

City Council Meeting – Special Meeting March 10, 2021

Mayor Jeremy Menning called the meeting to order at 7:00p.m. with the following city council members present: Arden Jones, Mark Brenneman, LaVonne Randall, Travis Kuehl, and Mark O’Hara. Mark Monahan was absent with notice. City Administrator Teresa Sidel and Public Works Superintendent Craig Wagner were also present, along with approximately 10 people from the public.

Approve Agenda: A motion was made by Jones, second by Brenneman to approve the agenda as set – all voted yes, motion carried.

Discuss Engineering Proposal/Philosophy: David Doxtad, with ISG Inc. was present to review with the council what services their firm can provide to the city. ISG is a full-service firm providing engineering, architecture, environmental and planning services. They want to work with the city as a partner to help identify the needs of the city and provide the council with options to allow better decision making. They will not obligate the city to use their engineering services for any specific project. They will ultimately follow the direction of the city council. The contract proposed, will allow ISG to bill the city for time (at a rate of \$75.00 per hour) and materials.

Appointment of City Engineer: Mayor Menning would like to appoint ISG Inc. as the city engineer for 2021. A motion was made by Jones, second by Randall to approve Mayor Menning’s appointment of ISG Inc. as the city engineer from March 15, 2021 until the first meeting in September of 2021 – all voted yes, motion carried.

Overview of Contracted Services with Stockwell Engineers: Mitch Mergen with Stockwell Engineers was present to review with the council the status of current contracts/projects and the status of current force account work. A motion was made by Kuehl, second by Randall to enter Project Status Report into the minutes – all voted yes, motion carried. Report is as follows:

Project Status Report

Project Closeout:

- 9th Street & Vandemark Ave – Construction is substantially complete; remaining punch list items include asphalt repairs and seeding; final payment to contractor is pending; warranty inspection to occur in the fall.
- Ruud & Opal Lane Intersection – Construction is completed; punch list items are complete; final payment is expected at the next regular council meeting; warranty inspection to occur in the fall.
- Industrial Park Sanitary Sewer Extension – Design is complete; adjustments to design are pending; contract to remain on hold until further notice from the city.
- Mickelson Road Improvements – Construction is fully complete; LOMR is in progress; warranty items to occur this spring.
- 2020 CIP Updates and Rate Study – CIP portion is complete; rate study portion is pending.

Force Account:

- Design Standard Updates – Under review by City Staff; Stockwell to incorporate comments.
- Records – Stockwell to forward record drawings, GIS data and Maps to City Staff.
- Development Assistance
 - Western Meadows Ph 5 – Construction plans under review; Stockwell to forward comments to city staff.
 - Western Meadows Ph 4 – Construction of Ruud Lane began last fall; Inspections to resume next spring.
 - Knapp’s Landing Ph 1 & 2 – Punch lists were distributed to developer last fall; Stockwell to follow up on their completion.
 - Turtle Creek Ph 1 – Punch List were distributed to the developer last fall; Stockwell to follow up on their completion.

The design work on the Industrial Park Sanitary Sewer Extension has been completed by Stockwell Engineers but the project has been put on hold until the city hears back on the status of their FEMA grant. A motion was made by Kuehl, second by O’Hara to allow Stockwell Engineers to complete the Industrial Park Sanitary Sewer Extension Project as detailed by Stockwell Engineers – all voted yes, motion carried. A motion was made by Kuehl, second by Brenneman to allow Stockwell Engineers to complete the 9th Street & Vandemark Avenue Project, the Ruud & Opal Lane Intersection Project; and the Mickelson Road Project per contract – all voted yes, motion carried. A motion was made by Kuehl, second by Brenneman to have Stockwell Engineers deliver to the city all record drawings, GIS data and city maps by March 15, 2021 – all voted yes, motion carried. A motion was made by Kuehl, second by Jones to transfer the 2020 CIP Update and Rate Study contract to ISG Inc., along with a word document of the design standards updates and all development construction plans under review, including an updated punch list for Knapp’s Landing Ph 1 & 2 and Turtle Creek Ph 1 – all voted yes, motion carried.

Discuss future WWTF and possible Feasibility Study:

- **Discussion of Feasibility Study:** Rachael Kloos with ISG Inc. talked with the Council about conducting a feasibility study for the city's new WWTF. A detailed feasibility study would evaluate viable wastewater treatment option and allow the city to vet these options before entering a facility design contract. The study would include: Review of regional opportunities; Evaluate wastewater treatment options; Evaluate wastewater treatment technology options; Identify industrial/commercial growth opportunities & strategic land use planning; Identify current & future regulatory compliance consideration; and evaluate additional revenue generation opportunities. The cost of the study is \$50,000 and it is estimated to take 3 months. This will still allow the city to make the October 1, 2021 deadline to get on the state's water plan for funding. It is ISG's recommendation to complete a feasibility study. A motion was made by Randall, second by Brenneman to have ISG Inc. conduct a feasibility study for the city's WWTF – all voted yes, motion carried.
- **Review Stockwell WWTF Contract for Engineering Services:** Jon Brown with Stockwell Engineers went through a timeline of events on our current WWTF project and reviewed their proposed WWTF contract. This contract has been modified since last presented to the council. Changes include clarification on payment and billing and adjustments have been made to pull out any items that are not needed at this time. Those items are now listed as additional services and can be added or not to the contract as the council sees fit. Jim Housiaux with Stockwells also discussed how various treatment options will be evaluated for the city. Since the city wants to move forward with a feasibility study and review the results of the study before moving forward with any contracts, no action was taking on this engineering contract proposal.
- **Discuss Possible Engineering Loan:** Once again, since the city is moving forward with a feasibility study, no action was taken on securing an engineering loan until we have more information.

Resolution of Intent to Lease Real Property: The city attorney has drafted a Resolution of Intent which states that the city intends to enter into a farm lease agreement for Tract 1 & 2 of Hartford Hills Addition and will award the lease to the highest bidder. A motion was made by Jones, second by O'Hara to approve the resolution of Intent to Lease Real Property – all voted yes, motion carried.

Adjournment: A motion was made by Brenneman, second by Kuehl to adjourn at 8:20p.m. – 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