

## City Council Meeting – Regular Meeting July 5, 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, 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 Engineer Justin Heim, and 4 people from the public.

### BUSINESS ITEMS:

- **Mayoral Appointment to Vacant Ward 3 Position:** Mayor Jones recommends the appointment of Jake Jass to the vacant seat in Ward 3. A motion was made by O’Hara, second by Woslager to approve the appointment of Jake Jass – all voted yes, motion carried. Jass took his oath of office and took his place at the table.
- **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 Brenneman, second by Kuehl to approve the meeting minutes from June 21, 2022 – all voted yes, motion carried.

**PUBLIC COMMENTS:** None.

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

- **Special Event Permit – Hartford Area Fire & Rescue Public Safety Day:** Cheneae Billie, on behalf of the HAFR, has applied for a special event permit to hold a Public Safety Day on Aug 27, 2022 from 10am to 1pm. They are requesting the closure of South St from Western Ave to Kingsbury Ave to accommodate various activities & demonstrations, along with the other agencies that will be joining the event. A motion was made by Kuehl, second by Matson to approve the special event application as presented – all voted yes, motion carried.
- **Review/Approve Assignment & TIF Proceeds Agreement with Maple Pass, LLC:** Earlier this year TIF District #1 for Maple Pass, LLC was approved. By creating this tax increment finance district, any future property tax revenue generated from the improvements made at Maple Pass Addition, will be used to pay off the infrastructure costs for the development. An Assignment & TIF Proceeds Agreement was presented to the Council. This agreement states that the developer will be receiving loan funds to finance the infrastructure improvements from CorTrust Bank. And that when the City starts receiving property tax revenue on these improvements, the City shall remit these funds to CorTrust Bank to pay off the loan. City Attorney Frieberg has reviewed the agreement and is recommending approval. A motion was made by Kuehl, second by Brenneman to approve the Assignment & TIF Proceeds Agreement with Maple Pass, LLC as presented – all voted yes, motion carried.
- **Resolution 2022-6 Accept Infrastructure for Phase 5 of Western Meadows Addition:** Western Meadows has completed Phase 5 of their development. Phase 5 includes roadway and utility improvements at West Opal Lane. City Engineers have inspected the improvements and are recommending passing of a resolution to accept the improvements into the City of Hartford. A motion was made by Kuehl, second by Jass to approve Resolution 2022-6 accepting infrastructure for Phase 5 of Western Meadows addition – all voted yes, motion carried.

### REPORTS:

- **Sheriff’s Department Report:** Deputy Kardas was not present. His report for the month of June was provided. There were 282 calls for service for the month. Upcoming events for the department are Ice Cream with a Cop at the City Pool on July 12<sup>th</sup> and a booth at the Downtown Market on both Aug 4<sup>th</sup> and Sept 29<sup>th</sup>.
- **Chamber & Economic Development Report:** Amy Farr was present to provide her report. Chamber activities: dunk tank event held during Jamboree Days; the June mixer was sponsored by Reliabank on June 28<sup>th</sup>; work continues on the new websites with plans to be live July 15<sup>th</sup>; continues planning for upcoming events including the Hartford Block Party July 20<sup>th</sup> and the annual golf tournament Aug 3<sup>rd</sup>. HADF activities: continues efforts with RFI’s from GOED and businesses that have interest in Hartford; continues to set meetings with developers/landowners; continues to set meetings with potential Envision 2025 investors; the new Community Guide is at the printers.
- **Engineer Report:** Justin Heim reported the following:
  - Has started the review of the updated Dairy Queen plans.
  - Reviewing plats in Maple Pass, Knapp’s Landing, and South Main Additions.
  - Reviewed second lift of asphalt on W Opal Lane. All comments were addressed by the developer.
  - Vance Peterson’s contractor, Myrl & Roy, has indicated that the work to fix the drainage issue will start July 12<sup>th</sup>.
  - The 6<sup>th</sup> St/Mundt Ave project is moving along well. It is anticipated that underground utility work will be complete by July 9<sup>th</sup> in this first phase. Earthwork and paving will start shortly thereafter, lasting 2-3 weeks, weather permitting.

- Maguire Iron, Inc. will be starting the water tower painting project on July 18<sup>th</sup> and estimating to be completed in 40 to 55 days.
- Preliminary layout of the sewer line for the new WWTF is currently under review. Work also continues on the Process & Instrumentation Diagrams. Once finished, engineers will begin plant diagrams and start the design of the building, site & equipment layout. Engineers are putting together a presentation for the July 19<sup>th</sup> meeting that will provide the pros/cons of the different construction delivery methods. This presentation will start a 6pm, with the regular scheduled council meeting to follow at 7pm. The next regionalization meeting is planned for July 18<sup>th</sup>.
- 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.
- The traffic study along Western Ave has started. Traffic counts and turning movements is being collected. This data will be used to provide/confirm proposed roadway improvements.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided.
  - Streets – Mag water was applied to gravel roads last week. Staff will monitor in the fall to determine if a second application is needed. The slurry seal project is scheduled for this week. The contractor has had some issues with equipment breaking down. Wagner will continue to monitor the project to ensure the City is getting quality work. The '98 Dodge pickup is broke down, needing clutch repairs. Sioux Valley Energy has been working on the Hwy 38 lights as time allows. They have six more left to replace.
  - Water – All reporting is done until October.
  - Sewer – There was an issue with the bar screen at the main lift station last week. SF Electric was able to get it working again. The last discharge went with no violations. June DMR reports are being done. There has been an order from one of the ponds. That pond is being bypassed for now in hopes the order subsides. The controls for the pumps at the Sagehorn lift station have had some electrical issues. Staff has determined that Meyer pumps use a specific starter relay that has to be purchased from the factory. One is on order in hopes this takes care of the problem.
  - 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. Wagner will notify businesses in the area that the temporary approach to the project will be removed in the near future.
  - Dog Park – Fencing materials will be picked up this week. The frisbee golf holes in the area have been relocated. A trencher will be rented, and work will commence.
  - Sports Complex – American Fence has a few items left to address and then the fencing will be finished.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the Council. Items included a summary of revenues received in June along with an overview of the city's cash balances, revenues and expenses through May. The July calendar of events was also provided. The Park Rec program started this week and is averaging about 20 kids per age group.
- **City Administrator Report:** City Administrator Sidel's report was provided. Sidel reminded the council of the presentation by ISG on construction delivery methods for the WWTF project. This will be held from 6pm-7pm, before the council meeting on July 19<sup>th</sup>. The bike trail project is on hold for now. Easements are needed from a neighboring property owner. This property owner intends on putting his house on the market and does not want to commit to granting an easement for the trail. The City will wait until the ownership changes to continue these discussions. The 6<sup>th</sup>/Mundt St project is going well. The water tower painting project is scheduled to start July 18<sup>th</sup>. Design work has started on the Hwy 38 water main extension project. City Attorney Freiberg continues to work on interrogatories provide to the City by lawyers for SCS LLC. Freiberg will be present at the July 19<sup>th</sup> meeting to provide an update to the Council. The next rebranding meeting with HenkinSchultz is scheduled for July 7<sup>th</sup>. 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. Sidel did confirm that turning lanes are still being planned for 2023 at the intersections of Mickelson Rd and the Colton Rd. Building Inspector/Code Enforcer Kyle Christensen has passed the property maintenance/housing inspector certification course. His next testing will be on the IRC code. Sidel touched base on changes that have been made to the discretionary formula. 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. Our resolution will have to be updated to incorporate this change. Sidel also indicated that in addition to commercial residential buildings, the City could offer this formula for low-income housing projects or new residential properties in a blite area. It was the consensus of the Council that the new resolution be drafted making the change from 5yrs to 7yrs for commercial residential only. This resolution will be presented at a later meeting.

### **OLD BUSINESS:**

- **Discuss Street Maintenance Fee with Hartford Township:** At the last meeting, members of the Hartford Township Board were present to voice their concerns about the street maintenance fee assessed to their property. This as a yearly fee that the City assesses to all properties within city limits. This fee, which was enacted in 2019, was established to help fund the maintenance of city streets for items like crack sealing, slurry seal, and gravel. The fee is based on the front footage of each lot. The Township has expressed reasons why they think they should be exempt from this fee. The City Attorney has communicated that this fee is set by resolution and is assessed to all properties in the City of Hartford and that the Council cannot waive the fee for one property vs another. No further action was taken on this issue.

### **NEW BUSINESS:**

- **Review/Approve Change Order #1 for Industrial Sewer Extension Project:** Change Order #1 for a deduct of \$6.61 was presented for review. The change order includes extra charges for changes in the manhole frames & covers and a water main reducer & cap. There is a deduct for items that were not used. The net difference is a deduct of \$6.61 to the project. A motion was made by Kuehl, second by O'Hare to approve Change Order #1 for the Industrial Sewer Extension Project – all voted yes, motion carried.
- **Review/Approve Pay Application #4 to Siteworks, Inc:** Siteworks, Inc. has submitted pay app #4 in the amount of \$311,928.22 for work completed to date on the Western Ave Sewer Project. Staff pointed out that even with payment of this pay app, the City still retains almost 70k which will not be paid out until all areas of concern are addressed. A motion was made by Matson, second by Jass to approve pay app #4 to Siteworks, Inc. in the amount of \$311,928.22 – all voted yes, motion carried.
- **Mayoral Appointment to Planning & Zoning Board:** Mayor Jones recommends the appointment of Troy Jackson to open seat on the Planning & Zoning Board. A motion was made by Jass, second by Woslager to approve the appointment of Troy Jackson – all voted yes, motion carried.
- **Park Board Recommendations:**
  - **Gavin Gerlach Eagle Scout Project:** Gavin Gerlach presented his Eagle Scout Project to the Park & Rec Board as their last meeting. His plans include erecting a picnic shelter, ADA sidewalk, pavers, and some landscaping at Century Park. He estimates the project at \$7,472. He plans to seek donations from area organizations/businesses for the project. The Park & Rec Board is in favor of this project and is recommending approval of the project and to allow up to \$3,000 from Park & Rec budgeted funds for the project. A motion was made by Woslager, second by Matson to approve the Eagle Scout Project as presented and to approve funding up to \$3,000 from the Park & Rec Board's budget – all voted yes, motion carried.
  - **FEMA Grant for Sports Complex Building:** At their last meeting, 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. Once plans and cost estimates are revised, the Park & Rec Board would review again to decide if amending our current grant is a good option to take. Discussion was held on the type of building to build – storm shelter vs just a wood/pole type building – and also if it would be a good idea to just walk away from grant funding. A motion was made by Jass, second by Kuehl to table this agenda item until the next meeting – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Brenneman, second by Matson to adjourn at 8:09pm – 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