

Hartford City Council Meeting – Regular Meeting November 5, 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, and Jake Jass. Lisa Berens 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, City Attorney Tom Frieberg, City Engineer Justin Heim, and four people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jass, second by Kuehl to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Boen, second by Matson to approve the regular meeting minutes from October 15, 2024 – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Hearing - Liquor License Renewals:** All current liquor licenses will expire at the end of the year. Each license holder has submitted the required application and fee to renew their license for 2025. A motion was made by Kuehl, second by Horn, to approve the 2025 liquor license renewals as presented – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was present to provide his report. For the month of October there were 247 calls for service, which is an increase of 26 calls from the prior month. With the holiday season approaching, Deputy Kardas urged people to be cautious of scammers. Avoid any phone calls, emails, etc. asking for personal information, money, gift cards, etc.
- **Economic Development Report:** EDD Amy Farr provided her report. Approximately 100 people were in attendance for the 2024 Ballot Issues Forum held Oct 25th. The HADF Board of Directors held their annual strategic planning session on Oct 30th. Grading & sidewalk work is now complete at the N. Oaks Industrial Park. The remaining work includes seeding, erosion control, and placing riprap and sediment basins in the ponds. A closing is scheduled for Nov 14th on the sale of a lot in the Park. Farr provided an update on communication she's had with SD DANR regarding the wetlands for both the N Oaks Industrial Park and HADF's property located NW of that. HADF's annual meeting will be held Nov 20th at Central Valley Golf Course. Farr continues to work on RFI's from both SMGA and GOED as needed. Farr is requesting approval to attend the National Rural Developers Assoc Conf in Omaha, Ne Nov 13th – 15th. The HADF board has requested that she attend, and they would pay for the registration, hotel, and meals. If approved, the City would cover the mileage. A motion was made by Jass, second by Horn to approve Farr's attendance at the National Rural Developers Assoc Conference Nov 13th – 15th – Kuehl and Boen voted no with all others voting yes, motion failed.
- **Chamber Director Report:** Chamber Director Wynne Hindt was not present. Her report was provided. Two more people are still needed on the Ambassador Committee. Their next meeting will be Nov 5th. The Events Committee had a successful Trunk or Treat event on Oct 27th. The committee is finalizing the details for the annual meeting to be held Nov 18th. The Chamber will be serving the Hometown Christmas breakfast on Dec 1st. Future events being planned are the Taste of Hartford in January and the annual Chamber Celebration in February. A ribbon cutting was held for Solid Rock Recruiting on Oct 30th. The Events Committee's next meeting will be Nov 14th. The Governance Committee is finalizing updates to the by-laws and policy procedures. Once complete, the documents will be presented to the board for approval.
- **Engineer Report:** Justin Heim reported the following:
 - Continue to check construction progress on the WC School addition, 12th St/Oak Ave project, Bluetide project, utility installation at Oakley St in Maple Pass Addition, and utility installation at a lot in the Industrial Park at Western Meadows Addition.
 - Continues to review site plans and plats as they are received.
 - Construction at the WRRF site is moving along nicely. Floor slabs have been installed in the operations building. Wall framing and door installation continues. Installation of the Aeromod equipment is ongoing. At the lift station structure, electrical installation is underway. Installation of the sanitary sewer trunk is complete. The last bid package for the connections to the existing system is currently out for bid.
 - **Review/Approve Pay Request #13:** Pay app #13 from Rice Lake Construction Group for work completed through Oct 31st on the WRRF was presented. A motion was made by Horn, second by Matson to approve payment of pay app #13 in the amount of \$2,594,115 to Rice Lake Construction Group – all voted yes, motion carried.

- Water main installation is underway on the Hwy 38 Water Main Extension project. Work along Railroad St to Hwy 38 is done. The contractor is now working on boring the pipes under Hwy 38 at Colton Rd. Once complete, the water main installation will resume along Colton Rd.
 - **Review/Approve Change Order #1:** A change was made to the placement of the water lines resulting in some cost savings. Change Order #1, which reflects a cost savings of \$35,702.07 to the project, was presented. A motion was made by Jass, second by Horn to approve Change Order #1 for a credit of \$35,702.07 – all voted yes, motion carried.
 - **Review Approve Pay Requestion #1:** Pay app #1 from Siteworks work completed through Oct 30th on the Hwy 38 Water Main Extension project was presented. A motion was made by Kuehl, second by Matson to approve payment of pay app #1 in the amount of \$322,828.18 to Siteworks – all voted yes, motion carried.
- Engineers were asked by staff to put together a proposal for developing a Master Plan for our parks & trail system. This came about after staff and board members toured the city prior to the budget meeting. Having a plan, especially for Lyon Park, would be beneficial. Also, as new housing developments go in, it would be helpful to have a plan for future park placement as the city grows. This would aid staff in deciding the open space contribution to be made by a developer – whether it should be a land contribution or a monetary contribution. A proposal to create this Master Plan was presented. The project is broken down into four phase at a total cost of \$52,740. The cost of this is not budgeted in either 2024 or 2025. Discussion was held on getting the Park & Recreation Boards input before moving forward. A motion was made by Kuehl, second by Horn to table this item until the next meeting. Since the next meeting is before the Park & Recreation Board meets, the motion was amended by Kuehl, second by Horn to table this item until the first meeting in Dec – all voted yes, motion carried.
- **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 be looked at next week as it appears the injector may be failing. Wagner continues to work with the DOT about lighting at Hwy 38/Colton Rd. The hope is to have lights at this intersection yet this fall.
 - Water – The three properties in town that were on rural water have been switched over to city services. The 3rd quarter report has been submitted. Next reporting is due Jan 10th. The Hwy 38 Water Extension project has started and is moving along well. The State of SD is participating in a nationwide initiative to get all water service lines containing lead replaced. The required informational letters have been sent out by the City to any residents that have lead service lines. Letters will be sent on an annual basis until these lead lines have been replaced.
 - Sewer – All lift station pumps are working well. Staff is still working on getting the bar screen up and running. The Sept DMR reports are completed and have been sent. The next report is due Nov 28th. At the lagoons, we are moving from pond #2 to pond #3. The school was experiencing sewer backup in one of their buildings. Staff checked a manhole located north of the bus barn and found a number of larger rocks and traffic cones had been put in the manhole, which was causing the issue. Staff cleaned it out and will be adding a bolt on cover to the manhole, so this doesn’t happen again.
 - Parks – The concrete contractor has finished the ADA parking spot and sidewalks by the new pickleball courts. The park restrooms have been winterized and closed for the season. Soccer nets are being taken down and batting cages are being prepped for winter.
 - Pool – The plumbing and concrete repairs are done, and the pool has been winterized.
 - Sports Complex – The concession stand building is moving right along. The steel for the roof and the epoxy coating on the floors are done. The electrician and plumber are scheduled to start next week. The doors are being painted this week and will be hung next week.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in Oct along with an overview of the city’s general fund revenues and expenses through Sept. Wilber has processed the Council’s semi-annual payroll with funds being directly deposited in their accounts on Nov 4th. The Nov calendar of events was also provided.
- **City Administrator Report:** City Administrator Sidel provided her report. The Hwy 38 Water Main Extension project is underway. Once the contractor is done along Railroad St, the road will be re-open and the dump site will be moved back to its original location. Work continues at the WRRF site. Sidel provided an update on funding. The funds from the first SRF loan are nearly depleted. The City has been approved for a second SRF loan. Along with the second loan comes a second surcharge. The timing of this will be discussed at the next council meeting. Liquidated damages of \$1,250/day are being assessed on the 12th/Oaks project since substantial completion wasn’t obtained by the Oct 31st deadline. The new AV equipment has been installed. Staff training will take place in the coming weeks. Sidel informed the Council that with the new equipment, we will have the ability to live stream our meetings if we so choose. If livestreaming is the choice, the question was presented if all city meetings – council, park & recreation, and planning & zoning – should all be livestreamed. More discussion will happen once the staff is fully trained. The codification of the municipal ordinance into one document is done and has been placed in the Council’s “box” and on the City’s website. The Health Pool of SD has made some plan changes for 2025. The City’s current plan is no longer available. A switch has been made to the most comparable plan. The biggest change is going from a \$500 deductible to \$1000 deductible. The premiums will increase by about 5.8%.

An increase was figured into the 2025 budget. Earlier this year the City created a sidewalk plan showing where sidewalks are needed to create a safe routes to school and the cost to implement. The City then applied for a TAP grant for a portion of sidewalks in the plan, as there is a 600k cap to the grant. Sidel was recently notified that there is no longer a cap and that the City could resubmit for the full project. The review committee meets on Nov 13th. If approved, the grant will cover 80% of the cost, with the City covering the 20% balance. The City is still accepting applications for the part-time snow removal position. The Park & Recreation Board has started having discussion on how the concession stand at Swenson Park will be operated next year. Three options discussed are 1.) being run by city staff; 2.) being run by the sports associations; or 3.) take proposals/bids from area business, groups, or individuals to run it. It was decided to do proposals/bids. Sidel is currently gathering information. Once compiled, the proposal/bid paperwork will be presented to Council for their approval. It is the time of year when the City can apply for free SF landfill passes for our residents. It was the consensus of the Council that an application be submitted for 2025.

OLD BUSINESS: None

NEW BUSINESS:

- **Review/Approve Grant Award from Sioux Empire United Way:** The Hartford Area Softball Assoc had asked the Park & Recreation Board to apply for funding to purchase an AED device for Swenson Park. Applications were submitted to Sanford Community Dividend Fund and POET Community Impact Grant. No response has been received from POET yet. Sanford Health did deny the City's request as they partner with Sioux Empire United Way for AED's. The City then applied to Sioux Empire United Way and was successful in obtaining a 50/50 grant, with the United Way paying half the cost of the AED and case up to \$900 and the City covering the other half. The Park and Recreation Board would like to move forward with the grant, using \$900 of their budgeted funds for the City's portion. Discussion was held on having the sports associations partner with the City on this grant. Since the request originated from HASA, maybe they'd want to share in the costs. It was the consensus of the Council that the Park & Recreation Board reach out to the various associations about this grant. A motion was made by Horn, second by Jass to move forward with the Sioux Empire United Way AED grant using \$900 from the Park & Recreation Board budget for the City's portion – all voted yes, motion carried.
- **Review/Approve Pay Application #5 to Alliance Construction:** Pay application #5 from Alliance Construction for work completed through October 26th on the 12th St/Oaks Ave project was presented. A motion was made by Kuehl, second by Boen to approve pay application #5 in the amount of \$336,921.17 to Alliance Construction – all voted yes, motion carried.
- **Review/Approve Change Order #4 to Alliance Construction:** Two existing driveway approaches off Oaks Ave were not included in the bid for this project. The approaches were shown in the construction plans, but the engineer did not have the paving of these approaches as a bid item. Therefore, this work wasn't included in the contractor's bid. Changer Order #4 for \$7,132.50 is for the cost of paving these two approaches. A motion was made by Horn, second by Kuehl to approve Change Order #4 in the amount of \$7,132.50 on the 12th St/Oaks Ave Project – all voted yes, motion carried.
- **Discuss/Approve Cost of Repairs to Feyder Ave:** As a result of the West Central School project, there are areas of Feyder Ave that need to be repaired. The contractor has indicated that they plan to make these repairs later this week. There is a 8' x 44' section of the road that showed cracking before this project began. With the heavy equipment used in this area for the project, it has deteriorated even more and now needs to be replaced. The contractor provided pictures showing the cracking condition of this section prior to the start of construction. Due to the prior condition of this area, the contractor is proposing that the City pay 50% of the \$4,075.26 cost to make the needed repairs. A motion was made by Kuehl, second by Matson to approve paying 50% of the cost of the needed repairs to the section of Feyder Ave as presented – Boen voted no with all others voting 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, SDCL 1-25-2(3) for legal, and SDCL 9-34-19 for economic development at 8:13pm – 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 Boen, second by Matson to exit executive session at 10:43pm – all voted yes, motion carried.

A motion was made by Boen, second by Matson to terminate Amy Farr as Economic Development Director effective immediately – all voted yes, motion carried.

A motion was made by Jass, second by Matson to review the City’s job description and get ready to repost the Economic Development Director position at the next city council meeting – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Kuehl, second by Horn to adjourn at 10:45pm – 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