

City Council Meeting – Regular Meeting January 19, 2021

Mayor Jeremy Menning called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Arden Jones, Mark Brenneman, Travis Kuehl, Mark O’Hara and LaVonne Randall. Mark Monahan was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineer Mitch Mergen and approximately 2 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 Kuehl, second by O’Hara to approve the meeting minutes from January 5, 2021 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Jones to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Public Hearing – Zoning of NW ¼ S of RY Except H3 & Except Stockwell Tract 1 of 25-102-51 of Hartford Township:** On June 1, 2020, this parcel of land was annexed into city limits. One of the conditions of the annexation agreement between City and property owner was that the City will rezone the property from the county classification of Agricultural to the city classification of Heavy Industrial allowing for the current use of this property to continue. The Planning & Zoning Board has reviewed this application and is recommending approval to the City Council. A motion was made by Brenneman, second by Jones to approve the rezoning of the NW ¼ S of RY Except H3 & Except Stockwell Tract 1 of 25-102-51 of Hartford Township from county classification of Agriculture to city classification of Heavy Industrial – all voted yes, motion carried.
- **2nd Reading of Ordinance #698 – Amendment to Off-Street Parking Regulations:** This ordinance, which has been suggested by the Planning & Zoning Board, would change the zoning regulations on driveway widths. Currently, driveway widths can be no wider than 36 feet at the property line. With the suggested changes, the 36-foot width requirement would start on the street side of the sidewalk verses the property line. If there is no sidewalk, then it would be at the property line. A motion was made by Jones, second by Randall to approve 2nd reading of Ordinance #698 amending off-street parking regulations – all voted yes, motion carried.
- **Policy 2021-1 Engineering for Capital Projects:** Our current contract for engineering services states that the city engineer would provide engineering services on all capital projects. This policy would allow the city to go through the RFQ selection process for engineering services on larger capital projects. As presented, this dollar figure is any project estimated to be greater than 9M. Discussion was held on the pros & cons of implementing such a policy. It was noted that by implementing this policy, it provides the city engineer assurances that they will be providing services on projects falling below this figure. It was the opinion of some that the city should be able to do the RFQ process on any capital project and not limit it to a certain dollar figure. A motion was made by Kuehl, second by Jones to table Policy 2021-1 – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** Fire Chief Matt Horn was present to give a department update to the council. Horn provided a recap of 2020. There was a total of 407 calls for the year, a 41% increase over last year. Of those calls, 165 were in Hartford city limits, which is a 29% increase over last year and those calls amounted to a total of 677 volunteer hours. New officers for 2021 are Matt Horn, Chief; Adam Erickson, 1st Asst Fire; Connor Vortherms, 1st Asst Rescue; Jason Crittenden, 2nd Asst Fire; Camille Crouch, 2nd Asst Rescue; John Hanssen, Secretary; James Buss, Treasurer; and Craig Wagner & Todd Lowe, At Large. Horn also reported that Jan had 43 total calls with 14 in city limits. An update was given on the various trainings held during the month of Jan as well.
- **Engineer Report:** Mitch Mergen’s report was provided to the council.
9th Street Improvements – The repairs to the portion of asphalt that was paved in wet conditions will be made in the spring
WWTF – Mergen presented an agreement for engineering services along with a proposed project schedule. The agreement, in the amount of \$424,900, would cover such items as land surveying, review and selection of facility type and design development of facility selected. This scope of work is estimated to be 30% of services needed to get to the point of bidding the project. Based on the schedule provided, this work would start Feb 2021 and be completed by the Oct 1, 2021 deadline to apply for state funding. With this schedule, the City would take advantage of the first round of state funding in 2022. The advantage to this is that grant monies are normally dispersed in the 1st round vs the 2nd round. Grant monies do not need to be paid back like loans. Another advantage to the timeline presented is that the project would be ready to bid in Dec 2022, which would be a competitive bid time as contractors are lining up work for the following construction season. A motion was made by Jones, second by O’Hara to approve the WWTF agreement for engineering services as presented. Further discussion was held on the schedule provided vs what was proposed at the time the RFQ was reviewed. Some felt

that a more aggressive timeline was presented with the RFQ and that factored into the City's selection of their firm. Mergen explained that after discussion with staff and the decision to try and take advantage of grant opportunities, it was decided to adjust the timeline to align with the first round of funding in 2022 rather than the second round in 2021, which pushed the project back approximately 9 months. Mergen indicated that a more accelerate timeline could be implemented if that is what is decided. The vote was taken with O'Hara, Jones & Randall voting yes to approve the agreement as presented and with Kuehl & Brenneman voting no – motion failed for lack of a majority vote of all city council members.

Force Account: An agreement for engineering services for the force account was presented. This agreement references Policy 2021-1 in regard to engineering on capital projects. This policy, which was discussed earlier in the meeting, was tabled. Action on this agreement will be put on hold until a decision is made on how the city wants to move forward with engineering service on capital projects.

- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.
Streets – Staff has serviced all summer equipment and the sweeper. Street sweeping is done until weather allows.
Water – Staff continues to change out meters as time allows. There are 250 on the new system now.
Sewer – Discharging is done and should be sitting good for spring. DMR reporting is not due again until late February.
Future WWTF: Wagner continues to research ideas for the new facility.
Staff Training: Wagner, Hagen & Brown finished their online pesticide classes this week. Staff safety training classes are being planned for every other Tues. In February, Brown will start to work on his water/sewer classes.
- **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 Dec 31st, a recap of bills submitted for payment and the calendar of events. Year end processing is nearly finished. Once complete, Wilber will begin gathering information for the audit, which is scheduled for Mar 3rd & 4th. Candidates can begin circulating nominating petitions for the Apr 13th municipal election on Jan 29th. All petitions must be filed with the City no later than 5pm on Feb 26th.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. The selection committee for the CEDD position met on Jan 11th to review ten applicants. Of the ten, six were selected to be interviewed. After contacting the applicants, one had taken another position and one had pulled their application. Interviews for the remaining four have been set up for Jan 19th and 20th doing 2 each day. Six applications have been received so far for the parttime office assistant position. The City will be accepting applications thru the 1st week of Feb. The franchise agreement the City has with Golden West will expire in April. Updates to the current agreement are being worked out and a final draft will be presented to the council for approval at a later date. The Planning and Zoning Board elected Tony Randall as Chairman and Brad Miles as Vice-Chairman for 2021.

NEW BUSINESS:

- **Review County Plat for Tract 1 of Melin's Addition:** This plat, which is outside of city limits, is coming before the Council for approval as a result of our joint platting jurisdiction with Minnehaha County. This plat, which is located in our growth area, is subject to the approval of both Planning & Zoning Board and City Council before it can be submitted to Minnehaha County for approval. The Planning & Zoning Board, along with City Engineers, have reviewed the plat and recommend approval by the Council. The City's regulations require that a pre-annexation agreement be signed, which has been done. A motion was made by Jones, second by Randall to approve the plat for Tract 1 of Melin's Addition – all voted yes, motion carried.
- **Discuss Transfer of Lots 1-8, Block 4 of Hartford City Proper to the HADF:** This past March the City purchased 8 lots located downtown at the SE corner of 1st & Main. The HADF is requesting the City transfer these lots to them so they can market to potential businesses. A motion was made by Randall, second by Jones to transfer Lots 1-8, Block 4 of Hartford City Proper to the HADF – all voted yes, motion carried.
- **Discussion of Quality of Life or Park Board:** In late 2019 Mayor Menning address the council about possibly implementing a park board. The thought is that this board would work with the community and other sporting associations/groups to come up with ideas/plans that would expand and grow the sports & rec programs in Hartford. This board would be the link between these groups/individuals and the city council, bringing ideas forward for consideration. There are two ways to set this up – by ordinance (board) or as a committee. A sample ordinance and sample committee by-laws were provided to the council. Both scenarios propose the Mayor appoint 5 people, each serving 3-year terms. Also appoint one council member and one staff member, who would serve 1-year terms, for a total of 7 members. There would be elected officers. The board/committee would meet once a month. The only difference is if set up by ordinance, the members cannot be paid. If set up as a committee, members could be paid. After further discussion, it was the consensus of the council to move forward with establishing a board via ordinance. Addressing more than just "park" items, the thought is that this board would encompass all "quality of life" type ideas for Hartford. Sidel will draft an ordinance and also reach out to Hartford Area Bike & Rec Trail and Hartford Area Sports & Rec groups so they can be part of the discussion as well.

CORRESPONDENCE: None

EXECUTIVE SESSION: A motion was made Brenneman, second by Kuehl to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2(3) for legal at 8:29pm – 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 Brenneman, second by O’Hara to exit executive session at 9:53pm – all voted yes, motion carried.

A motion was made by Jones, second by Brenneman to give city employees the following COLA and Merit raises: Paul Clarke - \$.69; Bryan Voth \$.49; Craig Wanger - \$1.58; Karen Wilber - \$1.43; Rhonda Kuchta - \$1.00; Neil Hanisch - \$1.15; Jesse O’Kane - \$1.03; Terry Hagen \$.88 plus an extra \$1.00 for market increase; Alan Brown - \$.91; and Teresa Sidel - \$1.57 – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Kuehl, second by O’Hara to adjourn at 9:56pm – 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