

## City Council Meeting – Regular Meeting December 20, 2022

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Mark Brenneman, Jake Jass, and Mark O’Hara. Travis Kuehl 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 Engineer Michael Redenbaugh, and 3 people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Matson, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jass, second by Matson to approve the regular meeting minutes from December 6, 2022 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by O’Hara, second by Jass to approve the bills submitted for payment – all voted yes, motion carried.

### PUBLIC COMMENTS:

- Sandy Dean was present on behalf of DHI. Back in 2007 a donation has been made to the City on behalf of Leo Scherer. At that time, the donation was never earmarked for a specific use. In 2019 the Council made the decision to move these funds to the DHI committee fund account for use on projects that DHI feels would honor the Scherer family. Dean would like to use a portion of these funds to have a preservation assessment done on the downtown area at an approximate cost of 4k. The Council request this be an agenda item at a future meeting.
- Benjamin Parker was present to thank Public Works Superintendent Craig Wagner and his staff for the hard work and great job they did clearing the snow during the last winter storm event.

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

- **2<sup>nd</sup> Reading of Ordinance #737 Implementation of Sewer Surcharge:** The State has granted the City an SRF loan. This loan, along with grant funds, will fund the City’s future wastewater treatment facility project. The SRF loan also requires the City to establish a surcharge at a level sufficient to provide the required debt coverage. Ordinance #737 will implement a \$26 per month surcharge to each sewer account. Once the SRF loan has been paid off, the surcharge will be removed. A motion was made by Matson, second by Jass to approve 2<sup>nd</sup> reading of Ordinance #737 Implementation of Sewer Surcharge – all voted yes, motion carried.
- **2<sup>nd</sup> Reading of Ordinance #738 – 2022 Supplemental Appropriation:** This ordinance will provide additional appropriations to the City’s 2022 budget. Since 1<sup>st</sup> reading, December bills were processed resulting in some changes. The revised Ordinance was reviewed. A motion was made by Jass, second by O’Hara to approve 2<sup>nd</sup> reading of Ordinance #738 2022 Supplemental Appropriation which will add \$895,837.28 to the general fund 101 budget; \$606,694.58 to the ARPA fund 202 budget; \$200,821.37 to the capital improvement fund 507 budget; \$512,610.30 to the capital improvement fund 509 budget; \$95,856.00 to the water fund 602 budget; and \$150,000.31 to the sewer fund 604 budget – all voted yes, motion carried.
- **Resolution 2022-20 Appoint Representative to SMGA Advisory Board:** As a member of the Sioux Metro Growth Alliance (SMGA), the City may appoint a representative to their advisory board. The City’s Economic Development Director, Amy Farr, currently holds this appointment. Resolution 2022-20 will appoint Farr to this advisory board for 2023. A motion was made by Matson, second by Woslager to approve Resolution 2022-20 – all voted yes, motion carried.

### REPORTS:

- **Fire Department Report:** HAFR Chief Matt Horn was present to provide the fire department’s report. There was a total of 30 calls in Nov with 6 in city limits. An update was given on the various trainings held during the month of Dec. Horn informed the council that he did not run for reelection. Bryon Shumaker was voted in and will take over as Fire Chief in January.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Chamber’s new mobile app has been updated to a new format. Prep work ongoing for Burger Battle and Annual Banquet. Officers were elected at the Dec 19<sup>th</sup> board meeting – Ashlie Matthews, President; Scott Schrader, Vice President; Keith Miller, Treasurer; Casie Goebel, Secretary. In January, Farr will attend and graduate from the Institute of Organizational Management. The HADF recently purchased some land northwest of Hartford. They have started the process of annexing it into city limits. New colors have been chosen for the HADF’s logos. They will be changing their logos to match the format of the City’s new logo.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - Engineers have been working on updating the GIS maps, the 2023 slurry seal project, and compiling information needed for discussions with the PUC on the proposed SCS pipeline route.

- The 6<sup>th</sup> St/Mundt Ave project is now substantial complete. The contractor will finish remaining punch list items in the spring.
  - The water tower project is done. The contractor will be back in the spring to add the City's new logo to the tower.
  - Design work on the WRRF is ongoing. Cost estimates are being reviewed. The tentative bid date at this time is late March 2023.
  - The bike trail project between Main Ave & Feyder Ave is on hold until the necessary easements are obtained from adjacent property owners. Engineers have started to work on an alternative design should the City not obtain the necessary easements.
  - Design plans for the Hwy 38 water main extension have been reviewed by City staff. Engineers expect to have plans completed by end of year and to present to Council by early Jan.
  - Preliminary design is work continues on the Western Ave Interchange Approach project is expected to be done by mid-December. Once completed, designs and an updated cost estimate will be presented to the Council.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
    - Streets – Cleanup from the last snow event is pretty much wrapped up. Staff is waiting on parts for the payloader. Once received, they will put the payloader plow back together.
    - Water – Next reporting due Jan 10<sup>th</sup>
    - Sewer – The next reports are due Jan 28<sup>th</sup>. Lagoon samples were taken, and pH levels are too high to discharge. Samples will be taken again in a few weeks.
    - Dog Park – More large rocks have been placed around the parking lot. The park remains open. If the snow drifts over the fence, staff will close it.
    - Bike Trail – Staff has met with engineers to look at different route options for the trail if easements can't be obtained from the neighboring property owner.
    - Sports Complex – Staff has started to compile figures for the storage building to be built at the Sports Complex next year.
    - Public Buildings – Wagner continues to work on putting figures together for the work to be done at the Gage House.
    - Training – Olson has passed his pesticide certification. Wagner has recertified his and Hagen will be working on his next week.
  - **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 Nov 30<sup>th</sup>, a recap of bills submitted for payment, and the Dec/Jan calendar of events.
  - **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. This house has recently sold so staff will be reaching out to the new owner to inquire about the easement. Engineers have started the process of looking at design options if the necessary easements are not secured. West Central School District has decided not to move forward with putting their logo on the north side of the newly painted water tower. Sidel continues to wait for one more quote on replacing all signage with the City's new logo. Sidel has started the process of apply for the FEMA grant for the new welcome signs. Staff continues to meet weekly with engineers and CMAR Rice Lake on the new waste water plant. Sidel hopes to have cost estimates for the Council's review by late January. Several 2023 contracts were reviewed at this meeting. The engineer and attorney contracts were not included since there were no changes in terms and/or fees. We will continue to work under the current contracts for both.

#### **OLD BUSINESS:**

- **Update on Summit Carbon Solution Pipeline:** Sidel provided an update on the SCS pipeline project. A proposed schedule for the evidentiary hearing has been set for April 24<sup>th</sup> – May 5<sup>th</sup>, 2023. The PUC will review this schedule at the Dec 20<sup>th</sup> meeting.

#### **NEW BUSINESS:**

- **Review/Approve 2023 Minnehaha County Sheriff Dept Agreement for Police Services:** A motion was made by Brenneman, second by O'Hara, to approve the 2023 agreement with the Minnehaha County Sheriff Dept for police services – all voted yes, motion carried.
- **Review/Approve 2023 SF Area Humane Society Animal Control Contract:** A motion was made by Matson, second by Jass, to approve the 2023 contract with the SF Area Humane Society for animal control services – all voted yes, motion carried.
- **Review/Approve 2023 Fire Protection Service Agreement:** A motion was made by Jass, second by Woslager, to approve the 2023 agreement with Hartford Area Fire & Rescue for fire protection services – Brenneman abstained with all others voting yes, motion carried.

• **Mayoral Appointments to Planning & Zoning and Park & Recreation Boards:**

- Planning & Zoning board members Stacey Kutil, Michelle Kilbourn, Tony Randall, & Tim Graham's terms are expiring at the end of the year. All having expressed interest in continuing to serve, Mayor Jones appointed all four to another 2-year term. A motion was made by O'Hara, second by Matson to approve the Mayor's appointment of Stacey Kutil, Michelle Kilbourn, Tony Randall, & Tim Graham to the Planning & Zoning Board for a 2-year term – all voted yes, motion carried.
- Park & Recreation board member Troy Larson's term will expire at the end of the year. With Larson's decision to step down, Mayor Jones appointed Kandi Lewin to fill the 3-year term. A motion was made by Jass, second by O'Hara to approve the Mayor's appointment of Kandi Lewin to the Park & Recreation Board for a 3-year term – all voted yes, motion carried.

**EXECUTIVE SESSION:** A motion was made by O'Hara, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel and 9-34-19 for economic development at 7:42pm – 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 Jass, second by O'Hara to exit executive session at 8:06pm – all voted yes, motion carried.

A motion was made by Woslager, second by Jass to give all year-round employees a \$250 cash bonus – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by O'Hara, 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.

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Teresa Sidel, City Administrator