

Hartford City Council Meeting – Regular Meeting January 2, 2024

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Mark Brenneman, Travis Kuehl, Jake Jass, and Shaun Boen. Chris Woslager was 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, City Attorney Tom Frieberg, City Engineer Michael Redenbaugh, and five person from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jass, 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 meeting minutes from December 19, 2023 - all voted yes, motion carried.

PUBLIC COMMENTS: None

VISITORS:

- Stephanie Bents with Siouxland Library was present to provide the Council with her yearly update. The library saw an increase in visitors in 2023, which Bents attributes to the expansion of the library space that was done in March 2023. Items borrowed from the library also increased this past year. Bents thanked the City for their continued partnership with Siouxland Libraries.
- Scott Buss with Minnehaha Community Water Corporation was unable to be at the meeting. He is planning to be present at the next meeting on Jan 16th.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Public Hearing – Renewal of City Garbage Licenses-Novak Sanitary Service, Cressman Sanitation, Inc., Bolte’s Sunrise Sanitation, Inc., RBS Sanitation, Inc., & A-OK Sanitary & Garbage Service, Inc.:** Renewal applications have been received from Novak, Cressman, Bolte’s, and RBS, who were all licensed with the City last year. In addition to these, A-OK Sanitary & Garbage Service, Inc. has applied to get licensed to provide roll-off service only. A motion was made by Boen, second by Jass to approve the City Garbage Hauler Licenses for 2024 as presented – all voted yes, motion carried.
- **1st Reading of Ordinance #749 Update Fines & Fees:** The City’s current fines & fees are spelled out in Ordinance #739, which was presented to the Council for annual review at the last meeting. Currently bulk water purchases are at a rate of \$6 per 1,000 gallons. Staff recommended 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 also recommended that a \$100 monthly hydrant meter rental rate be implemented. These changes are reflected in Ordinance #749. A motion was made by Matson, second by Brenneman to approve 1st reading of Ordinance #749 updating Fines & Fees – all voted yes, motion carried.
- **1st Reading of Ordinance #750 Supplemental Appropriation for 2023:** This ordinance will provide additional appropriations to the City’s 2023 budget. A motion was made by Matson, second by Boen to approve 1st reading of Ordinance #750 2023 Supplemental Appropriation which will add \$103,627.91 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; \$507,000.02 to the water fund 602 budget; and \$0.58 to the sewer fund 604 budget – all voted yes, motion carried.
- **Resolution 2024-1 Contingency Transfer for 2023:** This resolution would approve the transfer of funds from the City’s contingency account to other accounts in the general fund. A motion was made Jass, second by Matson to approve Resolution 2024-1 to transfer \$49,089.21 from the City’s contingency account to the following accounts: Finance Office \$13,809.37; Public Buildings \$31,029.81; Downtown Hartford \$3,118.66; Debt Service \$1,131.37 – all voted yes, motion carried.
- **Renewal of Cannabis Cultivation License for Grow Farms:** All cannabis licenses within the City of Hartford require annual renewal. Grow Farm’s current license will expire on Jan 3, 2024. Andrew Kenyon, owner of Grow Farms, was present to address the Council about the renewal of his license. Due to market changes and other unforeseen circumstances, Kenyon explained that Grow Farms will be going out of business. His license with the state will expire on Mar 15, 2024. To do any business operations, he is required by law to have both licenses in effect. Kenyon is requesting that the City renew/extend his current license to Mar 15th and prorate the 10k application fee. Having both his city and state licenses through this date will provide him with adequate time to dispose of any unused product and close out his business. Discussion was held on the pros/cons of allowing the adjustment of fees and/or license requirements, such as this, now and in the future. In an effort to allow Mr.

Kenyon the ability to close down his operations, discussion was held on allowing an extension of his current license rather than the issuance of a new prorated license. A motion was made by Matson, second by Jass to extend Grow Farm's current license for 30 days, thus requiring a new annual application and fee to be submitted by Feb 1, 2024 – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was present to provide his report for the month of Dec. There were 262 calls for service for the month. Kardas also provided a recap of the last three years, showing the total calls by month for each year.
- **Economic Development Report:** EDD Amy Farr provided her report. The Ambassador Committee continues to assemble and distribute welcome bags. The Events Committee is in full swing with the 2024 Burger Battle which started Jan 1st. Keloland News will be doing a story on Big J's burger this week. The winner of the battle will be announced at the Chamber's annual banquet on Feb 17th. Changes/recommendations have been submitted for the recent housing study that was done. Still waiting for the final draft. Farr continues to work on RFI's received from GOED & SMGA. Invoicing and retention efforts of the Envision 2025 campaign are ongoing.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - The 2024 slurry seal project plans have been sent to the City of Sioux Falls for bidding.
 - At the WRRF site, concrete work on the Aeromod structure continues. The lift station wall have been poured and backfilled. The force main has been installed and work has begun on the gravity main. Engineers continue to review shop drawing as they are submitted by Rice Lake.
 - Engineers have been working with staff to modify the design of the Hwy 38 water main extension project. This project is still expected to be bid this spring.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Staff will be working on gravel roads this week. The Christmas decorations have been taken down. The DOT has ordered 50-mph signage for along Hwy 38. Once received, they will get it installed. The 2024 slurry seal project has been submitted to the City of Sioux Falls for bidding. The new controller for the sander is in. Sanitation Products will do the installation.

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 is working with engineers and developers on the modified route for the Hwy 38 water main project.

Sewer – The next DMR reports are due Jan 28th. All lift stations are working well. Olson will be registering for a wastewater class.

Park – All tables and benches are installed. Work will continue on the dugouts as weather allows. The kiosks for the new Storybook Walk along the Turtle Creek Trail have been installed.

Sports Complex – Wagner continue to work on options/pricing for a new concession stand building.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. The items included a summary of revenues received in December along with an overview of the city's cash balances, revenues and expenses through November. The January calendar of events was provided as well. FIB has extended the City's 4% interest rate on the indexed money market account for another six months, expiring June 30, 2024. Wilber will be working on yearend processes in the coming weeks. State law requires the governing board to set the municipal election date each year. A motion was made Jass, second by Boen to set April 9, 2024 as the municipal election date – all voted yes, motion carried. There will be 4 open seats – a 1-year term in Ward 1 along with a 2-year term in each of the three wards.
- **City Administrator Report:** City Administrator Sidel provided her report. Wynne Hindt, the new part-time Chamber Director, will start on Jan 3rd. The attorney for the Township has not contacted the City's attorney yet on the issue of determining which entity is responsible for maintenance of roads that are bordered on one side by the city and the other side by the township. Sidel sent out eleven request for proposals for IT services. The deadline to submit is the end of January. All staff evaluations have been completed.

NEW BUSINESS:

- **Discuss/Approve Purchase of New Transit Van:** Last summer the City's transit bus did not pass DOT inspection. There were numerous repairs that needed to be made. With the cost of the needed repairs and the age of the bus, the Council made the decision to apply for a grant in 2024 for the purchase of a new bus in 2025. The old bus was declared surplus and sold at auction on Dec 19th for \$6,100. ROCS has now notified the City that a new 7 passenger van has become available. The cost of the van is \$111,740, of which 80% would be paid by the grant and the remaining 20% would be the City's responsibility. Since this timeline has moved up from 2025 to 2024, the City does not have these funds in budget so it would need to come out of reserves. The \$6,100 from the sale of the old bus would be applied to the City's portion, making the City's share \$16,248. The van details and layout was provided to the Council. A motion was made by Kuehl, second by Matson to move forward with the purchase of the new transit van as presented – all voted yes, motion carried.

- **Mayoral Appointment to Park & Recreation Board:** The Park & Recreation Board has one non-voting member from both the council and city staff. This past year Craig Wagner and Chris Woslager have filled those positions. Mayor Jones appointed both Wagner & Woslager to another one-year term. A motion was made by Kuehl, second by Boen to approve the Mayor's appointment of Craig Wagner and Chris Woslager to the Park & Recreation Board for a 1-year term – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Boen, second by Kuehl to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 8:11pm – 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 Boen, second by Matson to exit executive session at 8:42pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Matson, second by Boen to adjourn at 8:43pm – 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