

City Council Meeting – Regular Meeting November 1, 2022

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Travis Kuehl, Jake Jass, and Mark O'Hara. Mark Brenneman 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 Engineers Michael Redenbaugh & Justin Heim, and 4 people 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 Jass, second by Kuehl to approve the regular meeting minutes from October 18, 2022 – all voted yes, motion carried.

PUBLIC COMMENTS: Hartford resident Benjamin Parker was present to discuss speeding on Main Ave. He has witnessed traffic going well over the 15mph speed limit and suggested that the intersection of 1st St & Main Ave be a 4-way stop rather than a 2-way stop. It is the opinion of Public Works Superintendent Wagner that stop signs should not be used to try to enforce speed limits. To bring awareness to the speed limit on Main Ave, Wagner will put the speed trailer in this area.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Public Hearing – Liquor License Renewals:** A motion was made by Kuehl, second by O'Hara, to approve all 2023 liquor licenses as presented – Jass abstained with all others voting yes, motion carried.
- **2nd Reading of Ordinance 736 to Rezone Parcel #97250 and Parcel #96749:** Picket Fence Investments, LLC has applied to rezone parcel #97250 and #96749. Both parcels are part of the Maple Pass development and have a current county zoning of agricultural. The applicant is requesting to change the zoning to community commercial for future development. The Planning & Zoning Board reviewed the rezone application at their Oct 11th meeting and is recommending approval to the Council. A motion was made by Kuehl, second by Woslager to approve 2nd reading of Ordinance 736 to rezone parcel #97250 and #96749 from county zoning of agricultural to municipal zoning of community commercial – all voted yes, motion carried.
- **Review/Approve Agreement Between Hartford Senior Citizens Inc and City of Hartford:** At the Oct 4th meeting the Council approved the agreement for the purchase of the Gage House. It was decided that once the City owns the building space would be provided for both the Senior Citizens and Siouxland Library so they can remain in the building. A Facility Agreement and Lease between Hartford Senior Citizen Inc and the City of Hartford has been prepared by the city attorney and was presented to the Council for review. A motion was made by Matson, second by Kuehl to approve the agreement as presented – all voted yes, motion carried.
- **Review/Approve Agreement Between Siouxland Libraries and City of Hartford:** An Operating Agreement between Siouxland Libraries and the City of Hartford has been prepared by the city attorney and was presented to the Council for review. A motion was made by Kuehl, second by Jass to approve the agreement as presented – all voted yes, motion carried.
- **Review/Approve Billboard Lease Agreement between Puthoff Insurance Agency and City of Hartford:** Puthoff Insurance Agency's current lease for the north half of the east face of billboard #3 will expire on Nov 30, 2022. A new lease with the same terms was presented - 3yr term starting Dec 1, 2022 with a rental rate of \$100/mo. A motion was made by Matson, second by O'Hara to approve the billboard lease agreement between Puthoff Insurance Agency and the City of Hartford as presented – all voted yes, motion carried.
- **Review/Approve Billboard Lease Agreement between Coffee Cup Fuel Stop #10 and City of Hartford:** Coffee Cup's current lease for the east face of billboard #1 will expire on Nov 14, 2022. A new lease with the same terms was presented - 3yr term starting Nov 15, 2022 with a rental rate of \$200/mo. plus \$25/mo. for extra lighting from dusk until dawn. A motion was made by O'Hara, second by Jass to approve the billboard lease agreement between Coffee Cup Fuel Stop #10 and the City of Hartford as presented – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was present to provide his report for the month of Oct. There were 226 calls for service for the month. Coffee with a Cop will be held Nov 15th 7am at the Stomping Grounds. On Dec 20th Donuts & Deputies will be held 7am at City Hall.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. Chamber activities: Ambassador Committee continues reaching out to current & new members and doing welcome bags; Events Committee had a very successful Trunk or Treat event with 800-900 kids attending and continues working on the upcoming Burger Battle & Annual Banquet; Marketing Committee continues with social media efforts with new

member and member profile posts and is assisting with newsletter and other promotional items as needed; the ribbon cutting for the City's dog park on Oct 21st was well attended; the My Community mobile app launched Nov 1st – check it out by going to the app store; nominations for board member has been sent out to all Chamber membership. HADF activities: continues to meet with developers, investors, & landowners; continues efforts on RFI's from interested parties; HADF's strategic planning sessions was held on Oct 19th – information gained from the session is being compiled by SMGA to be presented at a future HADF meeting; have received great feedback from the joint HACC/HADF Keloland Living episode that aired Oct 24th; Farr has been appointed to the board of Dakota Business Finance.

- **Engineer Report:** Michael Redenbaugh reported the following:
 - Reviewed plats in the Western Meadows and South Main Additions.
 - The 6th St/Mundt Ave project is progressing. Concrete work along 6th St is nearly complete. Once complete, paving work will start. Jeanne Cir and Mundt Ave north of 6th St have been paved and is reopened to traffic. There are sidewalks that were removed/damaged due to the work on the gas lines that will be repaired.
 - The interior and exterior coating of the water tower is now complete. Bacteria testing of the tank was done and passed. The contractor will be back in the spring to add the City's new logo to the tower. Cost information was provided on adding the school's logo to the north side of the tower.
 - Design work on the WRRF is ongoing. There will be a kickoff meeting on Nov 7th with the newly hired CMAR Rice Like Construction Group. Engineers will bring them up to date on the project design and decisions made to date.
 - The bike trail project between Main Ave & Feyder Ave is on hold until the necessary easements are obtained from adjacent property owners.
 - The storm shelter design and costs are being reviewed by FEMA. Engineers are anticipating a response in 3-to-4 months.
 - Work continues on the construction documents for the Hwy 38 water main extension project with plans to have them complete later this year so the project can be bid early next year.
 - Preliminary design work continues on the Western Ave Interchange Approach project. Once completed, designs and an updated cost estimate will be presented to the Council.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Gravel roads are in good shape. Staff has been out with the sweeper.
 - Water – Next reporting due in Jan. The water tower painting project is complete and all testing of it has come back good, so the tower is now online.
 - Sewer – The next reports are due the end of Nov. The lagoons have been prepped for discharge once pH levels drop.
 - WRRF – Staff, along with engineers and the new CMAR, will have a meeting on Nov 7th including a tour of Harrisburg's plant.
 - Western Ave Sewer Extension – The contractor continues to work on remaining punch list items.
 - Park – The park restrooms have been winterized. Soccer nets have been taken down for the season.
 - Dog Park – Staff will be adding more large rocks around the parking lot. Once this is done, the project is complete.
 - Training – Public Works Assistant Jim Olson is studying for his CDL.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included a summary of revenues received in Oct along with an overview of the city's cash balances, revenues and expenses through Sept. The Nov calendar of events was also provided. Wilber has completed payroll for the Council with direct deposits to their accounts on Nov 2nd.
- **City Administrator Report:** City Administrator Sidel provided her report. The bike trail project remains on hold as easements are needed from a neighboring property owner. The 6th/Mundt St project is going well with substantial completed expected shortly. The water tower painting project is now done for now. The contractor will return in the spring to add the City's logo to the tower. Designs for the Hwy 38 water main extension project are being reviewed internally. The dog park is now open. Adding water to the park is planned for next year in conjunction with the Hwy 38 water main extension project. Stockwell Engineers is still addressing remaining punch list items with the contractors on both the Western Ave Sewer project and 9th St project. Sidel has met with two signage companies on obtaining quotes for changing out the logo on various things. Different options of logo apparel for the Council was presented and decided. Staff will get those items ordered. Staff abated two properties for junk, abandon vehicles and nuisances today. The annual inspection of sidewalks has been done. Ward 2 was inspected this year. The "Alice Training" conducted by the Minnehaha Co Sheriff's Dept on Oct 27th was very informative. Sidel will incorporate this training into the emergency plan she is working on. The closing on the Gage Building is scheduled for Nov 3rd. Staff and the city attorney will be meeting with members of Summit Carbon Solutions on Nov 3rd. The ordinance for the WRRF surcharge will come before the Council at the next meeting. This surcharge will be implemented with the Jan 2023 billing cycle. The date of Dec 3rd was chosen for the City's Christmas party.

NEW BUSINESS:

- **Park & Recreation Board Recommendation – Purchase Calendar Wiz Program:** A committee was formed under the direction of the Park & Rec Board to investigate how field scheduling should be done starting in the spring of 2023. It was the consensus of the committee to run all field scheduling through city hall. Staff has reviewed different scheduling programs and feel the Calendar Wiz software would provide the functionality that is needed. The Park & Recreation Board is recommending the purchase of Calendar Wiz from their 2022 budgeted funds at an approx. cost of \$250. A motion was made by Kuehl, second by Woslager to approve the purchase of the Calendar Wiz scheduling software to be paid from the Park & Recreation Board’s budget – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made Kuehl, second by O’Hara to enter executive session pursuant to SDCL 1-25-2(1) for personnel and 9-34-19 for economic development at 7:53pm – 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 8:14pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by O’Hara, second by Matson to adjourn at 8:15pm – 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