

## City Council Meeting – Regular Meeting March 3, 2020

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, Brittany Glanzer and Scott Nelson. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Tom Frieberg and City Engineer Mitch Mergen.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jones, second by Nelson to approve the meeting minutes from February 18, 2020 – Monahan and Brenneman abstained with all others voting yes, motion carried.

**PUBLIC COMMENTS:** Mayor Menning provided an update on a recent meeting held between himself, Councilman Jones and some members of HASR. At the Feb 18<sup>th</sup> council meeting, HASR had requested the use of city committee funds to hire Great Plains Sponsorship (GPS) to manage a fundraising/sponsorship drive to raise funds to complete the Swenson Sports Complex. The council asked that the group provide a proposal from GPS and also a proposal from a competing firm to be reviewed at the Mar 3<sup>rd</sup> council meeting. Menning stated that the group has not yet obtained a proposal from a competing firm. They plan on meeting again with the group later this week. Menning also stated that before this comes back in front of the council for discussion, the contract from GPS needs to be reviewed by the city attorney.

**VISITORS:** Deana & Alexa Larson and Rachel Lorang with Girl Scout Troop #50087 were present to update the council on their dog park project. The girls completed a survey of 94 individuals. The majority of the people surveyed are in favor of having a dog park in Hartford. The survey also asked for input on how often a person would use the park, what their biggest concerns would be, if there was interest in volunteering and any other comments. If the council agrees, Deana stated that their next step would be to get input from city engineers on possible sites for the dog park. One location that had been mentioned in previous discussions is along the south side of Railroad St at Vandemark Ave. Bev Skyberg-Taylor, who lives on this corner, was present to address the council with her concerns. She stated that she is not opposed to having a dog park in Hartford, she just doesn't want it located in front of her house. In the research she has done she has found that most dog parks are located in areas with limited or no houses. Mayor Menning request that Deana and he meet to discuss possible locations with a more in-depth proposal to follow at a future meeting.

### ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Rezone Hearing & 1<sup>st</sup> Reading of Ordinance #684:** Jarding Development has applied to rezone a parcel of land located on the NW corner of Mickelson Rd & Colton Rd. When this land was annexed into the City it was zoned as community commercial. The developer would now like to develop 3 single family dwelling lots. This request has been reviewed by the Planning & Zoning Board with a recommendation for approval. A motion was made by Monahan, second by Nelson to approve 1<sup>st</sup> Reading of Ordinance #684 to rezone Parcel #15988 from community commercial to residential – all voted yes, motion carried.
- **Resolution 2020-2: SDDOT Bridge Reinspection Program:** The SD DOT has identified 4 bridges within the City that must comply with their 4-year inspection rotation. Culverts that span over 20ft would also qualify as a bridge and require inspection. These 4 bridges within the City are located at Western Ave, Main Ave, Feyder Ave and Mickelson Rd. The Bridge Reinspection Program allows cities to apply for bridge replacement funds that would cover 80% of the inspection cost. The inspections would be done by state approved engineering firms. Resolution 2020-2 states that the City selects Brosz Engineering, Inc to perform our bridge inspections and that the City will be responsible for the remaining 20% of the cost after bridge replacement funds cover 80%. A motion was made by Jones, second by Monahan to approve Resolution 2020-2 SDDOT Bridge Reinspection Program – all voted yes, motion carried.

### REPORTS:

- **Sheriff's Department Report:** Deputy Phil Ryan was present to give an update on recent activities within the city. For the month of Feb there were 258 calls for service.
- **Engineer Report:** Mitch Mergen was present to provide engineer updates:
  - Ruud/Opal Lane Intersection Improvements** – Survey crews have been collecting field data. Design work is expected to start early March.
  - 9<sup>th</sup> Street Improvements** – Contracts are being executed. A preconstruction meeting will be schedule for later this spring.
  - Industrial Park Sanitary Sewer Extension** – Bid documents are now complete and are being reviewed by DENR and City staff.
  - Swenson Park Restroom Building** – Cost estimate and conceptual drawings are being developed.
  - Waste-Water Treatment Facility** – Agreements and other legal documents are being developed to present to potential landowners. Preliminary estimates are being developed to incorporate into the rate study being done.

- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.  
Streets – The maintainer will be taken in to RDO for repairs. Street signs for Turtle Creek Highlands Addition have been ordered. The new mosquito fogger has arrived. In the coming weeks a company rep is scheduled to train staff and calibrate the fogger. The City of Sioux Falls bid letting for the 2020 slurry seal project was Feb 20<sup>th</sup>. Low bidder was Missouri Petroleum Products Company with Hartford's portion coming in at \$69,038.12, which is under our budgeted amount of \$75,000. A motion was made by Kuehl, second by Monahan to approve the slurry seal bid from Missouri Petroleum Products Company up to the budgeted amount of \$75,000 contingent that the bid is accepted by the City of Sioux Falls – all voted yes, motion carried.  
Water – Staff is changing out meters as time allows.  
Sewer – Samples will be taken in the spring to see if we can discharge. Monthly DMR reporting will be done next week.  
Park – All shelter countertops have been installed. New picnic tables have been ordered. The scoreboards are in and staff plans to install this week. The new mower has been purchased. Wagner continues to look for a field drag. New bleachers have been ordered for the Sports Complex and Lyons Park.  
SDML Street Maintenance Association – Wagner is requesting that he and Hanisch attend the spring meeting Apr 15-16<sup>th</sup> in Rapid City. There is no registration fee so the only cost would be lodging, and any meals not provided at the meeting. A motion was made by Nelson, second by Jones to approve Wagner and Hanisch attend the SDMLSMA spring meeting Apr 15-16<sup>th</sup> in Rapid City – 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 Feb along with an overview of the city's cash balances, revenues and expenses through Jan. The Mar calendar of events was also provided. An election update was given. For Ward 1 Mark Brenneman was unopposed, for Ward 2 no petitions were filed, and for Ward 3 there will be a race between LaVonne Randall and Gail Olson-Duck.
- **City Administrator Report:** City Administrator Sidel's report was provided to the council. The City continues to advertise for all open positions. Sidel provided an updated on the two FEMA grants being applied for. She also informed the council that the Bike/Rec Committee has decided to apply for the SDDOT TAP grant to do the next phase of the bike trail system. The old boom truck, which was originally purchased for around \$4,000 in 2005, recently sold at auction for \$3,600.

#### **NEW BUSINESS:**

- **Review Quotes for Office Cleaning:** Three quotes for office cleaning at City Hall were presented to the council. After reaching out to local cleaning companies with no success, Sidel contacted 6 Sioux Falls based companies. Quoted on a per time basis, they came in at \$55, \$75 and \$80. All three companies are insured and bonded. A motion was made by Jones, second by Glanzer to accept the quote of \$55/time from Sioux Falls Commercial Cleaning on the condition that they clean during business hours – all voted yes, motion carried.
- **Conversion of Water Meters to New System:** The City has started to process of converting our existing water meters over to the new cellular read meters. The software for this new technology was put in place last year and a few meters were switched to test the system. To spread the cost of the new meter heads out, the City was planning to switch out around 200 meters per year resulting in a 5 to 6-year process to get all meters switched over. Until all the meters are converted over, we are running two different software programs. Unfortunately, there have been some issues the last couple of months with the old software working with the new software. We've been able to resolve all issues thus far but with support for the old software coming to an end, we fear we may run into issues down the road. Staff feels it would be in the best interest of the city to accelerate our plan to get all meters switched over to the new system as soon as possible. The 200 meters that were budgeted for this year have been ordered. A motion was made by Monahan, second by Brenneman to order an additional 500 meters – all voted yes, motion carried.
- **Discuss Possible Ordinance Changes:** Sidel presented a list of 7 possible ordinance changes and ask for council feedback if they wanted to move forward with any. If so, Sidel will gather additional information for a future meeting. It was the consensus of the council to move forward on the following: Sidewalk Inspection Policy, Burning Leave within City, Blowing Grass in the Streets, Fines for not Mowing Undeveloped Areas, Rental Housing Permit and Pet Licensing. It was decided not to pursue any regulations on the issue of pushing snow into the city streets or upon neighboring properties.

**CORRESPONDENCE:** None.

**EXECUTIVE SESSION:** A motion was made Monahan, second by Glanzer to enter executive session pursuant to SDCL 1-25-2 (1) for personnel and SDCL 1-25-2 (3) for legal at 8:49pm – 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 Kuehl, second by Glanzer to exit executive session at 9:24pm – all voted yes, motion carried.

A motion was made by Jones, second by Brenneman to transfer Tract 1 of Heiden Addition from the City of Hartford to the Hartford Area Development Corporation – all voted yes, motion carried.

A motion was made by Jones, second by Glanzer to authorize the Mayor to sign any paperwork for Project Blackbird – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Monahan, second by Glanzer to adjourn at 9:26pm – 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