

## **Hartford City Council Meeting – Regular Meeting March 19, 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, Jake Jass, and Shaun Boen. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Economic Development Director Amy Farr, Chamber Director Wynne Hindt, City Engineers Michael Redenbaugh & Justin Heim, and 4 people from the public.

### **BUSINESS ITEMS:**

- **Approve Agenda:** A motion was made by Boen, second by Matson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jass, second by Woslager to approve the regular meeting minutes from March 5, 2024 – Brenneman abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Matson, second by Jass to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

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

- **Special Event Permit – St. George Catholic Church:** St. George Catholic Church has applied for a special event permit for their Spring Fling event. The event, held in conjunction with Buffalo Ridge Brewing, would be May 5, 2024, from 10:30am to 3pm. They are requesting the closures of 1<sup>st</sup> St from Main Ave east to the alley and to allow the use of alcoholic beverages in this area and the adjoining sidewalks. They have obtained permission from the owners to use the lot at the SE corner of 1<sup>st</sup> St & Main Ave as well. A motion was made by Jass, second by Boen to approve the special event permit for St. George Catholic Church as presented – all voted yes, motion carried.

### **REPORTS:**

- **Fire Department Report:** HAFR's monthly report was provided. For the month of Feb there was a total of 31 calls, of which 16 were within city limits. An update on the various trainings held during the month was also provided.
- **Economic Development Report:** EDD Amy Farr provided her report. Farr continues to meet with landowners, developers, and investors as well as continuing efforts on any RFI's received and Envision invoicing/retention. The Envision Investor Social will be Apr 18<sup>th</sup>. Invites have been sent out. The North Oaks Industrial Park brochure is now online with Bender Commercial Real Estate. Work has started on a creating brochure for the land located NW of the North Oaks Industrial Park. Farr attended Early Learning SD with WC School event on Mar 12<sup>th</sup> and the Hwy 38 corridor study meeting on Mar 13<sup>th</sup>. A tour of Black-Tie Components was held on Mar 13<sup>th</sup>. Farr has started working with New Century Press on the 2024 edition of the community guide.
  - Farr is requesting to attend the Dakota Resources Simple Facilitation Training for Rural Leaders to be held in Oacoma Apr 30<sup>th</sup> – May 2<sup>nd</sup>. HADF will pay the registration fee, hotel, and any meals not included in the conference. The expense to the City would be mileage. A motion was made by Matson, second by Woslager approving Farr's attendance at the Dakota Resource Conference in Oacoma Apr 30<sup>th</sup> – May 2<sup>nd</sup> – all voted yes, motion carried.
- **Chamber Director Report:** Chamber Director Wynne Hindt provided her report. Hindt and members of the Ambassador Committee continue to work on welcome bags. An inventory of promotional items for the welcome bags was done. Hindt will be reaching out to the membership about providing additional items. The Events Committee has started planning for upcoming events: Discover Hartford May 6<sup>th</sup> – 11<sup>th</sup>, Downtown Block Party July 17<sup>th</sup>, and the Annual Golf Classic Aug 7<sup>th</sup>. A membership mixer will be held at the Maple Pass Apartments on Mar 28<sup>th</sup> 4:30-6:30pm. A ribbon cutting is scheduled for May 7<sup>th</sup> for the new Storybook Walk that is along the Turtle Creek Trail. Hindt continues to work on retention of current members along with recruiting new members.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - Continues with the review of the City's design standards and subdivision regulations.
  - Once final approval is received from FEMA on the revised floodplain adjacent to the proposed trail between Feyder Ave & Main Ave, construction documents will be finalized for use at a future time.
  - Still awaiting approval from DNAR on the plans for the Hwy 38 Water Main Extension project. A spring bid date is anticipated for this project.
  - The Western Ave Expansion project will be bid in the fall in conjunction with the DOT's bridge project. An informational meeting will be held on Mar 21<sup>st</sup> to discuss the project with adjacent businesses.
  - At the WRRF site, contractors started excavating for the operations building along with backfilling the Aeromod structure. Work on the precast walls for the operations building is expected to start in June. Mickelson Rd will be closed for a period in late May/early June to allow for the installation of the gravity main, as contractors continue the route to the west. A notice will be provided when a definite date of the

closure is known. As the gravity main route is being completed contractors are prepping the area for seeding, which will start later this spring.

- **Public Works Report:** Public Works Superintendent Wagner provided his report.
  - Streets** – Most streets have been swept with staff continuing to work on those that haven't next week. The gravel road have been bladed. There has been normal cracking of asphalt roads. Wagner will be working on pricing for crack sealing and mag water in the coming weeks. As time allows, staff has been servicing equipment prepping for spring. The New Holland tractor & mower has been picked up. Wagner continues to work with the DOT and SVE on lighting at the intersection of Hwy 38/Colton Rd.
    - The bid letting for this year's slurry seal project was held in late Feb with 4 companies submitting bids. Sioux Falls has accepted the low bidder, Astech Corp. Hartford's portion of the bid is \$136,634.69, which is well below the budgeted amount of 170k. A motion was made by Kuehl, second by Boen to approve the bid from Astech Corp for this year's slurry seal project at an amount not to exceed \$170,000 – all voted yes, motion carried.
  - Water** – The 4<sup>th</sup> quarter report has been submitted. Next reporting is due Apr 10<sup>th</sup>.
  - Sewer** – All lift stations are working well. The next DMR reports are due Apr 28<sup>th</sup>. Ammonia levels were too high from the lagoon samples taken last week so discharging is on hold. O'Kane & Wagner are planning on taking an advanced class in May.
  - Park** – Repair work on Dugout A is now complete. Fencing work continues on Dugout B.
  - Pool** – Staff is planning on reassembling the recently painted slide this week.
  - Sports Complex** – Wagner is working on the bid packages for the concession stand/restroom project. The hope is to start the project late April or early May.
- **Finance Officer Report:** City Finance Officer Wilber's provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Feb 29<sup>th</sup>, a recap of bills submitted for payment, and the Mar/Apr calendar of events. The Board of Equalization met on Mar 18<sup>th</sup>. Three appeals were heard.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel met with SECOG on Mar 7<sup>th</sup> to discuss possible funding options for the Western Ave Expansion project. There is a small community access grant of approx. 600k that will be applied for. Along with this, SECOG is researching possible programs under rural development. Sidel and Wilber be putting info together on possible street assessments and sales tax bond to provide at a future meeting. An informational meeting will be held at City Hall on Mar 21<sup>st</sup> with business owners in that project area. A tour of the WRRF site will be planned for June. The City continues to wait for delivery of the new transit van. There is a Planning & Demonstration Grant from the US Dept of Transportation that would help implement safer streets and roads region wide. To qualify for the grant funds, which would be available in 2025, a study would need to be done to develop a Safety Action Plan. The cost of this study, which would be done this year, is \$2,500. The consensus of the Council is to move forward with this study. Sidel was able to meet with Golden West regarding the pickleball court sponsorship. Golden West has indicated that they accept the 10-year \$25,000 sponsorship, in return they would like their logo to be on the courts and a freestanding sign to be placed near the courts. Sidel has been working with the City's new IT provider, A&B IT Solutions, on the conversion to their services. This should be wrapped up by the end of the month. Staff met with Colonial Life Reps on Mar 19<sup>th</sup> to get everyone signed up for the new life insurance benefit the City is providing.

#### **OLD BUSINESS:**

- **Review/Approve Employee Policy Manual:** The City hired The Weston Group to review and update its employee policy manual. The Council reviewed a draft at their last meeting and changes were made. These changes have been incorporated and a new draft was presented. A motion was made by Kuehl, second by Matson to approve the employee policy manual as presented. Further discussion was held on Section VI Weapons in the Workplace. As written, firearms, explosives, or other threatening weapons on prohibited on city property. There are exceptions such as law enforcement, authorized trainings, and displays. It is the opinion of Councilmember Boen that this section be changed as he believe an employee should have the right to conceal/carry a firearm to protect themselves. The vote was taken on the motion made. Boen voted no with all others voting yes, motion carried.

#### **NEW BUSINESS:**

- **Approve Bid Letting for 12<sup>th</sup> St/Oaks Ave Project:** The plans for the 12<sup>th</sup> St/Oaks Ave project are now done. They have been sent to the State for approval. Once approved, staff would like to start advertising for bids. The Council would like to see the plans before taking any action. A motion was made by Boen, second by Kuehl to table this item until the next meeting – all voted yes, motion carried.
- **Review/Approve Releasing Funds for Batting Cage at Swenson Park:** At their last meeting, the Park & Recreation Board discussed the purchase of a batting cage for Swenson Park. The board is looking at a Mastodon Batting Cage, which is a heavier duty cage, at an estimated cost of just over 15k. At budget time, the Council approved \$17,500 was this purchase. A motion was made by Kuehl, second by Matson to approve the release of \$17,500 for the purchase of a batting cage for Swenson Park – all voted yes, motion carried.
- **Discuss Mayor Jones' Sidewalk & Lighting Initiative:** Mayor Jones has expressed his thoughts on the need for sidewalk and lighting improvements throughout the city. It is his hope that the City could devise a plan on how to address these areas and then work to implement the plan. Staff will work to gather additional information such as

a city map with key locations labeled (i.e. schools, parks, etc.), a city map showing current street light information, and examples of ordinances from other communities that mandate sidewalk placement/repairs. Further discussion will be held at a later meeting.

- **Discuss Community Garden:** Hartford resident Dennis Fonkert was present to visit with the Council about establishing a community garden area. Areas mentioned were city property by the newer water tower and city property off of S. Main Ave by the creek. The water tower site is smaller but has access to water. The S. Main Ave site is larger but there is no water there. It was mentioned that Fonkert connect with DHI as they have a master plan, that includes the S. main Ave area, so they may have some insight. EDD Farr also mentioned a private property owner that has expressed interest in establishing a community garden on a vacant lot he owns. Farr will provide Fonkert with contact information.

**EXECUTIVE SESSION:** A motion was made by Kuehl, second by Boen to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 8:28pm – 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 Jass, second by Matson to exit executive session at 9:09pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Matson, second by Boen to adjourn at 9:10pm – 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