

## City Council Meeting – Regular Meeting September 15, 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, Mark O’Hara and LaVonne Randall. 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 Jon Brown and approximately 6 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 Jones, second by Brenneman to approve the meeting minutes from September 1, 2020 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Brenneman, second by Kuehl to approve the bills submitted for payment – all voted yes, motion carried.

### PUBLIC COMMENTS:

- Kathleen Puttmann, owner of Sideline Diesel Repair and employee of The South Bar, was present to inform the council that both locations have been having issues with rats. Sidel commented that one other call had been received and, to her understanding, the homeowner hired an exterminator to address the issue.
- Sandy Dean, on behalf of DHI, was present to inform the council of activities being planned during the Jamboree Day event on Saturday September 26<sup>th</sup> that will honor Elihu Increase Oaks. Mr. Oaks was the namesake of Oakville before it was changed to Hartford.
- John Fuller was present to provide some history on Hartford about his great grandfather, who is memorialized on a the bronze plaque located at Century Park.

### ORDINANCES, RESOLUTIONS, APPLICATIONS AND HEARINGS:

- **Special Event Application for WC Homecoming Parade:** Amy Lupkes was present on behalf of the WC School District. The school is requesting to hold the homecoming parade on Sept 25<sup>th</sup> from 1pm to 2pm. A change has been made to the parade route since the application was submitted. They would start on 2<sup>nd</sup> St at the Middle School going west to Main Ave turning north on Main Ave. A motion was made by Jones, second by Randall to approve the special event permit with noted changes to the route and to waive the application fee – all voted yes, motion carried.
- **7:05 Hearing & 1<sup>st</sup> Reading of Ordinance #697 – Rezone Lots 7 & 8, Block 4 of Hartford City Proper:** The City owns Lots 2 thru 8, Block 4 of Hartford City Proper. The two north lots, #7 & #8, are zoned community commercial while the other five lots are zoned central business. When marketing these lots for development, it would be beneficial to have them all zoned the same in the event that someone would want to develop on more than one, they would not have to worry about the zoning being different. The Planning & Zoning board has reviewed this request and recommend approval of the rezoning. A motion was made by Brenneman, second by O’Hara to approve 1<sup>st</sup> reading of Ordinance #697 to rezone of Lots 7 & 8, Block 4 of Hartford City Proper from community commercial to central business – all voted yes, motion carried.
- **7:10 Hearing & 1<sup>st</sup> Reading of Ordinance #694 – Amended Zoning Regulations:** Ordinance #694 would amend the City’s zoning regulation to allow places of worship as a permitted use in all zoning districts. As the regulation are now, churches are permitted in residential and manufactured housing residential districts only. Changes include removing “churches” from residential districts and adding “place of worship” to all districts. The Planning & Zoning board has reviewed this request and recommends approval of these changes. A motion was made by Kuehl, second by Randall to approve 1<sup>st</sup> reading of Ordinance #694 Amended Zoning Regulations – all voted yes, motion carried.
- **7:20 Hearing – Annexation & Rezone 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 so, for marketing purposes, it would be more attractive to potential buyers to have this process already done. There are two housing eligibilities on this parcel and once annexation occurs, those eligibilities will be gone. Adjacent lots 2 & 4 are zoned light industrial.
  - **Resolution 2020-13 – Annexation of Lot 3 of Swenson Addition:** A motion was made by Kuehl second by Jones to approve Resolution 2020-13 – Annexation of Lot 3 of Swenson Addition – Monahan voted no with all others voting yes, motion carried.
  - **1<sup>st</sup> Reading of Ordinance #696 – Zoning of Lot 3 of Swenson Addition:** A motion was made by Jones, second by O’Hara to approve 1<sup>st</sup> Reading of Ordinance #696 to zone Lot 3 of Swenson Addition as light industrial – all voted yes, motion carried.

- **2<sup>nd</sup> Reading of Ordinance #692 – Rezone 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 Brenneman, second by Kuehl to approve 2<sup>nd</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.
- **2<sup>nd</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 Randall to approve 2<sup>nd</sup> reading of Ordinance #693 2021 Appropriations – Monahan voted no with all others voting yes, motion carried.

## **REPORTS:**

- **Fire Department Report:** Fire Chief Bryon Shumaker was present to give a fire department update. For Aug there were 42 total calls with 14 in city limits. Shumaker gave a recap of training that was held in Aug for both EMS & Fire. The Public Safety Day event went well. Shumaker thanked all entities involved. An update was given on the implementation of the Knox System.
- **Engineer Report:** Jon Brown provided engineer updates:
  - 9<sup>th</sup> Street Improvements** – The project is on schedule and on budget. This week the contractors will finish topsoil, seeding and final restoration work.
  - Ruud/Opal Lane Intersection Improvements** – Curb & gutter work is now complete and asphalt work is underway. At this time, this project is running a little over budget. The project is expected to wrap up this week.
  - Vandemark Avenue Improvements** – Warranty repairs are underway, including concrete work and seeding.
  - Mickelson Road Improvements** – Warranty repairs are underway, including sidewalk repairs. Several sections of sidewalk were torn out this week with no notification given to the City or the abutting property owners. Discussion was held on how this procedure could be improved on future projects.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council.
  - Streets** – The second application of mag water is planned for Friday this week. Street patching is complete. Mosquito fogging continues as needed. Street sweeping is planned for next week. The speed trailer has been out at various problem areas. Staff continues to work on drainage areas.
  - Water** – Staff continues to change out meters as time allows. Stage 2 reporting will be done this week. Copper & lead sampling, which is done every three years, is now finished. Staff will be doing hydrant work at 4<sup>th</sup> & Western.
  - Sewer** – Monthly reporting has been done. Regarding the future facility RFQ, staff has had several meetings with different engineering firms wanting more information on our current facility.
  - Parks** – The circle slide at Turtle Creek Park has been damaged so it has been removed. Once the refurbished playground equipment is done and place, a determination will be made if the slide needs to be replaced.
  - 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. Wagner indicated that there is money left in this year’s budget to move forward with the grant, placing the order and making a down payment. Then next year, the remaining balance could be paid from funds budgeted for boulevard trees or park trees. The consensus of the council was to move forward as presented.
  - Public Buildings** – The concrete work at the shop will be done this week.
- **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 Aug 31<sup>st</sup> and a recap of bills submitted for payment. The calendar of events was also provided.
- **City Administrator Report:** City Administrator Sidel’s report was provided to the council. There has been a lot of interest in the RFQ for the future waste water treatment facility. The submission deadline is Sept 30<sup>th</sup>. The new phone system was installed this week. The city attorney is working on an ordinance to update our rural service districts. City staff, attorney & engineers had a meeting with the property owner on the remaining easement needed on the Western Ave sewer project. An insurance audit will be conducted this week. It has been several years since the City has priced out its insurance. It is the consensus of the council that this be done again to ensure the City is taking advantage of the most affordable option.

## **OLD BUSINESS:**

- **Jamboree Request for 2020 Appropriation:** Leah Johnson, on behalf of the Jamboree Committee, was present to give an update on the upcoming event and to request their 2020 Appropriation. Since a smaller one-day event is being held this year, the committee is not requesting the full budgeted amount of \$25,000 but rather is requesting \$5,000. A motion was made by Kuehl, second by Brenneman to approve the release of \$5,000 to the Jamboree Committee for their 2020 event – all voted yes, motion carried.

**NEW BUSINESS:**

- **Review Plat of Tract 1 & Tract 2 of Anderson's Addition:** This plat, which is outside of city limits, is coming before the Council for approval as a result of our joint platting jurisdiction with Minnehaha County. These tracts are located in our growth area and are therefore subject to the approval of both Planning & Zoning Board and City Council before it can be submitted to Minnehaha County for approval. The Planning & Zoning Board, along with City Engineers, have reviewed the plat and recommend approval by the Council as long as engineer comments are addressed. All comments have been addresses except for the signing of a pre-annexation agreement, which the City's regulations require before final approval is given on any plat within the City's unincorporated jurisdiction. A motion was made by Kuehl, second by Brenneman to approve the plat of Tract 1 & 2 of Anderson's Addition contingent on engineer's comments being addressed. Monahan suggested to not take any action until the pre-annexation agreement is signed. City Engineer Jon Brown agreed. Kuehl withdrew his motion. A motion was made by Kuehl, second by Brenneman to table this item until the next meeting. Monahan suggested tabling until they sign pre-annexation agreement. Vote was taken with Monahan voting no and all others voting yes, motion carried.
- **Assignment of Agreement between City of Hartford and Rural Office of Community Services:** The City received a grant from the State to purchase the transit but. At the time, Inter-Lakes Community Action Partnership (ICAP) was managing the City's transit program. Rural Office of Community Services (ROCS) has since taken over management of the program from ICAP. This assignment of agreement transfers all interest in the program from ICAP to ROCS. A motion was made by Monahan, second by Brenneman to approve the assignment of agreement between the City of Hartford and ROCS – all voted yes, motion carried.
- **Lease Agreement – West Face of Billboard #5:** A billboard lease agreement between the City and Central State Manufacturing, Inc. was presented to the council. All terms are the same as past billboard leases. A motion was made by Brenneman, second by Monahan to approve the lease agreement for the west face of billboard #5 to Central States Manufacturing, Inc. – all voted yes, motion carried.

**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** A motion was made O'Hara, second by Monahan to enter executive session pursuant to SDCL 1-25-2 (3) for legal at 8:16pm – 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 8:29pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Brenneman, second by Monahan to adjourn at 8:30pm – 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