

## City Council Meeting – Regular Meeting May 3, 2022

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Mark Monahan, Cindy Matson, Mark Brenneman, LaVonne Randall, Travis Kuehl and Mark O’Hara. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, City Attorney Tom Frieberg, City Engineer Michael Redenbaugh and 27 people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Brenneman, second by Kuehl to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Randall to approve the meeting minutes from April 20, 2022 – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

### OLD BUSINESS:

- **Review/Approve DHI’s Request for Interim Closing of 1<sup>st</sup> St:** Over the last several weeks, at the direction of the council, city staff has compiled traffic counts of the downtown area, both with 1<sup>st</sup> street open and then again with the temporary closure of 1<sup>st</sup> St. The traffic count information was discussed. DHI President Callie Tuschen addressed the council. She indicated that they are not asking to permanently close 1<sup>st</sup> St at this time. They would, however, like to use their committee funds with the City to purchase items such as planters, lighting, bollards, etc. to be placed in this area when this street is closed through the special event permit process. Benjamin Parker, WC Supt. Daniel Hoey and Ken Bruns were present to address the council. It was the consensus of the council that DHI submit a plan at a future meeting as to what they would like to purchase using their committee funds.
- **Oath of Office:** Travis Kuehl (Ward 1), Chris Woslager (Ward 2), and Cindy Matson (Ward 3) ran unopposed for the 2-year seat in each of their wards. Each of them took their oath of office.

Mayor Jones thanked Mark Monahan, LaVonne Randall and Jeremy Menning for their service. There will be a plaque presentation for all three at a later date.

**ADJOURN AS OLD COUNCIL:** A motion was made by Kuehl, second by Monahan to adjourn as the old council at 7:48pm – all voted yes, motion carried.

**RECONVENE AS NEW COUNCIL:** Mayor Arden Jones called the meeting to order at 7:51pm with the following city council members present: Chris Woslager, Cindy Matson, Mark Brenneman, Travis Kuehl and Mark O’Hara.

### BUSINESS ITEMS:

- **Approve Agenda:** Mayor Jones asked that the special event application for Buffalo Ridge Brewing and the contract amendment from Stockwell Engineers be removed from the agenda. A motion was made by Kuehl, second by Matson to approve the agenda with changes as presented - all voted yes, motion carried.
- **Council Appointments:** Since no petitions were received for the one-year terms in each of the three wards, these positions are now vacant and need to be filled by appointment.
  - A motion was made by Kuehl, second by Matson to appoint Mark Brenneman to Ward 1 one-year term – Brenneman abstained with all other voting yes, motion carried.
  - A motion was made by Kuehl, second by Matson to appoint Mark O’Hara to Ward 2 one-year term – O’Hara abstained with all other voting yes, motion carried.
  - Mayor Jones indicated that the Ward 3 one-year term would be appointed at a later date.
- **Oath of Office for New Council Appointments:** The following oaths of office were taken:
  - Mark Brenneman – 1yr term Councilmember Ward 1
  - Mark O’Hara – 1yr term Councilmember Ward 2

### REPORTS:

- **Sheriff’s Department Report:** Deputy Kardas was not present. His report for the month of Apr was provided. There were 231 calls for service for the month. Upcoming events: Ice Cream with a Cop will be on May 17<sup>th</sup> noon -1:30pm at Stomping Grounds. All are invited to attend and join in on the conversation. On June 2<sup>nd</sup> the Sheriff’s Dept will have a booth at the Hartford Downtown Market from 5:00pm – 8:30pm.
- **Chamber & Economic Development Report:** Amy Farr was present to provide her report. Chamber activities: the next mixer will be co-sponsored by Black Hills Federal Credit Union & WrapAbility on May 24<sup>th</sup>; work continues on spring newsletter and several direct mailers; there has been great interest in #DiscoverHartford week which runs this week; continues to meet with the board and committees on the design of the Chamber’s new website; continues to post to FB to introduce board members along with new/existing members; Farr will attend

the 2022 MACE Annual Conf in SF this week. HADF activities: continues to meet with landowners/developers; setting Envision 2025 meetings with potential investors; continues to plan tours of area businesses; Midco will hold a groundbreaking May 13<sup>th</sup> 10am at city park; held the final community meeting for the citywide development plan on Apr 6<sup>th</sup>.

- **Engineer Report:** Michael Redenbaugh reported the following:
  - Reviewed construction documents for Maple Ave, the proposed roadway in the TIF District #1.
  - Vance Peterson has a contractor in place to fix the drainage issue. Work is scheduled to start in mid-May.
  - Turtle Creek Highland finished up grading the rock base & curb. Inspections looked good.
  - A preconstruction meeting is being scheduled on the 6<sup>th</sup> St/Mundt Ave project. A website is being created to provide residents with project updates, schedules, and general information.
  - Maguire Iron, Inc. was awarded the bid on the water town painting project. Contract documents have been sent to them. Once engineers know the contractor's schedule, they will plan a preconstruction meeting.
  - ISG's survey crew has completed the topographic survey. They will also be collecting wastewater samples to submit to DANR as part of the WWTF design. ISG is in the process of receiving proposals for additional geotechnical services, which will then be submitted to staff for review.
  - A preliminary layout of the bike trail has been completed. Due to the proximity of the trail to Turtle Creek, discussions will be held with adjacent property owners regarding obtaining easements for the trail.
  - A proposal in the amount of \$29,000 for the design of the Hwy 38 Water Extension Project was presented. This project, which will extend the City's water system to the east, is part of the City's CIP. As stated in the CIP, design work is slated for 2022 and construction in 2023. During the 2022 budget process, funds in the amount of \$31,400 were budgeted for this design work. This proposal would cover surveying, construction documents, and permitting. A motion was made by Kuehl, second by Brenneman to approve the proposal from ISG in the amount of \$29,000 for the Hwy 38 Water Extension Project – all voted yes, motion carried.
  - A proposal in the amount of \$103,000 for the Western Ave Expansion Project was presented. This project, which will widen Western Ave adding a center turning lane, would run from Diamond Trl to Mickelson Rd. This project would be done in conjunction with the SD DOT I90 Interstate Exit 387 project that is scheduled for 2025. The City's CIP identifies engineering design work to be conducting in 2022 & 2023 with construction in 2025. During the 2022 budget process, funds in the amount of \$111,400 were budgeted for this design work. Discussion was held on extending this project north to Hwy 38. Staff pointed out that City's portion of Western Ave stops at Menth St. Anything past that point going north is Minnehaha County's road. Wagner suggest reaching out to the County to see what improvement plans they have in place for Western Ave. A motion was made by Kuehl, second by O'Hara to table this proposal until ISG and staff are able to determine if it is possible to expand the project to Hwy 38 – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided.
  - Streets** – The sweeper will be out next week. If we get some rain, staff plans on blading gravel roads to get them ready for mag water later this spring. Wagner received a quote from Bumblebee Gibson for mag water. The price quoted is \$1.60/gal, which is \$.13 higher than last year. During the 2022 budget process, funds in the amount of \$48,500 were budget for mag water. A motion was made by Kuehl, second by Matson to approve the quote for mag water from Bumblebee Gibson up to the budgeted amount of \$48,500 – all voted yes, motion carried. With the interim closure of 1<sup>st</sup> St downtown, some traffic has diverted through the elevator's private property. Wagner will check into "No Thru Street" signage to post to help elevate this. Wagner continues to look for a used pickup. The replacement lights for the Hwy 38 street lights are expected to ship the week of May 16<sup>th</sup>. Staff opened 1<sup>st</sup> St back up to traffic on Monday.
  - Water** – All reporting is done until July.
  - Sewer** – Staff awaits a response on lagoon samples taken last week. In an effort to obtain more information, ISG is requesting samples of our influent over the next several weeks. All reporting is done until late May.
  - Western Ave Sewer Extension** – This project is going well. The contractor has made the adjustments for the manholes and work has started on a temporary road. Work along Oaks Ave will be finished when the asphalt plants open up.
  - Park** – The restrooms are open. The two new flag poles for Century Park are up. Wagner plans on picking up material for the dog park next week and hopefully start the install by middle to end of May.
  - Pool** – The pool will be cleaned and filled next week.
  - Bike Trail** – Staff will continue to clear brush/trees along the new trail path once the exact route has been determined.
  - Sports Complex** – Works has started on the two new dugouts. Soccer goal nets are on and staff has started laying on the fields and painting them.
  - Weather Siren** – Electrical work is done. Waiting on Two Way Radio to check on the programming of the radio.
  - Training** – Brown will be in SF for wastewater classes and exam this week. Wagner & O'Kane will be in Rapid May 17-19<sup>th</sup> for wastewater training and exams.

- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the Council. Items included a summary of revenues received in Apr along with an overview of the city's cash balances, revenues and expenses through Mar. Wilber noted that she processed payroll for the council on Monday and that the City's audit will be held Thursday & Friday of this week. The May calendar of events was also provided. At the Apr 5<sup>th</sup> meeting the council made the decision to move forward with a loan in the amount of \$650,000 from USBank for the 6<sup>th</sup>/Mundt St Project. After reaching out to USBank to start this process, it was brought to our attention that USBank would require us to obtain bond counsel, which would add 3-5k in additional costs. After confirming that the proposals received from the other two banks was still accurate, an update in financing options was provided. Based on the updated information obtained from each bank, Reliabank now has the lowest interest rate for a 5-year term at 3.11% along with the lowest loan origination fee of \$500. A motion was made by Matson, second by Brenneman to move forward with Reliabank rather than USBank for a loan in the amount \$650,000 at 3.11% for 5 years – O'Hara abstained with all others voting yes, motion carried.
- **City Administrator Report:** City Administrator Sidel's report was provided. Engineers have started the design work on the new bike trail between Main Ave & Feyder Ave. Initial layout show that the area along the NE portion of the trail is pretty narrow. Engineers have been in contact with the State to see if the trail can be narrowed to 8ft in this area if need be. If not, other options would be to reroute the trail to the south side of the creek or to reach out the property owners to the north and see if the City can either purchase a portion of their property or gain an access easement for the trail to encroach upon their property. The Park & Rec Board President Troy Larson has agreed to help facilitate these discussions with these property owners. Engineers have also started initial design work for the storm shelter. The City applied for this grant 2 years ago using a cost estimate provided by Stockwell at that time. With the increase cost of materials now vs. two years ago, plus if the design of the shelter changes, this project will cost more the previously estimated. ISG is in the process of getting clarification from FEMA on design requirements and to see if there is a mechanism in place to increase our grant due to the increase in market pricing. The Western Ave Sewer Project work along Oaks Ave is expected to begin in May. The City will coordinate temporary access to affected businesses during this time. Midco has begun their fiber project within the City. The City is still accepting application for summer help. All water meters are now on the new system. This new systems has the capability of allowing each customer to monitor their own meter/usage. This is something the City would like to implement once staff becomes more familiar with the new system and all it features. Planning & Zoning Board member Steve Nolte is resigning for the board effective May 10<sup>th</sup>. Please let Mayor Jones or Tony Randall know of any potential candidates to fill this position. Sidel provided an update of Building Inspector Paul Clarke thoughts on the concept of splitting commercial buildings or storage units down a common wall.

#### **NEW BUSINESS:**

- **Election of Council President:** A motion was made by Brenneman, second by O'Hara to elect Travis Kuehl as council president – Kuehl abstained with all others voting yes, motion carried.
- **Election of Council Vice President:** A motion was made by Kuehl, second by O'Hara to elect Mark Brenneman as council vice president – Brenneman abstained with all others voting yes, motion carried.
- **Mayoral Appointments – Official Newspaper, Official Health Care Facility, Official Depositories:** Mayor Jones appointed the Official Newspaper as the Minnehaha Messenger, the Official Health Care Facility as Sanford Clinic of Hartford, and the Official Depositories as Great Western Bank, Reliabank, and US Bank. A motion was made by Kuehl, second by Matson, to approve the Mayor's appointments of Official Newspaper, Official Health Care Facility and Official Depositories – all voted yeas, motion carried.
- **Early Termination of Billboard #6 East Face:** Stephanie Minckler, manager of AmericInn, was present to address the council. The AmericInn has been renting the east face of billboard #6 since 2016. Their 3year lease is set to expire in Nov 2022 and they have indicated that they do not plan to extend the lease for another 3year term. After the recent windstorm in the area, the vinyl on their billboard was damaged. Since they plan on letting their lease expire in Nov, they do not want to incur the cost of replacing the damaged vinyl. They are requesting to terminate the lease early and for the remaining payments to be waived. Sidel pointed out that there is no language in the lease about an early termination. Sidel also indicated that in the past the City has released a business from their lease upon payment of 50% of the remaining lease payments. There are 5 months remaining on AmericInn's lease at \$90/mo. for a total of \$450. A motion was made by O'Hara, second by Matson to allow for the early termination of AmericInn's lease for the east face of billboard #6 upon payment of 50% of the remaining lease, or \$225 – Kuehl abstained with all others voting yes, motion carried.
- **Park & Rec Board Recommendation to Purchase Trail/Park Benches:** Recently the City received a donation of \$600 from the family of Marilyn Siemonsma for the placement of a bench along the bike trail. The City does not have any extra benches at this time. Staff reached out to Beaverbuilt, who has 3 in stock available to purchase for \$400 each for a total of \$1,200. It is the recommendation of the Park & Rec Board that the City purchase these 3 benches using the donated funds of \$600 plus and additional \$600 from the Park & Rec Board budget. A motion was made by Matson, second by O'Hara to approve the purchase of 3 benches from Beaverbuilt in the amount of \$1,200 – all voted yes, motion carried.

- **Discuss Wastewater Regionalization Plan:** Mayor Jones provided an update on a meeting he had with the mayor of Crook. With the growth that the City of Crook is experiencing, they are interested in the concept of possibly hooking on to our new waste water treatment system. As designed, the new system would handle Hartford and its growth plus future industry. Mayor Jones would like to proceed with these discussions but feels more information needs to be gathered such as buy in cost and possible rate structures. City Engineers will prepare a proposal to facilitate regionalization to be presented at a future meeting.
- **Reschedule June 7, 2022 Council Meeting:** Since Minnehaha County will be using city hall as a polling place for the primary election on June 7<sup>th</sup>, the council meeting for that night will need to be rescheduled. A motion was made by Kuehl, second by Woslager to reschedule the June 7<sup>th</sup> meeting to June 6<sup>th</sup> at 7pm – all voted yes, motion carried.

**EXECUTIVE SESSION:** A motion was made Kuehl, second by O’Hara to enter executive session pursuant to SDCL 1-25-2(1) for personnel, SDCL 1-25-2(3) for legal, and SDCL 9-34-19 for economic development at 8:54pm – 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.

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Karen Wilber, Finance Officer

**EXECUTIVE SESSION:** A motion was made by Brenneman, second by O’Hara to exit executive session at 9:24pm – all voted yes, motion carried.

**ADJOURNMENT:** . A motion was made by Woslager, second by Matson to adjourn at 9:25pm – 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