

## Hartford City Council Meeting – Regular Meeting February 18, 2025

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Shaun Boen, Ryan Horn, Travis Kuehl, and Lisa Berens. Jake Jass was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineers Michael Redenbaugh & Justin Heim, and 21 people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Horn, second by Boen to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Berens to approve the meeting minutes from February 4, 2025 – all others voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Horn, second by Matson to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

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

- **Special Event Permit – Downtown Hartford, Inc Farmer’s Market:** Callie Tuschen, on behalf of Downtown Hartford, Inc., was present to submit a special event permit application to hold a farmer’s market and artisan vendor event from 3pm-9pm on the first Thurs of each month running May 29<sup>th</sup> through Sept 25<sup>th</sup>. They are requesting the closures of Main Ave from 2<sup>nd</sup> St to Menth St and 1<sup>st</sup> St from the intersection of 1<sup>st</sup> St & Main Ave east to the alley and to allow for the use of alcohol in this area during the event. Tuschen also asked if the City could provide additional garbage cans and possibly allow a plow to be painted again, as in years past. A motion was made by Horn, second by Boen to approve the special event permit for the Hartford Downtown Market as presented – all voted yes, motion carried.
- **7:05 Public Hearing of Resolution 2025-3 – Resolution of Necessity for Western Avenue Improvement**  
**Project:** At the Feb 4<sup>th</sup> meeting the Council made the decision to move forward with assessing the property owners along the Western Ave project at a rate of \$250 per lineal foot per the City’s current assessment policy. Resolution 2025-3 Proposed Resolution of Necessity for Western Ave Improvement Project was presented. If passed, an assessment of \$250 per linear foot would be placed on abutting property owners. Several business and property owners were in attendance. The following people spoke to their concerns with the proposed assessment: Lynnae Redenius, Marlyn Bergeson, Greg Niederauer, Benjamin Parker, James Buss, BJ Olson, Kelli Norton, Nikkie Steffensen, George Ham, and Lynn Grocott. The Council expressed their gratitude to those who showed up and spoke about the issue. Their concerns are justified and with the unique circumstances of this project, the consensus of the Council was that assessing these property owners is not the correct thing to do. A motion was made by Horn, second by Boen to not move forward with passing Resolution 2025-3, resulting in no assessment against abutting property owners for this improvement project – all voted yes, motion carried.
- **2<sup>nd</sup> Reading of Ordinance #761 Amend Animal Fines & Fees:** At the Jan 21<sup>st</sup> meeting the consensus of the Council was that any costs the City incurs for animal services be passed on to the pet owner involved in the incident, if known. Ordinance #761, which incorporates this verbiage, was presented. A motion was made by Matson, second by Horn to approve 2<sup>nd</sup> reading of Ordinance #761 Amend Animal Fines & Fees – all voted yes, motion carried.
- **2<sup>nd</sup> Reading of Ordinance #762 Amendment to Zoning Districts:** The Planning & Zoning Board is recommending a new residential zoning district of RHD (Residential High-Density) be added to the City’s zoning ordinance. The proposed changes would not affect the Residential District except for Pocket Neighborhoods being removed from the Residential District and now be in the Residential High-Density District as a conditional use. The Residential High-Density District would also allow for single-family dwellings, including z-lots, and two-family dwellings as permitted uses, with smaller lot sizes and setbacks then in the Residential District. Multi-family dwellings would be allowed in the new district by condition use, as it is in the Residential District, with the lot sizes and setback remaining the same as the Residential District as well. Ordinance #762, which incorporates these changes, was presented. A motion was made by Kuehl, second by Berens to approve 2<sup>nd</sup> reading of Ordinance #762 Amendment to Zoning Districts – all voted yes, motion carried.

### REPORTS:

- **Fire Department Report:** HAFR Chief Bryon Schumaker’s monthly report was provided. For the month of January there was a total of 44 calls, of which 29 were within city limits. An update on the various trainings held during the month was also provided, as well as a photo of the new fire truck that the department is in the process of purchasing.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - Continues to review site plans and plats as they are received. The monitoring of public improvements of private developments is ongoing as required.

- Construction at the WRRF site has slowed some over the winter months. Aeromod equipment installation is progressing as the weather allows. At the operations building the mechanical, electrical, and plumbing installation continues as equipment is delivered. The electrical installation, including the transformer and generator, is currently underway at the lift station. The startup of the plant is scheduled for May 2025.
- The Western Ave Expansion project is scheduled to be bid in conjunction with the State's bridge project on Mar 5<sup>th</sup>. Engineers will address any questions bidders may have as they arise.
- Work continues on the Parks Master Plan. Engineers have provided the Existing Conditions & Opportunities Summary to staff for review/comment. The next visioning meeting will be Feb 27<sup>th</sup>. Members from the Council, P&Z, and Park/Rec have been invited to attend.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
  - Streets – Snow removal of the last snow event went well. Once the weather warms and the snow loosens, staff will do some more clean-up. The Sterling Dump truck will be going in to Sideline Diesel Repair for some repair work. SVE will no longer be maintaining lights along any state or county highways. They have agreed to continue to service the lights along Hwy 38, but any new lighting along a state or county highway will be the City's responsibility. The bid opening for this year's slurry seal project, which is bid in conjunction with the City of Sioux Falls, is Feb 27<sup>th</sup>.
  - Water – The 4<sup>th</sup> quarter report has been submitted. Next reporting is due April 10<sup>th</sup>. Wagner updated the Council on a water service line break that happened over the weekend.
  - Sewer – All lift stations are working well. The Jan DMR report has been sent in. The next report is due Mar 28<sup>th</sup>. Staff met with SD Rural Water Assoc this week to update the City's vulnerability assessment and emergency response plan. Lagoon samples have been taken to see if we are able to discharge.
  - Bike Trail – Staff has finished up the repainting of benches along the trail.
  - Sports Complex – The plumbers are done for now at the concession building. Once the weather warms, there will be a few items that they will need to address. Staff will now work on installing the bathroom partitions. The exterior concrete will be finished up in the spring.
  - Public Buildings – Staff has taken year-end inventory. Inventory reports are in the process of being updated.
  - Training – Wagner and Olson will be attending a water class in Colman on Feb 19<sup>th</sup>. Wagner, O'Kane, and Olson will be studying for their wastewater treatment exams that they will be taking at the end of Feb. Wagner & O'Kane are taking the Class 3 exam and Olson is taking the Class 1.
  - Mower – There is \$18,500 in the 2025 budget for the purchase of a new mower. Wagner has secured a quote from D&D Small Engine & Sales in the amount of \$16,092 for the purchase of a 72" Hustler rear discharge mower. A motion was made by Horn, second by Matson to approve the purchase of the Hustler mower as presented in the quote from D&D Small Engine & Sales – Boen voted no, with all others voting yes, motion carried.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Jan 31<sup>st</sup>, a recap of bills submitted for payment, and the Feb/Mar calendar of events. The deadline to file nominating petitions is no later than 5pm on Feb 28<sup>th</sup>. The Equalization meeting has been set for Mar 17<sup>th</sup>. The deadline to file an appeal is no later than 5pm on Mar 13<sup>th</sup>. Objection forms will be available at City Hall on Feb 28<sup>th</sup>. The 2024 annual report has been completed by the auditors and a copy was provided for Council review. A motion was made by Kuehl, second by Horn to approve the 2024 annual report as presented – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel provided her report. The City has received three applications for the Chamber Director position. Interviews with the candidates will be held on Feb 20<sup>th</sup>. The City is still awaiting the results of the Transportation Alternative grant that was submitted to the State for the new section of bike trail along Mickelson Rd. There will be a FEMA Zoom meeting on Feb 19<sup>th</sup> for Lincoln and Minnehaha County officials and community leaders. FEMA guidelines will be reviewed as well as any floodplain concerns within our region. Sidel plans to participate in the meeting.

#### **OLD BUSINESS:**

- **Review/Approve Request for Proposal for Open Liquor License:** At the Feb 5<sup>th</sup> meeting the Council made the decision to handle the City's open liquor license through a Request for Proposal (RFP) process. As presented the City would begin advertising the available license immediately. The deadline to submit an RFP would be Apr 25<sup>th</sup>. The Council will review all RFPs received at the May 6<sup>th</sup> meeting. A motion was made by Kuehl, second by Berens to approve the Request for Proposal as presented and begin advertising – all voted yes, motion carried.

#### **NEW BUSINESS:**

- **Review/Award Bid for County Hwy 151 Chip Sealing Project:** Last year the Council approved the City paying for this year's chip seal project along county Hwy 151 that Minnehaha County is doing. This expenditure was placed in the 2025 budget. The County had their bid opening on Feb 5<sup>th</sup> with The Road Guy being the low bidder. The City's portion of the project, Alternate 1, came to \$57,077.75, which is just slightly higher than the estimate of \$56,733.50. A motion was made by Kuehl, second by Matson to approve the low bid for Alternate 1 in the amount of \$57,077.75 from The Road Guy – all voted yes, motion carried.

- **Review/Approve Job Description for FT Wastewater Plant Specialist:** City staff and engineers have been working on a job description for an operator of the new wastewater plant. A draft was presented for Council review. As presented, the City would advertise for the position through April. Interviews would be conducted in early May with the hopes of having someone hired by late May or early June to coincide with startup and training of the new plant. A motion was made by Kuehl, second by Horn to approve the job description for a Fulltime Wastewater Plant Specialist as presented – all voted yes, motion carried.
- **Updates on Western Ave Improvement Project:** Staff provided the following updates on the Western Ave Improvement Project:
  - **Street Lighting:** During a recent meeting with Sioux Valley Energy the City was informed that they no longer pay for new street lighting along state or county highways. They will still provide the conduit and service for the lights, but the cost of the poles and install would be the City’s responsibility. Currently, the Western Ave project has no lighting plan or cost estimate within the bid documents since we assumed SVE would be providing this work. Engineers are now working on the necessary documents to add an addendum to the plans so this work can be bid as well.
  - **Community Access Grant:** Part of the City’s funding for this project included applying for a 600k Community Access Grant. Our application was submitted to the State on May 29, 2024, well before the July 15, 2024 deadline. Unfortunately, the individual at the State failed to include the City’s application with the other grant submissions so our request was never even considered. Since this was an error on the States part, Sidel has requested our application be considered during the next round of funding. Normally, all funding considerations have to be approved before the project starts. The City is asking that this requirement be waived due to the oversight on the State’s part. Sidel will provide an update once she knows more.
  - **Rural Electric Economic Development (REED) Loan** – Another part of the City’s funding for this project was applying for a 300k REED loan. In August 2024 the City entered into a loan commitment agreement with REED for a 20-year 300k loan at an interest rate of 4% with the loan being secured by the City’s general funds. This past week the City was notified by REED that they can only issue municipalities a 5-year secured loan. REED is proposing to keep the payment the same as previously established for a 20-year loan, which would require a balloon payment at the end of the 5-year term. This balloon would then have to be financed for another 5 years with another balloon payment, and so on. The downside of this is that the interest rate of 4% is not locked in past the original 5-year loan. The City’s other options would be 1.) just cancel our agreement and forgo this funding; or 2.) ask REED to consider allowing an unsecured loan, which would then allow for a term longer than 5 years. It was noted that the signed agreement should have some weight in the City’s favor when asking REED to consider an unsecured loan. A motion was made by Matson, second by Horn to move forward with a request to REED to consider an unsecured loan with the terms originally agreed upon – all voted yes, motion carried.
- **Discuss Possible City-Wide Marketing Campaign:** A motion was made by Horn, second by Kuehl to table this agenda item until the next meeting. Boen voted no with all others voting yes, motion carried.

**EXECUTIVE SESSION:** A motion was made by Kuehl, second by Horn to enter executive session pursuant to SDCL 9-34-19 for economic development and SDCL 1-25-2(3) for legal at 8:56pm – 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 9:23pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Horn, second by Matson to adjourn at 9:24pm – 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