

City Council Meeting – Regular Meeting July 6, 2021

Council President Arden Jones called the meeting to order at 7:00pm with the following city council members present: Mark Brenneman, LaVonne Randall, Travis Kuehl and Mark O'Hara. Mayor Jeremy Menning and Mark Monahan 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, and fifteen 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 Randall, second by Brenneman to approve the meeting minutes from June 15, 2021 and June 28, 2021 – all voted yes, motion carried.

PUBLIC COMMENTS: Chris Tuschen, of Buffalo Ridge Brewery, was present to share with the council a letter that they sent to the Jamboree Day Committee expressing their disappointment that the street dance for this year's event was moved from the downtown business area to the park, which is primarily a residential area. They asked when planning for next year's event locations, to consider the downtown area, supporting Hartford's main street business community.

VISITORS:

- Mark Winter with Legion Post 118 was present to address the council regarding Legion baseball. Currently, the Legion Senior Team (ages 18 to 19) plays in Humboldt. The Legion is interested in having a Junior Team (ages 16 to 18) play in Hartford but currently there are no Legion size fields in Hartford. Winter inquired about establishing a multi-use field at the Sports Complex that could accommodate Legion games. After further discussion, it was decided that this request would be something that would be handled by the City's recently implemented Park & Recreation Board. Once membership is established and the board starts meeting, this information would be presented to them.
- Hartford resident Vlad Skots, on behalf of their group of approximately 60 members, was present to request the city ordinance be changed to allow chickens in city limits. Skots provided general information to the council about backyard chickens along with a sample ordinance and application. Skots and his group feel that the enforcement of chickens is needed rather than restricting them altogether from those that would do it correctly.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Hearing & 1st 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 O'Hara to approve 1st reading of Ordinance #711 to Amend Zoning Regulations – all voted yes, motion carried.
- **2nd Reading of Ordinance #709 – Rezone of N 120' of lot 8 in Block 7 of South Addition:** Dennis Bossman, who owns the property located at 101 S Main Ave, has applied to rezone the property from community commercial to residential. Bossman has a party that is interested in purchasing the property and converting the existing structure to a home. The rezone request went before the Planning and Zoning board on June 8th and that board recommended denial of the rezone stating that even though this is a transition area with both types of zoning, that commercial zoning is a better fit. The council had 1st reading of the rezone ordinance on June 15th, which failed due to lack of a motion. A motion was made by Kuehl, second by O'Hare to deny the rezone of N 120' of Lot 8 in Block 7 of South Addition – all voted yes, motion carried.
- **Resolution 2021-6 Amend Special Assessment Policy:** Our current assessment policy states that the assessment rate for any street or sidewalk improvement shall be the actual cost of the improvement up to \$100 per lineal foot – not differentiating between an existing street/sidewalk vs a new street/sidewalk. Proposed changes to this policy adds wording that improvements to existing streets/sidewalks shall be actual cost up to \$200 per lineal and improvements to new streets/sidewalks shall be the actual cost of the improvement per lineal foot. Due to fluctuation in construction cost over time, there is also verbiage added that this policy will be reviewed on an annual basis. A motion was made by Kuehl, second by Brenneman to approve Resolution 2021-6 Amend Special Assessment Policy as presented – all voted yes, motion carried.
- **Resolution 2021-7 Amend Discretionary Formula Ordinance:** Due to a change in the State's codified law numbers, the City's Discretionary Formula Ordinance, which references these laws, needs to be updated to reflect

the proper numbers. A motion was made by Kuehl, second by O'Hara to approve Resolution 2021-7 Amend Discretionary Formula Ordinance as presented – all voted yes, motion carried.

- **Special Event Permit – Dakota Resources:** Dakota Resources, in conjunction with Buffalo Ridge Brewing, has applied for a special event permit to hold a 25-year anniversary celebration at the brewery on Sept 24, 2021 from 12pm to 12am. They are requesting the closure of 1st St from Main Ave to the alley to the east and the use of alcohol within this area and on the sidewalk around the brewery. A motion was made by Kuehl, second by O'Hara to approve the special event permit for Dakota Resources as presented – all voted yes, motion carried.
- **Block Party Permit – South Main Ave:** Jennifer Bosch has applied for a block party permit for the South Main Ave neighborhood on Aug 14, 2021 from 7am to 10pm. They are requesting the closure of Main Ave for 405 S Main to Mickelson Rd. A motion was made by Randall, second by Brenneman, to approve the block party permit for South Main Ave as presented – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was not present. His report for the month of June was provide. There were 306 calls for service for the month, which is a decrease of 6 calls over last month.
- **Chamber & Economic Development Report:** Amy Farr was present to provide her report. Chamber activities: planning Hartford Block Party and the annual Chamber Golf Tournament, the Hartford Living publication has been mailed, held a ribbon cutting for Fireworkz Store, held a great dunk tank event during Jamboree Days. HADF activities: surveying area daycares, continued efforts on RFI's, ongoing discussion with landowners and developers, held Envision2025 meetings, promoting of Creekside Meats, which is scheduled to open in late July or early August.
- **Engineer Report:** David Doxtad was present to report the following:
 - The review of the city's design standards is complete and proposed changes will be presented to the Planning & Zoning Board on July 27th.
 - Engineers will meet with City Staff on July 7th to review the CIP in preparation for this year's budget meeting.
 - Development work is ongoing: Western Meadows, Knapp's Landing & Turtle Creek Highlands.
 - ISG will be providing a final report on the Wastewater Feasibility Study in the coming weeks.
 - ISG had a tent at the Jamboree Days event to gauge interest from members of the community on various needs and wants within the City. The most common responses given involved the downtown area.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.
 - Streets – Mag water has been applied. There may be a fall application if needed. Street sweeping continues as needed. Wagner is coordinating the removal of the street lights from downtown. Slurry seal is planned for the first week in Aug. Mosquito spraying continues as needed. The City successfully applied for the State mosquito control grant and is receiving \$3,285 this year. The speed trailer is out on Railroad St. Emerald Ash Borer treatment has been completed for this year.
 - Water – Reporting is done until Oct. Staff continues to change out meters as time allows.
 - Sewer – Reporting is done until late July. Staff has started to form up the pad area where the new generator will be placed. Delivery of the generator is scheduled for late Aug. The lagoons were treated last week. This treatment should help with the smell, which most likely is due to the hot weather and low rain.
 - Parks – Staff will be working on reassembling the recently refurbished playground equipment for Turtle Creek Park. Now the Jamboree Days is over, Wagner will be looking into pickleball court ideas.
 - Bike Trail – Once the City receives the award letter on the SD GF&P grant, staff will start clearing out brush along the new trail route.
 - Sports Complex – The shade canopies have been placed at the Sports Complex.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the Council. Items included a summary of revenues received in June along with an overview of the city's cash balances, revenues and expenses through May. The May calendar of events was also provided. The Park Rec program started on July 6th averaging 30 kids per age group. The program will run thru July 30th.
- **City Administrator Report:** City Administrator Sidel's report was provided. Sidel provided an update on grants applies for: Bike/Rec Trail – waiting for an award letter from the SD GF&P, who has indicated the City will be receiving 130k; Dog Park – applied for a LWCF grant which will award next spring; Storm Shelter – applied for a FEMA grant which we are still waiting to hear on. On June 23rd Sidel and Wilber attended a municipal debt seminar hosted by Midwest Assistant Program. LOMR work is still ongoing on the Mickelson Rd project. The contractor has fixed the hump on Mickelson Rd by the box culvert. Stockwell will be updating the Western Ave Industrial Sewer project plans to add water along 12th St and add the additional sewer to Knapp's Landing. A fall bid date is being planned for this project. Sidel has started compiling information for the 2022 budget meeting. Sidel continues to gather information on criteria for the liquor license proposal process.

OLD BUSINESS:

- **Creation of the Park & Recreation Board:** With the passage of Ordinance 706 that creates the Park & Recreation Board, membership now needs to be established. At the June 15th meeting, the council was asked to bring a few names for consideration. The list provided will be forwarded to Mayor Menning. Discussion was also

held on transferring of existing budget fund from HASR & HABR to the Park/Rec Board. This will be discussed further at budget time.

NEW BUSINESS:

- **Review Bonus Pay for Pool Personnel:** Currently the City pays pool personnel a bonus of and extra \$.50 per hour for all hours worked the last two weeks of the season. This was established to encourage pool personnel to work the entire season. Staff is proposing a change to this bonus structure paying a bonus on all hours worked throughout the season vs. just the hours works the last two weeks. This would be a fair way to reward those dedicated employees that work many hours/shifts throughout the season verses just looking at the last two weeks. Examples were provided based on 2020 hours at a bonus of \$.10/hr., \$.15/hr., and \$.25/hr. A motion was made by Kuehl, second by O'Hara to pay pool personnel who complete the entire season a bonus of \$.25/hr. for all hours worked for that season – all voted yes, motion carried.
- **Discuss American Relief Plan (ARP) Funding:** The City of Harford has been allotted just over 570k in ARP funds. These funds can only be used for specific needs and have to be expenses between March 2021 and Dec 2024. Information was provided to the council on what types of expenses these funds will cover. More guidance on qualifying expenses and procedures will be forthcoming.

CORRESPONDENCE: Wagner informed the council that Minnehaha County has issued a burn ban in unincorporated areas of the County. He also stated that the SD DOT has been awarded funding for road projects.

EXECUTIVE SESSION: A motion was made Kuehl, second by O'Hara to enter executive session pursuant to SDCL 1-25-2(1) for personnel at 8:26pm – 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 O'Hara, second by Randall to exit executive session at 8:45pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Brenneman, second by O'Hara to adjourn at 8:46pm – 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