

Hartford City Council Meeting – Regular Meeting December 17, 2024

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Shaun Boen, Ryan Horn, Travis Kuehl, Lisa Berens, and Jake Jass. Cindy Matson was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Engineer Michael Redenbaugh, and 3 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Horn to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Horn, second by Berens to approve the meeting minutes from December 3, 2024 - all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Jass, second by Berens to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

VISITORS:

- Hartford residents Tim Graham and Stacey Kutil were present to address the City’s pet licensing ordinance. They feel this ordinance is unenforceable and ask that the City consider rescinding it. Further discussion was held, including the pros/cons of having these regulations in place, the procedures staff follows when addressing a violation, and roll the Humane Society plays in providing animal control for the City.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **2nd Reading of Ordinance #757 Zoning Amendment to Renumber Chapters 12.16 through 12.18:** The City’s zoning ordinance and amendments were recently codified into one document. When doing this, a numbering error was discovered. There were two chapters that were numbered as Chapter 12.16. Ordinance #757 will correct this by renumbering Chapters 12.16 through 12.18 to be Chapter 12.16 through 12.19. A motion was made by Horn, second by Jass to approve 2nd reading of Ordinance #757 to renumber Chapters 12.16 through 12.18 – all voted yes, motion carried.
- **2nd Reading of Ordinance #758 Implementation of Surcharge for Repayment of SRF Loan CW-09:** The City has secured a second SRF loan for the water resource recovery facility. This loan, in addition to the first SRF loan obtained and the grant funding, will cover the cost of this project. As with the first SRF loan, this loan also requires the City to establish a surcharge at a level sufficient to provide the required debt coverage. Ordinance #758 will implement a second surcharge of \$23.40 per month to each sewer account. Once the loan has been paid off, the surcharge will be removed. A motion was made by Boen, second by Berens to approve 2nd reading of Ordinance #758 Implementation of Sewer Surcharge for Repayment of SRF Loan CW-09 – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR Chief Bryon Schumaker’s monthly report was provided. For the month of November there was a total of 16 calls, of which 9 were within city limits. An update on the various trainings held during the month was also provided.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Continues to review site plans and plats as they are received.
 - Construction at the WRRF site is progressing nicely. Process piping, mechanical, electrical, and plumbing installation at the operations building continues. Drywall installation in the office and lab space is underway. Installation of the Aeromod equipment is ongoing as well as electrical work at the lift station structure. The sanitary trunk sewer installation is complete and a preliminary punchlist has been provided to the contractor.
 - The Water Main Extension project is underway. The work along Railroad St to Hwy 38 is done. Boring of the steel casing under Hwy 38 is complete. Work continues on the pipe installation within the casting and the installation of the water main to the south along the Colton Rd.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – All equipment is serviced and is ready for the winter season. The information for next year’s slurry seal project has been sent to the engineers to prepare for bidding with the City of Sioux Falls. Staff cleaned out the drainage area located north of 2nd St between Kingsbury Ave & Oak Ave.
 - Water – The 4th quarter report has been submitted. Next reporting is due April 10th.
 - Sewer – The Nov DMR report has been submitted. The next report is due Jan 28th. Lagoon samples came back good, so discharging is underway.
 - Wastewater Treatment Facility – Wanger is working on getting approval from DANR to use our pond wastewater to fill the new tanks this spring prior to startup of the new facility.
 - Parks – The batting cage nets have been taken down and stored for the winter.

Sports Complex – Work continues on the concession stand building. Interior steel, trim, and counters are now done. The electrical work is about 70% complete. The plumbing work has started. The exterior concrete will be finishing up in the spring.

Public Buildings – Staff installed some coat hooks at the Library.

- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Nov 30th, a recap of bills submitted for payment, and the Dec/Jan calendar of events.
 - **Approve Certificate of Deposit for Customer Deposit Funds:** The City collects a deposit for each water account. Since these deposits are restricted funds, they are kept in a separate checking account. In an effort to make more interest over the years, a portion of these dollars has been invested in various CDs. Currently there is \$31,607.21 in the checking account and \$73,344.40 in the current CD with Reliabank, which has matured. Wilber provided the current CD rates/terms from both Reliabank and First Interstate Bank. Staff is recommending that at least 20k remain in the checking account, which would allow for increasing the CD amount by approximately 11k. A motion was made by Jass, second by Horn to approve investing \$84,951.61 of customer deposit funds in a 5-month CD with Reliabank at 4.53% with City Administrator Sidel and Finance Officer Wilber as authorized signers – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel provided her report. The State has bid the steel beam portion of the I-90 bridge project. They plan on bidding the rest of the project, which included the City's Western Ave Expansion portion of the project, in January or February. Construction is expected to start in the spring of 2025. The City has hired Richard Klinger for the part-time snow removal position. The application for party status on the SCS pipeline has been completed and will be filed with the PUC. The City has one open liquor license that was previously held by Kristen & Anthony Blaine. This license will come before the Council at the Jan 7th meeting to discuss next steps. With the new AV system in place, we are now able to live stream meetings. It is the consensus of the Council that all city meetings - council, planning & zoning and park and recreation - be streamed and record going forward. Currently ELO CPA & Assoc is the city's auditor. They complete the annual report and audit each year. It has been suggested to check into other firms. Sidel did some checking and most cities in this area use either ELO or Schoenfish & Co, who are not taking on any new clients at this time. Sidel indicated that there have been no issues with ELO and feels it would be in the best interest of the City to remain with ELO until the completion of the wastewater treatment facility project. The consensus of the Council is to revisit this after the wastewater project is completed. Deputy Kardas informed Sidel that Jonah Rectenbaugh is now the new deputy that will be assigned to Hartford. This change will happen Jan 6th.

OLD BUSINESS: None

NEW BUSINESS:

- **Review/Approve County Plat for Tract 1 of Nelson's 2nd Addition:** The City has received a plat for Tract 1 of Nelson's 2nd Addition. This parcel is not currently within the city limits but is within the City's platting jurisdiction with Minnehaha County. The plat has been reviewed by ISG and conforms to all city regulations. A signed pre-annexation agreement, which is required per city ordinance, has not been received yet from the owner. The Planning and Zoning Board reviewed this plat at their Dec 10th meeting and is recommending approval to the Council, contingent on receiving the signed pre-annexation agreement. A motion was made by Horn, second by Boen to approve the plat for Tract 1 of Nelson's 2nd Addition, contingent on the city receiving a signed pre-annexation agreement from the property owner – all voted yes, motion carried.
- **Review/Approve 2025 Fire Protection Service Agreement:** Annually the City has entered into an agreement with HAFR to pay them 80k for fire protection services. HAFR will then use these funds for the loan payment on the fire station. This agreement would be for payment 15 of 25. A motion was made by Horn, second by Jass to approve the 2025 agreement with Hartford Area Fire & Rescue for fire protection services –all voted yes, motion carried.
- **Review Current Billboard Rates:** The City has 6 billboards along I-90 that are rented out. There is one billboard at this time that isn't being rented. Last year the City did a review of the billboard rates, as this hadn't been done since 2018. It was decided at that time to increase the rates and to review them annually. Current rates are \$300 for an east face full billboard, prorated if only a portion of the billboard is being rented and \$300 for a west face billboard, with no proration for partial rentals. It is the consensus of the Council not to make any adjustments to the billboard rates at this time.
- **Review Ordinance #739 – Fines & Fees:** The City's current fines & fees are spelled out in Ordinance #739, which was presented to the Council for its annual review. Staff is suggesting increases to 8 items – water/sewer bill delinquent fee, pet licensing fee, contractor's license, flatwork permit, grading permit, golf cart permit, property pin locate fee, and the 30-day late fee. Further discussion was held on fees associated with golf cart permits and pet licensing. A motion was made by Horn, second by Boen to table this item until the next meeting – all voted yes, motion carried.
- **Review Chamber Director Position:** The Chamber Director position became vacant in Nov of this year. Scott Schrader, president of the HACC, was present to ask the City to consider re-hiring this part-time director position. Schrader indicated that it is the goal of HACC to provide for this position themselves at some point, but the current financial condition of the HACC does not allow for it at this time. The HACC has hired an administrative

assistant on an interim basis until a decision can be made on this position. The job description that was previously used when the last director was hired was provided for review. All agreed that the job description is fine as presented. A motion was made by Berens, second by Kuehl to approve advertising and hiring the part-time Chamber Director – Boen voted no with all others voting yes, motion carried.

EXECUTIVE SESSION: A motion was made by Jass, second by Horn to enter executive session pursuant to SDCL 9-34-19 for economic development at 8:12pm – 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 Horn, second by Boen to exit executive session at 8:32pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Horn, second by Jass to adjourn at 8:33pm – 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