

## Hartford City Council Meeting – Regular Meeting January 17, 2023

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Mark Brenneman, Travis Kuehl, and Mark O’Hara. Jake Jass 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 Attorney Tom Frieberg, City Engineer Michael Redenbaugh, and 7 people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by O’Hara to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Matson to approve the regular meeting minutes from January 4, 2023 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Matson, second by O’Hara to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

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

- **Resolution 2022-19 Transfer of Contingency Funds:** In December, Resolution 2022-19 was passed transferring contingency funds into various general fund accounts to correct budget shortfalls. Since this time, a couple more invoices for 2022 were paid out of the swimming pool account causing this account to now have a budget shortfall. This resolution would correct this. A motion was made Brenneman, second by O’Hara to approve Resolution 2023-2 to transfer \$160 from the City’s Contingency account to the Swimming Pool account – all voted yes, motion carried.

### REPORTS:

- **Fire Department Report:** HAFR Chief Bryon Shumaker was present to provide the fire department’s report. For the month of Dec there was a total of 35 calls with 21 in city limits. There was a total of 441 calls for the year, a 12% increase from 2021. Of those calls, 189 were in Hartford city limits, with the majority of those being EMS calls. New officers for 2023 are Chief Bryon Shumaker, 1<sup>st</sup> Asst Fire Brice Zwak, 1<sup>st</sup> Asst Rescue Connor Vortherms, 2<sup>nd</sup> Asst Fire Todd Lowe, 2<sup>nd</sup> Asst Rescue Camille Crouch, Treasurer James Buss, Secretary John Hanssen, Members at Large Braydon Johnson & Katie Kruger. An update was given on the various trainings held during the month of Jan. The Dept will be holding a recruitment event this Thursday evening at 7pm. For the new year, it was decided that the Dept would provide a report monthly to the Council but only appear at meetings on a quarterly basis.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Chamber’s Burger Battle event has started with 6 establishments participating. It is in its 3<sup>rd</sup> week and 347 burgers have been sold. Voting for your favorite burger can be done though the Chamber’s new mobile app. There are 100 reservations so far for the Chamber’s Annual Banquet, which will be held Feb 3<sup>rd</sup> at Blue Haven Barns. Farr thanked the Council for allowing her to attend/graduate from the Institute of Organizational Management. The HADF is working on development concepts for recently purchased land. Farr continues work on the website and Envision 2023 invoicing and retention efforts as needed. In Oct 2022 the HADF amended their bylaws to include an Ex-Officio Board Member position. The HADF is recommending to the Mayor that Councilman Kuehl be appointed to this position for a one-year term. Mayor Jones appointed Councilman Kuehl as requested. A motion was made by O’Hara, second by Matson to approve the appointment of Councilman Kuehl to the HADF Ex-Officio Board Member position for a one-year term – all voted yes, motion carried.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - Continues to review information on the SCS pipeline with City Staff.
  - Reviewed and provided comments on WC Elementary expansion plans.
  - Design plans for the Hwy 38 water main extension are now complete. The bid letting is set for Feb 16<sup>th</sup> at 10am. Construction is scheduled to start late May.
  - Engineers continue to work on construction plans and cost estimate on the Western Ave Interchange Approach project.
  - Design work on the WRRF is ongoing. Updated cost estimates and design will be reviewed later in the meeting.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.  
**Streets** – Staff continues to work on snow cleanup. Staff met with officials from Minnehaha County Hwy Dept to discuss snow removal on Western Ave. County staff, along with the City, will be working on getting the snow blown or hauled out along road and at the intersections. Wagner has visited with school officials to make sure all

bus stop areas are being addressed and safe. Several pieces of equipment have needed repairs. Staff continues to work on these as they can.

Water – Next reporting due Apr 10<sup>th</sup>.

Sewer – There is a check valve out on one of the lift station pumps. Staff plans on rebuilding it next week. The next reports are due Feb 28<sup>th</sup>. Lagoon samples will be taken in the spring to see if we can discharge. The lagoon levels are in good shape for now.

Bike Trail – Staff will work on keeping the trails open as time allows.

Sports Complex – Staff continues to compile figures for the storage building to be built at the Sports Complex.

Hometown Christmas – Christmas decorations will be taken down once staff is caught up on snow cleanup.

- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included cash balances, sales tax revenue and DHI committee fund balance as of Dec 31<sup>st</sup>, a recap of bills submitted for payment, and the Jan/Feb calendar of events. Nominating petitions may be circulated beginning Jan 27<sup>th</sup>. The filing deadline for those petitions is by 5pm on Feb 24<sup>th</sup>. Four seats will be vacant: the Mayor's seat and a Council seat in each ward. Petitions are available at City Hall, or they can be found on the SD Secretary of State's website.
- **City Administrator Report:** City Administrator Sidel provided her report. The bike trail project remains on hold as easements are needed from a neighboring property owner. Plan are done and ready to bid on the Hwy 38 Water Main Extension project. The bid date has been set for Feb 16<sup>th</sup>. Two of Dakota Cannabliss' licenses are expiring, and the other will expire in Feb. Since they have not started operations yet, they will be required to apply for new licenses rather than renewals. Sidel has communicated this with them, and they plan on submitting the required paperwork at a later date. Letters have been sent to snow removal companies reminding them of the City's policies. Sidel has completed the Facility Emergency Plan. She will discuss and distribute the plan to staff at the next staff meeting. The City's received it's ISO rating. For commercial properties it stayed the same at a Class 5. For residential properties it increased from a Class 5 to a Class 6. This increase is due to changes made in the ISO rating system. Both rates are still very good for a city our size. Sidel will take part in the 5 year review/update of Lincoln & Minnehaha County's Pre-Disaster Mitigation Plan. Being part of this plan allows the city to apply for federal aid in the event of a disaster. DSU will be conducting a cyber evaluation of the City. The tentative date is set for Mar 13<sup>th</sup>. Sidel provided an update on a lease agreement for space on our water tower that is in default, which has been turned over to the city attorney to pursue legal action. Sidel is working with SECOG to get the Hwy 38 Water Main Extension project on the state water plan. By doing this, we have the option of applying for a SRF loan on this project.

#### **OLD BUSINESS:**

- **Update on Summit Carbon Solution Pipeline:** Sidel provided an update on the SCS pipeline project. The PUC met on Jan 5<sup>th</sup> and approved the amended procedural schedule of discovery starting in March and hearings scheduled for Sept 11-22 and 25-29, if needed. New officers were also elected – Kristie Fiegen, Chair; Gary Hanson, Vice-Chair; and Chris Nelson, Commissioner.

#### **NEW BUSINESS:**

- **Review/Approve Signage Quotes:** Sidel contacted both Fast Signs and Signarama for quotes to update the city's signage with the new logo. To date, we've only received Fast Signs quote. Three quotes/illustrations were reviewed:
  - Council Room Wall – due to this being an exterior wall, it experiences a change in temperature with the seasons. Because of this, a vinyl decal like we had before is not the best option. Over time, it does not adhere. Fast Signs is proposing a dimensional logo made of a PVC that will be mounted off the wall some. There was 50k budgeted for rebranding of which approx. 36k has been used. The quote for this option is \$870.
  - 3 Welcome Signs – These would replace the existing welcome signs at the city's entrances. They would be made of foam but will look like stone. Sidel is in the process of applying for a FEMA grant that would cover a portion of this cost. The quote for these 3 signs is \$50,140.
  - Billboard Welcome Sign – This would be for a new billboard style sign to be place along Hwy 38 just off I-90 Exit 390. Sioux Valley Energy, Golden West, and Midco have all express interest in helping fund this new sign. Each of their logos would be incorporated into the design. SVE has already submitted 3k for this. If the other two follow, that will cover the majority of this cost. The quote for the new billboard style welcome sign is \$8,925.

A motion was made by Matson, seconded by Brenneman to approve the three quotes provide by Fast Signs – all voted yes, motion carried.

- **Review/Approve Website Update Quote:** In order to put the City's new logo on the website, an update to the website is required. Currently the subscription cost for our website is \$660/year. Implementing this update will increase the subscription to \$3,000/year. There are additional benefits that come with the upgrade that we currently don't have such as fully mobile friendly, free future upgrades, free training, locked in rate for 4 years, response forms, and smart forms. Sidel did reach out to some surrounding communities to inquire their website

cost per year. Based on the information they provided, this proposal is not out of line. A motion was made by Kuehl, second by Brenneman to approve the quote provided by Catalis for the website upgrade – all voted yes, motion carried.

- **Update on WRRF:** Rachel Kloos & John Gliko with ISG and Wade Leonard with CMAR Rice Lake were present to provide an update on the WRRF. Initial estimates from Rice Lake were slightly above 27 million, which is significantly higher the ISG's original estimate of 17 million from 2021. Some of this increase can be attributed to the economy and increase in costs overall. Over the past couple months, ISG, Rice Lake and staff have been working on ways to cut cost yet maintain a plant that will meet the city's needs. Design changes were discussed, and illustrations were provided. With these changes, the cost estimate is now at just under 21 million. The group will continue to meet and discuss further cost saving options. The City has been awarded approx. 9.6 million in grant funds and 7.2 million in an SRF loan. Since it appears additional funding will be needed, funding option will be reviewed by staff as cost estimates are finalized. Hartford resident Mark Monahan was present. Engineers addressed his questions regarding the proposed changes to the facility that are being made to cut costs.

**EXECUTIVE SESSION:** A motion was made by Kuehl, second by O'Hara to enter executive session pursuant to SDCL 1-25-2(1) for personnel and 1-25-2(3) for legal at 8:20pm – 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 Matson to exit executive session at 8:36pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by O'Hara, second by Matson to adjourn at 8:37pm – 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