

Hartford City Council Meeting – Regular Meeting February 6, 2024

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Travis Kuehl, and Shaun Boen. Mark Brennehan and Jake Jass were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Economic Development Director Amy Farr, City Engineer Michael Redenbaugh & Justin Heim, and two people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Boen to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Matson to approve the meeting minutes from January 16, 2023 - all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **2nd Reading of Ordinance #748 Amending Zoning Ordinance Chapter 19.01 Conditional Uses:** Chapter 19.01 of the City's zoning ordinance addresses the procedure and application process for obtaining a conditional use permit. There is nothing in the current regulations that addresses the process of revoking a conditional use permit. The amendment presented would add a section to the current regulations for revocation. The amendment states that if the CUP holder is subject to revocation, a notice of intent to revoke will be sent to the permit holder at least 30 days prior to the revocation date. Prior to the revocation date, the CUP holder can request a public hearing to go before the Board of Adjustments to discuss the revocation. If no request for hearing is received by the revocation date, the CUP will be revoked. The Planning & Zoning Board reviewed this amendment at their Jan 9th meeting and is recommending approval to the Council. A motion was made by Kuehl, second by Matson to approve 2nd reading of Ordinance #748 amending Zoning Ordinance Chapter 19.01 Conditional Uses – all voted yes, motion carried.
- **2nd Reading of Ordinance #751 Amending Zoning Ordinance Chapter 12.08 Fences:** Chapter 12.08 of the City's zoning ordinance addresses fence regulations. Sections E & F of this chapter establishes the height and setbacks of fences in various zoning districts. Current verbiage in these sections is confusing, leading to misinterpretation. This section was re-worded, and pictures were added to help clarify the regulations. The only change to the regulations is that there is now no setback for fences in the side yard along the street side on corner and double frontage lots. Previous regulations had a 10' setback. The Planning & Zoning Board reviewed this amendment at their Jan 9th meeting and is recommending approval to the Council. A motion was made by Boen, second by Matson to approve 2nd reading of Ordinance #751 amending Zoning Ordinance Chapter 12.08 Fences – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was not present. His report for the month of Jan was provided. There were 201 calls for service for the month, which is a decrease of 61 from the prior month.
- **Economic Development Report:** EDD Amy Farr provided her report. Copies of the complete housing study has been provided to several developers and real estate brokers. Farr continues to work on RFI's received from GOED/SMGA and invoicing/retention efforts of the Envision 2025 campaign as needed. The newly completed Resource Guide is being reviewed by HADF board members. Farr continues to assist with Chamber items as needed. The HADF added two new board members – Wyatt Haines and Keith Miller.
- **Chamber Director Report:** Chamber Director Wynne Hindt was not present, but her report was provided. The 2024 Burger Battle was a success with 619 votes. The winner will be announced at the Chamber's annual banquet to be held Feb 17th. The Ambassador Committee is looking for 1 to 3 volunteers to join them. This committee continues to work on welcome bags and reaching out to current/new members.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Reviewed final plans for the 12th St/Oaks Ave project and provided comments to the project engineer. Engineers have started the review of the City's design standards and subdivision regulations.
 - For the WRRF project, contractors have been focusing their efforts on completing the lift station at 465th Ave/Hwy 38. The walls & base of the lift station are complete, and contractors anticipate the completion of the lid by the end of Feb. Once complete, they will resume work on the Aeromod structure and continue as weather allows this winter. The remainder of the work on the gravity main is scheduled for spring 2024 as weather allows. Engineers continue to review shop drawing and provide construction site observation. The project website is up and running. A link has been added to the city's website.

- **Review/Approve Pay Request #4 for WRRF:** Pay app #4 from Rice Lake Construction Group for work completed through January on the WRRF was presented. A motion was made by Matson, second by Woslager to approve payment of pay app #4 in the amount of \$1,562,297 to Rice Lake Construction Group – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – The larger piles of snow have been hauled out and the inlets are clear. Staff hauled salt and salt sand this past week. The 2024 slurry seal project has been submitted to the City of Sioux Falls for bidding. The repairs to the sweeper are completed. Staff continues to service equipment as needed.
 - Water – The 4th quarter report has been submitted. Next reporting is due Apr 10th. No results have been received yet on the ISO review that was done in Oct. Wagner continues to work with engineers on design of the Hwy 38 water main project.
 - Sewer – All lift stations are working well. The next DMR reports are due Mar 28th. The lagoons are in good shape at this time. Olson will be taking a wastewater class/exam Feb 15th.
 - Park – Work will continue on the dugouts as weather allows. O’Kane has completed his pesticide classes.
 - Sports Complex – Wagner has completed the estimate for a new concession stand building at the Sports Complex. It will be discussed later in the meeting.
 - Public Buildings – Painting and texturing in the Library started this week.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. The items included a summary of revenues received in Jan along with an overview of the city’s cash balances, revenues and expenses through Dec. With year-end totals now in, Wilber provided a 2022 vs 2023 comparison of both revenue and expenses. Wilber has completed all year-end processes and will now start working on the information needed for this year’s annual report & audit. The Feb calendar of events was provided. Wilber has lined up the following individuals to sit on the election board: Laurel Stringer as the election superintendent, Darla Lawver and Marcene Siemonsma as election deputies, and Gail Blocker as the alternate. A motion was made by Boen, second by Matson to approve the election board appointments - all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel provided her report. Chamber Director Hindt will be attending the 2nd meeting each month. Her report will be provided for both meetings. Nine quotes for IT services have been received. Sidel is in the process of reviewing them and plans to have a recommendation at the Feb 20th meeting. The Weston Group has completed their review of the City’s employee manual and has provided a final draft, which Sidel is in the process of reviewing for accuracy to then be presented at the Feb 20th meeting. Sidel gave an update on Dakota Mainstem activities. Sidel will be attending the SD City Management Association training conference on Feb 7th/8th in Pierre. An agenda for the event was provided.

OLD BUSINESS:

- **Review SMGA Membership Dues:** Each year the City is invoiced by SMGA for membership dues. These dues are calculated based on population. The current dues for 2024 are \$11,355.50. Discussion was held at the last meeting as to what services are provided to the city when being a member of SMGA and if the financial investment is worth it. Bryce Healy with SMGA was present to introduce himself and answer any questions. SMGA’s Pledge of Support to Member Communities, which highlights what their partnership provides, was provided. A motion was made by Matson, second by Boen to approve payment of \$11,355.50 to SMGA for the 2024 membership dues – all voted yes, motion carried.
- **Review/Discuss Sports Complex Building Design & Release of Funds:** Park & Recreation Board member Matt Evans was present to discuss the new concession stand building at the Sports Complex. The Park & Rec Board is presenting a design and cost estimate to erect at 38’x32’ building. The design presented would have a concession area, a storage area, and men’s & women’s restrooms. The estimated project cost is \$230,320, which includes the cost of the building, equipment inside the building, and concrete & items needed for the outside of the building. There is currently 255k budgeted for this project. Due to the size of the project, the City would be required to bid it. Discussion was held on how the City can solicit sponsorships and donations for larger projects in the future. A motion was made by Boen, second by Woslager to approve the Sports Complex building design and to release 255k in funds to move forward with the project – all voted yes, motion carried.
- **Discuss Pickleball Court Sponsorship:** Park & Recreation Board member Matt Evans was present to discuss a sponsorship agreement between Golden West and the City of Hartford for 2 pickleball courts. In initial conversations with Golden West, they are in favor of sponsoring 2 pickleball courts at a cost of 25k. Upon review by the Park & Rec Board, they are recommending that the City move forward with the 25k sponsorship from Golden West. In exchange for this sponsorship, the City will provide signage on the court and provide all maintenance/upkeep of the court, both for a period of 10 years. In addition, a nameplate will be placed on a donor board located in the park for the lifetime of the courts. Discussion was held on the different types of signage options and the cost of each option. A motion was made by Boen, second by Matson to approve Golden West’s sponsorship of 25k for 2 pickleball courts with maintenance and upkeep provided by the city for a 10-year term and with signage details to be negotiate with Golden West – all voted yes, motion carried.

NEW BUSINESS:

- **Set 2024 Equalization Meeting Date:** A motion was made by Matson, second by Kuehl to set the Equalization Meeting for Monday Mar 18th at 6:30pm – all voted yes, motion carried.
- **Review/Approve Seasonal Job Descriptions & New Pay Scale:** The eight seasonal job descriptions were provided. When doing the 2024 budget, wages for the seasonal positions were increased in an effort to secure applicants. These increased wages have been incorporated into the job description presented. A motion was made by Kuehl, second by Matson to approve all seasonal job descriptions as presented – all voted yes, motion carried.
- **Discuss Life Insurance Benefits for City Staff:** Currently the City does not provide any life insurance benefits for staff. For minimal cost, this could be a nice benefit to add to the City’s current benefit package. The most competitive rate is through Colonial Life at \$2 per month per employee for 10k of coverage. With 13 employees, the cost to the City would be \$312 annually to provide this benefit. A motion was made by Woslager, second by Matson, to approve adding the life insurance benefit for full-time and year-round staff – all voted yes, motion carried.
- **Mayoral Appointment to Park & Recreation Board:** Mayor Jones requested that this item be postponed until the next meeting.

EXECUTIVE SESSION: A motion was made by Boen, second by Matson to enter executive session pursuant to SDCL 1-25-2(3) for legal, and SDCL 9-34-19 for economic development at 8:09pm – 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 Boen, second by Matson to exit executive session at 8:30pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Matson, second by Woslager to adjourn at 8:31pm – 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