

## **Hartford City Council Meeting – Regular Meeting September 5, 2023**

Mayor Arden Jones called the meeting to order at 6:00pm with the following city council members present: Chris Woslager, Cindy Matson, Mark Brenneman, Travis Kuehl, Jake Jass, and Shaun Boen. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, City Attorney Tom Frieberg, City Engineers Michael Redenbaugh & Justin Heim, and 12 people from the public.

### **BUSINESS ITEMS:**

- **Approve Agenda:** A motion was made by Kuehl, second by Jass to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Boen to approve the meeting minutes from August 15, 2023 - all voted yes, motion carried.

**PUBLIC COMMENTS:** None

**VISITORS:** Alan Hartman, who resides just outside of the city limits at 711 N Colton Rd, was present to request the use of the City's tree grinding site located out near the lagoons. Currently, only residents within city limits are allowed to drop yard waste, including tree branches/limbs, at the City's yard waste site located along Railroad St. Staff then hauls bigger limbs to the lagoon site where James Anderson has a tree grinder set up. Mr. Anderson grinds for the City at no cost and, in return, keeps the mulch from the grinding operation. Mr. Hartman, who has a number of trees on his property that he will be removing, is proposing that he haul his branches directly to the lagoon site. This site is gated and locked to restrict access to the City's lagoon system. It is the opinion of the Council that if this was allowed once, that future requests would also have to be considered, which isn't something they want to do. No action was taken.

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

- **2<sup>nd</sup> Reading of Ordinance #746 Rural Service District for Parcel #64705:** With the annexation of parcel #64705, Ordinance #746 was presented. If passed, parcel #64705 will be put into a Rural Service District. A Rural Service District is an area within a municipal boundary that is rural in nature and undeveloped. This land would be taxed at the county rate, rather than the city's rate, but all taxes paid will be remitted to the city. A motion was made by Matson, second by Jass to approve 2<sup>nd</sup> Reading of Ordinance #746 Rural Service District for Parcel #64705 – all voted yes, motion carried.
- **Review/Approve County Plat for Lot 7 & 8, Block 1 of Brower Addition:** This plat, which is outside of city limits, is coming before the Council for approval as a result of our joint platting jurisdiction with Minnehaha County. Being located in our growth area, the plat is subject to the approval of both the Planning & Zoning Board and City Council before it can be submitted to Minnehaha County for approval. The required pre-annexation agreement has been signed by the property owner. The plat has been reviewed City Engineers and approved by the Planning & Zoning Board at their Aug 29<sup>th</sup> meeting. A motion was made by Kuehl, second by Matson to approve the plat for Lot 7 & 8, Block 1 of Brower Addition – all voted yes, motion carried.
- **Special Event Permit – Central States Mfg:** Brittany Glanzer, on behalf of Central States Mfg., has submitted a special event application to hold their annual Burgers, Brews, & Bean Bag employee appreciation event. The event would be on Sept 16<sup>th</sup> 3pm to 9pm on the lot at the SE corner of 1<sup>st</sup> St & Main Ave. They are requesting that 1<sup>st</sup> St from Main Ave to the alley to the east be closed and to allow alcohol usage in the closure area and surrounding sidewalks. A motion was made by Boen, second by Woslager to approve the special event permit for Central States Mfg. as applied for – all voted yes, motion carried.
- **Review/Approve Amendment to Tax Increment District #1:** Last year, the City approved Tax Increment District #1 for Talon Development, which will allow the construction of affordable housing and commercial property in the Maple Pass Addition. As initially presented, the project costs of the TIF District were 1.6M. Since that time, unforeseen cost have been incurred. Josh Kruger with Talon Development was present to provide an explanation to the Council of the added cost, which include street improvements, adding a turning lane required by SD DOT, site improvements, soil corrections, and additional professional services. Talon Development is requesting an amendment to the TIF District, increasing the dollar amount from 1.6M to 3M and extending the life of the TIF loan from 10 years to 15 years. State law allows amendments to TIF Districts within the first 5 years. The City Attorney has reviewed the amendment and it complies with all requirements. The Planning & Zoning Board approved the TIF amendment that their Aug 29<sup>th</sup> meeting. A motion was made by Kuehl, second by Boen to approve amending the TIF District #1 as presented – all voted yes, motion carried.

### **REPORTS:**

- **Sheriff's Department Report:** Deputy Kardas was not present. His report for the month of August was provided. There were 251 calls for service for the month, which is up from the prior month.

- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Chamber is working on plans for Chamber Gratitude Day 2023 to be held Sept 19<sup>th</sup>. There will be a ribbon cutting for Black Tie Components on Sept 27<sup>th</sup> at 5pm. Planning has started on upcoming events: Trunk-or-Treat to be held Oct 29<sup>th</sup>; Hometown Christmas Breakfast to be held Dec 3<sup>rd</sup>; and the 2024 Budget Battle and Annual Banquet. There will be a ground breaking for the City's WWTF on Sept 18<sup>th</sup> at 10am. Work continues on the housing study. Farr continues efforts on economic development by holding meetings and conducting tours with interested parties/developers.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - There are a few remaining punch list items to be done yet on the 6<sup>th</sup> St & Mundt Ave project. The contractor is planning on reseeding areas this fall.
  - Engineers continue to finalize plans for the bike trail. Even though the City is not moving forward with the trail at this time, completing the plans and floodplain permitting will allow the city to bid the project, if they should decide to, at a later date.
  - Plans for the Hwy 38 Water Loop Project have been submitted to SD DANR for review. Once approved, the project will be let for bid. Construction is scheduled to start in early 2024.
  - Engineers continue to work on that design plans for the Western Ave Improvement Project, which are now 60% complete. This project is scheduled to be bid Apr 15<sup>th</sup>, 2024, in conjunction with the SD DOT I-90 bridge project.
  - Wade Leonard of Rice Lake was present to provide the Council with an update on the WWTF. Last week nineteen bid packages were accepted on the project. Rice Lake has begun to execute contracts with the subcontractors and construction is anticipated to start this month. City Engineer Justin Heim presented a proposal in the amount of 650k for construction administration, construction observation, and project closeout work on the WWTF. A motion was made by Jass, second by Woslager to approve the proposal for construction services from ISG for the WWTF project in the amount of 650k – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 

Streets – The sidewalk and curb/gutter work at the corner of Main Ave & Menth St is now done. Staff will be patching a few streets yet this fall. There are plans to landscape around the newly installed welcome signs.

Water – Next reporting due Oct 10<sup>th</sup>. Staff will be compiling lead service line information for the State as time allows.

Sewer – Next reporting due Sept 28<sup>th</sup>. Pond A seems to be improving. Staff will continue to monitor it.

Park – The dugout on Field C is being rebuilt with new concrete and fencing.

Pool – The pool has been shut down for the season. Staff is working on winterizing it.

Sports Complex: Watering of the fields continues as needed. The new maintenance building has passed final inspection and is now complete.

Public Buildings – Ongoing work at the Gage House includes A1 Electric & Plumbing finishing up work on the HVAC system and CP Bat Mitigation sealing up the building.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. The items included a summary of revenues received in August along with an overview of the city's cash balances, revenues and expenses through July. The Sept calendar of events was provided as well. The deadline to register for the SDML Annual Conference to be held Oct 3<sup>rd</sup>-6<sup>th</sup> in Rapid City is Sept 15<sup>th</sup>. Anyone interested in attending should contact City Hall.
- **City Administrator Report:** City Administrator Sidel provided her report. Staff continues to work on the new website, mass notification system and fillable forms. The State will be adding turning lanes on Hwy 38 east of Hartford. The project has been postponed until utility issues are taken care of. The work is expected to be completed this fall. Now that the City has received 3 appraisals on the transit bus, we can proceed with advertising for sealed bids. PUC hearings are scheduled to begin Sept 11 on the SCS Pipeline, with a final ruling to be made on Nov 15<sup>th</sup>. Staff continues to provide requested information for the EDA/LIIP grant application. This grant, which will be awarded by the end of the month, will be used for the improvements to Oaks Ave/12<sup>th</sup> St. Sidel has been part of a steering committee for a new project called Dakota Mainstem, which is a proposed water pipeline that will bring water from the Missouri River to the east side of the state. This group is now in the process of appointing members to its newly formed board. Sidel is requesting approval to sit on this board. A motion was made by Kuehl, second by Boen to appoint City Administrator Sidel to the Dakota Mainstem Board – all voted yes, motion carried.

#### **NEW BUSINESS:**

- **2024 Budget Review:** City Administrator Sidel reviewed the 2024 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, the capital improvement plan, and the report of anticipated fund balances at the end of 2023.

- **Visitor Budget Requests:** The following people appeared before the Council to present their 2024 budget requests:
  - Tim Even on behalf of the Humboldt Fire & Ambulance Service requesting \$23,625 for operating expenses.
  - Bryon Shumaker 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 \$15,000 for 2024 event expenses.
  - Sherri Goebel on behalf of Hartford Hometown Christmas requesting \$10,000 for 2024 event expenses.
  - Ashlie Matthews on behalf of the Hartford Area Chamber of Commerce requesting \$20,000 for marketing expenses.
- **City Budget Requests:** The following items were presented by staff for funding consideration by the Council:
  - 2 Pickleball Courts in the Main Park \$35,000
  - Structure for Batting Cage at Swenson Park \$17,500
  - Place Funds in Reserves for a Future Pool \$100,000
  - Upgrade Welder \$4,500
  - Poly Tank for the Water Truck \$3,000
  - John Deere Tractor including new Sickle Mower Attachment \$80,000

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 2024 less the anticipated known expenses for operating, maintenance, and contracts for 2024 leaves a balance of just over 169k 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 2M at the end of 2023.

- **Allocation of Funds:**
  - A motion was made by Kuehl, second by Brenneman to allocate the following from the general fund: \$35,000 for 2 pickleball courts in the main park and \$17,500 for batting cage structure at Swenson Park – all voted yes, motion carried.
  - A motion was made by Kuehl, second by Matson to allocate the following from the general fund: \$4,500 to upgrade the welder and \$1,000 for a new poly tank for the water truck – all voted yes, motion carried
  - A motion was made by Woslager, second by Jass 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 Matson to allocate \$15,000 from the general fund to Hartford Jamboree Days – all voted yes, motion carried.
  - A motion was made by Woslager, second by Matson to allocate \$10,000 from the general fund to Hartford Hometown Christmas – Boen voted no with all others voting yes, motion carried.
  - A motion was made by Kuehl, second by Jass to allocate \$1,000 from the water fund and \$1,000 from the sewer fund for a new poly tank for the water truck – all voted yes, motion carried.
  - A motion was made by Kuehl, second by Jass to allocate \$40,000 from the general fund and \$40,000 from the sewer fund for a new mower with sickle mower attachment – Boen voted no with all others voting yes, motion carried.
  - A motion was made by Matson, second by Woslager 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 – Brenneman voted no with all others voting yes, motion carried.
  - A motion was made by Jass, second by Matson to allocate \$20,000 from the 3<sup>rd</sup> penny fund to Hartford Area Chamber of Commerce – all voted yes – motion carried.
  - A motion was made by Matson, second by Kuehl to allocate \$15,000 from the general fund for information technology for the council room – all voted yes, motion carried.

**EXECUTIVE SESSION:** A motion was made by Matson, second by Jass to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 9:02pm – 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 Matson, second by Jass to exit executive session at 9:52pm – all voted yes, motion carried.

**ADJOURNMENT:** . A motion was made by Matson, second by Boen to adjourn at 9:53pm – 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