

Hartford City Council Meeting – Regular Meeting March 5, 2024

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 Shaun Boen. Mark Brenneman was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Economic Development Director Amy Farr, City Attorney Tom Frieberg, City Engineer Michael Redenbaugh, and five people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Boen to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Woslager to approve the meeting minutes from February 20, 2024 - all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – Miles 4 Murphy 5K:** JoAnne Bohl, along with Alexa Borns & Jazelle Jarding, were present on behalf of the West Central National Honor Society. The Honor Society has applied for a special event permit to hold a 5K in support of the Kier Murphy Scholarship. The event is scheduled for Apr 13, 2024, from 8am to 10am and will take place on city streets with the central location to be at the city park. A motion was made by Jass, second by Boen to approve the special event permit for the Miles 4 Murphy 5K as applied for – all voted yes, motion carried.
- **Resolution 2024-4 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, while the bridges at Main Ave & Feyder Ave are on a 2-year rotation. All 4 are due for inspection 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 2024-4 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 Kuehl, second by Matson to approve Resolution 2024-4 Bridge Reinspection Program – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was present to provide his report for the month of Feb. There were 220 calls for service for the month, which is an increase of 19 from the prior month.
- **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. Farr has been working with the Board to create a new Resource Guide. The North Oaks Industrial Park brochure is now online with Bender Commercial Real Estate. Farr attended Early Learning SD with WC School event on Feb 5th. The next meeting for this group is Mar 12th. RSVPs are being taken for the Black-Tie Components tour on Mar 13th. Farr continues to assist with Chamber items as needed.
- **Chamber Director Report:** Chamber Director Wynne Hindt was not present. Her report was provided. The Ambassador Committee continue to work on welcome bags. Planning is underway by the Events Committee for the following upcoming events: Discover Hartford, Downtown Block Party, and the Annual Golf Classic. A ribbon cutting is scheduled for May 7th for the new Storybook Walk that is along the Turtle Creek Trail. Hindt continues to reach out to the membership to introduce herself.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Continues with the review of the City's design standards and subdivision regulations.
 - Revised floodplain permitting letters have been sent to residents along the floodway adjacent to the proposed trail between Feyder Ave & Main Ave. Once final approval is received from FEMA, construction documents will be finalized for use at a future time.
 - The plans for the Hwy 38 Water Main Extension project have been submitted to DNAR for review. A spring bid date is anticipated for this project.
 - The plans for the Western Ave Expansion project have been submitted to SDDOT & FHWA for review. This project will be bid in the fall in conjunction with the DOT's bridge project.
 - Work continues on Aeromod structure at the WRRF site. With the base slab complete, contractors are now pouring the walls. Construction of the operations building is scheduled to start this spring, along with the remainder of the gravity sewer installation. Engineers continue to review shop drawing and provide construction site observation.
 - **Review/Approve Pay Request #5 for WRRF:** Pay app #5 from Rice Lake Construction Group for work completed through February on the WRRF was presented. A motion was made by

Kuehl, second by Jass to approve payment of pay app #5 in the amount of \$909,800 to Rice Lake Construction Group – all voted yes, motion carried.

- **Public Works Report:** Public Works Superintendent Wagner was not present. His report was provided.
Streets – Staff has had the sweeper out a few times. The gravel road have been bladed. Wagner will be working on pricing for crack sealing and mag water in the coming weeks. The bid letting for this year’s slurry seal project was last week with 4 companies submitting bids. Astech Corp was the low bidder. Once Sioux Falls accepts the bid, it will come before the Council for approval. Wagner is working with the DOT and Sioux Valley Energy on installing lighting at the intersection of Hwy 38/Colton Rd.
Water – The 4th quarter report has been submitted. Next reporting is due Apr 10th. We have received the results of the ISO audit with the City receiving a rating of a 4, similar to past years.
Sewer – All lift stations are working well. The next DMR reports are due Mar 28th. Lagoon samples were taken last week. If ok, we will start discharging. Olson has passed his WWC 1 test. He will be taking more classes once they become available. O’Kane & Wagner are planning on taking an advanced class in May.
Park – Work will continue on the dugouts as weather allows.
Pool – The slide has been painted. Staff will work on reassembling it this week.
Sports Complex – Wagner will be putting bid packages together for the concession stand/restroom project. Wagner would like to bid the project towards the end of March with construction to start late April or early May.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in Feb along with an overview of the city’s general fund revenues and expenses through Jan. No election will be held this year. Travis Kuehl (W1), Ryan Horn (W1), & Cindy Matson (W3) filed petitions and were unopposed. No petitions were received for the open seat in Ward 2. Reminder that the Equalization Meeting is Monday Mar 18th at 6:30pm. Wilber has started the process of updating the roll for the street maintenance fee. All summer positions are being advertised. The March calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel has a meeting planned for Mar 7th with SECOG to discuss possible funding options for the Western Ave Expansion project. The 12th St/Oaks Ave project is still under review by engineers. Sidel has reached out to Golden West to meet about the pickleball court sponsorship details. The new personnel manual is being updated with changes suggested at the Feb 20th meeting. It will come before the Council again at the Mar 19th meeting. Sidel will be working with the City’s new IT provider, A&B IT Solutions, and SF Networks on the conversion to the new provider. The County is planning to do a traffic study on Western Ave from Mickelson Rd north to the city limits. The cost of the study will be split – 80% paid by the MPO, 10% by the County, and 10% by the City. Once an engineering firm has been hired by the County, we will have a better idea of the City’s cost. The DOT is holding a public meeting on Mar 13th to review results of the Hwy 38 Corridor Study. Nationally FEMA is making floodplain revisions. Sidel has started her preliminary review of the maps provided and it doesn’t appear that much has changed for Hartford.

OLD BUSINESS:

- **Approve Purchase of Tractor & Mower:** During the 2024 budget process, 80k was budgeted to replace the City’s 1972 JD tractor with a new tractor with sickle mower attachment. Four different quotes were received. After researching and test driving all options, staff is recommending the New Holland Powerstar 75 tractor with loader and the New Holland 107M disc mower for a total of \$76,510 from Titan Machinery. A motion was made by Kuehl, second by Jass to approve the purchase of the tractor and mower from Titan Machinery in the amount of \$76,510 as presented – Boen voted no with all others voting yes, motion carried.

NEW BUSINESS:

- **Review/Discuss Memorandum of Understanding on Early Learner Program:** West Central Superintendent Dr. Eric Knight was present to discuss the Early Learner Program. As explained by Dr. Knight, this program, in a joint effort with the school, the city, the local daycares, and the HADF, will improve access to early childhood education to “at-risk” children. Statistics show when “at-risk” children are provided these services at an earlier age, they continue to thrive once they reach school age. Once this program is established, Hartford will be one of six Early Learner SD Communities. There is no upfront cost to the City except for the time invested in developing the program’s action plan and promoting the program once established. A Memorandum of Understanding was present for Council review. This MOU would need to be signed by all parties involved. A motion was made by Kuehl, second by Boen to move forward with establishing the Early Learn Program and to sign the Memorandum of Understanding once the MOU has been reviewed by the City Attorney – all voted yes, motion carried.
- **Review/Approve Tax Abatement for Parcel #60651:** State law allows property tax abatements for qualifying disabled seniors & veterans. The Minnehaha County Auditor has received an abatement request from a disabled veteran on a parcel of land that is located within Hartford city limits. This request needs to be approved by the governing board. A motion was made by Kuehl, second by Matson to approve the property tax abatement request submitted on Parcel #60651 – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Jass, second by Matson to adjourn at 7:42pm – 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