

**Hartford City Council Agenda**  
**Tuesday, March 3, 2020 - 7:00 p.m.**  
**Hartford City Hall**

Mayor: Jeremy Menning  
Ward 1: Mark Brenneman and Travis Kuehl  
Ward 2: Mark Monahan and Brittany Glanzer  
Ward 3: Scott Nelson and Arden Jones

**Pledge of Allegiance**

**Business Items**

- Roll Call of Mayor and City Council Members
- Additions to the Agenda/Approve Agenda
- Approve Minutes of Previous Meeting(s)  
    \*Regular Meeting Minutes - 02/18/2020
- Approve Bills submitted for Payment (if any)

**Public Comments** - Public Input on Non-Agenda Items

\*Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda\*

**Visitors**

- Deana Larson & Girl Scout Troop #50087 - Update on Dog Park Request

**Applications, Hearings, Resolutions & Ordinances**

- 7:05 Rezone Hearing & 1<sup>st</sup> Reading of Ord #684 - Jarding Development
- Resolution 2020-2: SDDOT Bridge Reinspection Program

**Reports**

- Minnehaha Sheriff Deputy Report - Deputy Ryan
- City Engineer Report - Stockwell Engineers
- Public Works Superintendent - Craig Wagner  
    \*Review/Approve Slurry Seal Bid  
    \*Approval to Attend SD Municipal Street Maintenance Association Spring Conference
- Finance Officer Report - Karen Wilber
- City Administrator Report - Teresa Sidel

**New Business**

- Review Quotes for Office Cleaning
- Conversion of Water Meters to new System
- Discuss Possible Ordinance Changes

**Correspondence**

**Executive Session (SDCL 1-25-2)**

**Adjournment**

**Next City Council Meeting: Tuesday - March 17, 2020**

## City Council Meeting – Regular Meeting February 18, 2020

Mayor Jeremy Menning called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Arden Jones, Travis Kuehl, Brittany Glanzer and Scott Nelson. Mark Monahan and Mark Brennehan 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 Jesse Fonkert and City Engineer Mitch Mergen.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Glanzer to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jones, second by Nelson to approve the meeting minutes from February 4, 2020 – all voted yes, motion carried. A motion was made by Jones, second by Glanzer to approve the meeting minutes from February 9, 2020 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Nelson, second by Kuehl to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

### ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Resolution 2020-1: Appointment of Applicant Agent for the Hazard Mitigation Grant Program:** At the Jan 21<sup>st</sup> meeting, Sidel informed the council of FEMA grants that would be available as a result of FEMA declaring Minnehaha County a disaster area due to the Sept storms & flooding. These grants would be for items that would better prepare communities for future disasters. If approved, FEMA would pay 85% of the cost with the applicant covering the remaining 15%. As discussed, Sidel is proceeding with the grant to purchase two generators for our lift stations. The HASR has had discussions regarding the need for a concession stand/restroom building at the Sports Complex. If this building is designed to the specification required to be a storm shelter as well, it would qualify for this grant. It was the consensus of the council that Sidel apply for this project as well. Resolution 2020-1 was present to the council. This resolution designates Sidel, as City Administrator, to sign any documents required as part of the application process. A motion was made by Nelson, second by Kuehl to approve Resolution 2020-1 Appointment of Applicant Agent for the Hazard Mitigation Grant Program – all voted yes, motion carried.

### REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a department update to the council. Shumaker reported that Jan had 29 total calls with 12 in city limits. An update was given on the various trainings that were held for fire and EMS services.
- **Chamber & Economic Development Director Report:** Director Jesse Fonkert's report, recapping activities for both the Chamber and HADF, was provided to the council. Highlights: four new members joined the Chamber in Jan, Central States Mfg Care hosted the Jan Mixer, working on 1<sup>st</sup> quarter newsletter, had a successful burger battle challenge with close to 1,000 ballots cast, held ribbon cutting for Minnehaha Messenger, along with NCDS launched Envision Hartford 2024 Campaign, continues to work on project leads, and attendance at various meetings/events.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates.  
**9<sup>th</sup> Street Improvements** – The bid opening for this project was on Feb 5<sup>th</sup>. Six bids were submitted with low bidder being Zacharias Construction, Inc. at \$531,803, which is lower than engineer estimate of \$661,000. A motion was made by Nelson, second by Jones to award the 9<sup>th</sup> Street Improvement project to Zacharias Construction, Inc. – all voted yes, motion carried.  
**Industrial Park Sanitary Sewer Extension** – Final design is underway with bid documents expected to be complete by mid-February.  
**Ruud/Opal Lane Intersection Improvements** – A proposal for engineer services for the repairs needed to the intersection of Ruud and Opal Ln was presented to the council. A motion was made by Jones, second by Kuehl to approve the proposal in the amount of \$34,900 – all voted yes, motion carried.  
**Swenson Park Sports Complex FEMA Storm Shelter** – With the decision to move forward with the FEMA grant for a storm shelter building, there will need to be some plans and information compiled for the application process. A proposal for these services was presented. A motion was made by Kuehl, second by Jones to approve the proposal in the amount of \$1,450 – all voted yes, motion carried.

- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council. Highlights include:  
Streets – Staff continues to open up inlets to allow running water to drain. Staff hauled approx. 120 ton of salt/salt sand last week to replenish supplies. The bid letting on the slurry seal project is Feb 20<sup>th</sup>. The maintainer is in for repairs and should be done next week. The boom truck is on auction until Feb 20<sup>th</sup>.  
Water – Staff plans to change out meters at the time they do the sump pump appointments this spring.  
Sewer – Monthly reports have been sent. Samples will be taken in the spring to see if we can discharge.  
Park – Wagner continues to look for a field drag for the Sports Complex. Gillespie's quoted \$14,321.98 for a new Hustler mower. The quote included trading the 2015 Hustler mower. A motion was made by Nelson, second by Kuehl to approve the mower quote from Gillespie's in the amount of \$14,321.98 – all voted yes, motion carried.  
Turtle Creek – The naming of Turtle Creek is one step further. Wagner expects the naming to be finalized this fall.
- **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 Jan 31<sup>st</sup> and a recap of bills submitted for payment. The City's Equalization Board meeting will be Mar 18<sup>th</sup> at 7pm. Appeal forms, which are now available at City Hall, need to be submitted no later than Mar 12<sup>th</sup>. The calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. Sidel reminded the council of the upcoming SDML District 3 meeting in Vermillion on Mar 19<sup>th</sup>. Once the Fire Dept has everything in place to switch to the new lock box system, Sidel will notify affected business/facilities. As part of the Long-Range Transportation Planning, There will be a public meeting on March 25<sup>th</sup> from 5:00-6:30pm at the Hartford Fire Station to get feedback from the public.

#### **OLD BUSINESS:**

- **Sponsorship Request by HASR:** BJ Olson, on behalf of the HASR, was present to provide the council an update on their recent meeting with Great Plains Sponsorship (GPS). HASR is proposing that GPS be hired to help raise funds through fundraising & sponsorships to complete the Swenson Sports Complex. HASR feels that now is the time to tackle this. With the high usage of the Sports Complex that is planned for this season, the group feels there is good momentum and that a campaign like this would be successful. Olson is estimating that this campaign would cost no more than \$40,000 and is proposing to use City committee funds. A motion was made by Nelson to approve payment of a \$40,000 retainer to GPS from HASR committee funds and that GPS would provide quarterly reporting to the council on the campaign. Motion failed for lack of second. Further discussion was held on the details – would there be a contract, how would the money flow, what would be the City's involvement, is now the right time with the HADF 5-year capital campaign just starting. It was the consensus of the council that they need more information before they can make a decision. They requested that Olson provide a proposal from GPS and a proposal from another like vendor to be presented at the next council meeting.

#### **NEW BUSINESS:**

- **Approve Surplus List:** Earlier this year, 5 new chairs were purchased for the staff table in the council room. The old ones need to be surplus. We will keep and use them at the Maintenance Building. This month a new mosquito fogger was purchased. The old one, which has had on-going issues, will need to be surplus. We will offer to donate to other communities for parts. A motion was made by Jones, second by Nelson to approve the surplus list as presented – 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 8:07pm – 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 Jones, second by Nelson to exit executive session at 9:46pm – all voted yes, motion carried.

A motion was made by Jones, second by Glanzer to accept the resignation of Chamber and Economic Development Director Jesse Fonkert with regret and well wishes – all voted yes, motion carried.

A motion was made by Kuehl, second by Nelson to begin advertising for the Chamber and Economic Development Director position immediately – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Glanzer, second by Jones to adjourn at 9:48pm – 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

**ORDINANCE #684**

**AN ORDINANCE of the City of Hartford, South Dakota,  
providing for the rezoning of certain property within the City  
of Hartford.**

The E986.2 SE ¼ Lying S or RY (EX Lot H-2 & Kelly Point 2<sup>nd</sup> Addition) Section 27  
Township102 Range 51 HARTFORD CITY UNPLATTED, City of Hartford, Minnehaha  
County, South Dakota

**BE IT ORDAINED** by the governing body of the City of Hartford, South Dakota:

**THE ZONING CLASSIFICATION** under the Zoning Ordinance of the City of Hartford, South Dakota,  
of the real property described as:

**IS HEREBY CHANGED** from the municipal zoning of Community Commercial (CC) to  
Residential (R).

**ADOPTED** this 17th day of March 2020.

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Mayor Jeremy Menning

Attest:

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Karen Wilber

Planning and Zoning Public Hearing: February 25, 2020

1<sup>st</sup> Reading of Rezone Ordinance: March 3, 2020

2<sup>nd</sup> Reading & Adoption: May 17, 2020

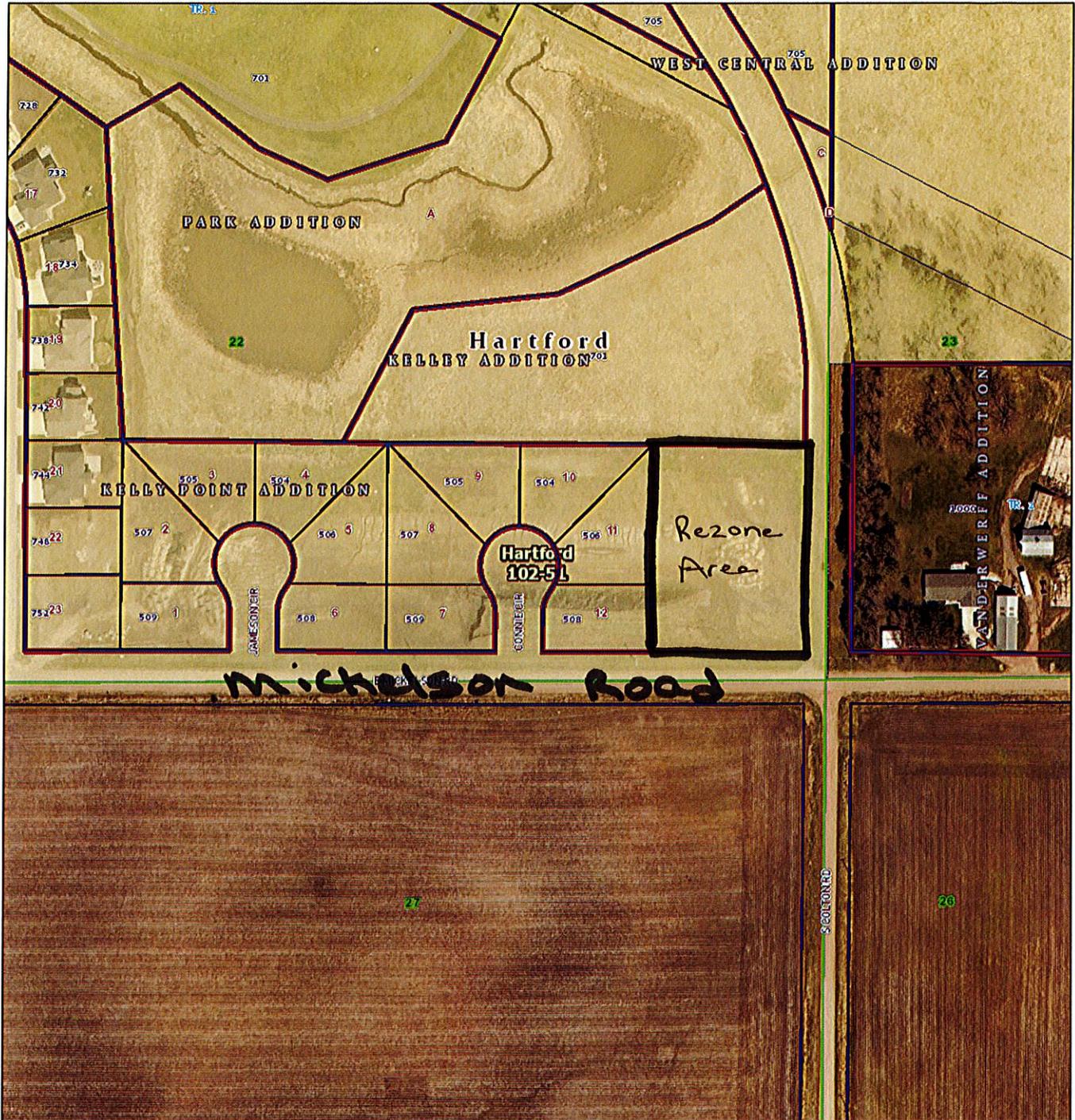
Publication: March 26, 2020

Effective: April 15, 2020

(seal)



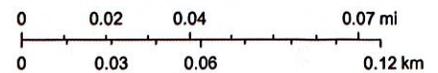
# Rezone - Jarding Development



2/18/2020, 3:53:50 PM

- County Tract  County Parcels
- County Lot  Parcels
- County Block  Standard Tax Parcel
- County Additions  Condo or Suite
- County Tax Lines  Municipalities
- PLAT  Section
- - TAXLOT  Townships

1:2,257



Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, City of

## **PUBLIC NOTICE**

The Hartford Planning and Zoning Commission will conduct a public hearing at 7:05p.m. on February 25, 2020 at Hartford City Hall to review and make a recommendation to the Hartford City Council in regards to a zoning change application submitted by Jarding Development to rezone the E986.2 SE ¼ Lying S or RY (EX Lot H-2 & Kelly Point 2<sup>nd</sup> Addition) Section 27 Township102 Range 51 HARTFORD CITY UNPLATTED, City of Hartford, Minnehaha County, South Dakota from Zoning classification of Community Commercial (CC) to Residential (R). The Hartford City Council will conduct a public hearing at 7:05 p.m. on March 3, 2020, 2020 at Hartford City Hall to either approve or deny the zoning change. All interested parties may appear and be heard.

Dated this 13th day of February, 2020.

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Teresa Sidel  
City Administrator

**RESOLUTION 2020-2**

**BRIDGE REINSPECTION  
PROGRAM**

**FOR USE WITH SDDOT RETAINER CONTRACTS**

**WHEREAS**, Title 23, Section 15I, *United States Code* and Title 23, Part 650, Subpart C, *Code of Federal Regulations*, requires initial inspection of all bridges and reinspection at intervals not to exceed two years with the exception of reinforced concrete box culverts that meet specific criteria. These culverts are reinspected at intervals not to exceed four years.

**THEREFORE**, the City of Hartford is desirous of participating in the Bridge Inspection Program using Bridge Replacement funds.

The City requests SDDOT to hire Brosz Engineering, Inc. (Consulting Engineers) for the inspection work. SDDOT will secure Federal approvals, make payments to the Consulting Engineer for inspection services rendered, and bill the City for 20% of the cost. The City will be responsible for the required 20% matching funds.

Dated this 3rd day of March 2020, at Hartford, South Dakota.  
(city)

\_\_\_\_\_  
Mayor, Jeremy Menning

ATTEST:

\_\_\_\_\_  
City Finance Officer – Karen Wilber

**MCSO HARTFORD FIELD OFFICE 30 DAY WRAP-UP, MARCH 2020**

**Traffic Stops: 83 (increase of 17 stops)**

**Civil Paper Service: 29 (increase of 5)**

**Follow-up: 18(new)**

**Warrant service: 10 (increase of 2)**

**Traffic Accidents: 3 (decrease of 5)**

**Hit and Run (vehicle): 1 (decrease of 1)**

**Disorderly Subjects: 3 (decrease of 2)**

**Family Disputes: 6 (=)**

**Juvenile delinquency: 4 (decrease of 4)**

**Larceny: 1 (=)**

**Burglary Alarm: 1 (=)**

**Burglary: 1 (increase of 1)**

**Narcotics: 3 (=) (1 at West Central Schools)**

**Medical calls: 14 (increase of 7)**

**DWI: 1 (=)**

**Animal problem: 1 (decrease of 5)**

**Stolen vehicle: 1 (=)**

**Stolen vehicle recovery: 1(=)**

**Abandoned vehicle: 6 (new)**

**Mental Illness: 2 (increase of 2)**

**Suicidal Subject: 3 (=)**

**[1 Juvenile attempt, 1 completed adult]**

**Vehicular Homicide: 1 (Increase of 1)**

**Total calls for service including Deputy initiated: 258 (increase of 14) = 8.6 calls for service per day (30 day factor)**



## 9th Street Improvements

The City approved a resolution of necessity to construct improvements along 9th Street from Mundt ave to Vandemark Ave. Improvements include new water mains, sanitary sewer extension and roadway improvements. The roadway will be constructed with curb and gutter and asphalt pavement. Zacharias Construction was awarded the construction contract. The project is scheduled to be complete during the 2020 construction season.

**Update** | Contracts are in route for execution. A preconstruction meeting will be scheduled for later this spring.

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## Industrial Park Sanitary Sewer Extension

The scope of this project is to construct and extend sanitary sewer facilities to the City's industrial park located at the intersection of Western Avenue & 258th Street. The extension is approximately 1.3 miles in length.



**Update** | Easement documents were routed to property owners. Stockwell staff continue to coordinate with landowners as needed. Bid documents are complete and are in route to the SDDENR and City staff for review.

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## Ruud and Opal Lane Intersection Improvements

The scope of this project is to improve surfacing at the Ruud and Opal intersection. Work will generally include removing the asphalt, repairing underground storm sewer infrastructure, and restoring it to grade. Construction is scheduled for the 2020 construction season.

**Update** | Stockwell's contract was approved at the last council meeting. Survey crews were on site collecting field data. Backgrounds will be drafted over the next couple weeks. Design work is expected to begin during the week of March 9<sup>th</sup>.

## CIP Updates and Rate Study

The scope of this project is to update the city's CIP and conduct a rate study analysis on the water and sewer fund. Stockwell staff will assist with cost estimates and project planning in an effort to evaluate and budget for future projects.

**Update** | The 2020 CIP was finalized and delivered to City Staff. Stockwell will begin to evaluate water and sewer rates as the WWTF project progresses.

## Waste Water Treatment Facility

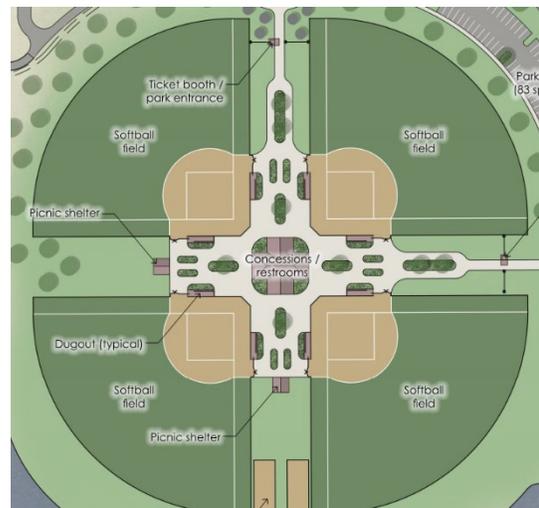
The 2017 Master Plan for Wastewater Collection & Treatment recommended planning for a new treatment facility. The recommended location for the treatment facility is downstream of the existing facility and southeast of the City. This project includes investigation of potential treatment facility site locations and negotiations with property owners for the purchase of land.

**Update** | Stockwell staff is working with the City attorney to develop agreements and other legal documents to present to potential landowners. Stockwell is also developing preliminary estimates to incorporate into the City's rate study.

## Swenson Park Restroom Building

The sports complex committee and City are planning to submit an application to help fund a restroom / storm shelter building under FEMA's hazard mitigation program. The application is due to the State of South Dakota by March 15<sup>th</sup>. Stockwell staff is assisting the City with the application.

**Update** | Stockwell staff attended a meeting on February 24<sup>th</sup>. Architects were available to assist the group. Cost estimate and conceptual drawings are being developed and will be presented to City staff during the week of March 2<sup>nd</sup>.



## Mickelson Road Improvements

The Mickelson Road project includes reconstructing the roadway and utilities from Patrick Avenue to Hwy 38. The project also includes roughly 440-ft of improvements along 464<sup>th</sup> Ave. Construction of the project is planned as a single phase to be constructed in 2018 that includes sanitary sewer, water main, storm sewer, grading, box culverts and roadway surfacing.



**Update** | Stockwell staff is working working on the LOMR application to finalize elevations with FEMA.

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## Force Account

Stockwell provides services to city staff as needed under a force account agreement. Services typically include plan reviews, costs estimates or other routine services as requested. Plan reviews typically include preliminary plans, conditional use requests, site plans, engineering documents and plats.

**Update** | Recent force account work includes the following: Sports Complex Planning ▪ Driveway Standards

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# Maintenance Report – 3/3/2020

February 26, 2020

## Streets

**Snow removal** – Nothing new at this time.

**Slurry seal** – The slurry seal bid letting was on the 20<sup>th</sup>. Missouri Petroleum Products was low bid. They have been here a few times and did a great job and the project came in below our budget. I would like to get a motion to approve the bid up to the budget amount of \$75,000.00 contingent that the City of Sioux Falls accepts their bid.

**Equipment**- The maintainer is still down. We believe it is a valve or ring issue on the #4 cylinder. This cylinder has a lower compression than the other five cylinders. RDO wants to have it hauled to their shop to tear into it. I'm waiting for a call from them with some prices.

**I-90** – No updates at this time

**Dump truck** – No updates at this time.

**Hwy 38** – No updates on this.

**Signage** – We have ordered signs for Turtle Creek Highlands Addition and a few other miscellaneous signs. We will continue installing them after the frost is out.

**Downtown lights** – We are still looking into these. Eight of the ten were on the other night.

**Mosquito fogger** – The new fogger has arrived. We will have the Rep for the company come out in a few weeks and go over it and have it calibrated.

## Water

**Meters** – We have started changing a few meters out and will continue throughout the year. When we seal sump pumps this spring, we will schedule enough time to change those meters at that time.

**Reports** – No reports due at this time.

## Sewer

**Main list station** – Everything is running well at this time.

**Reports** – The monthly DMR report will be filled out next week and sent in.

**Lagoons** – We will be taking some sample this spring to see if we can discharge.

**Sagehorn lift station** – All is good at this time.

**Sump pumps** – Nothing new at this time.

**Discharge permit** – We will be working on these in April, getting them resealed and updating the water meters.

## **Park**

**Parks** – The rest of the counter tops have been installed. We have ordered picnic tables; they should arrive in about 4 weeks. The scoreboards for the ballfields are scheduled to arrive on the 2<sup>nd</sup>. We will be installing them as soon as possible to alleviate damage to the fields.

**Mower** – The mower has been purchased, and the old mower has been dropped off at Gillespie's.

**Turtle Creek** – June Hansen with South Dakota Board on Geographic Names sent an e-mail this morning on some updates for the naming of the unnamed tributary. SB 62 has cleared the House floor and is on its way to the Governor's desk to be signed. If signed it will go into effect July 1<sup>st</sup> 2020. With any luck the tributary will be named Turtle Creek this coming fall. All in all, it looks very promising.

**Bike Trail** – I'm working with Troy to get some signs ordered. They want signs made up with Mike Fitzmaurice's citation on them.

**Sports complex** – We are looking for a field drag, hope to have something by the end of March. We have ordered bleachers for the Sports Complex and also for the fields in Lyon's Park.

**Public buildings** – We will be working on inventory in the next few weeks.

**SDMSMA** – The South Dakota Municipal Street Maintenance Association spring meeting and training is April 15<sup>th</sup> – 16<sup>th</sup> in Rapid City this year. I would like to have Neil and myself attend. I'm the vice president this year for the association.

**SURFACE TREATMENT PROGRAM -**  
**Project: SLURRY SEAL**  
**SIOUX FALLS AND SURROUNDING**  
**Location: COMMUNITIES**

Missouri Petroleum  
 Products Company,

A/E Firm: OFFICE OF CITY ENGINEER; NICK TRAUPEL  
 Address: 224 W. 9TH STREET

Bid Estimate: \$ 1,000,000.00  
 Budget: \$ 1,548,550.00

Bidder: LLC  
 Address: 1620 Woodson Rd.

City/State/Zip: SIOUX FALLS, SD 57104  
 Phone No.: 605.367.8601

Letting Date: \$ 43,881.00  
 Time: \$ 0.59  
 City/State/Zip: St. Louis, MO 63114  
 Phone No.: 314.713.0658

Value of OFM:

Item No	Std. Bid Item No.	Description	Unit	Unit Bid Price	Sioux Falls Appx Qty	Sioux Falls Amount Bid	Hartford Appx Qty	Hartford Amount Bid
1	9.0010	Mobilization	LS	\$ 43,800.00	0.65	\$ 28,470.00	0.05	\$ 2,190.00
2	SPECIAL	Polymer Modified Slurry Seal as specified Type II (Parking Lots)	SQYD	\$ 2.24	78,922	\$ 176,785.28		
3	SPECIAL	Polymer Modified Slurry Seal as specified Type III (Streets)	SQYD	\$ 2.24	440,380	\$ 986,451.20	27,513	\$ 61,629.12
4	110.1400	Remove Pavement Marking, 4" or Equivalent	FT	\$ 0.30	35,619	\$ 10,685.70		
5	110.1410	Remove Pavement Marking, Arrow	EACH	\$ 25.00	131	\$ 3,275.00		
6	110.1430	Remove Pavement Marking, Area	SQFT	\$ 2.25	4,428	\$ 9,963.00		
7	SPECIAL	Pavement Marking Preparation	LS	\$ 100.00	1	\$ 100.00		
8	633.1100	Epoxy Pavement Marking Paint, 4" White	FT	\$ 0.70	16,455	\$ 11,518.50		
9	633.1105	Epoxy Pavement Marking Paint, 4" Yellow	FT	\$ 0.70	17,290	\$ 12,103.00		
10	633.1110	Epoxy Pavement Marking Paint, 8" White	FT	\$ 2.00	937	\$ 1,874.00		
11	633.1130	Epoxy Pavement Marking Paint, 24" White	FT	\$ 7.00	2,016	\$ 14,112.00		
12	633.1135	Epoxy Pavement Marking Paint, 24" Yellow	FT	\$ 7.00	198	\$ 1,386.00		
13	633.1155	Epoxy Pavement Marking Paint, Arrow	EACH	\$ 35.00	131	\$ 4,585.00		
14	634.0110	Traffic Control	SQFT	\$ 0.50	1,514	\$ 757.00	78	\$ 39.00
15	634.0120	Traffic Control Miscellaneous - Sioux Falls	LS	\$ 40,700.00	1	\$ 40,700.00		
16	634.0120	Traffic Control Miscellaneous - Dell Rapids	LS	\$ 2,500.00				
17	634.0120	Traffic Control Miscellaneous - Hartford	LS	\$ 5,000.00			1	\$ 5,000.00
18	634.0120	Traffic Control Miscellaneous - Lennox	LS	\$ 5,000.00				
19	634.0120	Traffic Control Miscellaneous - Salem	LS	\$ 2,500.00				
20	634.0120	Traffic Control Miscellaneous - Sioux Falls Airport	LS	\$ 1,500.00				
21	634.0285	Type 3 Barricade, 8' Double Sided	EACH	\$ 5.00	129	\$ 645.00	36	\$ 180.00
22	634.0420	Type C Advanced Warning Arrow Panel Contractor Furnished Portable Changeable	DAY	\$ 150.00	4	\$ 600.00		
23	634.1215	Message Sign	EACH	\$ 600.00	8	\$ 4,800.00		
<b>Totals by Municipality</b>						<b>\$ 1,308,810.68</b>		<b>\$ 69,038.12</b>

OFFICE OF CITY ENGINEER; NICK

A/E Firm: TRAUPEL  
Address: 224 W. 9TH STREET

Bid Estimate: \$ 1,000,000.00  
Budget: \$ 1,548,550.00

Asphalt Surface Technologies Corporation AKA  
Bidder: ASTECH Corp.  
Address: PO Box 1025  
St. Cloud, MN

City/State/Zip: SIOUX FALLS, SD 57104  
Phone No.: 605.367.8601  
Value of OFM:

Letting Date: \$ 43,881.00  
Time: \$ 0.59  
City/State/Zip: 56302  
Phone No.: 320.363.8500

Item No	Std. Bid Item No.	Description	Unit	Unit Bid Price	Sioux Falls Appx Qty	Sioux Falls Amount Bid	Hartford Appx Qty	Hartford Amount Bid
1	9.0010	Mobilization	LS	\$ 77,000.00	0.65	\$ 50,050.00	0.05	\$ 3,850.00
2	SPECIAL	Polymer Modified Slurry Seal as specified Type II (Parking Lots)	SQYD	\$ 3.30	78,922	\$ 260,442.60		
3	SPECIAL	Polymer Modified Slurry Seal as specified Type III (Streets)	SQYD	\$ 2.44	440,380	\$ 1,074,527.20	27,513	\$ 67,131.72
4	110.1400	Remove Pavement Marking, 4" or Equivalent	FT	\$ 0.32	35,619	\$ 11,398.08		
5	110.1410	Remove Pavement Marking, Arrow	EACH	\$ 26.50	131	\$ 3,471.50		
6	110.1430	Remove Pavement Marking, Area	SQFT	\$ 2.35	4,428	\$ 10,405.80		
7	SPECIAL	Pavement Marking Preparation	LS	\$ 105.00	1	\$ 105.00		
8	633.1100	Epoxy Pavement Marking Paint, 4" White	FT	\$ 0.73	16,455	\$ 12,012.15		
9	633.1105	Epoxy Pavement Marking Paint, 4" Yellow	FT	\$ 0.73	17,290	\$ 12,621.70		
10	633.1110	Epoxy Pavement Marking Paint, 8" White	FT	\$ 2.10	937	\$ 1,967.70		
11	633.1130	Epoxy Pavement Marking Paint, 24" White	FT	\$ 7.35	2,016	\$ 14,817.60		
12	633.1135	Epoxy Pavement Marking Paint, 24" Yellow	FT	\$ 7.35	198	\$ 1,455.30		
13	633.1155	Epoxy Pavement Marking Paint, Arrow	EACH	\$ 37.00	131	\$ 4,847.00		
14	634.0110	Traffic Control	SQFT	\$ 0.53	1,514	\$ 802.42	78	\$ 41.34
15	634.0120	Traffic Control Miscellaneous - Sioux Falls	LS	\$ 50,700.00	1	\$ 50,700.00		
16	634.0120	Traffic Control Miscellaneous - Dell Rapids	LS	\$ 4,000.00				
17	634.0120	Traffic Control Miscellaneous - Hartford	LS	\$ 7,000.00			1	\$ 7,000.00
18	634.0120	Traffic Control Miscellaneous - Lennox	LS	\$ 7,000.00				
19	634.0120	Traffic Control Miscellaneous - Salem	LS	\$ 4,000.00				
20	634.0120	Traffic Control Miscellaneous - Sioux Falls Airport	LS	\$ 3,000.00				
21	634.0285	Type 3 Barricade, 8' Double Sided	EACH	\$ 5.30	129	\$ 683.70	36	\$ 190.80
22	634.0420	Type C Advanced Warning Arrow Panel	DAY	\$ 160.00	4	\$ 640.00		
23	634.1215	Contractor Furnished Portable Changeable Message Sign	EACH	\$ 630.00	8	\$ 5,040.00		
<b>Totals by Municipality</b>						<b>\$ 1,515,987.75</b>		<b>\$ 78,213.86</b>

OFFICE OF CITY ENGINEER; NICK

A/E Firm: TRAUPEL  
 Address: 224 W. 9TH STREET

Bid Estimate: \$ 1,000,000.00  
 Budget: \$ 1,548,550.00

Intermountain  
 Bidder: Slurry Seal, Inc.  
 Address: 520 N. 40 West  
 North Salt Lake,

City/State/Zip: SIOUX FALLS, SD 57104  
 Phone No.: 605.367.8601

Letting Date: \$ 43,881.00  
 Time: \$ 0.59  
 City/State/Zip: UT 84054  
 Phone No.: 801.532.8200

Value of OFM:

Item No	Std. Bid Item No.	Description	Unit	Unit Bid Price	Sioux Falls Appx Qty	Sioux Falls Amount Bid	Hartford Appx Qty	Hartford Amount Bid
1	9.0010	Mobilization	LS	\$ 200,000.00	0.65	\$ 130,000.00	0.05	\$ 10,000.00
2	SPECIAL	Polymer Modified Slurry Seal as specified Type II (Parking Lots)	SQYD	\$ 3.00	78,922	\$ 236,766.00		
3	SPECIAL	Polymer Modified Slurry Seal as specified Type III (Streets)	SQYD	\$ 2.70	440,380	\$ 1,189,026.00	27,513	\$ 74,285.10
4	110.1400	Remove Pavement Marking, 4" or Equivalent	FT	\$ 0.30	35,619	\$ 10,685.70		
5	110.1410	Remove Pavement Marking, Arrow	EACH	\$ 25.00	131	\$ 3,275.00		
6	110.1430	Remove Pavement Marking, Area	SQFT	\$ 2.25	4,428	\$ 9,963.00		
7	SPECIAL	Pavement Marking Preparation	LS	\$ 200.00	1	\$ 200.00		
8	633.1100	Epoxy Pavement Marking Paint, 4" White	FT	\$ 0.70	16,455	\$ 11,518.50		
9	633.1105	Epoxy Pavement Marking Paint, 4" Yellow	FT	\$ 0.70	17,290	\$ 12,103.00		
10	633.1110	Epoxy Pavement Marking Paint, 8" White	FT	\$ 2.00	937	\$ 1,874.00		
11	633.1130	Epoxy Pavement Marking Paint, 24" White	FT	\$ 7.00	2,016	\$ 14,112.00		
12	633.1135	Epoxy Pavement Marking Paint, 24" Yellow	FT	\$ 7.00	198	\$ 1,386.00		
13	633.1155	Epoxy Pavement Marking Paint, Arrow	EACH	\$ 35.00	131	\$ 4,585.00		
14	634.0110	Traffic Control	SQFT	\$ 0.50	1,514	\$ 757.00	78	\$ 39.00
15	634.0120	Traffic Control Miscellaneous - Sioux Falls	LS	\$ 50,000.00	1	\$ 50,000.00		
16	634.0120	Traffic Control Miscellaneous - Dell Rapids	LS	\$ 3,000.00				
17	634.0120	Traffic Control Miscellaneous - Hartford	LS	\$ 7,500.00			1	\$ 7,500.00
18	634.0120	Traffic Control Miscellaneous - Lennox	LS	\$ 6,500.00				
19	634.0120	Traffic Control Miscellaneous - Salem	LS	\$ 3,500.00				
20	634.0120	Traffic Control Miscellaneous - Sioux Falls Airport	LS	\$ 1,500.00				
21	634.0285	Type 3 Barricade, 8' Double Sided	EACH	\$ 5.00	129	\$ 645.00	36	\$ 180.00
22	634.0420	Type C Advanced Warning Arrow Panel	DAY	\$ 150.00	4	\$ 600.00		
23	634.1215	Contractor Furnished Portable Changeable Message Sign	EACH	\$ 600.00	8	\$ 4,800.00		
<b>Totals by Municipality</b>						<b>\$ 1,682,296.20</b>		<b>\$ 92,004.10</b>

# SOUTH DAKOTA MUNICIPAL STREET MAINTENANCE ASSOCIATION

— An Affiliate of the South Dakota Municipal League —

## SDMSMA Spring Meeting Agenda

April 15-16, 2020

Best Western Ramkota Hotel & Conference Center • Rapid City, SD

### Wednesday, April 15

- Noon to 1:00 pm      **Registration**
- 1:00 to 1:30      **Welcome and Business Meeting – Sylvan I & II**  
- Approve minutes of October 2019 meeting  
- Approval of Financial Report  
- Next meeting - SDML Annual Conference  
Spearfish Holiday Inn, Thursday Oct. 8, 2020 9:00-11:45 am  
- 2019 APWA Conference Report  
- Legislative Updates – Sidewalk assessments  
- Discussion of ADA violations
- 1:30 to 2:00      **Cement Stabilized Subgrade**  
Alex Fisher, PE, FMG Engineering
- 2:00 to 2:30      **LEAN Process – Street Sweeping**  
Dan Whipple, Street Maintenance Supervisor, City of Sioux Falls  
Bob Hendrix, Fleet Lead Mechanic, City of Sioux Falls
- 2:30 to 3:00      **Break in Exhibit Area – Sheridan & Pactola**
- 3:00 to 3:20      **South Dakota Parks and Recreation Association - Sylvan I & II**  
Kristi Lintz, President, South Dakota Parks and Recreation Association
- 3:20 to 4:00      **The Monsters I've Killed: Crisis Communications for Municipalities**  
Heather Hitterdal, Owner, H Squared Communications
- 4:00 to 5:30      **Vendor Lightning Rounds**
- 5:30 to 7:00      **Exhibit Area Social – Sheridan & Pactola**  
*\*Featuring highly competitive beanbag toss competition!*

Hospitality Room opens in the Executive Lounge after the Exhibit Area Social

### Thursday, April 16

- 7:00 to 8:00 am      **Breakfast Buffet – Sheridan & Pactola**
- 8:00 to 8:30 am      **A Report from the Future: The Five Powers - Sylvan I & II**  
Malcom Chapman – President and Founder, Chapman Group

# SOUTH DAKOTA MUNICIPAL STREET MAINTENANCE ASSOCIATION

— An Affiliate of the South Dakota Municipal League —

- 8:30 to 10:00 am     **Pre-wet/Pre-treat Operations - Inclement Weather Considerations**  
*Dale Pfeifle*, Superintendent, Rapid City Street Division  
*Byorn Kleven*, Sales Territory Manager, Force America  
*Matt Bunkers*, Science and Operations Officer,  
National Weather Service, Rapid City
- 10:00 to 10:30 am     **Break in Exhibit Area – Sheridan & Pactola**
- 10:30 to 11:00 am     **Proper Fuel Storage and Fuel Site Equipment Maintenance - Sylvan I & II**  
*Jeff Flaten*, Fleet Supervisor, City of Sioux Falls
- 11:00 to Noon         **Roundtable Discussions**
- **Technology to:**
    - **Manage Infrastructure**
    - **Engage Community– See, Click, Fix**
    - **Create Efficiencies**
    - **Manage Equipment – Automatic Vehicle Locating**
  
  - **Employee Work Clothing Options**

**Spring Training for 2021 will be in April at the  
Sioux Falls Best Western Ramkota Hotel & Conference Center**

# SOUTH DAKOTA MUNICIPAL STREET MAINTENANCE ASSOCIATION

— An Affiliate of the South Dakota Municipal League —

## SDMSMA Spring Meeting

April 15-16, 2020

Best Western Ramkota Hotel & Conference Center • Rapid City, SD

### Registration Form

(Please Print)

Municipality \_\_\_\_\_

Name

Title

Email

Name	Title	Email
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### Registration Fee and Deadline:

SDMSMA Member Fee – **No fee**

Non-member Fee - \$65

Return registration form with payment by April 1st to: SD Municipal Street Maintenance Association  
No refunds will be given after April 1, 2020. 208 Island Drive  
Ft. Pierre, SD 57532

#### Room Reservations:

A block of rooms has been reserved at the Hotel listed below at a rate of \$75.00 + tax.

**\*\*IMPORTANT:** to guarantee this rate your reservation must be made by **March 15, 2020**. Be sure to mention you are with the SD Municipal League.

Best Western Ramkota Hotel  
2111 N. LaCrosse Street  
Rapid City, SD 57701  
(605) 343-8550

OFFICE USE ONLY:	DATE: _____	CHECK #: _____	AMOUNT: _____
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# FINANCE OFFICER REPORT

## March 3, 2020

**Financials:** I'm working on the February month-end duties. The following is a recap of revenue received for the month of February:

State of South Dakota	7,097.18	(1 <sup>st</sup> Penny Sales Tax)
State of South Dakota	7,097.17	(2 <sup>nd</sup> Penny Sales Tax)
State of South Dakota	1,787.19	(3 <sup>rd</sup> Penny Sales Tax)
Minnehaha County	781.80	(Real Estate Taxes)
Minnehaha County	481.71	(Street Maintenance Fee)
Minnehaha County	841.14	(Prorate/Port of Entry)
HADF	300.00	(2020 Office Supply Reimbursement)
HACC	300.00	(2020 Office Supply Reimbursement)
Knapps Landing	4,400.00	(Light Pole Upgrade Fee & Wiring of Poles)
Misc.	404.00	(Sale of Water Meters/Parts)
Misc.	440.90	(Building Permits)

<b>Cash Balances as of</b>	<b>January 2019</b>	<b>January 2020</b>
Total General Fund	\$1,805,535.34	\$1,063,041.00
<b>Revenue and Expenses for the Month of:</b>		
Revenue - General Fund	\$128,880.35	\$127,846.37
Expenses - General Fund	\$333,814.87	\$419,244.01
<b>Revenue and Expenses</b>		
	<b>2019 Year-To-Date</b>	<b>2020 Year-To-Date</b>
Revenue - General Fund	\$128,880.35	\$127,846.37
Expenses - General Fund	\$333,814.87	\$419,244.01

**SDML District 3 Meeting:** Please let me know if you plan on attending the District 3 meeting in Vermillion on Thurs March 19<sup>th</sup>. I will be sending in the registration on Thurs March 5<sup>th</sup>.

**Calendar of Events:**

**March 2020:**

Tuesday, 3 <sup>rd</sup>	City Council Meeting @ City Hall, 7pm
Friday, 6 <sup>th</sup>	HADF Meeting @ Reliabank, 7:30am
Sunday, 8 <sup>th</sup>	HASR Meeting @ Blue 42, 7pm
Monday, 9 <sup>th</sup>	Chamber Meeting @ Fire Station, 6:30pm
Tuesday, 10 <sup>th</sup>	Planning & Zoning Meeting @ City Hall, 7pm
Thursday, 12 <sup>th</sup>	Equalization – 5pm deadline for filing an appeal
Friday, 13 <sup>th</sup>	HADF Meeting @ Stomping Grounds, 7:30am
Monday, 16 <sup>th</sup>	Jamboree Committee Meeting @ Deer Hollow Apts Community Rm, 6pm
Tuesday, 17 <sup>th</sup>	City Council Meeting @ City Hall, 7pm
Wednesday, 18 <sup>th</sup>	Equalization Meeting @ City Hall, 7pm
Thursday, 19 <sup>th</sup>	Coffee with the Cops @ Stomping Grounds, 7am
Friday, 20 <sup>th</sup>	HADF Meeting @ Stomping Grounds, 7:30am
Friday, 27 <sup>th</sup>	HADF Meeting @ Stomping Grounds, 7:30am
Monday, 30 <sup>th</sup>	Municipal Election – 5pm deadline for voter registration
Tuesday, 31 <sup>st</sup>	Planning & Zoning Meeting @ City Hall, 7pm

Explanation of Agenda ItemsVisitors:

- **Deana Larson's Girl Scout Troop #50087:** Last summer Deana Larson and her girl scout troop approached the city about setting up a possible dog park. At that time, they were asked to conduct a survey on the subject and instructed the Economic Development Director to meet with the city engineers to discuss possible placement sites. The girl scouts are now coming before the city once again to provide their survey results and discuss possible steps for moving forward with their request for a dog park.

Applications/Hearings/Resolutions/Ordinances:

- **7:05 Rezone Hearing on Jarding Development & 1<sup>st</sup> Reading of Ord #684:** The city has received a rezone application from John Jarding with Jarding Development. They would like to rezone their parcel of property along Mickelson Road that is just to the east of their 2 new cul-de-sacs. When this property was originally annexed into the city in 2016 this east portion of their property was zoning Community Commercial. At that time, the developer did not know if this property would be used for commercial or residential, so it was zoned CC since it is easier to rezone to a less intense use than to rezone to a more intense use. They have now decided to use it for single family dwelling so it will need to be rezoned to Residential. The rezone request is to change the zoning from Community Commercial to Residential, which will tie into the existing use of the area. The request has been reviewed by the P&Z Board, with a recommendation to the council for approval.
- **Resolution 2020-2:** The SDDOT has identified "bridges" within our city that need to comply with a 4-year inspection rotation. The culverts on Western, Main, Feyder and the new Mickelson Road are all classified as bridges because their continuous span is over 20 feet. (The old bridge along Mickelson Road that we are vacating will not be considered a bridge that needs inspecting since it is not for public use anymore.) This inspection policy has come about in the aftermath of the 2019 flooding. To help city's out with the cost of added inspections, the state is allowing cities to apply for Bridge Replacement Funds. These funds will pay 80% of the inspection costs, with the city only needing to pay 20%. The state has secured contract with select engineering firms to conduct these inspections. Resolution 2020-2 notes that the city would like to apply for the Bridge Replacement Funds and identifies our choice of engineer. We selected Brosz Engineering since they conducted our last bridge inspection along the old Mickelson Road. Once this resolution has passed, the state will contract with our selected engineer for the inspection services, they will pay the invoice for these services and then bill the city our 20% cost share.

Reports (Action Items):

- **Public Works Superintendent:**
  - **Review/Approve Slurry Seal Bid:** As you know, the city teamed with Sioux Falls and several other are communities to bid out this year's street slurry seal project. The project was bid out by Sioux Falls and bids were opened on February 20<sup>th</sup>. Missouri Petroleum was the low bid. The bid amount for Hartford came in at \$69,038.12 – below our budget amount of \$75,000. We would like the council to approve the slurry seal bid from Missouri Petroleum up to our budget amount of \$75,000 contingent that the bid is accepted by Sioux Falls.
  - **Approval to attend the SD Municipal Street Maint. Assoc Spring Conference:** Craig and Neil would like to seek council approval to attend this years Street Maint Assoc Spring Conference. An agenda of the conference is enclosed in your packet for review. It will be held in Rapid City April 15-16. There is no registration cost – expense will only include hotel and a couple of meals not during conference time.

New Business:

- **Review Quotes for Office Cleaning:** I have received 3 quotes for office cleaning – additional information in within the packet.
- **Conversion of Water Meters to new System:** As the council knows, the city is converting our water meter system to a cellular reading system verses our current system, which will become obsolete. This system requires new software, which was installed last year, and new meter reading heads on all meters within town. Switching out all the meter heads in town will be a costly and time-consuming process so

our plan was to spread out these meter changes over a 5-6 year span. During this period, we will run off two meter reading systems. We did a few change outs last year to test the system and all went well so we budgeted \$55,000 this year to order 200 additional meters to update. Unfortunately, we have had a couple of problems the last 2-3 months between our old software system and new software system. They have been corrected but we have learned that all support for our old software system will cease this June so any future problems may render us incapable of reading our meters. The software companies can't guarantee that the system will continue to or not continue to work. With this information we thought we should look into accelerating our switch over plan. We are hoping the council would be open to budgeting additional funds for more meters so we can be more aggressive in the switch over – possibly doubling the budget. We will put together some figures before the meeting on Tuesday so we can discuss.

- **Discuss Possible Ordinance Changes:** Enclose in your packet is a list of issues or situations that have come up over the past year that we would like to discuss with the council and see if we need to address any of them with ordinance or policy changes. Please review so we can discuss at our meeting.

\*\*\*\*\*

### **Non-Agenda Updates**

- **Job Postings:** We continue to advertise for a Chamber & Economic development Director and a full-time public works assistant, along with our seasonal summertime help.
- **Grant Updates:**
  - FEMA Grant – Generator: This application has been completed.
  - FEMA Grant – Sports Complex Building: Last week staff members, sports complex members and our engineers meet with an architect to figure a design for the proposed storm shelter/concession stand/RR building. Design should be completed this week and we will be able to attach cost figures. Grant should be on track for submission by March 15<sup>th</sup>.
  - Bike/Rec Trail Grant: The Hartford Area Bike and Rec Committee had a meeting this month to discuss their next phase. They plan to run a trail from Feyder Ave west to Main Ave along the creek. I talked with them about 2 possible grants to apply for – SDDOT TAP Grant and the SD GFP Grant. The committee decided to try for the TAP grant first since they typically pay out more funds. A letter of intent is due in July, with the actual grant application due in October. More information on this will come before the council this summer. Note: Their committee once again discussed their support of a city park board to replace the current committees and to oversee all park projects including bike trails.
- **Old Boom Truck:** The city's old boom truck was put on auction and was old for \$3,600. The city originally bought this truck in 2005 for \$4,000 so we did pretty good in using it for 15 years for only \$400.

Please let me know if you have any questions or concerns. 605-261-3995  
Teresa

## Office Cleaning Quotes

Below are quotes I have received for cleaning of the city's office building. I originally contacted 5 local residents for this service, but 2 no longer have a cleaning service and the other 3 did not want to take on any more clients. I then reached out to 6 Sioux Falls companies (looked on the internet for top rated companies) and asked for quotes. I received 3 quotes and below are the results.

Note: Each company was asked to provide a quote for bi-weekly cleaning (every two weeks) to vacuum, dust common areas, empty garbage/recyclables, and clean bathrooms. We will provide all the cleaning supplies.

<b>Company</b>	<b>Quotes</b>	<b>Insured &amp; Bonded</b>
Sioux Falls Commercial Cleaning	\$55.00 per time	Yes
Optimal Prime Cleaning Service	\$75.00 per time	Yes
Hofer Clean	\$80.00 per time	Yes

## **Possible Ordinance Changes**

### **1. Sidewalk Policy**

Currently the city has a Sidewalk Policy (2014-1) that helps us identify sidewalks that need repair so we can alert the adjoining property owner of any potential liability issues. Although sidewalk liability is ultimately the adjoining property owner's responsibility per SDCL 9-46, the city helps identify any defective sidewalks. Each year we inspect sidewalks in one ward – rotating between the wards every 3 years. If a defect is found per our criteria, a letter is then sent to the adjoining property owner and informing them of their liability risk. We do not mandate that they repair the sidewalk but informing them of this liability and does relieve the city of any potential risks.

Issue(s):

- Our criteria does not address if a sidewalk is overgrown with vegetation or debris
- Although the sidewalk may not be cracked, ponding water or broken apart, the vegetation and debris does cause a walking hazard

Possible Change: Staff would like to add the defect criteria of overgrown vegetation or debris to our policy.

### **2. Burning of Leaves within city**

Last fall, our fire chief had asked the city to consider prohibiting the burning of leaves within the city. I believe this came about from a fire call they had where the resident was burning large amounts of leaves in a fire pit and causing considerable smoke. The city updated our prohibited burning ordinance last year to include garbage, waste, refuse and hazard materials (as defined by DENR). This ordinance does not include leaves or branches.

Issues(s):

- Per ordinance, the fire pits should be covered with a screen but if they are not, the leaves produce several small sparks from the fire and have a potential of increase fire hazards to surrounding buildings and property.
- Burning of leaves also cause a smoke issue that is offensive to adjoining property owners

Possible change: Add the wording of leaves, branches or lawn debris to our list of prohibited items since these can be deposited at our dump site.

### **3. Blowing Grass in the Streets**

The city periodically received complaints regarding citizens blowing grass into the streets. Although we don't have an ordinance that specifically states they cannot blow grass into the streets, we do always check the property and if the grass is causing a nuisance of some sort (Exp – if the grass was sticking to water in the gutter line and does not allow the water to drain) then we can address the complaint under our nuisance ordinance. Most times the grass lays in the street for a couple of days and then it is taken away by the traffic or wind.

Issue(s):

- May cause a nuisance or annoy another resident
- Is unsightly

Possible Change: Current ordinance wording under nuisances (3.0102F) does not allow the throwing or letting fall on or permitting to remain on any street, alley, or public ground any manure, garbage, rubbish, filth, fuel or wood while engaging in handling or removing any such substance. We can add grass clippings as well if the council wants to regulate.

#### **4. Fines for not mowing grass within undeveloped areas**

The city has adopted the 2018 Property Maintenance Code which states that grass shall not be over 8" tall. As part of the city effort to be proactive, each spring a reminder letter of this ordinance is sent to developers with large areas of undeveloped ground. As these developments begin to get residents, the city receives complaints regarding the un-mowed or un-sprayed areas. Our policy with complaints is that we send a curtesy letter reminding the owner of the ordinance and a timeframe to correct, if not corrected, then another letter with a \$50.00 fine and a second timeline to correct, if still not corrected, then a 3<sup>rd</sup> letter with a \$100 fine and deadline is sent. If there is no correction after the third letter, then this issue is sent to our attorney. Our code enforcer is having more and more issues with complaints regarding these undeveloped areas within town and he would like the city council to consider raising the initial fine of \$50 for non-mowing or non-spraying of undeveloped areas. City ordinance does allow us to fine up to \$250 if the council sees fit.

Issue(s):

- Developers allowing undeveloped land to get overgrown with grass and weeds
- More complaints from surrounding citizens

Possible Change: Increase initial fine for violation in undeveloped areas

#### **5. Rental Housing Permit**

Bryan Voth has suggested that we implement a "rental housing permit" program. Sioux Falls currently requires all owners of rental property to register/license their properties with the city and note who is responsible for the rental and maintenance of these properties. To my understanding, if there is a code issue or violation with the rental property, the city can pull their renter's license and they won't be able to rent anymore until corrected. Bryan thought this may be a way to get better compliance on rentals throughout town.

Issue(s):

- Renters are less likely to comply with violations since they do not own the property
- Many rental owners live out of town and are hard to contact
- Currently, our only direct option to get compliance are fines
- We may have problem identify all rental properties and getting owners to register – would there be a consequence for not registering? What would that be?

Possible Change: Gather additional information from Sioux Falls and implement a Rental Housing Permit program

#### **6. Pet Licenses:**

Last month the city received a complaint from a citizen regarding our pet licensing procedure. Current ordinances state that a pet needs to be licensed with the city every year. This resident was late licensing his animal with the city (no fine or consequence as assessed against him) so he asked if we could send out reminder letters or put the license expiration date on the tag. We noted that current staffing does not allow us to monitor license expiration dates and send out letters. We also explained that, depending on the licensing date, each animal has a different

expiration date so we cannot order the tags with a generic expiration date and since the tags are metal, we don't have the equipment to imprint an expiration date on them. After this conversation, staff started talking about the issues with getting people to license their pets every year and how we can better control this.

Issue(s):

- Lack of pet licensing within the city and getting people to register every year and not just once
- Monitoring expiration dates of licenses (not enough staff for this)
- Monitoring rabies vaccinations

Possible Change: The City could raise the licensing cost slightly and implement a one-time license for the life of the pet – this may encourage more residents to comply if they don't have to do it every year. The only issue with this is that we cannot ensure or monitor if a pet has been vaccinated with the rabies vaccine – but I'm not sure that is a city's responsibility.

## **7. Pushing snow into the city streets or upon neighboring property**

The city has an ordinance that does not allow residents to push snow or ice upon any sidewalk, public street or alley, or any place that would obstruct or interfere with the passage or vision of vehicles or pedestrian traffic. This doesn't address anything about pushing snow onto other property and unfortunately, we had a few complaints about this last year.

Issue(s):

- Complaints being generated from residents about snow being pushed onto their sidewalk or property by other residents

Possible Change: We could add to our ordinance wording that would state that property owners need to contain any snow and ice accumulation to their property or the adjacent boulevard. This would keep them from pushing snow onto their neighbors.

## **Other possible changes in the future:**

### **Traffic Violations:**

We have received approval from the county to start ticketing traffic violation under Hartford's municipal ordinance verses the state so we can gather a portion of the fines. I am waiting for Larry to return from Pierre to review our ordinance, but I believe we have the traffic ordinances in place and that we just need to update our ordinance to reflect that all fines for traffic violations or tickets issued by the Minnehaha Sheriff's Department will follow the state fine schedule.

### **Design Standards:**

Mitch, Craig and I are meeting on March 3<sup>rd</sup> to review the city's design standards. During this meeting we will discuss such issues as: grinding curb cuts, driveway approaches, street lift policy and policy for water and sewer lines and mains. We will also discuss some guidelines or limits for materials deposited into the city's wastewater system and requiring pre-treatment for businesses.