

Hartford City Council Meeting – Regular Meeting June 20, 2023

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 Shaun Boen. Mark Brennehan and Jake Jass 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 & Justin Heim and 6 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Matson, 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 Boen to approve the regular meeting minutes from June 6, 2023 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Woslager, second by Kuehl 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 2, 2023, from 9am to 9pm. They are requesting the closure of E 6th St from 205 E 6th St to 303 E 6th St. A motion was made by Kuehl, second by Matson, to approve the special event permit for the E 6th St Block Party as applied for – all voted yes, motion carried.
- **2nd Reading of Ordinance #743 Amend Municipal Ordinance Section 7.0403 – Ticketing & Towing:** Currently, the City’s ordinance allows law enforcement to ticket and tow any vehicle or equipment that is illegally parked or causes a hazard. As written, the ordinance states that the vehicle will be stored in a place designated by the council and shall be returned to the owner upon payment. Currently, the sheriff’s department works directly with the towing companies, not involving the council. Ordinance #743 will update the verbiage to clarify this along with adding that all charges for towing and storing the vehicle, along with any fines and penalties must be paid before the vehicle is released. A motion was made by Kuehl, second by Boen to approve 2nd Reading of Ordinance #743 amending Section 7.0103 Ticketing & Towing – all voted yes, motion carried.
- **Resolution 2023-12 SRF Funding Application:** To date, the City has secured just over 9.5M in grant funds and just over 7M in an SRF loan for the WWTF project. Due to project cost estimates coming in higher than projected, the City needs to secure additional funding. At the May 16th council meeting, the Council made a motion to move forward with applying for another SRF loan. Part of the application process is to pass a resolution that authorizes the application for the SRF loan and states that the Mayor or Council President can sign the application. A motion was made by Matson, second by Boen to approve Resolution 2023-12 authorizing application for SRF Funding for the WWTF Project – all voted yes, motion carried.
- **Resolution 2023-13 EDA Funding Application:** The State has some funding available for areas impacted by the May 2022 derecho, which includes the City of Hartford. The funding is intended to assist with the economic development of these areas. The HADF owns the parcel of land south of the Sports Complex. To market this land effectively, N Oaks Ave and 12th St would need to be placed along with the extension of water/sewer services. This type of project would qualify for this funding, which would pay 80% of the project costs with the City paying 20%. The project is estimated at just over 2M, making the City’s share just over 400k. Part of the application process is to pass a resolution that authorizes the application for this funding and states that the Mayor can sign any required forms. A motion was made by Woslager, second by Kuehl to approve Resolution 2023-13 authorizing application for EDA Funding for the N Oaks Ave/12th St Project – 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 25 calls with 7 in city limits. An update was given on the various trainings held during the month of Apr.
- **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. The new Community Guide went out this week. Farr continues efforts with economic development. Dakota Business Finance was the guest speaker at the June 14th HADF meeting. Work has started on a new housing study. The first meeting was on June 16th.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Engineers are in the process of testing the asphalt on newly placed Maple Ave.
 - The contractor has just a few punch list items left to address on the 6th St/Mundt Ave project. The contractor will be reseeding areas along the project this fall. That seeding window opens mid-August.

- Engineers continue to wait for approval from FEMA on the bike trail. The design of the retaining walls will start once the report on the soil borings collected is received. The completion deadline for the project is Dec 31, 2023.
- Engineers continue to work on construction plans for the Western Ave Improvement Project, which is being done in conjunction with the SD DOT's bridge replacement project at Exit 387. Engineers have met with the State's engineer, HRGreen, to ensure the City and State designs are coordinated. Concept designs were presented to the Council.
- The water tower painting project is now complete. Final pay app #3 in the amount of \$25,620 was presented for payment. A motion was made by Kuehl, second by Boen to approve pay app #3 to Maguire Iron, Inc. in the amount of \$25,620 – all voted yes, motion carried.
- Designs for the WRRF is now complete. Engineers provide an updated cost estimate to the Council, which has increased roughly 2.3M since the last cost estimate provided in early April. CMAR Wade Leonard and Engineer Justin Heim were present to address any questions for the Council. Leonard is confident by making some changes in the equipment sections, among other things, that the cost could be lowered by 1M to a total of roughly 22.5M. Leonard reiterated that making these changes would not lessen the quality or functionality of the plant. Heim informed the Council that the State may have additional grant funds available that the City may be eligible to apply for to help offset the higher costs. More information on this will be available this fall. Next steps, if the cost of 22.5M is agreed up, would be for Rice Lake to advertise for bids on the project and to also present a contract for the project to the City for review/approval. A motion was made by Matson, second by Boen to approve the guaranteed maximum price of 22.5M on the WWTF project – all voted yes, motion carried. A motion was made by Boen, second by Matson to approve the City of Hartford entering into a contract with Rice Lake Construction Group for the WWTF project – all voted yes, motion carried. A contract will be present for approval at the next meeting.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Mag water was applied to the gravel roads today. The traffic counter is currently out on Hwy 38. The County has milled Western Ave north of Hwy 38. They will start paving next week. The project is expected to take two weeks. Slurry seal is scheduled for the first week in August. Sioux Valley Energy has set the pole for the new billboard welcome sign at I-90 and Hwy 38. Fastsigns is planning to install the billboard next week.
 - Water – Next reporting due July 10th.
 - Sewer – Next reporting due June 28th.
 - Parks – The concrete at the tennis court has been removed. The area will be left gravel until future plans are decided. The new slide for the playground has been installed.
 - Sports Complex: Some of the materials for the new maintenance building are in. Due to the size of the building, Wagner will have to go before the Planning & Zoning Board to obtain a conditional use permit. This will delay staff starting on the building for a few weeks.
 - Public Buildings – Except for the HVAC, all renovations at the Gage House are now complete.
 - Jamboree Days – Everything went well with Jamboree Days this past weekend.
- **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 May 31st, a recap of bills submitted for payment, and the June/July calendar of events. The Auditors completed their onsite work on June 13th. They will finish up the rest from their office.
- **City Administrator Report:** City Administrator Sidel provided her report. Staff will be meeting with Engineers to review the City's current CIP. Sidel continues to work on the off-street parking regulations as it pertains to parking on non-hard surfaces. She will be getting input from the Planning & Zoning Board at their next meeting on June 27th. Work continues on the new website with plans to go live in the coming weeks. Sidel and CEED Farr have been working on two different grant applications in an attempt to get funding for N Oaks Ave and the 12th Street projects. Sidel, along with the City's engineer, attended a meeting with SCS and a landowner along the proposed pipeline route. A reminder was given about the next meeting date changing from Tues July 4th to Wed July 5th. Sidel continues to gather information for the 2024 budget meeting in Aug.

NEW BUSINESS:

- **Review/Approve DHI's Temporary Bump Out Proposal:** After the development of a Walking Action Plan of the downtown area that identified the intersection of 1st St/Main Ave as a problem area, DHI member Callie Tuschen came before the Council in Feb and presented the idea of implementing temporary bump outs and crosswalks at this intersection. The Council made a motion to approve moving forward with developing a plan for this. Tuschen was present at the meeting to present her plan. As presented, there would be a sun ray design bump out painted in white & yellow at each corner. A ladder style crosswalk in blue & white would connect the bump outs. Two delineator poles would be set at each bump out where the crosswalk meets it. DHI has received a \$550 grant from AARP. Tuschen is hoping to obtain sponsors/donations as well. If allowed to move forward with the project, Tuschen is asking to release up to 1k of DHI's City funds if project costs exceeds the grant & donated funds. Discussion was held on the paint color that can be used in a crosswalk area. Wanger does not think blue is

allowed. Engineer Heim will check on this. A motion was made by Matson, second by Woslager to approve the plan presented and release up to 1k of DHI's City funds pending clarification of paint colors. Further discussion was held on how this project would be communicated to the public. Tuschen plans to talk to downtown business in the immediate area that will be impacted by the project, along with conducting a survey both before and after the installation. Other items discussed included signage, thru social media, and placing project details on the City's website and in the monthly newsletter. Kuehl called the vote. All voted yes, motion carried.

ADJOURNMENT: A motion was made by Kuehl, second by Matson to adjourn at 8:15pm – 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