

Hartford City Council Meeting – Regular Meeting August 15, 2023

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Mark Brenneman, Travis Kuehl, and Shaun Boen. Jake Jass 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 5 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Brenneman, 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 Boen to approve the regular meeting minutes from August 1, 2023 – Brenneman abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Matson to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

VISITORS:

- Summer Rec Program Director Laura Johnson was present to give a review of this year's program. The program, which was held July 6th through 28th with 85 kids registered, came in under budget and was a great success again this year. Johnson thanked her staff, Kathy O'Hara and Emma & Andrew Rajewich, who did an awesome job, and the Council for funding the program.
- Jamboree Committee President Leah Johnson was present to provide a recap of the 2023 event. The event ran smoothly and was very well attended, even with the rain on that Saturday. Discussion was held on possibly moving some activities to the downtown area next year. Johnson commented that with the limited volunteers, she just doesn't have the staff to man two locations. The Council thanked Johnson & all her volunteers for the work they did putting on this event for the community.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Resolution 2023-20 Street Maintenance Fee for 2024:** Resolution 2023-20 will authorize the assessment of an annual street maintenance fee at a rate of \$1.50 per front footage to qualifying parcel with a minimum assessment of \$97.50. An exhibit was provided of all parcels and their assessed amounts. The revenue generated from this fee, estimated at approximately 222k, helps with the cost of maintaining the City's streets for items such as slurry sealing, crack sealing, patch, & gravel. A motion was made by Brenneman, second by Woslager to approve Resolution 2023-20 Street Maintenance Fee for 2024 – all voted yes, motion carried.
- **1st Reading of Ordinance #746 Rural Service District for Parcel #64705:** With the annexation of parcel #64705, Ordinance #746 was presented. If passed, parcel #64705 will be put into a Rural Service District. A Rural Service District is an area within a municipal boundary that is rural in nature and undeveloped. This land would be taxed at the county rate, rather than the city's rate, but all taxes paid will be remitted to the city. A motion was made by Matson, second by Boen to approve 1st Reading of Ordinance #746 Rural Service District for Parcel #64705 – all voted yes, motion carried.
- **Special Event Permit – West Central After Prom:** Angie Johnson, on behalf of the West Central After Prom, was present to request a special event permit to hold a bean bag tournament fundraiser downtown on Main Ave. The event will be held Oct 21st from 3:30pm-8pm. They are requesting the closure of Main Ave between the South Bar and the Dugout. A motion was made by Boen, second by Matson to approve the special event permit for West Central After Prom as applied for – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR's monthly report was provided. For the month of July there was a total of 25 calls with 11 in city limits. Also provided was an update on the various trainings held during the month. Public Safety Day is Aug 26th 10:30am to 12:30pm. Mayor Jones and Councilwoman Matson will be meeting with the Dept on Aug 21st. Anyone else interested in attending should let Mayor Jones know.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The 6th Annual Chamber Golf Tournament was held Aug 2nd with 19 teams participating. The USBank team took 1st place. There will be a ribbon cutting for Black Tie Components on Sept 27th at 5pm. Updates to the Chamber app and website are ongoing as well as the weekly e-newsletter. Farr continues efforts with economic development. Work continues on the housing study. The HADF bylaws and land covenants are being reviewed by legal counsel. The board will be touring the Maple Pass apartment/townhomes next Wed morning. The HADF extended a thank you and good luck to their summer intern Jordan Christensen, as her internship came to an end this past Friday.

- **Engineer Report:** Michael Redenbaugh reported the following:
 - Engineers have reviewed and updated the City’s Capital Improvement Plan. The final CIP document will be provided after the budget meeting in early Sept.
 - Bid are currently being accepted for four different bid packages for the WWTF. The deadline is Aug 22nd. Other remaining bid packages will be let in early fall. Construction is anticipated to start in Sept.
 - Plans for the Hwy 38 Water Loop Project have been submitted to SD DANR for review. Once approved, the project will be bid. Construction is scheduled to start in the spring/summer of 2024.
 - Design plans for the Western Ave Improvement Project are now 60% complete. As design work continues, ISG continues to ensure the plans meet SD DOT standards.
 - Engineers continue to wait for approval from FEMA on the no-rise report regarding the bike trail project. The design of the retaining walls are underway. Engineers presented 2 retaining wall options for review. As a result of inflation and having to implement retaining walls, the cost of the project has increased significantly since the City first applied for the GFP Grant - from 293k to an estimated cost now ranging from 400k to 435k, depending on which retaining wall option is used. The grant award to the City was \$130,588. Discussion was held on whether this project is cost effective at this time or if it would be better to forgo the grant and the project for now. A motion was made by Matson, second by Boen to decline the grant for the bike trail between Main Ave & Feyder Ave – all voted yes, motion carried.
 - As discussed at the last meeting, FEMA has approved the City’s request for the time extension for the Storm Shelter project but the request for additional funding due to increased costs will not be approved until the project is complete. The original amount the City was awarded still stands but any over-runs would have to be submitted at the end of the project. FEMA will then decide, on a first come first serve basis, which projects will be funded. If the overruns are funded, the City’s total cost on the project would be approximately 255k. If the overruns are not funded, it would be approximately 953k. Three different options were presented. Option 1 is to move forward as previously mentioned, not knowing for certain the amount of funding FEMA will provide and possibly having to pay 953k total for the building. Option 2 is to turn down the grant and use the approximately 255k that the City had budgeted for our share of the project to erect a more cost-effective building that won’t meet the higher standards of a FEMA storm shelter building. Option 3 is to not move forward with a building at this time and look for other possible building options and/or funding sources. A motion was made by Matson, second by Woslager to move forward with Option 2 as presented – all voted yes, motion carried. This will go back to the Park Board to research information on building costs/specs to present it at a future meeting.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – The lot at the southwest corner of Main Ave/Menth St recently sold. When the survey of the property was done it was determined that the sidewalk and handicap ramp are located on the property rather than the City’s right-of-way. Staff has removed this portion of sidewalk and curb/gutter and will be relocating it. A contractor has been lined up to pour the concrete next week. Slurry sealing of the streets will be done on Wed & Thurs of this week. Residents have been notified. The painting of the bump out area at 1st St/Main Ave is completed. The delineators for this area have been ordered.

Water – Next reporting due Oct 10th.

Sewer – Next reporting due Sept 28th. Pond A seems to be improving. Staff will continue to monitor it.

Sports Complex: Watering of the fields continues as needed. Once the overhead door is installed, the new maintenance building will be complete. Staff will be marking the flag football fields.

Public Buildings – The contractor continues to work on the HVAC at the Gage House.
- **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 July 31st, a recap of bills submitted for payment, and the Aug/Sept calendar of events. A reminder was given that the deadline to register for the SDML Annual Conference is Sept 15th.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel continues to work on gathering billboard rate information for council discussion. Sidel and Wagner had a meeting with Deputy Kardas to discuss traffic flow at the elementary school this school year. With the construction going on, this is a challenging area. They’ve come up with a plan for getting the kids safely to and from this area and will be discussing it with school officials. The pool will close for the season on Aug 20th at 5pm. Staff continue to work on the new website, mass notification system and fillable forms. The State will be adding turning lanes on Hwy 38 east of Hartford. No exact timeline for the project has been given by the State. The EDA grant application for the improvements to Oaks Ave/12th St have passed initial review. Staff has submitted all requested documentation for the next step. This grant is scheduled to be awarded at the end of Sept. A reminder was given of the dates/time of the three council meetings in September. An update on the SCS Pipeline was provided. North Dakota’s PUC has denied SCS’s application. However, SCS we be reapplying. Minnehaha County’s ordinance that sets some pipeline regulations became effective June 23, 2023. One of the regulations sets a minimum setback of ¾ of a mile for any hazardous pipeline from any municipal boundary. SCS has indicated that they will challenge this if need be. The South Dakota PUC is still scheduled to conduct hearings in Sept with a decision on SCS’s application expected in Nov.

NEW BUSINESS:

- **Review/Approve Surplus Property List:** Staff is requesting to surplus the 2003 Transit Bus. At the Aug 1st council meeting the transit bus was discussed. Due to the needed repairs to keep the bus operational, the Council made the decision to have ROCS move forward with applying for a grant to purchase a new bus. Since that meeting, the State has released their interest in the bus. The City can now move forward with surplus the bus and then sell or auction it off. A motion was made by Brenneman, second by Kuehl to surplus the 2003 transit bus and sell by sealed bids – all voted yes, motion carried

EXECUTIVE SESSION: A motion was made by Brenneman, second by Kuehl to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 8:05pm – 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 Kuehl, second by Matson to exit executive session at 9:54pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Matson, second by Woslager to adjourn at 9:55pm – 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