

Hartford City Council Meeting – Regular Meeting April 16, 2024

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Mark Brenneman, Travis Kuehl, and Shaun Boen. Cindy Matson and Jake Jass were absent with notice. 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 Attorney Tom Frieberg, City Engineer Michael Redenbaugh, and 4 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Boen, 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 Woslager to approve the regular meeting minutes from April 2, 2024 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Brenneman to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: Dan Kippley was present to introduce himself to the Council. Mr. Kippley is running for one of the two open County Commission seats.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Resolution 2024-5 - Resolution of Necessity for 12th St/Oaks Ave Project:** Resolution 2024-5 states the city's intent to make improvements to 12th St and N Oaks Ave. The resolution states what improvements are proposed, the total estimated cost of these improvements, and that the funding sources to pay for the improvements will be city funds and special assessments collected from property owners that abut the project area, of which a breakdown is also included in the resolution. A motion was made by Brenneman, second by Woslager to approve Resolution 2024-5 – Resolution of Necessity for 12th St/Oaks Ave Project – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR Chief Bryon Schumaker was present to provide the department's monthly report. For the month of Mar there was a total of 41 calls, of which 16 were within city limits. An update on the various trainings held during the month was also provided. The new fire truck is anticipated to be received near the end of the year.
- **Economic Development Report:** EDD Amy Farr provided her report. Farr continue to work with New Century Press on the new community guide. Business, Retention, and Expansion visits are being conducted with local businesses. Farr attended the GOED Conference on Ap 11th. Farr is working to secure funding for a potential summer intern position. SMGA will be hosting a Minnehaha County bus tour on May 14th, which will include the Hartford area. The Envision Hartford 2025 Investor Social will be held Apr 18th at GreatLife Central Valley. The Dakota Resources training event that Farr was scheduled to attend Apr 30th – May 2nd in Oacome has been moved to mid-September due to scheduling conflicts.
- **Chamber Director Report:** Chamber Director Wynne Hindt provided her report. The Ambassador Committee is still seeking a couple more members. Planning is underway for the Discover Hartford event. Seeking volunteers to put up posters/signage. All bingo square have now been sold. A marketing/advertising grant from SD Tourism has been applied for. If approved, this will help market the Downtown Block Party event. The Chamber will be hosting a State House/Senate Candidate Forum on May 6th 6:30pm-7:30pm at Pizza Ranch. Planning is underway to host CPR training for members and the community in Sept. Will be at a Thurs evening farmers market this summer to hand out Chamber info. A ribbon cutting is scheduled for May 7th for the new Storybook Walk that is along the Turtle Creek Trail. A committee is being formed to revise the Chamber by-laws, policies/procedures, and develop a strategic plan.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - The revised design standards and subdivision regulations were reviewed with staff. Both will be presented to the Planning & Zoning Board at their Apr 30th meeting.
 - Reviewed and provided comments for various site/preliminary plans.
 - Engineers and staff reviewed the current CIP. Engineers will now incorporate the necessary updates.
 - Approval has been received from FEMA on the revised floodplain adjacent to the proposed trail between Feyder Ave & Main Ave. Construction documents are now complete for use at a future time.
 - Comments were received from DNAR on the plans for the Hwy 38 Water Main Extension project. Engineers have addressed those comments and approval is expected in the coming weeks. A spring bid date is anticipated for this project.
 - The Western Ave Expansion project plans are under review by the State. A fall bid letting is planned with construction to start in the spring of 2025 in conjunction with the State's bridge project.
 - At the WRRF site, work continues on the operations building. The lift station structure is complete. Later this spring, the lift station piping/equipment installation will begin. Tentative plans are to close

Mickelson Rd between May 31st and June 3rd to install the gravity sewer. A 3-week notice will be provided. Seeding has been done to the gravity main route that has been completed.

- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Staff continues to sweep and blade gravel roads as needed. Wagner should have pricing for both crack sealing and mag water for the next meeting. The Sterling dump truck will be taken in to Sideline Diesel Repair to be looked at. Wagner continues to work with the DOT and SVE on lighting at the intersection of Hwy 38/Colton Rd. Wagner will be contacting Purple Wave next week to set up the auction of the recently surplus pickup and tractor.
 - Water – The 1st quarter report has been submitted. Next reporting is due July 10th.
 - Sewer – All lift stations are working well. The next DMR reports are due May 28th. Lagoon samples were taken this week. Results are expected next week. If ok, discharging will start.
 - Park – The ball fields are ready for play. Staff will be installing the batting cage at Lyon Park next week. Spring cleanup is ongoing. The restrooms have been opened for the season.
 - Pool – Staff has started putting the recently painted slide back together and are prepping the chemical room for the season.
 - Sports Complex – The new batting cage is expected to be delivered next week. The nine bid packages for the concession/restroom building are done and have been advertised. The bid opening is scheduled for May 1st. The soccer fields are ready to go.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Mar 31st, a recap of bills submitted for payment, and the Apr/May calendar of events. Wilber will be processing the Council's payroll on May 1st. Their attendance chart was provided for review. Wilber continues to provide Auditors reports/information as requested. Auditors are scheduled to be onsite May 7th & 8th.
- **City Administrator Report:** City Administrator Sidel provided her report. The plans for the Hwy 38 Water Main Extension project has been placed in the Council's box for review. Engineers will be seeking approval to bid at the May 7th meeting. Sidel has a meeting scheduled with Rural Development to discuss a possible funding option for the Western Ave Expansion project. Summer hiring continues. Sidel plans to get all the pool staff interviewed/hired in the next two weeks. The City continues to take applications for Public Works Assistants and Park Rec Program Assistants. Sidel provided a Dakota Mainstem update. The group will be interviewing 2 engineering firms on May 9th. Sidel and Mayor Jones attended a wastewater regionalization meeting last week. There is federal funding available to help communities interested in hooking on to Hartford's new system. The funds would help with the cost of the conveyance lines and the buy-ins. SMGA & SECOG will continue to gather information on next steps. Sidel reminded outgoing council members that at the May 7th meeting, they will convene to address any old business. Once completed, the old council will adjourn, and the new council will convene for the remainder of the meeting. Sidel has met with Midstates Audio & Video. They will be putting together a proposal for av equipment options for the council room. Next week Sidel will meet with the two new incoming council members to bring them up to speed on current projects/procedures/etc.

OLD BUSINESS:

- **Discuss Mayor Jones' Sidewalk Initiative:** Mayor Jones has expressed his thoughts on the need for sidewalk and lighting improvements throughout the city, making a safer city for all. At the Mar 19th meeting it was discussed and decided that 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. Since the meeting, a map of all sidewalks have been created and ISG is working with SVE on a street lighting map. Sidel continue to collect ordinance examples from other communities regarding regulations of sidewalks, including repairs/replacements. Once all this information is gathered, further discussion will be held on what sidewalk regulations the city would want to implement and how it would be done. There is a transportation grant available that would help with the cost of creating safe routes to schools. The deadline to apply for this is July 15th. In an effort to move forward with applying for this grant, staff will focus on getting an inventory done of those areas enroute to schools that are missing sidewalks.

NEW BUSINESS:

- **Discuss Minnehaha County Sheriff Vehicle Proposal:** The Minnehaha County Sheriff's Office has submitted a proposal for the City's consideration. Currently the City pays the salary of one deputy assigned to Hartford M-F 7:30am to 4:00pm. Before the deputy comes to Hartford, he goes to the downtown sheriff's office to get a vehicle, as he shares a vehicle with other deputies. He does this when he leave Hartford as well. As a result of this, the City is losing a half hour of paid coverage in both the morning and afternoon each day to allow for the deputy to make this vehicle switch. It is being proposed that a vehicle be purchased solely for the Hartford deputy's use. By doing this, he could come directly to Hartford without stopping to switch vehicles, thus not losing that hour per day, time he could otherwise be in Hartford. The Sheriff's Dept is proposing the City pay for the vehicle and the initial equipment needed for it, but that the vehicle would be the property of the County. The approx. cost to the city would be 55k to 67k depending on which vehicle is purchased. The pro/cons were discussed. The consensus of the Council was to not move forward with this proposal.

- **Review Proposed Pickleball Layout and Release of Funds:** At the Park & Recreation Board’s last meeting, they approved a master plan that lays out the pickleball area in Lyon Park. The plan includes 4 double courts with fencing around each, a new restroom facility, extending the parking lot, install 2 ADA parking pads, adding sidewalks, picnic tables and steel benches. For 2024, the City has budgeted 35k plus the 25k sponsorship received from GoldenWest for this project. The Park & Recreation Board is recommending the following items be done in 2024 at an estimated cost of \$56,740: erect 1 double court with fencing, extend parking lot, install 2 concrete ADA parking pads, install sidewalks, & place 3 steel benches. A motion was made by Kuehl, second by Brenneman to approve the pickleball layout as presented and to release budgeted funds to move forward with items presented for 2024 – all voted yes, motion carried.
- **Mayoral Proclamations:** Mayor Jones issued a proclamation for Arbor Day, Silver Star Banner Day, and Building Safety Month.

CORRESPONDENCE:

- **Secretary Award for Drinking Water Excellence:** Congratulations to the City’s Public Works staff Craig Wagner, Neil Hanisch and Jesse O’Kane! These three, who are all certified Operations Specialists, have demonstrated excellence in water system management and maintenance. Because of their hard work the City, for the 19th consecutive year, has met the requirements of the Safe Drinking Water Act and has received this award in recognition.

EXECUTIVE SESSION: A motion was made by Boen, second by Woslager to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 8:22pm – 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 Brenneman, second by Woslager to exit executive session at 8:58pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Kuehl, second by Boen to adjourn at 8:59pm – 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