

City Council Meeting – Regular Meeting April 19, 2022, rescheduled to April 20, 2022

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Mark Monahan, Mark Brenneman, LaVonne Randall, Travis Kuehl and Mark O’Hara. Cindy Matson was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, City Attorney Tom Frieberg, City Engineer Michael Redenbaugh and 8 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Randall to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by O’Hara to approve the meeting minutes from April 5, 2022 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Brenneman, second by Kuehl to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

VISITORS: Mark Winters, on behalf of the Hartford American Legion Post 118, was present to present a check in the amount of \$714.75 for new bases for the two new east fields at the Swenson Sports Complex. Jerry Price, also with the Hartford American Legion, expressed his appreciation to the City and Council for the recent purchase of two new flag poles for the Veteran’s Memorial at Century Park.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Review/Approve TIF District #1 Project Plan & Development Agreement:** At the Apr 5th meeting, Resolution 2022-5 was passed which creates Tax Increment District #1 for economic development to allow for affordable housing and commercial development. The next step in this process is for the City to approve a project plan and development agreement with the developer, Maple Pass, LLC. These documents were provided to the Council for review. The Planning & Zoning board did their review of these documents at their Apr 12th meeting and are recommending approval to the Council. The City Attorney has also reviewed them. The agreement commits the Developer to complete the listed project and commits the City to make payment of tax increment revenues to the Developer for repayment of the TIF loan. A motion was made by Randall, second by Kuehl to approve the TIF District #1 project plan & development agreement – Monahan voted no with all others voting yes, motion carried.
- **Special Event Permit – Miles 4 Murphy 5K:** The West Central National 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 30, 2022 from 8am to 11am and will take place on city streets with the central location to be at the city park. A motion was made by Kuehl, second by Monahan to approve the special event permit for the Miles for Murphy 5k as applied for – all voted yes, motion carried.
- **Block Parties – South Main:** Jennifer Bosch has applied for a block party permit for the South Main Ave neighborhood on May 21, 2022 and on Aug 13, 2022, both running from 7am to 10pm. They are requesting the closure of Main Ave from 405 S Main Ave to 508 S Main Ave for both events. A motion was made by Randall, second by O’Hara, to approve the block party permits for South Main Ave as presented – all voted yes, motion carried.
- **2nd Reading of Ordinance #731 – Amend Zoning Regulations:** Ordinance #731 would amend the City’s zoning regulations by adding verbiage to allow for zero lot line separation within commercial and industrial districts. This wording change would allow for the division of a storage unit or commercial building along a common wall so they could be individually platted and sold. This would be similar to a twin home situation in a residential district. A motion was made by Kuehl, second by Randall to approve 2nd reading of Ordinance #731 to amend the zoning regulations to allow for the separation of buildings along a common wall within commercial and industrial districts. Further discussion was held about how these new regulations would affect existing buildings vs. new buildings. Brenneman called the vote. Monahan voted no with all others voting yes, motion carried.
- **2nd Reading of Ordinance #732 – Rezone of Tract 2 of Maple Pass Addition:** At the Mar 15th council meeting the Council approved the annexation of approx. 24 acres along Hwy 38 to the east of Hartford. This land is currently zoned agricultural. The developer is requesting the north 686’, which is being platted as Tract 2 of Maple Pass Addition, be rezoned to residential to allow for the construction of multifamily housing. A motion was made by Kuehl, second by Randall to approve 2nd reading of Ordinance #732 to rezone the to be platted Tract 2 of Maple Pass Addition from agricultural to residential – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR Treasurer James Buss was present to give a department update to the council. There was a total of 32 calls in Mar with 15 in city limits. Buss also provided an update on the various trainings held during the month of Apr. The Dept will host a Pancake Feed on May 15th 8am to 1pm.

- **Chamber & Economic Development Report:** Amy Farr was present to provide her report. Chamber activities: the April mixer was held at Ace Hardware; the next mixer will be co-sponsored by Black Hills Federal Credit Union & WrapAbility on May 24th; work continues on spring newsletter and direct mailers; preparing for #DiscoverHartford week which runs May 2nd-7th; hosted an Easter coloring contest for kids with winners being notified this week. HADF activities: work has started on the new community guide; Envision 2025 annual investors meeting was held Apr 7th, continues to plan tours of area businesses; Midco will hold a groundbreaking May 13th; continues to work with ISG to review information that was obtained from the final community meeting on the city-wide development plan.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Conducted plat reviews for Western Meadows and grading plans for Get N Go.
 - Vance Peterson has a contractor in place to fix the drainage issue. Work is scheduled to start in May.
 - The second community event on the city-wide development plan was held on Apr 6th. Working through public input and finalizing the plan.
 - A preconstruction meeting is being scheduled on the 6th St/Mundt Ave project. A website is being created to provide residents with project updates, schedules, and general information.
 - The WWTF project, which is estimated at \$16,762,000, was submitted to the State to be considered for funding. On Apr 13th the City was awarded a grant in the amount of \$8,381,000 and an SRF Loan in the amount of \$7,181,432. The City's share of ARPA funds of \$599,784 and the State ARPA fund match of \$599,784 will also be applied to this project.
 - The bid opening for the water tower repainting project was held on Apr 14th. Seven bids were received. The base bid consists of the industry standard interior coating & fluoropolymer exterior coating. Alternate 1 replaced the long-lasting fluoropolymer exterior coating with a standard epoxy costing. Alternate 2 replaces the standard epoxy interior coating with a heat applied coating, which is more resistant to abrasion & impacts caused by accumulated ice during the winter. The low bidder of the base bid and all combinations of alternates is Maguire Iron, Inc. ISG recommendation is to accept the base bid plus alternate 2 from Maguire Iron, Inc. A motion was made by Kuehl, second by Brenneman to accept the base bid & alternate 2 from Maguire Iron, Inc for the water tower repainting project – all voted yes, motion carried.
 - A proposal for the design of the bike path between Main Ave & Feyder Ave was presented. This proposal would cover surveying, construction documents, permitting, bid administration and construction administration. A motion was made by Kuehl, second by O'Hara to approve the proposal from ISG in the amount of \$45,000 for the bike path design – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided.

Streets – Staff has started street sweeping for the season and will continue as time and weather allows. Wagner has received a quote for mag water from Bumblebee Gibson. The price came in slightly higher than what was budgeted. Wagner will present this quote for approval at the next meeting. Wagner continues to look for a used pickup. The replacement lights for the Hwy 38 street lights have been ordered but are not in yet. The traffic counter is out in the downtown area.

Water – All meters are now on the new system. The City of Tea is borrowing our old system. All reporting is done until July.

Sewer – Staff awaits a response on lagoon samples taken last week. All reporting is done until late May.

Western Ave Sewer Extension – This project is going well. Work has started on a temporary road. Once the asphalt plants open up for the season, they will finish work along Oaks Ave.

Park – The restrooms will be open this week. The two new flag poles for Century Park are being installed.

Pool – Plumbing repairs are being done.

Bike Trail – Staff continues to clear brush/trees along the new trail path between Feyder Ave & Main Ave.

Sports Complex – American Fence is still working on the fencing at the two new fields. Staff has started forming up for concrete for the new dugouts. Some soccer nets are up with the rest expected to be up next week.

Weather Siren – Electrical work should be finished up this week. Testing will start once that work is done.

Training – Wagner & O'Kane will be attending the SD Street Maintenance Assoc spring training Apr 26th /27th.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included cash balances, sales tax revenue and committee fund balances as of Mar 31st, a recap of bills submitted for payment, and the Apr/May calendar of events. The council attendance chart for the last six months was provided for review in preparation for payroll processing next week. Wilber continues to compile information for the City's audit, which is scheduled for May 5th/6th. The auditors have completed the City's 2021 annual report, of which a copy was provide. A motion was made by Kuehl, second by O'Hara to approve the 2021 annual report – all voted yes, motion carried. Wilber requested approval to attend the SDML Finance Officer School that will be held June 8th/10th in Huron. Registration is \$75 and rooms will run \$75/night. A motion was made by Brenneman, second by Monahan to approve Wilber's attendance at the SDML FO School in Huron – all voted yes, motion carried. Wilber & Sidel continue to review financing options for the 6th St/Mundt Ave project. More information will be provided at a future meeting.

- **City Administrator Report:** City Administrator Sidel's report was provided. Sidel provide a recap of the grant & loan the City was awarded for the WWTF project. The Western Ave Sewer Project work along Oaks Ave is expected to begin late Apr or early May. The City will coordinate temporary access to affected businesses during this time. During the 2022 budget process, funds were budgeted for engineers to begin design work on the Western Ave Expansion Project, which is planned for 2025, and the Hwy 38 Water Extension Project, which is planned for 2023. It was the consensus of the Council that ISG submit proposals for these two design projects at the next meeting. On Apr 18th the City closed 1st St from Main Ave east to the alley to traffic. It will remain closed until May 2nd. During this time the City will continue to collect traffic data to help determine if the City should move forward with the request for permanent closer. The City will hold off on any further discussions of a land swap with Ryan Ovenden until the layout of the new bike path has been determined. Midco held a preconstruction meeting on Tues Apr 19th. Once work starts, there will be 2 to 3 crews in town. The City was granted party status with the PUC in regard to the application submitted by Summit Carbon Solutions, LLC for a carbon dioxide pipeline. Sidel will provide updates as information becomes available. The City continues to advertise for summer help. Planning & Zoning board member Steve Nolte is resigning from the board effective May 10th. Sidel requested approval to attend the SDML Human Resource School that will be held June 7th/8th in Huron. Registration is \$50 and the room will run \$75/night. A motion was made by Monahan, second by Randall to approve Sidel's attendance at the SDML HR School in Huron – all voted yes, motion carried.

NEW BUSINESS:

- **Review/Approve Pay Application #2 to Siteworks, Inc.:** Siteworks, Inc. has submitted pay app #2 in the amount of \$295,879.18 for work completed to date on the Western Ave Sewer Project. A motion was made by Kuehl, second by Brenneman to approve pay app #2 to Siteworks, Inc. in the amount of \$295,879.18 – all voted yes, motion carried.
- **Review Marketing Proposals:** During the 2022 budget process 50k was budgeted for rebranding. The discussion at that time was to look at possibly implementing a new logo/tag line for the City. At the Mar 1st meeting the Council made the decision to start this process. Sidel reached out to three marketing firms, who's proposals were presented for review. It was the consensus of the Council that a focus group be established to review the proposals and bring any ideas/suggestions back to the Council for consideration.
- **Mayor Proclamations:** Mayor Jones issued a proclamation for Arbor Day, Silver Star Banner Day, and Building Safety Month.

ADJOURNMENT: . A motion was made by Randall, second by O'Hara to adjourn at 8:18pm – 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