

## City Council Meeting – Regular Meeting February 16, 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 Brenneman, Travis Kuehl, Mark O’Hara and LaVonne Randall. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, City Engineer Mitch Mergen, City Attorney Tom Frieberg and 4 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 Randall to approve the meeting minutes from February 2, 2021 – Monahan abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Monahan, second by Brenneman to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

### ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Downtown Hartford Market 2021 Special Event Application:** Callie Tuschen, on behalf of Downtown Hartford, Inc., has submitted a special event permit application to hold a farmer’s market and artisan vendor event from 5-8:30pm on the first Thurs of each month running June 3<sup>rd</sup> through Sept 2<sup>nd</sup> and also Thurs Sept 30<sup>th</sup>. They are requesting the closures of Main Ave from Modish to South Bar and 1<sup>st</sup> St from the intersection of 1<sup>st</sup> St & Main Ave to the alley east of Main Ave from 4-9pm on these days to allow the event to be held on the street and to allow for the use of alcohol during the event. A motion was made by Brenneman, second by Jones to approve the special event permit for the Hartford Downtown Market – all voted yes, motion carried
- **2<sup>nd</sup> Reading of Ordinance #703 – Establishment of Park & Recreation Board:** This ordinance would establish a 7-member park board consisting of 5 voting members from the public, 1 non-voting member from the council and 1 non-voting member from city staff. City Attorney Frieberg provided further guidance on the establishment of a park & rec board vs. an advisory committee. Per SD codified law, the implementation of a park & rec board moves certain authorities, such as operations and spending for the City’s park/rec system, from the council to this board. Whereas an advisory committee simply advises the council on park/rec related issues, leaving the decision making to the council. Further discussion was held on the pro/cons of each. A motion was made by Kuehl, second by Jones to table this item until the next meeting – Monahan voted no with all others voting yes, motion carried.
- **1<sup>st</sup> Reading of Ordinance #704 – Cable Television:** The City’s cable franchise agreement with GoldenWest expires on May 31, 2021. Ordinance #704 will need to be passed to continue this service. This agreement has been reviewed by both the City Attorney and GoldenWest with minor changes being made. The new agreement is for 10 years and is non-exclusive, meaning another company could provided these services to Hartford as well. A motion was made by Monahan, second by Brenneman to approve 1<sup>st</sup> reading of Ordinance #704 Cable Television – 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 29 calls in Jan with 12 in city limits. An update was given on the various trainings held during the month of Feb as well.
- **Engineer Report:** Jon Brown & Mitch Mergen were present. The engineering report was provided to the council.  
**WWTF** – The agreement for this project is currently being reviewed by the City Attorney. It will be presented to the council at a future meeting.  
**Force Account:** The agreement for the force account is currently being reviewed by the City Attorney. It will be presented to the council at a future meeting.  
**Regional WWT Study:** At the Feb 2<sup>nd</sup> meeting the council had asked for the engineers to bring back information on doing a study on the concept of a regional waste water treatment system. An agreement was presented. Further discussion was held on the pros/cons of a regional waste water system vs building a system for Hartford that has the capability of expanding to add other users. No action was taken at this time.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council.  
**Streets** – Staff continues to plow streets as needed with minor snow/wind events. The sweeper is ready to go when weather allows. The slurry seal bid date is Feb 25<sup>th</sup>. Wagner received 4 hand held radios from HAFR that they no longer use. They will be programed to our frequency and be available to summer staff or for use in equipment without radios.  
**Water** – Staff continues to change out meters as time allows. There are over 360 on the new system now.  
**Sewer** – January DMR is complete. Wagner is putting together specs for the new generator for the Mickelson Rd lift station with plans to advertise for bid in the coming weeks.  
**Public Buildings** – Work continues this week at City Hall on the reorganization of offices and new carpet install.

- **Finance Officer Report:** City Finance Officer Wilber’s report was provided to the council. Items included cash balances, sales tax revenue and committee fund balances as of Jan 31<sup>st</sup>, a recap of bills submitted for payment and the calendar of events. Nominating petitions for the Apr 13<sup>th</sup> election must be filed with the City no later than 5pm on Feb 26<sup>th</sup>. The Equalization board meeting is Mar 15<sup>th</sup> at 7pm. If property owners wish to appeal to the board, objections form will be available on Feb 25<sup>th</sup> and must be filed with the City no later than 5pm on Mar 11<sup>th</sup>.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. Sidel will be working with newly hired CEDD Amy Farr most of the week. Meetings have also been set with the HADF & HACC to go over job duties/expectations. Interviews for the part time Office Assistant have been set for Feb 22<sup>nd</sup> & 24<sup>th</sup>. Four candidates will be interviewed. Mar 11<sup>th</sup> is the registration deadline for the SDML District 3 meeting being held via Zoom on Mar 18<sup>th</sup>. The City should know how the State of SD plans on distributing the 2<sup>nd</sup> round of COVID funding in March. Sidel has been working with the three local banks on short term financing to cover the engineering cost of the WWTF. More information on this will be provided at a future meeting.

**NEW BUSINESS:**

- **Review/Approve Tax Abatements for Lots 1-8, Block 4 of Hartford City Proper:** The City purchased these 8 lots from the Elevator on March 30, 2020. At closing, the City was given credit for the Jan – Mar 2020 taxes. The tax bill recently received on these parcels was for the entire 2020 year. Since the City is exempt from property tax, the taxes should have been prorated for Jan-Mar only. As a result of this oversight, the City had to apply for abatement of the April-Dec taxes. A motion was made by Monahan, second by Kuehl to approve the tax abatements for Lots 1-8, Block 4 of Hartford City Proper – all voted yes, motion carried.
- **Discuss Phase 6 of Bike/Rec Trail:** The City had applied for the Transportation Alternatives Program grant to help fund Phase 6 of the bike trail system. We received notification that our application was not selected. Sidel informed the council that there are two other grants that the City could apply for – a Wellmark grant and a SD Game, Fish & Park Grant. These two grants would not cover the entire cost of the project, but we could apply and, if successful, reevaluate/adjust project plans at that time. A motion was made by Monahan, second by Randall to have City Admin Sidel apply for both the Wellmark and SD GF&P grants – all voted yes, motion carried.
- **Approve Application for Sioux Falls Landfill Passes:** The last several years the City has offered free landfill passes to our residents in lieu of the HADF doing a city-wide cleanup day. Sidel indicated that the HADF has the cleanup day as an agenda item for their next meeting. If the City wants to proceed with landfill passes, there is an application process with the City of Sioux Falls. A motion was made by Jones, second by Brenneman to approve the application for the City of Sioux Falls landfill passes contingent on if the HADF decides not to sponsor a cleanup day – all voted yes, motion carried.

**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** A motion was made Jones, second by Kuehl 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 Randall, second by Brenneman to exit executive session at 8:43pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Kuehl, second by O’Hara to adjourn at 8:44pm – 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