

City Council Meeting – Regular Meeting October 5, 2021

Mayor Jeremy Menning called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Mark Monahan, Arden Jones, Mark Brennehan, LaVonne Randal, Mark O'Hara, and Travis Kuehl. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Chamber & Economic Development Director Amy Farr, City Engineer Michael Redenbaugh, and six 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 O'Hara to approve the meeting minutes from September 21, 2021 – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit Amendment for DHI Wine Walk:** Rickie Kunzweiler was present on behalf of Downtown Hartford, Inc. At the Sept 7th meeting the Council had approved a special event permit for DHI's annual wine walk to be held Oct 9th. When the application was submitted, DHI did not include that they wanted to have a firepit at the event. Kunzweiler confirmed that their event insurance does cover a firepit. A motion was made by Jones, second by Randall to approve the amendment to the special event permit allowing the use of a firepit at DHI's annual wine walk event – all voted yes, motion carried.
- **7:05 Hearing for Assessment Roll – Resolution 2020-14A 9th Street Project Street/Sidewalk Assessment:** On Dec 1, 2020 the Council passed the assessment roll for the 9th Street project street/sidewalk assessments. The property owners were given until Oct 1, 2021 to make payments, interest free, to the City. After this date, any unpaid balance is to be turned over to Minnehaha County to collect with their property taxes over 10 years at a rate of 10%. Resolution #2020-14A includes only those properties with an unpaid balance. A motion was made by Monahan, second by Randall to approve Resolution 2020-14A 9th Street Project Street/Sidewalk Assessment – all voted yes, motion carried.
- **2nd Reading of Ordinance #717 – Surcharge on Sewer/Water Accounts:** With the conversion of our water meters from radio read to cellular read, the City will incur a reading fee of approximately \$1 per month per meter. This will amount to approximately 14k a year and will only increase as new homes and businesses are built and new meters are installed. One way for the City to recoup these costs would be to add a surcharge on each customer's monthly water bill. Ordinance #717 would amend Chapter 8.04 Sewer & Water Rates by adding Section B which states a surcharge will be placed to each meter account bill that is equal to the amount charged to the City as a meter reading fee. A motion was made by Brennehan, second by O'Hara to approve 2nd reading of Ordinance #717 Surcharge on Sewer/Water Accounts as presented – all voted yes, motion carried.
- **1st Reading of Ordinance #718 – Fines & Fees:** It has been several years since the City's fines/fee schedule has been reviewed. The Council reviewed the schedule at their last meeting and several changes were discussed. Ordinance #718 incorporates those changes. A motion was made by Jones, second by Monahan to approve 1st reading of Ordinance #718 Fines & Fees. Further discussion was held on the rates for pool passes. Currently, the City charges \$30 for a single pass, \$60 for a family, \$2 for a daily pass age 5 to 17, and \$3 daily pass for ages 18 and older. The proposed schedule would increase these amounts to \$80 for a single and \$125 for a family, \$3 daily age 5 to 17, and \$5 daily for 18 and older. Rates of other area pools were reviewed. Sidel introduced the concept of eliminating the family pass altogether, requiring every individual to get a single pass. This would eliminate a lot of the confusion on who can and can't be included on a family pass. It was also discussed that there just be one daily admission rate. Jones amended his original motion, second by Monahan to approve 1st reading of Ordinance #718 with the following changes: single pool pass set at \$40, eliminate the family pool pass, and to set the daily admission rate at \$3 for ages 5 and older – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was present to update the council on activities address by the sheriff's department during Sept. There were 235 calls for service for the month. Kardas also provided dates of upcoming community policing events.
- **Chamber & Economic Development Report:** Amy Farr was present to provide her report. Chamber activities: working with committees on upcoming events, preparing for annual banquet to be held Mar 4, 2022, continues to update website and post to social media. HADF activities: continues discussions with landowners, continued efforts on RFI's, Envision2025 invoicing & retention efforts, continues to work with ISG on community

development plan including planning for community open house to be held on Oct 20th at WCHS, and planned/held a retreat for HADF board members on Sept 29th.

- **Engineer Report:** David Doxtad reported the following:
 - Continues to make updates to the CIP to further clarify necessary actions for each proposed project.
 - Work on the sewer rate study will continue now that some decisions have been made on the WWTF.
 - A spring bid date is being planned for the water tower painting project.
 - Preliminary designs will be started next year for the City's project to reconstruction Western from the interchange to Mickelson Rd.
 - Development work is ongoing: Western Meadows, Knapp's Landing & Turtle Creek Highlands.
 - Survey work is scheduled to be done in the coming weeks on the 6th/Mundt St project.
 - Discussions with surrounding communities continue in regard to the future WWTF and regionalization.
 - Work continues on the community development plan. In an effort to get input from community members, an open house is scheduled for Oct 20th from 7-8:30 at WCHS gym.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided.

Streets – Asphalt patching work continues. Gravel roads will be monitored for a 2nd application of mag. Staff installed a new fuel tank on one of the 2007 Sterling trucks. Weekly street sweeping continues. The speed trailer is currently on Mickelson Rd.

Water – Meter change continue. With the City's increase in population, DANR sent notification that we will need to increase our lead and copper testing in 2023. In addition, bacteria sampling will increase, and more sites will have to be added.

Sewer – The Sept DMR reporting is done. The startup of the Mickelson Rd lift station generator is scheduled for Oct 15th.

Sports Complex – The fields have been fertilized. Staff will be working on repairs needed due to storm damage to a dugout and a soccer goal.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the Council. Items included a summary of revenues received in Sept along with an overview of the city's cash balances, revenues and expenses through Aug. The Oct calendar of events was also provided. Wilber has sent the 2022 budget appropriation ordinance to the County so they will know the taxes to levy in 2022.
- **City Administrator Report:** City Administrator Sidel's report was provided. An update was provided on grants applied for: Bike/Rec Trail – the City was successful with this grant with work to start once the agreement from the State is received; Dog Park – the City was unsuccessful with the LWCF grant applied for; Storm Shelter – the City was successful with this grant with the agreement being reviewed at tonight's meeting. The City continues to take applications for the Building Inspector/Code Enforcer position. Upcoming agenda items include discussion on ARPA funding and the supplemental appropriation for the 2021 budget. Insurance quote haven't come back yet. Once they do, this information will be provided to the Council. The City has not received any liquor license RFPs. The deadline is Oct 12th. We are currently advertising for ag-lime and fencing bids at the Sports Complex. Bid opening is set for Oct 15th.

OLD BUSINESS:

- **Review/Approve Application Form for Cannabis Establishment:** An Application for Cannabis License was reviewed. 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 would have to be renewed on an annual basis. A motion was made by Randall, second by Monahan to approve the Application for Cannabis License as presented. Further discussion was held on the four different type of cannabis establishment. Since this application is going to be used for all types of establishments, there needs to be a section added to the application to note the type of establishment. Vote was taken on the original motion – all voted no, motion failed. Sidel will incorporate the changes discussed and the application will be presented at the next meeting.

NEW BUSINESS:

- **Review/Approve 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 Monahan, second by Jones to approve the plat for Tract 1 of Melin's Addition – all voted yes, motion carried.
- **Review/Approve Job Description for PT Snow Removal Help & Approve Advertising:** The current job description for the part-time snow removal position was provided to the Council for their review. A motion was made by Monahan, second by Brenneman to approve the job description and advertising for the part-time snow removal position – all voted yes, motion carried.

- **Review/Approve FEMA Grant Award for Swenson Park Safe Room Project:** The City has been awarded a FEMA grant to construct a storm shelter/restroom/concession building at Swenson Sports Complex. In order to accept the grant and proceed with the project the Sub-Recipient Agreement needs to be approved. A motion was made by Monahan, second by Brenneman to approve the Sub-Recipient Agreement for the FEMA grant – all voted yes, motion carried.
- **Review/Discuss Redistricting Proposal for Voting Wards:** The new census has been done and Hartford has had a growth rate of 34%. With this growth, the population distribution for the City’s three voting wards has shifted. In order to distribute the population of the wards more equitably, SECOG has drafted three possible alternative ward maps. The maps were reviewed, and changes were suggested to alternative #2. Sidel will have SECOG make a 4th alternative taking these changes into account. In an effort to have the community’s input, the City will include the redistricting proposals in the Nov newsletter. This topic will be discussed by the Council again at the Nov 16th meeting.
- **Discuss Donating Picnic Tables to HACC:** The City currently has 11 picnic tables available for the public to rent for a minimal fee. With the limited revenue these rentals produce and the amount of time it involves from City staff, it has been suggested that the City donate these table to the HACC for their use. Since the majority of the rental of these tables are done by Chamber members, this would be a logical alternative. A motion was made by Monahan, second by Brenneman to approve the donation of the 11 picnic tables to the HACC – all voted yes, motion carried.

CORRESPONDENCE: Mayor Menning informed the Council that he is holding an informational meeting at the Brewery on Oct 27th for five individuals interested in sitting on the newly created Park & Recreation Board. If the Council should have any more suggestions for these positions, to let him know.

EXECUTIVE SESSION: A motion was made Monahan, second by O’Hara to enter executive session pursuant to SDCL 1-25-2(1) for personnel at 8:10pm – 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 Jones to exit executive session at 8:14pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by O’Hara, second by Randall to adjourn at 8:15pm – 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