

Hartford City Council Meeting – Regular Meeting January 16, 2024

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Travis Kuehl, and Shaun Boen. Mark Brenneman and Jake Jass were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Economic Development Director Amy Farr, Chamber Director Wynne Hindt, City Engineer Michael Redenbaugh, and 6 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, 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 Boen to approve the regular meeting minutes from January 2, 2024 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Matson to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

VISITORS:

- Senior Citizen Center President Lois Kaiser, Vice President Helen Beckman, and Treasurer Deanna Bies were present to provide the council and update on the recent activities of the Sr. Center. They continue to be involved in community events throughout the year and to offer meals to seniors. Last year they established a scholarship fund and awarded two scholarships each year to graduating West Central seniors. They will continue this initiative. Their emphasize in 2024 is to increase community engagement in the events the Senior Center offers.
- Scott Buss with Minnehaha Rural Water Corporation was present to provide information to the Council on MCWC's current water capacity and future plans to expand. Buss explained that with the current water supply that MCWC has compared to the current demand from users of the system, including contracts with towns, there is not much left over. MCWC has started a project with Big Sioux Community Water to increase capacity, but completion is still 2 to 3 years out. With water allocation contracts expiring in 2024, discussions will need to be held with everyone on current and future water need.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Public Hearing on Zoning Amendments:**
 - **1st Reading of Ordinance #748 Amending Zoning Ordinance Chapter 19.01 Conditional Uses:** Chapter 19.01 of the City's zoning ordinance addresses the procedure and application process for obtaining a conditional use permit. There is nothing in the current regulations that addresses the process of revoking a conditional use permit. The amendment presented would add a section to the current regulations for revocation. The amendment states that if the CUP holder is subject to revocation, a notice of intent to revoke will be sent to the permit holder at least 30 days prior to the revocation date. Prior to the revocation date, the CUP holder can request a public hearing to go before the Board of Adjustments to discuss the revocation. If no request for hearing is received by the revocation date, the CUP will be revoked. The Planning & Zoning Board reviewed this amendment at their Jan 9th meeting and is recommending approval to the Council. A motion was made by Matson, second by Boen to approve 1st reading of Ordinance #748 amending Zoning Ordinance Chapter 19.01 Conditional Uses – all voted yes, motion carried.
 - **1st Reading of Ordinance #751 Amending Zoning Ordinance Chapter 12.08 Fences:** Chapter 12.08 of the City's zoning ordinance addresses fence regulations. Sections E & F of this chapter establishes the height and setbacks of fences in various zoning districts. Current verbiage in these sections is confusing, leading to misinterpretation. This section was re-worded, and pictures were added to help clarify the regulations. The only change to the regulations is that there is now no setback for fences in the side yard along the street side on corner and double frontage lots. Previous regulations had a 10' setback. The Planning & Zoning Board reviewed this amendment at their Jan 9th meeting and is recommending approval to the Council. A motion was made by Boen, second by Matson to approve 1st reading of Ordinance #751 amending Zoning Ordinance Chapter 12.08 Fences – all voted yes, motion carried.
- **2nd Reading of Ordinance #749 Update Fines & Fees:** The City's current fines & fees are spelled out in Ordinance #739. Currently bulk water purchases are at a rate of \$6 per 1,000 gallons. Staff is recommending that when bulk water is purchased via rental of the city's hydrant meter that a rate of \$7 per 1,000 gallons be charged. The higher rate would be for the convenience of not having to haul the water, instead they are able to hook on to a nearby hydrant. Staff is also recommending that a \$100 monthly hydrant meter rental rate be implemented. These changes are reflected in Ordinance #749. A motion was made by Kuehl, second by Boen to approve 2nd reading of Ordinance #749 updating Fines & Fees – all voted yes, motion carried.
- **2nd Reading of Ordinance #750 Supplemental Appropriation for 2023:** This ordinance will provide additional appropriations to the City's 2023 budget. Two changes were noted since 1st reading. A motion was made by

Kuehl, second by Woslager to approve 2nd reading of Ordinance #750 2023 Supplemental Appropriation which will add \$103,931.72 to the general fund 101 budget; \$64,993.52 to the capital improvement fund 505 budget; \$993.31 to the capital improvement fund 506 budget; \$100,512.76 to the capital improvement fund 507 budget; \$581,257.65 to the capital improvement fund 508 budget; \$66,209.89 to the capital improvement fund 509 budget; \$509,000.02 to the water fund 602 budget; and \$0.58 to the sewer fund 604 budget – all voted yes, motion carried.

- **Resolution 2024-2 Adopt 2023 Pre-Disaster Mitigation Plan:** Sidel has been participating in the review/update of the Pre-Disaster Mitigation Plan for Minnehaha and Lincoln County. FEMA requires a plan to be in place to be eligible to receive certain type of disaster assistance. This plan is reviewed every 5 years. The final plan is now complete. Resolution 2024-2, which will adopt the new plan, was presented. A motion was made by Kuehl, second by Matson to approve Resolution 2024-2 Adopt 2023 Pre-Disaster Mitigation Plan – all voted yes, motion carried.
- **Resolution 2024-3 Appoint Representative to SMGA Advisory Board:** As a member of the Sioux Metro Growth Alliance (SMGA), the City may appoint a representative to their advisory board. The City's Economic Development Director, Amy Farr, currently holds this appointment. Resolution 2024-3 will appoint Farr to this advisory board for 2024, with Mayor Jones being the alternate. Discussion was held on the benefit of being a SMGA member and the cost of this membership. Some feel it would be beneficial to have a better understanding of the services this organization provides the City. A motion was made by Matson, second by Woslager to approve Resolution 2024-3 as presented – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR 1st Assistant Rescue Chief Connor Vortherms was present to provide the department's monthly report. For the month of Dec there was a total of 17 calls, of which 8 were within city limits. There was a total of 345 calls for the year, with 140 of those calls being in Hartford city limits. Total calls for the past year were down, compared to 2022. Officers for 2024 are Chief Bryon Shumaker, 1st Asst Fire Brice Zwak, 1st Asst Rescue Connor Vortherms, 2nd Asst Fire Adam Erickson, 2nd Asst Rescue Ryan Rykus, Treasurer James Buss, Secretary Doni Rolfson, Members at Large John Hanssen & Austin Eggebraaten. An update was given on the various trainings held during the month.
- **Economic Development Report:** EDD Amy Farr provided her report. The housing study is now complete and will be provided to Farr this week. Farr continues to work on RFI's received from GOED & SMGA. Invoicing and retention efforts of the Envision 2025 campaign are ongoing. Work has started on a Resource Guild that will be provided to prospective businesses/land owners interested in the Hartford. Engineers continue to work on the development plans for the HADF owned land north of 12th St.
- **Chamber Director Report:** Chamber Director Wynne Hindt provided her report. The 2024 Burger Battle is in full swing, with six business participating. The winner of the battle will be announced at the Chamber's annual banquet on Feb 17th. The Ambassador Committee is looking for 1 to 3 volunteers to join them. This committee continues to work on welcome bags and reaching out to current/new members. Hindt has been visiting Chamber members businesses to introduce herself.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Reviewed site plan for Get & Go and reviewed preliminary subdivision layout for the Windsor Addition.
 - Engineers continue to work with staff to modify the design of the Hwy 38 water main extension project. This project is still expected to start this spring.
 - For the WRRF project, contractors have been focusing their efforts on completing the lift station at 465th Ave/Hwy 38. Once complete, they will resume work on the Aeromod structure and continue as weather allows this winter. Gravity main install is done for the winter. The remainder of the work is scheduled for spring 2024 as weather allows. Engineers continue to review shop drawing and provide construction site observation.
 - **Review/Approve Pay Request #3 for WRRF:** Pay app #3 from Rice Lake Construction Group for work completed to date on the WRRF was presented. A motion was made by Boen, second by Matson to approve payment of pay app #3 in the amount of \$1,687,672 to Rice Lake Construction Group – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – With the snow/blowing snow over this past weekend, staff work as needed to keep the road open. The 2024 slurry seal project has been submitted to the City of Sioux Falls for bidding. The new controller for the sander has been installed. Repair work is being done on the sweeper as time allows.

Water – The 4th quarter report has been submitted. Next reporting is due Apr 10th. No results have been received yet on the ISO review that was done in Oct. Wagner continues to work with engineers and developers on the modified route for the Hwy 38 water main project.

Sewer – The next DMR reports are due Feb 28th. All lift stations are working well. Olson is registered for a wastewater class/exam in Feb.

Park – Work will continue on the dugouts as weather allows. Hanish has completed his pesticide classes. O'Kane will be working on his in the coming weeks.

Sports Complex – Wagner has the building materials priced for the new concession stand building. He is still working on the pricing for the electrical/plumbing portion.

- **Finance Officer Report:** City Finance Officer Wilber’s provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Dec 31st, a recap of bills submitted for payment, and the Jan/Feb calendar of events. Nominating petitions may be circulated beginning Jan 26th and are back in the finance office no later than 5pm Feb 23rd. Petitions are available at City hall, on the city’s website, or on the Secretary of State’s website. Open seats are as follows: one-year term Ward 1, two-year term Ward 1, two-year term Ward 2, and two-year term Ward 3.
- **City Administrator Report:** City Administrator Sidel provided her report. As part of the SD DOT’s I-90 Exit 387 interchange project, the drainage along the off ramps has been evaluated. It has been determined that a drainage area will need to be created along the NW ramp. The state, city staff and engineers have been working with property owners to finalize these plans. Staff and engineers continue to have progress meetings on the WRRF. Infrastructure Design Group continues to work on plans for the 12th St/Oaks Ave project. A March bid date is being planned. ISG continues to work with FEMA on the LOMR for the bike trail project that was put on hold. Sidel has been meeting with several IT companies. Once all the information has been gathered and compared, she will present it to the Council. Sidel is working with ROCS on the purchase of the new transit van. Weston Group has completed their review of the City’s employee manual and has provided a final draft. Sidel will review the final draft for accuracy to then be presented to the Council for review. Sidel is a member of the SD City Management Association. They are holding a training conference on Feb 7th/8th in Pierre. Sidel would like to attend. There is no registration fee so the only cost would be a hotel room and any meals not included in the conference. A motion was made by Boen, second by Woslager to approve Sidel attending the SD City Mgmt. Assoc training conference Feb 7th/8th – all voted yes, motion carried.

NEW BUSINESS:

- **Review/Approve Engagement Letter for 2023 Annual Report:** A motion was made by Kuehl, second by Matson to approve the engagement letter to allow ELO CPAs & Advisors to prepare the City’s 2023 annual report – all voted yes, motion carried.
- **Review/Approve Engagement Lette for 2023 Audit:** A motion was made by Kuehl, second by Matson, to approve the engagement letter to allow ELO CPAs & Advisors to perform the City’s 2023 audit – all voted yes, motion carried.
- **Discuss Pickleball Court Sponsorship:** At the recommendation of the Park & Recreation Board, the City incorporated two pickleball courts at an estimated cost of 35k into the 2024 budget. As planned, the courts would be placed in the main park in the area where the tennis courts once were. A meeting was held with representatives from Golden West to discuss a possible sponsorship of the 2 courts. After review by Golden West’s board, they are in favor of a 25k sponsorship but want clarification on signage, ongoing maintenance of the courts, and the length of the sponsorship. It was the consensus of the Council that this sponsorship be reviewed by the Park & Recreation Board for their recommendation and that staff provide further information on the longevity of the courts, ongoing maintenance costs, etc.
- **Mayoral Appointments to Park & Recreation Board:** Park & Recreation Board members Josh Mulder and Callie Tuschen’s terms expired on Dec 31st. Both have decided to step down from the board, creating two open positions to be filled by appointment. Mayor Jones recommended the appointment of Wendy Kuehl to a 3-year term on the board. A motion was made by Boen, second by Matson to approve the Mayor’s appointment of Wendy Kuehl to the Park & Recreation Board for a 3-year term – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Kuehl, second by Boen to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 8:47pm – 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 Matson, second by Boen to exit executive session at 9:47pm – all voted yes, motion carried.

A motion was made by Boen, second by Woslager to give the following pay increases for 2024: All full-time employees, including Terry Hagen, a \$1.00 per hour pay increase for COLA and all year-round part-time employees, excluding Wynne Hindt, a \$.68 per hour pay increase for COLA plus give Teresa Sidel a 2.25% merit increase, Paul Clarke a 1.75% merit increase, Jennifer Stangeland a 1.75% merit increase, Craig Wagner a 2.25% merit increase, Karen Wilber a 2.25% merit increase, Amy Farr a 1.5% merit increase, Rhonda Kuchta a 2% merit increase, Kyle Christensen a 2% merit increase, Neil Hanish a 2% merit increase, Jesse O’Kane a 2% merit increase, James Olson a 2% merit increase and Terry Hagen a 2% merit increase – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Matson, second by Woslager to adjourn at 9:49pm – 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