

## **Hartford City Council Meeting – Regular Meeting February 7, 2023**

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Travis Kuehl, Jake Jass, and Mark O’Hara. Cindy Matson and Mark Brenneman 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 Jass, second by Woslager to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by O’Hara to approve the regular meeting minutes from January 17, 2023 – all voted yes, motion carried.

**PUBLIC COMMENTS:** Senior Citizen Center President Lois Kaiser and Treasurer Deanna Bies were present to provide the council and update on the recent activities of the Sr. Center. They thanked the City and HADF for partnering on the recent purchase of the Gage Building. As a result of this sale, they have now been able to devote their time to their initiatives. They continue to offer meals to seniors. They have also established a scholarship fund and will be offering two \$1,000 scholarships to graduating West Central seniors starting this year. They are extremely proud to be able to invest in the future of Hartford area students.

**VISITORS:** Stephane Bents with Siouxland Libraries was present to give her annual update on the Hartford Branch of the Siouxland Libraries. The library saw an increase in the number of visitors in 2022 vs 2021. This was largely due to increased marketing, children’s programming, and the expansion of hours. Bents provided an overview of what they have planned for 2023 and also thanked the City for partnering with them and allowing them to serve the community.

### **REPORTS:**

- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Chamber’s Burger Battle event is now over, and Big J’s Roadhouse was the winner! The Chamber’s Annual Banquet was held Feb 3<sup>rd</sup> celebrating the Chamber’s 10<sup>th</sup> anniversary. The following awards were also presented: Mark O’Hara – Volunteer of the Year; Hartford Dental Clinic – Business of the Year; and Hartford Area Fire & Rescue – Community Organization of the Year. Congratulations to all!! The Chamber will be hosting two Legislative Coffees – Saturday Feb 11<sup>th</sup> & 18<sup>th</sup> 10am at Stomping Grounds. The HADF continues working on development concepts for recently purchased land. Farr continues work on RFIs, website content, and Envision 2023 invoicing and retention efforts as needed.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - Provided updated GIS wall maps to staff for review.
  - Design plans for the Hwy 38 water main extension are now complete. The City will hold off bidding the project until a fund source has been determined. The City has been placed on the State Water Plan, enabling us to be able to apply for SRF funding.
  - Design work on the WRRF is ongoing, now estimated to be 60% complete. In March, plans & spec will be submitted to DANR for review and approval. The project is scheduled to be bid this spring. CMAR Rice Lake is planning on attending the Feb 21<sup>st</sup> council meeting to give another update on the project.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
  - Streets** – Staff continues to work on snow cleanup. Wagner provided a Winter Road Plan which indicates which road to keep wide and which roads might have limited parking should another major snow event happen. Bus stops are also identified. This is just a plan and is always subject to change. The 2023 slurry seal project will be bid on Mar 9<sup>th</sup>, in conjunction with the City of Sioux Falls’ project. One of the Sterling trucks is having its transmission repaired, which is estimated to cost 13k. Repairs to the skid steer are now done. All other equipment is running good at this time.
  - Water** – Next reporting due Apr 10<sup>th</sup>.
  - Sewer** – Repairs have been made to the check valve on pump #3 at the main lift station. The next reporting is due Mar 28<sup>th</sup>. Lagoon samples will be taken in the spring to see if we can discharge. The lagoon levels are in good shape for now.
  - Bike Trail** – A meeting has been scheduled with the new owner of the property along the proposed bike trail between Feyder and Main Ave.
  - Sports Complex** – Staff continues to compile figures for the storage building to be built at the Sports Complex.

Public Buildings – A meeting has been set for Feb 16<sup>th</sup> with members of the Sr Center and Siouxland Libraries to go over the plans for the new layout of the Gage House. Once plans have been agreed upon, cost estimates will be finalized and then all will be provided to the Council for review.

- **Finance Officer Report:** City Finance Officer Wilber's report was provided. 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 2021 vs 2022 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 Orié Rentschler as election deputies, and Gail Blocker as the alternate. A motion was made by Jass, second by O'Hara to approve the election board appointments - all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel provided her report. On Monday Sidel and Wagner met with the property owner along the new bike trail project. They discussed the easement that is needed from her and answered any questions. She is going to get back to the City once she has made her decision. A meeting has been set for Feb 16<sup>th</sup> to review the Gage House plans with representative from the Sr Center and Library. Sidel has distributed the Facility Emergency Plan to all staff and a copy has been placed in the digital box for council reference. Sidel is taking part in the 5 year review/update of Lincoln & Minnehaha County's Pre-Disaster Mitigation Plan. Their next meeting is scheduled for Feb 16<sup>th</sup>. Being part of this processes allows the City to apply for federal aid the event of a disaster. An initial meeting with DSU was held Feb 1<sup>st</sup> regarding a cybersecurity evaluation of the City. DSU plans to conduct their assessment mid-March.

#### **OLD BUSINESS:**

- **Update on Summit Carbon Solution Pipeline:** Sidel provided an update on the SCS pipeline. SCS has filed a motion to ask the PUC Board to reconsider the schedule previously approved of Sept 2023 for the hearings. This motion will be heard at the Board's Feb 9<sup>th</sup> meeting. A group of citizens that reside within the County attended the Jan 23<sup>rd</sup> Minnehaha County Planning & Zoning meeting to ask the Board to consider adopting an ordinance that would regulate pipelines placed within the County. Currently there are only federal regulations in place regarding pipelines. No action was taken by the Board at this time. City engineers and staff will meet with SCS in Feb 7<sup>th</sup> to discuss possible future road and utility crossings that may happen as the City grows to the west.

#### **NEW BUSINESS:**

- **Set 2023 Equalization Meeting Date:** A motion was made by O'Hara, second by Jass to set the Equalization Meeting for Monday Mar 20<sup>th</sup> at 7pm – all voted yes, motion carried.
- **Request Sioux Falls Landfill Passes for 2023:** For the past several years the City has offered residents free landfill passes. If the City wants to offer the free passes again this year, there is an application process with the City of Sioux Falls. A motion was made by O'Hara, second by Woslager to approve Sidel moving forward with the application for the City of Sioux Falls landfill passes – all voted yes, motion carried.
- **Review/Approve Engagement Letter for 2022 Annual:** A motion was made by Kuehl, second by O'Hara to approve the engagement letter to allow ELO CPAs & Advisors to prepare the City's 2022 annual report – all voted yes, motion carried.
- **Review/Approve Engagement Letter for 2022 Audit:** A motion was made by Jass, second by Kuehl, to approve the engagement letter to allow ELO CPAs & Advisors to perform the City's 2022 audit – all voted yes, motion carried.
- **Review/Approve Billboard Lease Renewal with Hartford Steak Co:** Hartford Steak Co's lease for 2/3 of the east face of billboard #6 is up for renewal. A new lease with the same terms was presented - 3yr term starting Feb 1, 2023 with a rental rate of \$160/mo. A motion was made by Jass, second by Kuehl to approve the billboard lease agreement between Hartford Steak Co. and the City of Hartford as presented – all voted yes, motion carried.
- **Review/Approve Amendment to Billboard Lease with Transport Refrigeration of SD:** In Oct 2022 the City entered into a 3yr lease agreement with Transport Refrigeration of SD for the west face of billboard #3. This lease includes lighting from dusk until midnight. Transport Refrigeration has requested lighting from dusk until dawn, which would be an additional charge of \$25/mo. A lease amendment incorporating this change was presented. A motion was made by Kuehl, second by Jass to approve the billboard lease amendment between Transport Refrigeration of SD and the City of Hartford as presented – all voted yes, motion carried.
- **Review/Approve Seasonal Job Descriptions and New Pay Scale:** The eight seasonal job descriptions were provided. When doing the 2023 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 Woslager to approve all seasonal job descriptions and new pay scales as presented – all voted yes, motion carried.

**EXECUTIVE SESSION:** A motion was made by O’Hara, second by Jass to enter executive session pursuant to SDCL 1-25-2(1) for personnel at 8:00pm – 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.

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Karen Wilber, Finance Officer

**EXECUTIVE SESSION:** A motion was made by Kuehl, second by O’Hara to exit executive session at 8:40pm – all voted yes, motion carried.

A motion was made by O’Hara, second by Jass to give all full-time employees, including Terry Hagen, a \$2.00 per hour pay increase for COLA and all year-round part-time employees a \$1.25 per hour pay increase for COLA; all year-round employees will also receive a 2% merit raise and Kyle Christensen and James Olson will received an extra \$.50 per hour pay increase for receiving certifications this past year; all pay increase will be retroactive to the January 1, 2023 – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by O’Hara, second by Woslager to adjourn at 8:42pm – 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.

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Teresa Sidel, City Administrator