

City Council Meeting – Regular Meeting March 15, 2022

Oath of Office: At the Mar 1st council meeting Cindy Matson was appointed to fill the vacancy in Ward 3 that was created when Arden Jones was appointed Mayor. Matson took her oath of office.

Council Vice President Travis Kuehl called the meeting to order at 7:00pm with the following city council members present: Mark Monahan, Cindy Matson, LaVonne Randall, and Mark O’Hara. Mayor Arden Jones and Mark Brenneman were 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 David Doxtad & Michael Redenbaugh, and 16 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Randall, second by O’Hara to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Randall, second by O’Hara to approve the meeting minutes from March 1, 2022 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by O’Hara, second by Randall to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Hearing – Review Annexation Petition & Approve Resolution 2022-3:** Highway 38 Sundermann Land, LLC has submitted an annexation petition to the City. They are requesting the annexation of approximately 24 acres along Hwy 38 just east of Hartford. The property is contiguous to the City via the platted right-of-way. The Planning & Zoning Board reviewed this petition at their last meeting and recommends approval to the Council. A motion was made by Monahan, second by Randall to approve Resolution 2022-3 to annex said land – all voted yes, motion carried.
- **Resolution 2022-4 Bridge Reinspection Program:** The SD DOT has identified 4 bridges within the City that must comply with their inspection rotation. These 4 bridges are located at Western Ave, Main Ave, Feyder Ave and Mickelson Rd. Bridges at Western Ave & Mickelson Rd are on a 4-year rotation, not being due again until 2024. Bridges at Main Ave & Feyder Ave are on a 2-year rotation, which are due this year. The Bridge Reinspection Program allows cities to apply for bridge replacement funds that would cover 80% of the inspection cost. The inspections would be done by state approved engineering firms. Resolution 2022-4 states that the City selects Brosz Engineering, Inc to perform our bridge inspections and that the City will be responsible for the remaining 20% of the cost after bridge replacement funds cover 80%. A motion was made by Monahan, second by O’Hara to approve Resolution 2022-4 Bridge Reinspection Program – all voted yes, motion carried.
- **Review/Approve Updates to Personnel Manual:** Two updates to the personnel manual were presented. The first update would add section 2.14 Use of City Property. As worded no elected, appointed, or hired personnel would be allowed to use city resources such as facilities, equipment, tools, vehicles, etc. for their personal use. The second updated is to section 4.2 Standard Work Day. The policy currently states that any full-time employee who is required to attend a council or planning & zoning meeting shall received 3 hours compensation for this meeting. With the recent creation of the park and recreation board, this section was updated to include these meetings as well. A motion was made by Monahan, second by O’Hare to approve the update to section 4.2 of the personnel manual. Discuss was held on the proposed wording of section 2.14. It is Monahan’s opinion that the way section 2.14 is presented is too stringent and should be worded differently. It was the consensus of the Council that Sidel present different wording for this section at a future meeting. The vote was taken with all voting yes, motion carried.
- **Special Event Permit – Buffalo Ridge Brewing Brews & Cruise Car Cruise-In:** Callie Tuschen, on behalf of Buffalo Ridge Brewing, was present to request a special event permit to hold a Car Cruise-In event at the brewery from 5-9pm on the third Thursday of each month running May 19th thru Sept 15th. They are requesting the closure of 1st St from Main Ave to the alley to the east and the use of alcohol within this area and on the sidewalk around the brewery. Ben Parker, who had a business downtown, was present to address his concerns. When street closures happen, as with this event and the and the downtown market, it causes an inconvenience to him and his customers and impedes traffic. A motion was made by Randall, second by Monahan to approve the special event permit as presented – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** Fire Chief Matt Horn was present to give a department update to the council. There was a total of 38 calls in Feb with 12 in city limits. An update was given on the various trainings held during the month of Mar. Horn invited the Council to an emergency training class to be held on Apr 28th.

- **Chamber & Economic Development Report:** Amy Farr was present to provide her report. Chamber activities: Farr thanked all the volunteers who helped with the annual banquet, which had a great turnout; continues to plan breakfasts/luncheons/mixers; continues work on spring newsletter and the Apr 1st direct mailer; posts to social media/website as needed; preparing for #DiscoverHartford week which runs May 2nd-7th. HADF activities: continues to meet with landowners/developers; Envision2025 investor annual meeting set for Apr 7th and advisory board meeting on Mar 16th; working with ISG on community development plan community meeting which is scheduled for Mar 31st; held a tour of Humboldt Dairy Farm on Mar 10th; has started working on the new community guide.
- **Engineer Report:** David Doxtad reported the following:
 - Development work is ongoing: Western Meadows, Knapp's Landing & Turtle Creek Highlands.
 - Contact has been made with Vance Peterson regarding the drainage issue. No timeline for the repairs has been received.
 - Engineers continue to update the community development plan based on input received. Another community engagement meeting is planned for Mar 31st.
 - The bid opening for the 6th/Mundt St Project was Mar 10th. Four bids were received. The results were provided to the Council for review. Zacharias Construction was low bidder on the base bid and Hulstein Excavating was low bidder on the add alternate to make a water connection under Hwy 38 providing a loop in that area. The low base bid came in just slightly higher than the engineers estimate while the add alternate bid was 26% over the engineers estimate. Doxtad explained that this is primarily due to the pricing of steel casing pipe which is needed to take the water line under Hwy 38. Discuss was held on whether to do the add alternate at this time or as a separate project. It is Kuehl's opinion that this be items be postponed until the next meeting to allow time for further review. A motion was made by Randall, second by O'Hare to postpone awarding of the bid until the next meeting to allow time for public review/input – Monahan voted no and all others voted yes, motion carried.
 - A proposed project schedule for the water tower recoating was provided. As presented, bid opening would be Apr 14th with notice to proceed issued May 9th. This timeline will allow a large window for construction to fit many contractor's schedules in hopes that we get a good selection of bids. Once work commences, a 4-week deadline would apply. A motion was made by Monahan, second by O'Hara to let the water tower recoating project for bid – all voted yes, motion carried.
 - A proposal for the design of the future WWTF was presented. It was the suggestion of Kuehl that this item be postponed until the next meeting to allow time for Council review and public input. A motion was made by O'Hara, second by Randall to postpone this proposal until the next meeting – Monahan voted no with all others voting yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided.
 - Streets – If the weather holds, staff plans to blade gravel road and start street sweeping. The new style street light head has been ordered. Once received and installed with no issues, Wanger will order the remaining needed to do all the lights along Hwy 38. Wagner continues to look for a truck.
 - Water – There are 4 meters left to change out at the trailer park. With the warmer temps, staff will be able to get these done in the next week or so.
 - Sewer – All reporting is done until late April. Staff will take another sample when the ice comes off the lagoons.
 - Western Ave Sewer Extension – Work on this project is going well. The contractor will be close to having the main sewer line in by next week.
 - Park – Staff has started tree trimming/cleanup in the park.
 - Pool – Work on the new doors and water heater at the bathhouse has started.
 - Bike Trail – The notice to proceed was received from the State. Staff will start clearing out brush/trees along the trail path.
 - Sports Complex – American Fence is waiting on the delivery of supplies to finish the fencing on the two new fields.
 - Weather Siren – Now that the temps are warmer, staff will dig the power to the new weather siren.
 - Training – Wagner is requesting approval for Jesse O'Kane and himself to attend two different trainings event – the SD Municipal Street Maintenance Assoc spring training Apr 26th/27th in Rapid City and the SD Dept of Ag & Natural Resources Advanced Wastewater Treatment class May 17th/19th in Rapid City. A motion was made by Monahan, second by Randall to approve Wagner & O'Kane attending the SD Street Maintenance Assoc & SD DANR trainings – all voted yes, motion carried.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included cash balances, sales tax revenue and committee fund balances as of Feb 28th, a recap of bills submitted for payment, and the Mar/Apr calendar of events. The Board of Equalization meeting is set for 7pm Mar 22nd with the deadline for property owners to file an appeal being 5pm Mar 17th. Currently there are 6 appeals on the schedule. Alison McGillivray will be the school board representative that will sit on the Equalization Board. Wilber has reach out to the three banks in town about financing options for the 6th/Mundt St Project. This information will be presented to the board at a later meeting.

- **City Administrator Report:** City Administrator Sidel's report was provided. The City received the Notice to Proceed from the State on the bike trail project. Staff will start clearing brush/trees in the coming weeks. On the Mickelson Rd project, approval from FEMA will be final on Mar 23rd. This will close this project out. Staff and the City Attorney have been working with a developer regarding a TIF application. More information will come before the council at a later date. Sidel has order banners that can be placed on vacant billboards to display contact information for renting. All summer positions are being advertised. The yard waste site opens Apr 2nd. Bryan Voth has been hired for the site monitor position. Sidel will be attending the emergency training class that HAFR is having on Apr 28th. Sidel will pass along any information received.

NEW BUSINESS:

- **Review/Approve Pay Application #1 to Siteworks, Inc.:** Siteworks, Inc. has submitted pay app #1 in the amount of \$614,703.21 for work completed to date on the Western Ave Sewer Project. A motion was made by Monahan, second by O'Hara to approve pay app #1 to Siteworks, Inc. in the amount of \$614,703.21 – all voted yes, motion carried.
- **Approve Registration for the SoDACE Conference:** The SD Assoc of Code Enforcement is holding a training conference in Fort Pierre on May 11th/12th. Sidel feels it would be beneficial for Kyle Christensen, the City's newly hired building inspector/code enforcer to attend this training. A motion was made by Randall, second by Monahan to approve Christensen attending the SD Assoc of Code Enforcement training – all voted yes, motion carried.
- **Review/Approve Tax Abatement for Parcel #23601:** The Minnehaha County Auditor has received abatement requests from a property owner applying for the elderly tax freeze on parcel #23601 located within Hartford city limits. These tax abatements need to be approved by the governing board. A motion was made by Monahan, second by O'Hara to approve the property tax abatement requests submitted on Parcel #23601 – all voted yes, motion carried.
- **Review/Approve Park & Recreation Board Recommendation for Dog Park:** The Park & Recreation Board held their first meeting on Feb 28th. At this meeting it was decided to move forward with recommending this project to the Council. This project, which has been estimated at \$56,820, was added to the 2022 budget during the budget meeting last Aug. When the Bike Rec Trail Committee disbanded, they donated funds to the City to put towards this project. There may be other grant opportunities, fundraising opportunities, and private donations for this project as well. Troy Larson, Pres of the Park/Rec Board, was present to answer any questions. Girl Scout members Rachel Lorang and Alexia Larson also were present to address the Council. Hartford resident Michelle Edgecomb-Schilling addressed the Council in support of the project. Discussion was held on signage, pet licensing, & pet waste disposal. A motion was made by Monahan, second by O'Hara to approve Wagner putting together current bid figures for the project – all voted yes, motion carried.
- **Discuss DHI Request for the Interim Closing of 1st Street from Main Ave east to Alley:** DHI obtained the services of ISG to complete a master plan for downtown Hartford. This plan is now complete. One aspect of the plan is the closure of 1st St from Main Ave east to the alley. This area would become a downtown park and event area to create a welcoming space for people to gather downtown. Before moving forward with a permanent closure, the plan suggests an interim closure. Callie Tuschen, on behalf of DHI, was present to address the Council on an interim closure of the street. Ben Parker, who had a business downtown, was present to address his concerns. Parker indicated that he is in favor of parks and greenspace, but he is not in favor of removing a street to put one in. He doesn't feel that is cost effective. Hartford resident Michelle Edgecomb-Schilling and West Central School Superintendent Daniel Hoey spoke in favor of the concept. It was the consensus of the Council that Wagner put the traffic counter in this area to get some current traffic numbers and revisit this topic at a future meeting.

ADJOURNMENT: . A motion was made by Monahan, second by O'Hara to adjourn at 8:53pm – 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