

City Council Meeting – Regular Meeting August 2, 2022

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 Mark O'Hara. Mark Brennehan 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 Engineers David Doxtad & Michael Redenbaugh, and 5 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Woslager to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Jass to approve the meeting minutes from July 19, 2022 – all voted yes, motion carried.

PUBLIC COMMENTS: Callie Tuschen was present to inform the Council that AARP would be hosting a walk audit of the downtown area. The event will be held Aug 17th at 7pm with AARP providing refreshments afterwards. This audit will highlight the walkability strengths and weaknesses of the downtown area.

REPORTS:

- **Summer Park Rec Program Report:** Park Rec Program Director Lori Spies was present to give the Council a recap of this year's park rec program. Average daily attendance was 45 participants. Due to the length of time it took for the City to hire staff for the program, the registration period was shorter this year vs past years. This most likely led to lower enrollment numbers for this year's program. Spies said the program went well and felt the kids had a great time.
- **Sheriff's Department Report:** Deputy Kardas was not present. His report for the month of July was provided. There were 197 calls for service for the month. The department will have a booth at the Downtown Market on both Aug 4th and Sept 29th.
- **Chamber & Economic Development Report:** Amy Farr was present to provide her report. Chamber activities: twenty teams are registered for the annual golf tournament, which will be held on Aug 3rd; with approximately 500 in attendance, the Hartford Block party held on July 20th was a huge success; there will be a ribbon cutting for Hartford-Humboldt Right to Life 5pm Aug 9th; the Marketing Committee is working on changing #DiscoverHartford to a yearlong promotion of Hartford; the Ambassador Committee continues to assemble and deliver welcome bags to new Hartford & Humboldt residents. HADF activities: continues efforts with RFI's from GOED and businesses that have interest in Hartford; there was a great turnout for the Dairy Queen ground breaking held on Aug 1st; Get N Go is planning to break ground yet this fall; HADF will have a booth at the Turner County Fair Aug 15-18; Farr continues to set meetings with potential Envision 2025 investors; Farr participated in a SMGA podcast on the growth Hartford is experiencing. Farr request approval to attend the Fuel the Growth – 2022 Conference to be held in Rapid City Sept 14th/16th. Cost would be approx. \$400 for registration, lodging & some meals. A motion was made by O'Hara, second by Jass to approve Farr attending the Fuel the Growth – 2022 Conference on Sept 14th/16th – all voted yes, motion carried.
- **Engineer Report:** David Doxtad reported the following:
 - Reviewing grading plans for Get-n-Go and reviewed comments with developer for Maple Pass.
 - The 6th St/Mundt Ave project is moving along well. With underground utility work in phase one is complete, work on the roadway will now start. MidAmerican Energy has finished their work relocating some gas lines along Mundt Ave. There will be some reconfiguration of the watermain at intersection of 6th St/Mundt Ave. This work will require the main to be shut down for the majority of one day. Engineers will finalize the exact date and get notice out to all affected property owners. There are some houses along Mundt Ave that had their sump pump discharge hoses piped underground and to/though the curb so water discharges into the street. With removing the old curb and install new, this will no longer be an option. The contractor can add connection points behind the curb in a sub-drainage area. If a resident chooses to hook on, they can. This addition to the project would cost \$300 per connection and there are 10 homes along this stretch for a total of 3k. It was the consensus of the Council that the contractor move forward with adding these connections. A change order for this work will follow at a later date.
 - Maguire Iron, Inc. is scheduled to start the water tower painting project in September. Once they start, they are estimating the project to take 40-55 days.
 - Geotek has completed soil borings and a soils report is expected within the next week. Layout of the trunk sewer, lift station site and treatment site are underway. The Process & Instrumentation Diagrams are coming along well. The mechanical, electrical, architectural, and civil teams have started preliminary building sizing and layout. Engineers will be providing staff a list of contractors and a draft RFP to use through the 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.

- The bike trail project between Main Ave & Feyder Ave is on hold until the necessary easements are obtained from adjacent property owners.
- Engineers attended the July 25th Park & Rec Board Meeting to go over concept designs for the storm shelter building and answer any questions. These designs will be presented to the Council later in the meeting.
- 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. This data will be used to create a traffic report, which should be complete in the next couple weeks. Preliminary design work will begin once the traffic report is complete.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided.
 - Streets – The slurry seal contractor returned to fog sealed some streets due to loose stones. They also did some cleanup. There is a bit more cleanup to do and the bumps on Feyder Ave still need to be addressed. Wagner will follow up with them. Being down one staff member, the '98 Dodge pickup has yet to be fixed. They will look at as time allows.
 - Water – All reporting is done until October.
 - Sewer – The next reports are due the end of Aug.
 - WWTF – The DOT did not grant permission to install an approach off of Hwy 38 for the new WWTF site.
 - Western Ave Sewer Extension – The contractor is still finishing up punch list items. Wagner will reach out this week to see that the approach to the temporary road off Western Ave is removed.
 - Dog Park – Work continues on the dog park with a projected opening date this fall.
 - Sports Complex – American Fence has a few small items left to address. Final pay will be held until items are complete.
 - Pool – The leak at the pool is getting worse. Over half of the water is being captured and pumped back into the pool's wet well. The hope is that the pool can remain open the rest of the season. There will be needed repairs in the fall. Further discussion on long term plans for the pool will be held at the budget meeting.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided to the Council. 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 also provided. The SD Municipal League annual conference is Oct 4th-7th in Watertown. Anyone interested in attending should let Wilber know and she will get them registered.
- **City Administrator Report:** City Administrator Sidel's report was provided. ISG is in the design phase of the WWTF. Regionalization talks with other communities are ongoing. 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. Underground utilities in phase 1 is nearing completion and phase 2 will start this week. 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. Sidel will meet with the Gril Scouts to go over interior layout options as this is part of their Silver Award project. The rebranding committee continues to work on a new logo/tag line for the city. The SD DOT will be conducting a corridor study of Hwy 38 from Hwy 19 east to Marion Rd. This study will provide information to the DOT on what improvements/changes to this stretch of Hwy 38 are needed. Sidel has submitted the application to FEMA for reimbursement for damages caused by the May 12th Derecho. Sidel will reach out to DSU regarding performing a cybersecurity analysis of the city's IT system. There have been some issues with the endpoints on new meters. The endpoints are what send the meter reading to the city. There are about 13 that are not reading. Due to supply chain issues, we have been unable to get more endpoints. We will work with affected property owners on getting their meter reading each month until such time that we have more endpoints and can switch theirs out.

OLD BUSINESS:

- **Downtown Hartford, Inc Request Budget Funds for Additional Downtown Lighting:** Callie Tuschen, on behalf of DHI, was present to revisit the request to release budgeted funds for additional decorative solar lights for the downtown area. At the July 19th meeting, Tuschen's presentation included 8 lights, 4 on each side of the street, to be placed along 1st St. from Main Ave to the alley to the east and to the alley to the west. At the last meeting the Council asked Public Works Director Wagner to review the area for placement and ADA compliance and provide additional comments at the next meeting. After reviewing the area, it was determined that there can only be two lights on the west side of the intersection as that sidewalk narrows the further you go west and placing lights there would create ADA compliance issues. The proposal now is for 6 lights, 4 to the east and 2 to the west. Tuschen has visited with neighboring business owners, and all are in support of the lighting. A motion was made by Kuehl, second by Woslager to approve the release of budgeted funds to DHI for the purchase of 6 decorative solar lights for the downtown area as presented – O'Hara abstained and all other voted yes, motion carried.

NEW BUSINESS:

- **Review/Approve County Plat - Tract 1 of Maple Pass Second Addition:** This plat, which is outside of city limits, is coming before the Council for approval as a result of our joint platting jurisdiction with Minnehaha County. This plat, which is located in our growth area, is subject to the approval of both Planning & Zoning Board and City Council before it can be submitted to Minnehaha County for approval. The Planning & Zoning Board, along with City Engineers, have reviewed the plat and recommend approval by the Council. The City's regulations require that a pre-annexation agreement be signed, which has been done. A motion was made by Kuehl, second by Jass to approve the plat for Tract 1 of Maple Pass Second Addition – all voted yes, motion carried.
- **Review Park & Rec Board Recommendation for Storm Shelter Design:** At their last meeting, the Council made the decision to amend our FEMA grant application to include current costs for a 300-person capacity storm shelter building. ISG provided three different concept designs and costs, which were presented to the Park & Rec Board at their July 25th meeting. These concepts were provided to the Council for review. Concept #1, which is the design the Park & Rec Board is recommending, follows the original design but allows for additional square footage. In addition, this design provides a larger overhang area and two concession window, which will allow for the selling of concessions from both sides of the building. A motion was made by Jass, second by Matson to move forward with amending our FEMA grant application with concept #1 – all voted yes, motion carried.
- **Annual Review of General Assessment Policy:** In July 2021, Resolution 2021-6 General Assessment Policy was passed. This policy lays out how the City handles the assessment of street/sidewalk/water main/sanitary sewer improvements. It was decided at that time to review this policy annually to ensure that it incorporates sound practices and current cost estimates. After review of the policy, the consensus of the Council is that no changes are needed.

CORRESPONDENCE: The City has received the Secretary's Award for Drinking Water Excellence for the 17th consecutive year! Congratulations to our Public Works staff Craig Wagner, Neil Hanisch, Jesse O'Kane, and Alan Brown, who are all certified Operations Specialists.

EXECUTIVE SESSION: A motion was made Kuehl, second by O'Hara to enter executive session pursuant to SDCL 1-25-2(1) for personnel and SDCL 9-34-19 for economic development at 8:12pm – 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 8:48pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by O'Hara, second by Matson to adjourn at 8:49pm – 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