

Hartford City Council Meeting – Regular Meeting April 4, 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, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, City Attorney Tom Frieberg, City Engineer Michael Redenbaugh, and 9 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Matson, second by Jass to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Matson to approve the regular meeting minutes from March 21, 2023 – Jass abstained with all others voting yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – A Night for Landry Benefit at Buffalo Ridge Brewery:** Chris Tuschen on behalf of Buffalo Ridge Brewing was present. They have applied for a special event permit for the Night for Landry Benefit & Silent Auction. The event would be April 29, 2023, from 3pm 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 Jass, second by Woslager to approve the special event permit for Buffalo Ridge Brewing as presented – all voted yes, motion carried.
- **2nd Reading of Ordinance #739 Fines and Fees:** The City has adopted a Fines and Fees Schedule. At the Mar 7th council meeting the council approved changes to our swimming pool daily admission and season pass rates, which have been updated on the schedule. Also, the City requires an annual permit to drive a golfcart on City streets. This fee was not included on the previous schedule, so it has been added, along with the fine associated with violating this requirement. Ordinance #739 incorporates all these changes and updates the schedule. A motion was made by Matson, second by Brenneman to approve 2nd Reading of Ordinance #739 Fines and Fees – all voted yes, motion carried.
- **2nd Reading of Ordinance #740 Update Voting Wards:** The City has recently annexed several parcels of land into city limits. A voting ward for each parcel needs to be designated. Currently this is bare land so the addition of these parcels to a particular ward will not affect the population per ward. As the land develops, the population will have to be reviewed to see if a shift is needed to keep the wards fairly equal. A revised ward map was approved at the Mar 21st council meeting. In addition to approving a new ward map, Chapter 2.02 Wards and Voting Precincts of the Municipal Ordinance also needs to be updated. Ordinance #740 incorporates these changes. A motion was made by Kuehl, second by Jass to approve 2nd Reading of Ordinance #740 to update the voting wards – 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. City Attorney Frieberg explained that having a pre-annexation agreement in place provides the city some protections as the pre-annexation agreement governs the terms and conditions for someone to connect to the city's system. Discussion was held on how this pre-annexation requirement would affect any future regionalization of our WRRF. City Attorney Frieberg indicated that any future regionalization would most likely be handled by executing a joint powers agreement with the other entity wanting wastewater services. Frieberg indicated that this ordinance could include verbiage to address regionalization. A motion was made by Kuehl, second by Jass to approve 1st reading of Ordinance #741 amending Section 8.0110 Extension of Water/Sewer Services as presented. More discussion was held on the language changes needed to the ordinance. Some would like to see this revised before approval. The vote was taken with Kuehl, Jass & Brenneman voting yes and Woslager, Matson and O'Hara voting no. Mayor Jones broke the tie voting no, motion failed. Frieberg will work with staff to incorporate wording in the ordinance that addresses regionalization. A new draft will be presented at a future meeting.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was present to provide his report for the month of Mar. There were 220 calls for service for the month.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Chamber Events Committee continues planning this year's Hartford Block Party and the Marketing Committee continues planning Discover Hartford week. The first digital newsletter was shared on FB and added to the website. The April direct mailer has been sent. A Chamber Mixer will be held earlier tonight at Hartford Spinal Care with a great turnout. HADF items included ongoing efforts with the Envision campaign, RFI's, meeting with prospective land owners and developers. The video created by GOED was shared on FB. A press release and interviews were done on HADF's recent land purchases. Farr will be attending the Heartland Economic Development Course the week of Apr 17th.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Working through comments on the elementary school plans in regard to parking.
 - ISG has revised the layout of the trail between Main Ave & Feyder Ave. Cost estimates have also been updated and will be discussed later in the meeting. The FEMA floodplain model has been received. Engineers are in the process of reviewing the current model to the proposed layout. Once they know the impact, this information will be provided to staff.
 - Design plans for the Hwy 38 water main extension are now complete. The City is now on the State Water Plan and our SRF funding application is under review, with approval expecting in June/July. Bidding will take place once funding is secured.
 - WRRF plans and specification have been submitted to DANR for review and approval. A meeting was held with staff, CMAR Rice Lake and ISG to continue to tweak the plans and cut costs. An updated cost model will be presented later in the meeting.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Staff continues filling potholes and blade gravel roads as needed. Wagner is in the process of getting quotes for this year's mag water application and crack sealing.
 - Water – Next reporting due July 10th.
 - Sewer – The next reporting is due Apr 28th. Discharging of the lagoons continues and is expected to last a couple more weeks.
 - Parks – Work continues on recoating the restroom floors. The restroom in Lyon's Park has been repainted. The new gator has been ordered. Staff had started servicing equipment to get ready for spring. The new slide is in and will be installed once the ground is firm. The ballfields need to dry out. Hopefully they will be playable in a few weeks.
 - Sports Complex: Once all the snow melts at the Sports Complex and the ground firms up, staff will prep the ballfields for the season.
 - Public Buildings – Work is ongoing on the renovations at the Gage House. The new dividing wall between the library and senior center has been built and is in the process of being taped, textured, and painted.
 - Training – Wanger is requesting permission for staff to attend the following trainings:
 - SD Water and Wastewater Seminar: Wagner sits on this board. There is a board meeting on Apr 18th followed by the seminar April 19th/20th all to be held in Pierre. Wagner is requesting that he and Jim Olson attend. A motion was made by Woslager, second by Matson to approve Wagner and Olson attending the SDWWA annual wastewater seminar in Pierre Apr 18th/19th/20th – all voted yes, motion carried.
 - SD Municipal Street Maintenance Association Spring Meeting: This meeting will be held Apr 26th/27th in Yankton. Wagner is requesting that he and Jesse O'Kane attend. A motion was made by Kuehl, second by O'Hara to approve Wagner and O'Kane attending the SDMSMA spring meeting in Yankton Apr 26th/27th – all voted yes, motion carried.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included a summary of revenues received in Mar along with an overview of the city's cash balances, revenues and expenses through Feb. The Apr calendar of events was provided as well. The City will have an election next week – Apr 11th. Voting will be from 7am to 7pm at the Gage House.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel continues to work with GF&P on the new bike trail layout and width. The City has received approval to be placed on the State Water Plan for the Hwy 38 Water Main Extension project. The City's SRF loan application for this project is currently under review. Once funding approval is received, the project will be bid. Work on plans for the Western Ave expansion project is ongoing. Funding options for this project are being researched and reviewed. Staff continues to meet with Engineers and CMAR Rice Lake on the design/cost models of the WRRF. DSU has completed their cyber analysis of the City. Sidel will meet with them on Apr 18th to go over their findings. The City has filled several summer positions. We continue to seek applicants for the following: Asst Pool Managers, Lifeguards, Park Rec

Program Asst, and Public Works Asst. Sidel has not yet received word on the grant application submitted to the Hartford Area Community Foundation to update the stone at Century Square Park with the two new military branches of service – the Coast Guard & Space Force. Landfill passes are going digital this year, meaning no paper passes will be handed out at City Hall. To track addresses, residents will now be required to show a driver's license at the landfill. The passes will be available through Dec 31st. Sidel continues to work with Catalis on the City's new website. Sidel is attending the District 3 meeting on Apr 5th. She will provide a legislative update afterwards. Field scheduling will be done through City Hall this year. The new scheduling calendar and request forms are on the city's website. Sidel will be attending another Pre-Disaster Mitigation Plan meeting on Apr 13th. This past week a meeting was held with HR Green and the Advisory Team on the Hwy 38 Study that is being conducted. The traffic study that was recently conducted was reviewed. The yard waste site opened for the season this past Saturday. The 3 new welcome signs have been ordered. Work will continue on the new billboard welcome sign now that all logos have been received. The City's water contract with Minnehaha Community Water will be coming up for renewal next year. The city will need to provide information to rural water this fall on what our water needs are expected to be and what kind of allocation we want. Shaun Boen with the HADF provided some information that was shared at a recent HADF meeting with officials from rural water. The City's contract that is up for renewal is a 20yr contract. The City's current approximate usage is 640k gallons per day and current allocation is 2.1M gallons per day.

NEW BUSINESS:

- **Discuss Fee for Placement Permits:** Currently the city requires placement permits for both fences and any accessory building (shed) 120sq or less. Currently there is no fee required for these permits. Since there are administrative costs associated with these permits, discussion has been held on charging a fee for them. At their last meeting, the Planning & Zoning Board reviewed this and is recommending that for these two types of permits a flat \$20 fee be charged, which is what the City currently charges for a flatwork permit. A motion was made by Kuehl, second by Woslager to start charging at \$20 fee for all fence and shed placement permits – all voted yes, motion carried.
- **Discuss Width/Cost Estimate of Trail Between Main Ave & Feyder Ave:** Without the necessary easement from the neighboring property owner, the new trail would need to narrow from 10ft to 8ft at the east end. A new cost estimate of approx. 370k reflecting this change was provided. Discussion has been held on possibly reducing the width of the trail to 8ft the entire length. A cost estimate of approx. 345k reflecting this was also provided. The Park & Recreation board reviewed this information at their last meeting, and they are recommending reducing the trail to 8ft for the entire length. Going this route provides for some cost savings plus this section of the trail would then be a consistent width the entire length. A motion was made by Jass, second by Matson to approve an 8ft width on the section of trail between Main & Feyder Ave – all voted yes, motion carried.
- **Review/Approve Tax Abatement for Parcel #23819:** State law allows eligible elderly property owners to apply for an elderly tax freeze. If approved, their property tax assessment will not increase therefore allowing them property tax relief. The Minnehaha County Auditor has received an elderly tax freeze request 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 elderly tax freeze abatement on Parcel #23819 – all voted yes, motion carried.
- **Update on WRRF and Review of Cost Estimate:** Rachel Kloos & Wade Leonard with CMAR Rice Lake were present to provide an update on the WRRF. Plans are nearing completion. An updated cost model was provided, which is up slightly from the model presented at the Feb 21st meeting. Staff, engineers, and Rice Lake have held several meetings to tweak the plans to provide some cost savings. As the plans are finalized over the new few weeks, a final cost model will be provided. If approved by the council, the project will then be let for bid. This final cost model is scheduled to be presented at the May 2nd meeting.

EXECUTIVE SESSION: A motion was made by Kuehl, second by O'Hara to enter executive session pursuant to SDCL 1-25-2(1) for personnel and SDCL 9-34-19 for economic development at 8:05pm – 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 O'Hara to exit executive session at 9:11pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by O'Hara, second by Woslager to adjourn at 9:12pm – 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