

City Council Meeting – Regular Meeting August 3, 2021

Council President Arden Jones called the meeting to order at 7:00pm at Hartford City Hall with the following city council members present: Mark O’Hara, LaVonne Randall and Travis Kuehl. Mayor Jeremy Menning, Mark Monahan 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 Attorney Tom Frieberg, City Engineers David Doxstad & Michael Redenbaugh, and twelve people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Randall, second by Kuehl to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Randall to approve the meeting minutes from July 20, 2021 – all voted yes, motion carried.

PUBLIC COMMENTS: Amy Larson with Christ Lutheran Church and Katie Peterson with United Methodist Church were present. The churches held a joint vacation bible school in the City Park last week. Larson and Peterson wanted to thank the City for use of the great park facilities. They had a wonderful turnout and are planning to hold the bible school again next summer, inviting other churches to participate as well.

VISITORS: Jamboree Committee President Leah Johnson was present to give the council an update on the 2021 Jamboree event. Attendance was good and the event ran smoothly. Johnson thanked her fellow committee members for all their hard work and dedication. Without this committee, this event would not have the success it does.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Block Party Permit – Sherwood Ave/Cir & E Opal Ln:** Brittany Glanzer has applied for a block party permit for the Sherwood Ave/Opal Ln neighborhood on Aug 14, 2021 from 12pm to 9pm. They are requesting the closure of Sherwood Ave/Cir and E Opal Ln west to Emerald Ave. A motion was made by Randall, second by O’Hara, to approve the block party permit for Sherwood Ave/Cir & E Opal Ln as presented – all voted yes, motion carried.
- **Special Event Permits – Buffalo Ridge Brewing:**
 - Buffalo Ridge Brewing has applied for a special event permit to hold a Convertible Car Cruise-In event at the brewery on Aug 19, 2021 from 3pm to 10pm. 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 Randall, second by O’Hara to approve the special event permit for the Convertible Car Cruise-In event as presented – all voted yes, motion carried.
 - Buffalo Ridge Brewing has applied for a special event permit to hold a Sioux Valley Energy employee party at the brewery on Aug 21, 2021 from 3pm to 10pm. 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 Randall to approve the special event permit for the Sioux Valley Energy Employee Party as presented – all voted yes, motion carried.
- **Resolution 2021-8 Amendments to the City’s Design & Technical Standards:** City engineers and staff did a review of the city’s design & technical standards. Suggested changes were brought before the Planning & Zoning board on July 27, 2021. The Planning & Zoning board is recommending approval of these changes to the City Council. Resolution 2021-8 will implement these suggested changes. A motion was made by Kuehl, second by O’Hara to approve Resolution 2021-8 Amendments to the City’s Design & Technical Standards – all voted yes, motion carried.

REPORTS:

- **Sheriff’s Department Report:** Deputy Kardas was present to update the council on various activities address by the sheriff’s department during July. There were 316 calls for service for the month, which is an increase of 10 calls over last month. Kardas also provided dates of upcoming community policing events.
- **Chamber & Economic Development Report:** Amy Farr was present to provide her report. Chamber activities: Hartford Block Party event went well, final preparations being made for the annual Chamber Golf Tournament to be held Wed Aug 4th, the Aug direct mailer is scheduled for delivery Aug 2nd, continues with updates to website and social media as needed. HADF activities: working with ISG and task force on community development plan, continued efforts on RFI’s and meeting with landowners/developers, Envision2025 meetings & retention efforts.

- **Engineer Report:** David Doxtad was present to report the following:
 - The review of the city’s design standards is complete and proposed changes were presented to the Council at the meeting.
 - Engineers continue to work with City Staff to determine a plan for next year’s construction projects and corresponding cost estimates.
 - Development work is ongoing: Western Meadows, Knapp’s Landing & Turtle Creek Highlands.
 - The Wastewater Feasibility Study is complete, and a final report has been provided.
 - Community engagement meetings are being schedule in an effort to get input for the community development plan.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council.

Streets – Asphalt patching work continues. Staff has been installing street signage in the Western Meadows Development. Street sweeping is being done in preparation for the slurry seal project, which is scheduled for Aug 6th & 9th. Staff are surveying boulevard trees for needed trimming, with letter being sent to those affected property owners. This process will be done over the next several weeks to alleviate an overload of branches at the yard waste drop off site. Mosquito spraying continues as needed. The speed trailer has been placed on S Main Ave.

Water – Staff continues to change out meters. There are approximately 480 left to change out. More are on order so work may be delayed until this order arrives. Stage 2 quarterly report is done. Next report due in Oct.

Sewer – Reporting is done until late Aug. Wagner and City Engineers visited another wastewater facility last week with one more to visit in the coming weeks.

Park – Staff will begin reassembling the recently refurbished playground equipment for Turtle Creek Park.

Bike Trail – Once the agreement for the bike trail grant is received and executed, staff will begin clearing out brush along the proposed path.

SDWWA 2021 Annual Conference – Wagner is requesting approval for himself and Jesse O’Kane to attend the SD Water & Wastewater Assoc annual conference Sept 15-17 in Rapid City. The estimated cost for registration and lodging is \$750, which is in budget. A motion was made by Kuehl, second by Randall to approve Wagner and O’Kane attending the SDWWA 2021 Annual Conference 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 July along with an overview of the city’s cash balances, revenues and expenses through June. The August calendar of events was also provided. The SDML Annual Conference will be held Oct 5th – 8th in Spearfish. A preliminary agenda was provided. The council was asked to notify staff if they wish to attend.
- **City Administrator Report:** City Administrator Sidel’s report was provided. Sidel reminded the council of the upcoming budget meeting on Aug 30th. In the coming weeks, Sidel will review this year’s budget and prepare the supplemental appropriation ordinance for items added to our 2021 budget by the council. An update was provided on grants applied for: Bike/Rec Trail – the City was awarded \$130,588 for this project. Work will start once the agreement from the State is received; 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. LOMR work is still ongoing on the Mickelson Rd project. Stockwell is in the process of updating the Western Ave Industrial Sewer project plans with a fall bid date being planned. Sidel will be reviewing the Fines & Fee Schedule with staff and will present recommend changes to the council at a future meeting. Sidel continues to compile cost estimates for possible projects that the City could fund with the American Rescue Plan funding. Sample ordinances to regulate medical marijuana will be presented to the Planning & Zoning board at their Aug 10th meeting.

NEW BUSINESS:

- **Review Intergovernmental Agreement with Lennox:** Currently the City employs a part time building inspector and a part time code enforcer who’s working hours are nights and weekends. In an effort to have these positions available during the day, the City is considering hiring a full-time position who would be both the building inspector and code enforcer and share this position with another community. The City of Lennox has shown interest. A draft job description and agreement between the City of Hartford and the City of Lennox was presented to the council. As proposed, the City of Hartford would be the employer of record and carry all insurance on the employee and process their payroll. The employee would have set hours for each community and the City of Lennox would be billed for their share of the payroll costs. Paul Clarke, who is the current part time building inspector for the City, was present to address the council with his thoughts and concerns on this proposal. Nate Vander Platts, City Administrator for the City of Lennox, was also present to address the council and answer any questions. Discussion was held on various items including the pay range of the position, the possibility of providing a company vehicle for the position, and the pros/cons of combining the two positions into one. The City of Lennox will be discussing this proposal at their Aug 9th meeting. It was the consensus of the council that Sidel attend the City of Lennox’s meeting to answer any questions they may have and bring feedback to the next council meeting.

- **Review RFP for Liquor License Proposals:** The City had one on-sale liquor license available at this time. In an effort to sell this license to the entity that would be the best fit for the City, a Request for Proposals has been drafted. As presented, the proposal requires the applicant to provide business information, intended use of the license, location, and hours of operation. The applicant would be required to complete the SD Alcoholic Beverage Application and pay the \$1,200 fee. They must also provide a bid price to purchase the available license. RFPs would be taken until Oct 12th and presented to council at the Oct 19th meeting. The City would reserve the right to reject any and all proposals if deemed in the best interest of the City. The license would become effective January 1, 2022. A motion was made by Randall, second by O'Hare to approve the Request for Proposals for On-Sale Retail Liquor License as presented and to begin advertising – all voted yes, motion carried.

CORRESPONDENCE: Public Works staff Craig Wagner, Neil Hanisch, Jesse O'Kane and Alan Brown, who are all certified Operations Specialists, have demonstrated excellence in water system management and maintenance. Because of their hard work, the City has met the requirements of the Safe Drinking Water Act and has been awarded the Secretary's Award for Drinking Water Excellence for the 16th consecutive year! Congratulations to all!

EXECUTIVE SESSION: A motion was made Kuehl, second by O'Hara to enter executive session pursuant to SDCL 1-25-2(1) for personnel, SDCL 1-25-2(3) for legal, and SDCL 9-34-19 for economic development at 8:14pm – 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 O'Hara to exit executive session at 8:45pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Jones, second by Randall 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