

Hartford City Council Meeting – Regular Meeting July 18, 2023

Council President Travis Kuehl called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Mark Brenneman, Jake Jass, and Shaun Boen. Mayor Arden Jones was 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, and 10 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jass, 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 regular meeting minutes from July 5, 2023 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Matson, second by Brenneman to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: Hartford resident Amanda Jacobson was present to discuss sidewalks. Jacobson, who resides on Par Tee Dr, often walks from her neighborhood to the swimming pool via Vandemark Ave. There is a section along Vandemark Ave, just north of the pool, that does not have sidewalks on either side of the street, which results in having to walk in the street. Jacobson feels this is a safety concern, especially in the area of the pool/park where there is a lot of activity going on.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:00 Public Hearing - Resolution 2023-16 Revise SRF Application for WWTF:** 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. At the June 20th meeting, Resolution 2023-12 was passed authorizing the loan application in an amount not to exceed 4.5M. Since that time, the City has received the final cost estimate from the project CMAR. Total project costs have risen resulting in an additional amount needed of 5.75M rather than 4.5M. Resolution 2023-16 authorizes the application for the SRF loan with the revised amount not to exceed 5.75M. A motion was made by Matson, second by Brenneman to approve Resolution 2023-16 authorizing application for SRF Funding for the WWTF Project – all voted yes, motion carried.
- **7:05 Public Hearing - Application for Special Alcoholic Beverage License for 120 Main Events:** Nicole Phillips, on behalf of 120 Main Events, has applied for a special alcoholic beverage license so they can sell on the sidewalk outside their building during the Hartford Block Party on July 19, 2023. A motion was made by Matson, second by Boen to approve the special alcoholic beverage license for 120 Main Events as applied for – all voted yes, motion carried.
- **2nd Reading of Ordinance #745 Rezone Application for Parcel #59074:** The City has received a rezone application from CAM Properties, LLC. They are asking to rezone parcel #59074 (801 S Western Ave) from Community Commercial to Regional Commercial. The owner plans to develop it with a mixed-use building that will be both commercial/retail space and residential apartments. The current zoning of Community Commercial would allow for a mixed-use building if all the residential units were on or above the 2nd floor. As proposed, the layout would incorporate 1 to 2 residences on the main floor for ADA units, which would require the zoning classification of Regional Commercial and then a Conditional Use Permit would need to be obtained. The Planning & Zoning board reviewed this rezone at their July 27th meeting and recommends approval of the rezone. A motion was made by Brenneman, second by Jass to approve 2nd Reading of Ordinance #745 to rezone parcel #59074 from Community Commercial to Regional Commercial – all voted yes, motion carried.
- **Resolution 2023-17 Updated General Assessment Policy:** Annually the City's General Assessment Policy is reviewed. Currently, any assessments for water improvement, sanitary sewer improvement or new streets/sidewalks is the actual cost of the improvement per lineal foot. For existing streets/sidewalks, the assessment is the actual cost of the improvement not to exceed \$200 per lineal foot. Engineers have provided a current cost estimate of \$225 per lineal foot on street construction. Resolution 2023-15 would update the General Assessment Policy to increase the cost figure of \$225 on the assessment for an existing street. A motion was made by Matson, second by Woslager to approve Resolution 2023-15 amending the General Assessment Policy as presented – all voted yes, motion carried.
- **Special Event Permit – S Eastern Ave Block Party:** Samantha Collin has applied for a special event permit to hold a block party for the S Eastern Ave neighborhood on August 12, 2023, from 3pm to 10:30pm. They are requesting the closure of S Eastern Ave from 502/503 S Eastern Ave to 510/511 S Eastern Ave and to allow for

the use of alcohol in the closure area. A motion was made by Matson, second by Jass, to approve the special event permit for the S Eastern Ave Block Party as applied for – all voted yes, motion carried.

- **Special Event Permit – DHI Withes & Warlock Wine Walk:** Downtown Hartford, Inc. has applied for a special event permit to hold their annual Witches & Warlock Wine Walk event. The event will be held Oct 14th from 4pm-10pm. They are requesting the closure of Main Ave from 2nd St to Menth Ave and 1st St from Main Ave east to the alley and for the use of alcohol within this area. They also are requesting the use of 2 firepit during the event. A motion was made by Jass, second by Boen to approve the special event permit for the DHI annual wine walk as applied for – all voted yes, motion carried.
- **Special Event Permit – DHI Request to Amend Downtown Market Permit:** At the Feb 21st meeting, the Council approved the special event permit for the 2023 Downtown Markets. The current street closure for the event is Main Ave from Modish to the South Bar and 1st St from Main Ave east to the alley. DHI is requesting to expand the street closure on Main Ave from Modish to 2nd St for the remainder of the 2023 season. Making this change would allow for more foot traffic to the Library and 120 Main Events along with allowing more vendors to take part in the market. The downside of this change is the loss of parking spots for the downtown businesses in the closure area. Contact was made with affected businesses and most have no objection to the change. A motion was made by Jass, second by Woslager to approve the amendment to the special event permit for the Hartford Downtown Market expanding the street closure on Main Ave from Modish to 2nd St – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR Chief Bryan Shumaker was present to provide his monthly report. For the month of June there was a total of 26 calls with 7 in city limits. An update was given on the various trainings held during the month of May. Public Safety Day is Aug 26th 10:30am to 12:30pm. The department gained two new members and had one resignation. Total membership is 38. Shumaker provide some insight as to what future staffing needs for the department might look. In an effort to be ready, planning for those needs has started.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Events Committee continues to plan for this year’s annual golf tournament. Farr reminded all of the Hartford Block Party to be held Wednesday evening. Updates to the Chamber app and website are ongoing as well as the weekly e-newsletter. Farr continues efforts with economic development. Continues to work on a new housing study. The HADF bylaws and land covenants are being reviewed by the board. Farr has conducted some successful site visits and continues to meet with individuals to discuss future opportunities in Hartford.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Engineers have reviewed/approved a plat in the North Community 2nd Addition.
 - Engineers are in the process of reviewing and making modifications to the City’s Capital Improvement Plan. The final CIP will be provided prior to the budget meeting in August.
 - Engineers conducted a site visit of the Maple Pass sewer connection to the Mickelson Rd lift station.
 - Now that the design is complete, Engineers are preparing bid packages for the WWTF. As scheduled, the utility, site work and Aeromod bids will be received and reviewed mid to end of August.
 - Engineers continue to wait for approval from FEMA on the bike trail. The design of the retaining walls has started. The completion deadline for the project is Dec 31, 2023.
 - FEMA has granted approval for the time extension submitted for the Storm Shelter project. No decision was made on the request for additional funding. SECOG will be meeting with FEMA representatives on July 28th to review this request with them.
 - Engineers continue to work on construction plans for the Western Ave Improvement Project and meet with the State’s engineers to ensure the City’s designs coordinate with theirs. In the coming weeks engineers will begin their review of utility conflicts and also work on project phasing and how the project will affect businesses in the area.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets** – Wagner will be meeting with Highway Improvements to set a date for this year’s crack sealing/mastic work. The DOT will be inspecting the right-of-way areas along Hwy 38 and address with the contractor. Slurry sealing of the streets is set for Aug 8th. Fastsigns is making repairs to one of the billboard along I-90. They should be done this week. The three new welcome signs are scheduled to be installed on July 31st. Staff will work on removing the old signs next week. Engineers updated the plan for the bump out area at 1st St/Main Ave. Wagner will be ordering the delineators and reflectors for this project this week.
 - Water** – Next reporting due Oct 10th. Staff recently attended a class on lead service lines. The EPA has set a deadline of Oct 16, 2024 to have all service lines inventoried and entered into SD DANR’s system. Wagner indicated they have some more data to gather and then they can start entering the City’s information into the system.
 - Sewer** – Next reporting due Aug 28th.
 - Sports Complex:** Staff has completed the construction of the new sprinkler lines for the Sprots Complex. Water of the fields has begun, and usage/cost will be tracked. Work continues on the new maintenance building. Rafters are scheduled to be set this week.

Public Buildings – The contractor is scheduled to finish up the HVAC work at the Gage House next week.

- **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 June 30th, a recap of bills submitted for payment, and the July/Aug calendar of events.
- **City Administrator Report:** City Administrator Sidel provided her report. Approval of our SRF funding application for the Hwy 38 water main extension was received this week. Engineers can now move forward with this project with bidding expected yet this fall. The City has approved the contract with Rice Lake Construction for the WWTF CMAR. Rice Lake has begun securing bids for the project. An extension was given by FEMA on the storm shelter project. No decision on the request for additional funding. SECOG will be meeting with FEMA on July 28th to discuss this. Staff have been working with Engineers to review/revise the City’s current CIP. Hartford’s transit program is run by the Rural Office of Community Service (ROCS). The City pays ROCS a yearly fee and ROCS manages all aspects of the program – personnel, paperwork, paying expenses, etc. The DOT recently conducted an inspection of the transit bus and determined several items need to be repaired to keep the bus in service. ROCS is recommending we apply for a grant for the purchase of a new bus. The grant would pay 80% and the City would pay 20%. The old bus could be sold, and any proceeds could be put toward the City’s 20% share. Once the DOT’s report with the needed repairs is received and reviewed, a decision can be made. Until then, ROCS is providing a wheelchair van to use in the interim. An update was provided on the meeting held with Minnehaha Community Water Corp about the City’s water allocation contract. Sidel is gathering information on other communities’ billboard rates. Once received, this information will be on an upcoming agenda for Council review. The City was awarded a grant for mosquito control again for this year.

NEW BUSINESS:

- **DHI Request to Release \$1,500 for Wayfind Signs and Approval of Placement:** Previously DHI had come before the Council with a proposal to install signage to highlight the City and downtown businesses. The consensus at that time was for DHI to secure price quotes and more information to provide at a later date. Michelle Edgecomb-Schilling was present on behalf of DHI to present a quote and an illustration/specification of the sign. The quote is just under 3k and DHI is proposing that they pay half and the City pay half, which would come out of the DHI city fund. DHI is proposing that the sign be erected along Western Ave since that is a main road and has higher traffic numbers. The hope is to make it easier for visitors to find our downtown area. One possible area that was discussed to possible place the sign was on City owned land that is just west of the fire station. Staff suggested that there may be a better placement location in the City’s right-of way along Western Ave between South St and Menth St. Wagner will work with DHI on placement. A motion was made by Brenneman, second by Jass to approve releasing \$1,500 from DHI’s city fund for the purchase of a signage per quote presented – all voted yes, motion carried.
- **Authorize Staff to Apply for LIIP Grant:** The State has some funding options 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. At the June 20th meeting the Council approve Resolution 2023-13 authorizing applying for an Economic Development Assistant (EDA) grant, 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. There is another grant available through the Local Infrastructure Improvement Program (LIIP) that would, if approved, pay for half of the City’s 20% share, reducing the City’s cost even more. A motion was made by Jass, second by Matson to approve staff moving forward with applying for the LIIP grant – all voted yes, motion carried.
- **Discuss Future Addition of 2nd Power Hour at City Pool:** Currently the City offers a morning power hour at the swimming pool. This is open swim and exercising for adults each weekday morning 8:30am-9:30am. Attendance at this power hour have been high this year, averaging 25 to 30 participant. Recently the City received a petition signed by around 20 people requesting that an evening power hour be established. Hartford resident Ken Warne was present to voice his support of this idea. Discussion was held on the pros and cons. It is the consensus of the staff that if this change is made, it be implemented next season. This would allow for the budgeting of the additional pool staff needed and allow time to do the necessary planning. To gauge interest, it was suggested a trial run be done, adding the evening pool hour for the last two weeks of the season. A motion was made by Brenneman, second by Boen a allow a 2nd power hour in the evening for the month of August – all voted yes, motion carried. Sidel will work with the pool manager on the scheduling of the second power hour. All evening pool parties will take precedent over holding power hour. Warne also requested that the City have a dog day at the pool on the last day the pool is open, allowing residents to bring their dogs to the pool and swim. This will be put on the next agenda for discussion.
- **Set Date/Time for 2024 Budget Meeting:** The budget meeting was set for Tues Sept 5th in conjunction with the regularly scheduled council meeting. The meeting will start at 6pm rather than 7pm, starting with the council meeting and following with the budget meeting.

EXECUTIVE SESSION: A motion was made by Boen, second by Brenneman to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 8:30pm – 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 Brenneman to exit executive session at 9:21pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Matson, second by Jass to adjourn at 9:22pm – 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