

Hartford City Council Meeting – Regular Meeting August 1, 2023

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Travis Kuehl, Jake Jass, and Shaun Boen. Mark Brenneman was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, City Attorney Tom Frieberg, City Engineers Michael Redenbaugh & Justin Heim, and 3 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Jass to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jass, second by Boen to approve the meeting minutes from July 18, 2023 - all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Resolution 2023-17 Approval for Drinking Water Facility Improvements & Issuance of Revenue Bonds to Finance:** The City has been approved for a SRF loan through the State of SD for the Hwy 38 Water Loop Project. This loan and reserves from the water fund will fund the project, which is estimated at approximately 990k. Part of the loan process is to pass a resolution that authorizes the issuance of bonds for this loan. Resolution 2023-17, which was drafted by the City's bond counsel, was presented for review. A motion was made by Matson, second by Jass to approve Resolution 2023-17 Approval of Drinking Water Facility Improvements & Issuance of Revenue Bond to Finance – all voted yes, motion carried.
- **7:05 Public Hearing - Resolution 2023-18 Annexation Petition for Parcel #64705:** The City has received an annexation petition from Jastram Hartford, LLC for parcel #64705. This parcel is approximately 65 acres and is located just south of I-90 on the west side of Western Ave. Plans for development of this land are unknown at this time. The owner is requesting annexation as a Rural Service District. Rural Service Districts are taxed at the county rate, rather than the city's rate, but all taxes paid will be remitted to the city. The Planning & Zoning Board reviewed the petition at their July 25th meeting and is recommending approval to the Council. A motion was made by Jass, second by Woslager to approve Resolution 2023-18 to annex parcel #64705 into city limits as a Rural Service District – all voted yes, motion carried.
- **Resolution 2023-19 Unclaimed Property:** Outstanding checks are reviewed on a yearly basis. Any check over a year old that is still outstanding is addressed. The City sends the payee a letter requesting confirmation that they want the check reissued. If no response is received, or if we are unable to locate the payee, the check is written off the books is under \$50. If the check is over \$50, codified law requires the City to send these funds to the State's Unclaimed Property Division. This year there was one check in the amount of \$75 that will be turned over to the State. Resolution 2023-19 authorizes this action. A motion was made by Boen, second by Matson to approve Resolution 2023-19 Unclaimed Property – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was present to provide his report for the month of July. There were 217 calls for service for the month, which is down from the prior month.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Chamber's annual golf tournament is Aug 2nd. There will be 19 4-person teams participating this year. The Hartford Block Party that was held on July 19th had a great turn. The children's events – inflatables & face painting – were a big hit. Farr continues to update the Chamber app and website as needed along with scheduling mixers and ribbon cuttings. The HADF bylaws have been reviewed by the board and are now under review by the HADF's attorney. The land covenants for HADF's two larger parcels have been reviewed. The two parcels have been renamed Hartford Development Area I and Hartford Development Area II. Farr continues to visit with individuals, companies, and developers about Hartford, conducting site visits as needed with one scheduled for Fri Aug 4th.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - The connection of the Maple Pass sanitary to the Mickelson Road lift station has been completed. Engineers continue to monitor and are currently testing to ensure compliance.
 - Engineers are in the process updating the City's Capital Improvement Plan. The final CIP will be provided prior to the budget meeting in Sept.
 - Justin Heim with ISG provided an update on the WWTF. Bid packages for the sitework and Aeromod system will be going out this week. The deadline to return bids will be Aug 22nd. Construction is scheduled to start in early Sept.
 - FEMA has approved the City's request for the time extension for the Storm Shelter project but the request for additional funding will not be approved until the project is complete. With limited Hazard Mitigation

Grant money available and numerous entities applying for additional funding due to increased costs, FEMA just doesn't have enough funding to cover all projects. The original amount the City was awarded still stands but any over-runs would have to be submitted at the end of the project. FEMA will then decide on a first come first serve basis which projects will be funded. If the overruns are funded, the City's total cost on the project would be approximately 255k. If the overruns are not funded, it would be approximately 953k.

- Plans for the Hwy 38 Water Loop Project are being submitted to DANR for review. Once approved, the project will be bid. Construction is scheduled to start in the spring/summer of 2024.
- Engineers continue to work on construction plans for the Western Ave Improvement Project. In the coming weeks engineers will be reviewing those plans and the cost estimate with City staff and Council.
- Engineers continue to wait for approval from FEMA on the no-rise report regarding the bike trail project. The design of the retaining walls is underway. Engineers presented 4 retaining wall options for review. As a result of inflation and having to implement retaining walls, the cost of the project has increased since the City first applied for the GFP Grant. Estimated project costs now range from 380k to 435k, depending on which retaining wall option is used. The grant award to the City was \$130,588. Discussion was held on whether this project is cost effective at this time, the need for a bike trail in that area, among other things. A motion was made by Boen, second by Woslager to table this item until the next meeting – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Crack sealing was done Tuesday, and mastic work should be completed by the end of the week. Slurry sealing of the streets changed to Aug 11th. Fastsigns has completed the repairs to the billboard along I-90. They have also installed two of the new welcome signs. The third one will be stored at the shop until the site is ready at the new lift station location. Staff has started painting the bump put area at 1st St/Main Ave.
 - Water – Next reporting due Oct 10th.
 - Sewer – Next reporting due Aug 28th. Pond A has had order issues. Staff will change the flows and add more chemicals to hopefully resolve it.
 - Sports Complex: Water of the fields continues, with an average water usage is approximately 30k gallons a day. Construction of the new maintenance building is coming along nicely.
 - Public Buildings – The contractor is scheduled to finish up the HVAC work at the Gage House this week.
 - Training – Wagner and O'Kane are requesting to attend the annual Water & Wastewater Conference Sept 12th-15th in Spearfish. Registration is \$130/person, which includes their annual dues and most meals during the conference. Additional expenses would be lodging, gas, and a few meals. A motion was made by Kuehl, second by Jass to approve Wagner & O'Kane attending the Water & Wastewater Conference in Spearfish – all voted yes, motion carried.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. The items included a summary of revenues received in July along with an overview of the city's cash balances, revenues and expenses through June. The Aug calendar of events was provided as well. First Interstate Bank has increased our indexed money market rate to 4%. This higher rate is locked in for 6 months at which time it will be reevaluated. Wilber provided information on the SDML Annual Conference to be held Oct 3rd-6th in Rapid City. Registration deadline is Sept 15th. Anyone interested in attending should contact City Hall. Wilber provided additional information to explain her July 18th report, where she noted a large difference between the total cash balance as of June 2022 vs June 2023.
- **City Administrator Report:** City Administrator Sidel provided her report. Staff has reviewed the City's CIP with engineers, who will now update the plan and provide cost estimates for council review. Sidel continues to work on gathering billboard rate information for council discussion. The evening session of power hour has been implemented. Attendance and pool pass purchases related to this power hour will be tracked for future discussions. The new website is now live. Staff is still in the process of making some minor adjustments. The State will be adding a turning lane on Hwy 38 east of Hartford. No exact timeline for the project has been given by the State. The EDA grant application for the improvements to Oaks Ave/12th St have passed initial review. Staff will now work on the next steps in the process. This grant is scheduled to be awarded at the end of Sept. This year's Summer Rec Program has wrapped up. Director Laura Johnson will give an update at a later meeting. The pool will be closing Aug 20th at 5pm. Sidel is going to do some research on grants that are available to help put in needed sidewalks.

NEW BUSINESS:

- **Park & Recreation Board Requests Reallocation of 2023 Budget Funds:** Park & Recreation Board President Josh Mulder was present to requested approval to reallocate a portion of their 2023 budget funds. Their current budget included 22k for shade structures, which were going to be placed after the storm shelter was constructed. Since the storm shelter building has been delayed, these shade structures will not be purchased this year. The board would like to reallocate \$16,100 of these funds to purchase the following: pickleball equipment 3k; benches for parks/trails 3.6k; player benches for Turtle Creek & Milo fields 4k; nets for Sports Complex batting cage 4.5k;

and a shade awing for library green space 1k. A motion was made by Kuehl, second by Jass to approve the reallocation of budget funds to purchase items as presented – all voted yes, motion carried.

- **Consider “Dog” Day at the Pool:** At the July 18th meeting, a resident presented the idea of having a Dog Day at the Pool. After consulting with pool maintenance staff, the pool manager, and the local veterinarian, it is the recommendation of staff that the City does not hold this event. Several concerns were noted. An alternate idea of having a pool day at the dog park was discussed. Once water is available at the dog park next season, this could be discussed further. A motion was made by Kuehl, second by Matson to deny the request to have a Dog Day at the Pool event – Kuehl, Matson & Woslager voted yes with Jass & Boen voting no – motion failed.
- **Discuss DOT Release of Transit Bus & Grant Application Process:** The DOT recently conducted an inspection of the transit bus and determined several items need to be repaired to keep the bus in service. With the cost of the needed repairs and the age of the bus, ROCS has recommended that the City apply for a grant for the purchase of a new bus. The grant would pay 80% and the City would pay 20%. The City could then surplus and sell the old bus, applying the proceeds from the sale to the City’s 20% share of the new bus. To start this process, the City would need to approve the Release Request Form, releasing the current bus, and approve ROCS moving forward with the grant application. A motion was made by Jass, second by Matson to approve the Release Request Form and for ROCS to move forward with the grant application for the new bus – all voted yes, motion carried.
- **Review/Approve Surplus List:** Staff is requesting to surplus the following items:
 - Three Welcome Signs - to be scrapped.
 - Seve Cell Phones – to be donated to Children’s Inn.A motion was made by Matson, second by Boen to approve the surplus list as presented – all voted yes, motion carried
- **Set Special Meeting Date:** At the July 18th meeting, the budget meeting was set for Tues Sept 5th in conjunction with the regularly scheduled council meeting. The meeting will start at 6pm rather than 7pm, starting with the council meeting and following with the budget meeting. Once the 2024 budget is set, it must be presented in Ordinance form and have two readings to pass. The passed ordinance needs to be to the Minnehaha County by Oct 1st. One of the readings can take place at our Sept 19th regular scheduled meeting. A date will have to be set to hold a special meeting to have the other reading. A motion was made by Kuehl, second by Boen to hold a special meeting on Sept 12th at 6:30pm to approve the budget ordinance reading – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Kuehl, second by Jass 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 8:33pm – 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 9:40pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Matson, second by Woslager to adjourn at 9:41pm – 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