

City Council Meeting – Regular Meeting May 17, 2022

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Travis Kuehl, and Mark O'Hara. Mark Brennehan was absent without notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineers David Doxtad & Michael Redenbaugh, and 4 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Woslager to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by O'Hara to approve the meeting minutes from May 3, 2022 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by O'Hara to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: Hartford resident Vlad Skots was present to visit with the council about the possibility of allowing chickens in town. This topic has been discussed in the past. Mayor Jones suggested that Mr. Skots have a discussion with councilmembers from his ward and if they choose to move forward and put it on the agenda, the council would entertain further discussion at that time.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Hearing – Malt Beverage License Renewals:** Buffalo Ridge Brewery, Coffee Cup, Get N' Go, Brown Jug, Dollar General, AmericInn and Stomping Grounds have submitted applications to renew their Retail Malt Beverage Licenses. A motion was made by Kuehl, second by O'Hara to approve the renew all applications submitted – all voted yes motion carried.
- **Special Event – Jamboree Days:**
 - **Review/Approve Special Event Application:** Leah Johnson with the Jamboree Committee was present. The committee has applied for a special event permit and use of alcoholic beverages in a public area. Activities and entertainment are planned from Thursday June 16th to Sunday June 19th, 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 Matson, second by Woslager to approve the special event application for the 2022 Jamboree Days event as applied for – all voted yes, motion carried.
 - **7:10 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 2022 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 Kuehl, second by Matson to approve the special malt beverage license for the Jamboree Committee as applied for – all voted yes, motion carried.
 - **Request to Release 2022 Budget Funds for Jamboree Event - \$25,000:** Leah Johnson, on behalf of the Jamboree Committee, was present to request payment of the 2022 budget appropriation to the committee. A motion was made by Kuehl, second by O'Hara to release the 2022 appropriation in the amount of \$25,000 to the Hartford Jamboree Days Committee – all voted yes, motion carried.
- **7:15 Hearing – Transfer Restaurant Retail On-Sale Liquor License and Retail On/Off Sale Malt Beverage/SD Wine License from The Goat, LLC to the Goat Bar & Grill, LLC:** The Goat has recently been sold. Currently there are two liquor licenses held by The Goat LLC at this locations: a restaurant retail on-sale liquor license and an on/off sale malt beverage/SD farm wine license. The previous owner and new owner have submitted the paperwork to transfer these licenses from The Goat, LLC to The Goat Bar & Grill, LLC. A motion was made by Matson, second by Kuehl to approve the transfer of the two liquor licenses from The Goat, LLC to The Goat Bar & Grill, LLC – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR Chief Matt Horn was present to give a department update to the council. There was a total of 32 calls in Apr with 13 in city limits. An update was given on the various trainings held during the month of May. Horn provided a recap of the recent storm. He felt the Dept handled the events of that day very well and the recent emergency training staff had was very helpful as some of those procedures were implemented. It was noted that neither City staff nor the Fire Department monitor the sirens in Hartford. Rather, Minnehaha County Emergency Management Services or the National Weather Service are the ones who decide if the sirens are activated.
- **Chamber & Economic Development Report:** Amy Farr was not present. Her report was provided. Chamber activities: the next mixer will be co-sponsored by Black Hills Federal Credit Union & WrapAbility on May 24th; the spring newsletter was mailed last week; the next direct mailer will be sent June 1st; format for the new website has been chosen; planning for upcoming events including the Dunk Tank during Jamboree Days, the Hartford Block Party in July, and the annual golf tournament in Aug; Farr and Chamber Board President Glanzer attended

MACE conference last week. HADF activities: continues to meet with landowners/developer and responding to RFI's; purchased a database to assist with Envision 2025 and future campaigns; groundbreaking for Midco has been rescheduled to 4pm June 7th; held first meeting with community leaders to review the Community Development Plan.; attended the SMGA Minnehaha Bus Tour; continues to work on the new community guide.

- **Engineer Report:** David Doxtad reported the following:
 - Reviewed site plans for the Maple Pass Apartments and provided comments to developer.
 - Reviewed construction documents for Maple Ave and addressed comments from SD DOT.
 - Vance Peterson has a contractor in place to fix the drainage issue. Work is scheduled to May 18th.
 - Turtle Creek Highland has installed the final lift of asphalt along Tortuga Ave.
 - Engineers continue to work with the contractor to get a preconstruction meeting scheduled on the 6th St/Mundt Ave project. Once a tentative project schedule is given, this information will be provided to affected property owners.
 - The contracts from Maguire Iron, Inc. on the water town painting project are being reviewed. Once we have their schedule, a preconstruction meeting will be held.
 - At the WWTF site, ISG's survey crew has completed the topographic survey and is in the process of compiling the data along with reviewing current water & wastewater flow data. ISG is in the process of receiving proposals for additional geotechnical services, which will then be submitted to staff for review.
 - A preliminary layout of the bike trail has been completed. Due to the proximity of the trail to Turtle Creek, discussions are being held with adjacent property owners regarding obtaining easements for the trail.
 - ISG is having discussions with FEMA on the storm shelter building to confirm capacity and building specifications. With the increase in costs since applying for the grant, engineers are also getting information on the possibility of adjusting the grant amount due to these increases.
 - Engineers are starting the design of the Hwy 38 Water Extension Project. They are having discussions with the SD DOT to determine the best route for the watermain along Hwy 38.
 - A proposal in the amount of \$103,000 for the Western Ave Expansion Project was presented at the last May 3rd meeting. As presented, this project will widen Western Ave adding a center turning lane from Diamond Trl to Mickelson Rd and would be done in conjunction with the SD DOT I90 Interstate Exit 387 project that is scheduled for 2025. At the last meeting it was decided to table this proposal until staff is able to determine if it is possible to expand the project to Hwy 38. Since Western Ave north of Menth St is owned by Minnehaha County, a meeting was held with the County Highway Dept. Although the County agrees that this is a busy road and the suggested changes would be an improvement, they just do not have the funding for this project at this time. A motion was made by Kuehl, second by Matson to approve the proposal for the Western Avenue Expansion Project as presented – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner was not present. His report was provided.
 - Streets – In preparation for the mag water application, which has been scheduled for May 25th, gravel will be placed in a few places. The sweeper has been this week. Wagner & Sidel attended a meeting at the DOT on the future I90 exchange project. Signs have been ordered for areas around the elevator. 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 reporting is done until July.
 - Sewer – Staff will be making repairs to a leak on pump #3. Flow samples continue to be taken for informational purposes for the design of the new WWTF. All reporting is done until late June. Lagoon samples look good and permission to discharge was given.
 - Western Ave Sewer Extension – Work continues on the temporary road with work on Oaks Ave to follow.
 - Park – Staff continues to work on cleanup and mowing in the parks.
 - Pool – The pool opened for the season on May 18th.
 - Bike Trail – Staff is meeting with property owners along the trail about the proposed route of the trail.
 - Sports Complex – Staff continues work on the new dugouts. Soccer goals are laid out and the majority of them are painted.
 - Weather Siren – The new siren is working great. The siren by the water tower is working but not rotating. Wagner will schedule service to have this looked at.
 - Training – Wagner & O'Kane are in Rapid City for training and their Class 3 exams.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included cash balances, sales tax revenue and committee fund balances as of Apr 30th, a recap of bills submitted for payment, and the May/June calendar of events. The auditors were in the office May 5th. Everything went well and the audit report will be provided by them in the coming months.
- **City Administrator Report:** City Administrator Sidel's report was provided. ISG has scheduled a meeting on May 31st to continue discussions with neighboring communities about regionalization of the WWTF. Sidel provide a recap on current city projects. The materials for the dog park are being ordered. Midco has begun their fiber project within the city. They have provided a website for information on this project – midco.com/Hartford. The

City continues to accept applications for lifeguards. For the summer park/rec program, the program director has been hired. To have the program, a coordinator and two assists are still needed. It is the consensus of the Council that May 27th be the cut off date for Sidel to make the decision, based on applicants received, if the City will hold the program or not. Sidel & Wagner attended a meeting at the DOT to review the preliminary plans for the Exit 387 bridge project. The bid letting will be in 2024 with construction in 2025.

NEW BUSINESS:

- **Review/Approve County Plat – Tract 3B of Christensen’s Addition:** This plat, which is outside of city limits, is coming before the Council for approval as a result of our joint platting jurisdiction with Minnehaha County. This plat, which is located in our growth area, is subject to the approval of both Planning & Zoning Board and City Council before it can be submitted to Minnehaha County for approval. The Planning & Zoning Board, along with City Engineers, have reviewed the plat and recommend approval by the Council. The City’s regulations require that a pre-annexation agreement be signed, which has been done. A motion was made by Matson, second by O’Hara to approve the plat for Tract 3B of Christensen’s Addition – all voted yes, motion carried.
- **Review/Approve Pay Application #3 to Siteworks, Inc:** Siteworks, Inc. has submitted pay app #3 in the amount of \$37,670.54 for work completed to date on the Western Ave Sewer Project. A motion was made by Kuehl, second by O’Hara to approve pay app #3 to Siteworks, Inc. in the amount of \$37,670.54 – all voted yes, motion carried.
- **Amend Contract for Industrial Sewer Extension Project:** In 2019, Stockwell Engineers entered into an agreement with the city in the amount of \$121,700 to survey, design, plan and provide construction administration to extend the sanitary sewer starting just north of Hwy 38 on Oaks Ave to the northern city limits by Central States. An amendment in the amount of \$31,940 was done as the city decided to add water services along 12th St from Oaks Ave east to Knapp’s Landing development. Due to unforeseen circumstances, this project did not move forward until this year. Stockwell has contacted the City indicating that they are going over the contract amount for construction administration and presented an amendment to add \$48,600 to finish the project. A meeting was held with City staff, Mayor Jones, and Stockwell to review the reasons for the amendment. Further discussion was held, and options were presented. ISG has indicated that they can take over and finish the project if need be. There would be additional time and costs involved to get everything switched over to them. A motion was made by Matson, second by Kuehl to approve Sidel to negotiate with Stockwell on contract amendment up to half of the requested amount and if negotiations fail, contact ISG to finish the project – all voted yes, motion carried.
- **Review/Approve Committee Recommendation for 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. Those proposals have been reviewed by a committee made up of representatives from the City, HACC, & HADF. It is the recommendation of this committee that the City move forward with HenkinSchultz. Hartford resident Benjamin Parker was present to address the council. A motion was made by O’Hara, seconded by Kuehl to approve the marketing proposal from HenkinSchultz – all voted yes, motion carried.
- **Mayoral Appointments to the Park & Recreation Board:** The Park & Rec Board was established earlier this year. There are two non-voting members, one council and one city staff, that still need to be appointed. Mayor Jones recommends the appointment of Chris Woslager to fill the council position and Craig Wagner to fill the staff position. A motion was made by Kuehl, second by O’Hara to approve the appointments of Chris Woslager and Craig Wanger to the Park & Recreation Board – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by O’Hara, second by Woslager to adjourn at 8:42pm – 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