

City Council Meeting – Regular Meeting November 16, 2021

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 and Mark O’Hara. Lavonne Randall was present via teleconference. Mayor Jeremy Menning, Mark Brennehan and Travis Kuehl were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, City Engineers David Doxtad & Michael Redenbaugh and approximately 9 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Monahan, second by O’Hara to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Monahan, second by O’Hara to approve the regular meeting minutes from Nov 2, 2021 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Monahan, 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:

- **Special Event Application – Hartford Hometown Christmas:** Lisa Hellvig, on behalf of Hartford Hometown Christmas, submitted a special event application for the Hartford Hometown Christmas event to be held Dec 5th. Activities will be similar to previous years – parade, vendor show, fireworks, firepit, etc. The following road closures are being requested for the parade: Main Ave - 2nd St to Menth St at 11am; Main Ave - Hwy 38 to South St at 4pm; South St – Main Ave to Western Ave at 4pm. All road closures to re-open at the conclusion of the parade – approx. 6:30pm. Also requesting use of the city shop for parade coordination and the use of city staff during the event. A motion was made by Monahan, second by O’Hara to approve the Hartford Hometown Christmas special event permit and to allow the use of city staff & facilities during the event – all voted yes, motion carried.
- **7:05 Public Hearing – Liquor License Renewals:** A motion was made by Monahan, second by Randall, to approve all liquor licenses as presented – all voted yes, motion carried.
- **7:10 Public Hearing & 1st Reading of Ordinance #720 to Rezone Lot 10 S of Hwy 38 (Ex Sunnyside Estate) of Smith & Grover’s Addition & the E 80’ of Lot 7, Block 1 of Sunnyside Estate Addition from Residential to Community Commercial:** Heart-Fjord Investments and Mash Properties, LLC have submitted the application for zoning change. Mash Properties, LLC is in the process of purchasing this land and intends to open an ice cream shop. The Planning & Zoning board reviewed this rezone request at their last meeting and is recommending approval to the City Council. A motion was made by Monahan, seconded by Randall to approve 1st Reading of Ordinance #720 to rezone Lot 10 S of Hwy 38 (Ex Sunnyside Estate) of Smith & Grover’s Addition & the E 80’ of Lot 7, Block 1 of Sunnyside Estate Addition from Residential to Community Commercial – all voted yes, motion carried.
- **Resolution 2021-11 Intent to Lease Real Property:** 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. Resolution 2021-11 would extend the current lease, with the same lease terms and conditions, for another year. A motion was made by Monahan, second by O’Hara to approve Resolution 2021-11 Intent to Lease Real Property – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** Fire Chief Matt Horn was present to give a department update to the council. There was a total of 22 calls in Oct with 10 in city limits. Horn also provided an update on the various trainings held during the month of Oct. As in years past, the department handed out glow sticks for Halloween.
- **Chamber & Economic Development Director Report:** Amy Farr’s report was provided. Chamber activities: continues to plan/schedule events & meetings and post to social media; e-newsletter is being sent out weekly; fall newsletter to be mailed this week; held annual meeting on Nov 8th. HADF activities: continues to meet with landowners and respond to RFI’s; Envision2025 held their board meeting Nov 10th; held annual meeting on Nov 9th; continues work with ISG on community development planning.
- **Engineer Report:** David Doxtad reported the following:
 - Development work is ongoing: Western Meadows, Knapp’s Landing & Turtle Creek Highlands.
 - ◆ Western Meadows Phase 4 improvements, including roadway, utility, and sitework, are now complete and all punch list items have been addressed. Resolution 2021-13 to accept the street & utility improvements was presented. A motion was made by Monahan, second by O’Hara to approve Resolution 2021-13 accepting street & utility improvements for Phase 4 of Western Meadows Addition per the recommendation of city engineers – all voted yes, motion carried.
 - Work has begun on construction documents for the 6th St/Mundt Ave project.

- Work continues on the facility plan for the WWTF. The deadline to file this plan with DANR is Jan 1, 2022.
- Work continues on the community development plan with future input meetings being planned.

Gary Meyer, who resides south of Hartford in Minnehaha County, addressed City engineers and the Council regarding the proposed location of the WWTF. Discussion was held regarding road access to the location.

- **Public Works Report:** Public Works Superintendent Wagner's report was provided.
 - Streets – Blading of gravel roads continues as needed. Staff will be doing a few more concrete repairs yet this fall. Wagner will start compiling information for next year's slurry seal project. Staff is prepping equipment for the upcoming snow removal season. Street sweeping will continue until the weather turns. The speed trailer is currently on Mickelson Rd. but will be move to Hwy 38 next week. The 2-way plow has been ordered for delivery in Jan 2022.
 - Water – Meter change outs continue with approx. 370 more to do. The next quarterly report is due Jan 2022. DANR did a water inspection in Oct. We are awaiting that report.
 - Sewer – All reporting is done until Dec.
 - Sports Complex – Delivery of ag-lime for the two new ball fields continues.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included cash balances, sales tax revenue and committee fund balances as of Oct 31st, a recap of bills submitted for payment and the calendar of events.
- **City Administrator Report:** City Administrator Sidel's report was provided. The City awaits the agreement from the State on the bike trail grant. Sidel has asked ISG to put together a proposal for council review for engineering services on the storm shelter project. FEMA has given its approval of the Mickelson Road project. Once notices are sent to affected property owners, the project will be completed. Warranty inspections have been completed on both the 9th Street & Ruud/Opal Ln projects. Punch list items were sent to the contractor on Sept 30th. A two-year warranty inspection will be conducted on the utilities next year. Upcoming agenda items: supplemental appropriation for 2021, possibly changing the City's election date, discussion with engineers on construction management of the WWTF. The City has received its first cannabis application. This will come before the council for approval at a later date. The final inspection on the Mickelson lift station generator was good. We can now submit our invoices to FEMA for reimbursement. One parttime snow removal position has been hired. The city continues to take application for this position. Four candidates were interviewed for the Building Inspector/Code Enforcer position. Sidel will discuss further with the Council in Executive Session. Discussion was held on possibly purchasing a second staff vehicle to be used by this new position. It was the consensus of the Council that the position be hired before we move forward with the purchase of an additional vehicle.

OLD BUSINESS:

- **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. At the Oct 5th meeting the Council reviewed these maps and changes were suggested. Sidel had SECOG make a 4th alternative taking these changes into account. In an effort to have the community's input, the redistricting proposals were put on the City's website and information was provided in the Nov newsletter. No public comments were received. An ordinance change would be required to make any adjustments to the voting wards. A motion was made by Monahan, second by Randall to proceed with drafting an ordinance to set the voting wards as illustrated in Alternative #4 – all voted yes, motion carried.

NEW BUSINESS:

- **Approval to Bid Western Avenue Sewer Project:** Stockwell Engineers have completed the plans for the Western Ave sewer project. The plans have been reviewed by both City staff and DANR. The project is estimated at 1.35M. Staff is recommending bidding this project sooner rather than later as it is anticipated that piping material prices may rise and the construction easements that the City secured are only good for 2 years. A motion was made by Monahan, second by O'Hare to advertise the Western Avenue Serwer Project for bid – all voted yes, motion carried.
- **Request to Release 2021 Budget Funds for Hartford Area Fire & Rescue, Hartford Senior Center and Humboldt Ambulance:** A motion was made by Monahan, second by O'Hara to table this agenda item until the next meeting – all voted yes, motion carried.
- **Approve Lease Agreement for Billboard #2 (west face):** Dave Larson, with Dave & Co. Real Estate Team, has signed the City's standard 3-year lease agreement to lease the west face of billboard #2 effective Jan 1, 2022. This billboard is currently empty. A motion was made by Monahan, second by Randall to approve the 3-year lease agreement with Dave & Co. Real Estate Team for the west face of billboard #2 – all voted yes, motion carried.
- **Review Insurance Quotes:** A motion was made by Monahan, second by O'Hara to table this item – all voted yes, motion carried.
- **Mayoral Appointments to Park & Recreation Board:** A motion was made by Monahan, second by Randall to table this item – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made Monahan, second by O'Hara to enter executive session pursuant to SDCL 1-25-2(1) for personnel and SDCL 9-34-19 for economic development at 7:46pm – 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 Monahan, second by O'Hara to exit executive session at 8:16pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by O'Hara, second by Monahan to adjourn at 8:17pm – 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