

## City Council Meeting – Regular Meeting September 1, 2020

Mayor Jeremy Menning called the meeting to order at 7:00pm with the following city council members present: Mark Monahan, Arden Jones, Mark Brenneman, Travis Kuehl, and Mark O’Hara. LaVonne Randall 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 Gabe Steinmeyer, City Engineer Mitch Mergen, City Attorney Tom Frieberg and approximately three people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jones, 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 O’Hara to approve the meeting minutes from Aug 18, 2020 – Monahan abstained with all others voting yes, motion carried. A motion was made by Jones, second by Monahan to approve the budget meeting minutes from Aug 26, 2020 – all voted yes, motion carried.

**PUBLIC COMMENTS:** None.

**VISITORS:** Pool Manager Amy Sebert was present to give the 2020 end of season report for the pool. She recognized all the lifeguards and assistant managers that staffed the pool this year. Due to the pandemic and opening the pool later than usual, there was only one session of swimming lessons offered, which was well attended. Passes sold included 198 family and 55 individuals in addition there were 25 pool parties booked. Barb Thaler was a great help with training and conducting drills throughout the summer. Sebert also extended a thank you to city staff and to the council for making the decision to open the pool this year. Even with the pandemic and the changes that were made, the season was a success.

### ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Rezone Hearing & 1<sup>st</sup> Reading of Ordinance #692 Lots 5 & 6, Block 3 of Western Meadows Addition:** Western Meadows, LLC has applied to rezone Lots 5 & 6 of Block 3 from community commercial to residential. Lots to the west and south of these lots are currently zoned residential and have houses on them. The Planning & Zoning board has reviewed this request and recommend approval of the rezoning. A motion was made by Monahan, second by Kuehl to approve 1<sup>st</sup> reading of Ordinance #692 to rezone of Lots 5 & 6, Block 3 of Western Meadows Addition from community commercial to residential – all voted yes, motion carried.
- **7:10 Hearing for Special Events Application – 2020 Jamboree Event:** Leah Johnson, on behalf of the Jamboree Committee, was present to request a Special Event Permit to hold a one-day Jamboree Event on Saturday Sept 26<sup>th</sup>. The event will include a car show, burnout contest and entertainment in the city park followed by a street dance downtown. The committee is also requesting to sell malt beverages during the event and the use of city staff as needed. A motion was made by Jones, second by Monahan to approve the special event permit for the 2020 Jamboree Event as applied for and to waive the fee – all voted yes, motion carried.
- **2<sup>nd</sup> Reading of Ordinance #691 Amend Subdivision Regulations:** The City’s subdivision regulations have been updated to incorporate changes to the street lift policy. 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 Monahan, second by Brenneman to approve 2<sup>nd</sup> Reading of Ordinance #691 Amended Subdivision Regulations – all voted yes, motion carried.
- **1<sup>st</sup> Reading of Ordinance #693 2021 Appropriations:** Ordinance #693 outlines and sets the 2021 budget that was voted on by the Council at the August 26, 2020 special budget meeting. A motion was made by Jones, second by Brenneman to approve 1<sup>st</sup> reading of Ordinance #693 2021 Appropriations – all voted yes, motion carried.
- **Resolution 2020-10 Annual Street Maintenance Fee:** Resolution 2020-10 will authorize the assessment of an annual street maintenance fee at a rate of \$1 per front footage with a minimum assessment of \$65. An exhibit was provided of all parcels and their assessed amounts. A motion was made by Monahan, second by Brenneman to approve Resolution 2020-10 Annual Street Maintenance Fee Assessment – all voted yes, motion carried.
- **Resolution 2020-11 Transportation Alternative Grant Application:** The City has applied for a grant that will aid in the construction of the bike trail along Turtle Creek between Feyder Ave & Main Ave. Passing Resolution 2020-11 is part of the grant process and states that the City will maintain the trail, commit to the matching funds needed for the project and secure the right-of way needed. The funds are in the Bike/Rec account and as for the right-of-way, the trail will be placed on City owned property. A motion was made by Jones, second by Monahan to approve Resolution 2020-11 Transportation Alternative Grant Application – all voted yes, motion carried.

- **Resolution 2020-12 Unclaimed Property:** A check that was issued by the City in March 2019 remains uncashed. Attempts have been made to contact the payee to either cash the check or, if lost, the City would reissue. Since the City has received no response, passing Resolution 2020-12 would allow the City to send the unclaimed check amount to the State Unclaimed Property Division, who would then hold the funds and handle any future claims. A motion was made by Kuehl, second by O’Hara to approve Resolution 2020-12 Unclaimed Property – all voted yes, motion carried.

## **REPORTS:**

- **Sheriff’s Department Report:** Deputy Kardas was present to provide his report for the month of August, which had 323 calls for service for the month.
- **Chamber & Economic Development Director Report:** Chamber & Economic Development Director Steinmeyer’s report was provided to the council. Chamber items include updates to the bylaws, finalizing the Sept mailer, organizing the 3<sup>rd</sup> Annual Golf Classic, producing “Coffee With A Cop” segments, and recruitment of board & committee members. For HADF, Steinmeyer continues to respond to RFI’s and meet with entities interest in Hartford. He also continues to work on workforce housing & apartment focused housing projects. Steinmeyer requested Council approval to attend a Dakota Resources Learning Network Gathering on Sept 15<sup>th</sup>/16<sup>th</sup> in Custer, SD. The event topic is community engagement and the registration fee is \$100. A motion was made by Brenneman, second by O’Hara to approve Steinmeyer attending the Dakota Resource event on Sept 15<sup>th</sup>/16<sup>th</sup> – all voted yes, motion carried.
- **Engineer Report:** Mitch Mergen provided engineer updates:
  - 9<sup>th</sup> Street Improvements – The project is on schedule with the curb & gutter now in place and the remaining concrete work expected to be complete this week. Crews will then begin preparing for asphalt. Pay application #2 for work completed to date was presented to the council. A motion was made by Jones, second by Monahan to approve pay application #2 to Zacharias Construction, Inc. in the amount of \$139,406.69 – all votes yes, motion carried.
  - Ruud/Opal Lane Intersection Improvements – The contractor has experienced some delays in the underground work due to private utility conflicts. These utilities have now been relocated and work on the project is proceeding. Underground work is expected to be complete this week. Crews will then begin preparing for asphalt. Pay application #1 for work completed to date was presented to the council. A motion was made by Monahan, second by Kuehl to approve pay application #1 to Zacharias Construction, Inc. in the amount of \$16,006.18 – all votes yes, motion carried.
  - Vandemark Avenue Improvements – Warranty repairs are underway, including concrete work and seeding. Property owners will be notified as the work progresses.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council.
  - Streets – The second application of mag water is planned in the coming weeks. Staff has been working on street patching and striping. Mosquito fogging continues as needed. Street sweeping is planned for next week. The speed trailer has been out at various problem areas.
  - Water – Staff continues to change out meters as time allows.
  - Sewer – Monthly reporting has been done. A pump went down at the Sagehorn lift station. Staff was able to switch the pump with a replacement pump with no issues.
  - Parks – The refurbishing of the playground equipment is underway. The signage to recognize Turtle Creek have arrived. Staff will work on getting them put up.
  - Pool – Staff has finished winterizing the pool.
  - Sports Complex – The City has been approved for a grant thru Reliabank for the planting of trees at the Sports Complex. The grant will fund \$100 per tree up to 15 trees for a total of \$1,500. Discussion was held on using funds budgeted for boulevard trees towards trees at the Sports Complex in an effort to get some bigger trees out there. Wagner also indicated that money is budget each year for trees in the parks too. Since planting will not happen until spring, Wagner will discuss with Mike Smith and bring more information back to the council at a future meeting.
- **Finance Officer Report:** City Finance Officer Wilber’s report was provided to the council. Items included a summary of revenues received in August along with an overview of the city’s cash balances, revenues and expenses through July. The September calendar of events was also provided.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. The City has acquired property south of Railroad St. that was previously owned by West Central School Dist. Lease agreements for the west face of billboard #2 & #3 are being cancelled due to nonpayment. The City will now have three billboards available for lease. Representatives from Safety Benefits will be in the office on Sept 16<sup>th</sup> to conduct a work comp audit. The new phone system is scheduled to be installed on Sept 16<sup>th</sup>. The State is

planning to make improvements to the Western Ave interstate exchange in 2025. As part of the CIP, the city is also planning to do improvements along Western Ave from the exchange to Mickelson Rd. The State would allow the City to partner with them for the engineering design. Discussion was held on going this route verses having City Engineers design the City's portion of the project. It is the consensus of the council that our engineers do the design work on the City's portion of the project.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- **Mayoral Appointments – City Attorney and City Engineer:** Mayor Menning appointed Frieberg, Nelson & Ask as the City Attorney until September 2021. A motion was made by Kuehl, second by Monahan to approve Mayor Menning's appointment of Frieberg, Nelson & Ask as the City Attorney until September 2021 – all voted yes, motion carried. Mayor Menning appointed Stockwell Engineers as the City Engineer until September 2021. A motion was made by Brenneman, second by O'Hara to approve Mayor Menning's appointment of Stockwell Engineers as the City Engineer until September 2021 – all voted yes, motion carried

**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** A motion was made Jones, second by Kuehl to enter executive session pursuant to SDCL 1-25-2 (3) for legal at 8:38pm – 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 Monahan to exit executive session at 8:56pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Brenneman, second by Monahan to adjourn at 8:57pm – 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