

## **Hartford City Council Meeting – Regular Meeting August 20, 2024**

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Ryan Horn, Lisa Berens, and Jake Jass. Shaun Boen and Travis Kuehl were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Economic Development Director Amy Farr, Chamber Director Wynne Hindt, City Engineer Justin Heim and Michael Redenbaugh, and 2 people from the public.

### **BUSINESS ITEMS:**

- **Approve Agenda:** A motion was made by Matson, second by Horn to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Horn, second by Jass to approve the meeting minutes from August 7, 2024 - all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Horn, second by Jass to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

**VISITORS:** HAFR Fire Chief Bryon Schumaker was present to request the closure of South St between Western Ave and Kingsbury Ave on Sept 24, 2024, from 6pm-10pm. The department is conducting hose testing and is requesting this closure, so they have an area to spread out the hoses. A motion was made by Horn, second by Berens to approve the closure of South St between Western Ave and Kingsbury Ave on Sept 24, 2024, from 6pm-10pm – all voted yes, motion carried.

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

- **Special Event Permit – DHI Witches & Warlocks Wine Walk:** Downtown Hartford, Inc. has applied for a special event permit to hold their annual Witches & Warlock Wine Walk event. The event will be held Oct 12<sup>th</sup> from 3pm-10pm. They are requesting the closure of Main Ave from 2<sup>nd</sup> St to Menth Ave and 1<sup>st</sup> St from Main Ave east to the alley and for the use of alcohol within this area. They also are requesting the use of 2 firepit during the event. A motion was made by Jass, second by Matson to approve the special event permit for the DHI annual wine walk as applied for – all voted yes, motion carried.
- **2<sup>nd</sup> Reading or Ordinance #755 – Amend Chapter 4.03 Transient Merchants, Peddlers:** Currently, the City has regulations in place that allows for peddlers, if they obtain a license from the City. The license fee is \$50 and allows for up to 5 people on the license and is good for 30 days. The decision was made to increase the license fee to \$25 per person per day with a 30-day limit. Ordinance #755 incorporates this change. The current regulations state that peddlers are allowed Monday through Saturday between the hours of 9am and 8pm. If a peddler is in violation of any of the regulations, there is no specific fine spelled out so it would follow Chapter 12.01, which states if there isn't a specific fine stated, an offense would be punishable by a fine not to exceed \$200. A motion was made by Horn, second by Berens to approve 2<sup>nd</sup> reading of Ordinance #755 Amending Chapter 4.03 Transient Merchants, Peddlers as presented – all voted yes, motion carried.
- **Resolution 2024-9 Updated General Assessment Policy:** A motion was made by Horn, second by Matson to table this item until the next meeting – all voted yes, motion carried.
- **Resolution 2024-10 Authorization to Borrow from Rural Electric Economic Development, Inc:** The City applied for a Rural Electric Economic Development (REED) loan earlier this year. This loan, along with other funding sources, will be used to pay for the Western Ave Improvement Project in 2025. Resolution 2024-10 will allow the Mayor, Council President, Council Vice-President, and City Administrator to sign the necessary loan documents. A motion was made by Matson, second by Horn to approve Resolution 2024-10 Authorization to Borrow from Rural Electric Economic Development, Inc. – all voted yes, motion carried. In addition to passing this resolution, there is a \$100 loan application fee that must be submitted. A motion was made by Matson, seconded by Berens to pay the \$100 REED loan application fee – all voted yes, motion carried.
- **Resolution 2024-11 Support of Dakota Mainstem Regional Water System:** The City has been actively involved, and is now a member, in the newly organized entity Dakota Mainstem Regional Water System (DMSRWS). Dakota Mainstem has been created to start the process of securing a pipeline from the Missouri River to the east side of the state. DMS is asking all members to sign a resolution of support, which will be very beneficial down the road when working with federal and state agencies. A motion was made by Horn, second by Jass to approve Resolution 2024-11 Support of Dakota Mainstem Regional Water System – all voted yes, motion carried.

- **Unclaimed Property:** Each year the City reviews any uncashed checks over a year old. Attempts are made to contact the payee and ask them to either cash the check, if they still have it, or if the check is lost the City will void the original check and reissue. If no response is received, the City will write off any checks under \$50. Any checks over \$50 will be turned over to the State of SD Unclaimed Property Division. This year there are two outstanding checks, #4027 for \$1.20 and #4100 for \$37.91. A motion was made by Matson, second by Bernes to write off check #4027 and #4100 – all voted yes, motion carried.

## **REPORTS:**

- **Fire Department Report:** Chief Bryon Schumaker’s monthly HAFR report was provided. For the month of July there was a total of 25 calls, of which 9 were within city limits. An update on the various trainings held during the month was also provided. The department’s annual Public Safety Day event is Aug 24<sup>th</sup>.
- **Economic Development Report:** EDD Amy Farr provided her report. Construction continues on the N. Oaks Industrial Park. Farr held a Zoom call with all parties interested in the park about the regional ponds. Farr and Chamber Director Hindt are working together on ways to promote the City, the HADF, and the HACC. Farr participated in the SMGA tour held earlier today. Farr continues to meet with prospective businesses looking to locate in Hartford. Farr is requesting approval to attend the following conferences: SD GOED Deep Dive Aug 28<sup>th</sup>/29<sup>th</sup> in Pierre and the EDPA Annual Conference & Early Learner SD Summit Oct 3<sup>rd</sup>/4<sup>th</sup> in Deadwood. All registration costs and lodging are being paid by the HADF and/or SMGA. A motion was made by Matson, Second by Horn to approve Farr attending the SD GOED Deep Dive Conference and the EDPA Annual Conference & Early Learner SD Summit – all voted yes, motion carried.
- **Chamber Director Report:** Chamber Director Wynne Hindt provided her report. The Ambassador Committee is finalizing plans for the gratitude day. Their next meeting is Sept 3<sup>rd</sup>. The Events & Marketing Committee’s next meeting will be Aug 22<sup>nd</sup>. They will be finalizing sponsorship for the 2025 annual meeting and also discuss the recently held Block Party and Golf Classic to review things that can be improved upon for next year. They continue to discuss the mobile app. A Career Fair will be held Sept 5 and a strategic planning session is scheduled for Sept 19<sup>th</sup>/20<sup>th</sup>.
- **Engineer Report:** Justin Heim reported the following:
  - Engineers continue to work with Staff on the revised design standards and subdivision regulations based on comments for the Planning & Zoning board.
  - Two site plan reviews were done, and comments were provided.
  - The bid opening for the Hwy 38 Water Main Extension project will be Aug 28<sup>th</sup>. Engineers are responding to contractor questions as they arise.
  - Construction at the WRRF site is moving along well. Work on the gravity main west of Mickelson Rd, which will require Mickelson Rd to be closed, is scheduled for Sept 23<sup>rd</sup> through Oct 10<sup>th</sup>. Signage will be posted at least 3 weeks prior to the closure.
  - Engineers and Staff continue to meet with property owners along Western Ave to keep them informed on what is going on with the Western Ave Improvement project. Bidding of this project is scheduled for the fall of 2024 in conjunction with the State’s bridge project.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 

**Streets** – Staff continues to blade gravel roads and sweep streets as needed. Street patching will be done yet this summer/fall. Staff continues to work on remaining punch list items on the 6<sup>th</sup> St/Mundt Ave project. The City has stop signs need for the intersection of Par Tee Dr and Vandemark Ave on hand. The Stop Ahead signs need to be ordered. Wagner is waiting for locates to be done before installing. One of the City’s truck will need to be looked at as it appears the injector may be failing. The payloador will also be looked at as it is shifting hard. Staff continues to spray for mosquito twice a week.

**Water** – The 2<sup>nd</sup> quarter report has been submitted. Next reporting is due Oct 10<sup>th</sup>.

**Sewer** – All lift station pumps are working well. Staff continues to do maintenance on the bar screen. The June DMR reports are completed and have been sent. The next report is due August 28<sup>th</sup>.

**Parks** – The fencing ordered for the pickleball courts is now in. JANCO, the surfacing company, is working with Golden West on the logo for the court. Once the concrete has cured for 28 days, the surfacing will be applied. One of the mowers is down with engine problems.

**Pool** – The pool closed for the season on Aug 17<sup>th</sup>. Staff will now work on determining what is leaking and then making the necessary repairs.

**Sports Complex** – The footings and frost walls for the new restroom/concession building are done. The plumbers and electricians are finishing up their rough in. Once completed, the floor will be poured. The block layers are ready to go once the site is ready for them.

- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of July 31<sup>st</sup>, a recap of bills submitted for payment, and the Aug/Sept calendar of events. Wilber reminded of the upcoming SDML annual conference to be held in Oct in Sioux Falls. An agenda of the event will be provided when made available.
- **City Administrator Report:** City Administrator Sidel provided her report. The contractor of the 6<sup>th</sup> St/Mundt Ave project has agreed to the City taking care of the remaining punch list items and withholding payment of those items for their retainage. The bid opening for the Hwy 38 Water Loop Project will be at 3pm on Aug 28<sup>th</sup>. Staff & Engineers continue to meet with property owners along the Western Ave improvement project to address any questions or concerns. At the last construction meeting on the WWTF, ISG & Rice Lake had suggested using some of the City's 409k in contingency funds for additions to the project. Sidel reviewed these 4 items, which total approximately \$73,582, with the Council. These items will be on the next pay app that comes before the Council for approval. Work is progressing on the 12<sup>th</sup> St/Oaks Ave project. Sidel has met with representative from the State about the City's letter of intent for the TAP grant. The cost of this project is estimated at 1.2M. Since the State usually only funds a maximum of around 600k with this grant, they suggested breaking the project out into two phases. This will ensure we get the most possible funding to cover the total cost. Sidel will work on a revised plan, breaking it out into two phases, and bring that to the Council for approve once completed. The deadline to file the grant application is Oct 1<sup>st</sup>. The budget meeting is on Aug 26<sup>th</sup> at 6pm. Please reach out with any questions regarding the information provided for the meeting. Sidel is still waiting for one more quote for the AV upgrades to the council room.

#### **OLD BUSINESS:**

- **Review Invoice from Hartford Township:** Hartford Township has submitted an invoice to the City for the cost of gravel that was placed along 261<sup>st</sup> St earlier this year. The city limits border this township road on the north side. The City was not contacted by the Township about cost sharing this expense prior to the work being. At the Aug 6<sup>th</sup> meeting, this invoice was discussed. It was decided to table this item until tonight's meeting as members of the Township board indicated they would be present at tonight's meeting to discuss the matter further. No board members were present. After discussion by the council, and in an effort to continue a good working relationship with the Twonship board, it was decided to pay the invoice. A motion was made by Jass, second by Matson to pay the invoice submitted by Harford Township in the amount of \$1,757.63 for the gravel placed on 261<sup>st</sup> St and to also send a letter indicating that in the future, all work will need prior approval before being done if they intend to bill the City – all voted yes, motion carried.

#### **NEW BUSINESS:**

- **Review/Approve Gas Contract for WWTF:** As part of our wastewater facility project, the City need to get all utilities to the new plant. MidAmerican Energy has submitted a contract in the amount of \$29,542 to install the gas service. The cost of utilities does not fall under Rice Lake's contract. Therefore, the City will need to pay these directly. A motion was made by Jass, second by Horn to approve the gas contract in the amount of \$29,542 with MidAmerican Energy for the WWTF – all voted yes, motion carried.
- **Approve Release of Reserve Funds for Regionalization Expenses:** SMGA submitted a grant application on behalf of Hartford and surrounding communities to secure federal funding for regional wastewater through Hartford's new plant. Earlier this year it was announced that funding in the amount of 23.6M was awarded to this project. As the team moves forward, there will be costs incurred for professional services, such as legal counsel. It has been proposed that each of the communities involved contribute funds to help pay for these administrative costs. A motion was made by Matson, second by Berens to approve paying \$5,000 from reserves toward these regionalization expenses – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Horn, second by Matson to adjourn at 8:05pm – 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