

Hartford City Council Meeting – Regular Meeting April 2, 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, and Shaun Boen. Jake Jass 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 Justin Heim, and eighteen 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 Matson, second by Woslager to approve the meeting minutes from March 19, 2024 - all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – Buffalo Ridge Brewing Great Plains Street Rodders Cruise-In:** Callie Tuschen with Buffalo Ridge Brewing was present. Tuschen has applied for a special event permit to hold a Cruise-In Night on behalf of Great Plains Street Rodders. The event would be May 1, 2024, from 4pm to 10pm. 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 surrounding sidewalks. The owners of the lots to the south of the brewery have given permission for their property to be utilized during the event. A motion was made by Kuehl, second by Boen to approve the special event permit for Buffalo Ridge Brewing as presented – all voted yes, motion carried.
- **Special Event Permit – Buffalo Ridge Brewing Corvette Club Cruise-In:** Buffalo Ridge Brewing has also applied for a special event permit to hold a Cruise-In Night on behalf of the Corvette Club. The event would be June 12, 2024, from 4pm to 10pm. 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 surrounding sidewalks. The owners of the lots to the south of the brewery have given permission for their property to be utilized during the event. 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.
- **Resolution 2024-6 DOT Safe Streets & Roads for All Grant Application:** As discussed at the last meeting, there is a Planning & Demonstration grant program through the US Dept of Transportation that would aid in developing a Safety Action Plan. Once this safety plan is in place, the City may qualify for future funding opportunities for sidewalks, lighting, signage, etc. to make our community safer. The City's share of developing this plan would be \$2,500. Resolution 2024-6 states Hartford's commitment to be part of this study. A motion was made by Boen, second by Kuehl to approve Resolution 2024-6 DOT Safe Streets & Roads for All Grant Application as presented – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was present to provide his report. For the month of Mar there were 202 calls for service, which is a decrease of 18 from the prior month.
- **Economic Development Report:** EDD Amy Farr provided her report. The Resource Guide is completed. Farr scheduled a meeting for a group interested in establishing a community garden in Hartford. Work continues on the economic impact study for the Swenson Sports Complex. Farr and the HADF attorney are working on creating the North Oaks Development Assoc. Business, Retention, and Expansion visits are being conducted with local businesses. Planning is underway for the Envision Hartford 2025 Investor Social, to be held Apr 18th at GreatLife Central Valley.
- **Chamber Director Report:** Chamber Director Wynne Hindt was not present. Her report was provided. Midco is sponsoring the new welcome bags, which have been ordered and will include their logo. Planning is underway for the Discover Hartford event. Seeking volunteers along with registrations from Chamber members for a bingo square and/or outdoor signage. A ribbon cutting is scheduled for May 7th for the new Storybook Walk that is along the Turtle Creek Trail. Hindt continues to work on membership retention, development of a 3yr strategic plan, and developing systems/calendar for recurring yearly events.
- **Engineer Report:** Justin Heim reported the following:
 - Engineers continue with their review/update of the City's design standards and subdivision regulations. They plan to review the revised documents with staff next week.
 - Reviewed and provided comments for three site/preliminary plans along with reviewing a plat in the Cresswood Addition.
 - 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 are addressing those comments and making any necessary revisions. Once final approval is received from DNAR, the plans will be presented to the Council. 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. Engineers will be reaching out to those land owners along Ruud Trail to discuss the project and possible impacts to their businesses.
- At the WRRF site, excavating for the operations building along with backfilling the Aeromod structure continues as conditions allow. Work on the precast walls for the operations building is expected to start in June. Tentative plans are to close Mickelson Rd between May 31st and June 3rd to install the gravity sewer. A notice of this closure will be put on the City's website and social media, in addition to signage.
 - **Review/Approve Pay Request #6 for WRRF:** Pay app #6 from Rice Lake Construction Group for work completed through March on the WRRF was presented. A motion was made by Kuehl, second by Matson to approve payment of pay app #6 in the amount of \$602,870 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 is planning to sweep streets next week as well as blade the gravel roads. Wagner will be working on pricing for crack sealing and mag water in the coming weeks. The Sterling dump truck will be taken in to Sideline Diesel Repair to be looked at next week. All the other equipment is running well. Wagner continues to work with the DOT and SVE on lighting at the intersection of Hwy 38/Colton Rd.
 - 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 Apr 28th. Lagoon samples will be taken in a few weeks. Until then, discharging is on hold. O'Kane & Wagner are planning on taking an advanced class in May.
 - Park – There is a bit more fencing work to do and then repairs on Dugout B will be complete.
 - Pool – Staff is planning on reassembling the recently painted slide next week.
 - Sports Complex – Wagner is finishing up the bid packages for the concession stand/restroom project. A bid date of May 1st is being planned.
 - Training – The SD Municipal Street Maintenance Assoc Spring Meeting will be held Apr 24th/25th in Oacoma. Wagner is requesting that he and Jese O'Kane attend. There is no registration fee so the only cost would be lodging, and any meals not covered by the conference. A motion was made by Matson, second by Boen to approve Wagner and O'Kane attending the SDMSMA spring meeting in Oacoma Apr 24th/25th – all voted yes, motion carried.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in Mar along with an overview of the city's general fund revenues and expenses through Feb. The Apr calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel has reached out to Midstates Audio & Video about AV setup for the council room. All staff are now enrolled in the new life insurance benefit. The dumpsite monitor, pool manager, park rec program director, and park rec program coordinator positions have all been filled. We are still taking applications for public works assistants, park rec program assistants, and lifeguards. Sidel is working with Pool Manager Sebert to set the days/times for the evening session of power hour. Once set, we will get it advertised so the public is aware. City Attorney Frieberg is setting up a meeting with the township's attorney to discuss ownership and maintenance of all adjoining city/township roads. Sidel has put a digital copy of the sidewalk map in the Council's online box program.

OLD BUSINESS:

- **Approve Bid Letting for 12th/Oaks Project:** The plans for the 12th St/Oak Ave project are now done. They have been reviewed by the City's engineers and the State. The plans have also been placed in the online box program for Council review. Staff would like to advertise on Apr 5th & 12th with a bid opening date of Apr 24th. A motion was made by Matson, second by Boen to approve the bid letting for the 12th St/Oaks Ave project – all voted yes, motion carried.

NEW BUSINESS:

- **DHI – Approve Release of Funds and Placement of Photos & Benches:** DHI President Kaitlyn Kibler was present. DHI is requesting the release of \$4,000 of their funds held with the City for the purchase of 4 benches to be placed in the downtown area, with placement approved by city staff. Also, to continue their pictorial history project, they are seeking approval to place 2 historical photos of Hartford on the north face of the old city shop at 201 S Main Ave. and one smaller photo to be placed on the back of the 1st bench installed. A motion was made by Boen, second by Woslager to approve the release of \$4,000 in DHI funds for the purchase of 4 benches to be placed downtown and to approve the historical photo placement as presented – all voted yes, motion carried.

- **Review/Approve County Plat for Lot 4, Block 1 of Brower Addition:** The City has received a plat for Lot 4, Block 1 of Brower 2nd Addition. This parcel is not currently within the city limits but is within the City's platting jurisdiction with Minnehaha County. The plat has been reviewed by ISG and conforms to all city regulations. A signed pre-annexation agreement, which is required per city ordinance, has been received from the owner. The Planning and Zoning Board reviewed this plat at their Mar 26th meeting and is recommending approval to the Council. A motion was made by Kuehl, second by Matson to approve the plat for Lot 4, Block 1 of Brower 2nd Addition – all voted yes, motion carried.
- **Review/Approve Surplus List:** A surplus list of two items was presented to the Council. The first item is the 1999 Dodge Pickup Truck. This truck is not currently being used as it needs numerous repairs, which would most likely cost more than the truck is worth. The second item is the 1972 John Deere tractor. This tractor was replaced earlier this year by the purchase of the New Holland tractor/mower. The staff is recommending to surplus both items and place on auction with Purple Wave. Purple Wave does not charge municipalities for this service. A motion was made by Matson, second by Boen to approve the surplus list as presented – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Brenneman, second by Kuehl to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 7:32pm – 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 Boen to exit executive session at 8:36pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Brenneman, second by Boen to adjourn at 8:37pm – 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