

## City Council Meeting – Regular Meeting September 6, 2022

Council President Travis Kuehl called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Mark Brenneman, Jake Jass, and Mark O’Hara. Mayor Arden Jones was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Tom Frieberg, City Engineers Justin Heim & John Gliko, and 11 people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Matson, second by Woslager to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Brenneman, second by Matson to approve the regular meeting minutes from August 16, 2022 – all voted yes, motion carried. A motion was made by Brenneman, second by Jass to approve the special budget meeting minutes from August 30, 2022 – all voted yes, motion carried.

**PUBLIC COMMENTS:** None.

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

- **Special Event Permit – WC Homecoming Parade:** Amy Lupkes was present on behalf of the WC School District. The school is requesting to hold the homecoming parade on Sept 16<sup>th</sup> 1:30pm to 2:30pm. 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 2<sup>nd</sup> St ending at the Middle School parking lot. A motion was made by O’Hara, second by Jass to approve the special event permit for the WC Homecoming Parade – all voted yes, motion carried.
- **Special Event Permit – Central States Mfg:** Brittany Glanzer, on behalf of Central States Mfg., has submitted a special event application to hold their annual Burgers, Brews, & Bean Bag employee appreciation event. The event would be on Sept 17<sup>th</sup> 6:30pm to 8:30pm on the HADF lot at the SE corner of 1<sup>st</sup> St & Main Ave. They are requesting that alcohol usage be allowed in the downtown area between the bars and the event location. A motion was made by Matson, second by Jass to approve the special event permit for Central States Mfg. as applied for – all voted yes, motion carried.
- **1<sup>st</sup> Reading of Ordinance #734 – 2023 Budget Ordinance:** Ordinance #734 outlines and sets the 2023 budget that was voted on by the Council at the August 30, 2022 special budget meeting. A motion was made by Brenneman, second by Woslager to approve 1<sup>st</sup> reading of Ordinance #734 - 2023 Appropriations – all voted yes, motion carried.
- **Resolution 2022-9 Street Maintenance Fee for 2023:** Resolution 2022-9 will authorize the assessment of an annual street maintenance fee at a rate of \$1 per front footage to every parcel with a minimum assessment of \$65. An exhibit was provided of all parcels and their assessed amounts. The revenue generated from this fee helps with the cost of maintaining the City’s streets for items such as slurry sealing, crack sealing, patch, & gravel. With the rise in these costs, discussion was held on possibly increasing this fee to help generate more revenue to offset some of those costs. Staff will present another resolution at the next meeting proposing a rate of \$1.50 per front footage with a minimum assessment of \$97.50.

### REPORTS:

- **End of Season Pool Report:** Pool Manager Amy Sebert was present to provide an end-of-year pool report. There were several returning lifeguards along with two new ones this season. Two sessions of swimming lessons were held with good attendance at each. The City switched to only individual passes this year and 334 were sold along with reservations for 24 pool parties. Sebert thanked Barb Thaler who, once again, helped with drills for our lifeguards. Sebert also thank her pool staff for all their hard work and the Council and City Staff for their support through the season.
- **Sheriff’s Department Report:** Deputy Kardas was present to provide his report for the month of Aug. There were 267 calls for service for the month. The department will have a booth at the Downtown Market on Sept 29<sup>th</sup>.
- **Chamber & Economic Development Report:** Amy Farr was not present. Her report was provided. Chamber activities: continues updates to social media & website for upcoming events; the next Membership Mixer is Sept 27<sup>th</sup>; e-newsletters are sent out weekly; a new graphic designer has been secured; works continues on the new website; the Trunk or Treat Event will be Oct 29<sup>th</sup>; work continues on the #DiscoverHartford campaign, which will now be a yearlong promotion of Hartford; welcome bags continue to be assembled as needed. HADF activities: continues talks with landowners/developers along with efforts on RFI’s; the community development plan is now complete and will be presented later in the meeting; the Keloland Living segment by HACC & HADF will air Oct 24<sup>th</sup>; Farr will be attending the “Fuel the Growth” Conference in Rapid City Sept 13<sup>th</sup>-16<sup>th</sup>.

- **Engineer Report:** Justin Heim reported the following:
  - Reviewed site plans and provided feedback for Maple Rd and Maple Pass Apartments. Met with the SD DOT and Maple Pass to discuss the right-hand turn lane into the development that the DOT is requiring. This requirement will be the responsibility of the developer.
  - The 6<sup>th</sup> St/Mundt Ave project is moving along. Asphalt paving is done in Phase 1 and topsoil has been replaced behind the curbs. The contractor will be seeding these areas along with replacing the mailboxes. Sanitary sewer is being installed in Phase 2. Due to the conditions of the soil, the depth of the sanitary sewer was changed to a shallower point. As a result of this change in depth Change Order #3 for a deduct of \$15,640.56 was presented to the Council. A motion was made by Jass, second by O'Hara to approve Changer Order #3 for a deduct of \$15,640.56 – all voted yes, motion carried. Once the sanitary sewer work is complete, storm sewer work will start.
  - A pre-construction meeting on the water tower painting project was held on Aug 18<sup>th</sup>. The contractor is planning the to start the project on Sept 12<sup>th</sup>. When the project was bid there were two different options for the type of interior coating – the standard interior tank coating and an elastomeric coating. The Council made the decision to go with the elastomeric coating because it is longer lasting. After further discussions with the Contractor at the pre-con meeting, it was decided that the standard coating might be the better choice due to the availability of the elastomeric coating and that the contractor is more versed in applying the standard coating. Also, with the elastomeric coating lasting longer, the timeline of painting both the exterior and interior of the tower would be fall in different years. Change Order #1 for a deduct of \$50,000 to use the standard interior coating rather than the elastomeric coating was presented to the Council. A motion was made by Matson, second by Jass to approve Changer Order #1 for a deduct of \$50,000 – all voted yes, motion carried.
  - Design work on the new Water Resource Recovery Facility is ongoing. Engineers presented an RFP to be used for the CMAR selection process. Once approved by the Council, this proposal will be advertised and utilized for the interviewing of firms. A motion was made by Brenneman, second by Jass to approve the Request for Proposals for Construction Manager At-Risk – all voted yes, motion carried.
  - 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.
  - Now that the general layout of the trunk sewer has been determined, design work of the Hwy 38 water main extension project has resumed. Plans should be ready to review in the near future with plans to bid the project with winter.
  - Traffic information has been collected along Western Ave and a report is being compiled. Once complete, preliminary design work will begin. Preliminary results for the traffic study align with a 3-lane roadway with a shared center turn lane design for the project.
- **Public Works Report:** Public Works Superintendent Wagner's report was provided.
 

Streets – ASCO, who was the contractor on this year's slurry seal project, has taken care of the bumps on Feyder Ave and finished cleanup of other areas. Wagner is recommending payment of the 25% that was held from their invoice. A motion was made by Jass, second by Matson to release the remaining 25% to ASCO for the 2022 slurry seal project – all voted yes, motion carried. The last of the storm damaged trees have been taken down and stumps have been ground.

Water – All reporting is done until Oct. The water tower painting project is scheduled to start Sept 12<sup>th</sup>. Staff will start draining the water tower in preparation. Wagner will notify HARF of the situation as well.

Sewer – The next reports are due the end of Oct.

Western Ave Sewer Extension – The contractor was out this week to work on punch list items. Wagner will review the job next week.

Parks – During one of the storms this summer the fencing at the tennis courts was damaged. The City has received notice that FEMA requires any damages to be fixed or removed within 60 days. It is the recommendation of the Park & Rec Board that since the tennis courts are in bad shape, staff removing the fencing rather than repair. The Council agrees with this. Staff will also work on removing the concrete as time allows.

Dog Park – Most of the fencing fabric is now installed. Next week staff is planning to get the concrete areas formed and poured. The plan is to be open to the public late Sept or early Oct.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included a summary of revenues received in Aug along with an overview of the city's cash balances, revenues and expenses through July. The Sept calendar of events was also provided. The SD Municipal League annual conference is Oct 4<sup>th</sup>-7<sup>th</sup> in Watertown. Anyone interested in attending should let Wilber know by the registration deadline of Sept 16<sup>th</sup>. The auditors have completed the 2021 audit and the audit report was provided to the Council for review and approval. The only weakness that was noted was the lack of segregation of duties. This is noted each year when our audit is done. Unfortunately, due to the smaller size of our municipality, we simply do have the personnel to achieve

segregation of duties. There are procedures in place for checks and balances of all payment transactions – depositing/recording/reconciling/etc. Matson suggested these procedures be in writing so they are on file should anything ever happen. Staff will get these procedures written. A motion was made by Brenneman, second by O’Hara to approve the 2021 audit report – all voted yes, motion carried.

- **City Administrator Report:** City Administrator Sidel’s report was provided. There will be a community meeting on our WWTF on Sept 7<sup>th</sup> 7pm at the WC Auditorium. The bike trail project remains on hold for now. Easements are needed from a neighboring property owner. The 6<sup>th</sup>/Mundt St project is going well. Work is mostly complete on Phase 1 and utility work continues on Phase 2. Pre-construction meeting was held on Aug 18<sup>th</sup> for the water tower painting project. Engineers are working on the design of the Hwy 38 water main extension project. Sidel & Wagner met with the Girl Scouts to go over interior layout options. The Girl Scouts are working on a design for the City to review. The SD DOT has selected HR Green to do the corridor study of Hwy 38. The study will encompass Hwy 38 from Marion Rd west to Hwy 19. Sidel met with FEMA representatives on Aug 22<sup>nd</sup> to review the submittal process to get reimbursed for expenses related to the May 12<sup>th</sup> Derecho. City Attorney Frieberg will provide the Council an update in executive session 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. The developer will be responsible for this. The City recently had its ISO audit. This audit looks at a lot of different factors that will determine the city’s homeowner’s insurance rating. Sidel is expecting the results from the audit in 2 to 3 months.

#### **OLD BUSINESS:**

- **Review Plan for Mundt St Sidewalks:** With the 6<sup>th</sup> St/Mundt Ave project, that City had originally planned to install sidewalks on the west side of Mundt Ave from Hwy 38 to 4<sup>th</sup> St. Due to the street being offset, there is no boulevard area on the west side and easements from 2 property owners would be required. The City was unable to obtain these easements, and, without an easement, the sidewalks cannot be installed. Staff looked over the project area again and has a possible solution. The sidewalk could run on the east side of the street from Hwy 38 to 5<sup>th</sup> St. This would require two sections of sidewalks to be installed – one along the west side of the Brown Jug property and one between Mary Ln and 6<sup>th</sup> St. Once at 5<sup>th</sup> St, a crosswalk could be installed to connect to the west side, where there are existing sidewalks all the way from 5<sup>th</sup> St to 1<sup>st</sup> St. A motion was made by Matson, second by Woslager to approve the revised sidewalk plan along Mundt Ave as presented – all voted yes, motion carried.

#### **NEW BUSINESS:**

- **Humboldt Ambulance Request to Release 2022 Budget Allocation:** Tim Even, on behalf of Humboldt Ambulance, was present to request their 2022 budget appropriation of \$22,500 be released. A motion was made by Brenneman, second by Jass to approve payment of the Humboldt Ambulance’s 2022 budget appropriation of \$22,500 – all voted yes, motion carried.
- **Adopt Community Development Plan:** In May 2021 the City contracted with ISG to conduct a Community Development Plan for Hartford. This plan, which would incorporate housing, quality of place and commercial/industrial development, would guide the community’s growth strategy for future years. The plan was presented and reviewed. A motion was made by Brenneman, second by Matson to adopt the community development plan – all voted yes, motion carried.
- **Review/Approve new Logo/Tagline Design:** Earlier this year, HenkinSchultz was the marketing firm selected to design a new logo and tagline for the City. A committee was formed to work through this process. After several meetings the committee has chosen the final logo design and tagline of “Live Lively”. If approved, staff will move forward with incorporating this new design into our stationary, website, decals, etc. A motion was made by Jass, second by Matson to approve the new logo and tagline design – Woslager voted no with all others voting yes, motion carried.
- **Discuss Purchase of Gage House:** At the last council meeting there was some discussion on the upcoming sale of the Gage House. A private party had made an offer to purchase the Gage House. If this purchase went through and if the Senior Center and Library were still housed there, the City would most likely be making rent payments for these spaces to the new owner. There seemed to be concern of this situation with some of the Council. Since that time, the prospective buyer has backed out of the deal and staff is wondering if it would be in the best interest of the City to own that building. The City will always have to provide a place for the Seniors and the Library, whether it be in this building or someplace else. The City owning this building keeps control of the situation with the City. Paul Clarke, the City’s Building Inspector, did a walk-through of the build and his initial report was presented. No major issues were noted but it would be his recommendation that if the City were to move forward that an electrical, plumbing, and structural inspection be secured. Sandy Dean was present to address the Council on the historical nature of the building and the importance of preserving that. A motion was made by Jass, second by Matson to secure electrical, plumbing, and structural inspection and present those findings at a future meeting – all voted yes, motion carried.

- **Discuss Licensing Requirements for Dog Park:** With the new dog park nearing completion, staff is working on signage for the park. Clarification is needed on what the City’s requirements will be for someone to use the park. The City’s Municipal Ordinance requires all pets that reside in the city be licensed. There will most likely be dog owners from outside city limits that use our dog park or dog owners that are just visiting Hartford. Do we want to mandate that these dogs be licensed? It is the consensus of the Council that to utilize the dog park, a dog of a City resident must be licensed and that all dogs must be vaccinated.
- **Mayoral Appointments of City Attorney & City Engineer for 2023:** Since Mayor Jones was unable to attend this meeting, these appointments will be moved to a future meeting.

**EXECUTIVE SESSION:** A motion was made O’Hara, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel and SDCL 1-25-2(3) for legal at 8:49pm – 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

**EXECUTIVE SESSION:** A motion was made by O’Hara, second by Jass to exit executive session at 9:20pm – all voted yes, motion carried.

A motion was made by Matson, second by Jass to offer the Public Works Assistance position to Candidate #1 at a pay rate of \$22 per hour – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Matson, second by O’Hara to adjourn at 9:21pm – 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.

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Teresa Sidel, City Administrator