

City Council Meeting – Regular Meeting January 4, 2022

Mayor Jeremy Menning called the meeting to order at 7:00pm with the following city council members present: Mark Brenneman, Travis Kuehl, Mark O’Hara and LaVonne Randall. Mark Monahan and Arden Jones were 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 Attorney Tom Frieberg, City Engineers David Doxtad & Michael Redenbaugh and 18 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Brenneman, second by Randall to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Randall, second by O’Hara to approve the meeting minutes from December 21, 2021 – all voted yes, motion carried.

PUBLIC COMMENTS: None

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 motion was made by Brenneman, second by O’Hara to approve the City Garbage License Renewals for 2022 – all voted yes, motion carried.
- **Review/Approve Cannabis Dispensary Application – Genesis Farms, LLC:** At the Dec 7, 2021 meeting, Geneses Farms, LLC came before the Council seeking approval of their cannabis dispensary application. At that time, the Council tabled the application until the lease of their site was secured and the correct application form had been submitted to our office. Both of these conditions have now been met. Emmett Reistroffer was present on behalf of Genesis Farms to address any additional questions from the Council. A motion was made by Brenneman, second by Randall to approve the cannabis dispensary application submitted by Genesis Farms, LLC – all voted yes, motion carried.
- **Review Appeal from Grow Farms for Denial of Cannabis Cultivation License:** At the Dec 21, 2021 meeting, Grow Farms came before the Council seeking approval of their cannabis cultivation application. With concerns regarding the proposed location’s limited off-street parking and close proximity to residential properties, the council denied Grow Farms a cultivation license. Andy Kenyon of Grow Farms was present to appeal this denial. Since this time, Grow Farms has provided an on-site parking plan which will provide assigned parking spots for all employees, eliminating any and all parking on the street. Grow Farms has met with neighboring property owners about this plan and those individuals are now in support of Grow Farms at this location. City Attorney Freiberg reminded the Council that unless one of the 10 reasons listed in our regulations apply, the regulations state the City will issue a license. Grow Farms has met all of the City’s regulations. A motion was made by Randall, second by Kuehl to approve the cannabis cultivation application submitted by Grow Farms – all voted yes, motion carried.

REPORTS:

- **Sheriff’s Department Report:** Deputy Kardas was present to provide his report for the month of Dec, which had 195 calls for service for the month. The Department had a good response for the Christmas with Deputy’s event they held.
- **Chamber & Economic Development Report:** Amy Farr was present to provide her report. Chamber activities: continues plans for annual banquet to be held Mar 4, 2022; continues to plan breakfasts/luncheons/mixers; work on newsletters and direct mailers; posts to social media as needed; a ribbon cutting was held for the new Reliabank in Colton; the Burger Battle event has started and runs thru the month of January; Chamber members will be electing a business, member, and organization of the year. HADF activities: continued efforts on RFI’s; invoicing for Envision2025; continues to set meetings with developers/landowners; continues to work with ISG and Tack Force on community development plan.
- **Engineer Report:** David Doxtad reported the following:
 - Development work is ongoing: Western Meadows, Knapp’s Landing & Turtle Creek Highlands.
 - Engineers provided a sidewalk exhibit on the 6th St/Mundt Ave project. Sidewalk widths & locations are inconsistent along Mundt Ave. Discussion was held on what sidewalk work would be included in the project – installing additional sidewalk where practical, installing new sidewalk along entire roadway, or doing nothing at all. It was the consensus of the Council that engineers move forward with design work, allowing for sidewalks along the west side of Mundt Ave from Hwy 38 to 4th St and that the roadway be designed to match the existing location/width.
 - The facility plan for the WWTF has been submitted to DANR. The City will know the amount of funding received by Apr 1, 2022.
 - Engineers continue to update the community development plan with public feedback in preparation for an open house planned for early February.
 - Fence construction is underway on the two new fields at the Sports Complex.

- At the last meeting a design proposal was presented for the storm shelter project at Swenson Sports Complex. Two items in the proposal were based on time & materials. The Council asked that amounts “not to exceed” be included for these two items. A revised proposal was presented. A motion was made by Kuehl, second by Randall to approve the revised proposal as presented – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner’s report was provided.
 - Streets – The 2022 slurry seal project should go out for bid in a few weeks. Staff has been doing oil changes and service work to equipment. The new plow is scheduled to be delivered in Feb.
 - Water – Meter change outs continue with around 330 left to do. Wagner is hoping they are finished up before spring. The paperwork for the 2022 water sample requirements from the State lab has been completed and sent in.
 - Sewer – All reporting is done until late Jan. Staff finished discharging pond #3 last week. Samples have been taken from pond #2 to see discharging status.
 - Sports Complex – Fencing work on the two new fields continues. Bryan Rock will honor our previous price for the 250 additional tons of aglime that is needed.
 - Weather Siren – The new siren is in, and installation is scheduled for next Monday.
 - Inventory – Staff has started the process of updating the year-end inventory sheets.
- **Finance Officer Report:** City Finance Officer Wilber’s report was provided to the Council. Items included a summary of revenues received in Dec along with an overview of the city’s cash balances, revenues and expenses through Nov. Wilber indicated that she will be starting all the year-end processes in the coming weeks. She also provided the Jan calendar of events. State law required the governing board to set the municipal election date each year. A motion was made Brenneman, second by Randall to set April 12, 2022 as the municipal election date – all voted yes, motion carried. The 2020 audit is now complete, and the audit report was provided. A motion was made by Brenneman, second by O’Hara to approve the 2020 Audit Report – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel’s report was provided. The City awaits the agreement from the State on the bike trail grant, which is currently being reviewed by the Federal Hwy Authority. Sidel will be checking into placing contact information on the City’s open billboards. In Jan the P&Z Board will be updating the City’s building codes. A reminder was given about the City’s Holiday party on Jan 14th. An organizational meeting will be held in the coming weeks with the new Park Board members. There is a developer has expressed interest in doing a TIF District. The City has never been through the TIF process before. To provide more information about TIFs in general, City Attorney Frieberg, who is well versed in TIFs, will present some information at the next meeting.

OLD BUSINESS: None

NEW BUSINESS:

- **Review/Approve Request to Allocate 2022 Budget Funds to HACC:** A motion was made by Brenneman, second by Kuehl to approve the payment of \$20,000 to Hartford Area Chamber of Commerce for their 2022 appropriation – all voted yes, motion carried.
- **Review/Approve Request to Allocate 2022 Budget Funds to HADF:** A motion was made by Brenneman, second by Randall to approve the payment of \$55,590 to Hartford Area Development Foundation for their 2022 appropriation – all voted yes, motion carried.

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 7:53pm – 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 Randall, second by Brenneman to exit executive session at 8:11pm – all voted yes, motion carried.

A motion was made by O’Hara, second by Randall to give all year-round employees a \$200 cash bonus – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Brenneman, second by O'Hara to adjourn at 8:13pm – 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