

## **City Council Meeting – Regular Meeting November 15, 2022**

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 Jake Jass. Mark O'Hara 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 Attorney Tom Frieberg, City Engineer Michael Redenbaugh, and 5 people from the public.

### **BUSINESS ITEMS:**

- **Approve Agenda:** A motion was made by Jass, second by Kuehl to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Matson to approve the regular meeting minutes from November 1, 2022 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Matson to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** Gavin Gerlach was present to provide the Council an update on his Eagle Scout project. The project, which consisted of a new shelter, ADA sidewalk, pavers and some landscaping at Century Park is done. Once Gerlach completes his report, the project will be complete. One of the requirements of his program is to address an issue that is affecting the community and determine what can be done to correct it. The issue Gerlach presented was speeding on Main Ave. During his time working the project, he observed speeding on Main Ave several times. The City has had discuss on this as well. In fact, at the last council meeting it was discussed and it was decided to place the speed trailer in this area to bring awareness to travelers as to what the speed limit is. The Deputy is aware and is making a presence in this area more often, which has helped as well. A Ribbon Cutting event for the Gerlach's project will be held in conjunction with the Hometown Christmas celebration on Dec 4<sup>th</sup>.

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

- **7:05 Public Hearing for Resolution 2022-17 Annexation Petition for Parcel #15994:** The Windsor Group, LLC has submitted an annexation petition for parcel #15994. This parcel is located east of the Colton Rd and to the north of Hwy 38. The Planning & Zoning Board reviewed the petition at their Nov 14<sup>th</sup> meeting and is recommending approval to the Council. A motion was made by Kuehl, second by Jass to approve Resolution 2022-17 to annex parcel #15994 into city limits – all voted yes, motion carried.
- **Special Event Application – Hartford Hometown Christmas:** Lisa Hellvig, on behalf of Hartford Hometown Christmas, has submitted a special event application for the Hartford Hometown Christmas event to be held Dec 4<sup>th</sup>. Activities will be similar to previous years – parade, vendor show, fireworks, firepit, etc. The following road closures are being requested for the parade: Main Ave - 2<sup>nd</sup> St to Menth St at 11am; Main Ave - Hwy 38 to South St at 4pm; South St – Main Ave to Western Ave at 4pm. All road closures to re-open at the conclusion of the parade – approx. 6:30pm. Also requesting use of the city shop for parade coordination and the use of city staff during the event. A motion was made by Kuehl, second by Woslager to approve the Hartford Hometown Christmas special event permit as submitted – all voted yes, motion carried.

### **REPORTS:**

- **Fire Department Report:** HAFR Chief Matt Horn was present to provide the fire department's report. There was a total of 44 calls in Oct with 23 in city limits. An update was given on the various trainings held during the month of Nov.
- **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 continues organizing upcoming events including Hometown Christmas breakfast, Burger Battle & Annual Banquet; Marketing Committee continues promotion of members through social media; this month membership mixer was held at Knotty Gnome and co-sponsored by Knotty Gnome and Sunshine Foods; the My Community mobile app launched Nov 1<sup>st</sup>; nominations for board members has been sent out to all Chamber membership with voting to be held at the annual meeting on Nov 29<sup>th</sup>. HADF activities: continues to meet with developers, investors, & landowners along with responding to RFI's from interested parties; a draft report of topics discussed at the strategic planning session held in Oct was presented at the Nov 9<sup>th</sup> meeting; the HADF annual meeting is scheduled for Nov 16<sup>th</sup>; Farr provided a recap of economic development that has happened in Hartford over the past several years.

- **Engineer Report:** Michael Redenbaugh reported the following:
  - Reviewed a plat in Interstate Inns 2<sup>nd</sup> Addition.
  - The 6<sup>th</sup> St/Mundt Ave project is now substantial complete. The contractor continues to work on punch list items including roadway cleaning, topsoil, etc. Seeding and related items will be completed in the spring. Pay app #5 from Zacharias Construction, Inc. for work completed to date on the 6<sup>th</sup>/Mundt St project was presented. A motion was made by Kuehl, second by Jass to approve payment of pay app #5 in the amount of \$422,854.93 to Zacharias Construction, Inc. – all voted yes, motion carried.
  - The water tower project is now complete except for a few cleanup items. The contractor will be back in the spring to add the City’s new logo to the tower. Pay app #2 from Maguire Iron, Inc. for work completed to date on the water tower project was presented. A motion was made by Jass, second by Matson to approve payment of pay app #2 in the amount of \$9,500.00 to Maguire Iron, Inc. – all voted yes, motion carried.
  - Design work on the WRRF is ongoing. There was a meeting held Nov 7<sup>th</sup> with the newly hired CMAR Rice Lake Construction Group, Engineers, and City staff. At the meeting Rice Lake was up to date on the project design and decisions made to date, the team met with equipment members and tour Harrisburg’s WWTF.
  - 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 – New PWA Olson has been trained on the street sweeper. General maintenance is being done to prep equipment for the winter months.
  - Water – Next reporting due Jan 10<sup>th</sup>. The water tower painting project is complete except for a little cleanup.
  - Sewer – The next reports are due Dec 28<sup>th</sup>. Lagoon samples will be taken this week to check pH levels to see if lagoons can be discharged.
  - WRRF– Staff, along with engineers and the new CMAR, met on Nov 7<sup>th</sup> to go over the new facility and to take a tour of Harrisburg’s plant.
  - Western Ave Sewer Extension– The contractor continues to work on remaining punch list items.
  - Park – Staff will continue to work on removing the tennis courts as time allows.
  - Dog Park – More large rocks will be added around the parking lot.
  - Bike Trail – Wagner reached out to the homeowners again regarding obtaining an easement for the new trail planned along the creek between Main Ave & Feyder Ave. Wagner will provide an update once he hears back from them.
  - Public Buildings – New carpet is scheduled for Thurs/Fri this week in the council room. On Wed staff will be clearing the room and tearing out the old carpet in preparation.
  - Training - Public Works Assistant Jim Olson has passed the written portion of the CDL test and is now working on the inspection and driving portion of the test.
- **Finance Officer Report:** City Finance Officer Wilber’s report was provided. Items included a recap of bills submitted for payment and the Nov/Dec/Nov calendar of events.
- **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. Wagner has reached out to the property owner again. The 6<sup>th</sup>/Mundt St project is substantial complete. All seeding work will be done in the spring. The water tower painting project is completed. 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. Engineers continue to work on designs on the Western Ave Expansion project. Apparel for City boards was discussed. The consensus of the Council is that the City will provide one piece of clothing for all city boards – Council, Planning and Zoning, and Park and Recreation. On Nov 1<sup>st</sup> staff abated to properties for junk, abandoned vehicles, and nuisances. The cost of these abatements will be assessed against the properties. New carpet for the council room is scheduled for Nov 17<sup>th</sup>/18<sup>th</sup>. Staff will meet with members from the Senior Center and Library on Nov 22<sup>nd</sup> to discuss needed improvements to the building. Sidel reminded the council to RSVP if they plan on attending the City’s Christmas Party on Dec 3<sup>rd</sup>.

**OLD BUSINESS:** None

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** A motion was made by Kuehl, second by Matson to enter executive session pursuant to SDCL 1-25-2(3) for legal and 9-34-19 for economic development at 7:46pm – 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 Jass to exit executive session at 8:25pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Woslager, second by Matson to adjourn at 8:26pm – 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.

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Teresa Sidel, City Administrator