

Hartford City Council Agenda

Tuesday, April 4, 2023

7:00 p.m.

Hartford City Hall

Mayor Arden Jones

Ward 1: Mark Brenneman and Travis Kuehl

Ward 2: Mark O'Hara and Chris Woslager

Ward 3: Cindy Matson and Jake Jass

Pledge of Allegiance

Business Items

- Roll Call of Governing Board
- Additions to the Agenda/Approve Agenda
- Approve Minutes of Previous Meeting(s)
*Regular Meeting Minutes - 3/21/2023
- Approve Bills submitted for Payment (if any)

Public Comments - Public Input on Non-Agenda Items (Comments Limited to 5 minutes per speaker)

Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda

Applications, Agreements, Hearings, Resolutions & Ordinances

- Special Event Permit - A Night for Landry Benefit & Silent Auction at Buffalo Ridge Brewery
- 2nd Reading of Ordinance #739: Update Fines and Fees
- 2nd Reading of Ordinance #740: Update Voting Wards
- 1st Reading of Ordinance #741: Amend Section 8.0110 - Extension of Water/Sewer Services

Reports

- Minnehaha County Sheriff's Deputy Report - Deputy Kardas
- Chamber and Economic Development Director Report - Amy M. Farr
- City Engineer Report - ISG Inc.
- Public Works Superintendent Report - Craig Wagner
*Training Request for Wastewater Seminar April 19-20, 2023
*Training Request for SD Municipal Street Maintenance Assoc. April 26-27, 2023
- Finance Officer Report - Karen Wilber
- City Administrator Report -Teresa Sidel

New Business

- Discuss Fee for Placement Permits
- Discuss Width/Cost Estimate of Trail between Main Ave & Feyder Ave
- Review/Approve Tax Abatement for Parcel #23819
- Update on WRRF provided by ISG & Rice Lake Construction - Review Cost Estimates

Executive Session (SDCL 1-25-2) (SDCL 9-34-19)

Adjournment

Next Regular City Council Meeting: Tuesday, April 18, 2023

Hartford City Council Meeting – Regular Meeting March 21, 2023

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Mark Brennehan, Travis Kuehl, and Mark O’Hara. Jake Jass 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 Engineer Michael Redenbaugh, and 8 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by O’Hara, second by Matson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Woslager to approve the regular meeting minutes from March 7, 2023 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by O’Hara to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – Miles 4 Murphy 5K:** Alexa Larson on behalf of the West Central National Honor Society was present. The Honor Society has applied for a special event permit to hold a 5k in support of the Kier Murphy Scholarship. The event is scheduled for Apr 29, 2023 from 8:30am to 11am and will take place on city streets with the central location to be at the city park. A motion was made by Kuehl, second by Woslager to approve the special event permit for the Miles for Murphy 5k as applied for – all voted yes, motion carried.
- **Resolution 2023-4 Authorizing Application for SRF Funding for the Hwy 38 Water Loop Project:** The Hwy 38 Water Loop project is estimated at \$990,800. At the Feb 21st council meeting the council approved using \$500,000 from the City’s water fund reserve account and to apply for an SRF loan for the \$490,800 balance. Resolution 2023-4 authorizes the application for the SRF loan and states that the Mayor or Council President can sign the application along with any payment requests. A motion was made by Kuehl, second by Matson to approve Resolution 2023-4 authorizing application for SRF Funding for the Hwy 38 Water Loop Project – all voted yes, motion carried.
- **Resolution 2023-5 to Transfer Reserves from the Water Fund to the Hwy 38 Water Loop Project Fund:** With the Council’s approval of using \$500,000 of the water fund reserve account to pay for a portion of the Hwy 38 water loop project, these funds now need to be transferred from the Water Fund to the Hwy 38 Water Loop Project Fund. Resolution 2023-5 authorizes this transfer. A motion was made by Kuehl, second by Woslager to approve Resolution 2023-5 to transfer reserves from the Water Fund to the Hwy 38 Water Loop Project Fund – all voted yes, motion carried.
- **1st Reading of Ordinance #739 Fines and Fees:** The City has adopted a Fines and Fees Schedule. At the Mar 7th council meeting the council approved changes to our swimming pool daily admission and season pass rates. This change has been updated on the schedule. The City requires an annual permit to drive a golfcart on City streets. This fee was not on the schedule so it was added, along with the fine associated with violating this requirement. Ordinance #739 incorporates these changes and updates the schedule. A motion was made by Matson, second by O’Hara to approve 1st Reading of Ordinance #739 Fines and Fees – all voted yes, motion carried.
- **Update Voting Wards:** T
 - **Review/Approve Voting Ward Map:** The City has recently annexed several parcels of land into city limits. A voting ward for each parcel needs to be designated. Currently this is bare land so the addition of these parcels to a particular ward will not affect the population per ward. As the land develops, the population will have to be reviewed to see if a shift is needed to keep the wards fairly equal. A revised ward map including the recently annexed land was provided. A motion was made by Matson, second by O’Hara to approve the revised voting ward map as presented – all voted yes, motion carried.
 - **1st Reading of Ordinance #740 Update Voting Wards:** In addition to approving a new ward map, Chapter 2.02 Wards and Voting Precincts of the Municipal Ordinance also needs to be updated. Ordinance #740, which incorporates these changes, was provided. A motion was made by Kuehl, second by O’Hara to approve 1st Reading of Ordinance #740 to update the voting wards – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR Chief Bryan Schmaker was present to provide his report. For the month of Feb there was a total of 27 calls with 13 in city limits. An update was given on the various trainings held during the month of Mar. Schmaker also mentioned that there maybe increased traffic through town with the construction that is starting on I-90.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Chamber Events Committee continues planning of this year's Hartford Block Party and the Marketing Committee is planning Discover Hartford week, which will run May 1st-5th. The next Chamber Mixer will be held Apr 4th at Hartford Spinal Care. To encourage people to use the mobile app, the Chamber is hosting an Easter Egg Hunt. Find all the Easter eggs hidden on the app and be registered to win a prize. The HADF continues to work with Infrastructure Design on concepts for recently purchased land. Continues to meet on potential projects. RFI's are addressed as needed. The video created by GOED is now done and being reviewed by the HADF board members.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Reviewing Cresswood subdivision plans and working through comments on the elementary school plans.
 - In June the contractor will be painting the City's new logo on the newly painted water tower. It was confirmed with the council that the positioning of the new logo will be straight south.
 - Since the City was unable to secure a necessary easement, ISG has revised the layout and cost estimate as needed and provided to staff. Information has been requested from FEMA regarding the existing creek model. Once received, this model will be compared to revised layout model.
 - FEMA is still in the review process of the change of scope information sent them on the storm shelter project.
 - Design plans for the Hwy 38 water main extension are now complete. The City's SRF funding application is scheduled to be submitted next week. The State will award loans in June. Bidding will take place once funding is secured.
 - WRRF plans and specification have been submitted to DANR for review and approval. ISG continues working on required permitting with different agencies. CMAR Rice Lake will be at the Apr 4th council meeting with final cost models. If the City proceeds with models as presented it is estimated the ground breaking will happen mid-June. If the cost models are not accepted and engineers need to revisit cost savings, it is estimated this will push ground breaking to mid-July.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Staff continues to monitor inlets and culverts as the weather warms and snow melts to make sure the water is running off. Staff continues filling potholes as needed. The 2023 slurry seal project was bid on Mar 9th, in conjunction with the City of Sioux Fall's project. The City of Sioux Falls has awarded this year's slurry seal project to ASCO. Wagner indicated that Hartford's share came in at just over 146k, which is below the budgeted amount. A motion was made by Matson, second by Brenneman to approve the Sioux Falls slurry seal bid with ASCO - all voted yes, motion carried. Wagner is still waiting on quotes on replacing the wood on the billboards, on new billboards, and also on digital billboards.

Water – Next reporting due July 10th.

Sewer – The next reporting is due Apr 28th. Lagoon samples have been taken and are in compliance. Discharging has started.

Parks – Staff will be recoating the floors and install new partitions in the park restrooms. Work will be done by the time the restrooms are scheduled to open for the season. During the budget process, funds were budgeted for the purchase of a new utility vehicle. A quote from Kibble Equipment for the purchase of a JD Gator Utility Vehicle in the amount of \$10,910.20 was provided. This is below the budgeted amount of 13k. A motion was made by Kuehl, second by O'Hara to approve the purchase of a JD Utility Vehicle per the quote as presented – all vote yes, motion carried.

Bike Trail – Staff is trying to keep the trail open as time allows. The trail to Hartford Heights and along the Colton Rd is too deep to clear at this time. Staff will work on as they can.

Sports Complex: The player benches for the new dugouts have been ordered. Staff continue to put figures together for a new storage building at the Sports Complex

Public Buildings – Wagner presented a cost estimate for the Gage House renovations. Materials are estimate at \$2,613.50 and the HVAC/electrical work is estimated at \$19,260 for a total of \$21,873.50. If approved, staff will start the project right away. A motion was made by Brenneman, seconded by Matson to approve the cost estimate, and proceed with the renovations to the Gage House – all voted yes, motion carried.

Training – Wanger will be providing information at the next meeting on some upcoming training opportunities for staff.

- **Finance Officer Report:** City Finance Officer Wilber’s report was provided. Items included cash balances, sales tax revenue and DHI committee fund balance as of Feb 28th, a recap of bills submitted for payment, and the Mar/Apr calendar of events. The deadline to register to vote in the Apr 11th election is Mar 27th. Forms are available at City Hall, on the City’s website, or at the County Auditor’s Office. Absentee ballots will be available Mar 27th. With the purchase of the Gage House, all elections will be held there rather than at City Hall. The City’s audit is scheduled for June 13th/14th. Wilber continues to gather information as requested by the auditors.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel continues to work with the GF&P on the new bike trail layout. Without the easement from the neighboring property owner, the path will narrow from 10ft to 8ft in some spots and require a couple retaining walls, adding to the project costs. In an attempt to cut costs, Sidel has asked engineers to compile a cost estimate that would incorporate an 8ft path the entire length. Once received, Sidel will submit this concept to GF&P for approval. Bidding the Hwy 38 water main extension project is anticipated for this summer after the SRF loan approval in June. Work on plans for the Western Ave expansion project is ongoing. CMAR Rice Lake will be at the Apr 4th council meeting to go over plans and cost estimates for the WRRF. DSU is currently conducting their cyber analysis of the City. This analysis should be done by the end of the week. Once complete, a summary of their finding will be provided. Jerry McCaw has been hired for the dump site monitor position. Russ Lofswold has volunteered again this year to fill in as needed. Sidel has submitted a grant application to the Hartford Area Community Foundation to try and secure funds to update the stone at Century Square Park with the two new military branches of service – the Coast Guard & Space Force. The City of Sioux Falls has approved our application for passes to the landfill. This year they will be going digital, meaning no paper passes will be handed out at City Hall. Residents will have to show a drivers license at the landfill, which will be tracked, allowing one free pass per address. The passes will be available Apr 3rd through Dec 31st. Sidel continues to work with Catalis on the City’s new website. The District 3 meeting scheduled for Mar 16th was postponed until Apr 5th due to weather. Sidel is planning on attending and will provide the council a legislative update afterwards.

OLD BUSINESS:

- **Review/Approve Allocation of 2023 Operating Budget Funds to HAFR:** HAFR is requesting the 2023 budget appropriation of \$30,000 for operating expenses. A motion was made by Kuehl, second by Woslager to release the 2023 appropriation of \$30,000 for operating expenses to HAFR – Brenneman voted no with all others voting yes, motion carried. HAFR members Brayden Johnson & Brice Zwak were present to provide the council an update on their purchase of a new fire engine. A committee has been formed to research what is needed and to work with the manufacturer on the design of the new engine, of which an illustration was provided to the council. They also gave a recap of their current fleet and the condition of them and also the features of the new engine they are looking at. Their original budget was 650k. With inflation, plus some upgrades to the design of the new engine, they are now looking at roughly 800k.
- **Update on Summit Carbon Solution Pipeline:** Sidel provided an update on the SCS pipeline. SCS has sent data to the City’s engineers on pipe size, dept and location. ISG will review to make sure there are no issues with potential future utility crossings. SCS has filed lawsuits in several SD counties, in hopes of getting moratoriums lifted. The timeline with the PUC remains the same with a final decision date of Nov 15, 2023.

NEW BUSINESS: None

EXECUTIVE SESSION: A motion was made by O’Hara, second by Kuehl to enter executive session pursuant to SDCL 1-25-2(1) for personnel at 8:10pm – 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 O’Hara, second by Matson to exit executive session at 8:23pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by O’Hara, second by Woslager to adjourn at 8:24pm – 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



Agenda Item Staff Report

DATE: April 4, 2023

AGENDA ITEM: Special Event Application – A Night for Landry – Benefit and Silent Auction at BRB

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve as presented.

Background/Summary:

Buffalo Ridge Brewing has submitted a special event application to hold a benefit and silent auction. The organizers also want to utilize the HADF lots south of the brewery for a bean bag tournament – they have secured permission from the HADF for this event. The request for the city is to close 1st Street from Main Ave east to the alley behind the brewery. They are also requesting the use of alcohol within the closure area, upon the HADF lot, and surrounding sidewalks to these lots. The event is planned for Saturday, April 29th from 3pm to 9pm. All applicable fees have been paid.

Prior Council/Board Action:

None

Possible Action:

1. Approve – Will allow the event to take place as specified in the application.
2. Disapprove – Will not allow the event to take place.
3. Approve with conditionals – The city council can approve with modifications, restrictions, or placement of conditions such as altering the closure area or time of the event.

Fiscal Impact:

No expense to the city but may allow additional sales tax revenue from food and drink sales.

Attachments:

- Special Event Application
- Map of proposed closure area

APPLICATION FOR A SPECIAL EVENTS PERMIT
WITH USE OF ALCOHOLIC BEVERAGES IN A PUBLIC AREA
(Alcohol Usage - No Sales)

Buffalo Ridge Brewing (organization/applicant), hereby makes application to the City of Hartford, South Dakota, to conduct an event described as follows:

Street Closure Request

A Night for Landry - Benefit & Silent Auction @ BRB
with a beer bag tournament using 1st Street.
Requesting open container for the event

Such event shall be conducted on the 29th day of April, 2023
between the hours of 3:00pm and 9pm.

The area of public property, street, alley, highway or public sidewalk upon which such event shall be conducted is as follows:

1st Street from Main East to alley & all surrounding
sidewalk

Address of Event: 102 N. Main Ave, Hartford

Public property where alcohol use to occur sidewalk, street, empty lot *
* Sara McFarland (Landry's Mom) is also reaching out to HADA
for use of the empty lot south of the brewery if needed.

I certify that this organization/applicant meets all criteria on front and back of this form.

Callie Tuschen 3-19-23
Signature Date

Organization: Buffalo Ridge Brewing
Applicant: Callie Tuschen
Address: 102 N. Main Ave
Phone Number: 605-999-6660
Email: support@buffaloridgebrewing.com

Application Fee: \$20 Cash Check# 11663 Credit Card

THIS PORTION FOR OFFICE USE

The undersigned, City Finance Officer of Hartford, South Dakota, hereby certifies that the foregoing application has been considered and approved this _____ day of _____, 20____, and that the \$20 application fee have been thereof received.

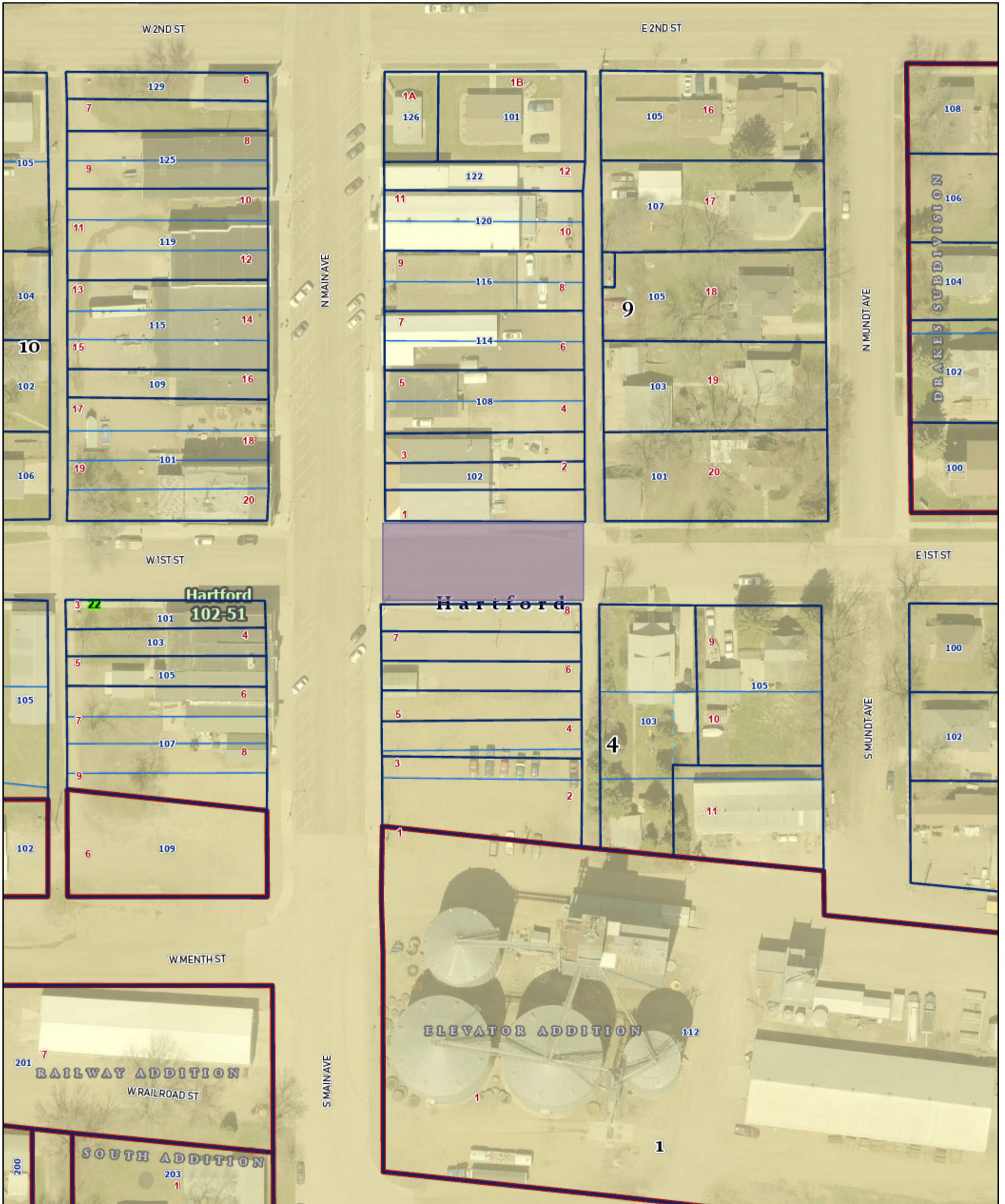
Signature Date

Mark N/A by all that do not pertain to your event.

- 1) Applicant must provide the City with commercial general liability insurance that names the City of Hartford as an additional insured – covering the duration of the event. CT
- 2) Applicant must plan a route for emergency vehicles and contact Hartford Fire & Rescue to determine need for EMS presence at the event. CT
- 3) Applicant must supply sufficient security control. CT
- 4) Applicant must verify that ample parking is available. CT
- 5) Applicant must supply garbage receptacles. LT
- 6) Applicant must supply public restroom facilities (portable toilets). CT
- 7) Applicant must supply clean-up crew. CT

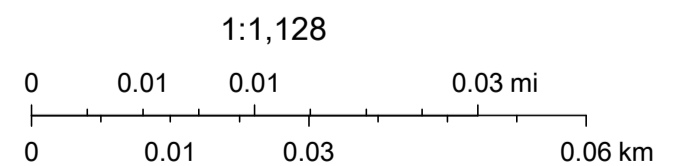
Please initial each of the above verifying compliance.

Proposed Closure Area shown in Purple



3/30/2023, 11:43:49 AM

- | | | |
|------------------|------------------|----------------|
| County Additions | County Parcels | Municipalities |
| County Lot | County Tax Lines | Section |
| County Block | PLAT | Townships |
| County Additions | TAXLOT | |



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA, City of Sioux Falls, Minnehaha County GIS



Agenda Item Staff Report

DATE: April 4, 2023

AGENDA ITEM: 2nd Reading of Ordinance #739 – Update Fines and Fees

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve 2nd Reading of Ordinance #739

Background/Summary:

The city has adopted a fines and fee schedule by Ordinance. This schedule lists all current fines and fees that have been set by the city. It was last reviewed and updated in 2021. At the city's last council meeting, the council agreed to change the fees on our swimming pool passes. The fine and fee schedule was updated to reflect these changes (shown in red). The only other change, that is also shown in red, is the addition of the fee for an annual golf cart permit and the fine for any golf cart violation. Both amounts are outlined in our municipal ordinance (Chapter 7.09) but were not previously added to our fines and fee ordinance. All other amounts have stayed the same. There have been no changes since 1st reading.

Prior Council/Board Action:

10/19/21 – City Council approved Ordinance #718, which was a full review and update of the city's current fines and fee schedule.

03/14/22 – City Council approved 1st Reading of Ordinance #739

Possible Action:

1. Approve 2nd Reading of Ordinance #739
2. Do not approve 2nd Reading of Ordinance #739
3. Amend Ordinance #739

Fiscal Impact:

None Directly, but all fines and fees generate income for the city.

Attachments:

- Ordinance #739

MUNICIPAL ORDINANCE #739 Fines & Fees

An Ordinance of the City of Hartford, South Dakota, amending Ordinance #718 - Fines and Fees

WHEREAS, the City of Hartford has implementing the following fines and fees:

DESCRIPTION	FEE/FINE
Swimming Pool Individual Season Pass	\$40.00 per person with a cap of \$160 per household
Swimming Pool Daily Admission Pass	\$4.00
Swimming Pool Party (up to 15 people)	\$100.00
Swimming Pool Party (16 to 29 people)	\$150.00
Swimming Pool Party (30 to 44 people)	\$200.00
Special Alcoholic Beverage License	\$100.00
Off-Sale Package Liquor License (PL)	\$500.00 *max state allowed
On-Sale Retail Liquor License (RL)	\$1,500.00 *max state allowed
On/Off Sale Malt Beverage & On/Off Sale SD Farm Wine License (RB)	\$300.00 *max state allowed
On-Off Sale Wine & Cider License	\$500 *max state allowed
On-Premise Full-Service Restaurant Liquor License	\$3,354 *set by census population - \$1.00 per capita
Liquor Publication Fee per License	\$20.00
Liquor License Transfer Fee per License	\$150.00 *max state allowed
Video Lottery Fee per Machine	\$50.00 *max state allowed
Commercial Garbage Haulers License	\$250.00/per year
Peddler's License	\$50.00 per license
Residential Contractor's License	\$100.00/three year license
Residential Water Hook Up Fee	\$750.00
Residential Sewer Hook Up Fee	\$750.00
Commercial Water Hook Up Fee	\$750.00 (extra units \$25 each additional)
Commercial Sewer Hook Up Fee	\$750.00 (extra units \$25 each additional)
Neutered Animal License Fee	\$5.00
Non-neutered Animal License Fee	\$10.00
Animals: Failure to License Animal	within 72 hours \$50/after 72 hours \$75
Animals: Disturbing the Peace	within 72 hours \$50/after 72 hours \$75
Animals: No collar w/rabies tag	within 72 hours \$50/after 72 hours \$75
Animals: Running at Large - 1st Offense	within 72 hours \$50/after 72 hours \$75
Animals: Running at Large - Repeat Offense	within 72 hours \$100/after 72 hours \$150
Variance Administrative Fee	\$100.00
Zoning Amendment Administration Fee	\$100.00
Special Exception/Conditional Use Permit Adm Fee	\$100.00
Special Event Permit	\$20.00
Special City Council Meeting (paid prior to meeting)	\$525.00/each meeting
Special Planning & Zoning Meeting (paid prior to meeting)	\$350.00/each meeting
Water/Sewer Customer Deposit for service - Owner	75.00, refund issued if final bill is less than deposit, no early refund
Water/Sewer Customer Deposit for service - Renter	125.00 refund issued if final bill is less than deposit, no early refund
Abatement of a Nuisance, Weeds, or other problems	\$250.00 per hour per man-Mimumum 1 hour; plus all other costs. Re: equipment, parts, supplies, etc.
Building Without a Permit	\$200.00 per day
Violation of Building Code	\$200.00 per day
Violation of Zoning Ordinances	\$200.00 per day
Violation of Subdivision Regulations	\$100.00
Curfew Violation	\$100.00 per offense
Park: After Hours Violation	\$100.00 per offense
Illegal Dumping at Yard Waste Disposal Site	\$200.00
Motorized Vehicle/Equipment on Bike/Pedestrian Path	\$200.00 per offense
Burning in City Limits	\$100.00 per offense
Winter Sump Pump Permit	\$50.00 per season
Sump Pump/GroundWater in Sewer System Violation	\$200.00 per day
Violation of Sewer Use	\$200.00 per day
Return Check Penalty	\$30.00
Improper Parking: Double Parking or Facing the wrong way	within 72 hours \$10/after 72 hours \$25
Prohibited Parking Ticket	within 72 hours \$75/after 72 hours \$100

Abandoned Vehicle	within 72 hours \$75/after 72 hours \$100
Obstructing Snow Removal Ticket	within 72 hours \$75/after 72 hours \$100
Parking in Handicapped Stall Ticket	within 72 hours \$100/after 72 hours \$150
Golf Cart Annual Permit	\$20.00 per year
Golf Cart Violation	\$200.00
Junk Vehicle violation	\$100.00 per day
Water/Sewer Bill delinquent after the 15th/each month	\$20.00
Water Meter Reading not submitted by 28th/each month	\$20.00/service charges
Statement not paid in 30 days plus every 30 days thereafter	\$20.00 late fee
Public Nudity/Strip Dancing Violation	\$200.00
Bulk Water Sales	\$6.00 per 1,000 gallons
Building permit for projects over \$2000	\$60 for the first \$5,000 valuation and \$2 per each additional thousand or fraction thereof of valuation
Building permit for projects under \$2000	\$20 for the first \$2,000 valuation
Building permit for new residential construction	Fees are \$60.00 for the first \$5,000 of valuation plus \$2 per each additional thousand or fraction thereof.
Commercial building permit	\$100 for the first \$50,000 valuation and \$2 per each additional thousand of valuation or fraction thereof.
Park Surcharge on Commercial Permits	surcharge of 1/2 of 1% (.005) of the valuation for permits up to one million plus 1/10 of 1% (.001) for valuations between 1 million and 5 million and no park fund fee charged on permits above 5 million
Park Surcharge on Residential Permits	surcharge of .003 to a maximum of \$1000.00
No Specific Penalty Provided	\$200.00 per day

BE IT RESOLVED the City Council of the City of Hartford hereby authorizes these fees and fine charges to take effect immediately upon adoption of this ordinance and hereby designates these charges to be enforced and collected by the appropriate agency.

ADOPTED this 4th day of April 2023

Mayor Arden Jones

(city seal)

ATTEST:

Karen Wilber, Finance Officer

First Reading: March 21, 2023

2nd Reading & Adoption: April 4, 2023

Publication Date: April 7, 2023



Agenda Item Staff Report

DATE: April 4, 2023

AGENDA ITEM: 2nd Reading of Ordinance #740 – Update Voting Wards

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve 2nd Reading of Ordinance #740

Background/Summary:

With the annexation of new property within city limits, the city needs to update our voting ward map for submission to the county. Currently, all the newly annexed land do not have any existing residents so the population per ward will not change from our current map, which was adopted in 2021 after the decennial census. As this land develops, the city will need to review the population each year and determine if there needs to be a shift in wards. After talking with SECOG, it made sense to us to place the new parcels north of 2nd Street in Ward 1 and the new parcels south of 2nd street in Ward 3 – that is what is reflected on the map. There is no change to Ward 2. The new parcels are outlined in bold on the map. In order to update our voting wards, the city has to adopt a new voting map and update the verbiage in our municipal ordinance. The map was approved at the city's last council meeting, along with 1st reading of ordinance #740 to update the verbiage in our municipal ordinance. 2nd Reading of Ordinance #740 still needs approval before final adoption.

Prior Council/Board Action:

3/14/23 – City Council Approved the updated ward map, along with 1st Reading of Ordinance #740.

Possible Action:

1. Approve 2nd Reading of Ordinance #740
2. Do not approve 2nd Reading of Ordinance #740

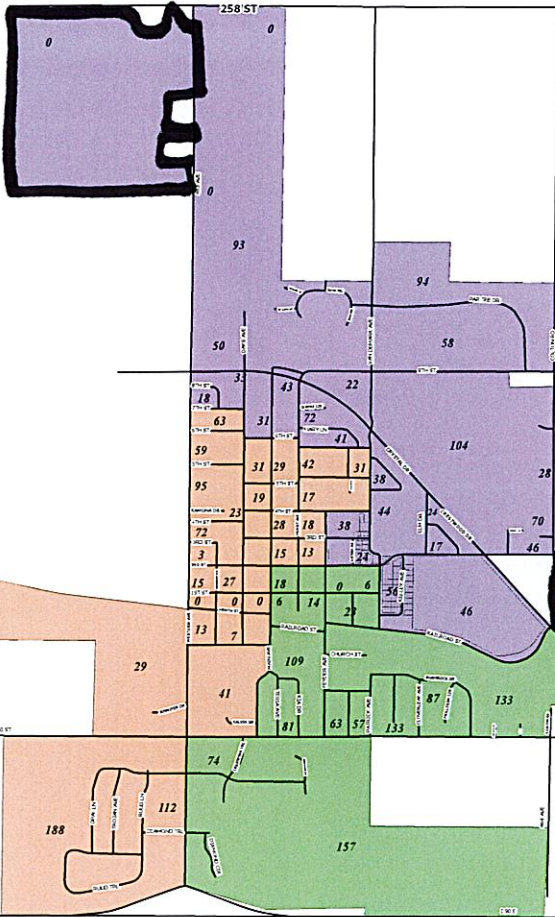
Fiscal Impact:

None

Attachments:

- Updated Ward Map for your reference that was approved on 3/14
- Ordinance #740

CITY OF HARTFORD, SOUTH DAKOTA City Ward Map



Legend

- Ward 1
- Ward 2
- Ward 3
- Roads

Deviation:
Total Deviation: 8.41%

Ward 1: 3.04%
Ward 2: 1,152
Ward 3: **-5.36%**

Total Population: 3,354
Optimal District Population: 1,118

SECORG
SOUTH EASTERN COUNCIL OF GOVERNMENTS
SOUTH DAKOTA

0 462.5 925 1,850 2,775 3,700 Feet

Updated on: 03/14/2023

ORDINANCE NO. 740

AN ORDINANCE OF THE CITY OF HARTFORD, SD, AMENDING THE REVISED MUNICIPAL ORDINANCES OF THE CITY OF HARTFORD BY AMENDING CHAPTER 2.02, WARDS AND VOTING PRECINCTS.

BE IT ORDAINED BY THE CITY OF HARTFORD, SD:

Section 1. That the Revised Municipal Ordinances of Hartford, SD, are hereby amended by changing Chapter 2.02 to read as follows:

CHAPTER 2.02 – WARDS AND VOTING PRECINCTS

2.0201 Wards and Voting Precincts. The City shall be divided into three wards, which shall be combined and consolidated into one election precinct, and shall be designated respectively as Wards One, Two, and Three. The wards shall be described by stating the certain street or avenue designations or other landmarks that divide and border the wards. Any reference to street or avenue below shall mean an imaginary line running down the approximate middle of each street or avenue. The wards of the City of Hartford are as set forth below and the city ward map dated March 13, 2023 thereof on file in the office of the Finance Officer. Any discrepancies shall be resolved by reference to the map rather than the physical descriptions set forth herein.

The First Ward shall include all of that part of the City east of 463 Avenue located between 7th Street and 258th Street. It shall also include all of that part of the City west of 463rd Avenue located between SD Highway 38 and 258th Street. It shall also include all of that part of the City east of Oaks Avenue located between 6th Street and 258th Street. It shall also include all of that part of the City east of Van Demark Avenue located between Railroad Street and 258 Street. It shall also include all of the part of the City east of Feyder Avenue and west of Van Demark Avenue located between 2nd Street and 4th Street. It shall also include all of the part of the City east of 464th Avenue and north of 2nd Street.

The Second Ward shall include all of that part of the City west of Western Avenue located north of Interstate 90. It shall also include all of that part of the city east of Western Avenue located between 7th Street and Mickelson Road. It shall also include all of that part of the City east of Oaks Avenue located between 6th Street and South Street. It shall also include all of that park of the City east of Main Avenue, 2nd Street, and 6th Street. It shall also include all of the part of the City east of Feyder Avenue and west of Van Demark Avenue located between 6th Street and 4th Street.

The Third Ward shall include all of that part of the City east of Western Avenue located between Mickelson Road and Interstate 90. It shall also include all of that part of the City east of Main Avenue and west of Van Demark Avenue located between 2nd Street and Mickelson Road. It shall also include all of that part of the City south of Railroad

Street and south of South Dakota Highway 38. It shall also include all of that part of the City east of 464th Avenue and south of 2nd Street.

Adopted this 4th day of April, 2023

Mayor Arden Jones

ATTEST:

Finance Officer Karen Wilber

Seal

First Reading: March 21, 2023
Second Reading & Adoption: April 4, 2023
Publication: April 14, 2023
Effective Date: May 4, 2023



Agenda Item Staff Report

DATE: April 4, 2023

AGENDA ITEM: 1st Reading of Ordinance #741 – Amend Section 8.0110 – Extension of Water/Sewer Service

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve 1st Reading of Ordinance #741

Background/Summary:

Section 8.0110 of the city's municipal ordinance addresses the extension of water or sewer lines outside of the municipal corporate limits. It states that the city may serve water or sewer customers outside the municipal corporate limits solely at the discretion of the council. I have asked the city attorney to look at this verbiage and research if there is anything in state law which can override this. The city attorney has noted that SDCL 9-47-28 and SDCL 9-48-53 makes it clear that no municipality can be required to provide service outside its municipal boundaries. The ordinance the city has in place and state statute both allow the city to service outside of city limits solely at the city's discretion. In review of our city ordinance, the city attorney has suggested adding verbiage to our ordinance that would require anyone seeking service outside of the city to sign a pre-annexation agreement. This added verbiage is highlighted in yellow for council review.

Prior Council/Board Action:

None

Possible Action:

1. Approve 1st Reading of Ordinance #741
2. Do not approve 1st Reading of Ordinance #741
3. Approve 1st Reading of Ordinance #741 with amendments.

Fiscal Impact:

None

Attachments:

- Ordinance #741

ORDINANCE #741

AN ORDINANCE AMENDING SECTION 8.0110 OF THE CITY OF HARTFORD, SOUTH DAKOTA.

BE IT ORDAINED BY THE CITY OF HARTFORD, MINNEHAHA COUNTY, SOUTH DAKOTA THAT SECTION 8.0110 OF THE REVISED MUNICIPAL ORDINANCES OF THE CITY OF HARTFORD BE AMENDED TO READ IN ITS ENTIRETY AS FOLLOWS:

8.0110 Extension of Lines. The City may serve water or sewer customers outside the municipal corporate limits solely at the discretion of the Council. The City may not provide water or sewer services outside the municipal boundaries without the persons seeking service entering into a pre-annexation agreement, which the City is not obligated to do. Said water and sewer lines, if approved by the City with a pre-annexation agreement, shall be constructed and maintained by the customer, with all parties connecting onto such lines being regulated and charged connection and other fees as set forth and regulated by the City.

Dated this ____ day of _____, 2023.

CITY OF HARTFORD

By: Arden Jones
Mayor

Attest:

By: Karen Wilber
Finance Officer

(seal)

FIRST READING AND HEARING - 4/4/23
SECOND READING AND ADOPTION - 4/18/23
PUBLICATION - 4/28/23
EFFECTIVE DATE - 5/18/23



MCSO HARTFORD OFFICE MONTHLY REVIEW, FEBRUARY 2023



Total calls for service including Deputy initiated: 220 177 (increase of 43). 7.33 calls for service per day (30 days)

Accidents: 7 (increase of 3)

With injury: 0 (same)

Without injury: 7 (increase of 3)

Assaults:/Domestic Violence: 4 (increase of 2)

Sex Offenses: 1 (increase of 1)

DWI: 6 (increase of 4)

Suicide Threat/Attempts: 0 (decrease of 2)

Check well being: 2 (decrease of 4)

Burglary: 1 (decrease of 1)

Unattended Death: 0 (decrease of 1)

Disorderly Subjects: 7 (increase of 1)

Suspicious Person/Activity: 5 (decrease of 1)

Assist other Agency: 0 (decrease of 1)

Public Assist: 1 (decrease of 4)

Animal problems: 3 (decrease of 1)

Vandalism: 2 (same)

Missing Persons/runaways: 3 (increase of 3)

**Traffic complains/Enforcement/Control/Hazards: 67
(increase of 17)**

Parking Complaints: 3 (decrease of 2)

Motorist Assist: 2 (decrease of 1)

Theft: 0 (decrease of 1)

Narcotics/Drugs: 0 (decrease of 1)

Intoxicated Person/Liquor Law: 0 (same)

Fraud/Forgery/Identity Theft: 1 (same)

Juvenile Delinquents: 0 (decrease of 1)

Noise Complaints: 1 (same)

Fireworks: 0 (same)

SO Landlines: 9 (decrease of 3)

Found/Missing Property: 1 (increase of 1)

Civil process: 10 (decrease of 1)

Warrant Service: 9 (increase of 7)

Case Reports: 15 (increase of 4)

Arrest: 9 (increase of 6)



Hartford Area Chamber of Commerce

Continued onboarding for new members where the board of directors, each committee and the CEDD take part in implementation.

Committee Reviews

Ambassador Committee

(**Lana Snyder**, Sherri Goebel, Lexi Nelson, Roxy Whalen, Jean Rodriguez, Lynnae Redenius & Casie Goebel):

- Monthly welcome bags
 - Create cards for the apartment/townhomes for welcome bags - Ongoing
- Continued efforts on contacting current and new members.
- Working with a member to sponsor new welcome bags
- Inventory of member items for next set of bags. (ongoing)

Events Committee

(Dr. Joel Martens, Brian Grocott, Mark O'Hara, Jeremy Johnson, Pat DeGroot):

- Hartford Block Party – planning in process. The Good Road Band will be coming back.
- Discussed participating in Jamboree Days – possible float to promote the Chamber.
 - Many of the Chamber members have their own floats already.
- Abby O'Hara stepped down from the committee due to other community/school activities.

Marketing Committee

(Amy Larson, Brittany Glanzer, Stacy Wengler, Stephanie Minckler, Dr. Kim Bork):

- Adding new member social media posts - ongoing
- Working to add social media posts for Legacy Leaders – done and are scheduled for FB
- Working to add board member profiles on social media - ongoing
- Assisting with promotional items as needed
- Actively working on Discover Hartford, May 1st – 6th
- The first digital Q1 digital newsletter was shared on Facebook and added to website.
- April Direct Mailer went out.

CEDD

- Scheduling breakfast/luncheons/Mixers
- Ribbon cuttings
- Continued work on the mobile app – App My Community.
 - Added and Easter egg hunt for encourage people to download and learn the app
- Continued updates to Chamber website – added new digital newsletter
- Continued work on membership printed list for welcome bags – ongoing
- Weekly E-Newsletter - ongoing
- Visiting with members wanting to join committees and get more involved.
- Digital Q1 newsletter shared on Facebook



UPCOMING EVENTS/MEETINGS:

EVENTS

Membership Mixer, Hartford Spinal Care, 304 W. HWY 38, 5:30 p.m.

MEETINGS

Tuesday, April 4

Ambassador Committee meeting, 7:00 a.m., Stomping Grounds, 700 Vandemark Ave.

City Council, 7:00 p.m., City Hall, 125 N. Main Ave.

Wednesday, April 5

Hartford Area Development Foundation meeting, 7:30 a.m., Stomping Grounds, 700 Vandemark Ave

Thursday, April 6

Executive Board of Directors meeting, 7:15 a.m., Stomping Grounds, 700 Vandemark Ave.

Tuesday, April 11

Marketing Committee Meeting, Noon, Stomping Grounds, 700 Vandemark Ave.

Planning & Zoning, 7:00 p.m., City Hall, 125 N. Main Ave.

Wednesday, April 12

Hartford Area Development Foundation meeting, 7:30 a.m., Stomping Grounds, 700 Vandemark Ave.

Thursday, April 13

Events Committee meeting, 8:30 a.m., Stomping Grounds, 700 Vandemark Ave.

Tuesday, April 18

City Council, 7:00 p.m., City Hall, 125 N. Main Ave.

Wednesday, April 19

Hartford Area Development Foundation meeting, 7:30 a.m., Stomping Grounds, 700 Vandemark Ave.

Monday, April 24

Board of Directors meeting, 5:00 p.m., City Hall, 125 N. Main Ave.

Parks and Rec., 6:30 p.m., City Hall, 125 N. Main Ave.



Hartford Area Development Foundation

- Continued efforts meeting with prospective landowners and purchase opportunities.
 - o Creating a spreadsheet for contacts of landowners and what they plan to do with their land if anything (ongoing).
- Continued meetings with developers, and investors.
 - o Assisting them with land options and connecting them to the right interests.
- Continued efforts on RFI's from GOED and businesses that have interests in Hartford.
- Envision 2025 invoicing and retention efforts.
 - o Creating list for future investors – ongoing
 - o Invoicing when needed.
 - o Retention efforts as needed.
- Invites to area developers and other economic-related speakers to speak at upcoming HADF monthly meetings – ongoing.
 - o Additional request for speakers: PUC Rep., Scott J. Buss, MCWC other candidates for Minnehaha County Commission and others as directed.
- Continued work on HADF website.
- GOED video was shared via Facebook.
- Participating on Thriverr Zoom calls.
- Envision Annual Meeting invites sent out.
- Sent in sponsorships for Optimist for Golf fundraiser and SMGA Golf Classic
- Press release for HADF land purchase.
 - o President Eich and I were interviewed regarding the land purchases.

Upcoming Meetings:

HADF Board Meetings

Wednesday, April 5, 7:30 a.m., Stomping Grounds
Wednesday, April 12, 7:30 a.m., Stomping Grounds
Wednesday, April 19, 7:30 a.m., Stomping Grounds
Wednesday, April 26, 7:30 a.m., Stomping Grounds

Sioux Metro Growth Alliance Meetings @11:30 a.m.

April 19th (Xcel Energy Sioux Falls)
May 17th (First Dakota National Bank, Salem)
June 21st (Crooks Community Center)
July – NO MEETING
August 16th (Canton)
September 20th (Humboldt Area)
October 18th (Good Earth State Park)
November 15 (Taopi Hall, Colton)
December – NO MEETING



Special SMGA Meetings/Events

Minnehaha County Bus Tour – May 9th

Gold Shovel Golf Classic, Spring Creek – June 28th

Lincoln County Bus Tour – August 15th

Grow Smarter Conference, Brandon – September (pending)

Future Economic Development Learning Opportunities:

Zoom Call for HEDC Course – March 30th from 8 to 10:30 a.m. - Completed

Heartland Economic Development Course in April 2023, Blue Springs, MO – scheduled to attend.

To: City of Hartford
From: ISG
Date: April 4th, 2023
cc: Teresa Sidel

SINCE LAST MEETING

- Completed review of Cresswood Addition plans, provided comments to City

ONGOING AGENDA ITEMS

- Knapp's Landing Phase 1 and 2 and Turtle Creek Punchlists – No update

6TH & MUNDT ROADWAY RECONSTRUCTION – NO CHANGE

Substantial completion has been met for the project – punchlist items remain to bring the project to final completion. Zacharias Construction plans to complete punchlist items in the spring when the weather is favorable. ISG will review items in the spring for final acceptance.

Generally, the punchlist includes cleaning debris from storm sewer structures, adjusting cleanouts, valves, and castings to the finished surface, seeding and final stabilization of all soil disturbed, removing debris from the curb and gutter, adjusting street signs, and replacing concrete in areas that have cracked.

WATER TOWER PAINTING – NO CHANGE

The tower logo and colors have been selected and we are coordinating logo size. The selected logo is the full Live Lively! logo. Maguire has indicated they plan to paint the logo in June and anticipate it will take a week. Water tower logo will be placed in the same orientation as the existing logo (facing south).

WATER RESOURCE RECOVERY FACILITY

General:

Water Resource Recovery Facility is a mechanical plant for treating an average design flow rate of 1.56 million gallon per day (MGD) of wastewater. Wastewater will be collected by gravity to a new lift station northwest of the Interstate-90 and Highway 38 interchange, then pumped to the treatment plant on south side of Interstate. The mechanical treatment is an Aeromod™ Activated Sludge System. After treatment, clarified water will be disinfected before discharge to an unnamed creek, a tributary to Turtle and Skunk Creeks.

Design:

Water Resource Recovery Facility design is progressing well. Design documents have been submitted to the SD DANR for review.

- The process flow has been laid out and equipment has been to the 3-D model. We have developed the Piping and Instrument Diagram (P&ID) to show the pipe network from the existing sewer to the proposed outfall.
- Civil Team is reviewing easements for both the gravity collection line and outfall line.
 - We met with landowners along the gravity sewer to discuss routing and easement widths.

- Plan sheets were provided for their review and we are expecting future construction plans from them to coordinate and ensure we aren't hindering their developments.
- Civil team will work with necessary agencies for permitting purposes as design progresses.
 - We have engaged our internal permitting team to prepare documents for permitting along Turtle Creek and various wetlands with SD DANR and U.S. Army Corps of Engineers
 - We have begun the SD DOT permitting process for temporary site accesses and utility crossings
- Utilities have been contacted with usage expectations to prepare for electrical, water, and natural gas service.
- We meet with the City Staff biweekly to review design, discuss options, and answer questions

Schedule and Milestones:

March 3, 2023: Plans & Specifications submitted to DANR for 30-day review and approval. *(completed)*
Permit documents also provided to City staff for review

March 31, 2023: Revised Cost model to City. City to decide whether to proceed or revisit cost-saving measures.

April 2023: DANR review of plans complete, make revisions to plan per DANR comments (if needed)

If City proceeds with Cost Model as presented:

4/5-5/19: Finalize Drawings, advertise and receive proposals

5/22-5/26: Review proposals and finalize GMP

5/29-6/2: Prepare for Council Meeting

6/6: Council Update & Approval

6/7-6/16: Contracts

Anytime Thereafter: Break Ground

If City does not proceed with Cost Model as presented, City Elects to revisit Cost-saving measures:

4/5-4/28: Work on reducing costs, revised cost model to City

5/2: Council Update

5/3-6/16: Finalize Drawings, advertise and receive proposals

6/19-6/23: Review proposals and finalize GMP

6/26-6/30: Prepare for Council Meeting

1st July Meeting: Council Update and Approval

7/6-7/14: Contracts

Anytime Thereafter: Break Ground

Tentative Construction Sequence:

2023: Aeromod tank, Operations building footings, site utilities

2024: Operations building

TBD: Gravity collection system

January 1, 2026: New Effluent Limits in Effect

ISG, the City, and Rice Lake continue to meet biweekly to discuss equipment selection, site layouts, and other considerations. The City's preferences arising from our meeting and the project implications provided by Rice Lake are then updated and reflected in the plans.

BIKE AND REC TRAIL – MAIN TO FEYDER

ISG is working with City staff to develop a plan that is constructable and permissible due to the limited availability of land on the north side of Turtle Creek. City staff has been in contact with SD Game, Fish, and Parks (GFP) regarding variances with design requirements.

Upon discussion and review of trail width by council, we'll provide an updated concept and cost estimate for council review. The grant application specified a 10' trail width. Due to constraints and cost implications, ISG and City Staff would like to discuss the Council's preference for an 8' trail for the entire segment, or a 10' trail that narrows down to 8' where constraints are present.

The floodplain model has been received. We are comparing the current model to our proposed layout to determine the preliminary level of rise. Once we understand the proposed impacts to the floodway, we will discuss with City staff.

STORM SHELTER – NO CHANGE

The revised change of scope information has been sent to SECOG where it was compiled and submitted to FEMA for review. We anticipate the FEMA review process will take several months.

After a determination has been made on the change of scope packet, we will begin design of the project. As part of the design process, we will meet with City staff to review as the design progresses. Depending on the review period length and adjusted project completion date, we will discuss project schedule with the City once we have the necessary information.

HIGHWAY 38 WATER MAIN EXTENSION

The proposed watermain begins in the intersection of Railroad Street and VanDemark Avenue run east along Railroad Street, under Highway 38, and north along Colton Road and connect to the existing main near the intersection of Colton Road and 2nd Street. This watermain will provide a loop in the system and allow for future connection as the City expands.

At Vandemark Avenue, a tee will be installed to allow a future connection to the west. Services are planned at the dog park for farm-style hydrants within the dog play area and along the bike trail for a future water fountain. Water main stubs will be installed for the future mains in 464th Avenue south of Railroad Street as well as two stubs for the land recently annexed East of Colton Road adjacent to 2nd Street.

Project permits from the SD DOT and Minnehaha County have been secured. SD DANR Stormwater Permit for Construction Activities has been submitted and anticipated to be in hand prior to construction start.

SECOG has submitted the funding application package for the SRF loan.

WESTERN AVENUE INTERCHANGE APPROACH – NO CHANGE

The design to date follows the design outlined in the Traffic Impact Study. Western Avenue will be reconstructed to a 3-lane urban section with one lane each for north- and southbound traffic and a shared center left turn lane. Where recommended in the Study, an additional right-hand turn lane will also be installed. The roadway will be constructed of concrete with curb, gutter, and storm sewer. After reviewing the plans with the City, sanitary sewer and water will be extended just past the edge of paving along W. Mickelson Roadway to facilitate future connections.

Currently, the project schedule is as follows:

- 30% Construction Plans & Engineers Estimate of Probable Cost: January 13th, 2022 – *Completed*
- 60% Construction Plans, Specifications, and Estimate of probable cost: July 14th, 2023
- 90% Construction Plans, Specifications, and Estimate of probable cost: November 3rd, 2023
 - 1 month provided to incorporate any necessary design changes
- Final Construction Plans & Engineers Estimate of Probable Cost: December 5th, 2023
- Submit Construction plans to DOT/FHWA for review: December 21st, 2023
- Submit Construction plans for bid letting: March 21st, 2024
- Anticipated ready date: April 15th, 2024

Maintenance Report – 4/4/2023

March 31, 2023

Streets

Roads – We will continue to fill potholes and blade the gravel roads throughout this spring. I'm working on getting prices for mag water and also crack sealing; I hope to have these numbers for the next meeting.

Slurry seal – Nothing new at this time.

Equipment – All of the equipment is in good shape at this time.

Billboards – Nothing new at this time. The roads around the ponds are pretty soft at this time, when they firm up I will get a few other sign companies out there for more quotes.

Water

Reports / DANR – The quarterly water report has been sent in and the next report is due July 10th, 2023.

Water main extension – We went over the plans a few weeks ago and the project is moving ahead.

Sewer

List station – All of the lift stations are working well.

Reports – The February DMR has been sent in, the next report is due April 28th.

Lagoons – We are discharging, we should be done in a few weeks. Everything is going well at this time.

Future facility – We went over the plans again, and they are getting close.

Sewer extension project – The contractor has an updated punch list for this project, with a completion date of May 15th 2023. I will be contacting Siteworks in the next few weeks to get their schedule.

Park

Parks – The guys have both bath rooms ready for the flooring to get done. The fixtures have been removed and the bathroom in Lyon’s Park has been painted. The gator has been ordered. We have started service work on the park equipment getting it ready for the spring rush. Hopefully the ball fields will be playable in two to three weeks. The slide for the playground equipment is here and we will be installing it when the ground is firm.

Bike Trail – No up updates at this time.

Sports complex – Waiting for the snow to melt and the ground to firm up to get started on ball fields. Like Lyon’s Park, hopefully two to three weeks we will be able to have the fields playable.

Public Buildings – We have a great start on the remodeling job at the Gage House. The dividing wall is built between the seniors and the library. The wall has been removed in the library and everything is sheet rocked. We should be done taping and texturing next week and we are hoping to have it painted by the end of next week.

Training- The training information is in the packet.



Agenda Item Staff Report

DATE: April 4, 2023

AGENDA ITEM: Training Request for Wastewater Seminar April 19-20, 2023

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve to allow Craig and Jim Attend Wastewater Seminar April 19-20, 2023

Background/Summary:

In order to keep up to date with operator certification and training, the SD Water and Wastewater Association is offering a training seminar for wastewater on Wednesday, April 19th & Thursday, April 20th. Craig would like approval for himself and Jim to attend. The training will be held in Pierre. There is an Operator Certification Board meeting the Tuesday afternoon prior (April 18th). Craig is a board member so he will need to attend this meeting as well. So, they will both leave Tuesday morning and return after the seminar on Thursday. Costs associated are: Registration fee of \$100 per person, hotel accommodation for Tuesday and Wednesday night, miscellaneous meals not provided by the conference and staff will take city vehicle for transportation (no mileage paid).

Prior Council/Board Action:

None

Possible Action:

1. Approve attendance at training seminar.
2. Do not approve attendance at training seminar.

Fiscal Impact:

The city has funds in the 2023 budget for travel and training. These expenses will be covered by the budget.

Attachments:

- Operator Certification Board Meeting Agenda (Tuesday, April 18th)
- Wastewater Seminar registration form and agenda (Wednesday, April 19th & Thursday, April 20th)



DEPARTMENT OF AGRICULTURE AND NATURAL RESOURCES

Operator Certification Board Meeting

Matthew's Training Center – Joe Foss Building

523 East Capitol Ave., Pierre, SD 57501

April 18, 2023 at 2:00 PM (CST)

The agenda for the April 18, 2023, Board of Operator Certification Meeting being held at 2:00 PM (CST) at the Matthew's Training Center in Pierre, SD is as follows:

1. Open Meeting - Chairperson Mr. Bill Sarringar
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from Last Meeting
5. Old Business
6. Reciprocity Requests
7. Final Hearings
8. Preliminary Hearings
9. Contract Approvals
10. Status of Certification Program - New Systems for enforcement?
11. Public Comment period pursuant to SDCL 1-25-1
12. Other Business
13. Next Meeting Date
14. Adjournment

Notice is given to individuals with disabilities that the hearing will be held in a physically accessible place. Please notify the Department of Agriculture and Natural Resources at least 48 hours before the public hearing if you have a disability for which special arrangements must be made at the hearing. The telephone number for making additional arrangements is (605) 773-3577.

Please note for face-to-face meetings - Board meeting attendees are encouraged to follow appropriate social distancing guidelines if warranted. Special procedures may be used to facilitate large groups. If necessary, additional information will be provided at the meeting. If you are not feeling well, please stay home and utilize the possible available livestream or call-in information for the meeting.

SDWWA/SDWEA 2023 ANNUAL WASTEWATER SEMINAR

APRIL 19-20, 2023

PIERRE RED ROSSA/CLUBHOUSE MOTEL

PRE-REGISTRATION FORM

(One Registrant per Form-Make additional copies as necessary)

Name _____

Business/System _____

Address _____

City/State/Zip _____

Email _____ OpCert # _____

When did you start working in the Water/Wastewater Field? _____

Check (✓) as Appropriate

- Full Seminar Registration-SDWWA Member* \$100 (Must be member by March 1, 2023)
- Full Seminar Registration-SDWWA Non-Member \$110 (Includes membership until Sept 2023)

**Send by April 4, 2023 (With credit card info/checks made out to "SDWWA")
to-
SDWWA, PO Box 353, Pierre SD 57501**

Credit Card Information

Name _____

Card Type Visa Master Am Ex Discover

Card Number _____

Security Code from Credit Card _____

Billing Address Zip Code _____

Expiration Date _____

(A convenience fee will be added to registration fee)

SDWWA Use Only

Member # _____ Check # _____ Amount _____

SDWWA Wastewater Seminar-Pre-Registration April 19-20, 2023-Pierre, SD

Name _____ OpCert # _____

Company/System _____ Email _____

Address/City/St/Zip _____

Please check one- Member-\$100.00 Non-Member -\$110.00

One registration per form. Make duplicate forms if necessary. Please send this form along with payment by April 4, 2023 to: SDWWA, Box 353, Pierre SD 57501

**South Dakota Water
and Wastewater
Association

2023 Annual
Wastewater Seminar**

**WEDNESDAY APRIL 19
REGISTRATION LOBBY-7:45
GENERAL SESSION-8:30**

- Welcome
- DANR Update
- Headworks/Screening Equipment
- Monoform CIPP Lining
- Aeration System Basics/Design
- Safety/OSHA Audits
- Active State Microbiology

LUNCHEON PROVIDED-NOON

AFTERNOON SESSION-1:00

- Lagoon/Small System Maintenance
- Hydrant Maintenance
- Science Behind the Treatment Process
- Chemical Market Conditions
- WW Collections 101
- Wastewater Pump Considerations

**Social at 5:15 w/ Dinner
Served at 6:00 pm Followed
by Bean Bag Toss
Competition for SDWWA
Scholarship Fund**

**THURSDAY April 20
General Session-8:00**

- Utilizing GIS Technology
- Industrial Waste Discharge to Lagoons
- Fire Safety
- Emergency Bypass Operations
- WWTP and Collection Topics
- Dairy Digesters

Registration and Fees

You may pre-register with the form on this brochure or the form found on the SDWWA Web Site-www.sdwwa.org. Pre-registration is due by April 4, 2023.

You may also register at the door beginning at 7:45 a.m. on April 19.

SDWWA Member	\$100.00
Non-Member	\$110.00

The basic registration fee for the Seminar is \$100.00 for SDWWA members and \$110.00 for non-members. This includes lunch and dinner on Wednesday.

Non-member registration includes SDWWA membership until September 2023.

Extra Dinner Tickets \$20
Extra Luncheon Tickets \$15
(Both of the above meals are included w/ full registration)

Be prepared to pay for your registration with credit card, check, cash, or voucher. No bills or invoices will be sent.

Accommodations

Clubhouse Hotel and Suites
605-494-2582
Ramkota 605-224-6877

**For more Information on the
SDWWA Wastewater Seminar**

Please contact Michael Johnson
605-366-1104

Contact Hours

Ten contact hours for operator certification will be given for complete attendance at this seminar. Attendance is taken at each session. **You must have your Operator # when you register to receive your contact hours.**

**2023 Wastewater Seminar
Planning Committee**

Chair: Michael Johnson-HDR

Craig Mitchell-Watertown
Tanner Hanson-Yankton
Matt Pajl-HR Green
Jeremy Casteel-Rapid City
Dennis Rebelein-Banner Assoc

**SD Water Environment
Association is a co-sponsor of
this seminar**



**SDWWA Web Site-
www.sdwwa.org**



SDWWA Website

SOUTH DAKOTA WATER & WASTEWATER ASSOCIATION

2023 Annual Wastewater Seminar

April 19-20, 2023

**Clubhouse Hotel &
Suites/Red Rossa Grill
Pierre, SD**



"Where Operators Meet"

South Dakota Water & Wastewater Association
PO Box 353
Pierre SD 57501-0353

**PRSR STD
US Postage Paid
Permit No. 19
Pierre, South Dakota**



Agenda Item Staff Report

DATE: April 4, 2023

AGENDA ITEM: Training Request for Street Maintenance Association Spring Meeting April 26th & 27th, 2023

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve to allow Craig and Jesse Attend Street Maintenance Assoc Spring Meeting April 26-27, 2023

Background/Summary:

In order to keep up to date with training, the SD Municipal Street Maintenance Association is offering a spring meeting on April 26-27th, 2023. Craig would like approval for himself and Jesse to attend. The training will be held in Yankton. They will leave Wednesday morning of April 26th and return the afternoon of Thursday April 27th. Costs associated are: Registration is free for members, hotel accommodation for Wednesday night, miscellaneous meals not provided by the conference and staff will take a city vehicle for transportation (no mileage paid).

Prior Council/Board Action:

None

Possible Action:

1. Approve attendance at training seminar.
2. Do not approve attendance at training seminar.

Fiscal Impact:

The city has funds in the 2023 budget for travel and training. These expenses will be covered by the budget.

Attachments:

- SD Municipal Street Maintenance Association Spring Meeting Agenda

SOUTH DAKOTA MUNICIPAL STREET MAINTENANCE ASSOCIATION

An Affiliate of the South Dakota Municipal League

SDMSMA Spring Meeting

April 26-27, 2023 | Yankton, SD
Riverfront Event Center

REGISTER ONLINE

www.sdmunicipalleague.org/events

AGENDA

Wednesday, April 26

- Noon to 1:00 p.m. **Registration**
- 1:00 to 1:30 **Welcome and Business Meeting**
Approve minutes of October 2022 meeting
Approval of Financial Report
Next meeting - SDML Annual Conference,
Ramkota – Rapid City, Wednesday, October 4, 2023, 9 a.m.
- 1:30 to 2:30 **All About Asphalt**
Dakota Asphalt Pavement Association, Ken Swedeen
- 2:30 to 3:00 **Break in Exhibit Area**
- 3:00 to 4:00 **Crack Sealing and Bridge Maintenance**
Highway Improvement Inc., Brett Meadors
- 4:00 to 5:00 **Vendor Lightning Rounds**
- 5:30 to 7:00 **Exhibit Area Social**
**Featuring highly competitive beanbag toss competition!*

Registration Fees

SDMSMA Member | Free
Non-member | \$65
Register by April 14

Thursday, April 27

- 7:00 to 8:00 a.m. **Breakfast Buffet**
- 8:00 to 9:00 **Stormwater Permitting for Municipal Activities**
South Dakota Dept. of Ag and Natural Resources
- 9:30 to 10:00 **Break in Exhibit Area**
- 10:00 to 11:00 **South Dakota LTAP**
- 11:00 to Noon **Roundtable Discussions**
 - Equipment Vendors
 - Asphalt Basics
 - Concrete – repair, patching and preventative maintenance
 - Traffic Control Devices
- Noon **Conference End**

FINANCE OFFICER REPORT

April 4, 2023

Financials: Below is a recap of revenue received for the month of March:

State of South Dakota	57,344.13 (1 st Penny Sales Tax)
State of South Dakota	57,344.14 (2 nd Penny Sales Tax)
State of South Dakota	7,801.59 (3 rd Penny Sales Tax)
State of South Dakota	21,959.68 (FEMA Payment – May 2022 Storm)
Minnehaha County Treasurer	47,926.51 (Real Estate Taxes)
Minnehaha County Treasurer	22,301.13 (Street Maintenance Fee)
City of Lennox	3,204.19 (Feb 2023 portion of BI/CE)
Misc.	600.00 (Contractors License Renewal Fees)
Misc.	426.30 (Sale of Water Meters)
Misc.	340.25 (Building Permit Fees)
Misc.	350.00 (Parking Tickets & Fines)

Cash Balances as of	February 2022	February 2023
Total General Fund	\$2,085,236.43	\$1,914,047.85
Revenue and Expenses for the Month of:		
	February 2022	February 2023
Revenue - General Fund	\$ 99,240.06	\$258,277.26
Expenses - General Fund	\$160,285.64	\$167,409.03
Revenue and Expenses		
	2022 Year-To-Date	2023 Year-To-Date
Revenue - General Fund	\$432,390.92	\$454,149.22
Expenses - General Fund	\$526,286.58	\$730,343.61

Election: The municipal election is next Tuesday Apr 11th. The voting location has been moved from City Hall to the Gage House (Senior Center). Polls will be open 7am to 7pm.

Calendar of Events:

April 2023:

Tuesday, 4 th	City Council Meeting @ City Hall, 7pm
Wednesday, 5 th	HADF Meeting @ Stomping Grounds, 7:30am
Sunday, 9 th	HASR Meeting @ Pizza Ranch, 7pm
Monday, 10 th	Jamboree Committee Meeting @ Fire Station, 6pm
Tuesday, 11 th	Municipal Election @ Gage Building, 7am to 7pm
Tuesday, 11 th	Planning & Zoning Meeting @ City Hall, 7pm
Wednesday, 12 th	HADF Meeting @ Stomping Grounds, 7:30am
Tuesday, 18 th	City Council Meeting @ City Hall, 7pm
Wednesday, 19 th	HADF Meeting @ Stomping Grounds, 7:30am
Monday, 24 th	Park & Rec Board Meeting @ City Hall, 6:30pm
Tuesday, 25 th	Planning & Zoning Meeting @ City Hall, 7pm
Wednesday, 26 th	HADF Meeting @ Stomping Grounds, 7:30am

Non-Agenda Updates

• **City Projects:**

- **Bike Trail** – There is an action item on the agenda, with an update included. At this point we know that we cannot secure an easement on the east end and we will need to contain the trail entirely on the city property. This is achievable if we narrow the trail width down to 8’ on the east end and install another retaining wall. Costs have increased and the city council will need to decide if we want to erect a trail that is 10ft wide on the west end and 8ft on the east end or if we want to erect just an 8ft trail the entire length between Main Ave & Feyder Ave.
- **6th & Mundt Street** (no change)– Project is substantially complete, with a few punch list items and some seeding, restoration and painting to be done in the spring.
- **Water Tower Painting (no change)** – Contractor has completed the project but will return in June to paint the logo on the tower (cost approx. \$13,800).
- **Hwy 38 Water Main Extension** – The city council previously approved plans to have ISG work on a design for a water extension that will run along Railroad Street & S Colton Road. The plans were reviewed by staff and city council approved the project on 1/3. Financing was discussed and approved on 2/21, with part of the project being funded with water fund reserves and part with an SRF loan. SECOG has completed the SRF loan application and it was sent to the state on Thursday (3/30) for review. This project is also to be placed on the state water plan (requirement for SRF funding) – the state approved this on Friday.
- **Western Avenue Expansion** - ISG continues to work on plans. Schedule for plans and bidding was provided by ISG to staff. We are still reviewing plans along with funding options.
- **WRRF** – Staff continues to meet with ISG and Rice Lake on the WRRF. ISG has submitted 90% plans to DANR. Staff plans to go over plans and cost estimates once again on 4/3 . An update will be provided to the city council at your 4/4 council meeting.

• **Stockwell Projects (no change – expect both projects to be closed out this spring):**

- 9th Street – 2 items still need to be addressed by the contractor – Zacharias Construction. They have been notified and said they will be completed before the year end. Then we can close out this project.
- Western Sewer Project: A walk through was conducted on 7/20 with staff, Stockwells, and the state. A second walk through was conducted about 3 weeks ago. A list of punch list items was sent to the contractor to be addressed. Final payment will not be granted until all punch list items are completed to the city’s satisfaction. (We were notified that the township building was repaired)

- **DSU Cyber Evaluation:** DSU has completed their cyber analysis of the city. They performed an internal and external review. They are putting together a report on their findings, and I have a follow-up meeting with them on 4/18.

• **Hire Update:** We continue to advertise for seasonal help, but the following have been filled:

- Yard Waste Site Monitor – Jerry McCaw (new hire)
- Summer Recreation Director – Laura Johnson (returning employee)
- Summer Recreation Coordinator – Emma Rajewich (returning employee)
- Summer Recreation Assistant – Andrew Rajewich (returning employee)

- **Hartford Community Foundation Grant:** I have not received any word on this grant application yet.
- **Landfill Passes:** We have placed information regarding the new landfill pass system on the city's website, in the city's newsletter, and on the city's Facebook page. Once again, the landfill is going to a digital system which will allow all residents in Hartford to have one free dump per address. This eliminates the need for them to pick up a pass at city hall – residents just need to show a current driver's license to verify their address.
- **Website Update:** I am still working with Catalis to update our website design/layout. We have reviewed various pictures and drone footage and sent to Catalis for possible incorporation. We will continue to provide information as needed.
- **District 3 Meeting:** The SDML District 3 meeting was scheduled for Thursday 3/16 but due to the weather conditions it was postponed until Wednesday, 4/5. Mayor Jones and I plan to attend. I will provide an update on legislative needs to the council after this meeting.
- **Field Scheduling:** As you know the scheduling of all city fields is now going through the city. Jenny is handling this task and as ball season approaches, requests are starting to come in. We are giving priority to any high school activities, with association games to follow, and then practice times if a field is open. Coaches are already requesting field time but it will be 2-3 weeks until the field will be open – Craig will monitor the fields and we will open them to practices and games once conditions allow. The new scheduling calendar and request forms are on the city's website.
- **PDM Plan:** Every 5 years Lincoln and Minnehaha County, along with the communities within the county, need to review and update their Pre-Disaster Mitigation Plan. Having a current Pre-Disaster Mitigation Plan allows the county and communities to apply for federal aid in times of disaster. If we do not or choose not to participate in this process, we are not eligible for federal aid in the event of a flood, tornado, etc. This five-year review has begun, and I have attended 2 meetings so far. The next meeting will be on 4/13 and I plan to attend on behalf of the city. Once a new plan is drafted, the public and city council will have a chance to review and provide input.
- **Highway 38 Study:** As previously mentioned, the state has hired HR Green to conduct a study along highway 38 from Humboldt to Marion Road. A zoom meeting was held this last Wednesday with the Study Advisory Team, which includes members from the HR Green team, the State, Sioux Falls, Humboldt and me. This meeting was mainly to review the traffic study conducted by HR Green and provide any additional input. More data is being collected and HR Green is looking at setting up a public input meeting for sometime late May or early June.

Call if you have any questions 605-528-6187 or 605-261-3995.



Agenda Item Staff Report

DATE: April 4, 2023

AGENDA ITEM: Discuss Fee for Placement Permits

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve charging a \$20.00 fee for placement permits.

Background/Summary: Prior to 2010, the city did not require any permits to erect a fence or small shed (under 120 sf). Due to issues with improper placement, the city implemented a placement permit for fences in 2010 and then a placement permit for small sheds in 2012. By requiring a placement permit, it allowed the city staff to review the regulations with the property owner before erection of any structure and avoided issues with re-location when the placement was incorrect. Our main goal was just to get property owners to come in and get a permit so no fee was charged originally.

The city has now had this application process in place for over 10 years and I believe we should look at charging a fee for placement permits. There are administrative costs to the city, such as paperwork and staff time, along with inspection cost for the staff to inspect the placement and construction. We charge a \$20.00 fee for flatwork permits (except sidewalks since the city wants to encourage sidewalk repairs and placement), so I would suggest we implement this same fee amount to stay consistent for placement permits on fences and small sheds.

The Planning & Zoning Board reviewed information from other cities and discussed this item at their last meeting. They recommend charging a \$20.00 fee for fence permits and shed permits under 120 sf.

Prior Council/Board Action:

- 3/28/2023 – Planning & Zoning recommends implementing a \$20 fee for placement permits on fences and shed.

Possible Action:

- Approve \$20.00 fee for placement permits.
- Approve a fee amount other than \$20.00 for placement permits.
- Do not approve a fee for placement permits.

Fiscal Impact:

- A fee will generate funds to offset administrative costs and inspections costs associated with the placement permit process.

Attachments:

- Comparison of fees implemented by other communities.
- 3/28/23 P&Z Minutes

Fee Comparison for Fences/Small sheds

<u>City</u>	<u>Fence Fee</u>	<u>Small Shed Fee</u>	<u>Notes</u>
Beresford	\$25.00	No permit required if under 120 SF	-
Brandon	\$39.00	\$17 per SF Valuation See Example	Example– 120 SF shed would cost \$19.20
Crooks	\$20.00	\$18 per SF Valuation See Example	Example – 120 SF shed would be \$35.50
Dell Rapids	\$25.00	\$12 per SF Valuation See Example	Example – 120 SF shed would cost \$16.76
Harrisburg	\$32.40	\$32.40 for sheds up to 300 SF	-
Hartford	\$0.00	\$0.00	-
Humboldt	No requirement for fences	\$15 w/Foundation \$10 w/o Foundation	-
Lennox	\$20.00	\$20.00	-
Madison	Based off Valuation of project	Based off Valuation of project	Most fences and small shed fall below their \$25 minimum charge
Tea	\$25.00	\$25.00	-
Volga	\$25.00	\$25.00	-

Planning and Zoning Meeting – Regular Meeting March 28, 2023

Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Tim Graham, Stacey Kutil, Michelle Kilbourn, Troy Jackson, and Brad Miles. Mark Anderson was absent with notice. City Administrator Teresa Sidel, Building Inspector Paul Clarke and Building Inspector/Code Enforcer Kyle Christensen were also present. There were 9 people from the public present.

Approve Agenda: A motion was made by Graham, second by Kutil to approve the agenda as set – all voted yes, motion carried.

Approval of the Minutes: The March 14, 2023, regular meeting minutes were reviewed. A motion was made by Kutil, second by Jackson to approve the March 14, 2023, regular meeting minutes – all voted yes, motion carried.

Hearings/Petitions/Applications:

7:05 Hearing – Conditional Use Permit for Temporary Asphalt Plant:

- The city received a conditional use application from Bituminous Paving Inc. The company would like to erect a temporary asphalt plant upon the Zacharias property located at 46543 HWY 38, Hartford, SD. This property has been annexed into the city and is zoned Heavy Industrial. An asphalt plant is allowed in heavy industrial zones but requires a conditional use permit. Applicants have noted that the plant will be temporary from September 2023 to November 2023, it will service the I90 road project, truck traffic will be 50 to 60 loads a day between the property and I90, they would like to operate from 5am to 8pm M-Sat, and that this is some smoke and odor associated with it. This plant did receive a CUP form the county in 2022 and was located on property east of Cemcast. When the applicant applied to the county again this year, opposition was received from 2 neighboring property owners complaining about the odor, smoke, and early start times. One property owner runs an Airbnb and the other is trying to sell their property – both claiming that the operation would result in a total revenue loss to them of \$400,000. The county deferred the CUP, and the applicant withdrew their application, not wanting to pay \$400,000 in extra costs to operate. This property is zoned heavy industrial and can support an operation of this type. The closest residents are in Hartford Heights, which sits to the north of the Zacharias property but not within city limits. The applicant should take steps to minimize any adverse effects on neighboring properties and staff recommended approval with various conditions upon days and hours of operation, lighting, access, and loading. Six residents of Hartford Heights attended the hearing. Kim Reese, Randy Reese, Wayne Wellman, and Phyllis McMartin all spoke of concerns with the operation. Concerns include proximity to housing development, debris and damage to Hwy 38, safety with traffic and visibility, smell, smoke, and hours of operation. Deanna Larson, resident in Hartford Heights, was not present but reached out to a board member with concern about the timeframe and close proximity to the housing development. Chris Brehmer with Bituminous Paving was present and acknowledged that the company wanted to do whatever possible to mitigate any issues or problems. He did note that the plant will be set up on the SW corner of the property to be as far from any residence as possible, they would broom the road as needed to remove any debris from the highway, and they can check with the state about direct access to the project from the south end of the property. There is nothing they can do about the smoke or smell but it was noted that it is not hazardous and the company must meet all state standards for air pollution in order to retain an air quality permit. After discussion, it was the boards suggested to have representative with the company meet with property owners in the Hartford Heights development to address any concerns. A motion was made by Kutil, second by Jackson, to table this agenda item until the next Board meeting on April 11th – all voted yes, motion carried.

Old Business:

- **Continue Review of the City’s 2017-2027 Comprehensive Plan:** In order to allow zoning, state law requires that the city adopt a comprehensive plan and file it with the county. The plan acts as a guide for future growth and planning. The city adopted our most recent plan in 2017 but it is reviewed every 5 years to keep it updated to ever changing development. Sean Hegyi with SECOG has been helping the city through this process. Hegyi was present to review chapter 8 and the city’s growth map. Chapter 8 is the city’s growth area analysis. Verbiage and content in chapter 8 were reviewed by the board. The board also reviewed the city’s current growth map and gave input on expansion to the east since the city limits have changed. Hegyi will take the comments from the Board and update Chapter 8 and the growth map. Hegyi will be back before the board in April for a full review of changes discussed over the past few months.

New Business:

- **Discuss Fee for Placement Permits:** Prior to 2010, the city did not require any permits to erect a fence or small shed (under 120 sf). Due to issues with improper placement, the city implemented a placement permit for fences in 2010 and then a placement permit for small sheds in 2012. By requiring a placement permit, it allowed the city staff to review the regulations with the property owner before erection of any structure and avoided issues with re-location when the placement was incorrect. Currently there is no charge for a placement permit but there are administrative costs to the city, such as paperwork and staff time, along with inspection cost for the staff to inspect the placement and construction. The city charges a flat fee of \$20 for flatwork, to be consistent, staff is suggesting charging a flat fee of \$20 for a fence permit and a flat fee of \$20 for a shed permit under 120 sf. **A motion was made by Kutil, second by Jackson to recommend to city**

council implementing a \$20 flat fee for a fence permit and a \$20 flat fee for a shed permit under 120 sf to cover associated costs – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide an update on building projects to the Board. There are currently 9 open single-family homes in various stages of construction, and a final inspection on the open twin home was completed. Clarke also gave a recap of current commercial permits that are still open, including Maple Pass Development, Black Tie Components, and the Gage House renovation project.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present and gave the Board an update on code enforcement issues that he is addressing within the city at this time. Recently, he has addressed 2 snow on sidewalk complaints, 1 barking dog, 1 dog at large, 2 parking on grass and 1 garbage/rubbish complaint.
- **City Administrator Update:**
 - 6th/Mundt St project - Project is substantially complete. There are several minor items that need to be addressed and seeding will be placed in the spring.
 - Water Tower Painting – This project is substantially completed. Maguire Iron plans to paint the new city logo on the water tower this June.
 - Hwy 38 Water Loop Project – ISG has completed plans for a water loop project that will run along Railroad Street and S Colton Road. The city is pursuing an SRF loan for this project, so bidding is planned for the summer.
 - Bike Trail – The city cannot obtain an easement on the NE side of the proposed trail. City engineers have revised the plan and it will go before the city council for approval at their next meeting.
 - Western Ave Expansion – ISG continues to work on plans and staff is reviewing.
 - WWTF – ISG is working on plans for the new WWTF, along with our new CMAR Rice Lake. Schedule for plans and bidding was provided to staff.
 - Future Agenda Items include codifying our zoning regulations into one document and reviewing the city’s sub-division regulations and design standards.

Adjournment: A motion was made by Kilbourn second by Kutil to adjourn at 8:24pm – 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 Hartford City Hall.

Teresa Sidel, City Administrator



Agenda Item Staff Report

DATE: April 4, 2023

AGENDA ITEM: Discuss Width/Cost Estimate of Trail between Main Ave & Feyder Ave

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve Park & Recreation Boards Recommendation to place an 8ft Trail between Main Avenue and Feyder Avenue.

Background/Summary:

The council is aware that a 10ft trail between Main Avenue and Feyder Avenue is not possible on the east end due to restrictions of the creek. In order to allow more room for a trail, the city tried to secure an easement from the property owner on the east end but they will not give the city an easement so the city will need to contain the trail upon our property. This means the trail will need to be reduced in width at the east end – from 10’ to 8’. This also requires the city to place an extra retaining wall in the project. The city engineers have revised the layout with a reduction of width on the east end and it is included in your packet for review.

The original cost estimate for the trail was \$293,022 back in 2021. The city secured a grant from the SD GFP for \$130,588, which is approximately 45% of the project. This is the maximum amount that the GFP will contribute to the project. The new cost estimate for the trail with the width reduction on just the east side and the extra retaining wall is \$370,220. If we reduce the trail to 8’ the entire length of the trail, then the cost estimate is \$344,854, allowing for some savings. The city needs to decide what layout we want to request from the GFP - just reducing the trail to 8’ on the east end or reducing it to 8’ the entire length.

The Park & Recreation Board reviewed this information at their meeting last week and make the following recommendation to the city council...

The consensus of the Park & Recreation Board was to recommend an 8 ft trail the entire length between Main & Feyder Ave. This would keep the trail a consistent width, it would provide some cost savings since the project is already over budget, and it makes sense since the trail only connects to sidewalk and does not connect to another 10 ft trail at either end.

If the city still wants to move ahead with this project, the SD GFP needs to know what layout we want to go with so they can get approval from their board and we can start moving forward. The project deadline is December 31, 2023.

Prior Council/Board Action:

None on revised layout

Possible Action:

1. Approve Trail width of 8' the entire length between Main & Feyder Ave
2. Approve Trail width of 10' on the west end of the trail and 8' on the east end of the trail.
3. Do not approve either layout and decline the grant, which would cancel the project as originally presented.

Fiscal Impact:

The city's 2023 budget allowed for the original cost amount of \$293,022, which is made up of the GFP grant of \$130,588 and city revenues of \$162,434. The increase cost of the project will have to come out of city reserve funds – it is not in budget. Depending on what option the council decides to go with, the extra funds out of reserves will be either...

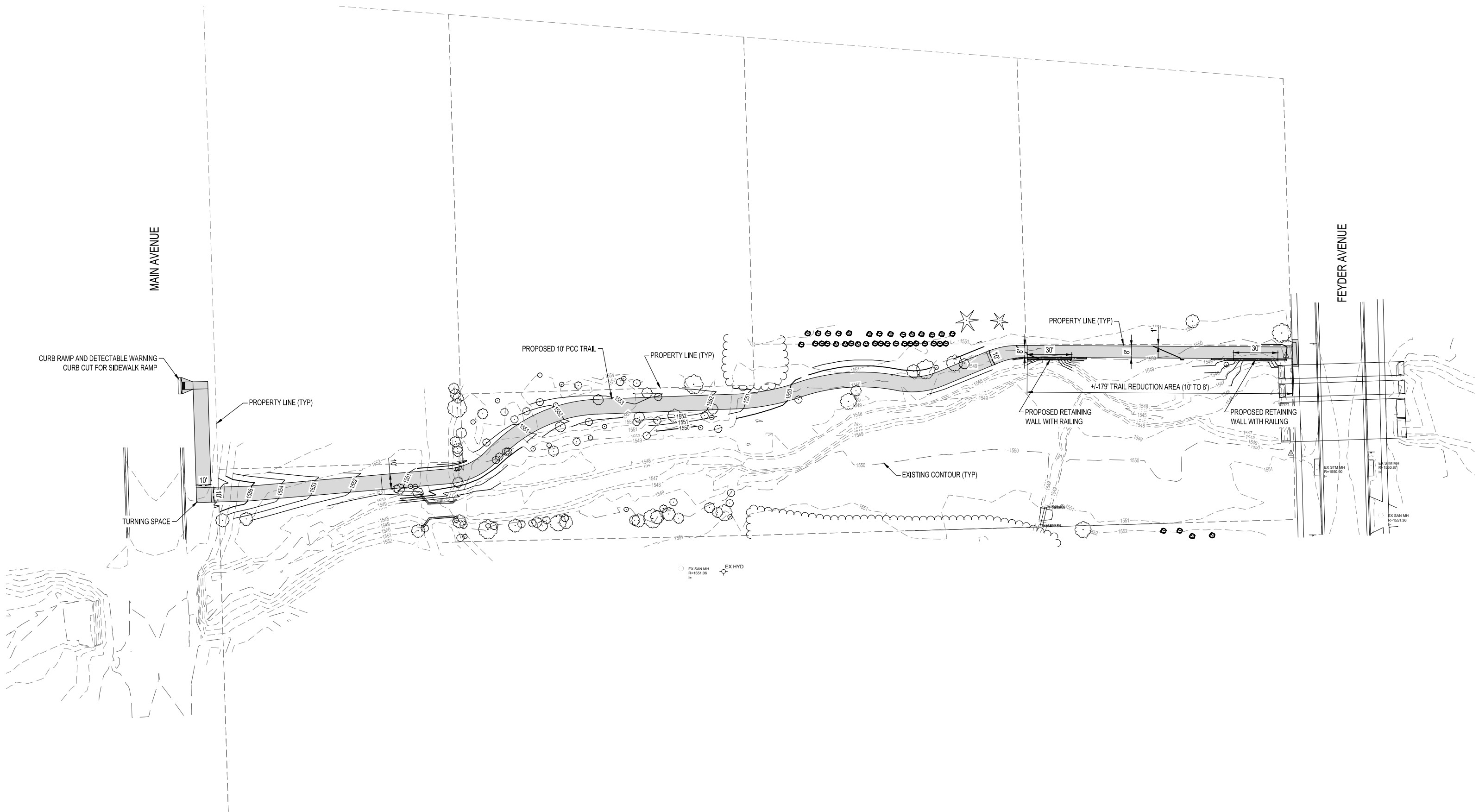
\$51,832 for an 8 ft trail the entire length of the trail

or

\$77,198 for a 10 ft trail on west end and 8 ft trail on east end

Attachments:

- **Revised layout showing 10 ft trail on west end and 8 ft trail on east end**
- **Cost estimate for a 10 ft trail on west end and 8 ft trail on east end**
- **Cost estimate for an 8 ft trail the entire length between Main & Feyder Ave**



CONCEPT LAYOUT

Hartford Bike and Recreation Trail

Client Name: City of Hartford
 Location: Hartford, SD
 ISG Project Number: 22-26816
 Date: 3/15/2023

Engineer's Opinion of Probable Cost

No.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT
1	Saw PCC Pavement	LF	15	\$12.50	\$187.50
2	Remove PCC Pavement	SY	10	\$15.00	\$150.00
3	Clear and Grub Tree	LS	1	\$25,000.00	\$25,000.00
4	Remove PCC Curb and Gutter	LF	15	\$10.00	\$150.00
5	Common Excavation	CY	250	\$15.00	\$3,750.00
6	PCC Trail, 6"	SF	8060	\$12.00	\$96,720.00
7	Aggregate Base, 4"	TON	170	\$25.00	\$4,250.00
8	PCC Curb and Gutter, SF66	LF	15	\$100.00	\$1,500.00
9	Detectable Warning	SF	10	\$65.00	\$650.00
10	Retaining Wall, Type C	SF	420	\$250.00	\$105,000.00
11	Tubular Railing	LF	110	\$80.00	\$8,800.00
12	Erosion Control	LS	1	\$7,500.00	\$7,500.00
13	Seeding and Fertilizing	LB	60	\$18.00	\$1,080.00
14	Mulching	TN	0.4	\$2,500.00	\$1,000.00
15	Testing	LS	1	\$2,500.00	\$2,500.00
16	Mobilization	LS	1	\$16,000.00	\$16,000.00
Estimated Construction Costs					\$274,237.50
15% Consturciton Contingency					\$41,135.63
20% Non-Construction Cost					\$54,847.50
TOTAL PROJECT COST					\$370,220.63

Hartford Bike and Recreation Trail

Client Name: City of Hartford
 Location: Hartford, SD
 ISG Project Number: 22-26816
 Date: 3/20/2023

Engineer's Opinion of Probable Cost

No.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL AMOUNT
1	Saw PCC Pavement	LF	15	\$12.50	\$187.50
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3	Clear and Grub Tree	LS	1	\$25,000.00	\$25,000.00
4	Remove PCC Curb and Gutter	LF	15	\$10.00	\$150.00
5	Common Excavation	CY	210	\$15.00	\$3,150.00
6	PCC Trail, 6"	SF	6690	\$12.00	\$80,280.00
7	Aggregate Base, 4"	TON	140	\$25.00	\$3,500.00
8	PCC Curb and Gutter, SF66	LF	15	\$100.00	\$1,500.00
9	Detectable Warning	SF	10	\$65.00	\$650.00
10	Retaining Wall, Type C	SF	420	\$250.00	\$105,000.00
11	Tubular Railing	LF	110	\$80.00	\$8,800.00
12	Erosion Control	LS	1	\$7,500.00	\$7,500.00
13	Seeding and Fertilizing	LB	60	\$18.00	\$1,080.00
14	Mulching	TN	0.4	\$2,500.00	\$1,000.00
15	Testing	LS	1	\$2,500.00	\$2,500.00
16	Mobilization	LS	1	\$15,000.00	\$15,000.00
Estimated Construction Costs					\$255,447.50
15% Consturciton Contingency					\$38,317.13
20% Non-Construction Cost					\$51,089.50
TOTAL PROJECT COST					\$344,854.13



Agenda Item Staff Report

DATE: April 4, 2023

AGENDA ITEM: Review/Approve Tax Abatement for Parcel #23819

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approval

Background/Summary:

The county has sent us a tax abatement request. The owner of Parcel #23819 has applied for an elderly tax freeze. Elderly and disabled South Dakotans can apply for property tax relief under this state program. If a person qualifies for the program, their property tax assessment will not increase, thus keeping their taxes the same. There are certain guidelines that must be met in regard to residency, income, age, and physical limits in order to qualify for the program. Abatement number 2023-0031 does meet the legal requirements for an elderly tax freeze. The amount of the tax abatement is \$1,511.76.

Prior Council/Board Action:

None

Possible Action:

1. Approve elderly tax freeze for parcel #23819.
2. Do not approve elderly tax freeze for parcel #23819.

Fiscal Impact:

If approved, this would reduce the property tax dollars received by the city, but denial of the application could be legally challenged by the applicant since they met all the state criteria for the program.

Attachments:

- Abatement Number 2023-0031

Abatement Number 2023-0031

Parcel ID 23819
Legal Description SUB OF PT OF TRACT 1 Lot 6 Block 1 WEST CENTRAL ADDN TO CITY OF HARTFORD 6 BLOCK 1 WEST CENTRAL ADDN TO CITY OF
School District HARTFORD WEST CENTRAL SCHOOL DISTRICT #49-7
Owner [REDACTED]
2nd Name
Owner Address 100 N KELLEY AVE
Owner City, State HARTFORD, SD 57033
Abatement Status En route
Applicant [REDACTED]
Reason Customers husband passed away a year ago. She is looking for help in paying her property taxes as they have increased. She is asking for her 2022 taxes, payable in 2023 to be abated according to SDCL10-6A as customer meets the elderly assessment freeze permitted in 10-6A.

I support this abatement- Kris Swanson, Minnehaha County Treasurer

Levy Year 2022 **Taxable Value** \$166,570.00 **Tax** \$2,647.12 **Abatement Amount** \$1,511.76 **Interest** **Bill Number**

Office	Recommendation	Signed By	Entered By	Entered Date
Equalization	Recommend Approval		LILLA, CHRISTOPHER	03/20/2023
States Attorney	Legally Sufficient		GILLESPIE, MARGARET	03/03/2023
Treasurer	Recommend Approval	See Scanned Document	SWANSON, KRISTIN	02/27/2023

Recommend Approval

Recommend Not Approving

Jean Bender



Agenda Item Staff Report

DATE: April 4, 2023

AGENDA ITEM: Update on WRRF

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Update Only

Background/Summary:

Representative from ISG and Rice Lake Construction will be present to give another update to the city council on our new wastewater resource recovery facility (WRRF). Since hiring Rice Lake, they have been working diligently on actual cost figures for our new plant. Initial cost estimates from Rice Lake were slightly above \$27 million, which was substantially over ISG's original cost estimate, but expenses have increased since our initial loan application was sent to the state in December of 2021. Over the past couple of months, ISG, Rice Lake and staff have been reviewing plans and working on ways to cut costs and yet still obtain the city's goal for wastewater treatment. Some helpful cuts include moving the lift station to 465th Ave, which reduces the amount of gravity line and cuts costs; reducing the size of treatment plant; reducing equipment; and reducing building costs for UV building and lift station. Rice Lake is still working on an updated cost model and I don't expect to see it until Monday (4/3). We are getting to the point where the council is going to have to decide if you are comfortable with the cost estimates or not. On Monday, ISG, Rice Lake, staff and the mayor plan to meet and review this cost estimate, along with funding options. We will have additional information for the Board after this meeting on Monday.

Prior Council/Board Action:

None

Possible Action:

Discussion Only – No Action

Fiscal Impact:

None at this point

Attachments:

Updated Cost Model