

Hartford City Council Meeting – Regular Meeting May 7, 2024

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Mark Brenneman, Travis Kuehl, and Shaun Boen. Jake Jass was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Economic Development Director Amy Farr, City Engineers Michael Redenbaugh & Justin Heim, and nine people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Matson, second by Boen to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Woslager to approve the meeting minutes from April 16, 2024 - all voted yes, motion carried.

PUBLIC COMMENTS: None

OLD BUSINESS:

- **Mayor’s Sidewalk Initiative:** As discussed at the last meeting, the City will move forward with applying for the Transportation Alternative Grant. This grant helps communities establish safe routes to schools. After canvassing the town, staff has come up with a map that identifies areas where sidewalks are needed to complete several different routes to the schools. Engineers will incorporate this information in a more legible map to be presented at the next meeting for further discussion.
- **Oath of Office:** Travis Kuehl and Cindy Matson, who both ran unopposed for the 2-year term for councilmember in Ward 1 & Ward 3 respectively, took their oaths of office. Ryan Horn, who ran unopposed for the 1-year term for councilmember in Ward 1, took his oath of office.
- **Certificate of Appreciation:** Mayor Jones presented outgoing Ward 2 representative Chris Woslager with a certificate of appreciation for his two years on the council. Ward 1 representative Mark Brenneman, who has served eight years on the council, was presented with a plaque by Mayor Jones in recognition of his service. Thank you both for the time you’ve invested in serving the community of Hartford.

EXECUTIVE SESSION: A motion was made by Boen, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel at 7:13pm – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Kuehl, second by Matson to exit executive session at 7:26pm – all voted yes, motion carried.

ADJOURN AS OLD COUNCIL: A motion was made by Boen, second by Matson to adjourn as the old council at 7:26pm – all voted yes, motion carried.

RECONVENE AS NEW COUNCIL: Mayor Arden Jones called the meeting to order at 7:27pm with the following city council members present: Cindy Matson, Ryan Horn, Travis Kuehl, and Shaun Boen. Jake Jass was absent with notice.

BUSINESS ITEMS:

- **Council Appointment:** Since no petitions were received for the two-year term in Ward 2, Mayor Jones recommended the appointment of Lisa Berens for a one-year term. A motion was made by Kuehl, second by Boen to approve the appointment of Lisa Berens to the Ward 2 one-year term – all voted yes, motion carried.
- **Oath of Office:** Newly appointed Ward 2 representative Lisa Berens took her oath of office.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Public Hearing – Malt Beverage License Renewals:** Buffalo Ridge Brewery, Coffee Cup, Get N’ Go, Brown Jug, Dollar General, AmericInn, The Goat Bar & Grill, Doc Nik’s Flowers, Stomping Grounds, and Main Ave Casino have submitted applications to renew their Retail Malt Beverage Licenses for 2024/2025. A motion was made by Matson, second by Horn to approve the renewal of all applications submitted – all voted yes motion carried.
- **Special Event Permit– Jamboree Days:**
 - **Review/Approve Special Event Application:** Leah Johnson with the Jamboree Committee was present. The committee has applied for a special event permit, with the use of alcoholic beverages in a public area. Activities and entertainment are planned from Thursday June 13th to Sunday June 16th, with alcohol usage in the park on Friday & Saturday. A full schedule of events was provided. Johnson requested the use of City

staff & equipment. A motion was made by Horn, second by Matson to approve the special event application for the 2024 Jamboree Days event as applied for – all voted yes, motion carried.

- **7:10 Hearing – Application for Special Malt Beverage License:** Leah Johnson, on behalf of the Jamboree Committee, has applied for a special malt beverage license so they can sell malt beverages during the 2024 event. They are requesting to sell in the City park on Friday 2:30pm to midnight and Saturday 10am until 1am on Sunday. A motion was made by Matson, second by Boen to approve the special malt beverage license for the Jamboree Committee as applied for – all voted yes, motion carried.
- **Request to Release 2024 Budget Funds for Jamboree Event - \$15,000:** Leah Johnson, on behalf of the Jamboree Committee, was present to request payment of the 2024 budget appropriation. A motion was made by Horn, second by Matson to release the 2024 appropriation in the amount of \$15,000 to the Hartford Jamboree Days Committee. Discussion was held on the cash balance that Jamboree has in their account. Johnson indicated that they have had some awesome sponsors over the years and their funds have grown. If the trend continues for this year, Johnson feels that next year they won't need to request any funding from the City. The vote was taken with all voting yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was not present. His report was provided. For the month of Apr there were 238 calls for service, which is an increase of 36 from the prior month.
- **Economic Development Report:** EDD Amy Farr provided her report. Information for the new community guide has been submitted to The Messenger. A draft is expected soon. Another Business, Retention, and Expansion visit with a local business was done on Apr 19th. Approx 25 attended the Envision Investor Social on Apr 18th. A page has been added to the HADF website for Envision Hartford 2025 information. The HADF intern submission is in the review process with MidAmerican Energy. Farr will be attending the SMGA Monday EDO Roundtable event on May 13th. Farr continue to work on different ways to market land and the community of Hartford. Farr assisted SMGA with Hartford's portion of their upcoming bus tour on May 14th. Farr met with the Hartford Township earlier tonight and have come to an agreement on an easement that is needed from the township in regard to the development of the N Oak Industrial Park.
- **Chamber Director Report:** Chamber Director Wynne Hindt was not present. Her report was provided. Discover Hartford is going on this week. The candidate forum that was held May 6th was very well attended as well as the Storybook Walk ribbon cutting on May 7th. The next membership mixer is May 23rd at Ace Hardware, hosted by Ace and Nurture Family Chiropractic. Hindt attended the Mid-America Chamber Executive Conference on May 1st – 3rd. The Chamber is looking for volunteers to sit on a committee that will work to revise/enhance the by-laws, policies, and procedures along with developing a strategic plan.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Engineers presented the revised design standards and subdivision regulations to the Planning & Zoning board. They will make updates as needed based on comments from the board.
 - Engineers reviewed and provided comments on site and preliminary plans.
 - Engineers have completed the update to the City's CIP. This plan is being presented at this meeting for review and discussion.
 - An updated punchlist has been provided to the contractor on the 6th St/Mundt Ave project. The deadline to complete these items is May 31st.
 - DNAR continues their review of the plans for the Hwy 38 Water Main Extension. Once final approval is received, the plans will be presented to the Council to be approved for bidding. Tentatively, the bid date is set for June 5th.
 - At the WRRF site, work on the precast walls for the operations building is expected to start late May. Installation of the gravity main west of Mickelson Rd will resume Mid-May. Tentative plans are to close Mickelson Rd between May 31st and June 3rd. A one week notice of the road closure will be provided.
 - **Review/Approve Pay Request #7 for WRRF:** Pay app #7 from Rice Lake Construction Group for work completed through April on the WRRF was presented. A motion was made by Matson, second by Boen to approve payment of pay app #7 in the amount of \$1,074,960 to Rice Lake Construction Group – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Staff continues to work on gravel roads and sweep streets as needed. Wagner received a quote from Highway Improvement, Inc. for this season's crack sealing (\$.90/lb), mastic (\$1.35/lb), and sealcoat of the bike trail (\$1.35/sy). Prices for crack sealing and mastic are the same as last year. Sealcoating the bike trail is up by \$.05/sy. During the 2024 budget process, funds were budgeted as follows: 35k crack sealing; 5k mastic; 6.5k sealcoat bike trail. A motion was made by Kuehl, second by Horn to approve Highway Improvement, Inc. quote as presented – all voted yes, motion carried. Wagner received a quote from Bumblebee Gibson for mag water. The price quoted is \$1.95/gal, which is \$.15 higher than last year. During the 2024 budget process, funds in the amount of 35k were budgeted for mag water. A motion was made by Matson, second by Horn to approve the

quote for mag water from Bumblebee Gibson as presented – all voted yes, motion carried. The Sterling dump truck had an injector out but is now fixed. All the other equipment is running well.

Water – The 1st quarter report has been submitted. Next reporting is due July 10th.

Sewer – All lift stations are working well. The next DMR reports are due May 28th. Lagoon samples were taken, and ammonia levels are too high to discharge at this time. Discharging is on hold. O’Kane & Wagner signed up to take an advanced wastewater class in May.

Park – Ball and soccer fields are open for the season. The batting cage at Lyon Park is up.

Pool – The pool has been acid washed and is ready to be filled.

Sports Complex – The new batting cage will be set next week.

Surplus Items – The Dodge pickup and John Deere tractor that were declared surplus property by the Council on Apr 2 have been listed on Purple Wave. Both auctions close on May 14th.

- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in Apr along with an overview of the city’s general fund revenues and expenses through Mar. Council payroll was done on May 1st with direct deposits on May 2nd. The Auditor were on site today. They finished up so they won’t need to come back tomorrow as initially scheduled. The May calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel provided her report. All positions for the pool and park & rec program have been filled. Two public work assistants have been hired. We continue to advertise for this position in the hopes of getting one more hired. Dakota Mainstem will be conducting interviews of engineering firms on May 9th in Sioux Falls. Sidel, being a part of this committee, will be attending. SECOG and SMGA continue to gather information on the federal grant that is available for wastewater regionalization. Minnehaha County is conducting a traffic study on Western Ave from Mickelson Rd, north to the city limits. They have sent out an RFP for engineering, which are due May 16th. Once a firm is hired, the City will have a better understanding of what our portion of the cost will be. A meeting with the township and their attorney has been set for May 17th to discuss ownership and maintenance of all adjoining city/township roads. A site tour of the new WRRF is being planned for either June 18th or July 16th, to be held before the 7pm council meeting.

NEW BUSINESS:

- **Approve New Design for Flag Disposal Box at Century Park:** Scott Nelson and Tanner Lind with Central Valley Struttin’ Gobblers were present to discuss the flag disposal box located at Century Park. The box was originally installed back in 2013. Over time the paint on the box is fading and the stickers, which recognize sponsors and donors, are peeling. Nelson and Lind are seeking approval to install a new wrap on the box. A picture was provided. There would be no cost to the city. A motion was made by Horn, second by Boen to approve a new wrap be installed on the flag disposal box – all voted yes, motion carried. Nelson also requested, in an effort to make community members aware, that the City post information on the flag disposal box and proper flag etiquette.
- **Review 2024 Capital Improvement Plan:** The recently updated CIP was presented to the Council for discussion and review. A few changes were discussed. Once updated, a final copy will be provided.
- **Review Funding Scenarios - Western Ave Reconstruction Project:** Information was provided on different funding options for the Western Ave reconstruction project that will be done in 2025 in conjunction with the State’s bridge project. The current engineer cost estimate is roughly 5.6M. Funding options are as follows:
 - Community Access Grant – this is an 80/20 grant with maximum funding of 600k. Deadline is July 15th.
 - USDA Rural Development Loan – this type of funding would have an interest rate would be 3.5% for a 15yr term. The concern with this type of financing is ability to bid the project with the State, to hopefully get more favorable bids. Another concern is the timeline of the project not aligning with the timeline of the funding due to the processed involved with applying for a rural development loan.
 - Street Assessments – if assessed, these funds are collected after the project is completed and sometimes over a number of years.
 - General Obligation Bond – this type of bond requires a vote of the people.
 - Sales Tax Bond – the City does have enough debt capacity to allow for a 2M to 3M loan and ample sales tax revenue to guarantee the loan payment. The current average interest rate on this type of loan is 4.6% with the ability to finance it over 20yrs.

Staff is recommending applying for the community access grant, using some reserves from the general, water, & sewer funds, and applying for a sales tax bond. Three different options were presented. To allow time for the council to review the information provided, this will be presented at the next meeting on May 21st. Staff will move forward with applying for the community access grant.

- **Review/Approve Bids - 12th St/Oaks Ave Street Project:** The bid opening for the 12th St/Oaks Ave street project was Apr 24th. Six bids were received, with Alliance Construction being the low bidder. The City was very fortunate and has received two grants for this project. An EDA grant, which will cover 80% of the cost, and a LIIP grant which will cover 10% of the cost. The bid includes the base bid, Alternate A, and Alternate B. A

motion was made by Kuehl, second by Boen to award the bid for the 12th St/Oaks Ave street project to Alliance Construction for the base bid, Alternate A, and Alternate B as presented. Further discussion was held on what is included in the base bid and both alternate bids. After clarification from the engineers, the base bid includes the utility stub outs for the HADF lots. Alternate A is for an asphalt intersection at 12th St/Oaks Ave, and Alternate B would upgrade the intersection from asphalt to concrete. Kuehl amending is original motion to award the bid to Alliance Construction for the base bid, which includes the utility stub outs to the HADF's lots, and Alternate B, which upgrades the intersection of 12th St/Oak Ave from asphalt to concrete for a total of \$1,504,726.84 as per the bid documents provided, second by Boen – all voted yes, motion carried.

- **Review/Approve Quote from IDG for Construction Admin - 12th St/Oaks Ave Street Project:** IDG presented an agreement for construction administration on the 12th St/Oaks Ave street project at a cost not to exceed \$125,269. IDG designed the plans and has the most knowledge of this project. A motion was made by Horn, second by Matson to approve the agreement with IDG for construction administration services on the 12th St/Oaks Ave street project as presented – all voted yes, motion carried.
- **Review/Approve Bids – Concession/Restroom Building at Swenson Park:** The City is the general contractor for the new concession stand/restroom building being built at Swenson Park. There are nine different bid packages – electrical, plumbing, lumber/door package, concrete footings/frost wall, concrete floor, exterior concrete, block building, roof trusses and steel roof. A bid opening was held May 1st for 8 of the packages and May 7th for the ninth package. All bids were presented. The exterior concrete bid had an alternate for additional sidewalks. In an effort to stay within budget, staff does not recommend doing this work at this time. This portion can be revisited at a later date. Discussion was held on the electrical bid. Based on the bid amount for the alternate of running an electrical line from the new concession building to the City's maintenance building, there was concern that the scope of work was not interpreted correctly by the low bidder. Staff indicated that state law allows up to 30 days to award bids. Therefore, awarding the electrical bid could be postponed to a later meeting to allow staff time to follow up with the low bidder. A motion was made by Horn, second by Matson to award all bids, excluding the electrical bid and excluding the exterior concrete alternate, to the lowest bidder in each category as follows: Plumbing - A1 Electric, Plumbing, Heating & Air \$22,620; Lumber/Door – Hartford Building Center \$22,525; Concrete Footings/Frost Wall – A&B Concrete \$26,350; Concrete Flooring – A&B Concrete \$13,152; Exterior Concrete – A&B Concrete \$16,896; Block Building – Walter Ray Masonry \$48,940; Roof Trusses – Black Tie Components \$3,779; and Steel Roofing – Central States Manufacturing \$0.00 for a total of \$154,262 for all eight bids – all voted yes, motion carried. Thank you to Central States Manufacturing for their generous donation of the steel roofing materials.
- **Election of Council President & Vice President:** A motion was made by Horn, second by Matson to nominate Travis Kuehl as council president. A motion was made by Horn, second by Boen to cease nominations and unanimous elect Travis Kuehl as council president – Kuehl abstained with all others voting yes, motion carried. A motion was made by Horn, second by Kuehl to nominate Cindy Matson as council vice president. A motion was made by Horn, second by Kuehl to cease nominations and unanimous elect Cindy Matson as council vice president – Matson abstained with all others voting yes, motion carried.
- **Mayoral Appointments – Official Newspaper, Official Health Care Facility, Official Depositories:** Mayor Jones appointed the official newspaper as the Minnehaha Messenger, the official health care facility as Sanford Clinic, and the official depositories as First Interstate Bank, Reliabank and USBank. A motion was made by Boen, second by Horn, to approve the Mayor's appointments for official newspaper, official health care facility and official depositories – Matson abstained with all others voting yes, motion carried.
- **Mayoral Council Appointment to the Park & Recreation Board:** Outgoing councilmember Chris Woslager was previously appointed by Mayor Jones to the Park & Recreation Board. With his term coming to an end, a new councilmember needs to be appointed. Mayor Jones recommends the appointment of Ryan Horn. A motion was made by Matson, second by Boen to approve the appointments of Ryan Horn to the Park & Recreation Board – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Boen, second by Kuehl to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 8:49pm – 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 Matson, second by Kuehl to exit executive session at 9:25pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Boen, second by Horn to adjourn at 9:26pm – 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