

City Council Meeting – Special Budget Meeting – August 30, 2022

Mayor Arden Jones called the meeting to order at 6:00pm at Hartford City Hall 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 and Economic Development Director Amy Farr, City Engineers David Doxtad & Michael Redenbaugh and 9 people from the public.

Approve Agenda: A motion was made by Kuehl, second by Matson to approve the agenda as set – all voted yes, motion carried.

2023 Budget Review: City Administrator Sidel reviewed the 2023 proposed revenues and expenses with the council. Reports provided/reviewed: proposed revenues with tax levy information, proposed expenses, current cash report, current sales tax revenue, debt schedule, and the capital improvement plan.

Visitor Budget Requests: The following people appeared before the council to present their 2023 budget requests:

- Brittany Glanzer on behalf of the Hartford Area Chamber of Commerce requesting \$32,000 for events & operating expenses.
- Callie Tuschen on behalf of Downtown Hartford requesting \$15,000 to fund downtown improvements.
- Tim Even on behalf of the Humboldt Fire & Ambulance Service requesting \$23,625 for operating expenses.
- Matt Horn on behalf of the Hartford Area Fire & Rescue requesting \$30,000 for operating expenses and \$50,000 for equipment replacement fund.
- Leah Johnson on behalf of Hartford Jamboree Days requesting \$25,000 for 2023 event expenses.
- Leah Johnson on behalf of Hartford Jamboree Days requesting \$25,000 for a carnival for the 2023 event.
- Lisa Hellvig on behalf of Hartford Hometown Christmas requesting \$10,000 for 2023 event expenses.
- Blair Bathke on behalf of the Hartford Area Development Foundation requesting \$55,590 for operating expenses.

City Budget Requests: The following items were presented by staff for funding consideration by the council:

- 4 Player Benches at Sports Complex \$10,000
- Place Electricity to 4 Dugouts at Sports Complex \$4,000
- Add 4 Water Hydrants to 4 Fields at Sports Complex \$3,000
- Sprinklers, Hoses, & Carts for Watering Soccer Fields at Sports Complex \$2,500
- Convert a Portion of Century Park Maintenance Shed to a Restroom \$20,000
- 4 Shade Structures at Sports Complex \$28,000
- ADA Compliant Sidewalk from Parking Lot to Fields at Sports Complex \$25,000
- Place Funds in Reserves for a Future Pool \$100,000
- Public Alert Notification System \$5,000
- Security Entry Door at City Hall \$7,250
- 24’x30’ Maintenance Shed at Sports Complex \$20,000
- Upgrade Gator \$13,000
- Toro Field Drag \$4,500
- Lawn Mower \$30,000
- Replace Merry-go-Round at Turtle Creek Park \$10,000

The net position of the City’s fund accounts were reviewed. The general fund is the main fund for the operation and maintenance of the City. Based on the budgets provided, the anticipated revenues for 2023 less the anticipated known expenses for operating, maintenance, and contracts for 2023 leaves a balance of just over 14k to use towards other visitor and/or City requests. Any funding over this amount would have to be taken from reserves, which is estimated to be just over 1.9M at the end of 2022.

Allocation of Funds:

- A motion was made by Kuehl, second by Brenneman to allocate \$23,625 from the general fund to Humboldt Fire & Ambulance Service – all voted yes, motion carried.
- A motion was made by Kuehl, second by Brenneman to allocate \$10,000 from the general fund to Downtown Hartford – O’Hara abstained with all others voting yes, motion carried.
- A motion was made by Kuehl, second by Matson to allocate \$80,000 from the general fund for the Hartford Area Fire & Rescue, with \$30,000 for operating and holding \$50,000 in the equipment replacement fund until needed – all voted yes, motion carried.

- A motion was made by Brenneman, second by Woslager to allocate \$25,000 from the general fund to Hartford Jamboree Days – all voted yes, motion carried.
- A motion was made by Kuehl, second by Woslager to allocate \$10,000 from the general fund to Hartford Hometown Christmas – O’Hara abstained with all others voting yes, motion carried.
- A motion was made by Matson, second by O’Hara to allocate \$55,590 from the 3rd penny fund for the Hartford Area Development Foundation – Kuehl abstained with all others voting yes, motion carried.
- A motion was made by Brenneman, second by O’Hara to allocate \$32,000 from the 3rd penny fund to Hartford Area Chamber of Commerce – all voted yes – motion carried.
- A motion was made by Brenneman, second by O’Hara to allocate \$5,000 from the general fund for a public alert notification system – all voted yes, motion carried.
- A motion was made by Kuehl, second by Brenneman to allocate \$27,250 from the general fund for a security entry door at city hall and a maintenance shed at the sports complex – all voted yes, motion carried.
- A motion was made by Brenneman, second by Woslager to allocate \$4,334 from the general fund, \$4,333 from the water fund, and \$4,333 from the sewer fund for a new Gator – all voted yes, motion carried.
- A motion was made by Kuehl, second by Matson to allocate \$100,000 to be placed in reserves for a future pool - all voted yes, motion carried.
- A motion was made by Matson, second by Kuehl to allocate \$40,500 from the general fund for the following Park & Rec Board items for the Sports Complex: 4 benches, 4 shade structures, sprinklers, hoses, and carts for field watering – all voted yes, motion carried.
- A motion was made by Woslager, second by Matson to allocate \$10,000 from the general fund, \$10,000 from the water fund, and \$10,000 from the sewer fund for a new mower – all voted yes, motion carried.
- A motion was made by Brenneman, second by Kuehl to allocate \$14,500 from the general fund for a Toro field drag and to replace the Merry-go-Round at Turtle Creek Park – all voted yes, motion carried.

Finance Officer Wilber provided a review of fund balances with all allocation motions made taken into consideration. Reserves of \$336,154.88 will have to be used in the general fund. There will be a surplus of \$13,425 in the 3rd penny fund, a surplus of \$224,718.64 in the water fund, and a surplus of \$457,560.40 in the sewer fund.

EXECUTIVE SESSION: A motion was made O’Hara, second by Kuehl to enter executive session pursuant to SDCL 1-25-2(1) for personnel 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 Brenneman, second by O’Hara to exit executive session at 8:28pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by O’Hara, second by Woslager to adjourn at 8:29pm – 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