

Hartford City Council Meeting – Regular Meeting May 21, 2024

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Shaun Boen, Ryan Horn, Travis Kuehl, Jake Jass, and Lisa Berens. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Economic Development Director Amy Farr, Chamber Director Wynne Hindt, City Attorney Tom Frieberg, City Engineer Michael Redenbaugh, and 3 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 Matson, second by Horn to approve the meeting minutes from May 7, 2024 - all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Horn to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Resolution 2024-7 Application for Community Access Grant:** The City is planning to make improvements to Western Ave in 2025 in conjunction with the State’s I-90 bridge project. One source of funding has been identified as the SD DOT Community Access Grant. This is an 80/20 grant up to 600k. Resolution 2024-7 states our intention to apply for this grant and authorize the Mayor to act in connection with the application and to provide any additional information as required. A motion was made by Jass, second by Berens to approve Resolution 2024-7 Application for Community Access Grant – 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 16 calls, of which 7 were within city limits. An update on the various trainings held during the month was also provided. The department participated in a county wide joint training on May 7th. This training involved all county fire departments, the Sheriff’s Office, EMS, Metro Communications, and other mutual aid partners.
- **Economic Development Report:** EDD Amy Farr provided her report. Farr has received a draft of the new community guide and is now in the process of proofing it. Farr attended the SMGA Monday EDO Roundtable event on May 13th. Farr assisted SMGA with Hartford’s portion of their bus tour. Many positive comments were received. HADF will be taking bids for the grading of the North Oaks Industrial Park. Farr continues to meet with landowners and parties interested in the North Oaks Industrial Park.
- **Chamber Director Report:** Chamber Director Wynne Hindt provided her report. The events committee continues planning the Hartford Block Party to be held in July and the Golf Classic to be held in August. The next membership mixer is May 23rd at Ace Hardware, hosted by Ace and Nurture Family Chiropractic. The Chamber will be participating in the May 30th downtown market. Changes are planned for the Discover Hartford app to make it more user friendly. Creating a new member packet that introduces the Chamber and its benefits to new members. Also creating a renewal packet for existing members and a formal invite, with brochure and flyer, to be sent to prospective business members. All these are part of the “White Glove” treatment to continue showing members the investment they are making in the Hartford community.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Engineers presented the revised design standards and subdivision regulations to the Planning & Zoning board. Based on comments from the board, updates were made and presented to the Planning & Zoning board for review at their upcoming May 28th meeting.
 - Engineers revised and provided the sidewalk map, lighting map, and sidewalk improvement cost estimate.
 - DNAR continues their review of the plans for the Hwy 38 Water Main Extension. Due to staffing changes at DNAR, there has been a delay. Once final approval is received, the plans will be presented to the Council to be approved for bidding. Tentatively, the bid date is set for July 25th.
 - At the WRRF site, work on the precast walls for the operations building is expected to start early June. Installation of the gravity main west of Mickelson Rd will resume in July. This work will require the closure of Mickelson Rd. A 3-week notice will be provided so notice can be given, and signage placed.
 - Engineers have provided SECOG with the Western Ave improvement project information and costs for use when completing the application for the Community Access Grant.

- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Staff continues to work on gravel roads and sweep streets as time allows. Highway Improvements will be applying mastic on Western Ave next week. If there is product left, they will do some at the Diamond Trail/Ruud Lane intersection as well. Mosquito spraying has started and larvicide briquettes have been applied. Staff will continue to monitor and spray as needed. All boulevard and park trees, except two, have been planted. The two remaining will be planted this fall.
 - Water – The 1st quarter report has been submitted. Next reporting is due July 10th.
 - Sewer – A pump at the main lift station is down. Staff is getting a quote on the repairs. The April DMR reports are completed and have been sent. Lagoon samples were taken. Staff awaits results. O’Kane & Wagner will be in an advanced wastewater class Tues through Thurs next week.
 - Pool – The pool is ready for the season.
 - Sports Complex – Work has started on the installation of the new batting cage. The school is giving the City the playground equipment that is at the elementary school as they are getting new. Staff will start the process of taking it apart and moving it to Swenson Park. Plans are to start the water/sewer lines for the new restroom/concession building next week.
 - Public Buildings – The shade structure at the library was installed last week.
 - Surplus Items – The Dodge pickup and John Deere tractor that were declared surplus property by the Council on Apr 2 and listed on Purple Wave auction have sold. The truck sold for \$2,200 and the tractor for \$3,000.
- **Finance Officer Report:** City Finance Officer Wilber 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. The auditors have completed the 2023 Annual Report. A copy of the report was provided to the Council for their review. A motion was made by Mason, second by Kuehl to approve the 2023 Annual Report as presented – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel continues to research different funding options for the Western Ave improvement project. She plans on having information compiled for the next meeting. Rice Lake will be hosting a tour of the WRRF project on June 18th at 5:30pm. Now that all contracts, bonds, and insurance have been secured from Alliance Construction, a preconstruction meeting for the 12th St/Oaks Ave project will be scheduled. All summer positions have been filled. A wastewater regionalization meeting with all parties is planned for next Wed. Minnehaha County has now hired an engineering firm to do a traffic study on Western Ave. The City’s 20% share of this cost will be \$12,500. The City and Township had a meeting and have come to an agreement on the road maintenance. The City Attorney will be putting together an agreement with the terms discussed. This will come before the Council at a later date. An updated CIP and lighting map has been placed in the online “Box” for Council review. There has been a leak in the roof at City Hall. Staff will have it looked at and get an estimate for the needed repairs. ROCS, the management company of the transit program, is looking into expanding hours in Hartford.

OLD BUSINESS:

- **Review/Approve Electrical Bid – Concession/Restroom Building at Swenson Park:** Two bids were received for the electrical portion of the work at the Swenson Park concession/restroom building. These bids were reviewed at the last meeting, and it was decided to hold off awarding the bid until staff could confirm with the low bidder that they were interpreting the scope of work for the alternate correctly. Since that time, it has been determined that the alternate bid from the low bidder will not service the City’s needs. In an effort to stay within budget, staff is recommending awarding the base bid only. A motion was made by Horn, second by Jass to award the electrical base bid only, with no alternate, to low bidder A1 Electrical, Plumbing, Heating & Air in the amount of \$12,650 – Kuehl abstained with all others voting yes, motion carried.
- **Review Sidewalk Map for Transportation Alternative Program:** The City is applying for a Transportation Alternative Grant. This is a grant that helps communities create safe pedestrian routes, with a focus on safe route to schools. ISG has put together a map showing where sidewalks and/or bike paths are needed and the cost estimate for each. The estimated cost for all proposed sidewalks, with the proposed portion of the bike path being completed with asphalt would be 880K vs the same scope except the bike path being completed with concrete would be 1.21M. The City’s portion would be 20% of the total cost. A motion was made by Kuehl, second by Jass to move forward with applying for the Transportation Alternative Program grant with the sidewalk/bike path plan as presented using the cost estimate which includes the bike path being completed with concrete – all voted yes, motion carried.

NEW BUSINESS:

- **Review/Approve Tax Abatement for Parcel #83034:** The owners of parcel #83034 have applied for an abatement of the March 2023 through Dec 2023 property taxes. The owners, who are tax exempt, purchased the property on Mar 6, 2023. Since this parcel is located in city limits, the tax abatement must be approved by the governing board. A motion was made by Matson, second by Berens to approve the tax abatement for Parcel #83034 – all voted yes, motion carried.

- **Review/Approve HAFR 2024 Budget Allocation of \$30,000:** HAFR is requesting the 2024 budget appropriation of \$30,000 for operating expenses. A motion was made by Jass, second by Matson to release the 2024 appropriation of \$30,000 for operating expenses to HAFR – all voted yes, motion carried.
- **Review/Approve County Plat for Tract 2 of Zacharias Addition:** The City has received a plat for Tract 2 of Zacharias 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 May 14th meeting and is recommending approval to the Council. A motion was made by Kuehl, second by Berens to approve the plat for Tract 2 of Zacharias Addition – all voted yes, motion carried.
- **Review/Approve Preliminary Plan for Windsor Addition:** The Windsor Group has provided preliminary subdivision plans for their proposed development located on the NE corner of Hwy 38 and the Colton Rd. The plans have been reviewed by both City Engineers and the Planning & Zoning Board and both are recommending approval to the City Council. A motion was made by Kuehl, second by Matson to approve the preliminary plan for the Windsor Addition – all voted yes, motion carried.
- **Discuss Draft Ordinance for Sidewalk Maintenance:** In an effort to continue with the Mayor’s Sidewalk Initiative, which promotes placing additional sidewalks or making repairing to existing sidewalks to improve safety in our community, an ordinance which regulates the maintenance of existing sidewalks has been drafted. Currently, the City inspects sidewalks for defects. Any finding are communicated to the property owner, and it is up to them if they want to make any needed repairs. As drafted, this ordinance would mandate the repair of any sidewalks that present a safety hazard to the public. The Mayor asked the Council to take some time and review the draft. If implemented, procedures would need to be established on the notification process, timeline allowed for repairs, etc. Staff will continue to gather more information on how other communities run their sidewalk programs. Further discussion will be held at a future meeting.
- **Review Section 1.0205 of Municipal Ordinance 430 – Compensation of Governing Board:** Compensation for the Mayor and Council was last updated in May 2017. Information was provided on what other area municipalities of comparable size pay their mayors and council members. Currently the city pays an annual salary along with a per meeting stipend for both regular meetings and special meetings. Discussion was held on having pay based on just an annual salary amount vs. a salary plus a per meeting stipend. No action was taken at this time.

CORRESPONDENCE: Brad Kramer, President of Hartford Area Softball, provided a letter updating the Council on the youth softball programs for this summer. The organization appreciates the support of the City and the improvements made at all field locations.

EXECUTIVE SESSION: A motion was made by Boen, second by Horn to enter executive session pursuant to SDCL 1-25-2(1) for personnel, SDCL 1-25-2(3) for legal, and SDCL 9-34-19 for economic development at 8:07pm – 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 Matson, second by Jass to exit executive session at 9:03pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Horn, second by Matson 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