meeting at 6pm on Aug 15th at the fire station.
- **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 agenda for the SDML annual conference, which will be held Oct 8th-11th in Aberdeen, was also provided along with the August calendar of events.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Sidel has been prepping for the upcoming budget meeting. As for this year's budget, there will be a supplemental appropriation ordinance that will come before the council in the next month or so. A reminder was given about the joint meeting with Minnehaha County Commissioners on Aug 27th 9am County Admin Building to approve the city's comprehensive plan. Sidewalk inspection for this year have been done. Ward 2 was inspected, and letters are scheduled to go out this week. All taxes on the recently purchased Brower property have been paid and Sidel is working with the County to file the deed. The pool will close for the season on Aug 19th at 5pm.

OLD BUSINESS:

- **Discuss Drainageway North of Sagehorn Drive:** There is a drainageway north of Sagehorn Dr. This drainageway falls on the property of several residents, six on the south side and two on the north. Some property owners have expressed concerns about the area not draining as well as it has in the past. Several property owners were present to address the council with their concerns. Those speaking were Chris & Deb Peters, Alex Espinoza,

Jeff Smith and Scott Mattheis. After a lengthy discussion on several different items, it was determined that more information is needed from the city engineer. A motion was made by Nelson, second by Monahan to table until a future meeting to allow city staff to obtain more information from city engineers in regard to water flows within and around this drainage area – all voted yes, motion carried.

NEW BUSINESS:

- **Appointment of Ward 2 Councilmember:** Due to the resignation of Jessica Johnson, Ward 2 has a council seat vacancy which needs to be filled by appointment until the next municipal election. Mayor Menning appointed Brittany Glanzer. A motion was made by Jones, second by Kuehl to approve the appointment of Brittany Glanzer as Ward 2 Councilperson – all voted yes, motion carried.
- **Appointment of Planning & Zoning Board Member:** Due to the resignation of Nathan Leimbach, there is now an open position on the Planning & Zoning Board. Mayor Menning appointed Tim Graham. A motion was made by Nelson, second by Jones to approve the appointment of Tim Graham to the Planning & Zoning Board – all voted yes, motion carried.
- **Surplus List:** The City’s insurance company has determined that the two animal bouncers located in Turtle Creek Park are unsafe and have recommend they be removed and disposed of. The surplus list, listing these two items, was presented to the council. A motion was made by Jones, second by Kuehl to approve the surplus list as presented – all voted yes, motion carried.
- **Review Proposed Street Maintenance Assessment Spreadsheet:** By direction of the council, staff has complied a listing of all properties within the city and their property’s front footage. This footage will then be used to assess an annual street maintenance fee at \$1 per foot with a minimum assessment of \$65. This fee would be included as part of the property owner’s tax bill from Minnehaha County. The next step would be to pass a resolution. A motion was made by Nelson, second by Jones to move forward with the resolution to assess the annual street maintenance fee – all voted yes, motion carried.

CORRESPONDENCE: None.

EXECUTIVE SESSION: A motion was made Jones, second by Nelson to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 9:16pm – 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 Monahan to exit executive session at 9:43pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Jones, second by Nelson to adjourn at 9:44pm – 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