

Hartford City Council Meeting – Regular Meeting December 19, 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, Jake Jass, and Shaun Boen. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, City Engineer Michael Redenbaugh, and 1 person 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 Boen to approve the regular meeting minutes from December 5, 2023 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Brenneman to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

VISITORS: Tyler Tordsen with Sioux Metro Growth Alliance was present to introduce himself to the Council. Earlier this year, Tordsen was hired as the organization new President/CEO. Tordsen recapped the services that SMGA provides and how they can partner with a community and be another resource for them when working on economic development projects.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Resolution 2023-24 Assessment Roll:** Earlier this year the City took steps to abate a property for nuisance junk violations. The owner was given sufficient time to correct the violations but didn't comply. As a result, City personnel went in and cleaned up the property. Resolution 2023-24 would assess the cost of this abatement against the property. A motion was made by Woslager, second by Boen to approve Resolution 2023-24 as presented – all voted yes, motion carried.
- **Resolution 2023-25 Transfer from General Fund to 6th St/Mundt Ave Project Fund:** The 6th St/Mundt Ave project started in 2022. There were remaining project costs paid in 2023, which were allowed for when setting the 2023 budget. Resolution 2023-25 will transfer these funds from the general fund to the 6th St/Mundt Ave project fund in the amount of \$87,350.88. A motion was made by Jass, second by Brenneman to approve Resolution #2023-25 as presented – all voted yes, motion carried.
- **Resolution 2023-26 Transfer from General Fund to 12th St/Oaks Ave Project Fund:** The City budgeted funds in 2023 to start preliminary engineering on the 12th St/Oaks Ave project, knowing that it would be a future project down the road. Fortunately, the City applied for and received two different grants that will pay over 90% of the project costs, enabling the City to move forward with this project in 2024. Resolution 2023-26 will transfer budgeted funds from the general fund to the 12th St/Oaks Ave project fund in the amount of \$84,499.12 to cover engineering costs to date. A motion was made by Kuehl, second by Matson to approve Resolution #2023-26 as presented – all voted yes, motion carried.
- **Resolution 2023-27 Transfer from General Fund to Western Ave Sewer Project Fund:** The Western Ave Sewer project started in 2021 and finished up in 2023. All invoices are now paid, and the project is closed out. The project ended up with a cost overrun of \$6,696.28. Resolution 2023-27 will transfer funds from the general fund to the Western Ave Sewer project fund in the amount of \$6,696.28 to cover this deficit. A motion was made by Kuehl, second by Jass to approve Resolution #2023-27 as presented – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR's monthly report was provided. For the month of Nov there was a total of 32 calls, of which 17 were in city limits. An update on the various trainings held during the month was also provided.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Chamber held their board meeting last night and new members were elected. Outgoing board members are Brittany Glanzer and Stacey Sieverding. Newly elected board members include Travis Nagel, Robbie Veurink, Matthew Koball and Dr. Emily Keefer. The Ambassador Committee is continuing efforts to contact current and new members. They also continue to assemble welcome bags. The Events Committee continues planning for the 2024 Burger Battle and Annual Banquet. Burger Battle information has been added to the Chamber's app and the direct mailer about the battle has been mailed. The ribbon cutting held for Hartford Senior Citizens on Dec 14th was well attended. After the HADF board reviewed the draft report of the new housing study, a few changes/recommendations were submitted. The strategic planning session for the HADF Board was held on Dec 6th with all board members attending. Farr has been working on some RFI's, some of which will be presented to the HADF Board at their next meeting to discuss further. Farr is requesting approval to attend the Governor's Pre-State of the State update in Pierre on Jan 8th. A motion was made by Matson, second by Woslager to approve Farr attending the Governor's Pre-State of the State update in Pierre on Jan 8th – all voted yes, motion carried.

- **Engineer Report:** Michael Redenbaugh reported the following:
 - The 2024 slurry seal project plans have been sent to the City of Sioux Falls for bidding.
 - At the WRRF site, concrete work on the Aeromod structure continues. Contractors are estimating 20 weeks to complete the Aeromod structure, contingent on the weather. The lift station wall have been poured. Force main construction near I-90 has begun. Engineers continue to review shop drawing as they are submitted by Rice Lake.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Information for the 2024 slurry seal project has been submitted to the City of Sioux Falls for bidding. The sander will need a new controller, which is scheduled for installation in Jan.

Water – The 3rd quarter report has been submitted. Next reporting is due Jan 10th. No results have been received yet on the ISO review that was done in Oct. Wagner provided an update on the Hwy 38 Water Main Extension project. After discovering the additional costs that the City would incur having to bore under the township road rather than cutting it, Wagner provided some alternate route options for the water main project. The new options would not involve the township road, eliminating the boring costs from the project. Wagner will work with engineers on these options and revised plans will be presented to the council for review at a later date.

Sewer – The next DMR reports are due Jan 28th. All lift stations are working well. The discharge went well with no violations.

Park – Staff has started installing the 6 new permanent style square tables/benches. The new merry-go-round for Turtle Creek Park has been installed. The concrete work at Dugout B is now complete. Fencing and roofing work on the dugout will be done in January. Staff has started work on the new Storybook Walk along the Turtle Creek Trail.

Pool – Some concrete/dirt work around the exterior of the pool was done last week.

Sports Complex – Wagner continue to work on options/pricing for a new concession stand building.

Transit Bus – The bus sold for \$6,100 at Purple Wave’s Dec 19th auction.
- **Finance Officer Report:** City Finance Officer Wilber’s 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. The City collects a deposit for each water account. These deposits are kept separate from the general funds as these are restricted funds that cannot be spent. In an effort to make more interest, a portion of these dollars were invested in a CD. This CD with Reliabank in the amount of \$27,818.81 is currently up for renewal. Wilber provided the current CD rates from all three local banks: Reliabank 5.2%, First Interstate Bank 4.26% and USBank 4.1%. Since these deposit funds have grown over the years, staff is recommending that 70k be invested in a CD. A motion was made by Kuehl, second by Boen to approve a CD with Reliabank in the amount \$70,000 from funds from the customer deposit account – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel provided her report. Attorneys for the city & township are working together to determine which entity is responsible for maintenance of roads that are bordered on one side by the city and the other side by the township. The transit bus sold at auction this week for \$6,100. Our transit provider, ROCS, has notified us that a new 7 passenger bus has become available. The previous timeline for getting a new bus was that a grant would be applied for in 2024 and the purchase done in 2025. This would move that timeframe up. Sidel will place all the information on the next agenda for discussion. Sidel has been part of the Hwy 38 Corridor Study. She provided an update as to some of the proposed changes. There will be a public meeting held in Feb to get feedback. Sidel will provide the date when made available. The City has been notified that their current IT provider is closing their business effective Feb. It is the consensus of the Council that the City do an RFP for IT services. With the construction at the WRRF, contractors have inquired about the City having dirt available for sale. With this project and the Western Ave project in 2025, the City will need some dirt. It is the consensus of the Council that the City hold on to all dirt until all City projects are complete. Staff evaluations will be conducted this month for the Council’s review in January. Auditors have indicated that January is the last month we can make any adjustments to the prior year’s budget. In January the budget will be reviewed for any needed contingency transfers and/or supplemental appropriations.

NEW BUSINESS:

- **Review/Approve Billboard Lease Agreement between Unity Road and City of Hartford:** The City currently has the south 1/3 of the east face of billboard #6 available for lease. Unity Road has expressed interest in leasing. A lease agreement was presented for a 3-year term with the City’s standard rental rate for 1/3 of a billboard at \$80/mo. which includes lighting from dusk to midnight. A motion was made by Matson, second by Woslager to approve the billboard lease agreement between Unity Road and the City of Hartford as presented – all voted yes, motion carried.
- **Review/Approve 2022 Audit:** The auditors have completed the 2022 audit, and the audit report was provided to the Council for review. A motion was made by Jas, second by Matson to approve the 2022 audit report – all voted yes, motion carried.
- **Review/Approve 2024 Fire Protection Service Agreement:** A motion was made by Matson, second by Jass, to approve the 2024 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. It has been a number of years since these lease rates have been reviewed. Current rates are considerably lower compared to the rate information gathered from three billboard companies in the Sioux Falls area. With the east facing billboards being most popular, current rates are higher for this side versus the west face, ranging from \$80 to \$200 per month depending on the area of billboard being rented. For the west face, the current rate is \$150 per month for the entire area, with no option to lease a smaller area. New rates proposed by staff would make the rates the same for both the east face and west face, ranging from \$100 to \$300 per month depending on the area of billboard being rented. A motion was made by Jass, second by Matson to approve the new billboard lease rates as presented. Further discussion was held on leasing the full billboard versus just a portion. For the east facing, currently four of the six billboards are shared by two businesses. For the west facing there are only full billboard rentals at this time. Jass amended his motion to approve the new billboard lease rates as presented without the option of prorating rates for a smaller area of the west facing billboards, second by Matson – all voted yes, motion carried. These rates will be reviewed annually going forward.
- **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. Currently bulk water purchases are at a rate of \$6 per 1,000 gallons. Staff is recommending that when bulk water is purchased via rental of the city’s hydrant meter that a rate of \$7 per 1,000 gallons be charged. The higher rate would be for the convenience of not having to haul the water, instead they are able to hook on to a nearby hydrant. Staff is also recommending that a \$100 monthly hydrant meter rental rate be implemented. A motion was made by Jass, second by Matson to approve changes to the fines & fees ordinance as presented – all voted yes, motion carried.
- **Approve Hire Recommendation for Part-Time Chamber Director:** This agenda item was discussed by the Council in Executive Session.
- **Designate Full-Time Economic Development Director:** This agenda item was discussed by the Council in Executive Session.
- **Mayoral Appointments to Planning & Zoning Board:** Planning & Zoning board members Mark Anderson, Troy Jackson, & Brad Miles’ terms are expiring at the end of the year. With all having expressed interest in continuing to serve, Mayor Jones appointed all three to another 2-year term. A motion was made by Boen, second by Matson to approve the Mayor’s appointment of Mark Anderson, Troy Jackson, & Brad Miles to the Planning & Zoning Board for a 2-year term – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Kuehl, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 8:11pm – 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 Matson, second by Boen to exit executive session at 8:56pm – all voted yes, motion carried.

A motion was made by Jass, second by Boen to extend a hire offer to candidate #1 for the Chamber Director position – all voted yes, motion carried. A motion was made by Matson, second by Woslager to designate Amy Farr as the city’s full-time Economic Development director starting January 2024 – all voted yes, motion carried

ADJOURNMENT: A motion was made by Brenneman, second by Matson to adjourn at 8:58pm – 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