

City Council Meeting – Regular Meeting October 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, LaVonne Randall, Mark O’Hara, and Travis Kuehl. Mark Monahan arrived at 7:03pm. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, City Attorney Tom Frieberg, City Engineers David Doxtad & Michael Redenbaugh and 16 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Randall to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jones, second by Kuehl to approve the special meeting minutes from Oct 4, 2021, and the regular meeting minutes from Oct 5, 2021 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Brenneman, second by O’Hara to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **2nd Reading of Ordinance #718 – Fines & Fees:** It has been several years since the City’s fines/fee schedule has been review. The Council reviewed the schedule at their last two meetings and several changes were discussed. Ordinance #718 incorporates all changes. Discussion was held on the changes made to pool admission fees. A report recapping the last five years revenue and expenses for the pool was provided. The pool operates at a deficit each year. Increasing pool rates will not change this but it will help offset some of the costs, one being higher wages to attract qualified staff. A motion was made by Kuehl, second by Brenneman to approve 2nd reading of Ordinance #718 Fines & Fees – Jones & Randall voted no with all others voting yes, motion carried.
- **1st Reading of Ordinance #719 – Franchise Agreement Between City of Hartford and Midcontinent Communications:** Midco is requesting authorization to bring fiber internet and tv services to Hartford. Andrew Curley, along with three others representing Midco, addressed the council. They provided a history of Midco, their mission, goals, and community involvement along with an overview of how the construction and install process would flow. Ordinance #719 is the 3-year franchise agreement between Midco and the City. This agreement has been reviewed by attorney’s for both parties. A motion was made by Monahan, second by Jones to approve 1st reading of Ordinance #719 Franchise Agreement Between City of Hartford and Midcontinent Communications – all voted yes, motion carried.
- **Resolution 2021-10 Special Assessment Roll for 2021:** Earlier this year the City was given approval to abate a junk nuisance at 200 N Main Ave. Resolution 2021-10 will record the special assessment for the cost of the abatement with the County. A motion was made by Brenneman, second by Randal to approve Resolution 2021-10 Special Assessment for 2021 – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** Camille Crouch, 2nd Assistant Rescue with the HAFR, was present to give a department update to the council. There was a total of 30 calls in Sept with 9 in city limits. An update on the various trainings held during the month of Oct was also provided. Various events were held for fire prevention week, which was Oct 4th thru 8th. The dept will be handing out glow sticks on Halloween.
- **Chamber & Economic Development Director Report:** Amy Farr’s report was provided. Chamber activities: continues work with various committees; making plans for the annual banquet to be held on Mar 4, 2022; had a great turnout at the Hartford Coffee Break event held on Oct 14th; the e-newsletter is sent weekly on Thursdays while the mailed newsletter is sent twice a year with the next one being mailed in Oct; the Truck or Treat event will be held Oct 30th at the WCHS parking lot. HADF activities: continues to meet with landowners and respond to RFI’s; the next Envision2025 board meeting will be Nov 10th; planning tours for HADF Board of Directors; continues work with ISG and task force on community development plan with open house scheduled for Oct 20th at WCHS; annual meeting schedule for Nov 9th at CVGC; attended SMGA bus tour of Minnehaha County.
- **Engineer Report:** David Doxtad reported the following:
 - Continues to make updates to the CIP to further clarify proposed projects.
 - Work on the sewer rate study is ongoing. Updates will be made as decisions are made on the WWTF.
 - Development work is ongoing: Western Meadows, Knapp’s Landing & Turtle Creek Highlands.
 - Survey work continues on the 6th St/Mundt Ave project.
 - Discussions continue with surrounding communities in regard to the future WWTF and regionalization. Doxtad gave a recap of a recent meeting with officials from both the City of Hartford and the City of Sioux

Falls to consider the option of pumping Hartford's wastewater to be treated by Sioux Falls rather than building its own facility. Cost estimates were provided.

- Work continues on the community development plan with an open house is scheduled for Oct 20th.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided.
 - Streets – All asphalt patching is done. Gravel roads will be monitored for a 2nd application of mag. Street sweeping continues. A list of boulevard trees needing trimming is being compiled. Once complete, letters will be sent to property owners. The speed trailer is currently on Mickelson Rd. At the 2022 budget meeting, funds were budgeted for a 2-way plow and field groomer. With the current supply issues we face these days, Wagner would like to start looking for these items with the hope that we would have by early 2022. It is the consensus of the Council that Wagner proceed with looking for these items.
 - Water – Meter change outs continue. The new sites chosen for bacteria sampling have been approved by DANR. DANR did a water inspection last week. A report will be provided in the coming weeks.
 - Sewer – The startup of the Mickelson lift station generator is now complete. It is ready to go if needed. All reporting is done at this time.
 - Sports Complex – The bid opening of the ag-lime and fencing for two fields was done Oct 15th. The results will be discussed at tonight's meeting.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included cash balances, sales tax revenue and committee fund balances as of Sept 30th, a recap of bills submitted for payment and the calendar of events. The attendance report for council payroll was provided for review.
- **City Administrator Report:** City Administrator Sidel's report was provided. The City awaits the notice to proceed on both the bike/rec trail grant and FEMA storm shelter grant. Once these notices are received, work can begin. Stockwell Engineers will be finalizing the plans for the Western Ave Industrial Sewer project by the end of the month allowing the City time to bid this project yet this fall. The 2021 supplemental budget appropriation ordinance will be coming before the Council in Nov. Sidel is awaiting quotes from insurance companies. Ward 1 sidewalk inspections have been done and letters will be sent out this week. Twenty-five applicants have applied for the Building Inspector/Code Enforcer position that will be shared with the City of Lennox. Sidel and Lennox City Administrator VanderPlaats have reviewed the applications and chosen 8 applicants to move forward with interviewing. It is the consensus of the Council that Sidel and VanderPlaats conduct the initial interviews, narrowing the section down to 2 or 3 to bring back to the Council.

OLD BUSINESS:

- **Review/Approve Application Form for Cannabis Establishment:** A revised Application for Cannabis License was provided. Since this application is going to be used for all types of establishments, this revision includes a section to indicate the type of establishment. This application, along with a business plan and the 10k fee, would need to be submitted to the City, which would then be presented to the Council for final approval. All licenses will be renewed on an annual basis. A motion was made by Monahan, second by Kuehl to approve the Application for Cannabis License as presented – Jones voted no with all others voting yes, motion carried.

NEW BUSINESS:

- **Review/Approve County Plat for Tract 4R of Hanisch 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 Monahan to approve the plat for Tract 4R of Hanisch Addition – all voted yes, motion carried.
- **Review/Approve Surplus List:** Staff is requesting to surplus the following items:
 - Swing set from Main Park. To be scrapped.
 - Climber/Playset from Turtle Creek Park. To be scrapped.
 - Broken Cash Register from Swimming Pool. To be scrapped.
 - Two Bikes found on City Property that remain unclaimed. To be scrapped or donated.
 - 11 Foldable Picnic Tables – To be donated to HACC.

A motion was made by Jones, second by Randall to approve the surplus list as presented – all voted yes, motion carried

- **Discuss American Rescue Plan Act (ARPA) Funding:** The City has been approved to receive just over 570k in ARPA funds. A list of possible items the City could utilize those funds on was provided at a previous meeting. Since that meeting, Sidel has been part of several discussion groups about ARPA funding. Since these are Federal dollars, the State will not give any guidance on what these funds can or cannot be used for. All auditing of spending will be done after the fact so any purchase that does not qualify would have to be paid back and the City would then lose access to those funds. The State has indicated that any water/sewer infrastructure project would qualify. Since the

City does have several water/sewer infrastructure projects coming up - the WWTF, the Western Ave Industrial Sewer and the 6th St/Mundt Ave projects - Sidel strongly recommends using these funds towards one of those. Discussion was held but no decision was made at this time. The deadline to commit the ARPA funds to a project is Dec 31, 2024 and the deadline to finish the project is Dec 31, 2026.

- **Review/Approve Liquor License Proposal:** The City had one on-sale liquor license available at this time. In an effort to sell this license to the entity that would be the best fit for the City the City has done a Request for Proposal from interested parties. The deadline to file the RFP was Oct 12th. One RFP has been received from Anthony Blaine & Kristin Friese. As indicated in the RFP, they have plans of building and event hall/barn to host weddings, corporate events, rehearsal dinners, holiday parties, and any other type of gathering. Their goal is to be operational no later than the summer/fall of 2023. They have submitted a bid amount of 10k. A motion was made by Randall, second by Jones to approve the Liquor License RFP submitted by Anthony Blain & Kristin Friese pending the approval of the SD Alcoholic Beverage License Application by the State of SD – all voted yes, motion carried.
- **Review/Approve Bids for Swenson Sports Complex:** At the Sept 21st meeting the Council approved the bid specifications/letting for ag-lime and fencing for two fields at the Swenson Sports Complex. On Oct 15th those bids were opened and are now being presented to the Council. One bid was received for the ag-lime – Bryan Rock submitted a bid of \$54/ton. One bid was received for the fencing – American Fence submitted a bid of \$170,068.40. Discussion was held on the timeframes of both projects, spot checking the weight of the ag-lime, storage of the ag-lime, and the type of fields to do – baseball or multipurpose. Input was received from BJ Olson and Mark Winter. It was the consensus of the council to proceed with one baseball field with a grass infield and one multiuse field. Wagner also indicated that American Fence bid based on quantities. Therefore, if the scope should change, the total price would be adjusting accordingly. A motion was made by Jones, second by O’Hara to approve the ag-lime bid from Bryan Rock at \$54/ton – all voted yes, motion carried. A motion was made by Kuehl, second by Randall to approve the fencing bid from American Fence in the amount of \$170,068.40 – all voted yes, motion carried.
- **Discuss Extension of Farm Lease for Tract 1 & 2 of Hartford Hills Addition:** The current farm lease on City owned land – Tract 1 & 2 of Hartford Hills Addition – is due to expire on Feb 29, 2022. The current lessee is interested in extending this lease for another year. Engineers have confirmed that there will not be any construction at this site until 2023 and City Attorney Frieberg has indicated that an extension of this lease is allowable provided a public hearing is held and a resolution of intent to lease public property is passed. It is the consensus of the Council to proceed with a one-year lease extension.

CORRESPONDENCE: None

ADJOURNMENT: A motion was made by Monahan, second by Jones to adjourn at 8:42pm – 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