

City Council Meeting – Regular Meeting March 2, 2021

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 Amy Farr, City Engineer Mitch Mergen, City Attorney Tom Frieberg, and three people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by O’Hara to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jones, second by Randall to approve the meeting minutes from February 16, 2021 – all voted yes, motion carried

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Public Hearing and 1st Reading of Ordinance #705 – Zoning Amendment:** This ordinance would amend the On-Premises Sign section of the City’s zoning regulations. Currently, properties zoned central business and commercial are allowed more square footage per lineal foot than properties zoned light and heavy industrial. Since industrial lots are usually larger than commercial or central business lots, the Planning & Zoning board feels they should be granted as least the same square footage for on-premises signs. This ordinance would amend the wording under Sign Area for industrial zones to be the same as it is for central business and commercial zones. The Planning & Zoning board is recommending approval of this ordinance to the council. A motion was made by Kuehl, second by Brenneman to approve 1st reading of Ordinance #705 – Zoning Amendment – all voted yes, motion carried.
- **2nd Reading of Ordinance #703 – Establishment of Park & Recreation Board:** This ordinance would establish a 7-member park board consisting of 5 voting members from the public, 1 non-voting member from the council and 1 non-voting member from city staff. City Attorney Frieberg provided further guidance on the establishment of a park & rec board vs. an advisory committee. Per SD codified law, the implementation of a park & rec board moves certain authorities, such as operations and spending for the City’s park/rec system, from the council to this board. Whereas an advisory committee simply advises the council on park/rec related issues, leaving the decision making to the council. Further discussion was held on the pro/cons of each with the consensus of the board being that an advisory committee is what the City is looking for at this time. A motion was made by Monahan, second by Jones to not approve 2nd reading of Ordinance #703 – Brenneman voted no with all others voting yes, motion carried. Sidel will put information regarding forming an advisory committee on the next agenda.
- **2nd Reading of Ordinance #704 – Cable Television:** The City’s cable franchise agreement with GoldenWest expires on May 31, 2021. Ordinance #704 will need to be passed to continue this service. This agreement has been reviewed by both the City Attorney and GoldenWest with minor changes being made. The new agreement is for 10 years and is non-exclusive, meaning another company could provide these services to Hartford as well. A motion was made by Jones, second by Randall to approve 2nd reading of Ordinance #704 Cable Television – all voted yes, motion carried.

REPORTS:

- **Sheriff’s Department Report:** Deputy Kardas was present to provide his report for the month of February, which had 235 calls for service for the month, which is a decrease of 32 calls over last month.
- **Chamber & Economic Development Report:** Amy Farr was present to provide her report to the council. She continues to meet with individuals, business owners and elected officials to introduce herself. For the Chamber she is meeting with members & committees, reviewing policy manual and budget/accounting processes, and working on the collection of past due member dues. For the HADF she has toured the City to familiarize herself, accompanied Sioux Metro Growth Alliance (SMGA) on a site visit, attended SMGA annual meeting and working is on Envision 2025 invoicing and retention efforts.
- **Engineer Report:** Jon Brown & Mitch Mergen were present to address the council. In Sept 2020, Stockwells was appointed as the City’s engineering firm. That appointment has been rescinded. Brown and Mergen both expresses their gratitude for the time they did serve as the City’s engineering firm and hope they will have the opportunity to work with the City again in the future. A special meeting will be held at 7pm on Wed Mar 10th to discuss future engineering services.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided to the council.
Streets – Inlets & drainage areas are being cleaned. Gravel roads should be bladed in the coming weeks. If the weather remains nice, staff plans to sweep the streets next week. Sioux Falls is reviewing the bids received on the slurry seal project. It looks like the project will come in below budget. More information will be provided at the next council meeting once things are finalized. Wagner continues to look for a used pickup. The street lights located downtown are deteriorating and need to be replaced. Wagner provided two options. The current lights

are from Sioux Valley Electric and we are billed a monthly charge for them. The first option would be to have SVE replace them at no cost to the City. We would continue to be billed per light on a monthly basis as before. The other option is for the City to purchase its own specialty poles. If this were done, we would also have to supply the circuit to them. Wagner estimates that this could cost 30k to 35k. It is the consensus of the council to move forward with the first option, having SVE replace the existing poles with their new poles.

Water – Staff continues to change out meters as time allows. There are 757 meters still on the old system.

Sewer – All reporting is done until March. Wagner has done specs for the new generator for the Mickelson Rd lift station. Wagner and Sidel are working with SECOG to see if the City is obligated to bid or if it can be bought off the state bid list or Sourcewell.

Public Buildings – Painting at City Hall will be wrapped up this week.

- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the Council. Items included a summary of revenues received in Feb along with an overview of the city's cash balances, revenues and expenses through Jan. The Mar calendar of events was also provided. The Board of Equalization meeting is set for 7pm Mar 15th with the deadline for property owners to file an appeal being 5pm Mar 11th. The deadline to submit a nominating petition for the City's election in April was Feb 28th. Mayor Menning was unopposed so he will serve another two-year term. There were no petitions filed for the 4 other open seats. Those currently serving in those seats will continue until the next annual election. If they choose to resign, the seat will be filled by appointment. As a result, no election will be held.
- **City Administrator Report:** City Administrator Sidel's report was provided to the Council. Amy Farr started her employment as the City's CEED on Feb 16th. She is doing a great job and we are happy to have her as part of our team. Interviews for the part time office assistant position have wrapped up. Sidel will provide an update and recommendation for the council in Executive Session. The SDML will be holding virtual district meetings via Zoom this year. Our district will be held on Mar 18th at 5:30pm. The deadline to register is Mar 11th. Sidel provided updates on recent grant applications for the bike & rec trail, storm shelter building and lift station generator. Sidel presented some short-term loan options provided by the three local banks. In the event that the City proceeds with engineering of the WWTF, funds will be needed to pay these costs until a SRF loan is secured. Sidel also mentioned that the City will need to make some decisions on the land acquired for the future WWTF. The land could be leased for farming or the City could spray and mow it. It was the consensus of the council that City Attorney Frieberg put together a lease agreement to be presented at the next meeting.

NEW BUSINESS:

- **Review County Plat for Lot A of Tract 1 of McCluskey'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. This plat, which is located in our growth area, is 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. The City's regulations require that a pre-annexation agreement be signed, which has been done. A motion was made by Monahan, second by Randall to approve the plat for Lot A of Tract 1 of McCluskey's Addition – all voted yes, motion carried.
- **Reimbursement Request for Western Meadows:** Costello Land Development had continued with the development of their Western Meadows Addition. The City had requested that when they are were doing these improvements that they upsize a water main that would service future growth to the south of the interstate. The City agreed to bear the cost of this upsizing. The improvements are now complete, and the developers have submitted an invoice in the amount of \$1,596.90 for this upsizing. City engineers have reviewed the reimbursement request and are recommending payment to the developers. A motion was made by Monahan second by Kuehl to approve payment of \$1,596.50 to Costello Land Development, Inc. for the upsizing of the water main in the Western Meadows Addition – all voted yes, motion carried.

CORRESPONDENCE: None

EXECUTIVE SESSION: A motion was made Monahan, second by Randall to enter executive session pursuant to SDCL 1-25-2(1) for personnel and SDCL 1-25-2(3) for legal at 8:02pm – 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 Monahan, second by Jones to exit executive session at 8:09pm – all voted yes, motion carried.

A motion was made by Monahan, second by Jones to extend an offer to hire to Candidate #2 for the part-time office assistant at \$15.50 per hour – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Jones, second by Monahan to adjourn at 8:12pm – 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