

## **Hartford City Council Meeting – Regular Meeting July 5, 2023**

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Travis Kuehl, Jake Jass and Shaun Boen. Mark Brenneman and Chris Woslager were absent with notice. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner, City Engineer Michael Redenbaugh, and City Attorney Tom Frieberg. There were 10 people from the public in attendance as well.

### **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 Kuehl, second by Boen to approve the regular meeting minutes from June 20, 2023 – all voted yes, motion carried.

**PUBLIC COMMENTS:** None.

**VISITORS:** Clint Siemonsma with Gil Haugen Construction was present to request a partial street closure on E 1<sup>st</sup> Street. Gil Haugen Construction is working on the West Central School Expansion Project and needs a place to stage materials for approximately 2-4 weeks. They are asking the city to close part of E 1<sup>st</sup> Street between S Eastern Ave and the alley to the east so they can place project materials on the street. Materials are anticipated to arrive on July 17<sup>th</sup>. A motion was made by Jass, second by Kuehl to allow the street closure of E 1<sup>st</sup> Street as presented – all voted yes, motion carried.

### **ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:**

- **7:00 Public Hearing & Approval of Resolution 2023-14: Updated 2017-3037 Comprehensive Plan:** In order to allow zoning, state law requires that the city adopt a comprehensive plan and file it with the county. The plan acts as a guide for future growth and planning. The city adopted our most recent plan in 2017 and it encompasses the years 2017-2037. The city of Hartford reviews our comprehensive plan every 5 years to keep it updated for the ever-changing development. Sean Hegyi with SECOG has been working with the city's Planning & Zoning Board over the last several months to review and update all sections of our current comprehensive plan. Mr. Hegyi was present to review the various updates to the plan with the council. Updated items include census information and population projections, housing information, updated maps and expanded growth area, current and future land use, and our policies and goals. A public hearing was held by the P&Z Board on 6/27 and the Board voted to approve the updated plan. A motion was made by Kuehl, second by Boen to approve Resolution 2023-14 and adopt the updated 2017-2037 Comprehensive Plan - all voted yes, motion carried.
- **7:10 Public Hearing & 1<sup>st</sup> Reading of Ordinance #745 – Rezone Application submitted by CAM Companies LLC for Parcel #59074:** The city has received a rezone application from CAM Properties LLC. They are asking to rezone parcel #59074 (801 S Western Avenue). The owner of this property plans to develop it with a Mixed-Use Building that will be a mixture of commercial/retail space and residential apartments. The property is already zoned Community Commercial, which would allow for a mixed use building if all the residences were on or above the 2<sup>nd</sup> floor. The proposed layout of this mixed-use building would incorporate 1-2 residences on the main floor for ADA units. To have a mixed-use building with residences on the main floor the parcel needs to be rezoned to Regional Commercial and then a Conditional Use Permit would need to be acquired. This area is already a mixture of commercial use and residential use so a mixed-use building would be an appropriate use for the area. The P&Z board reviewed the rezone at their 6/27 meeting and recommends rezoning the property from Community Commercial to Regional Commercial to the city council. A motion was made by Matson, second by Jass to approve 1<sup>st</sup> Reading of Ordinance #745, which would rezone parcel #59074 (801 S Western Avenue) from Community Commercial to Regional Commercial – all voted yes, motion carried.
- **Special Event Permit – Hartford Area Fire & Rescue Public Safety Day:** The Hartford Area Fire and Rescue has applied for a special event permit to hold a Public Safety Day on Aug 26, 2023, from 10am to 1pm. Linda Hartman with HAFR was present to request the closure of South St from Western Ave to Kingsbury Ave to accommodate various activities & demonstrations that focus on safety and prevention. It was noted that parking will be along the residential side streets and within the Creekside Meats property. A motion was made by Kuehl, second by Boen to approve the special event application as presented – all voted yes, motion carried. Ms. Hartmann also had a request to refund the \$20 application fee since they are a non-profit organization – Councilman Jass offered to personally reimburse the department for this fee.

### **REPORTS:**

- **Sheriff's Department Report:** Deputy Kardas was present to provide his report for the month of June. There were 282 calls for service for the month. Kardas indicated that the department received 9 firework complaints and warnings were issued to all. Kardas also noted that there has been an increase in mainly juvenile activities within the Ruud Lane area – deputies have been frequently showing a presence in this area and they are working with the tenants and the property manager to address any issues.

- **Chamber & Economic Development Report:** CEDD Amy Farr was not present but provided a report for council review. Updates were given on HADF and Chamber activities, along with a list of upcoming events.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - ISG reviewed 2 plats submitted.
  - An update on the WRRF was provided. Design work has been completed, allowing the city's CMAR to move forward with bidding. We anticipate construction to begin this fall, with completion in the summer of 2025. The city council reviewed the proposed contract with Rice Lake Construction for CMAR services. Questions regarding engineering services for the project, liability and accountability, and Rice Lake work performance were discussed with ISG and the city attorney. After discussion and review of the CMAR contract, a motion was made by Jass, second by Matson to approve the CMAR Contract Agreement between the City of Hartford and Rice Lake Construction Group – all voted yes, motion carried.
  - ISG has received the Geotech report back on the soil borings for the proposed bike trail and can begin the design on the retaining walls needed. We are still waiting for approval from FEMA on the bike trail. The completion deadline for the project is Dec 31, 2023.
  - SRF loan funding for the Highway 38 water main extension project has been approved by DANR. The city received a 30-year loan at 3.25% interest in the amount of \$490,800. The loan will be paid with system revenues and not a surcharge.
  - 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. Currently they are coordinating with HR Green on drainage and vertical alignment.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 

Streets – Mag water is done. The tubes on the city's traffic counter were cut and we had a unit go down – we will order replacements. The county has completed the asphalt on Western Avenue. Slurry seal is scheduled for the first week in August. The new welcome billboard has been installed at the intersection of Hwy 38 & I90. Fastsigns has also started repairing the billboards by the interstate. Work is being done on the temporary bump outs at 1<sup>st</sup> & Main. Fastsigns also noted that the monument welcome signs plan to be in soon. The north and south signs are being placed in the same location. The east sign needs to be moved off the school property – staff have suggested placing along Hwy 38 east of town on the city land by the new lift station. This land will have electricity for lights once the lift station is placed, it is already owned by the city, and it is further east to allow for growth. It was the consensus of the council to place this sign on the city's future lift station ground.

Water – July reports have been sent and next reporting is due October 10<sup>th</sup>.

Sewer – May reports have been sent and the next report is due June 28<sup>th</sup>. The ponds are getting better.

Sports Complex: Staff are working on putting together a watering system for the sports complex. The materials for the maintenance building are in and staff hopes to start on the project after July 12<sup>th</sup>.

Public Buildings – Except for the HVAC, all renovations at the Gage House are now complete.
- **Finance Officer Report:** City Finance Officer Karen Wilber was not present but provided a report for the council. Items included a summary of revenues received in June along with an overview of the city's cash balances, revenues and expenses through May. The July calendar of events was provided as well. The SDML Elected Officials Workshop to be held July 26<sup>th</sup> in Pierre - Anyone interested in attending should contact City Hall. Wilber also noted that the city's Park & Rec Program for kids began July 5<sup>th</sup> and will run through July 28<sup>th</sup>. There is a total of 83 participants this year.
- **City Administrator Report:** City Administrator Sidel provided her report. An update of city projects was provided. The county placed asphalt on Western Avenue. Staff will be meeting with Engineers to review the City's current CIP on 7/12. Sidel met with the P&Z Board to discuss possible changes in our off-street parking ordinance, and it was the consensus of the Board to keep the ordinance "as-is". The city has submitted a grant application for EDA funding and for SRF funding last week. An update on the city's transit bus was provide. DOT will be doing an inspection on the bus on 7/11. If the bus fails inspection, ROCS will be using a wheelchair van to service Harford until another bus can be secured. If the city begins watering the sports complex, extra budget funds will be needed to pay this cost. A meeting has been set up with MCWC to discuss the city's water allocation contract – this meeting is set for 7/12.

#### **NEW BUSINESS:**

- **Annual Review of City's General Assessment Policy:** The city's current assessment policy, which was adopted in 2021, was reviewed by the council to ensure it incorporates sound practices and current cost estimates. This policy sets how the city will collect assessments for any street, water or sewer projects. Current policy states that street improvements, including sidewalks, on any current street can be assessed against the adjoining property owner up to \$200 per linear foot. Improvements on new streets, water mains or sewer mains can be assessed on an actual cost basis. All assessments are assessed against adjoining property owners on Oct 1<sup>st</sup> of the following year after construction. Due to construction increases this past year, the average cost of the new street per linear foot is \$225.00, excluding engineering and contingency. Staff is recommending a change in our current policy to increase the \$200 per linear foot for existing streets to \$225.00. It was the consensus of the City Council to make this change.

- **Annual Review of City's Billboard Rates:** The city owns 6 billboards along the north side of I90 that are rented out on 3-year contracts. The City Council asked to review our billboard rates annually to ensure rates stay consistent with the changing market and with council wishes. East-facing billboards are mostly rented by Hartford businesses and are full, with a waiting list. These rates have been consistent since 2006. Four of the west-facing billboards are currently occupied and 2 are open. These billboards have been harder to rent since they are on the opposite side of the driving lane and are past the Hartford exit. Due to the lack of interest, the city council in 2018 lowered the cost of these billboards to encourage rental. After discussion by the council, staff is going to try to gather additional information and will discuss it at a later meeting.

**EXECUTIVE SESSION:** A motion was made by Kuehl, second by Jass to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 8:15pm – all voted yes, motion carried. A motion was made by Kuehl, second by Boen to exit executive session at 9:08pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Jass, second by Boen to adjourn at 9:09pm – 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.

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Teresa Sidel, City Administrator