

## City Council Meeting – Regular Meeting February 2, 2021

Mayor Jeremy Menning called the meeting to order at 7:00pm with the following city council members present: Arden Jones, Travis Kuehl, Mark O’Hara and LaVonne Randall. Mark Brenneman was present via teleconference. Mark Monahan was absent with notice. Also present were City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineer Mitch Mergen, and approximately eight 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 Kuehl, second by Jones to approve the meeting minutes from January 19, 2021 – all voted yes, motion carried.
  - A motion was made by Kuehl, second by O’Hara to approve the meeting minutes from January 25, 2021 – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

**VISITORS:** Jesse Fonkert, Director of MCEDA/LCEDA, was present to give an economic development recap for our area for 2020. He also gave an update of things to come in 2021 for the MCEDA/LCEDA organization.

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

- **7:05 Public Hearing for Resolution 2021-1: Annexation of Parcel #15973:** Lufco, Inc. has submitted an annexation petition to annex Parcel #15973 into city limits. This parcel is just under 5 acres and is located on the west side of town. The Planning & Zoning Board has reviewed this annexation petition and is recommending approval to the City Council. A motion was made by Jones, second by Randall to approve Resolution 2021-1 Annexation of Parcel #15973 – all voted yes, motion carried.
- **2<sup>nd</sup> Reading of Ordinance #702 - Rezone of NW ¼ S of RY Except H3 & Except Stockwell Tract 1 of 25-102-51 of Hartford Township:** On June 1, 2020, this parcel of land was annexed into city limits. One of the conditions of the annexation agreement between City and property owner was that the City will rezone the property from the county classification of Agricultural to the city classification of Heavy Industrial allowing for the current use of this property to continue. The Planning & Zoning Board has reviewed this application and is recommending approval to the City Council. A motion was made by Kuehl, second by O’Hara to approve 2<sup>nd</sup> reading of Ordinance #702 to rezone of the NW ¼ S of RY Except H3 & Except Stockwell Tract 1 of 25-102-51 of Hartford Township from county classification of Agriculture to city classification of Heavy Industrial – all voted yes, motion carried.
- **1<sup>st</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. This board would address quality of life type items such as the care, regulation, and management of the parks/sports complex and the operation of the public bike and recreation trail system. Troy Larson and Matt Evans, Chairs of the Bike Trail Committee and the Hartford Area Sports & Rec Committee respectively, were present to give their comments. Discussion was held on the pros/cons of disbanding these committees if this board was formed. It was the consensus of the group that these committees would still be needed in some fashion and this would be determined as the City moves forward with implementing this board. A motion was made by Kuehl, second by Jones to approve 1<sup>st</sup> reading of Ordinance #703 Establishment of Park & Recreation Board – all voted yes, motion carried.
- **Policy 2021-1 Engineering for Capital Projects:** Our current contract for engineering services states that the city engineer would provide engineering services on all capital projects. This policy would allow the city to go through the RFQ selection process for engineering services on larger capital projects. As presented, this dollar figure is any project estimated to be greater than 5M. A motion was made by Kuehl, second by Randall to approve Policy 2021-1 Engineering for Capital Projects – all voted yes, motion carried.

### REPORTS:

- **Sheriff’s Department Report:** Deputy Kardas was present to provide his report for the month of January, which had 267 calls for service for the month, which is an increase of 17 calls over last month.
- **Engineer Report:** Jon Brown & Mitch Mergen were present. The engineering report was provided to the council.  
**WWTF** – Brown will present a revised contract and schedule at the end of the meeting.  
**Force Account:** An agreement for engineering services for the force account was presented. This agreement contains a reference to Policy 2021-1, which was approved earlier in the meeting. Another change from past agreements is the increase in the term from one year to five years. It was noted that there is still the clause that this agreement can be terminated by either party at any time. Council will take some time to review this contract and it will be presented again at the next meeting.

- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.  
Streets – Plowing of last snow event went well. Wagner thanks Deputy Kardas for his help on getting residents to get their vehicles off the streets. Street sweeping is done until weather allows.  
Water – Staff continues to change out meters as time allows, with 40 scheduled for next week. There are over 250 on the new system now. Reporting is done until April 2021.  
Sewer – Wagner will be working on the DMR reporting next week. Wagner is putting together specs for the new generator for the Mickelson Rd lift station.  
Public Buildings – Staff has been working at City Hall as time allows – painting & prepping for new carpet.  
Pickup Truck Purchase – When setting the 2021 budget, the council approved \$20,000 for the purchase of a used pickup truck for the Public Works Dept. Wagner would like to start looking and would like approval to purchase a pickup if he finds one. A motion was made by Jones, second by O'Hara to allow Wagner to purchase a pickup truck not to exceed \$20,000 – all voted yes, motion carried.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the Council. Items included a summary of revenues received in Jan along with an overview of the city's cash balances, revenues and expenses through Dec. The Feb calendar of events was also provided. Wilber has lined up the following individuals to sit on the election board: Georgia Viereck as the election superintendent, Rosey Quinn and Darla Lawver as election deputies and Donna Davis as the alternate. A motion was made by Jones, second by Randall to approve the election board appointments - all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel's report was provided to the Council. Amy Farr has accepted the CEDD position and will start on Feb 16<sup>th</sup>. Applications for the part time Office Assistant position will be taken through Feb 5<sup>th</sup>, with the review/interview process to follow. After review of the Goldenwest franchise agreement by all parties, some minor changes will be made. A new ordinance that will reflect these changes is being drafted and will be presented at a future meeting. The paperwork for the transfer of the downtown lots to the HADF has been filed. The SDML will be holding virtual district meetings via Zoom this year. Our district will be held on Mar 31<sup>st</sup> at 5:30pm. Information was provided.

#### **NEW BUSINESS:**

- **Review County Plat for Tract 2 & 3 of Lufco 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 owner has already filed a petition to annex this land into the city. Therefore, the City's requirement that a pre-annexation agreement be signed is not needed. Kristin & Anthony Blaine were present to discuss their plans as it pertains to this property. A motion was made by Randall, second by O'Hara to approve the plat for Tract 2 & 3 of Lufco Addition – all voted yes, motion carried.
- **Set 2021 Equalization Meeting Date:** A motion was made by Jones, second by Randall to set the Equalization Meeting for Mon Mar 15<sup>th</sup> at 7pm – all voted yes, motion carried.
- **Review/Approve Seasonal Job Descriptions & Pay Scale:** The eight seasonal job descriptions were provided. Minor changes were made from the previous year's descriptions including raising the starting wage of the Public Works Assistant and Park Rec Program Assistant to the new minimum wage amount of \$9.45 per hour and updating the dates to the new year. A motion was made by Jones, second by O'Hara to approve all seasonal job descriptions and pay scale – all voted yes, motion carried.

**CORRESPONDENCE:** Discussion was held on the City, HADF & HACC having a joint statement announcing the hiring of the new director.

**EXECUTIVE SESSION:** A motion was made O'Hara, second by Kuehl to enter executive session pursuant to SDCL 9-34-19 for economic development at 8:19pm – all voted yes, motion carried.

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

City Engineer Jon Brown presented a revised contract and schedule for the waste water treatment facility project. At the last meeting, the contract presented included only the preliminary design work, estimated to be 30% of services needed to get to the point of bidding the project. The revised contract, in the amount of \$1,292,800, would be for both the preliminary work and final design, taking the project all the way to the point of bidding. After the last council meeting, it was decided to implement a more aggressive schedule. The revised schedule has construction starting in the spring of 2022 with project completion in the fall of 2023. Brown asked that the Council take some time to review the contract & schedule and to reach out to their office with any questions or concerns. This contract will be presented again at the next council meeting, along with a proposal to conduct a study on the concept of a regional waste water treatment system.

**ADJOURNMENT:** A motion was made by Kuehl, second by O'Hara to adjourn at 9:45pm – 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