

Hartford City Council Meeting – Regular Meeting October 15, 2024

Council President Travis Kuehl called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Shaun Boen, Ryan Horn, Lisa Berens, and Jake Jass. Mayor Arden Jones was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Economic Development Director Amy Farr, Chamber Director Wynne Hindt, City Attorney Tom Frieberg, City Engineer Michael Redenbaugh, and 3 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Horn, second by Boen to approve the agenda with the change of moving the New Business item to be after the Agreement & Resolution - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Berens to approve the meeting minutes from October 1, 2024 - all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Jass, second by Horn to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: Councilmember Boen inquired on why the council has a Gmail addresses vs the Hartford.us extension that staff has. Sidel explained that the number of Hartford.us emails are limited. To go over that limit, costs would be incurred. In an effort to avoid the additional cost, free Gmail accounts were established for the council.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Review/Approve Agreement for Oversizing of Utilities:** The parcel of land located at 1051 Ruud Trail is being developed for future storage facilities. At the Sept 17th meeting, the council discussed possibly working with the Developer on upsizing and extending the water/sewer utilities to allow a future connection to service property south of this parcel on the south of the Interstate. Even though there is not an immediate need for these services, doing it at this time, in conjunction with the development of this parcel verse doing it later, would provide for a cost savings for the City. City Engineers have drafted an agreement that established the terms for the Developer to be reimbursed by the City for the upsizing/extension of services. A motion was made by Matson, second by Horn to approve the Utility Oversizing Agreement as presented – all voted yes, motion carried.
- **Review/Approve Resolution 2024-14 Special Assessment for Parcel #59074:** This past summer the City received complaints of overgrown grass/weeds at parcel #59074. When the property owner failed to rectify the situation in the timeframe given, City staff went in and did some mowing and weed eating. On July 15th, the property owner was billed for these services. To date this invoice, and the associated late fees which now total \$1,060, have not been paid. Later in the summer, the property owner received another notice and a \$50 fine for the same issue. The owner did mow the property this time but failed to pay the fine. Resolution 2024-14 was presented to the Council. By passing this resolution, these unpaid cost, totaling \$1,110, will be assessed against the property. If the property is ever sold, refinanced, or changes ownership the assessment will need to be paid. A motion was made by Horn, second by Boen to approve Resolution 2024-14 to assess parcel #59074 \$1,110 – all voted yes, motion carried.

NEW BUSINESS:

- **Contract Extension Request for 12th St/Oaks Ave Project:** Josh Norton with Alliance Construction was present to request a contract extension on the 12th St/Oaks Ave project of 10 days. Currently, the final completion date is set at Oct 18th. Hartford had an unusually wet month in June, with area flooding experienced on a few of the days. As a result of this, the project did have weather related delays. Also, with the unprecedented amount of rain that Hartford received in a short period of time, very wet, saturated soil conditions were present in the weeks that followed. These unforeseen soil conditions hampered work and caused delays as well. Due to these weather-related issues, an extension is being requested. A motion was made by Boen, second by Jass to grant a 10-day contract extension to Alliance Construction on the 12th St/Oaks Ave project. Discussion was held on if the 10 days included weekends. Norton confirmed that they would like to request an extension to Oct 31st. Boen amending his original motion to approve a contract extension to Oct 31, 2024, on the 12th St/Oaks Ave project, Jass seconded the amended motion. The vote was taken to amend the original motion – all voted yes motion carried. The vote was taken on the amended motion to approve a contract extension to Oct 31, 2024 – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR Chief Bryon Schumaker was present to provide the department's monthly report. For the month of September there was a total of 24 calls, of which 12 were within city limits. An update on the various trainings held during the month was also provided. As part of Fire Prevention Week, HAFR held demonstrations at WC Schools on Oct 9th. The department will be handing out glow necklaces again for Halloween.

- **Economic Development Report:** EDD Amy Farr provided her report. Farr & Hindt are finalizing plans for the 2024 Ballot Issues Forum to be held Oct 25th from 7-9pm at the WC High School Auditorium. The HADF Board of Directors elected Eric Bartmann, Blair Bathke and Josh Phillips to 3-year terms and Kris Scheetz to a one-year term. All 4 terms will begin Jan 1st. The following officers were also elected: Justin Eich, President; Eric Bartmann, Vice President; Blair Bathke, Treasurer; and Dave Larson, Secretary. A closing was held on Oct 10th on the sale of a lot in the N Oaks Industrial Park. Farr continues to work on RFI's from both SMGA and GOED as needed. The HADF annual meeting is scheduled for Nov 20th at GreatLife Central Valley Golf Course.
- **Chamber Director Report:** Chamber Director Wynne Hindt provided her report. The Ambassador Committee held Gratitude Day on Oct 8th by delivering over 600 cookies to Chamber members. Kris Scheetz with Black Tie Components recently joined the Ambassador Committee. Two more people are still needed on this committee. The Ambassador Committee's next meeting will be Nov 5th. The Events Committee is working on plans for the Trunk or Treat event to be held Oct 27th and the Hometown Christmas Breakfast to be held Dec 1st. Details are also being finalized for the Annual Business Meeting on Nov 18th. The mobile app will be used for voting for the People's Choice award at the Trunk or Treat event. The Events Committee's next meeting will be Nov 14th. Planning is in the works for a 2025 board orientation for all new and existing board members.
- **Engineer Report:** Micheal Redenbaugh reported the following:
 - Continue to check construction progress on the WC School addition and 12th St/Oak Ave project.
 - Reviewed/approved two plats.
 - Construction at the WRRF site is moving along nicely. Installation of the catwalks on the Aeromod structure are now complete. Aeromod equipment is now being installed. Construction of the floor slab is underway at the operations building. Mickelson Rd is open again as the installation of the sanitary sewer trunk is done in this area and moving towards the intersection of Hwy 38/Railroad St. As a result of this, Railroad St is now closed until Nov 4th. Signage has been placed on Hwy 38 indicating this.
 - Contracts, bonds, and insurance have been sent to SD DANR for review on the Hwy 38 Water Main Extension project. Once approved, the Notice to Proceed will be issued and the contractor may begin work. The estimated completion date of this project is Nov 13th
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Staff will continue to blade gravel road and do street sweeping as needed through the fall. One of the City's trucks will need to be looked at as it appears the injector may be failing. Mosquito spraying is done for the year. The last of the boulevard trees have been planted.

Water – The 3rd quarter report has been submitted. Next reporting is due Jan 10th. Wagner will be meeting with City Engineers this week on the HWY 38 Water Extension project to discuss possibly relocating the water main slightly. The State of SD is participating in a nationwide initiative to get all water service lines containing lead replaced. Informational letters will be sent out by mid-November to any residents that have lead service lines as well as any service lines that are unknown if they are lead or not.

Sewer – All lift station pumps are working well. Staff is still working on getting the bar screen up and running. The Aug DMR reports are completed and have been sent. The next report is due Oct 28th. Discharging at the lagoons is done for now.

Parks – The concrete contractor will be finishing up the ADA parking spot and sidewalks by the new pickleball courts in the coming weeks. With the season ending, the ball fields, batting cages and soccer nets are getting prepped for winter. Staff will be closing and winterizing the restrooms the last week in Oct. Concerns over misuse of the new pickleball courts was discussed. Wagner will check into possible signage that could be placed in an effort to help control this issue.

Pool – The plumbing repairs are done, and the area has been prepped for concrete. The concrete work will be done in conjunction with the ADA parking spot and sidewalks for the pickleball court area. The pool will be winterized next week.

Sports Complex – The concession stand building is moving right along. The steel for the roof is scheduled to be placed this week and the epoxy coating on the floors is done.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Sept 30th, a recap of bills submitted for payment, and the Oct/Nov calendar of events. Wilber will be processing the Council's payroll on Nov 1st. The attendance chart was provided for review. Any changes need to be communicated to Wilber no later than Oct 31st.
- **City Administrator Report:** City Administrator Sidel provided her report. On the 12th/Oaks project gravel for the road has been placed, curb/gutter is installed, and prep work for concrete at the intersection of 12th/Oaks is underway. The installation of the new AV system for the council room is scheduled for Oct 17th/18th. new pickleball courts. It was well attended. The legislative forum on 5 issues that will be on the Nov 5th ballot will be held at WC High School on Oct 25th at 7pm. Both sides of the following 5 issues will be discussed: Constitutional Amendment G, Initiated Measure 28, Initiated Measure 29, Referred Law 21, and Amendment H. The hope is to provide information on these topics so voters can make an informed decision. Both Sidel & Wagner attended the SDML annual conference last week. Both felt it was a good conference with interesting and informative sessions.

OLD BUSINESS: None

EXECUTIVE SESSION: A motion was made by Boen, second by Jass to enter executive session pursuant to SDCL 1-25-2(1) for personnel and SDCL 1-25-2 for legal at 7:47pm – 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 Matson to exit executive session at 8:18pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Matson, second by Boen to adjourn at 8:18pm – 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