

## City Council Meeting – Regular Meeting September 21, 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 Monahan, Mark Brenneman, Mark O'Hara, and Travis Kuehl. LaVonne Randall was present via teleconference. Mayor Jeremy Menning was 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 3 people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Monahan to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Monahan to approve the regular meeting minutes from Sept 7, 2021 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Brenneman, second by Monahan to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

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

- **7:05pm Public Hearing to Transfer Liquor License from T&D Foods, Inc to HTC, LLC:** The City has received paperwork to transfer on-sale liquor license RL-6067 from T&D Foods, Inc to HTC, LLC. A motion was made by O'Hara, second by Brenneman to approve the transfer of the on-sale liquor license RL-6067 from T&D Foods, Inc. to HTC, LLC – all voted yes, motion carried.
- **2<sup>nd</sup> Reading of Ordinance #716 – 2022 Budget Ordinance:** Ordinance #716 outlines and sets the 2022 budget that was voted on by the Council at the August 30, 2021 special budget meeting. A motion was made by Monahan, second by Brenneman to approve 2<sup>nd</sup> reading of Ordinance #716 2022 Appropriations – all voted yes, motion carried.
- **1<sup>st</sup> Reading of Ordinance #717 – Surcharge on Sewer/Water Accounts:** With the conversion of our water meters from radio read to cellular read, the City will incur a reading fee of approximately \$1 per month per meter. This will amount to approximately 14k a year and will only increase as new homes and businesses are built and new meters are installed. One way for the City to recoup these costs would be to add a surcharge on each customer's monthly water bill. Ordinance #717 would amend Chapter 8.04 Sewer & Water Rates by adding Section B which states a surcharge will be placed to each meter account bill that is equal to the amount charged to the City as a meter reading fee. A motion was made by Kuehl, second by O'Hara to approve 1<sup>st</sup> Reading of Ordinance #717 Surcharge on Sewer/Water Accounts as presented. Further discussion was held on the amount of the surcharge, if it should be greater than the amount the City is being charged to cover some of the City's administrative costs or if it should be equal to the amount the City is being charged for the read fee. Kuehl called the vote. All voted yes, motion carried.

### REPORTS:

- **Fire Department Report:** Fire Chief Matt Horn was present to give a department update to the council. There was a total of 27 calls in Aug with 10 in city limits. Horn also provided an update on the various trainings held during the month of Sept. Fire Prevention Week is Oct 4<sup>th</sup> thru 8<sup>th</sup>. Demonstrations are being planned at WC Schools.
- **Chamber & Economic Development Director Report:** Amy Farr's report was provided. Chamber activities: continues planning and promoting upcoming events; held a ribbon cutting for Turtle Creek Park's new playground on Sept 23<sup>rd</sup>; making plans for the annual banquet to be held on Mar 4, 2022. HADF activities: continued work with ISG and task force on community development plan; continued efforts on RFI's and meeting with landowners/developers; Envision2025 meetings & retention efforts; continues work with SMGA; held a tour at Cemcast on Sept 22<sup>nd</sup> for board members; attended the Fueled for Growth Conference at BHSU; making plans for upcoming HADF retreat on Sept 29<sup>th</sup>.
- **Engineer Report:** David Doxtad reported the following:
  - Work on the sewer rate study will continue following a decision on the future of the proposed WWTF.
  - A spring bid is planned for the water tower painting project. Cost estimates will be secured at a later date.
  - Engineers attended a public input meeting held by the DOT and their engineers on the Western Ave Interchange project, which is scheduled for 2025. Conceptual design work for the City's project to reconstruction Western from the interchange to Mickelson Rd on underway and going well.
  - Development work is ongoing: Western Meadows, Knapp's Landing & Turtle Creek Highlands.
  - Discussions with surrounding communities continue in regard to the future WWTF.
  - Work continues on the community development plan with the next meeting scheduled for Sept 22<sup>nd</sup>.

- **Public Works Report:** Public Works Superintendent Wagner's report was provided.  
Streets – Asphalt patching work will continue into the fall. Gravel roads will be monitored for a 2<sup>nd</sup> application of mag. Weekly street sweeping continues. Letters are being sent to homeowners regarding trimming boulevard trees. Mosquito spraying continues as needed. The speed trailer is currently on Feyder Ave.  
Water – Meter change outs will start again next week. Quarterly reporting is done. With the City's increase in population, DANR sent notification that we will need to increase our lead and copper testing in 2023.  
Sewer – The City received a satisfactory rating on the recent DANR inspection of the lagoons, lift stations and documents. The Aug DMR reporting will be done this coming week. The Mickelson Rd lift station generator has been delivered. Hookup is scheduled for next week. Staff toured Harrisburg's new WWTF on Sept 8<sup>th</sup>.  
Park – Staff has completed the install of the refurbished playground equipment for Turtle Creek Park. A ribbon cutting was held Sept 23<sup>rd</sup>.  
Sports Complex – Staff has compiled bid specs for fencing and ag-lime for two fields at the Sports Complex.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included cash balances, sales tax revenue and committee fund balances as of Aug 31<sup>st</sup>, a recap of bills submitted for payment and the calendar of events. A reminder was given about the SDML annual conference to be held in Spearfish Oct 5<sup>th</sup>-8<sup>th</sup>. The registration deadline is Sept 24<sup>th</sup>.
- **City Administrator Report:** City Administrator Sidel's report was provided. Sidel reminded the council of the upcoming special meeting on Oct 4<sup>th</sup> to discuss the future WWTF. There are no new updates on the outstanding grant applications. Warranty inspections have been done for both the 9<sup>th</sup> St/Vandemark Ave project and the Rudd/Opal Ln project. A few items are being worked through before a final letter of acceptance is issued. Sidel attended the public meeting for the SD DOT Exit 387 Project. There have been no significant changes to the project, which is scheduled for 2025. Sidel will be drafting an application that will need to be submitted to the City when applying for a cannabis license. All licenses will require council approval. The City continues to advertise for the Building Inspector/Code Enforcer position. This is a full-time shared position with the City of Lennox. Sidel is quoting the City's insurance coverage. More information to follow. The City is currently accepting RFPs for the one open liquor license. The deadline for is 5pm Oct 12<sup>th</sup>.

#### **NEW BUSINESS:**

- **Approval of City Staff to Attend 2021 SDML Conference:** The SDML annual conference will be held Oct 5<sup>th</sup>-8<sup>th</sup> in Spearfish. Registration is \$100 per person plus lodging and mileage. Sidel and Wagner are requesting to attend. A motion was made by Monahan, second by Brenneman to approve Teresa Sidel and Craig Wagner's attendance at the SDML annual conference in Spearfish – all voted yes, motion carried.
- **Review Bid Specifications & Approve Bid Letting for Fencing & Ag-lime at Swenson Sports Complex:** Per the council's request at the Sept 7<sup>th</sup> meeting, staff has put together bid specifications for both fencing and ag-lime for two fields at the Swenson Sports Complex. The specifications, along with the bid sheets, were reviewed. Discussion was held on publication time, bid letting date and installation date. As written, bids would be opened on Oct 15<sup>th</sup>, which allows for the proper publication time, and reviewed by the council at the Oct 19<sup>th</sup> meeting. Ag-lime would have to be delivered by Nov 30<sup>th</sup> and the fencing installed by Dec 31<sup>st</sup>. Wagner indicated that the ag-lime could be stored onsite if need be. There was also discussion on volunteer workers. A motion was made by Brenneman, second by Monahan to approve bid specifications/letting as presented – Randall abstained with all others voting yes, motion carried.
- **Review/Discuss Fines & Fees Ordinance:** It has been several years since the City's fines/fee schedule has been review. A copy of the current schedule was provided with staff recommended changes noted in red. Discussion was held on some of our current fees compared to surrounding communities. Several additional changes were discussed. Sidel will put together a draft ordinance of the suggested changes to be reviewed at the next meeting.

**CORRESPONDENCE:** None

**EXECUTIVE SESSION:** A motion was made O'Hara, second by Brenneman to enter executive session pursuant to SDCL 1-25-2(3) for legal at 8:00pm – 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 8:06pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Monahan, second by O'Hara to adjourn at 8:07pm – 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