

## Hartford City Council Meeting – Regular Meeting October 17, 2023

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Mark Brenneman, Travis Kuehl, and Jake Jass. Cindy Matson and Shaun Boen were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Economic Development Director Amy Farr, City Engineer Michael Redenbaugh, and 2 people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jass, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Woslager to approve the regular meeting minutes from October 3, 2023 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Brenneman, second by Jass to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

**VISITORS:** BJ Olson, with medical cannabis dispensary Unity Road, was present to discuss possible changes to city Ordinance #715. This ordinance regulates the licensing of cannabis establishments in Hartford. Currently the regulations limit the number of dispensary licenses to three, of which only one license is being used at this time. It is Olson opinion that, based on the population of Hartford, three licenses is too many for medical cannabis only. He is proposing that the regulations be changed to limit the number of dispensary licenses to one at this time and if/when recreational cannabis is approved, revisit offering more licenses at that time. It is the consensus of the Council to not move forward with any changes to the regulations at this time.

### REPORTS:

- **Fire Department Report:** HAFR Chief Bryan Shumaker was present to provide his monthly report. For the month of Sept there was a total of 32 calls with 13 in city limits. An update on the various trainings held during the month was provided. Last week the Dept held activities & demonstrations at the schools for Fire Prevention Week. The Dept will be having an ISO review on Oct 26<sup>th</sup>. A favorable ISO rating provides better insurance rates in the City. Once again, the Dept will be handing out glow sticks for Halloween.
- **Chamber & Economic Development Report:** CEDD Amy Farr's report was provided. There are currently 23 trunks registered for this year's Trunk-or-Treat event to be held Oct 29<sup>th</sup>. Awards will be given out for the most creative trunk, best in trunk and scariest trunk. Planning continues for Hometown Christmas Breakfast to be held Dec 3<sup>rd</sup>; and the 2024 Burger Battle and Annual Banquet. The HAFD has held their strategic planning session. Work continues on a new housing study.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - Maple Pass has applied the top lift to the street.
  - Re-seeding has been done along the 6<sup>th</sup> St & Mundt Ave project. The Contractor has indicated that they will be addressing the remaining punch list items. Once done and inspected, the project will be closed out.
  - Earthwork and site grading continues at the WWTF site. Engineers are reviewing shop drawing submittals from Rice Lake.
  - Engineers continue to wait for floodplain documents from FEMA. Once received, the engineering of this project will be complete if the City should decide to move forward at a later date.
  - Engineers continue to work on design plans for the Western Ave Improvement Project, which are now 90% complete.
- **Public Works Report:** Public Works Superintendent Wagner was not present, and a report was not provided.
- **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 Sept 30<sup>th</sup>, a recap of bills submitted for payment, and the Oct/Nov calendar of events. Wilber provided the Council's 6 months attendance chart for their review. She will be processing payroll for this on Nov 1<sup>st</sup>.
- **City Administrator Report:** City Administrator Sidel provided her report. The fillable forms feature on the new website is now working. Infrastructure Desing Group has started plans for the 12<sup>th</sup>/Oak St project. Once complete, City Engineers will review. The hope is to bid in early 2024 with construction to start in the Spring. A kickoff meeting was held on Oct 19<sup>th</sup> to review grant requirements and procedures for the project. The discussion of sidewalks throughout town has come up several times. The State offers a Transportation Alternative Grant to provide funds for non-motorized transportation routes such as sidewalks and trails. Staff will do an assessment of all sidewalks and present a plan for review in the spring. The City will be buying out three Minnehaha Community Water Corp services. Staff will work in connecting their service lines to our main this fall and/or

early spring. Hartford Township has approved our application for improvements on the approach off of 466<sup>th</sup> Ave to the new WWTF. The township is requiring a truck haul agreement stating that all truck traffic for the facility will turn north on 466<sup>th</sup> Ave and not south. Wagner will attend the township meeting on Nov 7<sup>th</sup> to discuss the maintenance of township roads around Hartford. SCS will be rerouting their proposed pipeline and then reapply to the SD PUC.

**NEW BUSINESS:**

- **Discuss Review of Employee Manual:** The last time a full review of the City’s Employee Manual was done was in June 2020. At that time a committee was formed to review and identify any needed changes and/or updates. Since it has been almost 4 years, staff is suggesting another review be done. After a brief discussion, it was decided to place this item on the next agenda when hopefully a full Council is present. It was mentioned that we look into hiring an HR consultant to review the manual. Sidel will get a quote for this and present it at the next meeting.
- **Discuss Consent Agenda:** Back in 2019, a consent agenda meeting format was discussed but never implemented. When using a consent agenda, items that are believed to be more straight forward and not requiring discussion are placed on the consent agenda. All other items are placed on the regular agenda. The items on the consent agenda would all be approved in one motion from the Council rather than doing each one separately. The concept is that by adopting this type of agenda, the meeting time would be reduced. It was the consensus of the Council to not make a change at this time and revisit this concept in January 2024.

**EXECUTIVE SESSION:** A motion was made by Kuehl, second by Woslager to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 7:46pm – 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:** Shaun Boen joined the meeting at 7:49pm. A motion was made by Jass, second by Woslager to exit executive session at 8:28pm – all voted yes, motion carried.

A motion was made by Jass, second by Woslager to advertise for a part-time Chamber position with the city to be filled by January 1, 2024 – all voted yes, motion carried.

**ADJOURNMENT:** . A motion was made by Brenneman, second by Woslager to adjourn at 8:30pm – 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