

## **City Council Meeting – Regular Meeting January 7, 2020**

Council President Arden Jones called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Mark Monahan, Mark Brenneman, Travis Kuehl and Scott Nelson. Mayor Jeremy Menning and Brittany Glanzer were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Larry Nelson and City Engineer Mitch Mergen.

### **BUSINESS ITEMS:**

- **Approve Agenda:** A motion was made by Kuehl, second by Nelson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Brenneman, second by Kuehl to approve the meeting minutes from December 17, 2019 – all voted yes, motion carried. A motion was made by Nelson, second by Kuehl to approve the special meeting minutes from the December 23, 2019 – Brenneman abstained with all others voting yes, motion carried.

**PUBLIC COMMENTS:** None.

### **APPLICATIONS, HEARINGS, RESOLUTIONS AND ORDINANCES:**

- **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 Nelson, second by Monahan, to approve the City Garbage License Renewals for 2020 – all voted yes, motion carried.
- **2<sup>nd</sup> Reading of Ordinance #683 - Amend Zoning Regulation #627 Fence Regulations:** The Planning & Zoning Board has reviewed the City’s fence regulations. Current regulations do not adequately address what materials are/are not allowed for fences. Revisions have been made to address this. A motion was made Monahan, second by Nelson to approve 2<sup>nd</sup> reading of Ordinance #683 - Amend Zoning Regulation #627 Fence Regulation – 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 Dec there were 251 calls for service.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates:
  - Mickelson Road Improvements** – The project is now complete. A warranty inspection will be conducted later this year.
  - Wastewater Treatment Facility** – Discussion was held with engineers and legal counsel in executive session.
  - 9<sup>th</sup> Street Improvements** – Construction documents are now complete, and the project is ready to bid. A motion was made by Kuehl, second by Nelson to begin advertising the project for bid – Monahan voted no with all others voting yes, motion carried.
  - CIP Updates & Rate Study** – Mergen reviewed the updated Capital Improvement Plan with the Council. This is a 5-year plan that will help guide the City when having discussions about future projects and the funding of those projects. Engineers continue to work on the rate study. Once completed, that information will be presented to the council.
- **Public Works Report:** Public Works Superintendent Craig Wagner’s report was provided to the council.
  - Streets** – The 2020 slurry seal project information has been submitted. Snow removal after the last snow event went well. Work has been completed on the 2014 Ford, and it is now in service. Wagner will start looking for a dump truck. The contractor has finished cleaning out the drainage areas. Staff will spray these areas in the spring. Christmas lights have been taken down and stored away for the season.
  - Water** – New meters have been ordered and staff will be installing them throughout the winter. Quarterly reports have been done.
  - Sewer** – Water is being moved from Pond #2 to #3 in hopes of discharging. Permission will need to be obtained from the DENR prior to any discharging. Quarterly reports have been done. Future reporting will be done on a monthly basis.
  - Parks** – The frame for the new scoreboard in the park has been installed. Delivery of the scoreboard is scheduled for March.
  - Downtown** – Wagner continues to work with the sales rep on the issue with the new lights downtown.
- **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 provided. Per state law, the governing board must set the date of the

municipal election. A motion was made by Monahan, second by Brenneman to set April 14, 2020 as the date of the municipal election – all voted yes, motion carried.

- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. Staff will be meeting with City Engineers to review the City’s design standards. Any suggested changes will be brought to the council at a future meeting. The second public input meeting on joint jurisdiction is scheduled for Jan 28<sup>th</sup> at 120 Main Events - formerly the American Legion. Deputy Ryan continues to work on obtaining approval to issue traffic citations under city ordinance rather than state law. Being part of the LRTP team, Sidel continues to attend meetings. As part of this process, a public input meeting on the “Go Sioux Falls” plan will be held on Jan 14<sup>th</sup> 5-6pm at the Downtown Siouxland Library. To close out the City’s SRF loan, a final inspection of the Mickelson Rd project was done on Jan 7<sup>th</sup>.

#### **OLD BUSINESS:**

- **Discuss Park Recreation Department:** At the Nov 5<sup>th</sup> and Dec 3<sup>rd</sup> council meetings, Mayor Menning address the council about possibly implementing a park board. There was some discussion about how the board would be set up, membership, duties, etc. It was decided at that time to revisit this topic at the Jan 7<sup>th</sup> meeting. Troy Larson with the Hartford Area Bike & Rec Trails Committee was present to provide input. It is the opinion of their group that if this board was created to vet ideas of the committees/organization through and to then be presented to the council, that adding that extra layer of government approval would not be an ideal situation. Instead, his thought was that the different committees be dissolved, and members of those groups now become members of this board, working together on all aspects of park & rec in the Hartford Area. Matt Evans with Hartford Area Sports & Rec was also present. He concurred with Larson on his thoughts on the extra layer of government that would be created by adding this board. Evans would like some time to visit with the Mayor and council about their vision for this board. The HASR’s next meeting in Sunday evening and Councilmen Jones & Kuehl said they would be in attendance and they would also see if Mayor Menning could attend. It was the consensus of the group to keep the discussion going – to come up with a road map of where the City wants to go with a Park/Rec Dept and what approach needs to be taken to get there.
- **Discussion of Community Engagement Meeting:** Mayor Menning, Sidel and Fonkert have been meeting to put plans in place for the community engagement meeting. The meeting, with a proposed location of WC school, will be an open house format having different stations on various subject matter. Community members could come and go and visit the stations that interest them or that they may have questions about. Some of the proposed subject matter includes taxes, quality of life, short- and long-term goals of the City, infrastructure/WWTF, economic development, public safety and platting/zoning info. It was the consensus of the council to set the date as Feb 24<sup>th</sup> with Feb 26<sup>th</sup> as the backup date, depending on the availability of the school.
- **Discussion of Lots 2-8, Block 4 of Hartford City Proper:** Per Council motion on Dec 23, 2019, the City made an offer to purchase Lots 2-8, Block 4 of Hartford City Proper for \$75,000 contingent that the lots have a clear title and pass an environmental assessment. This offer was rejected. HADF Director Fonkert indicated that the sellers are firm on their price of \$95,000. A motion was made by Brenneman, second by Kuehl to increase the City’s offer to \$95,000 with the same contingencies as previously stated – Monahan voted no with all others voting yes, motion carried.
- **Funding for Project Blackbird:** Discussion was held with engineers and legal counsel in executive session.

#### **NEW BUSINESS:**

- **Review/Approve County Plat for Lot 4A & 8A, Block 2 of Brower 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. These lots are located in our growth area and are therefore 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 with the landowner before final approval is given on any plat within the City’s unincorporated jurisdiction. A motion was made by Kuehl, second by Brenneman to approve the plat for Lot 4A & 8A, Block 2 of Brower Addition contingent on receiving an executed pre-annexation agreement with the landowner – all voted yes, motion carried.
- **Allocation of Hartford Area Development Foundation 2020 Appropriation:** A motion was made by Nelson, second by Brenneman to approve payment of \$46,000 to the HADF for their 2020 appropriation – all voted yes, motion carried.
- **Allocation of Hartford Area Chamber of Commerce 2020 Appropriation:** A motion was made by Nelson, second by Brenneman to approve payment of \$32,000 to the HACC for their 2020 appropriation – all voted yes, motion carried.

**CORRESPONDENCE:** None.

**EXECUTIVE SESSION:** A motion was made Kuehl, 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 8:13pm – 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 Brenneman, second by Kuehl to exit executive session at 9:22pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Monahan, second by Brenneman to adjourn at 9:23pm – 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