

Hartford City Council Meeting – Regular Meeting February 21, 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, Travis Kuehl, Jake Jass, and Mark O’Hara. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineer Michael Redenbaugh, and 6 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Matson, second by Kuehl to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Jass, second by O’Hara to approve the regular meeting minutes from February 7, 2023 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Matson, second by Jass to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: Hartford Resident Shaun Boen addressed the Council about the traffic issues on Main Ave. With speeding on Main Ave continuing to be an issue, Boen is in favor of a 4-way stop being implemented at the intersection of 1st St & Main Ave. With the narrowness of the street due to the parking on Main Ave, sight lines at this intersection are severely impaired. Adding a 4-way stop at this intersection would slow down traffic in addition to making this a safer corner.

VISITORS: Callie Tuschen, on behalf of DHI, was present to discuss the Walking Action Plan for the downtown area that was put together by herself, with the help of AARP. After the completion of the walking audit of the downtown area last fall, this plan was established to address the problem areas. One area identified is the intersection of 1st St & Main Ave. Sight lines at this intersection are limited due to parking along Main Ave and speeding on Main Ave continues to be an issue. Tuschen is proposing implementing temporary bump outs and crosswalks at this intersection. Several different low-cost options for the bump outs were presented in the plan. Tuschen is proposing paint. Tuschen has obtained a grant through AARP that she feels should cover the cost of the project. DHI also has funds in their City account as well. At this point, Tuschen is requesting approval to move forward with a plan for temporary bump outs and crosswalks. If granted, she would then work with City staff on placement and come back to the Council with a concept map and cost estimate. A motion was made by Kuehl, second by Jass to approve moving forward with implementing a plan for temporary bump outs and crosswalks at the intersection of 1st St & Main Ave. – all voted yes, motion carried.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – DHI Hartford Downtown 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 3:30-9pm on the first Thurs of each month running June 1st through Sept 7th and also Thurs Sept 28th. They are requesting the closures of Main Ave from Modish to South Bar and 1st St from the intersection of 1st St & Main Ave to the alley east of Main Ave and to allow for the use of alcohol in this area during the event. Tuschen indicated the only change from last year is that they are requesting to close the street a half hour earlier at 3:30pm rather than 4pm to allow more time for the street to be clear of cars before the vendors are there to set up at 4pm. Benjamin Parker, who owns a business in the downtown area, was present to voice his concerns at it is inconvenient to lose parking in the downtown area before close of business at 5pm. A motion was made by Matson, second by Woslager to approve the special event permit for the Hartford Downtown Market as presented – all voted yes, motion carried

REPORTS:

- **Fire Department Report:** HAFR’s monthly report was provided. For the month of Jan there was a total of 32 calls with 14 in city limits. An update was given on the various trainings held during the month of Feb.
- **Sheriff’s Department Report:** Deputy Kardas was not present. His report for the month of Jan was provided. There were 177 calls for service for the month.
- **Chamber & Economic Development Report:** CEDD Amy Farr was not present. Her report was provided. The Chamber has started the planning of this year’s Hartford Block Party. The Chamber hosted two Legislative Coffees in Feb. Both coffees were well attended. Continues to work on the new My Community app. The HADF continues working on development concepts for recently purchased land. Also continues efforts on RFI’s and Envision 2025 retention.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - As designed, the City needs an easement for a property owner to have the trail entirely on the north side of the creek. The property owner has declined the City’s request to provide this easement. After

discussions with the GF&P, it has been determined that crossing the creek and continuing the bike trail on the south side of the creek is not an option without resubmitting the grant. Engineers are now reviewing requirement with the GF&P to see if any adjustments can be made that would allow the trail to run entirely on the north side.

- Design plans for the Hwy 38 water main extension are now complete. Bidding and funding of this project will be discussed later in this meeting.
- Design work on the WRRF is ongoing. An update will be provided by ISG and CMAR Rice Lake later in this meeting.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets** – Staff continues to work on snow cleanup and opening the storm sewer inlets from the last storm. There is a plan in place for the impending winter storm as well. The 2023 slurry seal project will be bid on Mar 9th, in conjunction with the City of Sioux Fall’s project. All equipment is now fixed and running well at this time. Wagner has met with Pride Neon Signs. They will be providing pricing on replacing the wood on the billboards, pricing on new billboards, and also pricing on digital billboards.
 - Water** – Next reporting due Apr 10th.
 - Sewer** – The next reporting is due Mar 28th. The lagoon levels are in good shape for now, but staff will start taking samples to see when we can discharge.
 - Bike Trail** – Staff is keeping the trail clear of snow as time allows.
 - Public Buildings** – Wagner & Sidel have met with members of Siouxland Library and the Senior Citizens to discuss renovations plans. Both parties have agreed to the plans, of which a copy was presented to the Council. Wagner estimates that this project will cost roughly 23k with staff doing the labor. The majority of this cost is to update the heating/cooling system. Wagner is also including the lumber needed to reinforce the beams in the basement. A motion was made by Matson, second by O’Hara to approve funding of this project. Further discussion was held on what had previously been approved. At this time, if the Council approves moving forward with this plan, Wagner will secure quotes on the project and bring a firm number back to the Council. Matson amended her motion to move forward with securing quotes on the project, second by O’Hara – Kuehl abstained with all others voting yes, motion carried.
- **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 Jan 31st, a recap of bills submitted for payment, and the Feb/Mar calendar of events. The deadline to file nominating petitions is by 5pm Feb 24th. If a property owner would like to appeal their property’s valuation, they must submit an objection form to City Hall no later than 5pm on Mar 16th. All appeals will be heard at the City’s Equalization Meeting on Mar 20th. Wilber has transferred funds that have been earmarked for a future pool and HAFR’s equipment replacement to the new indexed money market account. Moving funds to this account will generate more interests.
- **City Administrator Report:** City Administrator Sidel provided her report. The property owner along the new bike trail project have decided not to grant the City an easements for the new trail. Engineers and staff are working with the GF&P to come up with alternate options. We continue to work on updating our logo. Last week signage along the bike trail and at city hall was updated. Once the weather warms, vinyls for the city truck will be placed. There have also been initial meetings to discuss the redesign of the city’s website. Sidel is taking part in the 5-year review/update of Lincoln & Minnehaha County’s Pre-Disaster Mitigation Plan. The group met on Feb 16th. Being part of this processes allows the City to apply for federal aid the event of a disaster. Bob Yapp has been retained by DHI to conduct a historical assessment of the buildings downtown. The tour will be from 3-5pm on May 6th with follow up gathering at the Methodist Church from 7-9pm. The public is welcome. Sidel informed the Council of this year’s District 3 Meeting to be held on Mar 16th in Alcester. The registration deadline is Mar 2nd. Our application for landfill passes has been sent to the City of Sioux Falls.

OLD BUSINESS:

- **Update on Summit Carbon Solution Pipeline:** Sidel provided an update on the SCS pipeline. SCS filed a motion to ask the PUC Board to reconsider the schedule previously approved of Sept 2023 for the hearings. This motion was denied, and the schedule will remain the same. The PUC also set a date of Nov 15th for a final decision on the application.

NEW BUSINESS:

- **Review/Approve Allocation of 2023 Operating Budget Funds to HAFR:** HAFR is requesting the 2023 budget appropriation of \$30,000 for operating expenses. A motion was made by Kuehl, second by Jass to release the 2023 appropriation of \$30,000 for operating expenses to HAFR. Discussion was held on what control, if any, the City has over what the entity uses the funds for. Staff explained that to release equipment funds, HAFR needs to provide an invoice for the equipment they purchased. The Council can then consider releasing funds to reimburse them for this purchase. For their operating expense appropriation, the Council can certainly ask for financial

statements and/or an explanation of spending before releasing funds. However, once the funds are released, the City cannot dictate what HAFR spends the funds. A substitute motion was made by Brenneman, second by Kuehl to table this item until the next meeting – all voted yes, motion carried.

- **Review/Discuss Pool Admission Rates:** Information on pool admission rates comparing Hartford to surround communities was provided. Also provided was the yearly breakdown comparing revenue & expenses over the last 6 years along with a breakdown of the revenue detailing how many passes were sold in 2021 vs 2022. Last year the City made the decision to eliminate the family pass and only offer a single pass. The rate for the single pass was also increased from \$30 to \$40 at that time. Currently the daily admission rate is \$3 for ages 5+ and ages 0 to 4yrs are free. For this coming season, staff is recommending changing the daily admission rate to flat rate of \$4 for all ages. Discussion was held on the burden the current pass structure has on those families that are larger. Some on the Council would be interested in considering some type of discount if multiple passes are purchased for the same family unit. A motion was made by Kuehl, second by Matson to table this item until the next meeting – all voted yes, motion carried.
- **Review/Discuss Funding Options for Hwy 38 Water Loop Project:** The plans for the Hwy 38 Water Loop project are now complete and ready to bid. Financing of the project, which is estimated at just over 1M, needs to be finalized. After reviewing the water fund reserves, the current debt schedule, and upcoming project costs, Staff is recommending using 500k from water reserves and applying for a 500k SRF loan. Since our water revenue to debt ratio is high enough, a SRF loan would not require a surcharge and a SRF loan would yield the best interest rate as well. In regard to bidding, the best scenario is to bid the project now in a more competitive bid market. However, the State does not issue SRF loans until June. In the event that the City is not approved for the SRF loan, there is always the option to pursue a private bank loan. A motion was made by Kuehl, second by Matson to approve funding the Hwy 38 Water Loop project using 500k from water reserves and applying for a 500k SRF loan and to move forward with bidding the project at this time – all voted yes, motion carried.
- **Update on WRRF:** Rachel Kloos & John Gliko with ISG and Wade Leonard with CMAR Rice Lake were present to provide their monthly update on the WRRF. Plans are currently 90% complete and are under review. Cost estimates are being revised as plans are nearing completion and under reviewed. Leonard indicated that within a month of getting plans that are 90% complete, a final cost number on the project will be obtained. The project is currently on schedule. In March, plans and specifications will be submitted to DANR for review/approval. Tentative date for bidding of bid packages is in April/May. Ground breaking to be this summer. It is estimated to be a 2-year project.

EXECUTIVE SESSION: A motion was made by O’Hara, second by Jass to enter executive session pursuant to SDCL 1-25-2(3) for legal 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 O’Hara, second by Jass to exit executive session at 8:29pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by O’Hara, second by Woslager to adjourn at 8:30pm – 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