

City Council Meeting – Regular Meeting August 18, 2020

Mayor Jeremy Menning called the meeting to order at 7:00pm with the following city council members present: Mark Brenneman, Mark O'Hara and LaVonne Randall. Travis Kuehl was present via video conference. Arden Jones was absent with notice. Mark Monahan arrived at 7:34pm. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Gabe Steinmeyer, City Engineer Mitch Mergen and approximately 5 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by O'Hara, 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 O'Hara to approve the meeting minutes from August 4, 2020 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Brenneman to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **7:05 Hearing – Special Event Application for WC Jr Achievement Bean Bag Fundraiser:** Jesse Fonkert was present on behalf of West Central Junior Achievement. They have submitted a special event application to hold their annual bean bag fundraiser on Oct 2, 2020 from 4pm to 10pm. They are requesting that Main Ave be closed from Modish to Menth St and to close 1st St from Main to the alley to the east, to allow the use of alcoholic beverages in this area and to waive the permit application fee. A motion was made by Brenneman, second by O'Hara to approve the special event application as presented and to waive the application fee – all voted yes, motion carried.
- **7:10 Hearing – 1st Reading of Ordinance #691 Amend Subdivision Regulations:** An updated version of the City's subdivision regulations, which incorporates changes to the street lift policy, was presented for review. The updated street lift policy states that the final lift of asphalt shall not be installed until one construction season (minimum 6 months) expires from the date all underground infrastructure is installed. The Planning & Zoning Board has reviewed these regulations and is recommending approval by the city council. A motion was made by Brenneman, second by O'Hara to approve 1st Reading of Ordinance #691 Amended Subdivision Regulations – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a fire department update. For July there were 37 total calls with 13 in city limits. Shumaker gave a recap of training that was held in July for both EMS & Fire. Public Safety Day will be held at the fire station on Saturday Aug 29th 11am-2pm.
- **Engineer Report:** Mitch Mergen provided engineer updates:
 - Ruud/Opal Lane Intersection Improvements** – The contractor worked with utility companies to have communication & power lines relocated. Water main & storm sewer works will start this week. Once complete, they will begin resurfacing the intersection.
 - 9th Street Improvements** – All underground utility work is complete. The roadway has been excavated and gravel base has been place. Curb, gutter, and other miscellaneous concrete work is scheduled for this week.
 - Vandemark Avenue Improvements** – Warranty inspection are underway. Different striping options were discussed. With Vandemark Ave scheduled for slurry seal next year, it was the consensus of the council that the Public Work staff do epoxy paint stripping for this year.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided to the council.
 - Streets** – Slurry seal work is complete and went well. The second application of mag water is planned for the end of August. Mosquito fogging was done this past week. Will continue as needed throughout rest of the summer. Street sweeping continues. Staff continues to work on drainage areas. Due to sight line issues at the intersection of W Opal Lane and Cressman Trail, stop signs will be installed east and west on W Opal Lane.
 - Water** – Staff continues to change out meters as time allows.
 - Sewer** – Discharging is done. Will work on July reports next week.
 - Public Buildings** – There is a 40'x40' portion of the shop that is cold storage. With the additional equipment that has been purchased, Wagner would like to convert this area to heated storage. Ideally, Wagner would like to do this before the colder weather hits. With staff doing the work, he is estimating the project at \$22,000. A motion was made by Brenneman, second by Randall to approve the shop project for \$22,000 – all voted yes, motion carried.

- **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 July 30th and a recap of bills submitted for payment. The calendar of events was also provided. Wilber has completed the roll for this year’s street maintenance fee resolution, which will be presented at the Sept 1st meeting. All COVID related expenses are being gathered to submit for reimbursement through the CARES Act.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. The budget meeting is Wed Aug 26th at 7pm. The budget packet will be available on Friday of this week. The Planning & Zoning board will soon have a vacancy that the Mayor will need to fill by appointment. The City received payment on the Wellmark Grant to refurbish the playground equipment. The City was approved for the FEMA grant for a new generator for the Mickelson Lift Station. No word yet on the FEMA grant for the storm shelter or the ED grant for the Western Ave sewer project. Regarding the new Lock Box Ordinance, everything is now set up with Knox Box. Letters will be sent out to all affected property owners this month. Sales tax figures have been down the last two months, compared to 2019, but year-to-date we are still ahead. A new phone system is scheduled in the coming months. The new system will have more features than our current system and cost less on a monthly basis.

Mark Monahan arrived at 7:34pm

OLD BUSINESS:

- **Review Updated Draft of Request for Qualifications for Engineering Services on Future Wastewater Treatment Facility:** After the last council meeting it was decided that the document should be a Request for Qualifications rather than a Request for Proposal. This change has been made as well as extending the deadline from Sept 15th to Sept 30th to allow firms a full month to respond. As for advertising, the following was suggested: placing an ad in the SDML magazine/website, the SD Water & Wastewater Assoc newsletter, and the local newspaper. In additions, DENR has a comprehensive list of almost 40 engineering firms licensed in SD that we would do a direct mailing to. A motion was made by Brenneman, second by Kuehl to approve the RFQ and to advertise as presented. Monahan commented on the evaluation criteria portion of the RFQ. The RFQ states that the proposals will be reviewed and ranked based on 6 criteria, with each criteria accounting for a certain percentage of the total score. One of those criteria is “local resource during and after the project completion” and is weighted at 20% of the total score. It is Monahan option that this percentage is not high enough. No further discussion was held. The vote was taken with Monahan voting no and all others voting yes, motion carried.

NEW BUSINESS:

- **Envision 2025 Campaign Update & Approval of Sioux Valley Energy’s Pledge Proposal:** Al Doeve was present to provide an update on the Envision 2025 campaign. Doeve also updated the council on a pledge received from Sioux Valley Energy. In addition to SVE approving the requested pledge of \$50,000 over the next 5 years, they also want to invest another \$50,000 for construction aid when development starts and also offer a \$50,000 loan at 2% for any project approved through the campaign. The HADF Board has approved SVE’s proposal and are now asking for the council’s support. A letter of appreciation from the City to SVE has been drafted and was provided for council review. A motion was made by O’Hara, second by Randall to approve the letter of appreciation to SVE – all voted yes, motion carried.
- **Hometown Christmas Committee’s Request for 2020 Appropriation:** A motion was made by O’Hara, second by Randall to the approve payment of \$10,000 to Hartford’s Hometown Christmas for their 2020 appropriation – all voted yes, motion carried.
- **Review Dakota Alliance Soccer Club’s Return to Play/Practice Plan:** Dakota Alliance has submitted a plan to the City which lays out safety measures that will be implemented due to the ongoing pandemic. Once approved, they can then utilize city fields for practices and games. A motion was made by Randall, second by Brenneman to approve the plan submitted by Dakota Alliance Soccer Club – all voted yes, motion carried.
- **Discuss Annexation of Lot 3 Swenson Addition:** The City owns 5 acres (Lot 3 Swenson Addition) located on the NW side of the city that is currently not annexed into city limits. The annexation & zoning process takes about 2 months to complete. For marketing purposes, it would be more attractive pitching this land to a prospective business if the land was ready to go. The City did not annex this land when acquired because there are two housing eligibilities on it. Once annexation occurs, the eligibilities are gone. There is an option to transfer them to adjoining property owners before annexation. Discussion was held on pros/cons of transferring the eligibilities to adjoining property owners vs. letting them go. A motion was made by Brenneman, second by O’Hara to start the annexation process on Lot 3 Swenson Addition letting the housing eligibilities expire – Monahan voted no with all others voting yes, motion carried.

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 7:56pm – 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 Randall, second by Brenneman to exit executive session at 8:16pm – all voted yes, motion carried.

A motion was made by Monahan, second by Randall to allow Craig Wagner to use his sick leave pay as requested per the employee manual – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Brenneman, second by O’Hara to adjourn at 8:19pm – 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