

## City Council Meeting – Regular Meeting March 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, Mark Brenneman, LaVonne Randall, Travis Kuehl, and Mark O’Hara. Mayor Jeremy Menning was 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 Engineer David Doxtad, and 7 people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by O’Hara to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:**
  - A motion was made by Kuehl, second by Randall to approve the meeting minutes from March 2, 2021 – all voted yes, motion carried.
  - A motion was made by Randall, second by Kuehl to approve the meeting minutes from March 10, 2021 – Monahan abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Brenneman, second by Monahan to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

**VISITORS:** Callie Tushen, on behalf of Downtown Hartford Inc., was present to give an update on recent activities. Members of their group recently met with The City of Centerville’s Economic Development Director. He showed them the progress they have made in their downtown area and gave the group some good feedback on how they can achieve some of the same results. DHI has also visited with ISG regarding a master plan for the downtown area. ISG gave them some background on what they have provided to other communities and also presented a proposal to develop this master plan. DHI has secured commitment for funding to cover the cost of the plan. They wanted to update the City on what they are doing and would like the City, along with other groups, residents, etc, be part of the conversation as this group move forward with planning for the future of the downtown area.

### ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Special Event Permit for Miles for Murphy 5K & Scavenger Hunt:** The West Central National Honor Society has applied for a special event permit to hold a 5k and scavenger hunt in support of the Kier Murphy Scholarship. The event is scheduled for Mar 27, 2021 from 8:45am to 11:30am and will take place on city streets with the central location to be at the city park. A motion was made by Kuehl, second by Randall to approve the special event permit for the Miles for Murphy 5k & scavenger hunt as applied for – all voted yes, motion carried.
- **2<sup>nd</sup> Reading of Ordinance #705 – Zoning Amendment:** This ordinance would amend the On-Premises Sign section of the City’s zoning regulations. Currently, properties zoned central business and commercial are allowed more square footage per lineal foot than properties zoned light and heavy industrial. Since industrial lots are usually larger than commercial or central business lots, the Planning & Zoning board feels they should be granted at least the same square footage for on-premises signs. This ordinance would amend the wording under Sign Area for industrial zones to be the same as it is for central business and commercial zones. The Planning & Zoning board is recommending approval of this ordinance to the council. A motion was made by Kuehl, second by Brenneman to approve 2<sup>nd</sup> reading of Ordinance #705 – Zoning Amendment – 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 23 calls in Feb with 13 in city limits. An update was given on the various trainings held during the month of Mar.
- **Chamber & Economic Development Director Report:** Amy Farr’s report was provided to the council. Chamber work includes: meeting with committees on upcoming events, reviewing budget/accounting processes, review committees and their missions, collection of dues, working on upcoming newsletter, promoting #DiscoverHartford. Farr was also asked by the Vermillion Chamber to mentor their new Chamber Manager. HADF work includes: meet/greets with Dakota Resources and SV Energy, meeting with a prospective business, continues work on Envision 2025 invoicing/retention, lining up speakers for HADF monthly meetings and was the featured speaker for Sertoma Club. Farr is requesting the release of the 2021 appropriation for the HADF-\$55,590 and for the Chamber-\$32,000. Farr explained that the Chamber changed their request from 15k for just the Jamboree carnival to their entire appropriation of 32k, which is 15k for the Jamboree carnival, 5k for the Halloween event and 12k for operating expense. Discussion was held regarding last years funds that were released for the carnival since the carnival did not take place. Farr explained that some of these funds were put towards other expenses with the balance still available in their account. A motion was made by Kuehl to release only \$12,000 for operating expenses – motion failed due to lack of a second. A motion was made by Monahan, second by Brenneman to release the full amount of \$32,000 – Jones & Kuehl voted no; Monahan, Brenneman & O’Hara voted yes; Randall abstained – motion failed due to lack of majority vote. A motion was made by Brenneman, second by Randall to release \$55,590 to the HADF – Monahan voted no; Jones, Brenneman, Randall & O’Hara voted yes; Kuehl abstained – motion carried.

- **Engineer Report:** David Doxtad was present. He provided a recap of the kickoff meeting held earlier that day with City staff. There will be another meeting on Wednesday to cover the feasibility study that ISG will be conducted in the coming months.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.
  - Streets** – With the warm/wet weather work will start on gravel roads. Street sweeping has started. Once all roads have been swept once, sweeping will then continue on a weekly basis. Wagner has been coordinating with SVE on the downtown light project. The City of Sioux Falls has reviewed the bids received for this year's slurry seal projects. ASTECH was low bidder. Hartford's portion of the bid came in just under \$165,000, which is under the budgeted amount of \$190,750. Wagner recommends accepting ASTECH's bid contingent on approval by the City of Sioux Falls. Wagner would like to be allowed to spend up to the budget amount to cover any engineering fees and any touch up areas that may need to be taken care of. A motion was made by Kuehl, second by Brenneman to approve ASTECH's bid for the upcoming slurry seal project at an amount not to exceed \$190,750 and contingent on the City of Sioux Falls accepting ASTECH's bid – all voted yes, motion carried.
  - Water** – Staff continues to change out meters as time allows. There are now over 400 meters on the new system.
  - Sewer** – A new cooling fan has been ordered for the one that went out at the main lift station. February reporting is done. Wagner is working on the purchase of the new Mickelson Rd lift station generator through Sourcewell.
  - Park** – In preparation of spring, staff is servicing equipment as time allows.
  - Bike Trail** – The bike trail bench has been sand blasted and staff is planning on painting it this week.
  - Sports Complex** – With the fields being too wet to play on, staff will be putting up "Field Closed Signs".
  - Staff Training** – Bi-weekly safety training is going well. Brown is schedule for more certification classes/testing.
- **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 Feb 28<sup>th</sup>, a recap of bills submitted for payment and the calendar of events. The Equalization Board met on Mar 15<sup>th</sup> and heard one appeal. The auditors have completed the 2020 annual report. A copy was provided to the council. A motion was made by Randall, second by Brenneman to approve the 2020 annual report – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. The SDML District 3 meeting is Mar 18<sup>th</sup> via Zoom. The City continues to take applications for summer positions. Earlier today, Sidel and Wagner met with David Doxtad of ISG on to go over general engineering/information to familiarize ISG with the City. Sidel will be applying for the Small Community Planning Grant. If approved, this grant would pay up to 10k towards the WWTF feasibility study. The City recently received a FEMA grant to purchase a generator, which will be off of Sourcewell rather than going through the bidding process, saving time and money. Wanger will move forward with ordering the generator. Sidel extended an offer to Jennifer Stangeland for the parttime office assistant position, which she accepted. A motion was made by Monahan, second by Brenneman to hire Jennifer Stangeland as the parttime office assistant at a rate of \$15.50/hr. – all voted yes, motion carried.

#### **OLD BUSINESS:**

- **Discuss Park Advisory Committee:** A draft of Park Advisory Committee by-laws was presented. As written, this would allow for a 7-member committee, consisting of 5 voting members from the public, 1 non-voting member from the council and one non-voting member from city staff. Voting members, appointed by the Mayor with council approval, would serve 3-year terms. Officers would be elected, and meetings would be held once a month. Further discussion was held on the pros/cons of an advisory committee vs a board. Brenneman voiced his support for a board rather than a committee. It was the consensus of the group to have Sidel gather information from those communities who have a park board as to how these boards operate and what authorities are they given. This information will be provided at a future meeting.

#### **NEW BUSINESS:**

- **Review/Approve Fam Lease:** At the Mar 10<sup>th</sup> special meeting a Resolution of Intent to Lease Real Property was approved. This resolution states that the City intends to enter into a farm lease agreement for Tract 1 & 2 of Hartford Hills Addition and will award the lease to the highest bidder. A draft of the farm lease was presented for review/approval. A motion was made by Monahan, second by Kuehl to approve the farm lease as presented – all voted yes, motion carried.
- **Discuss Pool Opening & Park Rec Program:** Amy Sebert and Laura Johnson will be returning as our pool manager and park rec director, respectively. Sidel has had conversation with both of them about the upcoming season. Last year, with the onset of the pandemic, we opened the pool in June at 50% capacity and put in place some cleaning & social distancing measures. Sidel and Sebert feel that we can open as normal this year, keeping in place the cleaning & social distancing measures we implemented last year. The council agreed. The park rec program also made some changes last year due to the pandemic. The program was held in July rather than June. We also limited attendance to 30 kids per age group with pre-registration required and no daycares attending. Sidel and Johnson are in favor of keeping all this in place for this year except to allow 50 kids per age group, which would allow the daycares to participate. A motion was made by Kuehl, second by Randall to approve the park rec program to run the month of July limiting to 50 kids per age group with pre-registration required – all voted yes, motion carried.

**CORRESPONDENCE:** None

**ADJOURNMENT:** A motion was made by Randall, second by Monahan to adjourn at 8:12pm – 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