

Hartford City Council Meeting – Regular Meeting December 3, 2024

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

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Matson, second by Horn to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jass, second by Berens to approve the regular meeting minutes from November 19, 2024 – all voted yes, motion carried.

PUBLIC COMMENTS: Bryce Healy with Sioux Metro Growth Alliance was present to thank the City for their partnership with SMGA. Healy also extended an invitation to all to their 2024 Growth Summit event to be held Dec 10th 8am to 4:30pm.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Hearing & 1st 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, an 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 Matson, second by Horn to approve 1st reading of Ordinance #757 to renumber Chapters 12.16 through 12.18 – all voted yes, motion carried.
- **1st 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 an additional \$23.40 per month surcharge to each sewer account. Once the loan has been paid off, the surcharge will be removed. A motion was made by Jass, second by Matson to approve 1st reading of Ordinance #758 Implementation of Sewer Surcharge for Repayment of SRF Loan CW-09 – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Horn, second by Matson to enter executive session pursuant to SDCL 1-25-2(3) for legal at 7:07pm – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Matson, second by Jass to exit executive session at 7:36pm – all voted yes, motion carried.

OLD BUSINESS:

- **Review Contract Amendment with IDG, Inc for 12th St/Oaks Ave Project:** A motion was made by Matson, second by Horn to approve the contract amendment with IDG for the 12th St/Oaks Ave project – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was present to provide his report. For the month of Nov there were 189 calls for service, which is a decrease of 58 calls from the prior month. Deputy Kardas will be taking a new position with the Sheriff's Dept in Jan. The new deputy assigned to Hartford will be shadowing Kardas for a few days in Dec. Kardas noted that he has enjoyed his time in Hartford.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Continue to monitor utility installation at Oakley St in Maple Pass Addition and at a lot in the Industrial Park in Western Meadows Addition.
 - 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. 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.
 - **Review/Approve Pay Request #14:** Pay app #14 from Rice Lake Construction Group for work completed through Nov 27th on the WRRF was presented. A motion was made by Jass, second by Matson to approve payment of pay app #14 in the amount of \$1,042,823 to Rice Lake Construction Group – all voted yes, motion carried.

- The Water Main Extension project is underway. The work along Railroad St to Hwy 38 is done. Boaring and pipe installation under Hwy 38 is scheduled to start this week. The connection to the existing water main along 2nd St/Colton Rd is complete. The contractor will continue to install the water main to the south along the Colton Rd.
 - **Review Approve Pay Requestion #2:** Pay app #2 from Siteworks work completed through Nov 26th on the Hwy 38 Water Main Extension project was presented. A motion was made by Horn, second by Berens to approve payment of pay app #2 in the amount of \$83,747.40 to Siteworks – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Staff will continue to blade gravel road and do street sweeping as weather allows. The ditches along the gravel roads have been mowed. All equipment is ready for the winter season. Christmas lighting are up, and staff is prepping for the Hometown Christmas event.
 - Water – The 3rd quarter report has been submitted. Next reporting is due Jan 10th.
 - Sewer – All lift station pumps are working well. The bar screen is still down with plans to get it up and running in the next few weeks. The Oct DMR reports are completed and have been sent. The next report is due Dec 28th. Staff will be checking the pH levels at the lagoons next week. If ok, samples will be taken. The bolt down casting for the manhole located north of the bus barn is in. Staff is planning to install it next week.
 - Parks – Staff still needs to take down and store the batting cage nets.
 - Sports Complex – Work continues on the concession stand building. The majority of the steel installation on the ceilings is complete. The trim is being painted. The stainless counter tops should be done next week. Equipment has been ordered. The electrician and plumber have started. With the change in the weather, the contractor will be finishing up the exterior concrete in the spring.
 - Public Buildings – Staff installed new towel dispensers at City Hall and the Gage House.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in Nov along with an overview of the city’s general fund revenues and expenses through Oct. The Dec calendar of events was provided as well as the 2025 meeting schedules for the Council, Planning & Zoning Board, and Park & Recreation Board. The City’s 4% rate exception on the indexed money market account with First Interstate Bank will expire at the end of the year. FIB no longer offers this rate. The new rate would be 3.5%, which would be good for 60 days, at which time it would be reevaluated.
- **City Administrator Report:** City Administrator Sidel provided her report. The City has received three applications for the snow removal position. Interviews are scheduled for this week. The City has been approved for one free Sioux Falls Landfill pass per residence. The City of Sioux Falls implemented a digital format last year where the resident just needs to present a valid ID at the landfill. Passes are good Jan 1st through Dec 31st. The HADF has deeded land in the N. Oaks Industrial park to the City for a future trail. Staff will be meeting with each sports association next week to discuss such items and field scheduling, concession stand needs, field maintenance, etc. for the upcoming year. With the implementation of the second surcharge for the WRRF, Sidel has drafted a letter to distribute to each household. The letter provides some background on the project and explains why a second surcharge was needed. Sidel asked for Council to review and provide comments if they would like something changed or added. She plans to mail the letters later this month.

OLD BUSINESS:

- **Review/Discuss Proposal for Parks & Trails Master Planning:** Engineers were asked by staff to put together a proposal for developing a master plan for the City’s parks & trail system. Having a plan would be helpful when making improvements to existing parks. Also, as new housing developments go in, it would be beneficial to have a plan for future park placement as the city grows. This would aid staff in deciding the open space contribution to be made by a developer – whether it should be a land contribution or a monetary contribution. A proposal to create this master plan was presented at the Nov 5th meeting. At that time, the Council asked that the proposal be presented to both the Park & Recreation and Planning & Zoning Boards for their input. Since that meeting, both boards have reviewed the proposal, and both agree that having a master plan would be beneficial. The Planning & Zoning Board expressed concern with the cost, wondering what exactly the city would get for the money invested. Since that time, engineers have provided some sample documents of what a master plan would look like and the information it would contain. The Park and Recreation Board also stated that they estimate they will have approximately 45k of their 2024 budget left, which could be used to partially fund this expense. A motion was made by Horn, second by Matson to approve the proposal in the amount of \$52,740 for the park & trails master plan with no optional services – all voted yes, motion carried.

NEW BUSINESS:

- **Review/Approve Pay Application #6 to Alliance Construction:** Pay application #6 from Alliance Construction for work completed through Nov 22nd on the 12th St/Oaks Ave project was presented. A motion was made by Kuehl, second by Matson to approve pay application #6 in the amount of \$367,823.64 to Alliance Construction – all voted yes, motion carried.

- **Review/Approve 2025 Sioux Falls Area Humane Society Contract:** The contract from SFAHS for 2025 animal control services was provided. This year’s contract has several changes. Previously the city was billed hourly at \$48/hr. for daytime calls and \$61/hr. for nights/weekends plus mileage to/from Hartford. In 2025 they are implementing a flat monthly rate of \$450 for all daytime calls and \$90/hr. for any nights/weekend calls plus mileage. In addition, they will also be charging for some animal care cost in an emergency care situation. SFAHS is the only animal control option at this time. A motion was made by Kuehl, second by Jass to approve the 2025 contract with Sioux Falls Area Humane Society for animal control services – all voted yes, motion carried.
- **Review/Approve 2025 Minnehaha County Sheriff Agreement:** The agreement that will provide 2025 police services on nights and weekends was presented. This agreement, which provides 100 hours of patrol for \$224,796, is in addition to the daytime officer hours the City pays resulting in almost 24/7 coverage for the city. A motion was made by Kuehl, second by Horn to approve the 2025 agreement with the Minnehaha County Sheriff Dept for police services – all voted yes, motion carried.
- **Discuss Application for Party Status on PUC Application HP24-001:** In 2022 the SD Public Utilities Commission received an application from Summit Carbon Solution to construct a CO2 pipeline in SD. The proposed route of the pipeline was just west of Hartford’s city limits. At that time, the City applied for party status on that application. Party status allows the City to receive updated information on the application and to submit any questions or concerns to the PUC. The application from SCS was ultimately denied by the PUC in late 2023. On Nov 19, 2024, SCS filed another application for a CO2 pipeline with the PUC. The pipeline’s proposed route in this application has changed from the first, moving further west of Hartford’s city limits. Once again, party status will need to be applied for if the City wishes to stay informed and provide feedback to the PUC on this application. A motion was made by Horn, second by Berens to apply for party status on PUC Application HP24-001 – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Horn, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel at 8:25pm – 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 Matson to exit executive session at 8:34pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Matson, second by Horn to adjourn at 8:35pm – 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