

## City Council Meeting – Regular Meeting May 5, 2020

Mayor Jeremy Menning called the meeting to order at 7:00pm via teleconference with the following city council members present: Mark Monahan, Arden Jones, Mark Brenneman, Travis Kuehl, Brittany Glanzer and Scott Nelson. Also present via teleconference were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Tom Frieberg, City Engineer Mitch Mergen and approximately five people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Monahan, second by Jones to approve the meeting minutes from April 21, 2020 – all voted yes, motion carried.

### PUBLIC COMMENTS:

- Chris Tuschen was present via teleconference to ask the council their thoughts on allowing area businesses to utilize the sidewalk in front of their business for additional seating. With the social distancing regulation that are in place, it would be helpful to have more area for more seating. This would mean allowing consumption of alcohol in these areas. City Attorney Frieberg stated that since these sidewalks are public right of way, city ordinances would need to be revised to allow this. Staff will do some research as to what is allowed so this can be discussed further at the next meeting.
- Mayor Menning read an email from Hartford resident Gabby Hoing requesting that park restrooms and the pool be open. These items will be discussed later in the meeting under the COVID-19 update.

**VISITORS:** Leah Johnson, on behalf of the Jamboree Committee, gave the council an update on the 2020 event. Due to the pandemic, the event has been cancelled for this year. The Committee will meet in June to discuss possibly doing a car parade around town. Also, provided conditions improve, they may do a one-day event in late summer/early fall consisting of a car show and street dance only.

### REPORTS:

- **Sheriff's Department Report:** Deputy Phil Ryan's report was provided. For the month of Apr there were 119 calls for service.
- **Engineer Report:** Mitch Mergen provide engineer updates:  
**Ruud/Opal Lane Intersection Improvements** – Construction documents are finalized and ready to bid. The project is estimated at \$155,000. A motion was made by Monahan, second by Nelson to advertise the project for bid – all voted yes, motion carried.  
**9<sup>th</sup> Street Improvements** – A preconstruction meeting will be scheduled in the coming weeks with the project expected to start in late June.  
**Industrial Park Sanitary Sewer Extension** – There is one easement that is still needed. Once received, the project will be advertised for bid.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.  
**Streets** – Mag water has been ordered. Staff continues to blade gravel roads as needed. The new speed limit sign has been installed on S. Main Ave. Street sweeping was done last week. Jesse has trained Alan on how to run the sweeper. Sweeping will continue throughout the summer. Planting of the boulevard trees should wrap up next week. Wagner continues to work on a plan for the 3<sup>rd</sup> Grade Arbor Day tree planting.  
**Public Buildings:** Wagner has submitted a request to have the gas & electric services to the building on Main Ave disconnected. Once this is complete, staff will proceed with the demolition of the building.  
**Water** – Staff has been changing out meters in businesses or homes that are for sale or empty.  
**Sewer** – Staff will be installing a new flow meter at the main lift station. Wagner will do necessary reports once result from the last discharge are received.  
**Park** – Fertilizing will be finished this week. The mower building in the main park is being rebuilt as the building that was there was in very bad shape. The new playground boarder has been installed. Alan is taking his pesticide tests. The Chamber is requesting to install signs in the park and along the bike trail for their social media #DiscoverHartford campaign. There would be approximately 60 different signs each week for two weeks. It was the consensus of the council to allow the placement of these signs in the parks and along the bike trails.  
**Sports Complex:** Wagner met with Matt Evans to go over the concrete work to be done. Wagner will now be getting quotes for this work.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the council. Items included a summary of revenues received in Apr along with an overview of the city's cash balances, revenues and expenses through Mar. The May calendar of events was also provided.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Gabe Steinmeyer, the new CEED, will started on May 11<sup>th</sup>. The HADF intern will begin late next week. Pool Manager Amy Sebert

will be helping out in the office starting May 26<sup>th</sup>. ICAP has started running the Hartford Transit program again for essential trips only. ICAP has put regulations in place regarding social distancing, sanitizing and face mask use. Sidel is working on the following items for future meetings: an ordinance to allow the Sheriff Dept to write traffic violations under city ordinance vs. state and updates to the City's design standards. Fire Chief Shumaker continues to work with Knox Box to get the system set up on their end. The 2019 audit, scheduled for next week, will be conducted via email this year due to the pandemic.

**OLD BUSINESS:**

- **COVID-19 Update:** The following items were discussed in regard to COVID-19:
  - **Park Restrooms:** At the April 7<sup>th</sup> council meeting the council made the decision to close all park restrooms until further notice. With the parks being open and residents utilizing them, suggestions have been made that the City open the restrooms. As with any public space, it is the individual's responsibility to make sure appropriate safety measures are taken. Discussion was also held on having portables placed at the Sports Complex as well. LaVonne Randall address the council via teleconference supporting the City's opening of the restrooms. A motion was made by Monahan, second by Kuehl to open all public outdoor restrooms – all voted yes, motion carried.
  - **Pool:** At the April 7<sup>th</sup> council meeting the council made the decision to delay the opening of the pool keeping it closed thru May & June. It was suggested that if we do open it there may be limited staff available to run it resulting in maybe having to reduce hours. It was also suggested that maybe a reduction in occupancy be implemented to encourage social distancing. Kuehl suggested getting input from the pool manager and discussing further at the next council meeting.
  - **City Hall:** Currently City Hall is closed to the public. All business is currently being done via email, mail or through our drop-box located outside the building. If there is something that needs to be done in person, staff will open City Hall by appointment for those matters. With staffing only 3 people, it is imperative that everyone stay healthy so city business can be conducted. Plus, there is concern that elderly family members stay healthy during this time. For those reasons, it is the consensus of the council that City Hall remain close and address again in two weeks.
  - **City Meetings:** Mayor Menning would like to get back to in person meetings for city council and planning & zoning starting with next week's planning & zoning meeting.
  - **Bars, Breweries, & Restaurants:** Mayor Menning gave a recap on the meeting he held with area bars & restaurants this past Saturday. Together they come up with a list of guidelines for everyone to follow consisting of: spacing tables 6ft apart, if unable to space tables 6ft apart then limit occupancy to 50% or less, no more than 10 people at a table, enhanced sanitation procedures, and screening employees for symptoms. Menning feels Hartford is in a good place and that all are doing a great job of self-regulating.

**NEW BUSINESS:**

- **Employee Manual Updates:** When the employee manual was last drafted/adopted, there were only hourly positions. Since the City now has both hourly and salary positions, suggested updates clarify wording between hourly and salary in certain sections of the manual. These updates were briefly discussed. Brenneman suggested that this issue be discussed in a face to face council meeting vs a teleconference. A motion was made by Brenneman, second by Jones to table until the next council meeting – all voted yes, motion carried.
- **Parking upon City Owned Property:** The City recently purchased the lots north of the elevator along Main Ave. There continues to be vehicles parked on these lots. Discussion was held on if parking should be allowed on any city owned lots. And if so, what type of parking, what hours, and if signage needs to be installed. Mayor Menning suggested to take some time and bring back for discussion when there is plan of action to consider. A motion was made by Brenneman, second by Kuehl to table until the next council meeting – all voted yes, motion carried.

**CORRESPONDENCE:** None.

**EXECUTIVE SESSION:** A motion was made Jones, second by Glanzer to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 8:03pm – 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 8:28pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Jones, second by Glanzer to adjourn at 8:29pm – 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