

## Hartford City Council Meeting – Regular Meeting March 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 Brennehan, Travis Kuehl, and Mark O’Hara. Jake Jass was 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 8 people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by O’Hara, second by Matson 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 March 7, 2023 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by O’Hara to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

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

- **Special Event Permit – Miles 4 Murphy 5K:** Alexa Larson on behalf of the West Central National Honor Society was present. The Honor Society has applied for a special event permit to hold a 5k in support of the Kier Murphy Scholarship. The event is scheduled for Apr 29, 2023 from 8:30am to 11am and will take place on city streets with the central location to be at the city park. A motion was made by Kuehl, second by Woslager to approve the special event permit for the Miles for Murphy 5k as applied for – all voted yes, motion carried.
- **Resolution 2023-4 Authorizing Application for SRF Funding for the Hwy 38 Water Loop Project:** The Hwy 38 Water Loop project is estimated at \$990,800. At the Feb 21<sup>st</sup> council meeting the council approved using \$500,000 from the City’s water fund reserve account and to apply for an SRF loan for the \$490,800 balance. Resolution 2023-4 authorizes the application for the SRF loan and states that the Mayor or Council President can sign the application along with any payment requests. A motion was made by Kuehl, second by Matson to approve Resolution 2023-4 authorizing application for SRF Funding for the Hwy 38 Water Loop Project – all voted yes, motion carried.
- **Resolution 2023-5 to Transfer Reserves from the Water Fund to the Hwy 38 Water Loop Project Fund:** With the Council’s approval of using \$500,000 of the water fund reserve account to pay for a portion of the Hwy 38 water loop project, these funds now need to be transferred from the Water Fund to the Hwy 38 Water Loop Project Fund. Resolution 2023-5 authorizes this transfer. A motion was made by Kuehl, second by Woslager to approve Resolution 2023-5 to transfer reserves from the Water Fund to the Hwy 38 Water Loop Project Fund – all voted yes, motion carried.
- **1<sup>st</sup> Reading of Ordinance #739 Fines and Fees:** The City has adopted a Fines and Fees Schedule. At the Mar 7<sup>th</sup> council meeting the council approved changes to our swimming pool daily admission and season pass rates. This change has been updated on the schedule. The City requires an annual permit to drive a golfcart on City streets. This fee was not on the schedule so it was added, along with the fine associated with violating this requirement. Ordinance #739 incorporates these changes and updates the schedule. A motion was made by Matson, second by O’Hara to approve 1<sup>st</sup> Reading of Ordinance #739 Fines and Fees – all voted yes, motion carried.
- **Update Voting Wards:** T
  - **Review/Approve Voting Ward Map:** The City has recently annexed several parcels of land into city limits. A voting ward for each parcel needs to be designated. Currently this is bare land so the addition of these parcels to a particular ward will not affect the population per ward. As the land develops, the population will have to be reviewed to see if a shift is needed to keep the wards fairly equal. A revised ward map including the recently annexed land was provided. A motion was made by Matson, second by O’Hara to approve the revised voting ward map as presented – all voted yes, motion carried.
  - **1<sup>st</sup> Reading of Ordinance #740 Update Voting Wards:** In addition to approving a new ward map, Chapter 2.02 Wards and Voting Precincts of the Municipal Ordinance also needs to be updated. Ordinance #740, which incorporates these changes, was provided. A motion was made by Kuehl, second by O’Hara to approve 1<sup>st</sup> Reading of Ordinance #740 to update the voting wards – all voted yes, motion carried.

## **REPORTS:**

- **Fire Department Report:** HAFR Chief Bryan Schmaker was present to provide his report. For the month of Feb there was a total of 27 calls with 13 in city limits. An update was given on the various trainings held during the month of Mar. Schmaker also mentioned that there maybe increased traffic through town with the construction that is starting on I-90.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Chamber Events Committee continues planning of this year's Hartford Block Party and the Marketing Committee is planning Discover Hartford week, which will run May 1<sup>st</sup>-5<sup>th</sup>. The next Chamber Mixer will be held Apr 4<sup>th</sup> at Hartford Spinal Care. To encourage people to use the mobile app, the Chamber is hosting an Easter Egg Hunt. Find all the Easter eggs hidden on the app and be registered to win a prize. The HADF continues to work with Infrastructure Design on concepts for recently purchased land. Continues to meet on potential projects. RFI's are addressed as needed. The video created by GOED is now done and being reviewed by the HADF board members.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - Reviewing Cresswood subdivision plans and working through comments on the elementary school plans.
  - In June the contractor will be painting the City's new logo on the newly painted water tower. It was confirmed with the council that the positioning of the new logo will be straight south.
  - Since the City was unable to secure a necessary easement, ISG has revised the layout and cost estimate as needed and provided to staff. Information has been requested from FEMA regarding the existing creek model. Once received, this model will be compared to revised layout model.
  - FEMA is still in the review process of the change of scope information sent them on the storm shelter project.
  - Design plans for the Hwy 38 water main extension are now complete. The City's SRF funding application is scheduled to be submitted next week. The State will award loans in June. Bidding will take place once funding is secured.
  - WRRF plans and specification have been submitted to DANR for review and approval. ISG continues working on required permitting with different agencies. CMAR Rice Lake will be at the Apr 4<sup>th</sup> council meeting with final cost models. If the City proceeds with models as presented it is estimated the ground breaking will happen mid-June. If the cost models are not accepted and engineers need to revisit cost savings, it is estimated this will push ground breaking to mid-July.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Staff continues to monitor inlets and culverts as the weather warms and snow melts to make sure the water is running off. Staff continues filling potholes as needed. The 2023 slurry seal project was bid on Mar 9<sup>th</sup>, in conjunction with the City of Sioux Fall's project. The City of Sioux Falls has awarded this year's slurry seal project to ASCO. Wagner indicated that Hartford's share came in at just over 146k, which is below the budgeted amount. A motion was made by Matson, second by Brenneman to approve the Sioux Falls slurry seal bid with ASCO - all voted yes, motion carried. Wagner is still waiting on quotes on replacing the wood on the billboards, on new billboards, and also on digital billboards.

Water – Next reporting due July 10<sup>th</sup>.

Sewer – The next reporting is due Apr 28<sup>th</sup>. Lagoon samples have been taken and are in compliance. Discharging has started.

Parks – Staff will be recoating the floors and install new partitions in the park restrooms. Work will be done by the time the restrooms are scheduled to open for the season. During the budget process, funds were budgeted for the purchase of a new utility vehicle. A quote from Kibble Equipment for the purchase of a JD Gator Utility Vehicle in the amount of \$10,910.20 was provided. This is below the budgeted amount of 13k. A motion was made by Kuehl, second by O'Hara to approve the purchase of a JD Utility Vehicle per the quote as presented – all vote yes, motion carried.

Bike Trail – Staff is trying to keep the trail open as time allows. The trail to Hartford Heights and along the Colton Rd is too deep to clear at this time. Staff will work on as they can.

Sports Complex: The player benches for the new dugouts have been ordered. Staff continue to put figures together for a new storage building at the Sports Complex

Public Buildings – Wagner presented a cost estimate for the Gage House renovations. Materials are estimate at \$2,613.50 and the HVAC/electrical work is estimated at \$19,260 for a total of \$21,873.50. If approved, staff will start the project right away. A motion was made by Brenneman, seconded by Matson to approve the cost estimate, and proceed with the renovations to the Gage House – all voted yes, motion carried.

Training – Wanger will be providing information at the next meeting on some upcoming training opportunities for staff.

- **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 Feb 28<sup>th</sup>, a recap of bills submitted for payment, and the Mar/Apr calendar of events. The deadline to register to vote in the Apr 11<sup>th</sup> election is Mar 27<sup>th</sup>. Forms are available at City Hall, on the City’s website, or at the County Auditor’s Office. Absentee ballots will be available Mar 27<sup>th</sup>. With the purchase of the Gage House, all elections will be held there rather than at City Hall. The City’s audit is scheduled for June 13<sup>th</sup>/14<sup>th</sup>. Wilber continues to gather information as requested by the auditors.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel continues to work with the GF&P on the new bike trail layout. Without the easement from the neighboring property owner, the path will narrow from 10ft to 8ft in some spots and require a couple retaining walls, adding to the project costs. In an attempt to cut costs, Sidel has asked engineers to compile a cost estimate that would incorporate an 8ft path the entire length. Once received, Sidel will submit this concept to GF&P for approval. Bidding the Hwy 38 water main extension project is anticipated for this summer after the SRF loan approval in June. Work on plans for the Western Ave expansion project is ongoing. CMAR Rice Lake will be at the Apr 4<sup>th</sup> council meeting to go over plans and cost estimates for the WRRF. DSU is currently conducting their cyber analysis of the City. This analysis should be done by the end of the week. Once complete, a summary of their finding will be provided. Jerry McCaw has been hired for the dump site monitor position. Russ Lofswold has volunteered again this year to fill in as needed. Sidel has submitted a grant application to the Hartford Area Community Foundation to try and secure funds to update the stone at Century Square Park with the two new military branches of service – the Coast Guard & Space Force. The City of Sioux Falls has approved our application for passes to the landfill. This year they will be going digital, meaning no paper passes will be handed out at City Hall. Residents will have to show a drivers license at the landfill, which will be tracked, allowing one free pass per address. The passes will be available Apr 3<sup>rd</sup> through Dec 31<sup>st</sup>. Sidel continues to work with Catalis on the City’s new website. The District 3 meeting scheduled for Mar 16<sup>th</sup> was postponed until Apr 5<sup>th</sup> due to weather. Sidel is planning on attending and will provide the council a legislative update afterwards.

**OLD 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 Woslager to release the 2023 appropriation of \$30,000 for operating expenses to HAFR – Brenneman voted no with all others voting yes, motion carried. HAFR members Brayden Johnson & Brice Zwak were present to provide the council an update on their purchase of a new fire engine. A committee has been formed to research what is needed and to work with the manufacturer on the design of the new engine, of which an illustration was provided to the council. They also gave a recap of their current fleet and the condition of them and also the features of the new engine they are looking at. Their original budget was 650k. With inflation, plus some upgrades to the design of the new engine, they are now looking at roughly 800k.
- **Update on Summit Carbon Solution Pipeline:** Sidel provided an update on the SCS pipeline. SCS has sent data to the City’s engineers on pipe size, dept and location. ISG will review to make sure there are no issues with potential future utility crossings. SCS has filed lawsuits in several SD counties, in hopes of getting moratoriums lifted. The timeline with the PUC remains the same with a final decision date of Nov 15, 2023.

**NEW BUSINESS:** None

**EXECUTIVE SESSION:** A motion was made by O’Hara, second by Kuehl to enter executive session pursuant to SDCL 1-25-2(1) for personnel at 8:10pm – 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 O’Hara, second by Matson to exit executive session at 8:23pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by O'Hara, second by Woslager to adjourn at 8:24pm – 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.

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Teresa Sidel, City Administrator