

Hartford City Council Meeting – Regular Meeting September 17, 2024

Council President Travis Kuehl called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Lisa Berens, and Jake Jass. Mayor Arden Jones, Ryan Horn, and Shaun Boen were absent with notice. Also present were City Administrator Teresa Sidel, Public Works Superintendent Craig Wagner, Economic Development Director Amy Farr, Chamber Director Wynne Hindt, City Engineers Michael Redenbaugh and Justin Heim, and two 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 Matson, second by Berens to approve the meeting minutes from September 3, 2024 - all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Matson, second by Jass to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

Visitors: Pool Manager Amy Sebert was present to provide an end-of-year pool report. Sebert noted that she had a great staff this year since all lifeguards and assistant managers had returned from the previous year. This year the city offered an evening aerobics session on Mondays, Wednesdays, and Thursdays at 5:30, with an average attendance of 10-15 people. The pool sold a total of 645 pool passes this year with reservations for 29 pool parties. Two sessions of swimming lessons were held with good attendance at each. This year, the pool received a much appreciated donation of an AED device from Ken Warne and the staff had a training session on safe usage from Barb Thaler. Barb also administered 7 drills this year and the Fire Department was granted a pool party for her services. Sebert thanked her pool staff for all their hard work and the council and city staff for their support.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **2nd Reading of Ordinance #756 – 2025 Appropriations:** Ordinance #756 outlines and sets the 2025 budget. The proposed ordinance incorporates council actions from the budget meeting on August 26, 2024, and the council meeting on September 3, 2024. A motion was made by Jass, second by Matson to approve 2nd reading of Ordinance #756 - 2025 Appropriations- all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** The HAFR's monthly report was provided. For the month of August there were a total of 36 calls with 16 in city limits. Also provided was an update on the various trainings held during the month. It was noted that their Public Safety Day had a good turnout with approximately 600 people in attendance.
- **Economic Development Report:** EDD Amy Farr provided her report. Construction continues on the N Oaks Industrial Park development. The covenants for the park are filed with the register of deeds but the HADF is still working on the pond agreement. The HADF still has not received any resolution from SDDANR regarding the wetland in their development park. The Board will have 3 open positions this year, with one application received. A strategic planning session for the Board is being planned for mid-October. Farr also noted that she will be attending the EDPA annual conference and childcare summit on October 3rd & 4th.
- **Chamber Director Report:** Chamber Director Wynne Hindt provided her report. The Ambassador Committee continues to plan for Gratitude Day, which will be held on October 8th. The Events Committee, in conjunction with the SD Dept of Labor, held a career fair on September 5th with participation from 9 businesses – 10 potential employees attended the event. Direct mailers will be out next week. The committee is taking registrations for the annual Trunk or Treat event, which is being planned for October 27th. Planning is also in the works for the annual meeting and strategic planning session. Hindt did attend the Dakota Resource CO-hort seminar for new executive directors and received good information to implement with the Board. The Chamber Board currently has 9 members, and Hindt is looking to fill possibly 3 more board positions.
- **Engineer Report:** Micheal Redenbaugh reported the following:
 - Engineers continue to check on construction for the 12th/Oaks Project – a proof roll of the street was conducted this week and went well.
 - *Discussion 1051 Ruud Trail W/S Mains: The developer of 1051 Ruud Trail will be placing water and sewer lines within their lot located in the SW corner of the Western Meadows addition. ISG and staff have talked with the developers about securing an easement for these

lines and possibly upgrading the lines in order to service additional land to the south across the interstate. If agreeable to the city council, the city would pay for the difference to up-size the lines at an approximate cost of \$40,000. Although service is not an immediate need, it makes sense to upsize the lines at this time in order to avoid higher costs in the future. It was the consensus of the council to move forward with the upsizing, so ISG will work on development agreements for future review by the council.

- Engineers are working with the city and SECOG 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 early October between 9/30 – 10/18. This work will require the closure of Mickelson road at Hwy 38. Notices of the closure will be sent out on Monday, 9/23.
 - *Discussion - Additional Force Main Cleanout: Council discussed a change to our WWTF plans of adding a force main cleanout just before the screening room. This cleanout connection will provide additional access to the force main for maintenance and a connection point if regionalization or an industry needs to hook on. This connection could be added at a later date, but that would require shutting down the plant at some future point so it would be easier to place this connection before the plant is up and running. The cost is estimated at \$20,000 and can be paid out of the city's contingency funds for this project. The council instructed ISG to present this change at the next meeting.
- The Hwy 38 Water Main Extension project has been bid and awarded to the low bidder of Siteworks, Inc. Contracts and bid documents have been sent out, once all the required paperwork is in place a pre-construction meeting will be planned.

- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Staff will work on patching this fall. Street sweeping continues as needed. Staff plans to blade 2nd street next week. Repair work is being done on a truck and the payloader at this time. The city continues to spray for mosquitoes.
 - Water – The 2nd quarter report has been submitted. Next reporting is due Oct 10th. Siteworks Inc was the low bidder on the Highway 38 water main project, which is set to begin this fall. Wager also gave an update on pending rules for lead service lines and water testing that will be required by the state.
 - Sewer – All lift station pumps are working well. Staff continue 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 is done and the only thing to be completed is signage for the sponsorship. A ribbon cutting is being planned once the courts are ready for play.
 - Pool – Concrete has been removed and the leak has been located. Staff anticipates the repair work to be around \$12K.
 - Sports Complex – The block layers are working on the walls for the concession stand. Once they are completed, the city crew will start on the roof.
- **Finance Officer Report:** City Finance Officer Wilber provided her report to the council but was not in attendance. Item included cash balances, sales tax revenue and DHI committee fund balances as of August 31st. It also highlighted various invoices in the bill report and provided a calendar of events.
- **City Administrator Report:** City Administrator Sidel provided her report. All the remaining punchlist items for the 6th St/Mundt Ave project have been completed and a final pay application will be presented to the council at their next meeting. The bid was awarded for the Hwy 38 water main project and all paperwork is being completed, once done a preconstruction meeting will be scheduled. 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. An update on the WWTF was provided. The 12th/Oaks project is going well – a change order is being presented to the council for review later on the agenda. Sidel discussed the TAP application with the council, and it was their prior consensus to move forward with a phased approach as suggested by the Dot. The city will apply for Phase 1 funding this year, which will include a bike path between Turtle Creek Drive and Patrick Avenue. The application is due by October 1st. Sidel also noted the SECOG was awarded a grant for Safe Streets and Roads. The grant will provide funds for a study to develop a safety action plan and identify possible projects for future funding. Since Hartford is part of the MPO area, we elected to participate in this grant application so the study area will include Hartford. The City is working on plans for a ribbon cutting for the new pickleball courts once completed. Sidel continues to work with the county on a study for the Hwy 151 corridor.

OLD BUSINESS: None

NEW BUSINESS:

- **Review/Approve Tax Abatement for Parcel #80160:** State law allows property tax abatement for qualifying disabled seniors & veterans. The Minnehaha County Auditor has received an abatement request from a disabled veteran on a parcel of land that is located within Hartford city limits. This request needs to be approved by the governing board. A motion was made by Jass, second by Berens to approve the property tax abatement request submitted on Parcel #80160 – all voted yes, motion carried.
- **Review/Approve Change Order #3 for the 12th/Oaks Street Project:** Change order #3 is for 4 items and will be an overall contract increase of \$7,017.90. The changes include a credit for removing and replacing the valve body bolts on the water main along Oaks Ave, a charge for stabilization materials under the street utilities, a charge for floating manhole castings, and a charge for hydrant extensions. A motion was made by Matson, second by Berens to approve change order #3 in the amount of \$7,017.90 for the 12th/Oaks Project – all voted yes, motion carried.
- **Review AV Quotes for Council room:** The city council budgeted funds for this year to upgrade the AV system in the city council chamber. Quotes were received from 3 companies and reviewed. All quotes would upgrade the current system to allow larger displays, better camera and audio, installation and training, and future improvements. Consensus of the council was to go with bid #2 but increase the displays if we can do it within budget. A motion was made by Matson, second by Jass to approve bid #2 with larger displays up to the city's budget amount of \$15,000 – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Jass, second by Matson to adjourn at 8:07pm – 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