

City Council Informational Session July 19, 2022

The Hartford City Council meet on July 19, 2022, at 6pm to hold an information meeting to discuss delivery methods. Mayor Arden Jones called the meeting to order at 6:00p.m. with the following city council members present: Chris Woslager, Cindy Matson, Mark Brenneman, Travis Kuehl, Jake Jass and Mark O'Hara. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner, and City Engineers David Doxtad, Rachel Kloos, Michael Redenbaugh and John Gliko.

Approve Agenda: A motion was made by O'Hara, second by Kuehl to approve the agenda as set – all voted yes, motion carried.

Overview of Delivery Methods: The city council wanted to learn more about various delivery methods the city can use for our future waste-water treatment facility. City Engineers, ISG Inc, were present to discuss with the city council the various options and delivery methods for bidding and constructing large projects. There are 4 delivery methods that can be used 1) Design-Bid-Build; 2) Design-Build; 3) Construction Management-Agency; and 4) Construction Management-At Risk. Engineers noted that Design-Build will not work as an option for the WWTF project. The Design-Bid-Build method is the traditional method of project delivery and basically allows the engineers to design a project and then it is put out to bid. The lowest responsible bidder wins the contract, and they act as the general contractor to complete the project to engineer design. With the Construction Management-Agency method, the city hires a construction manager for the project, and they work with the city engineers during the design and build of the project. The city holds contracts with the engineer, construction manager and any subcontractors so all responsibility is on the owner. The construction manager is not allowed to perform work on the project – they only manager the project. The Construction Management-At Risk (CMAR) method still allows the hiring of a construction manager to work with the design engineer and oversee the project, but it limits the city's responsibility since all subcontractors are hired and contacted by the construction manager and not directly by the city. The CMAR also allows a guaranteed maximum price (GMP) to be established by the city and construction manager in order to limit the city's risk on the project and allows the construction manager to perform work. The pros and cons of each of the 3 viable methods were discussed and it was the consensus of the council to move forward with the CMAR delivery method. ISG will identify possible firms that can act as a construction manager and drafting a request for proposals (RFP) to be utilized for interviewing each firm.

Adjournment: A motion was made by Brenneman, second by Matson to adjourn at 6:51p.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 Officer.

Teresa Sidel, City Administrator

City Council Meeting – Regular Meeting July 19, 2022

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager Cindy Matson, Mark Brenneman, Travis Kuehl, Jake Jass, 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 Engineers David Doxtad & Michael Redenbaugh, and 13 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Matson, second by Jass to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Woslager to approve the meeting minutes from July 5, 2022 – all voted yes, motion carried.
- **Approval of the Bills:** Finance Officer Wilber noted a change in the bill report. The park rec program supply reimbursement check issued to Laura Johnson should be Lori Spies. There was no change to any amounts. A motion was made by Kuehl, second by Matson to approve the bills submitted for payment with the noted correction – all voted yes, motion carried.

PUBLIC COMMENTS: BJ Olson of Unity Road was present to address the council. Unity Road, which is a medical cannabis dispensary, is scheduled to open for business in Hartford on July 27th. It will be the first operational dispensary in the state. Olson thanked the council for their support.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – Buffalo Ridge Brewing:** Callie Tuschen, on behalf of Buffalo Ridge Brewing, has submitted a special event application to hold a plant swap event in collaboration with Plant Traders & Gardeners of SD. The event would be on August 12, 2022 from 2pm to 6pm but asking from 1pm to 7pm to allow time for setup/teardown. They are requesting the closures of 1st St from Main Ave to east alley and to allow the use of alcoholic beverages in this area, on the sidewalks around the brewery and on the HADF lot at the SE corner of 1st St & Main Ave. A motion was made by Brenneman, second by O'Hara to approve the special event permit for Buffalo Ridge Brewing as applied for – all voted yes, motion carried.
- **Resolution 2022-7 Adopt Discretionary Formula for Commercial Residential Structures:** Currently the City offers a tax break over 5yrs for all new commercial and industrial structures/additions along with commercial residential buildings. In 2022, the SD Legislature changed the formula for commercial residential buildings, extending the tax break from 5yrs to 7yrs. Resolution 2022-7 would incorporate this change for commercial residential structures. A motion was made by Kuehl, second by Jass to approve Resolution 2022-7 Adopt Discretionary Formula for Commercial Residential Structures – all voted yes, motion carried.
- **Resolution 2022-8 Adopt Discretionary Formula for Commercial & Industrial Structures:** Resolution 2022-8 would update the City's 5-year discretionary formula to only include new commercial and industrial structures/additions since commercial residential buildings are now on a 7-year discretionary formula, with the passing of Resolution 2022-7. A motion was made by Matson, second by Woslager to approve Resolution 2022-8 Adopt Discretionary Formula for Commercial & Industrial Structures – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** 1st Assistant Rescue Conner Vortherms with HAFR was present to provide the department report. There was a total of 40 calls in June with 15 in city limits. An update was given on the various trainings held during the month of July. With Mark Monahan no longer serving on the council, HAFR no longer has a City Council liaison. The Dept is requesting a replacement. Councilmember Matson volunteered. A motion was made by Kuehl, second by Jass to appoint Cindy Matson as the City Council liaison for the HAFR – all voted yes, motion carried.
- **Chamber & Economic Development Report:** Amy Farr was present to provide her report. Chamber activities: the Hartford Block party is July 20th; the next membership mixer will be held Aug 30th; there will be a ribbon cutting for Hartford-Humboldt Right to Life 5pm Aug 9th; continues planning for upcoming annual golf tournament Aug 3rd. HADF activities: continues efforts with RFI's from GOED and businesses that have interest in Hartford; the new Community Guide is done and available at City Hall; there will be a ground breaking for Dairy Queen on Aug 1st; HADF will have a booth at the Turner County Fair Aug 15-18; continues to set meetings with potential Envision 2025 investors; attended a tour of the Unity Road medical cannabis dispensary; Farr announced that the 18 acres on N Western Ave has been sold to Black Tie Components, a truss manufacture, who will be building an new facility. Farr request approval to attend the GOED Deep Dive Conference in Watertown Aug 17th/18th. Cost would be approx. \$180 for registration, lodging & some meals. A motion was made by Kuehl, second by Jass to approve Farr attending the GOED Deep Dive Conference on Aug 17th/18th – all voted yes, motion carried.
- **Engineer Report:** David Doxtad reported the following:
 - Reviewing plats in Maple Pass and Knapp's Landing Additions.
 - Reviewing site plans for Get-n-Go, Maple Ave., and Maple Pass Apartments.
 - Work has yet to start at Vance Peterson's property to fix the drainage issue. Discussion was held about implementing regulations that would give the City the ability to require the property owner to make the necessary corrections if a situation like this presented itself in the future. Engineers will continue to push the property owner to get the needed corrections done as soon as possible.
 - The 6th St/Mundt Ave project is moving along well. Underground utility work in phase one is complete. Work on the roadway will now start. MidAmerican Energy is relocating some gas lines along Mundt Ave. Engineers noted that the restoration of resident's yards is part of the project, and this will happen once the roadway for each phase is installed. Pay app #1 from Zacharias Construction, Inc. for work completed to date was provided. A motion was made by Kuehl, second by Matson to approve payment of pay app #1 in the amount of \$294,730.20 to Zacharias Construction, Inc. – all voted yes, motion carried.
 - Due to delays on other projects and supply chain issues, Maguire Iron, Inc. will not be starting the water tower painting project on July 18th as previously stated. They plan to start in September.
 - Preliminary layout of the sewer line for the new WWTF is currently under review. Geotek will be collecting soil information to be included in the design. A preliminary set of Process & Instrumentation Diagrams is nearly complete. Once finished, the mechanical, electrical, architectural, and civil teams will start to design then respective components. A regionalization meeting was held July 18th.
 - The bike trail project between Main Ave & Feyder Ave is on hold until the necessary easements are obtained from adjacent property owners.
 - The storm shelter building project is on hold until a decision is made on how to proceed.

- Design work of the Hwy 38 water main extension project is going well.
- Traffic counts and turning movements is being collected along Western Ave. This data will be used to create a traffic study to aid in the design of the project.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided.
 - Streets – Besides some remaining punch list items, the slurry seal project is now complete. The contractor that was awarded the bid by the City of Sioux Falls is new to this type of work. With that, there were application issues, and the project took longer than expected. Wagner will continue to work with the contract to ensure all punch list items are addressed. All striping and arrows have been repainted along Mickelson Rd. Wagner indicated that the arrow placement is per specifications and is correct. The '98 Dodge pickup is broke down, needing clutch repairs. Sioux Valley Energy has completed the replacement of lights along Hwy 38.
 - Water – All reporting is done until October.
 - Sewer – June DMR reports have been sent in. The next reports are due the end of Aug.
 - WWTF – Wagner has sent some information to the SD DOT on a future approach to the WWTF site with the hope that permission will be granted by the DOT to install.
 - Western Ave Sewer Extension – A walk thru of the project is planned for this week. A punch list of any items needing to be addressed will be compiled and sent to the contractor. Fencing will be installed at the future 12th St to stop traffic.
 - Dog Park – Work has started on the dog park. Trenching is complete along with holes for the posts. Staff will start setting post this week. The impacted frisbee golf holes have been relocated. Wanger is estimating that this project will be done by early fall.
 - Sports Complex – American Fence has a few small items left to address. Final pay will be held until items are complete.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included cash balances, sales tax revenue and DHI committee fund balance as of June 30th, a recap of bills submitted for payment, and the July/August calendar of events.
- **City Administrator Report:** City Administrator Sidel's report was provided. ISG is in the design phase of the WWTF. A compliance schedule was sent to DANR indicating a project completion date of Oct 1, 2025. The bike trail project is on hold for now. Easements are needed from a neighboring property owner. The 6th/Mundt St project is going well. The water tower painting project has been rescheduled to Sept. Design work has started on the Hwy 38 water main extension project. Staff has started work on the dog park. The next rebranding meeting with HenkinSchultz will be early next week. Logo designs will be reviewed. The SD DOT will be conducting a corridor study of Hwy 38 from Hwy 19 east to Marion Rd. This study, which is scheduled to take a year, will provide information to the DOT on what improvements/changes to this stretch of Hwy 38 are needed. The next DOT advisory meeting to review proposal for the study is July 26th. In the coming weeks, Sidel will begin compiling information for the budget meeting. Council was encouraged to let staff know if there are any items they want researched for discussion at the budget meeting. Sidel attended a FEMA meeting on Tuesday to learn how to apply for reimbursement of costs related to damages caused by the May 12th Derecho.

OLD BUSINESS:

- **Discuss/Review FEMA Grant Options for Sports Complex Building:** At their last meeting in June, the Park & Rec Board reviewed two different options on moving forward with the Sports Complex Building: Option 1.) Amend our current grant application and scope of work to incorporate a design/cost change that would be more cost effective; or Option 2.) Forfeit the current grant and use city funds to erect a building. It is the recommendation of the Park & Rec Board that the City work with ISG to redesign the building to include the minimum amount of storm shelter area to still be eligible for the grant, hopefully resulting in a more cost-effective option. It is the opinion of some on the Council that the building should not be scaled back. Rather, have the Engineers revise the cost estimate of the current design and then amend our current grant application for the increased costs, in hopes that the grant amount would be increased. A motion was made by Jass, seconded by Matson to approve ISG revising the cost estimate on the current design of the storm shelter building and amend our grant application with the revised costs and submit to FEMA – all voted yes, motion carried.

NEW BUSINESS:

- **Downtown Hartford, Inc Request Budget Funds for Additional Downtown Lighting:** Callie Tuschen, on behalf of DHI, was present to request the use of budget funds for additional solar lights for the downtown area. Tuschen is proposing that 8 lights, 4 on each side of the street, be placed along 1st St. from Main Ave to the alley to the east and to the alley to the west. After further discussion on possible placement locations, it was decided that Public Works Director Wagner will review the area for placement and ADA compliance and provide additional comments at the next meeting.
- **Set 2023 Budget Meeting Date/Time:** The budget meeting was set for Tues Aug 30th at 6pm.
- **Review Public Works Assistant Job Description:** With the recent resignation of Public Works Assistant Alan Brown, the City has begun advertising to fill this this position. The current job description was reviewed. It was noted that a statement has been added to the job description that preference will be given to applicants with water

or wastewater certification. It was the consensus of the Council that no other changes be made to the job description.

EXECUTIVE SESSION: A motion was made Kuehl, second by O'Hara to enter executive session pursuant to SDCL 9-34-19 for economic development at 8:14pm – 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 Kuehl, second by Matson to exit executive session at 8:42pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Brenneman, second by Jass to adjourn at 8:43pm – 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