

Hartford City Council Meeting – Regular Meeting January 21, 2025

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Shaun Boen, Ryan Horn, Travis Kuehl, Lisa Berens, and Jake Jass. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineer Justin Heim, and 4 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jass, 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 meeting minutes from January 7, 2025 – Horn abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Horn, second by Matson to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **2nd Reading of Ordinance #759 Supplemental Appropriation for 2024:** This ordinance will provide additional appropriations to the City's 2024 budget for any budget shortfalls or purchases made that were not known at the time the budget was set. Some dollar amounts have changed since 1st reading as a result of additional invoices for December goods/services that were paid in January. A motion was made by Jass, second by Boen to approve 2nd reading of Ordinance #759 2024 Supplemental Appropriation which will add \$95,090.76 to the general fund 101 budget; \$1,251,995.27 to the capital improvement fund 510 budget; \$61,457 to the capital improvement fund 511 budget; and \$5,826 to the water fund 602 budget – all voted yes, motion carried.
- **Resolution 2025-2 Contingency Transfer for 2024:** This resolution would approve the transfer of budget funds from the City's contingency account to other accounts in the general fund. A motion was made by Matson, second by Berens to approve Resolution 2025-2 to transfer \$4,970 from the City's contingency account to the following accounts: Animal Control \$388; Planning & Zoning \$4,582 – all voted yes, motion carried.
- **1st Reading of Ordinance #760 Fines and Fees:** The City's current fines & fees are spelled out in Ordinance #739. Each year the Council reviews this fee schedule. At the Jan 7th meeting the decision was made to increase six items – pet licensing fee, contractor's license, placement permits for sheds & fences, flatwork permits, golf cart permits, and the property pin locate fee. Ordinance #760, which incorporates those changes, was presented. A motion was made by Horn, second by Boen to approve 1st reading of Ordinance #760 Fines and Fees – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR Chief Bryon Schumaker and 1st Asst Fire Chief Brice Zwak were present to provide the department's monthly report. For the month of Dec there was a total of 34 calls, of which 16 were within city limits. There was a total of 371 calls for the year, with 178 of those calls being in Hartford city limits. Officers for 2025 are Chief Bryon Schumaker, 1st Asst Fire Brice Zwak, 1st Asst Rescue Connor Vortherms, 2nd Asst Fire Brayden Johnson, 2nd Asst Rescue Ryan Rykus, Treasurer James Buss, Secretary Tony Steffensen, Members at Large Kelly Kayser & Austin Eggebraaten. An update was given on the various trainings held during the month. The current membership of the department is 38 volunteers.
 - **Request for Equipment Replacement Funds:** HAFR has ordered a new pumper truck, which is currently in production. For several years the City had budgeted funds for future equipment replacement by the department. To date these funds total 205k. The department has made a 350k down payment on the new truck to take advantage of a 14k discount. They are requesting the City release the 205k for this purchase. A motion was made by Berens, second by Matson to release the \$205,000 being held for equipment replacement by the HAFR – all voted yes, motion carried.
 - **Request for 2025 Budget Allocation:** For 2025 there is a total of 90k budgeted for HAFR. The department is requesting that these funds be released to them. A motion was made by Horn, second by Berens to release HAFR 2025 budget allocation of \$90,000 – all voted yes, motion carried.
- **Engineer Report:** Justin Heim reported the following:
 - Continues to review site plans and plats as they are received and are monitoring public improvements of private developments as needed.
 - Construction at the WRRF site is expected to slow down over the winter months. Aeromod equipment installation will progress as the weather allows. At the operations building process piping, mechanical, electrical, and plumbing installation continues as equipment and pumps are delivered and placed. Electrical work at the lift station structure continues. With the startup of the plant scheduled for early spring, Staff and Engineers have started working on a job description for a plant operator. More information on this will follow at a future meeting.
 - The Water Main Extension project is substantially complete. The contractor is addressing some punch list items. There will be reseeding work to be done in the spring.

- The Western Ave Expansion project is scheduled to be bid in conjunction with the State's bridge project in late Feb or early Mar. Once the project is bid, Engineers will be coordinating a follow up business owner meeting to convey project updates to them. Progress meeting with business owners throughout the construction process are being planned as well.
- Work has started on the Parks Master Plan. Engineers and Staff met on Jan 10th to discuss current facilities to provide Engineers with a better understanding of our current park and trail system.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Some sanding was done with the light snows we've had. All equipment is ready to go should it snow. Staff repaired a broken shaft on the John Deere broom and installed and plumbed the new water tank on the water truck. Wagner will follow up with the DOT on the bidding of the fixture for the street light at Hwy 38/Colton Rd in the coming weeks. Staff will be cutting down some dead trees on city property near Turtle Creek.
 - Water – The 4th quarter report has been submitted. Next reporting is due April 10th. All water samples and reports have been completed for 2024.
 - Sewer – There was an issue with a plug that the contractor placed in the new gravity sewer line. The plug came loose, and sewage went down the new line and into the new lift station. The issue was corrected within an hour of being noticed. The contractor had a vac truck out to clean the affected areas. Wagner informed DANR of the situation as well. Wagner is finishing up and submitting the Dec DMR report this week. The next report is due Jan 28th. Lagoon samples have been taken to see if we are able to discharge. The blowers and motors at the lagoons have been serviced.
 - Bike Trail – Some benches along the trail have been temporarily removed so they can be repainted.
 - Sports Complex – The electrical inspection of the concession stand building was last week and it went well. The plumbers have the bathroom fixtures installed. Staff will now work on installing the partitions. The exterior concrete will be finished up in the spring.
 - Public Buildings – Staff has taken year-end inventory. Inventory reports will now be updated.
 - Training – There is a safety training and water class that some of the staff will be attending in the coming weeks. These are one day classes at no cost. One is in Sioux Falls and the other in Colman.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Dec 31st, a recap of bills submitted for payment, and the Jan/Feb calendar of events. Nominating petitions can be circulated starting on Jan 31st and must be returned to City no later than 5pm on Feb 28th. Wilber continue to work on year end processing. Once complete, she will begin compiling reports that the Auditors will need for the annual report.
- **City Administrator Report:** City Administrator Sidel provided her report. The City is currently advertising for the Chamber Director position and accepting applications through January. To date, one application has been received. The Planning & Zoning Board is working on the development of a new zoning district. District RA – Residential Affordable House District would allow for a denser development with smaller lot sized and setbacks. P&Z will hold a public hearing at their Jan 28th meeting. If they move forward with this proposed zoning ordinance change, it will come before the Council for approval at the Feb 4th meeting. The advertising plan for the City's open liquor license will be discussed further at the Feb 4th meeting. Sam Assam, with the Turtle Creek Highland development, will come before the Council at the Feb 4th meeting to discuss a possible TIF district in his development. The City still awaits a decision for the State on the Transportation Alternative grant for the new section of bike trail along Mickelson Ave.
 - **Request to Attend SD City Managers Association Training:** The SD City Managers Association is hosting a training session in Pierre on Feb 5th. Sidel is requesting to attend. There is no registration fee and one meal is provided. Costs would include one night's hotel plus any meals not provided. A motion was made by Kuehl, second by Jass to approve Sidel attending the SD City Managers Association training in Pierre on Feb 5th – all voted yes, motion carried.

OLD BUSINESS:

- **Review Resolution 2024-9 General Assessment Policy:** Annually the City's General Assessment Policy is reviewed. This policy was reviewed back in August and September of last year. Currently, the policy is that any assessments for water improvement, sanitary sewer improvement or new streets/sidewalks is the actual cost of the improvement per lineal foot. For improvement to existing streets/sidewalks, the assessment is the actual cost of the improvement not to exceed \$225 per lineal foot. At the July 16, 2024 meeting, discussion was held on changing the amount of the assessment for improvement to existing street from \$225 per lineal foot to \$250 per lineal foot. Resolution 2024-9, which incorporates this increase, was presented last fall but no action was taken. It was noted that this item be revisited after the first of the year. Discussion was held on how the lineal footage is determined on different types of lots – corner, cul-de-sac, etc. A motion was made by Matson, second by Kuehl to approve Resolution 2024-9 General Assessment Policy as presented – all voted yes, motion carried. Discussion was held on whether the City wants to assess property owners abutting the Western Ave expansion project. If we do assess, several steps need to be taken by the City before the State awards a contract on the project. Therefore, a decision needs to be made fairly soon. After further discussion it was requested that staff bring information to the next meeting breaking down cost for just the curb, gutter and sidewalk portion of the project and what that assessment to property owners would look like.

NEW BUSINESS:

- **Approve Advertisement for County Chip Sealing Project along County Hwy 151:** Last year the Council approved the City paying for this year's chip seal project along county Hwy 151 that Minnehaha County is doing. This expenditure was placed in the 2025 budget. The project now need to be advertised for bid. A motion was made by Kuehl, second by Matson to approve the advertisement for County chip sealing project along County Hwy 151 – all voted yes, motion carried.
- **Discuss Animal Control Procedures:** Information was provided to the Council on the City's animal control contract with SFAHS and the City's procedures as they relate to animal control issues. The consensus of the Council is that costs incurred from the SFAHS should be passed on to the pet owners involved in the incident, if known. Staff will revise the City's ordinance that pertains to pet regulations to be presented at a future meeting.
- **Mayoral Appointments:**
 - **Appointments to the Park & Recreation Board:** The Park & Recreation Board consists of 5 voting member and 2 non-voting members, one being a council member and the other a staff member. Two of the voting members' terms were up at the end of the year and they do not want to be reappointed. Mayor Jones is recommending the appointment of Frank Blaine to fill one of these positions. A motion was made by Kuehl, second by Boen to approve Mayor Jones' appointment of Frank Blaine to a 3yr term on the Park & Recreation Board – all voted yes, motion carried. Currently Councilman Horn and Craig Wagner fill the non-voting positions. Mayor Jones is recommending the reappointment of both Horn and Wagner. A motion was made by Boen, second by Kuehl to approve Mayor Jones' appointment of Ryan Horn and Craig Wagner to a 1yr term on the Park & Recreation Board – all voted yes, motion carried.
 - **Appointment to the Planning & Zoning Board:** There are 4 members of the Planning & Zoning Board whose terms were up at the end of the year. Tony Randall, Tim Grahm and Stacey Kutil all expressed interest in continuing to serve and they were reappointed at the Jan 7th meeting. Michelle Kilbourn has decided to step down, leaving a vacant spot. Mayor Jones is recommending the appoint of Keely Espinoza to fill this open position. A motion was made by Kuehl, second by Jass to approve Mayor Jones' appointment of Keely Espinoza to a 2yr term on the Planning & Zoning Board – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Kuehl, second by Boen to enter executive session pursuant to SDCL 9-34-19 for economic development and SDCL 1-25-2(1) for personnel 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.

Karen Wilber, Finance Officer

EXECUTIVE SESSION: A motion was made by Kuehl, second by Boen to exit executive session at 9:06pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Horn, second by Kuehl to adjourn at 9:07pm – 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