

Hartford City Council Meeting – Regular Meeting June 18, 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, Lisa Berens, and Jake Jass. 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 Engineer Michael Redenbaugh, and 7 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Horn, second by Matson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jass, second by Horn to approve the meeting minutes from June 4, 2024 - all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Matson, second by Berens to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – E 6th St Block Party:** Jenny Stangeland has applied for a special event permit to hold a block party for the E 6th St neighborhood on July 5, 2024, from 1:00pm to 11:59pm. They are requesting the closure of E 6th St from 205 E 6th St to 303 E 6th St. A motion was made by Matson, second by Jass, to approve the special event permit for the E 6th St Block Party as applied for – all voted yes, motion carried.
- **Special Event Permit – Ahlquist Auction:** Colleen Ahlquist has applied for a special event permit to hold an auction on E 5th St south of her house. She is requesting the closure of E 5th St from the corner of 5th St/Mundt Ave west to the alley. The closure is requested from 7am until the auction concludes, which is estimated to be around 4 or 5pm. A motion was made by Horn, second by Boen, to approve the special event permit for the Ahlquist Auction as applied for – all voted yes, motion carried.
- **Special Event Permit – Reliabank Dakota Back to School Bash:** Kyle Lamfers, on behalf of Reliabank Dakota, was present. Reliabank has applied for a special event permit to hold a Back to School Bash in the city park on August 6, 2024, from 5pm to 7pm. This will be a free event with food, prizes, inflatables, dunk tank, music, etc. A motion was made by Horn, second by Matson, to approve the special event permit for the Reliabank Back to School Bash as applied for – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR's monthly report was provided. For the month of May there was a total of 35 calls, of which 13 were within city limits. An update on the various trainings held during the month was also provided.
- **Economic Development Report:** EDD Amy Farr provided her report. Farr recently participated in and passed a grant writing course. Due to inclement weather, the groundbreaking for the N Oaks Industrial Park was cancelled. Invites will be sent once the new date has been set. Farr attended the Downtown Rotary, along with Sidel and Councilmember Kuehl. Mayor Jones, along with Mayors Wenck and Oseby, talked about wastewater regionalization. Farr participated in the SMGA Golf Tournament. Returning HADF intern Jordan Christensen started this past week. The Budget Committee is working on the 2025 budget. The Construction Committee continues to work on the development of the N Oaks Industrial Park. Farr has received inquiries about land for sale in the Hartford area.
- **Chamber Director Report:** Chamber Director Wynne Hindt provided her report. Hindt will be reaching out to the membership in July to see if anyone is interested in being on the Ambassador Committee. The Ambassador Committee's next meeting is Aug 6th, where policies, procedures, and expectations of the committee members will be reviewed. The Events Committee continues planning the Hartford Block Party to be held in July and the Golf Classic to be held in August. Registration is open for sponsorships for both events. The Events Committee's next meeting will be June 20th, where budget, events for 2025, and marketing will be the topics for discussion. Hindt continues to work on the Discover Hartford app. Hindt has met with a facilitator to help with strategic planning. Video messages have been incorporated into the weekly Chamber Connection. The digital newsletter will be available next week. Hindt will be meeting with Midco to discuss a digital marketing plan to promote members and events.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Engineers continue to work with Staff on the revised design standards and subdivision regulations based on comments for the Planning & Zoning board.
 - Review of plats and construction plans have been done as needed.
 - Engineers are working through the comments received from DNAR's review of the plans for the Hwy 38 Water Main Extension project. A July bid date is expected.

- At the WRRF site, work on the precast walls for the operations building has started and is about 40% complete. Construction continues on the interior walls of the Aeromod structure. Work on the gravity main west of Mickelson Rd will resume in July. The project remains on schedule.
- The DOT has completed their review of the construction documents for the Western Ave improvement project. Final documents have been submitted to the State. The bid letting for this project will be this fall in conjunction with the State's bridge project.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Staff continues to work on gravel roads and sweep streets as time allows. Mag water will be applied in the coming weeks. The slurry seal project is scheduled for mid-July but with all the rain we've been getting, it may be Aug. Staff continues to spray mosquitoes as needed. The ash trees will be treated in the next couple weeks.
 - Water – The 2nd quarter report has been submitted. Next reporting is due Oct 10th.
 - Sewer – The pump at the main lift station has been repaired. The May DMR reports are completed and have been sent. The next report is due July 28th. The lagoons are being discharged at this time.
 - Parks – Wagner has started to work on the layout of the new pickleball courts.
 - Bike Trail – The trail along Colton Rd has been sealed.
 - Sports Complex – The new batting cage is up and ready for use. Work as started on the new restroom/concession building.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of May 31st, a recap of bills submitted for payment, and the June/July calendar of events. First Interstate Bank has agreed to extend the interest rate of 4% on the indexed money market account until the end of the year.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel is working with Tom Grimmold on the sales tax bond for the Western Ave Improvement project. There will be a resolution presented for this at a future meeting. She also has been working on the REED application for this project as well. The tour of the WRRF site has been postponed to July 16th @ 5:30pm due to the weather. Sidel and Mayor Jones attended a wastewater regionalization meeting on June 14th. The group continues to move forward with creating a work plan for the EDA grant. A kickoff meeting for the Western Ave traffic study project that Minnehaha County is doing was held June 18th. This study is expected to be done by the end of the year. Sidel continues to attend Dakota Mainstem meetings as needed. SECOG is working with communities in the Metropolitan Planning Organization area to update the 2025/2028 Transportation Improvement Program. Sidel will be participating in this on behalf of Hartford. In preparation for the 2025 budget meeting, allocation requests from outside organization have been sent.

OLD BUSINESS: None

NEW BUSINESS:

- **Review/Approve Humboldt Ambulance Service 2024 Budget Allocation of \$23,625:** Tim Even, on behalf of Humboldt Ambulance, was present to request their 2024 budget appropriation of \$23,625. A motion was made by Jass, second by Kuehl to approve payment of the Humboldt Ambulance's 2024 budget appropriation in the amount of \$23,625 – all voted yes, motion carried
- **Review/Approve Preliminary Plan for North Community 2nd Addition:** The Hartford Area Development Foundation has provided preliminary subdivision plans for their proposed development located north of 12th St and south of Swenson Sports Complex. The plans have been reviewed and approved by City Engineers. The Planning & Zoning Board reviewed the plans at their June 11th meeting and is recommending approval to the City Council. A motion was made by Horn, second by Jass to approve the preliminary plan for the North Community 2nd Addition – all voted yes, motion carried.
- **Review/Approve Change Orders for 12th St/Oaks Ave Project:** Two change orders on the 12th St/Oaks Ave project were presented to the Council.
 - **Change Order #1:** The EDA grant that the City received for this project requires that signage with the EDA logo/verbiage be placed at the project site. Changer Order #1 for \$1,617 is for the cost of this signage. A motion was made by Horn, second by Matson to approve Change Order #1 in the amount of \$1,617 on the 12th St/Oaks Ave Project – all voted yes, motion carried.
 - **Changer Order #2:** This change order is for 6 different items. Item #1 involves valve body bolts in the water mains along 12th St & Oaks Ave. The original plan includes replacing these bolts in the water mains along 12th St. Since these were recently placed with another project, there is no need to replace them at this time. As for the bolts along Oaks Ave, the contractor will look at a couple to determine if these need replacement. This item will result in a deduct of at least \$628.75, and possibly more depending on the condition of the bolts on Oak Ave. Item #2 through #6 are for changes made at the request of the HADF - changes associated with service lines to their property, increasing a drainage pipe to allow for larger flow of water from their property, and adding a sewer service riser at one of their lots.

All costs associated with these items would be passed on to the HADF. A motion was made by Matson, second by Boen to approve Change Order #2 in the amount of \$11,251.17 on the 12th St/Oaks Ave Project – all voted yes, motion carried.

- **Review/Approve Road Maintenance Agreement with Hartford Township:** The City and Township have come to an agreement on the maintenance of roads that border the City and Township. An agreement drafted by the City Attorney was presented. This agreement spells out which roads each entity is responsible for. Maintenance includes blading/grading, gravel if needed, and snow removal. In addition, the City will continue dust control measures on those township roads which are currently being done. A motion was made by Kuehl, second by Horn to approve the Road Maintenance Agreement with Hartford Township – all voted yes, motion carried.
- **Discuss AV Upgrades to the Council Chambers:** During the 2024 budget process, funds were allocated to upgrade the AV system in the council chambers. Sidel has met with Mid States Audio and Video and their proposal was presented for discussion. The proposal includes an 86” commercial grade TV to be mounted to the wall, a new camera that could be upgraded to live stream if needed, and an audio mixer & speaker that would work with the current microphone system. It was the opinion of some that the equipment should include the ability to live stream, even if the City chooses not to live stream it at this time. At least the technology will be there when/if we choose to implement it. There was also discussion on the cost of a commercial grade TV and if that high of quality is needed, as well as the pros/cons of implementing a projector system. Sidel will do some further checking with Mid States on these items and provide more information at a future meeting.
- **Discuss Rescheduling Aug 6, 2024 Council Meeting:** The Chamber’s annual golf event is on Aug 6th, which is the same day as a council meeting. In an effort to allow the participation of council members and staff in the event, discussion was held on changing the meeting date to either Aug 5th or Aug 7th. A motion was made by Horn, second by Berens to change the Aug 6th council meeting to Aug 7th – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Kuehl, 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 8:06pm – 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 Horn, second by Boen to exit executive session at 9:11pm – all voted yes, motion carried.

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