

Hartford City Council Meeting – Regular Meeting September 3, 2024

Council President Travis Kuehl called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Shaun Boen, Ryan Horn, and Lisa Berens. Jake Jass arrived at 7:03pm. Mayor Arden Jones was 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, City Engineer Michael Redenbaugh, and two people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Horn, second by Berens to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:**
 - A motion was made by Matson, second by Boen to approve the regular meeting minutes from August 20, 2024 - all voted yes, motion carried.
 - A motion was made by Horn, second by Matson to approve the special budget meeting minutes from August 26, 2024 – all voted yes motion carried

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – WC Homecoming Parade:** Amy Lupkes, on behalf of the WC School District, has applied for a special event permit for the homecoming parade to be held on Sept 20th 2pm to 3pm. The parade would line up on Railroad St south of the school, proceeding west on Railroad St to S Main Ave to the start of the parade route. The parade would go north on Main Ave turning east on 2nd St ending at the Middle School parking lot. A motion was made by Matson, second by Boen to approve the special event permit for the WC Homecoming Parade – all voted yes, motion carried.
- **Special Event Permit – Street Closure for Class A State Golf Tournament:** Andrea Johnson, on behalf of the WC School District, has applied for a special event permit to allow for the closure of the section of 9th St that run through the golf course during the Boys Class A State Golf Tournament to be held Oct 7th & 8th from 7am to 5pm each day. A motion was made by Matson, second by Boen to approve the special event permit for the WC Class A State Golf Tournament – all voted yes, motion carried.
- **Public Hearing – Amendments to the City’s Design Standards & Supplemental Specifications:** Every 3-5 years the City reviews the current Design Standards, Supplemental Specifications, and Subdivision Regulations to ensure that these standards and regulations are up to date. The Planning & Zoning Board continues to review the Subdivision Regulation but has completed their review of both the Design Standards and Supplemental Specifications. They are recommending approval of these documents to the Council. City Engineer Michael Redenbaugh reviewed the proposed changes to both documents. A motion was made by Boen, second by Horn to approve the updated Design Standards and Supplement Specifications as presented – all voted yes, motion carried.
- **Resolution 2024-9 Updated General Assessment Policy:** Annually the City’s General Assessment Policy is reviewed. Currently, any assessments for water improvement, sanitary sewer improvement or new streets/sidewalks is the actual cost of the improvement per lineal foot. For existing streets/sidewalks, the assessment is the actual cost of the improvement not to exceed \$225 per lineal foot. Engineers have provided a current cost estimate of \$390 per lineal foot on street construction. At the July 16th meeting, discussion was held on changing the amount for existing street assessments from \$225 per lineal foot to \$250 per lineal foot. Resolution 2024-9, which incorporates this increase, was presented at both the Aug 7th and Aug 20th meetings and tabled both times. Since the City has no upcoming projects in the foreseeable future that this policy would affect, discussion was held on holding off making any changes to this policy at this time. No action was taken. This policy will be revisited later this year or early next year.
- **Resolution 2024-12 Street Maintenance Fee for 2025:** Each year a resolution is passed that authorizes the assessment of an annual street maintenance fee. Last year this fee had been set at a rate of \$1.50 per front footage for qualifying parcels, with a minimum assessment of \$97.50. At the budget meeting held on Aug 26th, it was discussed that this fee be increased to \$2.00 per front footage. Resolution 2024-12 was presented. This resolution incorporates the increase to \$2.00 per front footage, with a minimum assessment of \$130.00. The revenue generated from this fee, estimated to be approximately 306k, helps offset the cost of maintaining the City’s streets for items such as slurry sealing, crack sealing, patch, mag water, and gravel. Discussion was held on cul-de-sacs front footage being smaller than most other lots. It was noted that, as presented, the minimum amount of \$130.00 is based off a front footage of 65ft. Therefore, if any parcel is less than 65ft, they would be charged the minimum. A motion was made by Matson, second by Jass to approve Resolution 2024-12 Street Maintenance Fee for 2025 as presented – Horn and Boen voted no with all others voting yes, motion carried.

- **Resolution 2024-13 Transportation Alternative Program Grant Application to the SDDOT:** The City is in the process of applying for a Transportation Alternative Program (TAP) Grant. This grant helps communities create safe pedestrian routes, with a focus on safe route to schools. City Engineers have put together a map showing where sidewalks and/or bike paths are needed. With the projected cost of the proposed plan being over 1.2M, the decision was made to proceed in phases since each grant only provides up to 600k in funding. Part of the application process is to pass a resolution that states the City’s intent to apply for the TAP grant and authorizes the Mayor to sign any required document. Resolution 2024-13, which states this, was presented. A motion was made by Jass, second by Berens to approve Resolution 2024-13 Transportation Alternative Program Grant Application to the SD DOT – all voted yes, motion carried
- **1st Reading of Ordinance #756 – 2025 Appropriations:** Ordinance #756 outlines and sets the 2025 budget that was voted on by the Council at the August 26th budget meeting. At that budget meeting, Fire Chief Bryon Schumaker was present to request \$35,000 for operating expenses and \$55,000 for the equipment replacement fund for a total allocation of \$90,000 for the HAFR. The Council ended up approving an allocation of \$80,000. A motion was made by Horn, second by Matson to amend the budget changing the allocation for the HAFD from \$80,000 to \$90,000 as originally requested – all voted yes, motion carried. A motion was made by Boen to reduce the amount allocated for capital improvements in the parks from \$294,500 to \$284,500. No second was received. Motion failed due to lack of second. A motion was made by Horn, second by Jass to approve 1st reading of Ordinance #756 - 2025 Appropriations, updated with the amendment to the HADF allocation – Boen voted no with all others voting yes, motion carried.

REPORTS:

- **Sheriff’s Department Report:** Deputy Kardas was present to provide his report. For the month of August there were 230 calls for service, which is a decrease of 4 calls from the prior month.
- **Economic Development Report:** EDD Amy Farr provided her report. Construction continues on the N Oaks Industrial Park development. The covenants for the park are done and awaiting signature. Once signed, the document will be filed with the Register of Deeds. Work continues on the pond agreement for the park. There is a closing scheduled for Sept 30th on a 2-acre parcel in the park. Farr and Hindt continue to work together on opportunities to promote Hartford. Farr is planning upcoming HADF events: a strategic planning session in Oct and the annual meeting in Nov. Applications for open board positions are being accepted until Oct 1st. Farr provide a recap of the GOED Deep Dive Conference she attended.
- **Chamber Director Report:** Chamber Director Wynne Hindt was not present. Her report was provided. The Ambassador Committee continues to plan for Gratitude Day to be held in October. They will discuss further at their next meeting on Sept 3rd. Community Guides will be added to the welcome bags until they are gone. The Events Committee, in conjunction with the SD Dept of Labor, is holding a Career Fair on Sept 5th. There are nine businesses participating. A direct mailer will be going in late Sept promoting upcoming fall events. Discussions continues on the mobile app – how to increase usage or should it be discontinued. The Events Committee’s next meeting will be Sept 19th. A strategic planning session is scheduled for Sept 19th/20th. Marketing efforts have been focused on promoting the “Live Lively” tag line.
- **Engineer Report:** Micheal Redenbaugh reported the following:
 - Engineers continue to work with Staff and the Planning & Zoning Board on the revising the subdivision regulations.
 - Engineers assisted as needed on the TAP grant application.
 - Construction at the WRRF site is moving along nicely. Installation of the gravity main west of Mickelson Rd is scheduled for late Sept. This work will result in the closing of Mickelson Rd at Hwy 38. Signage will be posted well ahead of the closure to notify residents.
 - **Review/Approve Pay Request #11 for WRRF:** Pay app #11 from Rice Lake Construction Group for work completed through August on the WRRF was presented. A motion was made by Horn, second by Boen to approve payment of pay app #11 in the amount of \$482,192 to Rice Lake Construction Group – all voted yes, motion carried.
 - The Hwy 38 Water Main Extension project plans have been approved. The bid opening for this project will be Aug 28th.
 - The bid opening for the Hwy 38 Water Main Extension project was held on Aug 28th. Four bids were received with Siteworks, Inc. coming in as the low bidder at \$741,080.97. Engineers have reviewed all the bids and are recommending the Council approve the low bid from Siteworks, Inc. A motion was made by Berens, second by Matson to accept Siteworks, Inc bid of \$741,080.97 on the Hwy 38 Water Main Extension Project – all voted yes, motion carried.
 - ISG presented their proposal for construction administration services on the Hwy 38 Water Main Extension Project. Services will be provided on a time and material basis not to exceed \$51,750. A motion was made by Matson, second by Horn to approve the proposal from ISG for

construction administration services for the Hwy 38 Water Main Extension Project as presented – all voted yes, motion carried.

- **Public Works Report:** Public Works Superintendent Wagner provided his report.
Streets – Staff will work on patching this fall. Street sweeping continues as needed. The Stop and Stop Ahead signs have been installed at Vandemark Ave/Par Tee Dr. making this corner an all-way stop. The crosswalks crossing Vandemark Ave have also been painted and all new signage has been flagged. As requested, Wagner provided information on different lighting options for stop signs. There are flashing stop signs that cost approx. \$1,000 and there are flashing beacons to attach to a stop sign that cost approx. \$100. If installed, both of these options would flash at all times, which may be annoying to residents in the area. One of the City’s trucks will need to be looked at as it appears the injector may be failing. The payloader is also being looked at as it is shifting hard. Staff continues to spray mosquitos.
Water – The 2nd quarter report has been submitted. Next reporting is due Oct 10th.
Sewer – All lift station pumps are working well. Staff continues to do maintenance on the bar screen. The July DMR reports are completed and have been sent. The next report is due Sept 28th. Discharging at the lagoons is done for now.
Parks – The fencing for the pickleball court should be finished this week. Wagner will then contact JANCO to start the surfacing of the court.
Pool – Concrete has been removed and the leak has been located. Staff will work on an approx. cost of needed repairs and provide that information at a future meeting.
Sports Complex – The floor has been poured at the new restroom/concession building. The block layers started this week and plan on being done in a week. Once the block is done, work will start on the rafters and roof.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in August along with an overview of the city’s general fund revenues and expenses through July. The agenda for the SDML annual conference, which will be held in Sioux Falls this year running Oct 8th – 11th, was provided. Anyone interested in attending should contact her and she will get them registered. The Sept calendar of events was also provided.
- **City Administrator Report:** City Administrator Sidel provided her report. All the remaining punchlist items for the 6th St/Mundt Ave project have been completed, except some sidewalk repairs that will be done next week. All cost for completing these items will be deducted from the contractor’s retainage. Staff and Engineers continue to meet with property owners along Western Ave to address any questions/concerns on the Western Ave Extension project scheduled for next year. The 12th/Oaks project is moving along with no issues. The SDML is asking cities to pass a resolution to show their support in opposing IM 28, the initiated measure that would prohibit the State from collecting sales tax on certain items for human consumption. Sidel provided a copy of this resolution for informational purposes only at this time. Sidel met with a representative from ROCs, the company that manages the City’s transit system. They have a new temporary driver in place until a permanent driver is hired. The territory serviced has been expanded to include Colton & Crooks and hours have been expanded as well, now running 5 days/week. As a result of these changes, the ridership has increased from approx. 12/mo. to 60/mo. The new van is scheduled to arrive yet this year. Wastewater regionalization discussions are ongoing. Sidel continue to wait for one more quote on the AV upgrades to the council room.

OLD BUSINESS: None

NEW BUSINESS:

- **Approve the Release of Hartford Hometown Christmas 2024 Budget Allocation:** Lisa Hellvig, on behalf of Hartford’s Hometown Christmas, was present to request release of their 2024 budget appropriation. A motion was made by Matson, second by Jass to approve payment of \$10,000 to Hartford’s Hometown Christmas for their 2024 appropriation – all voted yes, motion carried.
- **Review/Approve Pay Application #3 to Alliance Construction:** Pay application #3 from Alliance Construction was presented for work completed through August 23rd on the 12th St/Oaks Ave project. A motion was made by Horn, second by Berens to approve pay application #3 in the amount of \$75,394.43 to Alliance Construction – all voted yes, motion carried.
- **Review/Approve 2023 Audit Report:** The auditors have completed the 2023 audit, and the audit report was provided to the Council for review. The City’s has had its current auditor, ELO CPAs & Advisors, for nine years. Discussion was held on possibly looking at different firms for future audits. A motion was made by Matson, second by Jass to approve the 2023 audit report – all voted yes, motion carried.
- **Mayoral Appointments of City Attorney and City Engineer for 2024/2025:** No action was taken on this item since Mayor Jones was not at the meeting. This item will be on a future agenda.

ADJOURNMENT: A motion was made by Horn, second by Matson to adjourn at 8:24pm – 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