

## **Hartford City Council Meeting – Regular Meeting October 3, 2023**

Mayor Arden Jones called the meeting to order at 7:22pm with the following city council members present: Chris Woslager, Cindy Matson, Travis Kuehl, and Shaun Boen. Mark Brennehan and Jake Jass were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Economic Development Director Amy Farr, and 1 person from the public.

### **BUSINESS ITEMS:**

- **Approve Agenda:** A motion was made by Matson, second by Woslager to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Boen, second by Matson to approve the meeting minutes from September 19, 2023 - all voted yes, motion carried.

**PUBLIC COMMENTS:** None

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

- **7:05 Hearing - Malt Beverage/SD Farm Wine License Application for Main Ave Casino, LLC:** Karen Burgers, with Main Ave Casino, LLC, was present to address the Council. Burgers has applied for a malt beverage/SD farm wine license for the property she owns at 109 N Main Ave. At the Sept 26<sup>th</sup> Planning & Zoning meeting the board approved a Condition Use Permit that will allow Burgers to operate a casino at this location. She plans to have 10 video lottery machines and is applying for this license, so they are able to serve their patrons. A motion was made by Matson, second by Boen to approve the malt beverage/SD farm wine license application for Main Ave Casino, LLC – all voted yes, motion carried.
- **Resolution 2023-22 SD Local Infrastructure Improvement Program Grant:** The City has been awarded both an Economic Development Assistant (EDA) grant and a Local Infrastructure Improvement Program (LIIP) grant to construct N. Oaks Ave and 12<sup>th</sup> St, including the extension of water/sewer services. Part of the process of accepting the LIIP grant is to pass a resolution that states the City accepts the grant and grant agreement, and authorized the Mayor, City Administrator, or Finance Officer to sign the grant agreement and all necessary documents for the grant. Resolution 2023-22, which incorporates these items, was presented. A motion was made by Matson, second by Woslager to approve Resolution 2023-22 SD Local Infrastructure Improvement Program Grant – all voted yes, motion carried.

### **REPORTS:**

- **Sheriff's Department Report:** Deputy Kardas was not present. His report for the month of September was provided. There were 244 calls for service for the month, which is a decrease of 7 from the prior month.
- **Chamber & Economic Development Report:** CEDD Amy Farr's report was provided. Chamber Gratitude Day 2023 held in Sept was very well received. A ribbon cutting for Black Tie Components was held Sept 27<sup>th</sup>. Members continue to plan for upcoming events: Trunk-or-Treat to be held Oct 29<sup>th</sup>; Hometown Christmas Breakfast to be held Dec 3<sup>rd</sup>; and the 2024 Burger Battle and Annual Banquet. Work continues on a new housing study. Farr recently conducted two tours of Hartford to interested parties.
- **Engineer Report:** City Engineers were not present. Their report was provided.
  - Engineers are reviewing the following: a plat in South Addition; drainage concerns at site northwest of Mickelson Rd/Western Ave; and concerns with this year's slurry seal project.
  - Earthwork and site grading has started at the WWTF site. Engineers are reviewing shop drawing submittals from Rice Lake for site utilities, gravity trunk sewer, force main, and concrete mix designs for footings, flatwork, and floors.
  - Plans for the Hwy 38 Water Loop Project have been submitted to SD DANR for review. Once approved, the project will be let for bid. Construction is scheduled to start in early 2024.
  - Engineers continue to work on design plans for the Western Ave Improvement Project, which are nearing 90% completion.
- **Public Works Report:** Public Works Superintendent Wagner was not present. His report was provided.
  - Streets** – Staff has started work on street patching and curb repairs. Staff will work on gravel roads in the coming weeks to prep for the fall mag water application. Staff will be installing new landscaping around the newly placed welcome signs.
  - Water** – The 3<sup>rd</sup> quarter report has been submitted. Next reporting is due Jan 10<sup>th</sup>. All lead/copper water samples have been collected from residents and sent in. A copy of the results will be sent to the residents and a copy kept on file with the City. Staff has submitted the required lead service line information to the State. At the end of Oct, the Fire Dept and the City's water system will have an ISO review, which happens every 3 years. A favorable ISO rating will provide better insurance rates in the City.
  - Sewer** – The next DMR reports are due Oct 28<sup>th</sup>. Lagoons are working well at this time.
  - Park** – The dugout work on Field C is done. Work will now start on the dugouts on Fields A & B. Six benches have been installed throughout the park system.
  - Sports Complex** – Watering of the fields continues as needed.

Public Buildings – A1 Electric & Plumbing continue to work on the venting and gas line for the furnace. Staff has framed up for the new security door that will be installed in City Hall. The door has been ordered and is expected in a few weeks.

- **Finance Officer Report:** City Finance Officer Wilber’s report was provided. The items included a summary of revenues received in September along with an overview of the city’s cash balances, revenues and expenses through August. The October calendar of events was provided as well. Wilber has sent a copy of the 2024 budget ordinance to the County. This will provide the County the tax levy information for 2024.
- **City Administrator Report:** City Administrator Sidel’s report was provided. Staff continues to work on the fillable forms feature on the new website. We are now advertising for seal bids for the sale of the transit bus. The bid opening is scheduled for Oct 31<sup>st</sup>. Now that the City has been awarded both the EDA and LIIP grant for the 12<sup>th</sup> St/N Oaks Ave project, plans can move forward. A meeting was held on Oct 2<sup>nd</sup> with Infrastructure Design Group, the engineer on the project, to start this process. The City has been approved for a 2<sup>nd</sup> SRF loan for the WWTF in the amount of 5.75M. The loan will have a 30-year term at 3.25%. Repayment will be guaranteed by the implementation of a surcharge. Minnehaha Community Water Corp has a water line in town that services 3 different customers. MCWC is proposing the City take over servicing these customers as they may abandon their line in the future. Letters have been sent to the three parties involved, as permission is needed before the City can take over their services. At their Oct 3<sup>rd</sup> meeting, Hartford Township will be reviewing an application ISG submitted as part of the WWTF project to do improvements to the approach off 466<sup>th</sup> Ave. The township has indicated that the City would need to sign a Truck Haul Agreement stating all truck traffic for the WWTF will turn north on 466<sup>th</sup> Ave towards Hwy 38, not south. In November, Wagner will attend the township meeting to discuss the maintenance of township roads around Hartford. DHI will be placing wayfinding signs to direct the public to the downtown area. Discuss was held with the Council on what should be on the sign placards.

#### **NEW BUSINESS:**

- **Review/Approve Tax Abatement for Parcel #74121:** In February 2022, a mobile home located in Hartford city limits was destroyed by fire. The owner is now applying for a tax abatement due to this loss. The Minnehaha County Equalization Office inspected the property on April 1, 2022, and verified that the home has been removed. All tax abatements need to be approved by the governing board. A motion was made by Matson, second by Boen to approve the tax abatement on Parcel #74121 – all voted yes, motion carried.
- **Review/Approve Part-time Snow Removal Job Description:** The current job description for the part-time snow removal position was provided to the Council for their review. A motion was made by Boen, second by Matson to approve the job description and begin advertising for the part-time snow removal position – all voted yes, motion carried.

**EXECUTIVE SESSION:** A motion was made by Kuehl, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 7:29pm – all voted yes, motion carried.

Minutes recorded by Finance Officer Karen Wilber.

I, the undersigned, Karen Wilber, Finance Officer in and for the City of Hartford, South Dakota, do hereby certify that the above and foregoing is a true and correct copy of the minutes which is on file at the Municipal Finance Office.

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Karen Wilber, Finance Officer

**EXECUTIVE SESSION:** A motion was made by Kuehl, second by Matson to exit executive session at 7:34pm – all voted yes, motion carried.

**ADJOURNMENT:** . A motion was made by Matson, second by Woslager to adjourn at 7:35pm – all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel.

I, the undersigned, Teresa Sidel, City Administrator in and for the City of Hartford, South Dakota, do hereby certify that the above and foregoing is a true and correct copy of the minutes which is on file at the Municipal Finance Office.

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Teresa Sidel, City Administrator