

City Council Meeting – Regular Meeting April 20, 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, LaVonne Randall, Travis Kuehl, and Mark O'Hara. Arden Jones and Mark Brenneman 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, City Attorney Tom Frieberg and 3 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Monahan, 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 O'Hara to approve the meeting minutes from April 6, 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:

- **Resolution 2021-3 Application to SDGFP for Recreational Trails Grant:** As part of the SD Game, Fish, and Park recreational trails grant process, the City needs to submit a resolution, of which Resolution 2021-3 was presented, stating that Mayor Menning is authorized to execute and file a grant application on behalf of the City and that the City shall provide a minimum of 20% of the total cost of the project. A motion was made by Monahan, second by O'Hara to approve Resolution 2021-3 Recreational Trails Program Application Sponsorship – all voted yes, motion carried.
- **Resolution 2021-4 Approval of Consolidating MCEDA & LCEDA into SMGA:** The City recently learned that the Minnehaha County Economic Development Assoc (MCEDA) and the Lincoln County Economic Development Assoc (LCEDA) will be consolidating into the Sioux Metro Growth Alliance (SMGA). As a MCEDA member, the City needs to pass Resolution 2021-4 to acknowledge and approve of this change. This resolution also appoints CEDD Amy Farr as the City's proxy at the meeting for adopting the Plan of Consolidation. It further states that Farr is appointed to serve as the City's representative on the SMGA Advisory Committee. A motion was made by Randall, second by O'Hara to approve Resolution 2021-4 Approving the Consolidation of MCEDA & LCEDA into SMGA – all voted yes, motion carried.
- **Resolution 2021-5 Application to SDGFP for LWCF Grant:** The SD Game, Fish, and Park offers a Land & Water Conservation Fund (LWCF) grant that would allow an application for a dog park. As part of the grant process, the City needs to submit a resolution, of which Resolution 2021-5 was presented, stating that Mayor Menning is authorized to execute and file a grant application on behalf of the City and that the City shall provide a minimum of 50% of the total cost of the project. A motion was made by Monahan, second by Randall to approve Resolution 2021-5 Application to the Land & Water Conservation Fund – all voted yes, motion carried.
- **1st Reading of Ordinance #706 Establishment of Park & Recreation Board:** Ordinance #706, which would establish a park & recreation board, was presented for review. A motion was made by Monahan, second by Kuehl to table this item until the next meeting – 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 30 calls in Mar with 12 in city limits. An update was given on the various trainings held during the month of Apr. The Fire Dept Pancake Feed is scheduled for May 15th.
- **Chamber & Economic Development Director Report:** Amy Farr's report was provided. Chamber work includes: planning #DiscoverHartford event which will run May 3rd – 8th, ribbon cuttings, finalizing budget process, prepping for upcoming newsletter. HADF work includes: continues to meet with prospective landowners/business, continues work on Envision 2025 invoicing/retention, responding to RFIs from GOED and other businesses that have shown an interest in Hartford, lining up speakers for HADF monthly meetings, submitted registration to participate in Turner County Fair.
- **Engineer Report:** David Doxtad was present to report the following:
 - The review of the city's design standards is underway.
 - The rate study will be looked at after completion of the wastewater feasibility study is complete.
 - Development work is ongoing: Western Meadows, Knapp's Landing & Turtle Creek Highlands.
 - One plat review has been done.
 - Work continues on transferring the City's GIS information.
 - ISG provided an update on the progress of the Wastewater Feasibility Study.
 - A proposal for a Community Development Plan was presented. Further discussion will be held at a future meeting.

- **Stockwell Engineer Report:** Mitch Megan provided a progress report for the following projects:
Wastewater Treatment Facility – Design agreements have been presented. No action will be taken until after the feasibility study is completed.
9th Street Improvements – Construction is substantial complete. Punch list items, which include asphalt repairs and seeding, are to be completed by May 1st. Warranty inspection to occur in the fall
Ruud/Opal Lane Intersection Improvements – Construction is complete. Warranty inspection to occur in the fall.
Industrial Park Sanitary Sewer Extension: Design is complete. Contracts remain on hold.
Mickelson Road Improvements: Construction is complete. Warranty inspections to occur in the spring. LOMR is in progress.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided.
Streets – Staff has been working on gravel roads, alleys, and drainage areas. Street sweeping was done last week and is planned for next week as well. Wagner continues to look for a used truck. Boulevard tree planting is scheduled to start next week. In recognition of Arbor Day, a tree will be planted within the City’s park system this year. In the past, they City has planted a tree at the Humboldt campus of WC Elementary School.
Water – Staff continues to change out meters as time allows. There are now 476 meters on the new system. The Stage 2 quarterly reports has been sent in.
Sewer – March reporting is done. The generator for the Mickelson Rd lift station has been ordered. Staff will be pouring a concrete slab for it this spring. Engineers will be taking Wagner & O’Kane on some WWTF site visits this week.
Park – Spring cleanup continues. Fertilization is done. A thank you to East River Electric who changed out 26 bulbs for the ball fields at no charge. At the last council meeting there was discussion on making upgrades to the tennis courts. Two years ago, during the budget process, information was provided on installing tiles on the court. At that time, the price was around 60k. Discussion was held on the pros/cons of doing this vs removing and repouring the concrete slab. It was the consensus of the council to have Wagner obtain a quote for concrete and discuss further at a future meeting.
Sports Complex – The fields are open for play. The soccer goal nets will be put up next week. The trees the city purchased with the grant from Reliabank will be planted in the coming weeks.
Staff Training – Brown passed his water certification test. Wagner attended a Certified Operators board meeting in Pierre on Tues.
- **Finance Officer Report:** City Finance Officer Wilber’s report was provided. Items included cash balances, sales tax revenue and committee fund balances as of Mar 31st, a recap of bills submitted for payment and the calendar of events. The council attendance chart for the last six months was provided for review in preparation for payroll processing next week. Due to a scheduling conflict, the Auditors have switched our audit from May 3rd/4th to June 15th/16th. Wilber provided information on the SDML Finance Officer School that will be held June 9th/11th in Pierre. Registration is \$75 and rooms will run \$104/night. A motion was made by Monahan, second by O’Hara to approve Wilber’s attendance at the SDML FO School in Pierre – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel’s report was provided. Sidel continues hiring for the summer positions. The City is still seeking Public Works Assistants, Lifeguards, an Assistant Pool Manger, and a Park Rec Assistant. Staff continues to meet weekly with City Engineers. Captain Mike Walsh recently retired from the Minnehaha County Sheriff’s Dept. Captain Adam Zishka stopped in and introduced himself as he will be assuming the role. A petition for 12th St improvements is being circulated. If enough signatures are obtained, it will be presented to the council for consideration. The City received notification that the 2020 census number will be out in Sept 2021. Staff is sending an informational letter to all residents of Hartford reminding what the pet laws/requirement are in the City. Sidel provided information on the SDML Human Resource School that will be held June 8th/9th in Pierre. Registration is \$50 and rooms will run \$104/night. A motion was made by Monahan, second by Randall to approve Sidel’s attendance at the SDML HR School in Pierre – all voted yes, motion carried.

OLD BUSINESS:

- **Dog Park – Review Cost Estimates:** At the last meeting, a possible location of a dog park in Hartford was discussed. A cost estimate of just over 36k for this location was provided. The estimate includes fencing, 2 benches, 2 pet waste stations, play/exercise structures, ADA sidewalk/parking pad, signage, and plantings for screening. An option of concreting the entire parking lot would add approximately 17k to the project. The City is applying for a grant thru the SDGF&P and the Girl Scout Troop have applied for a grant thru AARP. It is the consensus of the council that no decision be made until the outcome of these grant applications are known.

NEW BUSINESS:

- **Renewal of the East Face of Billboard #5 – Main Street Humboldt Bar:** The Main Street Humboldt Bar’s lease of the east face of billboard #5 will expire in July. They would like to renew. A new lease agreement for a 4-year term was presented. All conditions of the lease remain the same. A motion was made by Monahan, second by Kuehl to approve the 4-year billboard #5 lease agreement with Main Street Humboldt Bar – all voted yes, motion carried.
- **Mayor Proclamations:** Mayor Menning issued a proclamation for Arbor Day, Silver Star Banner Day, and Building Safety Month.

CORRESPONDENCE: Hartford has received notification from the Arbor Day Foundation that they have once again been recognized as a Tree City USA. This is the twenty-ninth year that Hartford has received this recognition. Mayor Menning offered is congratulation to the City and staff for this recognition. City Attorney Frieberg discussed a recent email he sent to the council about filling the vacancies on the council at the first meeting in May.

EXECUTIVE SESSION: A motion was made Kuehl, second by O'Hara to enter executive session pursuant to SDCL 9-34-19 for economic development at 7:53pm – 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 Kuehl, second by Monahan to exit executive session at 8:35pm – all voted yes, motion carried.

A motion was made by Monahan to adjourn – motion was rescinded. A motion was made by Monahan, second by Randall to have the city attorney draft a purchase agreement to transfer Lot 3 & Lot 4 of Swenson Addition to the HADF with verbiage included to designate the city attorney to draft any future purchase agreement on this land for the HADF – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Monahan, second by O'Hara to adjourn at 8:37pm – 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