

## **City Council Meeting – Regular Meeting January 3, 2023 rescheduled to January 4, 2023**

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 Mark O'Hara. Chris Woslager was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineer Michael Redenbaugh, and 4 people from the public.

### **BUSINESS ITEMS:**

- **Approve Agenda:** Dakota Cannabliss is unable to attend the meeting. They have requested the review of their cannabis renewal applications be moved to the next meeting. A motion was made by Kuehl, second by Matson to approve the agenda as set with the change of moving the Dakota Cannabliss renewal applications to the next meeting - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by O'Hara to approve the regular meeting minutes from December 20, 2022 – Kuehl abstained with all others voting yes, motion carried.

**PUBLIC COMMENTS:** Benjamin Parker was present to thank the Public Works staff for all their effort on moving snow from this last storm. With the amount of snow Hartford has gotten, and being so early in the season, Parker inquired as to if the City had a place for residents to dump snow, if needed. Wagner explained that the areas the City has are used only by the City.

### **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 Jass, second by O'Hara to approve the City Garbage License Renewals for 2023 – all voted yes, motion carried.
- **7:10 Public Hearing for Resolution 2023-1 Annexation Petition for Parcel #81344 & #86328:** The Hartford Area Development Foundation has submitted an annexation petition for parcel #81344 & #86328. These parcels are located on the northwest edge of the City at the intersection of Western Ave & 258<sup>th</sup> St. The Planning & Zoning Board reviewed the petition at their Dec 27<sup>th</sup> meeting and is recommending approval to the Council. A motion was made by Brenneman, second by Matson to approve Resolution 2023-1 to annex parcel #81344 & #86328 into city limits – 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 Farms has submitted all required paperwork and the fee for their renewal. Andrew Kenyon, owner of Grow Farms, was present to address the Council and address any questions or concerns. A motion was made by Matson, second by Jass to approve the renewal of Grow Farms cannabis cultivation license – all voted yes, motion carried.

### **REPORTS:**

- **Sheriff's Department Report:** Deputy Kardas was not present. His report for the month of Dec was provided. There were 199 calls for service for the month. Kardas also provided total calls by month comparing 2022 to 2021.
- **Chamber & Economic Development Report:** CEDD Amy Farr was not present. Her reports was provided. The Chamber's Burger Battle event has started with 6 establishments participating. Voting for your favorite burger can be done though the Chamber's new mobile app. The Events Committee continues to work on the Annual Banquet, which will be held Feb 3<sup>rd</sup> at Blue Haven Barns. Farr is out of the office this week as she is attending and graduating from the Institute of Organizational Management. The HADF has adopted a new logo which matches the format of the City's new logo. Land recently purchased by HADF for development is now being annexed into city limits.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - The 2023 slurry seal plans have been submitted to the City of Sioux Falls for bid
  - Engineers continue compiling information needed for discussions with the PUC on the proposed SCS pipeline route.
  - Design work on the WRRF is ongoing. Cost estimates and an updated design review is being planned for the Jan 17<sup>th</sup> council meeting.
  - The bike trail project between Main Ave & Feyder Ave is on hold until the necessary easements are obtained from adjacent property owners. Engineers continue to work on an alternative design should the City not obtain the necessary easements.
  - Design plans for the Hwy 38 water main extension are now complete. An updated cost estimate of approx. 908k was provided for review. This project is included in the 2023 budget at the initial cost estimate of \$862,810. The next step would be to move forward with bidding the project. Based on the bids received, discussion can be held on a funding source verses using reserves, or a combination of both.

- A motion was made by Brenneman, second by O'Hara to move forward with a bid letting on the Hwy 38 Water Main Extension project – all voted yes, motion carried.
  - Preliminary design is work continues on the Western Ave Interchange Approach project. Once completed, designs and an updated cost estimate will be presented to the Council.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
  - Streets – Cleanup from the last snow event is ongoing. Staff has hauled out several loads of snow. With the amount of snow that was received, the right-of-way areas are very full at this time. If the City should receive another big snowfall such as this, pushing more snow onto the rights-of-way may cause spillover onto sidewalks blocking them. Discussion was held on possible actions the City could take should that happen. Staff will put together a plan for further discussion. Wagner will also obtain some cost estimates to hire a company to help haul the snow out. Wagner & Sidel will be meeting with representatives from Minnehaha County Highway Dept to discuss snow removal on Western Ave. The plans for the 2023 slurry seal project are done and are being sent to the City of Sioux Falls for bid.
  - Water – Next reporting due Jan 10<sup>th</sup>.
  - Sewer – The next reports are due Jan 28<sup>th</sup>. Lagoon samples were taken, and pH levels are too high to discharge. Samples will be taken again in a few weeks.
  - Bike Trail – Staff will work on keeping the trails open as time allows. Wagner will reach out to the owner of the property along the new trail planned between Feyder & Main Ave. An easement is needed from them to move forward with the route as planned.
  - Sports Complex – Staff has started to compile figures for the storage building to be built at the Sports Complex.
- **Finance Officer Report:** City Finance Officer Wilber's report was provided. 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 Jass, second by O'Hara to set April 11, 2023 as the municipal election date – all voted yes, motion carried
- **City Administrator Report:** City Administrator Sidel provided her report. The bike trail project remains on hold as easements are needed from a neighboring property owner. This house has recently sold so staff will be reaching out to the new owner to inquire about the easement. Engineers have started the process of looking at design options if the necessary easements are not secured. Reminders have been placed on both Facebook and the City's website about the City's snow policies. With the recent issues caused by the blowing snow along Western Ave, courtesy letter are being sent to residents in this area, informing them of snow policies and the safety issues along this route. A letter is also being sent to snow removal companies reminding them of the City's policies. Sidel continues to wait for one more quote on replacing all signage with the City's new logo. In addition, she is also obtaining quotes for new welcome signs and a quote to update our website format as we are running an older version that does not allow us to change our logo. Once this information is received, it will be provided to the Council for review. Information was provided to the Council on the SDML Legislative Rib Dinner & Municipal Government Day at the Legislature to be held Feb 7<sup>th</sup>/8<sup>th</sup>. If interested in attending, let the office know and we will get you registered. Sidel is a member of The SD City Management Association. Their winter conference is scheduled for Feb 8<sup>th</sup>/9<sup>th</sup> in Fort 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 Matson, second by Jass to approve Sidel attending the SD City Mgmt. Assoc winter conference – all voted yes, motion carried.

#### **OLD BUSINESS:**

- **Update on Summit Carbon Solution Pipeline:** Sidel provided an update on the SCS pipeline. The PUC rejected the proposed schedule of Apr 24<sup>th</sup> – May 5<sup>th</sup> for hearings due to conflicts with attorney schedules & farmer's workload in the spring. A new schedule proposing that hearings would begin in Sept, will go before the PUC on Jan 5<sup>th</sup>. Sidel will continue to attend meetings and update the Council with any new information.
- **Review Fireworks Ordinance #650:** Currently, City ordinance allows for the sale of fireworks from 6/26 – 7/5 and 12/28 – 1/1 and for the use of fireworks from 7/2 – 7/5 and 12/31 – 1/1. With July 4<sup>th</sup> falling on a Tuesday this year, the use of fireworks would not fall over a weekend. Discussion was held on if the ordinance should be changed. State law allows the use from 6/26 to the 1<sup>st</sup> Sunday after July 4<sup>th</sup>. If a change is made, it cannot exceed state law. At the Councils request, information was provided on what regulations neighboring communities have. No action was taken on this item.

#### **NEW BUSINESS:**

- **Discuss Allocation of Leo Scherer Funds from Downtown Hartford Inc's City Account:** Sandy Dean was present on behalf of DHI. Back in 2007 a donation has been made to the City on behalf of Leo Scherer. At that time, the donation was never earmarked for a specific use. In 2019 the Council made the decision to move these fund to the DHI city account for use on projects that DHI feels would honor the Scherer family. DHI is requesting

that 4k be used to hire Bob Yapp, a historic building restoration/preservation expert, to do an assessment of the downtown area. With historical preservation being important to the Scherer family, DHI feels this would be a great use of some of these funds. A motion was made by Kuehl, second by Jass to approve allocating 4k from DHI's city account to hire Bob Yapp to do a historical assessment of the downtown area – O'Hara abstained with all others voting yes, motion carried.

- **Mayoral Appointments of Staff & Council 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 O'Hara 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.

**ADJOURNMENT:** A motion was made by O'Hara, second by Matson to adjourn at 7:52pm – 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