

City Council Meeting – Regular Meeting January 5, 2021

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

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by O’Hara to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:**
 - A motion was made by Kuehl, second by Randall to approve the meeting minutes from December 15, 2020 – all voted yes, motion carried.
 - A motion was made by Kuehl, second by Jones to approve the meeting minutes from December 21, 2020 – all voted yes, motion carried.

PUBLIC COMMENTS: Councilman Kuehl addressed the council regarding the possibility of combining the municipal election with the school election. The state designates three different dates that municipal elections can be held – one in April and two in June. City ordinance states that the City’s election will be held the first Tues in April each year. To combine with a June school election, the ordinance would need to be changed and therefore not allowing enough time to make the change this year due to publication deadlines. Sidel will present information at a future meeting about possibly changing the date for future elections.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Public Hearing – Renewal of City Garbage Licenses-Novak Sanitary Service, Cressman Sanitation, Inc., RBS Sanitation, Inc., Bolte’s Sunrise Sanitation, Inc.:** A motion was made by Brenneman, second by Kuehl, to approve the City Garbage License Renewals for 2021 – all voted yes, motion carried.
- **7:10 Public Hearing – 1st 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. At the Nov 4th meeting the council reviewed this ordinance and sent it back to the Planning & Zoning Board to address those properties that do not have the standard placement for sidewalks. After a second review by the Planning & Zoning Board, they unanimously recommended approval as there is only a limited number of properties that do not have standard placement for sidewalks. A motion was made by Kuehl, second by Brenneman to approve 1st reading of Ordinance #698 amending off-street parking regulations – all voted yes, motion carried.
- **2nd Reading of Ordinance #699 – Amendment to Zoning Definitions:** This ordinance would change the zoning regulations adding in-ground pools to the definition of “Structure” allowing the City to regulate setback and placement requirements. A motion was made by Jones, second by Randall to approve 2nd reading of Ordinance #699 amending zoning definitions – all voted yes, motion carried.

REPORTS:

- **Sheriff’s Department Report:** Deputy Kardas was present to provide his report for the month of December, which had 250 calls for service for the month. With the new year, Kardas’ goal for 2021 is to continue to build positive and strong relationships with community members.
- **Engineer Report:** Mitch Mergen’s report was provided to the council.
 - WWTF – Mergen extended a thank you to the council for selecting their firm to head up the WWTF project. Earlier this week engineers had a scoping meeting with the Mayor and city staff. An agreement for engineering services will be presented at the Jan 19th meeting.
 - 9th Street Improvements – Negotiations with the contractor are ongoing regarding the section of asphalt that was placed in wet conditions.
 - Ruud/Opal Lane Intersection Improvements – The final pay application is being reviewed and will be presented at a future meeting.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council.
 - Streets – Snow removal on the two recent snow events went well. Street sweeping is done for now. The crossing lights have been repaired and are up and running again. Christmas decorations have been taken down and stored.
 - Water – Staff continues to change out meters as time allows. There are 220 on the new system now.
 - Sewer – Discharging is done for now. Wagner will be working on the Jan DMR reporting.
 - Future WWTF: Wagner continues to research ideas for the new facility.
 - Staff Training: In the coming weeks, Wagner, Hagen & Brown will be taking their pesticide classes online. Wagner has also implementing safety training/classes for the staff.

- **Finance Officer Report:** City Finance Officer Wilber’s report was provided to the Council. Items included a summary of revenues received in Dec along with an overview of the city’s cash balances, revenues and expenses through Nov. The Jan calendar of events was also provided. State law required the governing board to set the municipal election date each year. A motion was made by Kuehl, second by Jones to set April 13, 2021 as the municipal election date – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the Council. Sidel provided an update on the City’s share of COVID Relief Funding. It may be possible that municipalities will see additional funding in 2021. With the passing of the second stimulus package by Congress, it appears each state will get additional relief funds. Once received by the state they will determine how to distribute it. There is a total of 14 applications for the CEDD position that will be reviewed by the hiring committee in the coming weeks. Sidel provided a recap on both building permits and sales tax for the year, which the City saw an increase when compared to 2019.

OLD BUSINESS:

- **Appointment to HADF Envision 2025 Advisory Board:** At the Dec 15th meeting, Councilman O’Hara expressed interest in sitting on this board. Since that meeting, O’Hara has confirmed that there would not be an issue since he sits on the HADF board as well. Mayor Menning recommends the appointment of Mark O’Hara to the HADF Envision 2025 Advisory Board for this year. Further discussion was held on pay for these types of board appointments. Currently, councilmembers are paid \$100 for each regular council meeting attended and \$75 for each special council meeting, committee meeting, conference, etc. attended. A motion was made by Brenneman, second for discussion by Monahan to approve the appointment of Mark O’Hara to the HADF Envision 2025 Advisory Board and to be paid \$70 per meeting. Further discussion was held on the frequency of the meetings. This board will meet quarterly. It is the opinion of Monahan that if this board meets quarterly, the meetings would most likely be longer than if they met monthly so he feels the pay should be at least the regular meeting pay rate. An amended motion was made by Brenneman, second by Kuehl to changing the pay of \$70 per meeting to the regular meeting pay rate at the time of the meeting – O’Hara abstained with all others voting yes, motion carried. The vote was then taken on the original motion as amended for the board appointment & pay – O’Hara abstained with all others voting yes, motion carried.

NEW BUSINESS:

- **Discuss Location of Jamboree Street Dance for 2021 Event:** Leah Johnson was present on behalf of the Jamboree Day Committee. The committee is in the planning stage of this year’s event. They are proposing moving the Saturday night street dance from downtown to the park. They feel this will present more of a family friendly vibe – similar to the Friday night entertainment in the park. Their next step would be to visit with park area residents about this idea. Before moving forward, they want to make sure the council would be onboard with this location change. It was the consensus of the council that this would be a good change and to move forward with their plans.
- **Review/Approve Job Description for Part-Time Office Assistant Position:** At budget time the council approved the hiring of a part-time office assistant. The job description for this position was presented. A motion was made by Brenneman, second by O’Hara to approve the job description as presented and to move forward with advertising for the position – all voted yes, motion carried.
- **Review/Approve City Attorney Agreement:** A city attorney agreement was presented. There have been no changes made to the agreement except for their mileage rate, which is based on the Federal standard mileage rate. As presented, the mileage rate still reflected the 2020 standard mileage rate \$.575. This would be revised to state “the current standard mileage rate”. A motion was made by Kuehl, second by Jones to approve the city attorney agreement, with the revision to the mileage rate – all voted yes, motion carried.

CORRESPONDENCE: None

Monahan left the meeting.

EXECUTIVE SESSION: A motion was made Kuehl, second by Brenneman to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 1-25-2(3) for legal at 7:58pm – 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 Randall to exit executive session at 9:14pm – all voted yes, motion carried. A motion was made by Brenneman, second by Kuehl to re-enter executive session at 9:15pm pursuant to SDCL 1-25-2(1) for personnel – all voted yes, motion carried. A motion was made by Jones, second by Kuehl to exit executive session at 9:17pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Kuehl, second by O'Hara to adjourn at 9:18pm – 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