

Hartford City Council Meeting – Regular Meeting March 7, 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, 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 & Justin Heim, and 5 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Matson to approve the agenda as set with the change of moving the HAFR 2023 budget allocation request to the next meeting – Woslager abstained with all others voting yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Kuehl to approve the regular meeting minutes from February 21, 2023 – all voted yes, motion carried.

PUBLIC COMMENTS: Scout Leader Kristin Gerlach, along with two Scouts, were present. Gerlach explained that the girls are working on their communications merit badge and one of the requirements of obtaining this badge is that they observe a public meeting. Scout Eva Gerlach also addressed the Council. Her brother, Gavin Gerlach, did the renovations to Century Park last year as a part of his Eagle Scout project. Eva is going to try to get Eagle Scout as well and was wondering if the City had any potential projects that she could do for this. Mayor Jones suggested that a good place to start this conversation would be to attend a Park & Recreation Board meeting. The board meets the last Monday of each month at 6:30pm at City Hall.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Resolution 2023-3 Special Assessment Roll for 2023:** Last year the City took steps to abate two properties for junk and abandoned vehicle violations. Owners for both properties were given sufficient time to correct the violations but didn’t comply. As a result, City personnel went in and cleaned up both properties. Resolution 2023-3 would assess the cost of these abatements against each property. A motion was made by Brenneman, second by Matson to approve Resolution 2023-3 as presented – all voted yes, motion carried

REPORTS:

- **Sheriff’s Department Report:** Deputy Kardas was present to provide his report for the month of Feb. There were 177 calls for service for the month.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Chamber continues planning of this year’s Hartford Block Party. The next Chamber Mixer will be held Apr 4th at Hartford Spinal Clinic. Continues to work on the new My Community app as well as updates to the Chamber website. The HADF recently closed on another land purchase. RFI’s are addressed as needed. Envision 2025 duties are ongoing. Farr is creating information books for HADF board member.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Reviewed plat in Turtle Creek Addition as well as revised plan for the Hartford Elementary School.
 - WRRF plans and specification have been submitted to DANR for review and approval. ISG met with landowners who the City will need easements from. Also working on required permitting with different agencies. Discussions on regionalization are ongoing.
 - Since the City was unable to secure a necessary easement, ISG is working with GF&P to see if any adjustments can be made that would allow the trail to run entirely on the north side. GF&P has requested concepts for review.
 - Design plans for the Hwy 38 water main extension are now complete. The City’s SRF funding application will be submitted to the State this month. The State will award loans in June. Bidding will take place once funding is secured.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets** – Staff continues to work on opening the storm sewer inlets. They are also opening gutters as needed to get the water off the streets. The winter conditions as causing stress on the streets, creating cracks and potholes. Staff is filling potholes as needed. The 2023 slurry seal project will be bid on Mar 9th, in conjunction with the City of Sioux Fall’s project. Wagner is in the process of obtaining 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 Apr 28th. Lagoon sample will be taken this spring to see when we can discharge.
 - WRRF** – Wagner is working Minnehaha Rural Water on getting water to the office and lab area of the new plant.

Bike Trail – Staff is keeping the trail clear of snow as time allows.

Public Buildings – Wagner has purchased the lumber needed to do the repairs to the floor joist and supports at the Gage House. Wagner is planning to have quotes for the remodel work at the next meeting.

Parks – During the 2023 budget process, 30k was budgeted for the purchase of a new mower. Wagner received two quotes with the lowest being \$27,437 from D&D Small Engine Repair & Sales. A motion was made by Matson, second by Woslager to approve the purchase of a new mower from D&D Small Engine Repair & Sales for \$27,437 – all voted yes, motion carried.

- **Finance Officer Report:** City Finance Officer Wilber’s report was provided. Items included a summary of revenues received in Feb along with an overview of the city’s cash balances, revenues and expenses through Jan. The Mar calendar of events was provided as well. The deadline to file nominating petitions was Feb 24th. Two petitions for the Ward 2 seat were filed so an election will be held between Candidate Benjamin Parker and Candidate Shaun Boen. Mayor Jones and Jake Jass filed petitions but were unopposed so they will be retaining their seats for two more years. There were no petitions filed for the Ward 1 seat. A drawing was held to determine name placement on the ballot was held at the meeting. Benjamin Parker will be listed first and Shaun Boen second. The Board of Equalization meeting will be held on Mar 20th. 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. Wilber has started the process of updating the street maintenance fee roll for this year. The street maintenance fee resolution will come before the Council later this fall. The City is hiring for all summer positions.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel will be submitting 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. Engineers and staff are working with GF&P to come up with alternate options for the bike trail route. ISG has provided Maguire Iron the color code of the City’s new logo. They will be painting that on the tower later this spring. Bidding of the Hwy 38 Water Main Extension project will be delayed until summer as DNAR required loan approval first. The State will approve SRF fund requests in June. Staff continues to work with ISG & Rice Lake on the WRRF. Meetings are being held with property owners regarding easements needed for the trunk line. There have also been discussions with MCWC on getting water to the plant. Catalis, the City’s website provider, is working on some design options for the new website. Once completed, staff will review and work will start, which is estimated to take approximately 12 weeks. The mass notification system will be implemented with the new website. DSU is schedule to begin their cyber analysis of the City next week. The Planning & Zoning Board is in the process of updated the City’s Comprehensive Plan. Once this is complete, they will start the review of the City’s subdivision regulations, followed by review of the zoning regulations and design standards. The Park & Recreation Board will be working on developing a long-range plan that can be a guide and also possible improvements at the pool.

OLD BUSINESS:

- **Review/Discuss Pool Admission Rates:** At the last meeting, discussion was held on the structure of the season passes. Some on the Council would like to implement some type of discount if multiple passes are purchased for the same family unit. It was decided to table this item until the next meeting to obtain further information. Last year the City eliminated the family pass, requiring the purchase of an individual pass for each person in a family unit. Amy Sebert, who has been the pool manager for several years, feels this was a good change and is in support of keeping this the same. A motion was made by Breneman, second by Kuehl to change the daily admission fee to \$4 for all ages – all voted yes, motion carried. A motion was made by Matson, seconded by Kuehl, to set individual passes at \$40 per person with a family unit cap of \$160 and if utilizing the \$160 cap, those passes must be purchased at City Hall. Further discussion was held on what constitutes a family unit. It was the consensus of the Council that all individuals must reside in the same household to be considered a family unit. Vote was taken with all voting yes, motion carried.

NEW BUSINESS:

- **Review/Approve Park & Recreation Board Recommendation for the Purchase of Benches for Swenson Park:** During the 2023 budget process, 10k was budgeted for the purchase of player benches for the 4 dugouts at Swenson Park. At the Feb 27th Park & Recreation Board meeting, a cost estimate of \$9,879.04 to purchase 8 15ft benches was presented. This would allow 2 benches in each dugout. The Park & Recreation Board is recommending approval of purchasing these benches. A motion was made by Kuehl, second by Matson to approve the Park & Recreation Board’s recommendation to purchase benches for Swinson Park as presented – all voted yes, motion carried.
- **Approve Elderly Property Freeze on Parcel 23403:** State law allows eligible elderly property owners to apply for an elderly tax freeze. If approved, their property tax assessment will not increase therefore allowing them property tax relief. The Minnehaha County Auditor has received an elderly tax freeze request on a parcel of land

that is located within Hartford city limits. This request needs to be approved by the governing board. A motion was made by Matson, second by Woslager to approve the elderly tax freeze abatement on Parcel #23403 – all voted yes, motion carried.

- **Review/Approve Request to Allocate 2023 Operating Budget Funds to HADF:** A motion was made by Brenneman, second by O’Hara to approve the payment of \$55,590 to Hartford Area Development Foundation for their 2023 appropriation – all voted yes, motion carried.
- **Review/Approve Request to Allocate 2023 Operating Budget Funds to HACC:** A motion was made by Brenneman, second by O’Hara to approve the payment of \$32,000 to Hartford Area Chamber of Commerce for their 2023 appropriation – all voted yes, motion carried.

ADJOURNMENT: A motion was made by O’Hara, second by Woslager to adjourn at 7:45pm – 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