

## **Hartford City Council Meeting – Regular Meeting October 1, 2024**

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Shaun Boen, Ryan Horn, Travis Kuehl, Jake Jass, and Lisa Berens. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Economic Development Director Amy Farr, City Attorney Austin Felts, City Engineers Michael Redenbaugh & Justin Heim, and one person from the public.

### **BUSINESS ITEMS:**

- **Approve Agenda:** A motion was made by Boen, second by Matson 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 September 17, 2024 – Horn abstained with all others voting yes, motion carried.

**PUBLIC COMMENTS:** Councilmember Boen had a conversation with a resident who lives on Par Tee Dr. This resident indicated that they are very happy with the results of changing the intersection of Par Tee Dr and Vandemark Ave to an all-way stop. Mayor Jones thanked the council and staff for the work done in his absence during the past month.

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

- **Review/Approve HADF Pond Agreement:** The HADF is currently in the process of developing land on N. Oaks Ave, to be the North Oaks Industrial Park. There will be 11 parcels within this development, 4 of which are detention ponds. These ponds will service the water runoff in the park. The maintenance of these ponds will be the responsibility of the HADF. The HADF has drafted a Pond Maintenance Agreement, which was presented to Council for their review. As stated in the agreement, each property owner within the park will be responsible for a share of this maintenance cost, which is calculated at .5% of the square foot of each property owners lot. The City will have two parcels which total 117,831 square feet. Therefore, the City's annual maintenance fee would be \$589.16 (117,831 x .5%). In the event there would be a larger expense and not enough funds to cover it, each property owner will pay a portion of this expense based on the percentage of land owned. A motion was made by Boen, second by Matson to approve the Pond Maintenance Agreement as presented – all voted yes, motion carried.

### **REPORTS:**

- **Sheriff's Department Report:** Deputy Kardas was present to provide his report. For the month of September there were 221 calls for service, which is a decrease of 9 calls from the prior month. Vandalism in the park occurred more this past month. Deputy Kardas urged that if anyone sees something suspicious or out of the ordinary, to please call and report it. Kardas also noted that there has been an increase in fraud so be cautious of any phone calls, emails, etc. asking for personal information, money, gift cards, etc.
- **Economic Development Report:** EDD Amy Farr provided her report. Construction continues on the N Oaks Industrial Park development. With the pond maintenance agreement now in place, the focus can now turn to selling more lots in the park. Farr continues to reach out to SD DANR about the wetlands located within the park. No resolution has been met yet, so she will continue to follow up with them as needed. There are two closings scheduled in Oct. Farr and Hindt continue to work together on opportunities to promote Hartford. Farr is planning upcoming HADF events: a strategic planning session in Oct and the annual meeting in Nov. Farr is adding a career and business page to the HADF website.
- **Chamber Director Report:** Chamber Director Wynne Hindt was not present. Her report was provided. The Ambassador Committee continues to plan for Gratitude Day to be held Oct 8<sup>th</sup>. Members conducting retention visits were urged to do them in person. Discussions have been held on ways to increase attendance at events. The Ambassador Committee's will meet next on Oct 1<sup>st</sup>. The Events Committee is working on plans for the Trunk or Treat event to be held Oct 27<sup>th</sup> and the Hometown Christmas Breakfast to be held Dec 1<sup>st</sup>. Discussions continue on the mobile app – how to increase usage of the app and can it be utilized for community events. The Events Committee's next meeting will be Oct 17<sup>th</sup>. The 3<sup>rd</sup> quarter digital newsletter will be published next week. A ribbon cutting for the City's new pickleball courts was held Oct 2<sup>nd</sup>. Hindt has been involved in the planning of the legislative forum to be held Oct 25<sup>th</sup>.
- **Engineer Report:** Micheal Redenbaugh reported the following:
  - Engineers assisted as needed on the TAP grant application.
  - Continue to check construction progress on the WC School addition and 12<sup>th</sup> St/Oak Ave project.
  - Provided plan review comments for the Windsor Development.

- Construction at the WRRF site is moving along nicely. Catwalks, bridge, & guardrails are being installed on the Aeromod structure. Mickelson Rd is now closed for the installation of the sanitary sewer trunk. Signage has been placed both on Hwy 38 and Mickelson Rd to notify travelers of the closure, which is anticipated to last until Oct 18<sup>th</sup>.
  - **Review/Approve Pay Request #12 for WRRF:** Pay app #12 from Rice Lake Construction Group for work completed through September on the WRRF was presented. A motion was made by Matson, second by Horn to approve payment of pay app #12 in the amount of \$722,713 to Rice Lake Construction Group – all voted yes, motion carried.
- A preconstruction meeting for the Hwy 38 Water Main Extension project was held on Oct 1<sup>st</sup>. Contractors plan on starting the project Oct 21<sup>st</sup>.
- The 6<sup>th</sup> St/Mundt Ave project is now complete. The City completed all remaining punch list items.
  - **Review/Approve Change Order #6 for the 6<sup>th</sup> St/Mundt Ave Project:** Change Order #6 is a deduct of \$3,230.50. This is to credit for remaining punch list items that were completed by the City. A retainage amount of \$4,622.20 was being held until these items were complete. A motion was made by Jass, second by Horn to approve Change Order #6, which is a deduction of \$3,230.50, on the 6<sup>th</sup> St/Mundt Ave project – all voted yes, motion carried.
  - **Review/Approve Pay Request #7 for the 6<sup>th</sup> St/Mundt Ave Project:** Pay app #7 in the amount of \$1,391.70 to Zacharias Construction for work completed through August 14, 2024, on the 6<sup>th</sup> St/Mundt Ave project was presented. This would be the final pay app. With the punch list items now completed and the approval of Change Order #6, which is crediting the City for the cost of completing that work, the remaining balance of the contract is \$1,391.70. A motion was made by Matson, second by Horn to approve payment of pay app #7 in the amount of \$1,391.70 to Zacharias Construction – Boen voted no with all others voting yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
  - Streets – Staff will work on patching this fall. Street sweeping continues as needed. The driveshaft for the payloader has been rebuilt and installed. It is now running well. One of the City’s trucks will need to be looked at as it appears the injector may be failing. Mosquito spraying is wrapping up for the season. The last of the boulevard trees are scheduled to be planted this week. SVE will be burying lines yet this fall in the alleyway between Main Ave & Mundt Ave from the elevator north to where the alleyway ends north of 5<sup>th</sup> St.
  - Water – The 3<sup>rd</sup> quarter report has been submitted. Next reporting is due Jan 10<sup>th</sup>.
  - Sewer – All lift station pumps are working well. Staff will be working on getting the bar screen up and running this week. The Aug DMR reports are completed and have been sent. The next report is due Oct 28<sup>th</sup>. Discharging at the lagoons is done for now.
  - Parks – The pickleball courts are finished. There was a ribbon cutting earlier tonight. The ADA parking spot and sidewalks will be installed yet this fall along with two benches.
  - Pool – Staff is replumbing the drain and pressure lines at the pool. Once this repair work is done later this week, the area will be prepped for concrete.
  - Sports Complex – The rafters are being set at the new restroom/concession building this week. Once done, the roof sheeting and steel will be installed.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in Sept along with an overview of the city’s general fund revenues and expenses through Aug. Both the 2025 budget ordinance and 2025 street maintenance fee resolution have been sent to the County auditor for processing. The Oct calendar of events was also provided.
- **City Administrator Report:** City Administrator Sidel provided her report. The contractor on the 12<sup>th</sup>/Oaks project has fixed the broken storm sewer pipe and placement of the curb & gutter is underway. The City’s TAP grant application for phase 1 was submitted to the State on Sept 27<sup>th</sup>. Application reviews are to start Nov 13<sup>th</sup> with a decision expected by the end of Nov. In regard to the new AV system for the council room, Sidel was able to confirm that we are able to upgrade from two 65” TVs to two 75” TVs and remain under budget. This work is expected to start within the next couple of weeks. There was a ribbon cutting held earlier tonight for the new pickleball courts. It was well attended. Sidel, Mayor Jones, EDD Farr, CD Hindt, and WC School Supt Knight are working on plans to hold a legislative forum on 4 issues that will be on the Nov 5<sup>th</sup> ballot. This forum will be held at WC High School on Oct 25<sup>th</sup> at 7pm. Both sides of the following 4 issues will be discussed: Constitutional Amendment G, Initiated Measure 28, Initiated Measure 29, and Referred Law 21. The hope is to provide information on these topics so voters can make an informed decision.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- **Review/Approve Pay Application #4 to Alliance Construction:** Pay application #4 from Alliance Construction was presented for work completed through September 21<sup>st</sup> on the 12<sup>th</sup> St/Oaks Ave project. A motion was made by Horn, second by Boen to approve pay application #4 in the amount of \$272,441.89 to Alliance Construction – all voted yes, motion carried.
- **Review/Approve Part-time Snow Removal Job Description:** The current job description for the part-time snow removal position was provided to the Council for their review. A motion was made by Kuehl, second by Boen to approve the part-time snow removal job description as presented and begin advertising for the position – all voted yes, motion carried.
- **Mayoral Appointments of City Attorney and City Engineer for 2024/2025:** Mayor Jones recommended the appointment of Frieberg, Nelson & Ask, LLP as City Attorney for 2024/2025. A motion was made by Horn, second by Jass to approve the appointment of Frieberg, Nelson & Ask, LLP as City Attorney for 2024/2025 – all voted yes, motion carried. Mayor Jones recommended the appointment of ISG as City Engineers for 2024/2025. A motion was made by Matson, second by Horn to approve the appointment of ISG as City Engineers for 2024/2025 – all voted yes, motion carried.

**EXECUTIVE SESSION:** A motion was made by Boen, second by Berens to enter executive session pursuant to SDCL 1-25-2(1) for personnel 7:42pm – 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 Horn, second by Matson to exit executive session at 7:52pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Horn, second by Matson to adjourn at 7:53pm – 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