

Hartford City Council Meeting – Regular Meeting December 5, 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, and Shaun Boen. Travis Kuehl and Jake Jass were 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 Attorney Tom Frieberg, City Engineer Michael Redenbaugh, and one person from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Woslager, 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 Brenneman to approve the meeting minutes from November 21, 2023 - all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Resolution 2023-23 Authorize Issue of Revenue Bonds for SRF Loan:** To date, the City has secured just over 9.5M in grant funds and just over 7M in an SRF loan for the WWTF project. Due to project cost estimates coming in higher than projected, the City needed to secure additional funding. At the May 16th council meeting, the Council made a motion to move forward with applying for a second SRF loan in the amount of 5.75M, which was approved by the State earlier this year. This loan requires the City to adopt a bond resolution to allow the issuance of bonds. Resolution 2023-23 authorizing the issuance of revenue bonds for the SRF loan was presented. A motion was made by Boen, second by Brenneman to approve Resolution 2023-23 as presented – all voted yes, motion carried.
- **Review/Approve County Plat for Lots 8A & 8B, Block 1 of Brower 2nd Addition:** This plat, which is outside of city limits, is coming before the Council for approval as a result of our joint platting jurisdiction with Minnehaha County. Being located in our growth area, the plat is subject to the approval of both the Planning & Zoning Board and City Council before it can be submitted to Minnehaha County for approval. The required pre-annexation agreement has been signed by the property owner. The plat has been reviewed City Engineers and approved by the Planning & Zoning Board at their Nov 28th meeting. A motion was made by Matson, second by Woslager to approve the plat for Lot 8A & 8B, Block 1 of Brower 2nd Addition – all voted yes, motion carried.
- **Review/Approve County Plat for Tract 1 of West Central School District 2nd Addition:** This plat, which is outside of city limits, is coming before the Council for approval as a result of our joint platting jurisdiction with Minnehaha County. Being located in our growth area, the plat is subject to the approval of both the Planning & Zoning Board and City Council before it can be submitted to Minnehaha County for approval. The required pre-annexation agreement has been signed by the property owner. The plat has been reviewed City Engineers and approved by the Planning & Zoning Board at their Nov 28th meeting. A motion was made by Brenneman, second by Boen to approve the plat for Tract 1 of West Central School District 2nd Addition – 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 243 calls for service for the month.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Ambassador Committee is continuing efforts to contact current and new members. The Events Committee continues planning for the 2024 Burger Battle and Annual Banquet. The Hometown Christmas breakfast held Dec 3rd was well attended. The Chamber continues to promote “Shop Small Shop Local” through social media. There will be a ribbon cutting for Hartford Senior Citizens on Dec 14th. The draft report of a new housing study is now done and will be reviewed by the HADF Board. A strategic planning session for the HADF Board is scheduled for Dec 6th. Farr continues to meet with prospective landowners and businesses who are interested in learning more about Hartford. Farr provided the Council with a recap of the MADCE Competitiveness Conference she attended last week in Indianapolis, IN.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Reviewed and approved two plats.
 - At the WRRF site, rebar has been placed for the Aeromod structure and concrete for the base slab is now complete. Concrete work will continue on the structure walls through the coming weeks. Contractors are estimating 20 weeks to complete the Aeromod structure, contingent on the weather. Progress photos were provided. Excavation work at the site of the new lift station is done and construction of the lift station can now begin. Work on the discharge pipe and force main is planned to begin in early December. Engineers continue to review shop drawing as they are submitted by Rice Lake.

- **Review/Approve Pay Request #2 for WRRF:** Pay app #2 from Rice Lake Construction Group for work completed to date on the WRRF was presented. A motion was made by Matson, second by Boen to approve payment of pay app #2 in the amount of \$1,541,827 to Rice Lake Construction Group – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets** – Wagner has provided information for next year’s slurry seal project to the city engineer, who will put the information on the required forms for submission to the City of Sioux Falls for bidding. The sander will need a new controller, which is scheduled for installation in Jan. Wagner attended the Hartford Township board meeting earlier tonight and provided the Council with a recap.
 - 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.
 - Sewer** – The next DMR reports are due Dec 28th. All lift stations are working well. Staff will install the new blower this week.
 - Park** – The new player benches are in and assembled. New permanent style square tables with benches have been ordered. These will be placed throughout the park. A new merry-go-round for Turtle Creek Park is in and staff has poured the concrete base for it. The concrete work at Dugout A is now complete. Remaining work on the rest of the dugouts will be done as weather allows.
 - Pool** – The pool slide is in the process of being sand blasted and repainted.
 - Sports Complex** – Wagner continue to work on options/pricing for a new concession stand building.
 - Transit Bus** – The bus will be on Purple Wave’s December auction. Staff is removing all logos and stickers.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. The items included a summary of revenues received in November along with an overview of the city’s cash balances, revenues and expenses through October. The December calendar of events was provided as well as the 2024 meeting schedules for the Council, Planning & Zoning Board, and Park & Recreation Board.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel and Mayor Jones attended a legislative breakfast in Sioux Falls this past week. Information on discussion topics was provided to the Council. The transit bus will be auctioned off through Purple Wave Auction on Dec 16th. The Weston Group is still in the process of reviewing & updating the City’s policy manual. Once their review is completed, any changes will be presented for review by the Council. Employee evaluations will be done this month. The City’s water contract with MCWC will be up for renewal in 2024. MCWC’s board will be meeting in January & February to discuss allocations. They will then be setting up meeting with communities to discuss their water needs. Sidel will be submitting the City’s water application to MCWC for the new WRRF. The application fee is \$2,500. Fourteen applications were received for the new part-time Chamber Director position. A committee will be formed to start the interview process. One person has been hired for the snow removal position. A reminder that the City’s Holiday Party is this coming Saturday at the Golf Course.

NEW BUSINESS:

- **Discuss Storybook Trail along Turtle Creek Trail:** Stephanie Bents with Siouxland Libraries was present to discuss the idea to place storybook kiosks along Turtle Creek Trail. Their plan includes erecting 20 kiosks that would each hold a page from a storybook. As families are enjoying Turtle Creek Trail, they could read the story, promoting reading, and enjoying the outdoors. A new story would be presented 12 times a year. Siouxland Library would provide the kiosks, the concrete needed for the installation, and the ongoing cleaning/maintenance of each one. They are requesting help with the labor to install. A motion was made by Boen, second by Woslager to move forward with the storybook kiosks along Turtle Creek Trail. Boen amending his motion adding that City staff will assist with the installation, Woslager seconded – all voted yes, motion carried.
- **Review/Approve 2024 Minnehaha County Sheriff Dept Agreement for Police Services:** A motion was made by Matson, second by Woslager to approve the 2024 agreement with the Minnehaha County Sheriff Dept for police services – all voted yes, motion carried.
- **Tax Abatement for Parcel #87010:** Parcel #87010 was purchased by a tax-exempt entity on Dec 15, 2021. Since they are tax-exempt, the new owner is applying for an abatement of the full tax amount of \$922.56 for 2022, which would be payable in 2023. A motion was made by Matson, second by Brenneman to approve the tax abatement on Parcel #87010 – all voted yes, motion carried.
- **Approve Extension of Professional Service Contracts for 2024:** The City is currently under contract for engineering services with ISG, Inc and legal services with Frieberg, Nelson, and Ask, LLP. Both firms have indicated there will be no changes in their rates, terms, or conditions. A motion was made by Brenneman, second by Matson to extend the professional service contracts with ISG, Inc and Frieberg, Nelson, and Ask, LLP through Dec 31, 2024 – all voted yes, motion carried.
- **Mayoral Appointment to Interview Committee:** An interview committee will be formed to move forward with the hiring of the part-time Chamber Director position. The committee will consist of Chamber board members Mattews & Glanzer, City staff members Sidel & Farr, Mayor Jones, and one Councilmember. Mayor Jones recommended the appointment of Councilmember Shaun Boen to the interview committee. A motion was made

by Matson, second by Brenneman to approve the appointment of Shaun Boen to the interview committee – all voted yes, motion carried.

- **Discussion of Holiday Staff Bonuses:** In the past the, the Council has approved holiday bonuses for all year-round staff. A recap of bonuses paid in the last 5 years was provided. A motion was made by Woslager, second by Matson to give a holiday bonus of \$250 cash to each year-round employee – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Boen, second by Brenneman to enter executive session pursuant to SDCL 1-25-2(1) for personnel, SDCL 1-25-2(3) for legal, and SDCL 9-34-19 for economic development at 8:01pm – 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 8:24pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Brenneman, second by Matson to adjourn at 8:25pm – 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