

Hartford City Council Meeting – Regular Meeting May 16, 2023

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Jake Jass and Shaun Boen. Mark Brenneman and Travis Kuehl were 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 Engineer Michael Redenbaugh and 4 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.
- **Oath of Office:** Jake Jass, who ran unopposed for the 2-year term for the Ward 3 representative, took his oath of office.
- **Approval of the Minutes:** A motion was made by Boen, second by Matson to approve the regular meeting minutes from May 2, 2023 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Matson, second by Woslager to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Public Hearing – Malt Beverage License Renewals:** Buffalo Ridge Brewery, Coffee Cup, Get N’ Go, Brown Jug, Dollar General, AmericInn, The Goat, Dock Nik’s Flowers, and Stomping Grounds have submitted applications to renew their Retail Malt Beverage Licenses for 2023/2024. A motion was made by Woslager, second by Boen to approve the renewal of all applications submitted, excluding Brown Jug which will be deferred until the June 6th meeting – all voted yes motion carried.
- **7:10 Public Hearing – Resolution 2023-7 Annexation Petition for Parcel #16009:** The City has received an annexation petition from the Dale A Jans Living Trust for parcel #16009. This parcel is approximately 149 acres and is located just to the east of the Maple Pass Development on the north side of Hwy 38. Plans for development of this land is 5+ years out but the property owners would like to annex it at this time as a Rural Service District. Rural Service Districts are taxed at the county rate, rather than the city’s rate, but all taxes paid will be remitted to the city. The Planning & Zoning Board reviewed the petition at their May 9th meeting and is recommending approval to the Council. A motion was made by Jass, second by Matson to approve Resolution 2023-7 to annex parcel #16009 into city limits as a Rural Service District – all voted yes, motion carried.
- **1st Reading of Ordinance #742 Rural Service District for Parcel #16009:** With the annexation of parcel #16009, Ordinance #742 was presented. If passed, parcel #16009 will be put into a Rural Service District. A Rural Service District is an area within a municipal boundary that is rural in nature and undeveloped. This land would be taxed at the county rate, rather than the city’s rate, but all taxes paid will be remitted to the city. A motion was made by Matson, second by Jass to approve 1st Reading of Ordinance #742 Rural Service District for Parcel #16009 – all voted yes, motion carried.
- **Special Event Permit– Jamboree Days:**
 - **Review/Approve Special Event Application:** Leah Johnson with the Jamboree Committee was present. The committee has applied for a special event permit, with the use of alcoholic beverages in a public area. Activities and entertainment are planned from Thursday June 15th to Sunday June 18th, with alcohol usage in the park on Friday & Saturday. A full schedule of events was provided. Johnson requested the use of City staff & equipment. A motion was made by Jass, second by Boen to approve the special event application for the 2023 Jamboree Days event as applied for – all voted yes, motion carried.
 - **7:15 Hearing – Application for Special Malt Beverage License:** Leah Johnson, on behalf of the Jamboree Committee, has applied for a special malt beverage license so they can sell malt beverages during the 2023 event. They are requesting to sell in the City park on Friday 2:30pm to midnight and Saturday 10am until 1am on Sunday. A motion was made by Matson, second by Woslager to approve the special malt beverage license for the Jamboree Committee as applied for – all voted yes, motion carried.
 - **Request to Release 2023 Budget Funds for Jamboree Event - \$25,000:** Leah Johnson, on behalf of the Jamboree Committee, was present to request payment of the 2023 budget appropriation. A motion was made by Matson, second by Jass to release the 2023 appropriation in the amount of \$25,000 to the Hartford Jamboree Days Committee – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR’s monthly report was provided. For the month of Apr there was a total of 36 calls with 13 in city limits. An update was given on the various trainings held during the month of Mar. Matson, who is council liaison to the department, reported the following: the department applied for and received a

Volunteer Fire Assistance Grant in the amount of \$4,691, which they will use for some equipment purchases; the upcoming pancake feed will be held on May 21st 8am to 1pm; asked that a reminder be giving on firepit regulations, which will be put in the City's next newsletter.

- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Events Committee continues to plan for this year's Hartford Block Party and the annual golf tournament. Discover Hartford week ran May 1st – 6th. Winner were announced this week. Farr, along with Chamber Pres Ashlie Mathews and VP Scott Schrader, attended the Mid-America Chambers Executives conference last week. Good information was received. Mayor Jones suggested ribbon cuttings for both the newly painted water tower and the new welcome sign going up near I-90. Farr will coordinate. Farr continues efforts with economic development. The HADF meetings are now every other week instead of weekly and will be held at City Hall 7:30am.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Engineers continue to meet with members of the WC School District on parking related to the expansion project.
 - The contractor has just a few punch list items left to address on the 6th St/Mundt Ave project. Engineers will continue to monitor the seeding. Any areas that do not germinate will be reseeded at no additional cost. Change Order #5 in the amount of \$61,619.37 was presented. This change order covers the adjustment of plan quantities to as-built quantities for two items: the addition of sidewalk to create a continuous route to school and to the watermain quantities due to conditions discovered during construction. A motion was made by Matson, second by Jass to approve change order #5 for \$61,619.37 – all voted yes, motion carried. Pay app #6 from Zacharias Construction, Inc. for work completed to date on the 6th/Mundt St project was presented. A motion was made by Jass, second by Matson to approve payment of pay app #6 in the amount of \$127,807.66 to Zacharias Construction, Inc. – all voted yes, motion carried.
 - The contractor has completed the painting of the City's new logo on the water tower.
 - The bike trail plans are being reviewed by FEMA to ensure compliance with the floodplain model. Borings are scheduled to be collected in the coming weeks. Once done and the final report is received, Engineers will begin designing the retaining walls. Construction cannot commence until approval is received from FEMA. The completion deadline for the project is Dec 31, 2023.
 - The Western Ave Improvement Project is being done in conjunction with the SD DOT's bridge replacement project at Exit 387. Engineers have completed Phase 1, which included a traffic study and preliminary engineering. Engineers presented a contract for Phase 2, which includes final design, construction documents, and bid coordination with the state. The design deadline is Dec 31, 2023, to ensure review by SD DOT and bidding in 2024. A motion was made by Jass, second by Woslager to approve the engineering contract for \$217,000 for the Western Ave Improvement Project – all voted yes, motion carried.
 - During the state's review of the WRRF plans, specs, and CMAR process it was discovered that the CMAR pre-solicitation process was not adequately advertised. The City has re-advertised as needed and can now move forward with the CMAR selection process again. The deadline to submit RFP's is May 22nd. Interviews can be conducted anytime after that date. The previous interview team consisted of Rachel Koos and John Gliko as engineer representatives, Wagner and Sidel as staff representatives, and Kuehl and Jass as council representative. It was noted that John Gliko is no longer with ISG and will be replaced by Justin Heim. A motion was made by Matson, second by Jass to set the CMAR interview date as May 23rd and to select the interview team. Matson amended her motion to specify Kuehl and Jass to be council representative on the interview team, Woslager second – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Staff is street sweeping this week. Mag water is scheduled for the end of May. Some street patching has been done with more planned for later this summer. Staff is concentrating on patching roads that will be part of the slurry seal project this year. The preconstruction meeting for the slurry seal project was held on May 16th with work in Hartford scheduled for the first part of Aug. The new billboard welcome sign should be installed by the end of the week. Mike Smith has finished up planting all the boulevard and park trees. Wagner has had discussions with the DOT about the recent construction on Hwy 38 that involved the rerouting of traffic.

Water – Next reporting due July 10th.

Sewer – Next reporting due June 28th. The April discharge of the lagoons went well. Enzymes are being added to the ponds as needed.

Western Ave Sewer Extension Project: The contractor has completed all punch list items and the project is now complete. Seeding will be monitored to make sure it all takes.

Parks – Staff is planning on removing the concrete at the tennis court. The new slide for the playground is in and will be installed once the ground is firm.

Pool – The splash pool is filled and working well. Staff will finish filling the big pool and adding chemicals this week.

Sports Complex: Wagner presented a cost estimate of just under 19k for the material to build a 30'x48' maintenance building at the Sports Complex. Staff would provide the labor. During the budget meeting last fall,

20k was budgeted for this building. A motion was made by Matson, second by Boen to approve the erection of a maintenance building at Swenson Park up to the budgeted amount of \$20,000 – all voted yes, motion carried.

Public Buildings – Except for the HVAC, all renovations at the Gage House are now complete.

- **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 Apr 30th, a recap of bills submitted for payment, and the May/June calendar of events. Wilber continues to gather requested information for the Auditors, who are scheduled to be onsite June 13th/14th. The auditors have completed the City’s 2022 annual report, of which a copy was provided. A motion was made by Jass, second by Matson to approve the 2022 annual report – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel provided her report. Two items still need to be addressed by the contractor on the 9th St project. Once these are done, the project can be closed out. A hire update on summer positions was provided. Work continues on the new website with a final layout expected in June/July. The new welcome billboard at Hwy 38/I-90 is scheduled to be set this week. Sidel provided an illustration of the new monument style welcome sign. FastSigns is ready to start production and needs approval on the background color of either gray or white. The consensus of the Council was to go with the white background. The next Pre-Disaster Mitigation Plan meeting is scheduled for May 18th, which Sidel plans to attend. Sidel provided information to the Council on House Bill 1033 and Senate Bill 41 – Housing Infrastructure Loans & Grants. In an effort to spur housing projects by making them more affordable, the State passed legislation which provides grant and loan funding. This program will be administered by the SD Housing Development Authority. Sidel, along with Mayor Jones, took part in the downtown assessment tour with Bob Yapp on May 6th. They provided the Council with a brief overview of the tour.

NEW BUSINESS:

- **Review Funding Scenarios for WWTF:** The City has received some funding for the WWTF in the form of grants and an SRF loan. Based on current estimates of the project, the City will need an additional 4M of funding. Different options were presented. With the exception of an SRF loan, a private bank loan or a sales tax bond, the remaining funding options require a vote of the people. It is the recommendation of staff that a second SRF loan be obtained. These are low interest loans issued by the State of SD that can be amortized over several years. As with the City’s first SRF loan, a surcharge will have to be implemented. The surcharge is estimated to be around \$15/mo for a 4M loan. Since the City has the majority of funding in place, funds from this loan would not be utilized right away, which will also delay the implementation of the surcharge as well. If this is the route the City’s chooses to go, applications are due to the State by July 1st. A motion was made by Matson, second by Jass to approve SECOG applying for additional SRF funding for the WWTF – all voted yes, motion carried.
- **Review Agreements between City and the HADF and HACC:** The agreements the City has in place with the HADF and HACC for the director’s position are coming up for renewal. The agreements are being reviewed by both organizations at this time. Once their reviews are done, all input will be provided to the Council for discussion at a later meeting.
- **Review/Approve Tax Abatement for Parcel #82089:** State law allows property tax abatements for qualifying disabled seniors & veterans. The Minnehaha County Auditor has received an abatement request from a disabled veteran 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 Jass, second by Matson to approve the property tax abatement request submitted on Parcel #82089 – all voted yes, motion carried.

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 18th 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 Matson, 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 8:21pm – 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 Jass, second by Matson to exit executive session at 9:03pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Matson, second by Woslager to adjourn at 9:04pm – 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