

Hartford City Council Meeting – Regular Meeting April 18, 2023

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 Mark O'Hara. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, City Engineer Michael Redenbaugh, and 8 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Matson, second by O'Hara to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jass, second by Brenneman to approve the regular meeting minutes from April 4, 2023 – Jass abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Brenneman, second by Woslager to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: DHI has retained the services of Bob Yapp, a historic building restoration/preservation expert, to do an assessment of the downtown area. Sandy Dean, on behalf of DHI, was present to extend and invite the Council to attend. The walk-through assessment will be done May 6th from 3-5pm followed by an evening program from 7-9pm at United Methodist Church to discuss his findings and answer any questions. Dean also gave an update on the Hartford Pictorial History project. Old historical photos of Hartford are enlarged and placed on the exterior of a building. These picture signs will give a glimpse into Hartford's past. The first picture will be hung on Wed morning at Hartford's Best Paint & Body.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – May 3rd Car Cruise at Buffalo Ridge Brewery:** Buffalo Ridge Brewing has applied for a special event permit to hold a Cruise Night on behalf of Great Plains Street Rodders. The event would be May 3, 2023, from 4pm to 9pm. They are requesting the closures of 1st St from Main Ave east to the alley and to allow the use of alcoholic beverages in this area and on the HADF lot at the SE corner of 1st St & Main Ave, and on surrounding sidewalks. A motion was made by Kuehl, second by Matson to approve the special event permit for Buffalo Ridge Brewing as presented – all voted yes, motion carried.
- **1st Reading of Ordinance #741 Amending Section 8.0110 Extension of Water/Sewer Services:** Section 8.0110 of the City's Municipal Ordinance currently states that the city may serve water or sewer customers outside the municipal corporate limits solely at the discretion of the council. The City Attorney is suggesting that verbiage be added that would require anyone seeking service that is outside of city limits would be required to sign a pre-annexation agreement. After review of this ordinance at the Apr 4th meeting, the Council requested that wording be added to the ordinance that would exclude this requirement from a municipality that is entering into an agreement with the City for waste water treatment services. A revised draft of the ordinance was presented. A motion was made by Jass, second by Brenneman to approve 1st reading of Ordinance #741 amending Section 8.0110 Extension of Water/Sewer Services as presented – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR Chief Bryon Shumaker was present to provide the department's report. For the month of Mar there was a total of 32 calls with 13 in city limits. An update was given on the various trainings held during the month of Apr. The department will have a supply of smoke detectors on their trucks so if they go on a call where no detectors are installed, they can provide them free of charge and also provide installation. Engine One is currently out of service. Repairs are being done with the hope of it being up and running by the end of the week. Shumaker extended an invitation to the department's pancake feed coming up next month.
- **Chamber & Economic Development Report:** CEDD Amy Farr was not present. Her report was provided. Chamber members continue to plan for this year's Hartford Block Party and Discover Hartford week. The mobile app Easter egg hunt was a success. The 1st quarter digital newsletter was shared on FB and added to the website. Continues to send weekly e-newsletter. HADF items included ongoing efforts with the Envision campaign, RFI's, meeting with prospective land owners and developers. The Envision annual meeting was well attended. Farr is out all week attending the Heartland Economic Development Course.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - A walk through of the 6th St/Mundt Ave project will be conducted on Friday. The remaining punch list items will be discussed with the contractor.
 - Engineers, along with a geotechnical firm, are reviewing designs to ensure compliance with FEMA's floodplain model. A report will be submitted for final review/approval of the trail improvements. A revised concept plan and cost estimate was provided to the council.
 - Design plans for the Hwy 38 water main extension are now complete. The City's SRF funding application is under review, with approval expected in June/July.

- Engineers continue to work towards a final set of plans for the WRRF. An updated cost model will be presented at the next council meeting. If approved, the project will be advertised for bids.
- **Public Works Report:** Public Works Superintendent Wagner was not present. His report was provided.
 - Streets – Staff continues filling potholes and blade gravel roads as needed. Wagner will be providing quotes for mag water, crack sealing, and mastic at the next meeting. The slurry seal preconstruction meeting is scheduled for May 16th.
 - Water – Next reporting due July 10th.
 - Sewer – The next reporting is due Apr 28th. Discharging of the lagoons is finished up. The contractor on last year’s sewer extension project has until May 15th to complete all punch list items.
 - Parks – The improvements to the restroom at Lyon’s Park are completed and it is now open. Work continues on the Turtle Creek restroom. The ball fields at Lyon’s Park are now open. The new slide for the playground is in and will be installed once the ground is firm.
 - Sports Complex: The soccer fields are open for the season and the ball fields should be shortly.
 - Public Buildings – Work is ongoing on the renovations at the Gage House. Remaining items include trim work, carpet, HVAC, and electrical. Wagner provided several pictures of the project. Once completed, the City will host an open house.
 - Training – Wanger and Olson are out 3 days this week for a seminar and Pierre. Wagner and O’Kane will be out 2 days next week for a meeting in Yankton.
- **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 Mar 31st, a recap of bills submitted for payment, and the Apr/May calendar of events. The election for 2-year Ward 2 councilmember position was held Apr 11th. It worked out very well holding the election at the Senior Center. Wilber extended a big thank you to election workers Laurel Stringer, Orié Rentschler, and Darla Lawver. The unofficial results reflected a 10.5% voter turnout with Benjamin Parker receiving 24 votes and Shaun Boen receiving 57. The Council conducted the official canvass by opening the poll book and reviewing the results. After a discrepancy was noted, the votes were recounted with Benjamin Parker receiving 23 votes and Shaun Boen receiving 58 votes. A motion was made by Woslager, second by O’Hara to certify the elections results with a vote of 23 for Parker and 58 for Boen - all voted yes, motion carried. Wilber provided the Council’s attendance chart for Nov through Apr. She asked them to review and provide any updates before payroll is processed on May 1st.
- **City Administrator Report:** City Administrator Sidel provided her report. The GF&P has approved the revised plan for an 8 ft trail between Main Ave & Feyder Ave. Engineers are finalizing plans and collecting data to submit a no-rise certificate to FEMA. The City’s SRF loan application for the Hwy 38 Water Main Extension project is currently under review. Work on plans for the Western Ave expansion project is ongoing. Staff continues to meet with Engineers and CMAR Rice Lake on the design/cost models of the WRRF. Updates will be presented at the May 2nd meeting. The contractor on the Western Ave Sewer project has been given a deadline of May 15th to get all remaining punch list items done. Sidel met with representatives from DSU on the findings of the cyber analysis done on the City. Overall, the City did ok. Some things that arose are the need for stronger passwords, password protecting printers, and updating the security camera at City Hall. Sidel will review the findings with staff at the next staff meeting. A hire update on summer positions was provided. Sidel has received a draft of the new website design which will be reviewed with staff for comments. Sidel and Mayor Jones attended the District 3 meeting. An update of this year’s legislative changes was provided. Scheduling of city fields has started, which is now handled through City Hall. The next Pre-Disaster Mitigation Plan meeting is scheduled for May 18th, which Sidel plans to attend.

NEW BUSINESS:

- **Review/Approve Request to Allocate 2023 Operating Budget Funds to Humboldt Ambulance Service:** Tim Even, on behalf of Humboldt Ambulance, was present to request their 2023 budget appropriation of \$23,625 be released. A motion was made by Kuehl, second by O’Hara to approve payment of the Humboldt Ambulance’s 2023 budget appropriation of \$23,625 – all voted yes, motion carried.
- **Discuss Revising Hours for City Hall:** Currently City Hall is open 8am to 5pm Mon through Fri. Staff is proposing new hours of 7:30am to 5:30pm Mon through Thurs and 8am to 12pm on Fri. This new schedule will allow expanded hours four days of the week allowing more time for residents to conduct business at City Hall before/after work hours. There are several other communities in the area that follow this same type of structure and have received positive feedback from their community members. This schedule would be for City Hall only. The Public Works Department would still retain their schedule of Mon through Fri 8am to 5pm. A motion was made by Kuehl, second by Jass to change City Hall hours to 7:30am to 5:30pm Mon through Thurs and 8am to 12pm on Fri – all voted yes, motion carried.
- **Mayor Proclamations:** Mayor Jones issued a proclamation for Arbor Day, Silver Star Banner Day, and Building Safety Month.

EXECUTIVE SESSION: A motion was made by Kuehl, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel and SDCL 1-25-2(3) for legal at 7:59pm – 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 Kuehl, second by Jass to exit executive session at 8:44pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by O'Hara, second by Matson to adjourn at 8:45pm – 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