

## City Council Meeting – Regular Meeting July 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 Brenneman, Travis Kuehl, and Mark O’Hara. Arden Jones and LaVonne Randall were present via teleconference. Mark Monahan 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 Attorney Tom Frieberg, City Engineers David Doxtad & Michael Redenbaugh and 3 people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Brenneman, second by Kuehl to approve the meeting minutes from July 6, 2021 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, 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:

- **2<sup>nd</sup> Reading of Ordinance #711 Amend Zoning Regulations:** The Planning & Zoning board did a review of the City’s recently codified zoning regulations and are suggesting the following changes:
  1. Accessory Buildings – clarifies where accessory building can be placed.
  2. Off-Street Parking – clarifies that driveway aisles do not count towards the required parking spaces.
  3. Home Occupations – added verbiage that if a home occupation meets the requirements of a minor home occupations, a conditional use permit is not required. All other home occupations would be considered major home occupations and would require a conditional use permit.
  4. Definitions – added a definition for Reverse Frontage Lot and updated the definition for Temporary Sign to include verbiage that signs can be erected for up to 120 days unless a special permit is received.

A motion was made by Kuehl, second by Brenneman to approve 2<sup>nd</sup> reading of Ordinance #711 to Amend Zoning Regulations – all voted yes, motion carried.

- **Special Event Permit – Hartford Area Fire & Rescue:** Linda Hartman was present on behalf of the HAFR. The Fire Dept has applied for a special event permit to hold a Public Safety Day on Aug 28, 2021 from 10:30am to 1pm. They are requesting the closure of South St from Western Ave to Kingsbury Ave from 9am to 2pm to allow time for setup/cleanup and to accommodate various activities & demonstrations, along with the other agencies that will be joining. A motion was made by Brenneman, second by O’Hara to approve the special event application and street closure as presented – all voted yes, motion carried.
- **Special Event Permit – Helping Hartford:** Jesse Fonkert, on behalf of Helping Hartford, has submitted a special event application to hold a bean bag tournament on Sept 11, 2021 from 3pm to 12am. They are requesting that Main Ave be closed from The South Bar north to 120 Main Events and to allow the use of alcoholic beverages in this area. A motion was made by Kuehl, second by Brenneman to approve the special event application, including the requested street closure and use of alcohol, contingent on the applicant providing proof of liability insurance – all voted yes, motion carried.

### REPORTS:

- **Fire Department Report:** 2<sup>nd</sup> Assistant Rescue Cami Crouch was present to give a department update to the council. There was a total of 34 calls in June with 8 in city limits. An update was given on the various trainings held during the month of July.
- **Chamber & Economic Development Director Report:** Amy Farr’s report was provided. Chamber work includes: continues planning and promoting upcoming events, including the Hartford Block Party Event and Annual Golf Tournament. When applying for the special event permit for the Hartford Block Party, Farr requested the closure of Main Ave from 1<sup>st</sup> St to 2<sup>nd</sup> St. Now, with the number of people that are planning on attending, she would like to adjust the closure extending it south to the South Bar. A motion was made by O’Hara, second by Kuehl to approve the adjustment to the Hartford Block Party Special Event Permit extending the closure of Main Ave to the South Bar – all voted yes, motion carried. HADF work includes: continuing to meet with prospective landowners and business, responding to RFIs, ongoing Envision 2025 duties, attended Dakota Resources conference on housing, prepping for Turner County Fair, responding to land inquiries, and various meetings with different individuals/organizations. Farr is requesting approval to attend a 3-day economic development workshop at Black Hills State University Sept 15<sup>th</sup>-17<sup>th</sup>. With registration and travel expenses it is estimated to cost \$1,200. There are funds in budget to cover this. A motion was made by Kuehl, second by O’Hara to approve Farr attending the workshop event at BHSU Sept 15<sup>th</sup>-17<sup>th</sup> – all voted yes, motion carried.

- **Engineer Report:** David Doxtad reported the following:
  - Proposed changes to the city's design standards will be presented to the Planning & Zoning Board at their July 27<sup>th</sup> meeting.
  - Development work is ongoing: Western Meadows, Knapp's Landing & Turtle Creek Highlands.
  - The Wastewater Feasibility Study and present to staff on July 14<sup>th</sup> and a final report was provided.
  - A downtown master planning meeting is scheduled for July 21<sup>st</sup> and user group meetings for the community development plan are scheduled for July 22<sup>nd</sup>.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided.
 

Streets – Staff as started doing asphalt patching where needed. This work will continue into the coming weeks. Crack sealing is done. Street sweeping continues as needed. The new downtown street lights have been installed and the sidewalk area around the lights has been repaired. Slurry seal is scheduled for the first week in Aug. Mosquito spraying continues as needed. The speed trailer is out on Railroad St.

Water – Staff continues to change out meters. Stage 2 quarterly reports have been sent in. The next report is due in Oct.

Sewer – June reporting is done. The concrete slab for the new generator is done.

Park – Next week staff plans on working on reassembling the recently refurbished playground equipment for Turtle Creek Park.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included cash balances, sales tax revenue and committee fund balances as of June 30<sup>th</sup>, a recap of bills submitted for payment and the calendar of events.
- **City Administrator Report:** City Administrator Sidel's report was provided. It has been 4 years since the City's Fines and Fee Schedule has been reviewed. Sidel will be reviewing this schedule with staff and bring any proposed changes to the council at a future meeting. Sidel continues to gather information and prepare for the 2022 budget meeting. Sidel plans to have information for the council's review at the Aug 3<sup>rd</sup> meeting regarding the liquor license proposal process. The SDML will be providing cities with sample ordinances to regulate medical marijuana. Sidel hopes to be presenting this information to the Planning & Zoning board next month.

#### **OLD BUSINESS:**

- **Appointment of Members to Park & Recreation Board:** At the last meeting the council provided a list of names to be considered for the Park & Recreation Board. Mayor Menning is still in the process of reviewing this information and is not ready to make any appointments at this time. He encouraged to board to continue to provide him recommendations for this board.

#### **NEW BUSINESS:**

- **Review/Approve Billboard Leases for East Face of Billboard #4:** Pizza Ranch currently leases the entire east face of billboard #4. Pizza Ranch has agreed to lease only the North half of the billboard and Buffalo Ridge Brewing will lease the South half. The 3-year leases were provided to the council for review. All terms and conditions remain the same and rent is set at \$130/mo. per lease. A motion was made by O'Hara, second by Kuehl to approve the billboard leases for Pizza Ranch and Buffalo Ridge Brewing as presented – all voted yes, motion carried.
- **Review/Approve Surplus Property List:** Staff is requesting to surplus the following items:
  - Tube pool slide. Tubes to be used at future dog park and the rest to be scrapped.
  - Broken paint line stripper. To be scrapped.
  - Damaged 6' foldable picnic table. To be scrapped.
  - Damaged Stihl weed eater. To be scrapped.
  - Nine cell phones. Upgraded phone at no cost. To be donated.

A motion was made by Brenneman, second by Kuehl to approve the surplus list as presented – all voted yes, motion carried.
- **Set 2022 Budget Meeting:** The budget meeting was set for Mon Aug 30<sup>th</sup> at 6:30pm.

**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** A motion was made Kuehl, second by O'Hara to enter executive session pursuant to SDCL 1-25-2(1) for personnel and SDCL 1-25-2(3) for legal at 7:38pm – 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 Brenneman, second by O'Hara to exit executive session at 7:57pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Brenneman, second by O'Hara to adjourn at 7:58pm – 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