

City Council Meeting – Regular Meeting June 6, 2022

Mayor Arden Jones called the meeting to order at 7:05pm with the following city council members present: Cindy Matson, Mark Brenneman, Travis Kuehl, and Mark O'Hara. Chris Woslager arrived at 7:10pm. 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 David Doxtad & Michael Redenbaugh, and 5 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by O'Hara to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Kuehl to approve the meeting minutes from May 17, 2022 – all voted yes, motion carried.

RECOGNITION OF SERVICE: Mayor Jones recognized Mark Monahan, Jeremy Menning and LaVonne Randall for their years of service on Hartford's City Council. Each will be given a plaque. Jeremy Menning was present to accept his plaque and say a few words.

PUBLIC COMMENTS: Hartford resident Benjamin Parker was present to voice his concerns about activities at the pool. He indicated that there have been older kids playing football in the shallow end making it difficult for the younger ones to enjoy the pool. Sidel will address his concerns with the pool manager.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:10 Hearing – Malt Beverage & SD Farm Wine License Application for Doc Niks Flowers and Gifts:** Nikkie Steffensen is the owner of Doc Niks Flowers & Gifts, which was previously known as Backdoor Garden. Steffensen has applied for a malt beverage/SD farm wine license for this location. Rickie Kunzweiler, previous owner of Backdoor Garden, held this type of license when she owned the business as well. A motion was made by Matson, second by Woslager to approve the Malt Beverage and SD Wine license for Doc Niks Flowers and Gifts – all voted yes, motion carried.
- **Special Event Permit – The South Bar:** DeAnne Rechtenbaugh, on behalf of Justin Kjellsen of The South Bar, has submitted a special event application to hold a cornhole tournament from 12pm on June 18, 2022 to 2am on June 19, 2022. They are requesting the closures of Main Ave from 1st St to Menth St and to allow the use of alcoholic beverages in this area. The South Bar is planning to have live music within their parking lot during the event as well. Discussion was held on Hartford's noise ordinance, which states there shall be no unreasonably loud noise between the hours of 11pm and 6am. As submitted, the outdoor live music would be in violation of this ordinance. Discussion was also held on the HADF owned lot to the south. Most likely the event goes will spill over onto this lot. A motion was made by Kuehl, second by Matson to approve the special event permit for The South Bar cornhole tournament and outdoor live music with the condition that the music ceases outdoors at 12:30am on June 19, 2022 and that the South Bar executes a hold harmless agreement with the HADF for any activities that may occur on 109 S Main Ave. – all voted yes, motion carried.
- **1st Reading of Ordinance #733 Proposed Zoning Change to Lot & Yard Regulations:** Ordinance #733 would change the City's zoning regulations to allow for a building height exemption by obtaining a conditional use permit rather than a variance. Currently, the City's regulations include this verbiage for regional commercial, light industrial, and heavy industrial districts. This ordinance would add this verbiage to residential, manufactured housing, neighborhood commercial and community commercial districts, creating consistency across all districts. A motion was made by Kuehl, second by Brenneman to approve first reading of Ordinance #733 to update lot and yard regulations for residential, manufactured housing, neighborhood commercial and community commercial districts – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was present to provide his report for the month of May, which had 242 calls for service for the month. The Department had a booth at the June 2nd Downtown Market, which allowed for some great community engagement. Kardas is planning an Ice Cream in the Park event for kids in July.
- **Chamber & Economic Development Report:** Amy Farr was present to provide her report. Chamber activities: a ribbon cutting was held for Prairie Rehab on June 2nd; upcoming ribbon cuttings include Doc Nik's Flowers & Gifts on June 22nd and Sioux Valley Energy on June 23rd; the next mixer will be sponsored by Reliabank on June 28th; continues work on several direct mailers; work will start on the new website now that the format has been chosen; continues to plan for upcoming events including the dunk tank during Jamboree Days, the Hartford Block Party in July, and the annual golf tournament in Aug. HADF activities: continues to meet with landowners and developers; groundbreaking for Midco was held on June 7th; groundbreaking for Maple Pass will be held June 15th;

the next meeting with community leaders to review the Community Development Plan is July 12th; work continues on the new community guide.

- **Engineer Report:** David Doxtad reported the following:
 - Reviewed site plans for the Maple Ave and provided comments to developer.
 - Reviewed plats in Knapp's Landing and site plans for South Main and Cresswood Additions.
 - Due to weather, Vance Peterson had to reschedule contractor that is fixing the drainage issue. Engineers have reached out for an updated timeline.
 - Western Meadows has installed the final lift of asphalt along Opal Ln.
 - A preconstruction meeting will be held this week on the 6th St/Mundt Ave project. Once a tentative project schedule is given, this information will be updates on the project website and published for residents to view.
 - Engineers await a construction timeline from Maguire Iron, Inc. on the water tower painting project.
 - Geotek has been selected to do geotechnical test at the WWTF site. ISG's survey crew has completed the topographic survey and is now working on the alignment of the sewer trunkline. Recent meetings held with other communities on the concept of regionalization went well.
 - The layout of the new trail is complete. 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 has held discussions with FEMA on the storm shelter building. Since the application for the grant contained specific requirements for capacity/benefit, the City is locked into those figures. Any amendments to those would be subject to a change of scope packet, which required review from the State & FEMA. The City's options on how to proceed will be presented at a later date.
 - Engineers are starting the design of the Hwy 38 Water Extension Project, which is planned be done in two phases. After discussions with the SD DOT, it was concluded that they do not want the water main in the Hwy 38 ROW. Engineers will be adjusting the project accordingly by proceeding with Phase 2 first and following up with Phase 1 in the future. An exhibit was provided, laying out both phases.
 - Traffic counts are being planned along the route of the Western Ave Expansion Project. Finding will be incorporated into the traffic study.
 - Change Order #1 in the amount of \$39,210.40 for the 6th St/Mundt Ave project was presented. The project was designed with concrete curb fillet and concrete valley gutter at the intersections. However, the bid items did not break this out and only listed the bid item of concrete curb and gutter 2'-6" 6" thick. As a result of this, the contractor did not include the fillet and valley gutter in their bid. This change order will add fillet & valley gutter bid items and reduce the concrete curb and gutter bid item accordingly, resulting in a net change increase of \$39,210.40. Discussion what held on how this item was missed when the project was bid and if the increase is justified, which Engineers feel it is. A motion was made by Matson, second by O'Hare to approve Change Order #1 in the amount of \$39,210.40 on the 6th St/Mundt Ave project – all voted yes, motion carried.
 - As the City moves forward with the WWTF, decisions will have to be made on how the City will bid the project. Information was provided on the different construction delivery types and the advantages of each. Council asked to see more detailed information at a future meeting.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided.
 - Streets – Mag water is scheduled for later this week or next. Staff will place "No Thru Street" signage on roads around the elevator this week. The new lights for Hwy 38 are in and have been delivered to SVE for installation. The traffic counter and speed trailer are along Western Ave to gather information for ISG's traffic study. Crack sealing of the bike trail and streets will be done this week. Slurry sealing is at least two weeks out.
 - Water – All reporting is done until mid-July.
 - Sewer – Staff will be making repairs to a leak on pump #3. Flow samples continue to be taken for informational purposed for the design of the new WWTF. May DMR reports are being done. Discharging of pond #3 is complete. Water will be move around and new samples taken to see if we are able to do another discharge.
 - Western Ave Sewer Extension – Work has started on the last section of Oaks Ave. Last week there was an issue with getting a portion of the road north of the vet clinic to stabilize. Due to wet soil conditions, this area has to be excavated and new fill brought in. Wanger indicated that this would be an increase to the project of approx. \$8,500. Once sewer is installed in the last section of Oaks Ave, the road will be repaired and the project will wrap up, hopefully by the end of the month.
 - Park – The Girl Scouts installed ADA swings in the park this past Friday.
 - Dog Park – Staff will be picking up materials next week.
 - Bike Trail – Staff is having discussion with property owners adjacent to the trail about obtaining easements from them.
 - Sports Complex – Staff continues work on the new dugouts. Bases for the new fields have been set. American Fence continues to work on the fencing.
 - Weather Siren – All sirens are up and working great.
 - Training – Wagner & O'Kane were in Rapid City for their wastewater Class 3 exams last month. Unfortunately, they were unsuccessful. They will be taking them again as soon as possible.

- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the Council. Items included a summary of revenues received in May along with an overview of the city's cash balances, revenues and expenses through Apr. The June calendar of events was also provided. Information was provided on SDML Elected Officials Workshop to be held July 13th in Pierre. Anyone interested in attending will need to let Wilber know by the registration deadline of July 1st. Wilber will be out of the office June 8th–10th to attend Finance Officer's School in Huron.
- **City Administrator Report:** City Administrator Sidel's report was provided. A meeting was held on May 31st to continue discussions with neighboring communities about regionalization of the WWTF. ISG continues to work on plans for the new bike trail between Main Ave & Feyder Ave. As designed, one easement will be needed from an adjacent property owner. At their June 27th meeting, the Park & Rec Board will continue discussions on the storm shelter project. They are looking at 2 different options on how to proceed and will have a recommendation for to the Council when done. Contracts have been signed on the 6th St/Mundt Ave project and a preconstruction meeting is being planned. Contracts for the water tower painting project have been sent to Maguire Iron. Once received back, a preconstruction meeting will be scheduled. Initial planning and discussions on the Hwy 38 water main extension project have started. All summer help has been hired. The Summer Park Rec program will be held starting July 5th. The State has accepted Hartford TIF #1 for Maple Pass. A claim has been filed with the City's insurance for damage incurred to city property from the May 12th storm. Damages and the cost of cleanup has also been submitted to FEMA. The first rebranding meeting with HenkinSchultz is scheduled for June 9th. Sidel will be out of the office on June 7th to attend Human Resource School in Huron.

OLD BUSINESS:

- **Review/Approve Contract Amendment for Industrial Sewer Extension Project:** At the May 17th meeting, a contract amendment from Stockwell Engineers in the amount of \$48,600 on the Industrial Sewer Extension Project was presented. After discussion by the Council at that meeting, a motion was made to allow Sidel to negotiate an agreement with Stockwell Engineers up to half the requested amount. A new amendment has been submitted for the negotiation amount of \$24,300. A motion was made by Kuehl, second by Matson to approve the contract amendment from Stockwell Engineers in the amount of \$24,300 – all voted yes, motion carried.

NEW BUSINESS:

- **Review Eagle Scout Proposal:** Last fall Gavin Gerlach came before the Council to discuss his Eagle Scout project to make improvements to Century Park. The Council was in support of the project and asked Mr. Gerlach to finalize his plans and present them, along with cost estimates, at a future meeting. He is now presenting his proposal. His plans include erecting a picnic shelter, ADA sidewalk, pavers, and some landscaping at Century Park. He is estimated the project at \$7,472. Gerlach plans to reach out to some organization for donations. It was the consensus of the Council that this item go before the Park & Rec Board for consideration and possible funding. A motion was made by O'Hara, second by Woslager to sign the proposal as beneficiary to allow the project to keep moving forward – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by O'Hara, second by Brenneman to adjourn at 8:26pm – 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.

Karen Wilber, Finance Officer