

City Council Meeting – Regular Meeting December 6, 2022

Council President Travis Kuehl called the meeting to order at 7:00pm with the following city council members present: Chris Woslager and Cindy Matson. Jake Jass was present via teleconference. Mayor Arden Jones, Mark Brenneman and Mark O'Hara 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 Engineer Michael Redenbaugh, and 6 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Matson, second by Woslager to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Woslager to approve the regular meeting minutes from November 15, 2022 – all voted yes, motion carried.

PUBLIC COMMENTS: Sandy Dean with Downtown Hartford, Inc. and the Minnehaha County Historical Society was present to give the Council an update on the projects each organization has been working on.

VISITORS: Bruce Wilsey with Brosz Engineering was present to provide a report on the recent bridge inspections done. The SD DOT has identified 4 bridges within the City that must comply with their inspection rotation. Bridges at Main Ave & Feyder Ave were due for inspection this year. Wilsey reported that these two bridges are in good shape and there are no concerns at this time.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Renewal of Cannabis Dispensary License for Hometown Budz LLC dba Unity Road:** All cannabis licenses within the City of Hartford require annual renewal. Hometown Budz LLC has submitted all required paperwork and the fee for their renewal. BJ Olson, owner of Hometown Budz, was present to address the Council and address any questions or concerns. A motion was made by Jass, second by Matson to approve the renewal of Hometown Budz LLC cannabis dispensary license – all voted yes, motion carried.
- **Resolution 2022-18 Authorize Issue of Revenue Bonds for SRF Loan:** 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. This loan requires the City to adopt a bond resolution to allow the issuance of bonds. Resolution 2022-18 authorizing the issuance of revenue bonds for the SRF loan was presented. A motion was made by Matson, second by Woslager to approve Resolution 2022-18 as presented – all voted yes, motion carried.
- **1st Reading of Ordinance #737 Implementation of Sewer Surcharge:** 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 Jass, second by Matson to approve 1st reading of Ordinance #737 Implementation of Sewer Surcharge – all voted yes, motion carried.
- **Resolution 2022-19 Transfer of Contingency Funds:** This resolution would approve the transfer of funds from the City's contingency account to other accounts in the general fund. A motion was made Matson, second by Woslager to approve Resolution 2022-19 to transfer \$31,930 from the City's contingency account to the following accounts: Finance Office \$4,000; Public Buildings \$1,200; Sirens \$3,300; Police Administration \$5,500; Animal Control \$1,000; Pool \$3,550; Planning & Zoning \$13,320; Debt Service \$60 – all voted yes, motion carried.
- **1st Reading of Ordinance #738 – 2022 Supplemental Appropriation:** This ordinance will provide additional appropriations to the City's 2022 budget. A motion was made by Woslager, second by Matson to approve 1st reading of Ordinance #738 2022 Supplemental Appropriation which will add \$860,740.52 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; \$519,613.59 to the capital improvement fund 509 budget; \$95,856.00 to the water fund 602 budget; and \$150,000.00 to the sewer fund 604 budget – 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 171 calls for service for the month, a decrease of 55 calls from the prior month. Donuts & Deputies will be held on Dec 20th at WCHS 8:15-8:45am. The Sheriff's Dept will be holding the Christmas with Deputies event Dec 10th at the fire station.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. A ribbon cutting was held Dec 4th for the improvements at Century Park that were completed by Eagle Scout Gavin Gerlach. Work continues on the mobile app and new website. Prep work ongoing for Burger Battle and Annual Banquet. New board members were elected at the annual meeting – Bridget Pliska, Scott Schrader, Nikkie Steffensen, Greg Oleson, Rhonda Erickson & Stacey Sieverding. Their terms will start Jan 1st. The Chamber breakfast, held in conjunction

with the Hometown Christmas event on Dec 4th, was well attended. In January, Farr will attend and graduate from the Institute of Organizational Management. Farr was involved in a commercial done by Midco showcasing Hartford. The HADF closed on a land purchase northwest of Hartford. This land will be annexed into the city for future development.

- **Engineer Report:** Michael Redenbaugh reported the following:
 - The 6th 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. Engineers are meeting biweekly with City staff and CMAR Rice Lake. Cost estimates are being reviewed by the team. Equipment selection continues to move forward. The civil team is reviewing easements for the discharge/fallout lines continue. 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 – Plowing after the last snow event went well. General maintenance is being done to equipment. Glass for a broken window on the maintainer is in and will be installed next week. Repairs are being made to one of the plows.
 - Water – Next reporting due Jan 10th. Staff reviewed the plans for the Hwy 38 water main extension project. Changes are being incorporated.
 - Sewer – The next reports are due Jan 28th. Lagoon samples will be taken next week to check pH levels to see if lagoons can be discharged.
 - Western Ave Sewer Extension – All work for this year is done. The contractor will return in the spring to finish up some seeding. The township building has been repaired to the township's satisfaction.
 - Park – Staff will continue to work on removing the concrete at the tennis courts as time allows.
 - Dog Park – Zacharias will be placing more large rocks around the parking lot this week.
 - 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 – Staff met with the tenants of the Gage House to discuss floorplan options. Wagner will be putting figures together to present to the Council at a later date.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. Items included a summary of revenues received in Nov along with an overview of the city's cash balances, revenues and expenses through Oct. The Dec calendar of events and the 2023 board calendars were also provided.
- **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. Engineers have started the process of looking at design options if the necessary easements are not secured. The 6th/Mundt St project is complete. All seeding work will be done in the spring. The water tower painting project is complete. The contractor will return in the spring to add the City's logo to the tower. After review of the designs for the Hwy 38 water main extension project by staff this past week, engineers are now updating designs which will then be presented to the Council. Engineers continue to work on designs on the Western Ave Expansion project. Apparel with the new logo has been ordered for City boards & staff. Sidel has received one quote on replacing all signage with the City's new logo. The second quote is expected shortly. Now that the quote is received, Sidel will start the process of apply for the FEMA grant for the new welcome signs. Staff will meet with members from the Senior Center and Library to discuss needed improvements to the building. Sandy Dean express her concerns with the historical aspects to any renovations that may be done to the Gage House. Sidel is part of the Hwy 38 Study Advisory Team. A meeting with the team was held last week. There will be public input meetings held in the future. Sidel will provide this information when available. The completion date for the study is Sept 2023.

OLD BUSINESS: None

NEW BUSINESS:

- **Update on Summit Carbon Solution Pipeline:** Sidel provided an update on the SCS pipeline project and shared some documents provided by SCS on pipeline construction and pipeline monitoring. Sidel will continue to attend meetings and update the Council with any new information.
- **Review Fireworks Ordinance #650:** Currently City ordinance allows for the sale of fireworks from 6/26 – 7/5 and 12/28 – 1/1 and for the use of fireworks from 7/2 – 7/5 and 12/31 – 1/1. With July 4th falling on a Tuesday this year, the use of fireworks would not fall over a weekend. Discussion was held on if the ordinance should be changed. State law allows the use from 6/26 to the 1st Sunday after July 4th. If a change is made, it cannot exceed state law. Hartford resident Tony Randall was present to express his concerns on the impact fireworks has on Hartford's pet population. Councilman Kuehl requested this item be revisited at the Jan 3rd meeting and information on what neighboring communities' ordinances are provided.
- **Review/Approve Surplus List:** Staff is requesting to surplus the following items:
 - Desktop Computer - to be scrapped by IT.
 - Laptop Computer - to be scrapped by IT.
 - Projector - to be scrapped.
 - Three Sand Diggers - to be scrapped.
 - 5-Row Bleacher - to be scrapped.
 - Shade Structure - to be scrapped.
 - Pool Cash Register – to be scrapped.
 - One-way Directional Plow – to be donated to another government entity or scrapped.

A motion was made by Matson, second by Woslager to approve the surplus list as presented – all voted yes, motion carried

- **Review/Approve Park & Recreation Board Recommendations:** At the Nov 28th Park & Recreation board meeting, the board discussed their 2022 budget. There is \$1,944.34 in unallocated funds in their budget. They are recommending the following action to the Council:
 - Use \$440.66 to cover the expense overrun of the dog park project.
 - Use the remaining \$1,503.68 to purchase some of the needed materials for the shade structure at the dog park that is slated to be constructed in 2023.
 - Add two water hydrants, one for each area of the dog park, to the Hwy 38 water main project that will run along Railroad St.

A motion was made by Jass, seconded by Matson to approve Park & Recreation Board recommendations as presented – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Matson, second by Jass to adjourn at 7:57pm – 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