



**City of Spearfish**  
City Council Study Session Minutes  
August 2, 2023, 4:15 p.m.

The City Council Study Session was called to order by Mayor Senden at 4:15 p.m. in the Council Chambers of City Hall on Wednesday, August 2, 2023. The following council members were present: Clark, Hodgs, Hourigan, Jacobs, Klarenbeek, and Rath. Absent: none. City staff present were: City Administrator McFarland, City Attorney McDonald, Finance Officer DeNeui, City Planner Kapsa, Parks and Recreation Director Ehnes, City Engineer Mathis, Assistant Police Chief Dean, Assistant Public Works Director McMahon, and Assistant Planning Director Ecker.

Hodgs moved, Hourigan seconded, and all voted to approve the agenda as presented.

City Planner Kapsa introduced the new Assistant Planner Jaymia Ecker and Ecker spoke on her background and excitement to join the City of Spearfish.

**Items for Council Discussion:**

City Standards and Specifications – City Engineer Mathis reviewed the proposed changes to the standards and specifications for developments. Decorative street lighting was proposed to have two standard pole options for City to own and maintain, a one-time fee for developers to help offset additional costs of operating, maintaining, repairing and replacing the lights, and existing decorative lighting will be replaced by one of the two options. If the developer chooses, they may select any pole option from an electric co-op but all collector and arterial roadways will require metal poles. Procedural changes for subdivisions proposed to require development agreements on all major subdivisions and to allow “pre” final platting by administrative approval if the required infrastructure and reports are completed and a bond is supplied for the remaining costs not completed. No building permits would be issued until all improvements are completed. Additionally, staff recommend adding a project warranty bond for all dedicated improvements to the City. Currently two-year warranties are given but with the addition of a bond, the City has additional coverage for the repair or replacement of any infrastructure that fails within the warranty period. Additional standards and specifications will be reviewed at an upcoming study session and the final standards and specifications will be presented at a later date for council approval.

Resolution 2023-21 – Finance Officer DeNeui requested approval of Resolution 2023-21 to increase the annual special maintenance fee for street surfaces, also known as the front foot assessments, to \$1.00 per lineal foot with maximum of 100 feet to be assessed on any parcel abutting a city-maintained street. This will be a \$0.20 increase from the 2023 assessment (payable with 2024 property tax payments) of \$0.80 per lineal foot. The increase would be on 2024 property assessments and payable with property taxes in 2025. An increase is needed to fund street repair and maintenance costs.

2024 Budget – City Administrator McFarland, Finance Officer DeNeui, and City Planner Kapsa presented information on the General Fund and several miscellaneous funds for the functions of general administration, planning and development, and public safety for the 2024 budgets. A review

of the parks and recreation and public safety functions for the 2024 budget will be provided during the August 30, 2023 study session.

**City Council Agenda:**

Draft Agenda – The draft agenda for the August 2, 2023, City Council Regular Session was previewed.

The public comment period was opened at 5:44 p.m. and closed with no comments being received.

Assistant Public Works Director McMahon noted the Vigna Well (located in the Green Acres Subdivision) has experienced a mechanical failure so a replacement well or repairs will be sought. Additionally, he noted a state-wide initiative to identify all lead drinking water pipes will begin soon. Flyers requesting a survey of pipes will be distributed to all water customers in Spearfish with the August bills. The flyers have additional information or customers may call the utility office with any questions or for assistance with the survey.

No additional discussions were held and with a motion from Klarenbeek, seconded from Hourigan, the meeting was adjourned at 5:46 p.m.

