

Hartford City Council Meeting – Regular Meeting September 19, 2023

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Jake Jass, and Shaun Boen. Mark Brenneman and Travis Kuehl were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineer Justin Heim, and 4 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 Matson, second by Jass to approve the regular meeting minutes from September 5, 2023 – all voted yes, motion carried.
 - A motion was made by Boen, second by Woslager to approve the special meeting minutes from September 12, 2023 – all voted yes, motion carried
- **Approval of the Bills:** A motion was made by Jass, second by Matson to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

VISITORS: Pool Manager Amy Sebert was present to provide an end-of-year pool report. There were five returning lifeguards along with five new ones this season. Two sessions of swimming lessons were held with good attendance at each. This season 579 passes were sold along with reservations for 31 pool parties. Ten trial sessions of an evening aerobics class was held with good attendance. Sebert thanked Barb Thaler who, once again, helped with drills for our lifeguards. Sebert also thanked her pool staff for all their hard work and the Council and City Staff for their support throughout the season.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Resolution 2023-21 Annexation of Parcel #78591:** The Turtle Creek Highlands development was originally annexed into the City in 2013. When that annexation was done, the legal address provided by the developer's engineers excluded a small section of this property, known as Parcel #78591. To correct this, Turtle Creek Highlands, Inc. has submitted an annexation petition to the City to annex this parcel. Resolution 2023-21, which will allow for annexation of parcel #78591, was presented. A motion was made by Matson, second by Boen to approve Resolution 2023-21 Annexation of Parcel #78591 – all voted yes, motion carried.
- **2nd Reading of Ordinance #747 – 2024 Budget Ordinance:** Ordinance #747 outlines and sets the 2024 budget that was voted on by the Council at the September 5, 2023 budget meeting. A motion was made by Matson, second by Woslager to approve 2nd reading of Ordinance #747 - 2024 Appropriations – all voted yes, motion carried.
- **Special Event Permit – WC Homecoming Parade:** Amy Lupkes was present on behalf of the WC School District. The school is requesting to hold the homecoming parade on Sept 29th 2:30pm to 3:30pm. The parade would line up on Railroad St south of the school, proceeding west on Railroad St to S Main Ave to the start of the parade route. The parade would go north on Main Ave turning east on 2nd St ending at the Middle School parking lot. A motion was made by Boen, second by Jass to approve the special event permit for the WC Homecoming Parade – all voted yes, motion carried. Lupkes also asked the Council if the senior class could decorate a section of Main Ave with chalk the Thursday evening before the parade. The consensus of the Council is to allow this. Wagner will coordinate the closure of the area.

REPORTS:

- **Fire Department Report:** HAFR's monthly report was provided. For the month of Aug there was a total of 30 calls with 10 in city limits. Also provided was an update on the various trainings held during the month. There will be fire prevention activities held at the schools the week of Oct 9th.
- **Chamber & Economic Development Report:** CEDD Amy Farr was not present. Her report was provided. Chamber Gratitude Day 2023 was held Sept 19th. A ribbon cutting for Black Tie Components is scheduled for Sept 27th. Planning continues on upcoming events: Trunk-or-Treat to be held Oct 29th; Hometown Christmas Breakfast to be held Dec 3rd; and the 2024 Burger Battle and Annual Banquet. A ground breaking for the City's new WWTF was held on Sept 18th. Farr will attend the SMGA Grow Smarter Conference on Sept 21st.
- **Engineer Report:** Justin Heim reported the following:
 - Engineers are reviewing the following: a plat in South Addition; drainage concerns at site northwest of Mickelson Rd/Western Ave; and the testing of Maple Pass sanitary sewer.

- There are a few remaining punch list items to be done yet on the 6th St/Mundt Ave project. The contractor is planning on reseeding areas this fall.
- Earthwork and site grading has started at the WWTF site. Signage for the project will be placed along I-90 and Hwy 38. The groundbreaking held on Monday was well attended.
- Plans for the Hwy 38 Water Loop Project have been submitted to SD DANR for review. Once approved, the project will be let for bid. Construction is scheduled to start in early 2024.
- Engineers continue to work on design plans for the Western Ave Improvement Project. A meeting was held with City staff, City engineers and SD DOT officials to discuss project bidding and schedule. This project is scheduled to be bid in Apr 2024, in conjunction with the SD DOT I-90 bridge project.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Staff will be patching a few streets and repairing curbs yet this fall. Staff will work on gravel roads in the coming weeks to prep for the fall mag water application. There are plans to landscape around the newly installed welcome signs. DHI has asked if it would be possible to have one of the City’s plow trucks available to be painted at the last downtown market of the season. The consensus of the Council is to allow this.
 - Water – Next reporting due Oct 10th. All lead/copper water samples have been collected from residents and sent in. Staff will be compiling lead service line information for the State as time allows.
 - Sewer – DMR reports due in Sept have been sent. Lagoons are working well at this time.
 - Park – The dugout being rebuilt on Field C will be done this week.
 - Pool – Staff has completed the winterizing of the pool.
 - Sports Complex – Watering of the fields continues as needed.
 - Public Buildings – A1 Electric & Plumbing has the AC installed. They continue to work on the venting and gas line for the furnace. Staff will be fixing the floor where the old furnace was.
- **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 Aug 31st, a recap of bills submitted for payment, and the Sept/Oct calendar of events.
- **City Administrator Report:** City Administrator Sidel provided her report. Staff continues to work on the fillable forms feature on the new website. The State will be adding turning lanes on Hwy 38 east of Hartford. The project will be using a pilot car to guide traffic through the site. The completion date for the project is Nov 17th. The City will be advertising sealed bids for the sale of the transit bus. The ads will run until the end of Oct. On Sept 13th the PUC denied SCS’s application for the pipeline that would run west of Hartford. The City received notice that it was awarded the LIIP grant for the 12th St/N Oaks Ave project. A decision on the EDA grant for the same project is expected by the end of Sept. Dakota Mainstem held a board meeting on Sept 14th. The group continues to move forward with organizing and setting up the new entity. Sandy Dean, on behalf of DHI, would like to install more historical photos in the downtown area. She is requesting approval from the City to install 4 photos on the north face of the city shop located at the corner of Main Ave/Menth St. The consensus of the Council is to allow the historical pictures to be placed on the city shop.

NEW BUSINESS:

- **Hartford’s Hometown Christmas Request to Release their 2023 Budget Allocation:** Lisa Hellvig, on behalf of Hartford’s Hometown Christmas, was present to request release of their 2023 budget appropriation. A motion was made by Matson, second by Jass to approve payment of \$10,000 to Hartford’s Hometown Christmas for their 2023 appropriation – all voted yes, motion carried.
- **Review/Approve Billboard Lease Agreement between Central States Manufacturing Inc. and City of Hartford:** The City’s lease agreement for the west face of billboard #5 with Central States Manufacturing, Inc. is up for renewal. Central States would like to renew the lease for another 3-year term with the City’s standard rental rate of \$150/mo. which includes lighting from dusk to midnight. A motion was made by Jass, second by Boen to approve the billboard lease agreement between Central States Manufacturing, Inc. and the City of Hartford as presented – all voted yes, motion carried.
- **Review/Approve Billboard Lease Agreement between Maple Pass, LLC and City of Hartford:** A lease agreement for the west face of billboard #1 was presented. Maple Pass, LLC has agreed to the City’s standard lease agreement – 3yr term starting Oct 1, 2023, rental rate of \$150/mo., lighting from dusk to midnight, and a security deposit of \$1,000. A motion was made by Matson, second by Woslager to approve the billboard lease agreement between Maple Pass, LLC and the City of Hartford as presented – all voted yes, motion carried.
- **Review/Discuss Proposals for Engineering Service for 12th St/Oaks Ave Project:** The City has applied for an EDA and LIIP Grant to construct 12th St and N. Oaks Ave., which runs through the HADF’s land allowing for the development of this area. If awarded both grants, the City will need to secure an engineer for the project. HADF has been working with Infrastructure Design Group on the preliminary engineering of N. Oaks Ave. Once the grant application process started, Infrastructure Design Group provided the engineering analysis needed for this. Both City Engineer ISG and Infrastructure Design Group have provided proposals for this project, in the event the City is awarded both grants and decides to move forward with the project. Infrastructure Design Group’s proposal is lower as they have already completed some of the initial engineering as part of the grant application process. Both proposals presented include topo/survey work, civil engineering, permitting, construction plans, and bid

administration. A motion was made by Matson, second by Jass to approve the proposal from Infrastructure Design Group contingent on the City being awarded both the EDA and LIIP grant – all voted yes, motion carried.

- **Mayoral Appointments of City Attorney & City Engineer for 2023/2024:** Mayor Jones recommended the appointment of Frieberg, Nelson & Ask, LLP as City Attorney for 2023/2024. A motion was made by Boen, second by Matson to approve the appointment of Frieberg, Nelson & Ask, LLP as City Attorney for 2023/2024 – all voted yes, motion carried. Mayor Jones recommended the appointment of ISG as City Engineers for 2023/2024. A motion was made by Jass, second by Matson to approve the appointment of ISG as City Engineers for 2023/2024 – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Boen, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 7:58pm – 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 Matson, second by Woslager to exit executive session at 8:29pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Jass, second by Matson to adjourn at 8:30pm – 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