

City Council Meeting – Regular Meeting August 16, 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 Engineer Michael Redenbaugh, and 5 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jass, second by Matson 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 August 2, 2022 – Brenneman abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Matson, second by Brenneman to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

REPORTS:

- **Fire Department Report:** 2nd Assistant Rescue Camille Crouch with HAFR was present to provide the department report. There was a total of 38 calls in July with 12 in city limits. An update was given on the various trainings held during the month of Aug. The Dept is holding Public Safety Day on Aug 27th 10:30am to 12:30pm.
- **Chamber & Economic Development Report:** Amy Farr was present to provide her report. Chamber activities: the annual golf tournament was a huge success thanks to volunteers & sponsors; the Marketing Committee is taking a more active role in promoting the Chamber/City with Facebook posts, #DiscoverHartford campaign, & weekly member highlights thru Facebook; the Ambassador Committee will be implementing a new onboarding form for new Chamber members and they continue to assemble/deliver welcome bags to new area residents; in office marketing includes weekly e-newsletter, mailers, and the creation of a new website; Keloland Living will be doing a segment on Hartford that both HACC & HADF will participate in. HADF activities: continues efforts with RFI’s from GOED and businesses that have interest in Hartford; GOED is doing a video that will help showcase Hartford; HADF had a booth at the Turner County Fair; the community development plan will be presented at the Sept 6th council meeting; Farr will be attending the GOED Deep Dive Conference in Watertown this week.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Reviewed site plans and provided feedback for Maple Rd and Maple Pass Apartments.
 - Reviewed capacity of the Mickelson Rd lift station.
 - The 6th St/Mundt Ave project had a rain delay on Aug 15th causing the schedule to shift some. Asphalt paving is schedule for phase one the week of Aug 22nd. The contractor will pave the base course only. Once the remainder of Mundt Ave is complete, they will apply the final lift down the entire roadway to allow for a smooth continuous surface. With work underway on phase two, there will be closures to Jeanne Circle at times. The contractor will provide notice to impacted residents. Discussion was held on sidewalks along the west side of Mundt Ave. The goal was to have continuous sidewalks along Mundt Ave through the project area and ultimately to 2nd St, providing a safe walking route to the schools. Unfortunately, with the alignment of Mundt Ave, there is no right-of-way in some areas. Without this right-of-way, the City cannot place sidewalks without the property owner’s permission. It was suggested the staff and/or Council reach out to these property owners.
 - Change Order #2 in the amount of \$3,600 was presented. This change order is for 12 additional connection points behind the curb in the sub-drainage area that will allow for residents to attach their sump pump hoses to. This change order also includes a timeline extension to move the substantial completion date to Oct 28th due to the delay in awarding the bid and the unexpected MidAmerican gas line relocation work that needed to be done. A motion was made by Jass, second by Kuehl to approve Change Order #2 in the amount of \$3,600 – all voted yes, motion carried.
 - Pay app #2 from Zacharias Construction, Inc. for work completed to date was presented. A motion was made by Matson, second by Brenneman to approve payment of pay app #2 in the amount of \$181,431.11 to Zacharias Construction, Inc. – all voted yes, motion carried.
 - There will be a pre-construction meeting on the water tower painting project on Thurs Aug 18th. The project is expected to start in September taking 40-55 days to complete.
 - Design work on the new Water Resource Recovery Facility are moving right along. Engineers have provided for review a draft RFP and a proposed schedule for the CMAR selection process. Engineers are prepping documents for a presentation to County Commissioners and the State. The dates of these meetings have yet to be set. Engineers will be creating a website for the project. This will be a good tool to use to keep the public informed as the project progresses.

- The bike trail project between Main Ave & Feyder Ave is on hold until the necessary easements are obtained from adjacent property owners.
- Engineers are in the process of providing information to FEMA on the revised storm shelter design.
- Design work of the Hwy 38 water main extension project is on hold waiting on boundary survey to give engineers a better idea of the sewer lines alignment to prevent any conflicts with the new watermain.
- Traffic information has been collected along Western Ave and a report is being compiled. Once complete, it will be presented to the Council. Preliminary results align with a 3-lane roadway with a shared center turn lane design for the project.
- An updated Capital Improvement Plan (CIP) was presented and reviewed by the Council. No changes were made at this time.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided.
 - Streets – The invoice for the slurry seal project in the amount of \$187,665.55 was presented. Wagner indicated that the bumps on Feyder Ave still need to be addressed. It was suggested that a percentage of the invoice be held back until all the work has been satisfactorily completed. A motion was made by Brenneman, second by Matson to approve payment to ASCO holding 25% until necessary items are completed – Kuehl voted no with all others voting yes, motion carried. Staff has been working on taking down the last few boulevard trees that were damaged in the recent wind storms.
 - Water – All reporting is done until October.
 - Sewer – The next reports are due the end of Aug.
 - Western Ave Sewer Extension – The contractor is still finishing up punch list items.
 - Dog Park – Poles have been set and work on the bottom rail has started. Hoping to put the fencing fabric up next week.
 - Sports Complex – The fencing project is finally done. Wagner is working with American Fence on a resolution to the untimeliness and poor workmanship on this project. Final pay will be held until a resolution is met.
- **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 July 31st, a recap of bills submitted for payment, and the August/Sept calendar of events. The updates to the roll for the street maintenance fee resolution are complete. This resolution will come before the Council in Sept. The pool will be closing at 5pm on Thurs. this week. The registration deadline for the SDML annual conference is Sept 16th. Anyone interested in attending should let Wilber know.
- **City Administrator Report:** City Administrator Sidel's report was provided. ISG is in the design phase of the WWTF. Additional soil borings were needed so there will be some crop damage that the City will need to pay for per our farm lease agreement. Based on the timing of construction, the City will not be renewing the farm lease on this land next year. 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 is scheduled to start in Sept. Design work has started on the Hwy 38 water main extension project but is currently on hold to work through some alignment issues with future sewer lines. Sidel will meet with the Girl Scouts on Aug 18th to go over interior layout options for the dog park. This is part of their Silver Award project. Work on a new logo/tagline for the City is ongoing. The SD DOT Advisory Team has selected 4 firms that can submit proposals to conduct the corridor study of Hwy 38 from Hwy 19 east to Marion Rd. Sidel will meet with a FEMA representative on Aug 22nd to review the submittal process to get reimbursed for expenses related to the May 12th Derecho. In the coming months, Sidel will be working with DSU to perform a cybersecurity analysis of the city's IT system. City Attorney Frieberg will be present at the next meeting to provide an update on the Summit Carbon Solutions pipeline. Maple Pass, Inc has applied to the SD DOT for an access permit on to Hwy 38. One of the conditions is that a turning lane be added on Hwy 38 for west-bound traffic wanting to turn into their development. Sidel will attend a meeting on Aug 18th to further discuss this matter. Sidel reminded the Council of the upcoming budget meeting set for Aug 30th at 6pm.

NEW BUSINESS:

- **Senior Center Request for 2022 Budget Allocation:** Hartford Senior Center Treasurer Deanna Bies was present to request their 2022 budget appropriation of \$9,000 be release. A motion was made by Matson, second by O'Hara to release the 2022 budget appropriation of \$9,000 to Hartford Senior Center – all voted yes, motion carried.
- **SMGA Update:** Jesse Fonkert, President & CEO of Sioux Metro Growth Alliance (SMGA), was present to provide the Council an overview of the services SMGA provides and answer any questions. The City has been a member of SMGA, which is a regional economic development organization, for a number of years. Dues paid to SMGA are based on population. With the completion of the census this past year, Hartford's due for 2023 will be \$10,062.
- **Discuss Community Meeting for Update on WWTF:** As the City moves forward with the new waste water treatment facility and the possibility of regionalization by offering waste water services to neighboring communities, it has been decided that the City will host an informational meeting for our citizens so they can learn more about the project and the concept of regionalization. The meeting will be held at the West Central School

Auditorium on Wednesday Sept 7th at 7pm. The City encourages all residents to come, to be informed, and to be part of the conversation. A motion was made by Kuehl, second by Matson to approve holding a community meeting on Sept 7th at West Central School Auditorium – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made O’Hara, second by Matson to enter executive session pursuant to SDCL 9-34-19 for economic development at 8:36pm – 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 Brenneman, second by Jass to exit executive session at 8:54pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Matson, second by O’Hara to adjourn at 8:55pm – 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