

Hartford City Council Meeting – Regular Meeting June 4, 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, City Engineer Justin Heim, and sixteen people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Horn, second by Boen to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jass, second by Matson to approve the meeting minutes from May 21, 2024 - all voted yes, motion carried.

PUBLIC COMMENTS: Hartford resident Kenny Warne was present to donate an AED (automated external defibrillator) machine to the City to be placed at the swimming pool. Mayor Arden Jones and Pool Manager Amy Sebert accepted the donation on behalf of the City. A huge “thank you” to Mr. Warne!

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – Buffalo Ridge Brewing Mustang Cruise In:** Chris Tuschen with Buffalo Ridge Brewing was present. Tuschen has applied for a special event permit to hold a Cruise-In Night on behalf of Sioux Falls Mustang Club. The event would be July 11, 2024, from 4pm to 10pm. They are requesting the closures of 1st St from Main Ave east to the alley and to allow the use of alcoholic beverages in this area and on surrounding sidewalks. The owners of the lots to the south of the brewery have given permission for their property to be utilized during the event. A motion was made by Matson, second by Boen to approve the special event permit for Buffalo Ridge Brewing as presented – all voted yes, motion carried.
- **Special Event Permit – Hartford Area Chamber of Commerce Block Party:** Wynne Hindt, on behalf of Hartford Area Chamber of Commerce, has submitted a special event application to hold Hartford Block Party event on July 17, 2024, from 5pm to 9pm. They are requesting the closures of Main Ave from 2nd St to Menth Ave and both 1st and 2nd St from the alley to the west of Main Ave to the alley to the east of Main Ave and to allow the use of alcoholic beverages in this area. A motion was made by Kuehl, second by Boen to approve the special event permit for Hartford Area Chamber of Commerce Block Party as applied for – all voted yes, motion carried.
- **Special Event Permit – South Main Ave Block Party:** Jennifer Bosch has applied for a special event permit to hold a block party for the South Main Ave neighborhood on Aug 3, 2024, from 7am to 10pm. John Bosch was present. They are requesting the closure of Main Ave from 403 S Main Ave to 508 S Main Ave during the event. A motion was made by Jass, second by Matson to approve the special event permit for the South Main Ave Block Party as applied for – all voted yes, motion carried.
- **Special Event Permit – Hartford Area Fire & Rescue Public Safety Day:** Chenaë Billie, on behalf of the HAFR, has applied for a special event permit to hold a Public Safety Day on Aug 24, 2024, from 9am to 2pm. They are requesting the closure of South St from Western Ave to Kingsbury Ave to accommodate various activities & demonstrations. Billie also requested to change the hours from 9am to 2pm as submitted to 8:30am to 2:30pm. A motion was made by Matson, second by Horn to approve the special event application for the HAFR Public Safety Day event on Aug 24, 2024 with the modified hours of 8:30am to 2:30pm – all voted yes, motion carried.
- **Review/Approve Cannabis Cultivation Application - Grass Roots Gardens:** Kyle Kneip and Travis Haaland with Grass Roots Gardens were present. They have submitted all the required paperwork and fee to apply for a cannabis cultivation license. Their business, Grass Roots Gardens, would be located at 208 W South St in Unit 165 & 167. They noted that another party is leasing Unit 166. They have been in contact with him, and he has no issues with their plans. It was noted that their application only references Unit 165, but their lease and their Articles of Organization with the State are correct, referencing both Unit 165 & 167. A motion was made by Jass, second by Matson to approve the cannabis cultivation license for Grass Roots Gardens with an amendment to the application to include both Units 165 & 167 at the leased location of 208 W South St – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was present to provide his report. For the month of May there were 225 calls for service, which is a decrease of 13 calls from the prior month.
- **Economic Development Report:** EDD Amy Farr provided her report. Farr has submitted a rough draft of the new community guide to New Century Press. A drone has been scheduled to take video/pictures of Hartford over the next couple weeks. Farr has been invited to be part of Bill Zortman's radio show to talk about Hartford. The bid for HADF's grading project for the N Oaks Industrial Park has been awarded to Alliance Construction. Farr

continues to work on setting up a development association for the N Oaks area. The HADF has received approval from MidAmerican Energy's intern program, and they have extended an internship offer. Farr extended a thank you to ISG for providing her a sponsorship to attend the MAEDC Conference in July. The HADF has created two committees – a Budget Committee and a Construction Committee for N Oaks project. There will be a groundbreaking for the N Oaks Industrial Park project on June 17th at 11:30am. The HADF has now listed the Western Ave parcel for sale and has had two inquiries on it.

- **Chamber Director Report:** Chamber Director Wynne Hindt was not present. Her report was provided. Members of the Ambassador Committee attended the May 30th downtown market, distributing HACC canvas bags. The events committee continues planning the Hartford Block Party to be held in July and the Golf Classic to be held in August. Registration for the Block Party sponsorships is now open. A survey link will be sent with the June 1st newsletter to get some feedback on Discover Hartford Week. Fifty formal invites were sent to business members in the community inviting them to join the Chamber.
- **Engineer Report:** Justin Heim reported the following:
 - The deadline for punchlist items on the 6th St/Mundt Ave project was May 31st. Some items remain so engineers will be following up with the contractor.
 - Final approval from FEMA has been received on the bike trail project between Main/Feyder Ave. Construction documents have been finalized and will be ready should the City decide to move forward with this project at a later date.
 - DNAR continues their review of the plans for the Hwy 38 Water Main Extension. Approval is expected by the end of June. 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 continues on the interior walls for the Aeromod structure and precast walls for the operations building are expected to start soon. Installation of the gravity main west of Mickelson Rd will resume in July. This work will require the closure of Mickelson Rd. A three week notice of this road closure will be provided.
 - **Review/Approve Pay Request #8 for WRRF:** Pay app #8 from Rice Lake Construction Group for work completed through May on the WRRF was presented. A motion was made by Kuehl, second by Boen to approve payment of pay app #8 in the amount of \$1,338,258 to Rice Lake Construction Group – all voted yes, motion carried.
 - The SD DOT has completed their review of the plans for Western Ave improvement project. Engineers are making updates as needed based on the DOT's comments. Once complete, a final set of plans will be provided to Council for review. A fall bid date, in conjunction with the DOT's bridge project, is planned.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Staff had the street sweeper out this week and will continue sweeping as needed. Work on gravel roads is ongoing. Highway Improvements has finished the repair work on Western Ave. Since there was more work than expected, no repairs were done at the Diamond Trial/Ruud Lane intersection. Wagner will allow for slurry seal on this portion once that work starts mid-July. Staff has started to monitor and spray mosquitos as needed. The state grant for mosquito control has been applied for.

Water – The 1st quarter report has been submitted. Next reporting is due July 10th.

Sewer – One of the pumps at the main lift station is down. The part has been ordered. Maintenance has also been done at the Sagehorn lift station. The April DMR report has been done. The next reports are due July 10th. Permission was given to discharge from the lagoons.

Park – Wagner is working on a new quote and layout for the pickleball area.

Bike Trails – Highway Improvements will be sealing the bike trail going north along the Colton Rd next week.

Sports Complex – The poles for the new batting cage are set. Once ag-lime is placed, the cables and nets will be hung and the cage will be finished. The playground equipment given to the City by the school has been removed from the school's property. Staff will work on re-installing it at the Sprots Complex this summer. Contractors plan to start construction of the new concession/restroom building in the next week or two.

Jamboree Days – Wagner, on behalf of the Jamboree Committee, is seeking permission to lock the committee's beer trailer in the shop overnight throughout the weekend. It was the consensus of the Council to allow this.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in May along with an overview of the city's general fund revenues and expenses through Apr. The June calendar of events was provided. With the interest rate exception on the indexed money market account expiring at the end of the month, Wilber has reached out to FIB to inquire if the rate will change or be renewed as is. She will update the Council once she hears back.
- **City Administrator Report:** City Administrator Sidel provided her report. The tour of the WRRF site has been scheduled for June 18th @ 5:30pm. A preconstruction meeting was held on May 30th on the 12th/Oaks project. Alliance plans to start the project in early June. A wastewater regionalization meeting was held May 22nd with all interested parties. The next meeting is scheduled for June 14th. The group continues to work through the EPA grant processes. Minnehaha County awarded JEO Consulting the contract for the Western Ave Traffic Study project. A kickoff meeting is scheduled for June 17th or 18th. Dakota Mainstem has awarded their RFP to HDR Engineering. They will be conducting studies that are required for any federal funding. The anticipated timeline

for the studies is 2 to 4 year. The City and Township had a meeting and have come to an agreement on the road maintenance. An agreement, put together by the City Attorney with the terms discussed, was sent to the Township for review. Sidel just got the agreement back from the Township today. It will be presented for Council review at the next meeting.

OLD BUSINESS:

- **Revisit DHI Bump Out Program:** Callie Tuschen, on behalf of DHI, was present to discuss the bump outs that were implemented last year at the corner of Main Ave & 1st St. This bump-out area was created in an effort to slow traffic down on Main Ave and to make that corner safer as there is limited site access due to vehicle parking in that area. As part of her plan, Tuschen completed a survey to get people’s input on the project. She presented the survey results to the Council. Several items were discussed in relation to this corner: installing stop signs, installing speed bumps, changing the parking, etc. ISG will look at the area and present some parking options and solutions at a future meeting. It was the consensus of the Council to have City staff implement the bump out area again this year.
- **Discuss Sidewalk Maintenance Options:** Over the past several months, discussions have been held on implementing regulations for the repair and/or replacement of sidewalks. A draft ordinance was presented at the May 21st meeting. To move forward, procedures on how to implement a sidewalk maintenance program needs to be established. Information was provided on how several other cities have handled their sidewalks. It was decided that a committee of three councilmembers, one from each ward, will be formed to come up with a plan to present to the full Council at a later date. Mayor Jones recommends the appointment of Councilmembers Horn, Boen, and Jass to this committee. A motion was made by Matson, second by Berens to approve the appointment of Horn, Boen, and Jass to the Sidewalk Ordinance Committee – all voted yes, motion carried.
- **Review Funding Scenarios - Western Ave Reconstruction Project:** At the May 7th meeting, information was provided on different funding options for the Western Ave reconstruction project that will be done in 2025 in conjunction with the State’s bridge project. Staff’s recommendation was Option #1: to apply for the community access grant that is available, using some reserves from the general, water, & sewer funds, and applying for a sales tax bond. Since this meeting, staff was also made aware that the REED Fund has a loan program that would be available. If approved, this program would allow for a loan up to 300k at 4% interest. A motion was made by Kuehl, second by Matson to approve funding option #1 and to apply for the REED loan – all voted yes, motion carried.

NEW BUSINESS: None

EXECUTIVE SESSION: A motion was made by Boen, second by Horn to enter executive session pursuant to SDCL 1-25-2(3) for legal and SDCL 9-34-19 for economic development at 8:20pm – 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 8:44pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Boen, second by Horn to adjourn at 8:45pm – 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