

Hartford City Council Regular Meeting Agenda

Tuesday, October 17, 2023

7:00 p.m.at Hartford City Hall

Mayor Arden Jones

Ward 1: Mark Brenneman and Travis Kuehl

Ward 2: Shaun Boen and Chris Woslager

Ward 3: Cindy Matson and Jake Jass

Pledge of Allegiance

Business Items

- Roll Call of Mayor and City Council Members
- Additions to the Agenda/Approve Agenda
- Approve Minutes of Previous Meeting(s)
*Regular Meeting Minutes - 10/03/2023
- Approve Bills submitted for Payment

Public Comments - Public Input on Non-Agenda Items (Comments Limited to 5 minutes per speaker)

Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda

Visitors

- BJ Olson - Request to review Ordinance #715 - Licensing Provision for Cannabis Establishments

Reports

- Hartford Area Fire & Recuse Report - Bryon Shumaker
- Chamber and Economic Development Director Report - Amy M. Farr
- City Engineer Report - ISG Inc.
- Public Works Superintendent Report (No report for this meeting)
- Finance Officer Report - Karen Wilber
- City Administrator Report -Teresa Sidel

New Business

- Discuss Review of Employee Manual
- Discuss Consent Agenda

Executive Session (SDCL 1-25-2) (SDCL 9-34-19)

Adjournment

Next Regular City Council Meeting: Tuesday, November 7, 2023

Hartford City Council Meeting – Regular Meeting October 3, 2023

Mayor Arden Jones called the meeting to order at 7:22pm with the following city council members present: Chris Woslager, Cindy Matson, Travis Kuehl, and Shaun Boen. Mark Brennehan and Jake Jass were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Economic Development Director Amy Farr, and 1 person from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Matson, second by Woslager to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Boen, second by Matson to approve the meeting minutes from September 19, 2023 - all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Hearing - Malt Beverage/SD Farm Wine License Application for Main Ave Casino, LLC:** Karen Burgers, with Main Ave Casino, LLC, was present to address the Council. Burgers has applied for a malt beverage/SD farm wine license for the property she owns at 109 N Main Ave. At the Sept 26th Planning & Zoning meeting the board approved a Condition Use Permit that will allow Burgers to operate a casino at this location. She plans to have 10 video lottery machines and is applying for this license, so they are able to serve their patrons. A motion was made by Matson, second by Boen to approve the malt beverage/SD farm wine license application for Main Ave Casino, LLC – all voted yes, motion carried.
- **Resolution 2023-22 SD Local Infrastructure Improvement Program Grant:** The City has been awarded both an Economic Development Assistant (EDA) grant and a Local Infrastructure Improvement Program (LIIP) grant to construct N. Oaks Ave and 12th St, including the extension of water/sewer services. Part of the process of accepting the LIIP grant is to pass a resolution that states the City accepts the grant and grant agreement, and authorized the Mayor, City Administrator, or Finance Officer to sign the grant agreement and all necessary documents for the grant. Resolution 2023-22, which incorporates these items, was presented. A motion was made by Matson, second by Woslager to approve Resolution 2023-22 SD Local Infrastructure Improvement Program Grant – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was not present. His report for the month of September was provided. There were 244 calls for service for the month, which is a decrease of 7 from the prior month.
- **Chamber & Economic Development Report:** CEDD Amy Farr's report was provided. Chamber Gratitude Day 2023 held in Sept was very well received. A ribbon cutting for Black Tie Components was held Sept 27th. Members continue to plan for upcoming events: Trunk-or-Treat to be held Oct 29th; Hometown Christmas Breakfast to be held Dec 3rd; and the 2024 Burger Battle and Annual Banquet. Work continues on a new housing study. Farr recently conducted two tours of Hartford to interested parties.
- **Engineer Report:** City Engineers were not present. Their report was provided.
 - Engineers are reviewing the following: a plat in South Addition; drainage concerns at site northwest of Mickelson Rd/Western Ave; and concerns with this year's slurry seal project.
 - Earthwork and site grading has started at the WWTF site. Engineers are reviewing shop drawing submittals from Rice Lake for site utilities, gravity trunk sewer, force main, and concrete mix designs for footings, flatwork, and floors.
 - Plans for the Hwy 38 Water Loop Project have been submitted to SD DANR for review. Once approved, the project will be let for bid. Construction is scheduled to start in early 2024.
 - Engineers continue to work on design plans for the Western Ave Improvement Project, which are nearing 90% completion.
- **Public Works Report:** Public Works Superintendent Wagner was not present. His report was provided.
 - Streets** – Staff has started work on street patching and curb repairs. Staff will work on gravel roads in the coming weeks to prep for the fall mag water application. Staff will be installing new landscaping around the newly placed welcome signs.
 - Water** – The 3rd quarter report has been submitted. Next reporting is due Jan 10th. All lead/copper water samples have been collected from residents and sent in. A copy of the results will be sent to the residents and a copy kept on file with the City. Staff has submitted the required lead service line information to the State. At the end of Oct, the Fire Dept and the City's water system will have an ISO review, which happens every 3 years. A favorable ISO rating will provide better insurance rates in the City.
 - Sewer** – The next DMR reports are due Oct 28th. Lagoons are working well at this time.
 - Park** – The dugout work on Field C is done. Work will now start on the dugouts on Fields A & B. Six benches have been installed throughout the park system.
 - Sports Complex** – Watering of the fields continues as needed.

Public Buildings – A1 Electric & Plumbing continue to work on the venting and gas line for the furnace. Staff has framed up for the new security door that will be installed in City Hall. The door has been ordered and is expected in a few weeks.

- **Finance Officer Report:** City Finance Officer Wilber’s report was provided. The items included a summary of revenues received in September along with an overview of the city’s cash balances, revenues and expenses through August. The October calendar of events was provided as well. Wilber has sent a copy of the 2024 budget ordinance to the County. This will provide the County the tax levy information for 2024.
- **City Administrator Report:** City Administrator Sidel’s report was provided. Staff continues to work on the fillable forms feature on the new website. We are now advertising for seal bids for the sale of the transit bus. The bid opening is scheduled for Oct 31st. Now that the City has been awarded both the EDA and LIIP grant for the 12th St/N Oaks Ave project, plans can move forward. A meeting was held on Oct 2nd with Infrastructure Design Group, the engineer on the project, to start this process. The City has been approved for a 2nd SRF loan for the WWTF in the amount of 5.75M. The loan will have a 30-year term at 3.25%. Repayment will be guaranteed by the implementation of a surcharge. Minnehaha Community Water Corp has a water line in town that services 3 different customers. MCWC is proposing the City take over servicing these customers as they may abandon their line in the future. Letters have been sent to the three parties involved, as permission is needed before the City can take over their services. At their Oct 3rd meeting, Hartford Township will be reviewing an application ISG submitted as part of the WWTF project to do improvements to the approach off 466th Ave. The township has indicated that the City would need to sign a Truck Haul Agreement stating all truck traffic for the WWTF will turn north on 466th Ave towards Hwy 38, not south. In November, Wagner will attend the township meeting to discuss the maintenance of township roads around Hartford. DHI will be placing wayfinding signs to direct the public to the downtown area. Discuss was held with the Council on what should be on the sign placards.

NEW BUSINESS:

- **Review/Approve Tax Abatement for Parcel #74121:** In February 2022, a mobile home located in Hartford city limits was destroyed by fire. The owner is now applying for a tax abatement due to this loss. The Minnehaha County Equalization Office inspected the property on April 1, 2022, and verified that the home has been removed. All tax abatements need to be approved by the governing board. A motion was made by Matson, second by Boen to approve the tax abatement on Parcel #74121 – all voted yes, motion carried.
- **Review/Approve Part-time Snow Removal Job Description:** The current job description for the part-time snow removal position was provided to the Council for their review. A motion was made by Boen, second by Matson to approve the job description and begin advertising for the part-time snow removal position – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Kuehl, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 7:29pm – 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 Kuehl, second by Matson to exit executive session at 7:34pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Matson, second by Woslager to adjourn at 7:35pm – 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

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>	<u>Date</u>		<u>Amount</u>
Checking	1			
Checking	1 Fund: 101 GENERAL FUND			
ABBUSINESS A&B BUSINESS, INC.		10/04/2023	IN1092454	563.16
101 4142 424	OCT 2023 RENTAL - COPIER & 6 PRINTERS			415.04
101 4142 424	SEPT 2023 USAGE			148.12
			Vendor Total:	563.16
A1	A-1 PORTABLE TOILETS	09/29/2023	71145	445.00
101 4521 424	PORTABLE (2) AT SPORTS COMPLEX			260.00
101 4521 424	HANDICAP (1) PORTABLE AT SPORTS COMPLEX			185.00
A1	A-1 PORTABLE TOILETS	10/11/2023	71388	130.00
101 4521 424	PORTABLE TOILET RENT - DUMPSITE			130.00
			Vendor Total:	575.00
A1ELEC	A1 ELECTRIC, PLUMBING, HEAT & AIR	10/10/2023	14546	19,645.20
101 4192 425	HVAC & ELECTRICAL REPAIRS @ GAGE HOUSE			19,645.20
			Vendor Total:	19,645.20
ACEHARD	ACE HARDWARE	09/19/2023	3970	349.95
101 4521 426	PAINT TO MARK SOCCER FIELDS			349.95
ACEHARD	ACE HARDWARE	09/21/2023	3985	29.97
101 4521 426	PARKS - MOLE/GOPHER POISON			29.97
ACEHARD	ACE HARDWARE	09/28/2023	4012	10.00
101 4192 426	BLACK PAINT FOR VENT CAP FOR GAGE HOUSE			10.00
ACEHARD	ACE HARDWARE	09/28/2023	4015	13.99
101 4192 426	VENT CAP FOR GAGE HOUSE			13.99
ACEHARD	ACE HARDWARE	10/04/2023	4057	79.56
101 4192 426	TOGGLE BOLTS - HOLDER INSTALL AT CITHALL			2.59
101 4192 426	SELF LEVELING SOLVENT - CITYHALL ENTRY			11.99
101 4192 426	NEW FAUCET FOR GAGE HOUSE			25.00
101 4192 426	2 TOILET PAPER HOLDERS FOR CITYHALL			39.98
ACEHARD	ACE HARDWARE	10/04/2023	4058	36.99
101 4521 426	TRIMMER STRING HEAD			36.99
ACEHARD	ACE HARDWARE	10/05/2023	4064	29.97
101 4521 426	PARKS - MOLE/GOPHER POISON			29.97
ACEHARD	ACE HARDWARE	10/05/2023	4068	7.99
101 4311 425	NEW STARTER CORD FOR BLOWER			7.99
			Vendor Total:	558.42
ASPHALT	ASPHALT SURFACING COMPANY	09/20/2023	2023 SLURRY SEAL	146,514.69
101 4311 4251	2023 SLURRY SEAL			146,514.69
			Vendor Total:	146,514.69

<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>		<u>Description</u>	<u>Date</u>		<u>Amount</u>
BLACCOMP	BLACKTIE COMPONENTS		10/03/2023	SALES TAX REFUND #1	5,489.81
101 4142 429		REFUND OF MUNICIPAL TAX PAID ON PROJECT			5,489.81
Vendor Total:					5,489.81
CHRIKYLE	CHRISTENSEN, KYLE		10/10/2023	SDML CONF MEALS	60.00
101 4652 427		REIMB MEALS - SDML ANNUAL CONF			60.00
CHRIKYLE	CHRISTENSEN, KYLE		10/10/2023	SDML CONF MILEAGE	334.56
101 4652 427		MILEAGE TO/FROM RCSD - SDML ANNUAL CONF			334.56
Vendor Total:					394.56
CTYHART	CITY OF HARTFORD		09/27/2023	09272023 STMT	1,023.07
101 4521 428		W/S-PARK BATHROOM			100.76
101 4521 428		W/S-TC PARK BATHROOM			96.69
101 4521 428		W/S-SPORTS COMPLEX			486.55
101 4192 428		W/S-OLD SHOP			62.70
101 4192 428		W/S-NEW MAINT SHOP			109.79
101 4192 428		W/S-CITY HALL			72.81
101 4192 428		W/S-GAGE HOUSE			93.77
Vendor Total:					1,023.07
CTYSOOFALL	CITY OF SIOUX FALLS		09/08/2023	27269	88.00
101 4511 426		POOL WATER TESTS (AUG)			88.00
Vendor Total:					88.00
CLARPAUL	CLARKE, PAUL		09/30/2023	SEPT 2023	274.89
101 4652 427		SEPTEMBER 2023 MILEAGE			274.89
Vendor Total:					274.89
COLTONREDI	COLTON REDI-MIX, INC.		09/08/2023	43951	239.00
101 4311 425 2		CURB REPAIR AT FEYDER AVE & RAILROAD ST			239.00
Vendor Total:					239.00
CRESSM	CRESSMAN SANITATION, INC		10/01/2023	10012023 STATE	1,090.00
101 4521 428		PARK SERV OCT-DEC			267.00
101 4521 428		FUEL SURCHARGE OCT-DEC			10.00
101 4192 428		CITY HALL SERV OCT-DEC			75.00
101 4192 428		OLD & NEW SHOP SERV OCT-DEC			533.00
101 4192 428		GAGE HOUSE SERV OCT-DEC			195.00
101 4192 428		FUEL SURCHARGE OCT-DEC			10.00
Vendor Total:					1,090.00
DDSMALENG	D&D SMALL ENGINE REPAIR & SALES, LLC		09/07/2023	29197	845.50
101 4521 426		VARIOUS MOWER BLADES			779.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>					<u>Amount</u>	
101 4521 425		SERVICE/REPAIRS ON 72" HUSTLER			66.50	
						Vendor Total: 845.50
DAKOTA	DAKOTA SUPPLY GROUP, INC.		09/14/2023	S103076593. 001	27.24	
101 4511 426		ODOR NEUTRALIZER FOR POOL BLDG			27.24	
						Vendor Total: 27.24
FIRSBANK	FIRST NATIONAL BANK OMAHA		09/27/2023	092723 STMT	511.68	
101 4142 429		CREDIT FROM PREV MO POSTING ERROR			(60.95)	
101 4142 422 2		MICROSOFT - OFFICE 365 SUBSCRIPT (SEPT)			74.25	
101 4142 422 2		MICROSOFT - EMAIL ACCOUNTS (SEPT)			36.00	
101 4142 422 2		BOX INC - MONTHLY SUBSCRIPTION			53.10	
101 4142 434 1		ADOBE SUBSCRIPTION - J STANGELAND			254.75	
101 4142 4273		STOMPING GROUNDS - STAFF LUNCH MTG			154.53	
						Vendor Total: 511.68
FRIEBE	FRIEBERG, NELSON & ASK, LLP		09/12/2023	77187	2,274.17	
101 4142 422		AUG - PHONE CALLS/EMAILS/MISC WORK			1,069.06	
101 4142 422		AUG - ATTEND MEETINGS/MILEAGE			1,205.11	
FRIEBE	FRIEBERG, NELSON & ASK, LLP		09/12/2023	77188	88.82	
101 4142 422		AUG - TPT SPEEDCONNECT JUDGEMENT			88.82	
						Vendor Total: 2,362.99
GOLDENWEST	GOLDEN WEST TELECOMMUNICATIONS COOPERATIVE, INC.		10/01/2023	10012023 STATE	192.45	
101 4192 428		CAP CREDIT RETIRE - CITY SHOP			(3.01)	
101 4192 428		INTERNET @ CITY HALL			73.95	
101 4192 428		INTERNET @ CITY SHOP			65.95	
101 4511 428		PHONE @ SWIMMING POOL			55.56	
						Vendor Total: 192.45
HARTF9	HARTFORD BUILDING CENTER, INC.		09/30/2023	09302023 STMT	1,288.18	
101 4521 425		PARKS - BOLTS/WASHERS FOR DUGOUT REPAIRS			49.79	
101 4521 425		PARKS - SAKRETE FOR DUGOUT REPAIRS			167.76	
101 4521 425		PARKS - SAKRETE FOR DUGOUT REPAIRS			55.92	
101 4521 425		PARKS - SCREWS FOR DUGOUT REPAIRS			44.16	
101 4521 425		PARKS - NAILS/SCREWS FOR DUGOUT REPAIRS			65.98	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>	<u>Date</u>		<u>Amount</u>
101 4521 425	PARKS - STAPLES FOR DUGOUT REPAIRS			6.99
101 4521 425	PARKS - ROOFING MATERIALS FOR DUGOUT			601.38
101 4521 426	PARKS - SAKRETE TO PLACE PARK BENCHES			111.84
101 4521 426	PARKS - SAKRETE TO PLACE PARK BENCHES			76.89
101 4511 426	POOL - 2 NYLON PLUGS			2.98
101 4311 426	STREETS - ANTIFREEZE FOR VAC TRAILER			44.94
101 4192 425	PUB BLDG - LUMBER FOR GAGE HOUSE REPAIRS			8.39
101 4192 439	PUB BLDG - LUMBER TO FRAME SECURITY DOOR			25.17
101 4192 439	PUB BLDG - SCREWS TO FRAME SECURITY DOOR			25.99
Vendor Total:				1,288.18
HARTF5	HARTFORD SENIOR CITIZENS	10/02/2023	DISHWASHER REPAIRS	1,777.42
101 4192 425	REIMB COSTS TO REPAIR DISHWASHER			1,777.42
Vendor Total:				1,777.42
ISG	I & S GROUP, INC	09/30/2023	97619	2,418.61
101 4652 422	MEETINGS/MILEAGE			1,002.19
101 4652 422	MAPLE PASS INSPECTIONS/COORD			439.61
101 4652 422	WESTERN MEADOWS STORM WATER REVIEW			206.25
101 4652 422	PLAN/PLAT REVIEWS			748.94
101 4652 422	CIP UPDATES			21.62
ISG	I & S GROUP, INC	09/30/2023	97621	21,918.75
101 4311 422	WESTERN AVE INTER - FINAL DESIGN/DOCS			21,918.75
Vendor Total:				24,337.36
JUSTIC	JUSTICE FIRE & SAFETY	09/14/2023	IV00257458	917.00
101 4192 425	ANNUAL FIRE EXTINGUISHER INSPECTIONS			917.00
Vendor Total:				917.00
KIBBLE	KIBBLE EQUIPMENT LLC	10/01/2023	09496340	3,636.74
101 4311 434	1/3 COST - 2024 JOHN DEERE GATOR			3,636.74
Vendor Total:				3,636.74
KNIFRIVE	KNIFE RIVER - SOUTH DAKOTA	09/21/2023	427488	4,232.10
101 4521 426	SAND FOR PARKS			332.10
101 4521 426	MULCH FOR PARKS			3,900.00
KNIFRIVE	KNIFE RIVER - SOUTH DAKOTA	09/27/2023	428001	1,950.00
101 4521 426	MULCH FOR PARKS			1,950.00
KNIFRIVE	KNIFE RIVER - SOUTH DAKOTA	10/04/2023	429697	634.50

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
101 4311 4251		ASPHALT STREET PATCH			634.50
KNIFRIVE	KNIFE RIVER - SOUTH DAKOTA		10/05/2023	429698	576.75
101 4311 4251		ASPHALT STREET PATCH			576.75
KNIFRIVE	KNIFE RIVER - SOUTH DAKOTA		10/06/2023	430071	618.75
101 4311 4251		ASPHALT STREET PATCH			618.75
Vendor Total:					8,012.10
KNOTTY	KNOTTY GNOME		10/02/2023	10971	60.00
101 4521 426		PLAQUES FOR 6 PARK BENCHES			60.00
Vendor Total:					60.00
FARRAMY	MEERT FARR, AMY		09/30/2023	JUN23-SEP23 MILEAGE	496.23
101 4142 427		JUNE 2023 MILEAGE			134.64
101 4142 427		JULY 2023 MILEAGE			126.99
101 4142 427		AUGUST 2023 MILEAGE			90.27
101 4142 427		SEPTEMBER 2023 MILEAGE			144.33
Vendor Total:					496.23
MENARDW	MENARDS - SIOUX FALLS WEST		09/18/2023	18883	118.96
101 4521 425		CHAIN LINK TENSION BANDS- DUGOUT REPAIRS			99.00
101 4521 425		2 WALL MOUNT HOSE HOLDERS- DUGOUT REPAIRS			19.96
Vendor Total:					118.96
MICHAELS	MICHAELS FENCE & SUPPLY COMPANY		09/14/2023	88355	412.48
101 4521 425		FENCING FOR MAIN PARK DUGOUT REBUILD			412.48
Vendor Total:					412.48
MIDAME	MIDAMERICAN ENERGY COMPANY		09/19/2023	09192023 STATE	37.00
101 4192 428		GAS-NEW SHOP			9.25
101 4192 428		GAS-OLD SHOP			9.25
101 4192 428		GAS-GAGE HOUSE			9.25
101 4192 428		GAS-CITY HALL			9.25
Vendor Total:					37.00
MINNDEEDS	MINNEHAHA COUNTY REGISTER OF DEEDS		10/02/2023	10022023 STMT	30.00
101 4652 422		FILING ASSAM ANNEX			30.00
Vendor Total:					30.00
MINNE4	MINNEHAHA COUNTY SHERIFF		10/03/2023	2023 3RD QRT DAYTIME	17,895.46
101 4211 422202		3RD QRT DAYTIME HRS			17,895.46
MINNE4	MINNEHAHA COUNTY SHERIFF		10/03/2023	4307	51,935.00
101 4211 422		4TH QRT CONTRACT			51,935.00
Vendor Total:					69,830.46
NAPA	NAPA AUTO PARTS OF HARTFORD		09/13/2023	212750	97.99

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
101 4311 426		NEW JACK FOR TRAILER			97.99
NAPA	NAPA AUTO PARTS OF HARTFORD		09/21/2023	213373	26.18
101 4311 425		WIPER BLADES FOR F450 TRUCK			26.18
NAPA	NAPA AUTO PARTS OF HARTFORD		10/05/2023	214389	10.13
101 4311 425		NEW BELT FOR PLATE PACKER			10.13
NAPA	NAPA AUTO PARTS OF HARTFORD		10/06/2023	214499	61.27
101 4521 426		BALL & MOUNT FOR NEW GATOR			61.27
Vendor Total:					195.57
NEWCENT	NEW CENTURY PRESS, INC		09/08/2023	2023-412420	7.84
101 4142 423		AUG PAYROLL REPORT			7.84
NEWCENT	NEW CENTURY PRESS, INC		09/08/2023	2023-412421	5.60
101 4652 423		PZ PUB HEAR VARIANCE HOWLAND-CORRECTION			5.60
NEWCENT	NEW CENTURY PRESS, INC		09/15/2023	2023-413749	14.56
101 4142 423		ORD 746			14.56
NEWCENT	NEW CENTURY PRESS, INC		09/15/2023	2023-413750	138.88
101 4142 423		9/5 CC MINUTES			138.88
NEWCENT	NEW CENTURY PRESS, INC		09/15/2023	2023-413751	5.60
101 4652 423		PUB HEAR - CUP BEKA PROPERTIES			5.60
NEWCENT	NEW CENTURY PRESS, INC		09/15/2023	2023-413752	17.36
101 4142 423		9/12 CC MINUTES			17.36
NEWCENT	NEW CENTURY PRESS, INC		09/22/2023	2023-414585	7.84
101 4142 423		PUB HEAR - MALT BEV LIC MAIN AVE CASINO			7.84
NEWCENT	NEW CENTURY PRESS, INC		09/22/2023	2023-414586	6.16
101 4652 423		PZ PUB HEAR - CUP BEKA PROP-CORRECTION			6.16
NEWCENT	NEW CENTURY PRESS, INC		09/22/2023	2023-414592	25.76
101 4142 423		SEPT BILL REPORT			25.76
NEWCENT	NEW CENTURY PRESS, INC		09/29/2023	2023-415490	116.48
101 4142 423		ORD 747			116.48
NEWCENT	NEW CENTURY PRESS, INC		09/29/2023	2023-415492	11.76
101 4142 423		RES 2023-21			11.76
NEWCENT	NEW CENTURY PRESS, INC		09/29/2023	2023-415494	112.00
101 4142 423		9/19 CC MINUTES			112.00
Vendor Total:					469.84
PETTY	PETTY CASH		10/10/2023	10102023 VOUCHER	64.18
101 4142 426		POSTAGE - LOAN DOCS FOR WWTF			9.80
101 4142 426		POSTAGE - CODE ENF CERT MAILING			8.56
101 4142 426		POSTAGE - CODE ENF CERT MAILINGS			17.12
101 4142 426		DIV MOTOR VEHICLE - GATOR LIC/TITLE FEES			28.70
Vendor Total:					64.18

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>					<u>Amount</u>
POMPS	POMP'S TIRE SERVICE, INC		09/28/2023	600194935	1,837.64
101 4311 425		TIRES & INSTALL ON SKIDSTEER			1,837.64
Vendor Total:					1,837.64
PUTHOFF	PUTHOFF INSURANCE AGENCY, INC.		09/14/2023	091423	166.00
101 4311 421		ADD COVERAGE FOR BILLBOARD WELCOME SIGN			166.00
Vendor Total:					166.00
QUILL	QUILL CORPORATION		09/18/2023	2172098	(19.59)
101 4142 426		RETURN 2024 PLANNER - WILBER			(19.59)
QUILL	QUILL CORPORATION		09/12/2023	34545349	178.47
101 4142 426		STAPLE REMOVER/PENS/STAPLES/CALC RIBBON			42.75
101 4142 426		4 CARTONS COPY PAPER			79.96
101 4142 426		2024 PLANNER - SIDEL			16.99
101 4142 426		2024 PLANNER - WILBER (TO BE RETURNED)			19.59
101 4192 426		2024 PLANNER - WAGNER			13.59
101 4192 426		SHOP - MEMO BOOKLET			5.59
QUILL	QUILL CORPORATION		09/12/2023	34554530	3.99
101 4192 426		FLY SWATTER			3.99
QUILL	QUILL CORPORATION		09/13/2023	34574356	262.69
101 4192 426		12PK PAPER TOWELS			31.59
101 4192 426		WALL CALENDAR FOR SHOP			20.99
101 4142 426		WALL CALENDARS FOR CITYHALL			41.98
101 4142 426		4 CARTONS COPY PAPER			79.96
101 4142 426		BATTERIES/HANG FILE FOLDERS/TAB FOLDERS			88.17
QUILL	QUILL CORPORATION		09/22/2023	34758584	509.42
101 4142 426		4 2" BINDERS			86.36
101 4142 426		4 5" BINDERS			169.96
101 4142 426		POST IT NOTES			40.78
101 4142 426		2024 CALENDAR - WILBER			28.99
101 4142 426		2024 CALENDAR - STANGELAND			19.59
101 4142 426		2024 CALENDAR - KUCHTA			23.99
101 4142 426		2024 WALL CALENDAR FOR CITY HALL			36.99
101 4142 426		11X17 REAM PAPER			25.99
101 4142 426		8.5X14 REAM PAPER			14.79
101 4652 426		2 CANON INK CARTRIDGES - P CLARKE			61.98
QUILL	QUILL CORPORATION		09/22/2023	34764509	51.98
101 4142 426		2 3" BINDERS			51.98
QUILL	QUILL CORPORATION		09/22/2023	34766823	51.98
101 4142 426		2 3" BINDERS			51.98
QUILL	QUILL CORPORATION		09/25/2023	34776196	51.98
101 4142 426		2 3" BINDERS			51.98

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>	<u>Description</u>	<u>Date</u>		<u>Amount</u>	
					Vendor Total: 1,090.92
RBS	RBS SANITATION, INC.	09/29/2023	09292023 STMT	200.00	
101 4521 425	DUMPSTER FOR DUGOUT REPAIR WORK			200.00	
RBS	RBS SANITATION, INC.	10/03/2023	10032023 STMT	302.09	
101 4521 428	YARD WASTE DUMPSTERS			302.09	
					Vendor Total: 502.09
SSWORL	S&S WORLDWIDE, INC.	10/06/2023	IN101278266	52.04	
101 4512 426	PARK REC PROGRAM SUPPLIES			52.04	
					Vendor Total: 52.04
SANITATION	SANITATION PRODUCTS, INC.	08/09/2023	86538	75.71	
101 4311 425	NEW WATER FILTER CARTRIDGE FOR SWEEPER			75.71	
					Vendor Total: 75.71
SDDEP2	SD DEPARTMENT OF REVENUE - AUTO PMTS	09/30/2023	09/2023 SALES	193.96	
101 4142 4540	SALES TAX DUE - SEPTEMBER			193.96	
					Vendor Total: 193.96
SHERWILL	SHERWIN-WILLIAMS CO, THE	09/19/2023	1141-0	109.00	
101 4311 425	PART TO REPAIR PAINT SPRAYER			109.00	
					Vendor Total: 109.00
SIOFALCOM	SIOUX FALLS COMMERCIAL CLEANING	09/21/2023	4495	1,500.00	
101 4192 422	JAN-SEPT CLEANING SERVICE @ CITY HALL			1,500.00	
SIOFALCOM	SIOUX FALLS COMMERCIAL CLEANING	09/25/2023	4497	7,650.00	
101 4192 422	DEC-SEPT CLEANING SERVICE @ GAGE HOUSE			7,650.00	
					Vendor Total: 9,150.00
SFNETWORKS	SIOUX FALLS NETWORKS	10/01/2023	12917	147.06	
101 4142 422 2	OCT 2023 IT MAINT SERVICE(9 COMPUTERS)			134.55	
101 4142 422 2	OCT 2023 ANTIVIRUS SOFTWARE(3 COMPUTERS)			12.51	
					Vendor Total: 147.06
SIOUXV	SIOUX VALLEY ENERGY	09/28/2023	09282023 STATE	7,713.65	
101 4511 428	ELEC-POOL			209.93	
101 4311 428	ELEC-CROSSING LTS S OF HS			55.51	
101 4311 428	ELEC-BILLBOARDS			207.16	
101 4311 428	ELEC-STREET LIGHTS			5,553.32	
101 4311 428	ELEC-CROSSING LTS N OF HS			60.03	
101 4311 428	ELEC-WELCOME SIGN-HWY 38/WESTERN			55.00	

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Invoice</u>	<u>Invoice</u>	<u>Amount</u>
<u>Account Number</u>	<u>Description</u>	<u>Date</u>		<u>Amount</u>
101 4311 428	ELEC-NEW CROSSWALK SERVICE			56.03
101 4311 428	ELEC-WELCOME SIGN WESTERN/DIAMOND TRL			55.00
101 4521 428	ELEC-TURTLE CREEK RR			71.72
101 4521 428	ELEC-PARK SHELTERS			146.21
101 4521 428	ELEC-SPORTS COMPLEX			100.00
101 4521 428	ELEC-DAVID ROE FIELDS - NORTH LIGHTS			70.39
101 4521 428	ELEC-DAVID ROE FIELDS - EAST LIGHTS			55.00
101 4521 428	ELEC-DAVID ROE FIELDS - WEST LIGHTS			55.00
101 4192 428	ELEC-TAMMEN WEATHER SIREN			64.54
101 4192 428	ELEC-NEW CITY SHOP			174.27
101 4192 428	ELEC-OLD CITY SHOP			116.87
101 4192 428	ELEC-CITY HALL			253.63
101 4192 428	ELEC-STORAGE BLD BY MEM PARK			88.76
101 4192 428	ELEC-GAGE HOUSE			265.28
Vendor Total:				7,713.65
STANHO	STAN HOUSTON EQUIPMENT COMPANY, INC.	10/02/2023	2350435	109.86
101 4311 425	PART TO REPAIR CONCRETE SAW			109.86
Vendor Total:				109.86
STATESD	STATE OF SOUTH DAKOTA	09/20/2023	REFUND OVERPMT	1,367.62
101 4521 439	REFUND OVERPMT STORM SHELTER GRANT REIMB			1,367.62
Vendor Total:				1,367.62
SUNSHINE	SUNSHINE FOODS	10/01/2023	100123 STMT	103.99
101 4142 4273	COOKIES & ICE FOR WWTF GROUND BREAKING			26.97
101 4521 426	SOAP REFILLS FOR PARK			20.38
101 4192 426	POP FOR CITY HALL			21.76
101 4192 426	PAPER PLATES FOR CITY HALL			8.35
101 4192 426	COFFEE & FILTERS FOR CITY HALL			26.53
Vendor Total:				103.99
TAMMENAUTO	TAMMEN AUTO & TIRE, INC.	09/19/2023	177587	38.56
101 4521 425	MOWER TIRE REPAIR			38.56
TAMMENAUTO	TAMMEN AUTO & TIRE, INC.	09/22/2023	177629	31.24
101 4311 425	PICKUP TIRE REPAIR			31.24
Vendor Total:				69.80
THETESS	TESSMAN COMPANY, THE	10/05/2023	S384802-IN	3,250.00
101 4521 426	FERTILIZER FOR PARKS			3,250.00
Vendor Total:				3,250.00
VERIZO	VERIZON WIRELESS	09/22/2023	9945058043	533.08

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>
101 4521 428		CELL SERV-LANDFILL CAMERA			40.01
101 4192 428		CELLS-PUBLIC WORKS			140.88
101 4192 428		7 PHONE LINES - CITYHALL/SHOP			201.80
101 4142 428		CELL-CHAMBER/EDD			41.88
101 4142 428		CELL-CITY ADMIN			41.88
101 4652 428		CELLS-BP & CODE ENF			66.63
Vendor Total:					533.08
Fund Total:					318,551.60
Checking	1	Fund: 510	WWTF CAPITAL PROJECT		
ISG	I & S GROUP, INC		09/30/2023	97620	17,677.21
510 5501 422		WW FACILITY BID/CONST ADMIN			17,677.21
Vendor Total:					17,677.21
MEIERH	MEIERHENRY SARGENT LLP		10/10/2023	45185	50,000.00
510 5501 422		BOND COUNSEL FEE - WWTF SRF LOAN #1			50,000.00
Vendor Total:					50,000.00
SECOG	SE COUNCIL OF GOVERNMENTS		09/18/2023	2022-219	4,000.00
510 5501 422		ASSIT WITH ARPA GRANT REIMB ON WWTF			4,000.00
Vendor Total:					4,000.00
Fund Total:					71,677.21
Checking	1	Fund: 602	WATER FUND		
BADMET	BADGER METER		09/28/2023	80138385	538.45
602 4335 422		SEPTEMBER 2023 - FEE TO READ 1225 METERS			538.45
Vendor Total:					538.45
BANYON	BANYON DATA SYSTEMS, INC.		10/01/2023	164411	295.00
602 4335 422		UTILITY BILLING METER DEVICE SUPPORT FEE			197.50
602 4335 422		UTILITY BILLING DIRECT PAYMT SUPPORT FEE			97.50
Vendor Total:					295.00
CTYSOOFALL	CITY OF SIOUX FALLS		09/08/2023	27269	58.00
602 4335 422		CITY WATER TESTS (AUG)			58.00
Vendor Total:					58.00
COREMAIN	CORE & MAIN LP		09/21/2023	T576597	900.39
602 4334 425		PARTS FOR HYDRANT REPAIRS (PAR TEE DR)			900.39
COREMAIN	CORE & MAIN LP		09/22/2023	T643202	13.73
602 4334 425		PARTS FOR HYDRANT REPAIRS (PAR TEE DR)			13.73
Vendor Total:					914.12
DAKOTA	DAKOTA SUPPLY GROUP, INC.		09/18/2023	S103083718. 001	653.96

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>					<u>Amount</u>	
602 4334 425		PARTS FOR HYDRANT REPAIRS (DUCK CIR)			653.96	
						Vendor Total: 653.96
FIRSBANK	FIRST NATIONAL BANK OMAHA		09/27/2023	092723 STATE	510.73	
602 4335 427		SDWWA CONF ROOM - WAGNER			199.78	
602 4335 427		SDWWA CONF ROOM - O'KANE			199.78	
602 4335 427		SDWWA CONF FUEL			62.15	
602 4335 4261		UPS - WATER SAMPLES TO DEPT OF HEALTH			49.02	
						Vendor Total: 510.73
GHDIST	G & H DISTRIBUTING, INC.		10/02/2023	00576310	92.89	
602 4334 425		PARTS TO REPAIR FLOW TESTER			92.89	
						Vendor Total: 92.89
KIBBLE	KIBBLE EQUIPMENT LLC		10/01/2023	09496340	3,636.73	
602 4335 434		1/3 COST - 2024 JOHN DEERE GATOR			3,636.73	
						Vendor Total: 3,636.73
METETECH	METERING & TECHNOLOGY SOLUTIONS		09/13/2023	INV3342	282.73	
602 4334 426		(2) 2' METER FLANGE SETS			282.73	
						Vendor Total: 282.73
MINNEH	MINNEHAHA COMMUNITY WATER CORPORATION		10/01/2023	10012023 STATE	29,917.78	
602 4334 4261		BULK WATER PURCHASE			29,917.78	
MINNEH	MINNEHAHA COMMUNITY WATER CORPORATION		08/09/2023	7654	1,274.07	
602 4334 429		BUY WATER SERVICE @ 901 S WESTERN AVE			424.69	
602 4334 429		BUY WATER SERVICE @ 101 W MICKELSON RD			424.69	
602 4334 429		BUY WATER SERVICE @ 300 W MICKELSON RD			424.69	
						Vendor Total: 31,191.85
OKANJESS	O'KANE, JESSE		09/19/2023	SDWWA ANNUAL CONF	31.00	
602 4335 427		REIMB MEALS SDWWA ANNUAL CONF			31.00	
						Vendor Total: 31.00
PETTY	PETTY CASH		10/10/2023	10102023 VOUCHER	229.47	
602 4335 4261		POSTAGE - SEPTEMBER W/S BILLS			229.47	
						Vendor Total: 229.47
SDPUBHEA	SD PUBLIC HEALTH LABORATORY		09/15/2023	10611745	181.00	
602 4335 422		WATER SAMPLES			181.00	
						Vendor Total: 181.00

<u>Vendor ID</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>						<u>Amount</u>
SIouxV	SIoux VALLEY ENERGY		09/28/2023	09282023 STATE	72.54	
602 4332 428		ELEC-N WATER TOWER/SIREN			72.54	
					Vendor Total:	72.54
SDONECALL	SOUTH DAKOTA ONE CALL		09/30/2023	SD23-02789	123.37	
602 4335 428		W/S LOCATES (JULY-SEPT)			123.37	
					Vendor Total:	123.37
WAGNCRAI	WAGNER, CRAIG		09/20/2023	SDWWA ANNUAL CONF	31.00	
602 4335 427		REIMB MEALS SDWWA ANNUAL CONF			31.00	
					Vendor Total:	31.00
					Fund Total:	38,842.84
Checking	1	Fund: 604 SEWER FUND				
BADMET	BADGER METER		09/28/2023	80138385	538.45	
604 6040 422		SEPTEMBER 2023 - FEE TO READ 1225 METERS			538.45	
					Vendor Total:	538.45
BANYON	BANYON DATA SYSTEMS, INC.		10/01/2023	164411	295.00	
604 6040 422		UTILITY BILLING METER DEVICE SUPPORT FEE			197.50	
604 6040 422		UTILITY BILLING DIRECT PAYMT SUPPORT FEE			97.50	
					Vendor Total:	295.00
CTYHART	CITY OF HARTFORD		09/27/2023	09272023 STMT	60.75	
604 6040 428		W/S-SEWER PLANT			60.75	
					Vendor Total:	60.75
CRESSM	CRESSMAN SANITATION, INC		10/01/2023	10012023 STATE	2,710.00	
604 6040 428		WWTF SERV OCT-DEC			2,700.00	
604 6040 428		FUEL SURCHARGE OCT-DEC			10.00	
					Vendor Total:	2,710.00
DAKAG	DAKOTA AG CENTER GRAIN - HARTFORD		09/12/2023	54757	231.25	
604 6040 426		WEED KILLER			231.25	
					Vendor Total:	231.25
FIRSBANK	FIRST NATIONAL BANK OMAHA		09/27/2023	092723 STATE	461.71	
604 6040 427		SDWWA CONF ROOM - WAGNER			199.78	
604 6040 427		SDWWA CONF ROOM - O'KANE			199.78	
604 6040 427		SDWWA CONF FUEL			62.15	
					Vendor Total:	461.71
KIBBLE	KIBBLE EQUIPMENT LLC		10/01/2023	09496340	3,636.73	
604 6040 434		1/3 COST - 2024 JOHN DEERE GATOR			3,636.73	
					Vendor Total:	3,636.73

<u>Vendor ID</u>	<u>Vendor Name</u>		<u>Invoice Date</u>	<u>Invoice</u>	<u>Amount</u>	
<u>Account Number</u>		<u>Description</u>			<u>Amount</u>	
MIDAME	MIDAMERICAN ENERGY COMPANY		09/19/2023	09192023 STATE	9.25	
604 6040 428		GAS-SEWER PLANT			9.25	
						Vendor Total: 9.25
OKANJESS	O'KANE, JESSE		09/19/2023	SDWWA ANNUAL CONF	31.00	
604 6040 427		REIMB MEALS SDWWA ANNUAL CONF			31.00	
						Vendor Total: 31.00
PETTY	PETTY CASH		10/10/2023	10102023 VOUCHER	229.47	
604 6040 4261		POSTAGE - SEPTEMBER W/S BILLS			229.47	
						Vendor Total: 229.47
SIOUXV	SIOUX VALLEY ENERGY		09/28/2023	09282023 STATE	2,921.13	
604 6040 428		ELEC-MAIN LIFT STATION			879.76	
604 6040 428		ELEC-WASTE WATER LAGOONS			1,856.51	
604 6040 428		ELEC-SAGEHORN LIFT STATION			68.65	
604 6040 428		ELEC-MICKELSON/HWY 38 LIFT STATION			116.21	
						Vendor Total: 2,921.13
SDONECALL	SOUTH DAKOTA ONE CALL		09/30/2023	SD23-02789	123.38	
604 6040 428		W/S LOCATES (JULY-SEPT)			123.38	
						Vendor Total: 123.38
USBANKLOAN	US BANK TRUST N.A.		10/15/2023	C461104-07 11/15/23	55,596.81	
604 4330 442		INTEREST PAYMENT			55,596.81	
						Vendor Total: 55,596.81
WAGNCRAI	WAGNER, CRAIG		09/20/2023	SDWWA ANNUAL CONF	31.00	
604 6040 427		REIMB MEALS SDWWA ANNUAL CONF			31.00	
						Vendor Total: 31.00
						Fund Total: 66,875.93
						Checking Account Total: 495,947.58

Check Register by Type
 Prepaid Checks

Payee Type: Vendor		Check Type: Check			Checking Account ID: 1		
<u>Check Number</u>	<u>Check Date</u>	<u>Cleared</u>	<u>Void</u>	<u>Void Date</u>	<u>Entity ID</u>	<u>Entity Name</u>	<u>Check Amount</u>
46742	09/20/2023				HARTHOME	HARTFORD HOMETOWN CHRISTMAS, INC.	10,000.00
	Checking Account ID: 1				Void Total:	0.00	Total without Voids: 10,000.00
	Check Type Total: Check				Void Total:	0.00	Total without Voids: 10,000.00
	Payee Type Total: Vendor				Void Total:	0.00	Total without Voids: 10,000.00
					Grand Total:	0.00	Total without Voids: 10,000.00



Agenda Item Staff Report

DATE: October 17, 2023

AGENDA ITEM: Visitor Request to Review Ord #715 – Licensing Provision for Cannabis Establishments

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Visitor has indicated that he would like the city to reduce the number of allowed dispensary cannabis licenses from 3 to 1. Staff's recommendation is to keep it at 3 or reduce to 2 but not reduce the number of dispensary licenses to only 1.

Background/Summary:

Ordinance #715 was adopted by the city in September of 2021. This ordinance amended the city's municipal ordinances and set the licensing regulations for cannabis facilities. It basically notes that a city license is required for a cannabis establishment, an application must be submitted to the city each year, application costs is \$10,000 (\$5,000 is reimbursable if the applicant cannot obtain a certificate through the state), and the applicant must meet all zoning regulations. Section 4.0207 notes that the city does limit the number of cannabis dispensaries to a maximum of 3. Only dispensary licenses are limited – Cultivation, Manufacturing, and Testing facility license are not limited (but are only allowed in Light Industrial Zones). Originally there were 3 cannabis dispensary licenses approved by the city council. Of those 3, only 1 establishment has been built and is in operation today – Unity Road. B.J. Olson with Unity Road would like to come before the council to address the number of dispensary licenses allowed within our ordinance. He has indicated that he would like the ordinance amended to allow only 1 dispensary license. If this change was approved, the city would not have any cannabis dispensary licenses available if another entity would like to open a cannabis dispensary. Unity Road would have a monopoly in Hartford. Staff is recommending that we keep at least 1 additional license available for another entity.

Prior Council/Board Action:

8/31/2021 – City Council approves 1st Reading of Ordinance #715

9/7/2021 – City Council approves 2nd Reading of Ordinance #715

Possible Action:

1. If council would like to amend Ordinance #715, direct Staff to draft an amendment to be presented at a future council meeting
2. Take no action to change Ordinance #715, which would keep the number of possible licenses to 3

Fiscal Impact:

The future impact to sales tax for the city is unknown at this time. Limiting the number of licenses may allow more sales and tax revenue from Unity Road. Not reducing the number of licenses and allowing another dispensary in the city may also allow additional sales tax revenue.

Attachments:

- Ordinance #715

ORDINANCE #715

AN ORDINANCE AMENDING CITY OF HARTFORD REVISED MUNICIPAL ORDINANCES TITLE 4 LICENSES CHAPTER 4.02 (RESERVED) BY ADDING CHAPTER 4.02 WHICH ENACTS LICENSING PROVISIONS FOR CANNABIS ESTABLISHMENTS, AND FOR THE REPEAL OF ALL RESOLUTIONS AND ORDINANCES IN CONFLICT THEREWITH.

BE IT ORDAINED by the City Council of the City of Hartford that Chapter 4.02 of the Ordinances of the City of Hartford is hereby amended by adding a new Chapter 4.02 as follows:

CHAPTER 4.02: LICENSING PROVISIONS FOR CANNABIS ESTABLISHMENTS

Section

- 4.0201 Purpose and Intent
- 4.0202 Definitions
- 4.0203 License Required
- 4.0204 License Application
- 4.0205 Issuance of License
- 4.0206 City Neutrality as to Applicants
- 4.0207 Number of Cannabis Dispensaries
- 4.0208 Expiration of License and Renewal
- 4.0209 Suspension
- 4.0210 Revocation
- 4.0211 Suspension and Revocation Process
- 4.0212 Appeal
- 4.0213 Licenses not Transferrable
- 4.0214 Hours of Operation for Dispensaries
- 4.0215 Liability for Violations
- 4.0216 Penalties

§ 4.0201: PURPOSE AND INTENT

The City Council of the City of Hartford enacts the following licensing ordinances in order to ensure that cannabis establishments within the municipal boundaries of the City operate in a manner which complies with state laws and regulations, protects the health, safety, and welfare of the general public, prevents potential conflicts and issues arising from ownership and employees, recognizes certain safety and security considerations, and minimizes risk of unauthorized use or access of cannabis by the general public.

§ 4.0202: DEFINITIONS

Unless an alternative definition is explicitly stated in this section, this chapter utilizes the definitions for cannabis-related terms which are defined by SDCL 34-20G-1.

Cannabis (or Marijuana): all parts of any plant of the genus cannabis, whether growing or not, in its natural and unaltered state, except for drying or curing and crushing or crumbling. The term includes an altered state of marijuana absorbed into the human body. The term does not include fiber produced from

the mature stalks of such plant, or oil or cake made from the seeds of such plant. The term does not include the plant *Cannabis sativa* L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than three-tenths of one percent on a dry weight basis.

Cannabis Cultivation Facility: in addition to the definition in SDCL 34-20G-1, this term is further defined as a legally licensed entity that acquires, possesses, cultivates, delivers, transfers, transports, supplies, or sells cannabis and related supplies to a cannabis establishment.

Cannabis Dispensary: in addition to the definition in SDCL 34-20G-1, this term is further defined as a legally licensed entity that acquires, possesses, stores, delivers, transfers, transports, sells, supplies, or dispenses cannabis, cannabis products, paraphernalia, or related supplies and educational materials.

Cannabis Establishment: cannabis cultivation facility, a cannabis testing facility, a cannabis product manufacturing facility, or a cannabis dispensary.

Cannabis Product Manufacturing Facility: in addition to the definition in SDCL 34-20G-1, this term is further defined as a legally licensed entity that acquires, possesses, manufactures, delivers, transfers, transports, supplies, or sells cannabis products to a cannabis dispensary.

Cannabis Products: any concentrated cannabis, cannabis extracts, and products that are infused with cannabis or an extract thereof, and are intended for use or consumption by humans. The term includes edible cannabis products, beverages, topical products, ointments, oils, and tinctures

Cannabis Testing Facility: in addition to the definition in SDCL 34-20G-1, this term is further defined as a legally licensed entity legally authorized to analyze the safety and potency of cannabis.

Department: the South Dakota Department of Health

§ 4.0203: LICENSE REQUIRED

- (A) No cannabis establishment may be located or operate in the city without the appropriate valid and current cannabis establishment license issued by the city pursuant to this article. A violation of this provision is subject to the general penalty provision in § 4.0216. Each day of the violation constitutes a separate offense.
- (B) No cannabis establishment may be located or operate in the city without the appropriate valid and current cannabis establishment registration certificate issued by the Department pursuant to rules promulgated under SDCL 34-20G. A violation of this provision is subject to the general penalty provision in § 4.0216. Each day of the violation constitutes a separate offense.

§ 4.0204: LICENSE APPLICATION

- (A) An application for a cannabis establishment license must be made on a form provided by the city. No other application form will be considered.
- (B) The applicant must submit the following:

- (1) Application fee of \$10,000.00. The City will reimburse \$5,000.00 for applicants who fail to obtain a registration certificate from the South Dakota Department of Health.
- (2) An application that will include, but is not limited to, the following:
 - (a) The legal name of the prospective cannabis establishment;
 - (b) The physical address of the prospective cannabis establishment that meets the zoning requirements in Chapter 9.03 Zoning Regulations as well as any location requirements pursuant SDCL 34-20G and the administrative rules promulgated thereunder.
 - (c) The name, address, and birth date of each principal officer, owner, and board member of the proposed cannabis establishment.
 - (d) A sworn statement that no principal officer, owner, or board member has been convicted of a violent felony offense in the previous ten (10) years in any jurisdiction.
 - (e) Any additional information requested by the city.

§ 4.0205: ISSUANCE OF LICENSE

- (A) The city will issue a license unless:
- (1) The applicant has made a false statement on the application or submits false records or documentation; or
 - (2) Any owner, principal officer, or board member of the applicant is under the age of twenty-one (21) years; or
 - (3) Any owner, principal officer, or board member of the applicant has been convicted of a violent felony offense in the previous ten (10) years in any jurisdiction; or
 - (4) The proposed location does not meet the applicable zoning requirements under Chapter 9.03 Zoning Regulations; or
 - (5) The proposed location does not meet all location requirements under SDCL 34-20G and the administrative rules promulgated thereunder; or
 - (6) The license is to be used for a business prohibited by state or local law, statute, rule, ordinance, or regulation; or
 - (7) Any owner, principal officer, or board member of the applicant has had a cannabis establishment license revoked by the city or a registration certificate revoked by the state; or
 - (8) Any applicant, or an owner, principal officer, or board member thereof, is overdue in payment to the city of taxes, fees, fines, or penalties assessed against or imposed upon the applicant in relation to any cannabis establishment; or

(9) The applicant will not be operating the business for which the license would be issued; or

(10) No principal officers of the applicant are residents of the State of South Dakota.

(B) In the case of an application for a cannabis dispensary license, the city will reject the application if the limit on the number of cannabis dispensaries has been reached.

(C) The license must be posted in a conspicuous place at or near the entrance to the cannabis establishment so that it may be easily read at any time.

§ 4.0206: CITY NEUTRALITY AS TO APPLICANTS

(A) Upon request from the Department as to the City's preference of applicants, the City will neither support nor oppose any registration certificate application under consideration by the Department. Likewise, if inquiry is made by the Department, the City will abstain from endorsing any application as beneficial to the community.

§ 4.0207: NUMBER OF CANNABIS DISPENSARIES

(A) No more than three (3) cannabis dispensary/dispensaries shall be allowed to operate in the City at any time.

§ 4.0208: EXPIRATION OF LICENSE AND RENEWAL

(A) Each license expires one year from the date of issuance and may be renewed only by making application as provided in Section 4.0204. Application for renewal must be submitted at least thirty (30) days before the expiration date. The license holder must continue to meet the license requirements to be eligible for a renewal.

(B) The renewal fee is \$10,000.00. The City will reimburse \$5,000.00 for applicants who fail to obtain a renewal of their registration certificate from the Department.

(C) Failure to renew a license in accordance with this section may result in additional fees. Upon expiration of the license, the city may order closure of the cannabis establishment.

(D) If a license holder has not operated an establishment for which it holds a license in the preceding twelve (12) months, the license will not be renewed.

§ 4.0209: SUSPENSION

(A) A license may be suspended if the license holder or an employee or agent of the license holder:

(1) Violates or is otherwise not in compliance with any section of this article.

(2) Consumes or smokes or allows any person to consume or smoke cannabis on the premises of the cannabis establishment.

(3) Knowingly dispenses or provides cannabis or cannabis products to an individual or business to whom it is unlawful to provide cannabis or cannabis products.

(B) A license may be suspended if the license holder has its Department-issued registration certificate suspended, revoked, or not renewed by the Department or if the registration certificate is expired.

(C) A license may be suspended if the license holder creates or allows to be created a public nuisance at the cannabis establishment.

§ 4.0210: REVOCATION

(A) A license may be revoked if the license is suspended under Section 4.0209 and the cause for the suspension is not remedied.

(B) A license may be revoked if the license is subject to suspension under Section 4.0209 because of a violation outlined in that section and the license has been previously suspended in the preceding 24 months.

(C) A license is subject to revocation if a license holder or an employee of a license holder:

(1) Gave false or misleading information in the material submitted during the application process;

(2) Knowingly allowed possession, use, or sale of non-cannabis controlled substances on the premises;

(3) Operated the cannabis establishment or the business of the cannabis establishment for which a license is required under this article while the license was suspended;

(4) Repeatedly violates the provisions of Section 4.0209;

(5) Operated a function of a cannabis establishment for which the license holder was not licensed (e.g., a licensed cannabis cultivation facility conducting cannabis testing functions without a cannabis testing establishment license);

(6) A license holder, or an owner, principal officer, or board member thereof, is delinquent in payment to the city, county, or state for any taxes or fees related to the cannabis establishment;

(7) A license holder, or an owner, principal officer, or board member thereof, has been convicted of, or continues to employ an employee who has been convicted of, a disqualifying felony offense as defined by SDCL 34-20G;

(8) The license holder has its Department-issued registration certificate suspended, revoked, or not renewed or the registration certificate is expired;

(9) The license holder allows a public nuisance to continue after notice from the City.

§ 4.0211. SUSPENSION AND REVOCATION PROCESS

- (A) The license holder will receive a notice of intent to suspend or notice of intent to revoke informing the license holder of the violation and the city's intention to suspend or revoke the license. The notice will be hand delivered to the license holder or an employee or agent of the license holder or sent by certified mail, return receipt requested to the physical address of the cannabis establishment.
- (B) If the license holder disputes the suspension or revocation, the license holder has ten (10) days from the postmark date on the notice or the date the notice was hand delivered to request a hearing before a hearing panel, which will consist of the Mayor, City Administrator, and Chair of the Planning Commission.
- (C) A suspension will be for thirty (30) days and begins ten (10) days after the postmark date on the notice or the date the notice is hand delivered unless the license holder exercises its rights to process and appeal, in which case the suspension takes effect upon the final determination of suspension.
- (D) A revocation will be for one (1) year and begins ten (10) days after the postmark date on the notice or the date the notice is hand delivered unless the license holder appeals the revocation, in which case the revocation takes effect upon the final determination of revocation.
- (E) The license holder who has had the license revoked may not be issued any cannabis establishment license for one year from the date the revocation became effective.

§ 4.0212: APPEAL

An applicant or license holder who has been denied a license or renewal of a license or who has had a license suspended or revoked under this article may appeal to the City Council by submitting a written appeal within ten (10) days of the postmark on the notice of denial, nonrenewal, suspension, or revocation. The written appeal must be submitted to City Hall 125 N. Main, Hartford, South Dakota, 57033. The appeal will be considered by the City Council at a regularly scheduled meeting within one month of the receipt of the appeal.

§ 4.0213: LICENSES NOT TRANSFERRABLE

No cannabis establishment license holder may transfer the license to any other person or entity either with or without consideration, nor may a license holder operate a cannabis establishment at any place other than the address designated in the application.

§ 4.0214: HOURS OF OPERATION FOR DISPENSARIES

No cannabis dispensary may operate between the hours of 12:00 a.m. and 6:00 a.m. any day of the week.

§ 4.0215: LIABILITY FOR VIOLATIONS

Notwithstanding anything to the contrary, for the purposes of this article, an act by an employee or agent of a cannabis establishment that constitutes grounds for suspension or revocation will be imputed to the cannabis establishment license holder for purposes of finding a violation of this article, or for purposes of license denial, suspension, or revocation, only if an officer, director or general partner or a person who managed, supervised or controlled the operation of the cannabis establishment, knowingly allowed such act to occur on the premises.

§ 4.0216: PENALTIES

Any person who operates or causes to be operated a cannabis establishment without a valid license or in violation of this article is subject to a suit for injunction as well as prosecution for ordinance violations. Such violations are punishable by a maximum fine of five hundred dollars (\$500.00). Each day a cannabis establishment so operates is a separate offense or violation.

Severability. The provisions of this ordinance are severable. If any provision of this ordinance or the application thereof to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this ordinance which can be given effect without the invalid provision or application.

Passed and adopted this 7th day of September, 2021.

By: _____
Jeremy Menning, Mayor

ATTEST:

Finance Officer

First Reading: 8/31/21
Second Reading 9/7/21
Date Adopted: 9/7/21
Date Published: 9/10/21
Effective Date: 9/30/21

Hartford Area Fire & Rescue

City Council Report

October 17, 2023

Total Calls 32

City of Hartford calls 13

Training

EMS Respiratory and Endocrine emergencies

Fire Hose deployment, Maple Pass pre-planning

Joint training Small pump operation

Fire Prevention activities at the schools the week of October 9th.

ISO review on October 26th.

Halloween glow sticks



Hartford Area Chamber of Commerce

Continued onboarding for new members and retention calls.

Committee Reviews

Ambassador Committee

(Lana Snyder, Sherri Goebel, Roxy Whalen, Stacey Sieverding, & Jean Rodriguez):

- Monthly welcome bags - ongoing
- Continued efforts on contacting current and new members.
- Working with a member to sponsor new welcome bags
- Inventory of member items for next set of bags. (ongoing)

Events and Marketing Committee

(Mark O'Hara, Jeremy Johnson, Pat DeGroot, Ashlie Matthews, Brittany Glanzer, Stacy Wengler, Stephanie Minckler):

- Next few events being worked on are as follows:
 - Trunk-or-Treat, Sunday, October 29th, 1-3 p.m.
 - Awards will be handed out for:
 - Most Creative – sponsored by: Knotty Gnome Variety and Salvage
 - Best in Trunk – sponsored by: Black Hills Federal Credit Union
 - Scariest Trunk – sponsored by: Cressman Sanitation, Inc.
 - Hometown Christmas Breakfast, Sunday, December 3rd, 7:30 a.m. to 10:30 a.m.
 - Volunteers are needed to assist with serving, cooking and prep work.
 - Burger Battle, January 2024
 - Annual Banquet, February 2, 2024, more information to come.
- Adding new member social media posts - ongoing
- Social media posts for events and activities
- Assisting with promotional items as needed

CEDD

- Scheduling breakfast/luncheons/Mixers
- Ribbon cuttings looking to be schedule (Maple Pass, TBD)
- Continued work on the mobile app – App My Community - Ongoing
- Continued updates to Chamber website - ongoing
- Weekly E-Newsletter - ongoing
- Visiting with members wanting to join committees and get more involved.
- Retention efforts ongoing



UPCOMING EVENTS/MEETINGS:

RIBBON CUTTINGS/GROUNDBREAKINGS

EVENTS

Trunk-or-Treat, Sunday, October 29th, 1-3 p.m. West Central School (H/MS)

Hometown Christmas Breakfast, Sunday, December 3rd, 7 a.m. to 10:30 a.m., Hartford Area Fire & Rescue, 605 South St.

Burger Battle, January 1-31st, throughout Hartford and Humboldt

Annual Chamber Banquet, Friday, February 2, 2024, More info to come

MEETINGS

October

Tuesday, October 17

City Council, 7:00 p.m., City Hall, 125 N. Main Ave.

Wednesday, October 18

Hartford Area Development Foundation Meeting, 7:30 a.m., City Hall, 125 N. Main Ave.

Monday, October 23

Chamber Board of Directors, 5:00 p.m., City Hall, 125 N. Main Ave.

Parks and Rec. Board Meeting, 6:30 p.m., City Hall, 125 N. Main Ave.

Tuesday, October 24

Planning and Zoning, 7:00 p.m., City Hall, 125 N. Main Ave.

November

Wednesday, November 1

Hartford Area Development Foundation Meeting, 7:30 a.m., City Hall, 125 N. Main Ave.

Tuesday, November 7

Ambassador Meeting, 7:00 a.m., Stomping Grounds, 700 N. Vandemark Ave.

City Council, 7:00 p.m., City Hall, 125 N. Main Ave.

Thursday, November 9

Executive Board of Directors, 7:15 a.m., Stomping Grounds, 700 N. Vandemark Ave.

Tuesday, November 14

Planning and Zoning, 7:00 p.m., City Hall, 125 N. Main Ave.



Wednesday, November 15

Hartford Area Development Foundation Meeting, 7:30 a.m., City Hall, 125 N. Main Ave.

Wednesday, November 16

Events & Marketing Committee Meeting, 8:30 a.m., Stomping Grounds, 700 N. Vandemark Ave.

COMMUNITY EVENTS

Sunday, December 3

Hometown Christmas – Community of Hartford



Hartford Area Development Foundation

- Continued efforts meeting with prospective landowners and purchase opportunities.
 - o Creating a spreadsheet for contacts of landowners and what they plan to do with their land if anything (ongoing).
- Continued meetings with developers, and investors.
 - o Assisting them with land options and connecting them to the right interests.
- Continued efforts on RFI's from GOED and businesses that have interests in Hartford.
- Envision 2025 invoicing and retention efforts. Brandon Lane is assisting with this.
 - o Creating list for future investors – ongoing
 - o Invoicing as needed.
 - o Retention efforts as needed.
- Invites area developers and other economic-related speakers to speak at upcoming HADF monthly meetings – ongoing.
- Participating on Thriverr Zoom calls
- Working on a new housing study – WIP
- Met with business owners to discuss future opportunities in Hartford. More discussion was had with the business to look at a future site visit – ongoing.
- Updated all board member binders
- Working with Dakota Business Finance and area businesses.
- Held HADF Strategic Planning Session

Upcoming Meetings:

HADF Board Meetings

Wednesday, October 18, 7:30 a.m., City Hall
Wednesday, November 1, 7:30 a.m., City Hall
Wednesday, November 15, 7:30 a.m., City Hall
Wednesday, November 29, 7:30 a.m., City Hall

Sioux Metro Growth Alliance Meetings @11:30 a.m.

October 18th (Good Earth State Park)
November 15 (Taopi Hall, Colton)
December – NO MEETING

Special SMGA Meetings/Events

Future Economic Development Learning Opportunities: N/A

Engineer's Report



To: City of Hartford
From: ISG
Date: October 17th, 2023
cc: Teresa Sidel

GENERAL ENGINEERING UPDATE

- Observed paving of the top lift at Maple Pass

ONGOING ITEMS

- Lead and Copper Rule – Drinking Water
 - Effective December 2021, the EPA has issued its Lead and Copper Rule Revisions (LCRR) to existing Lead and Copper Rule (LCR).
 - Required to complete and submit an inventory of ALL service lines in your system, no matter the ownership, no later than October 16, 2024.
 - South Dakota DANR Web Site Rule Link: [South Dakota Drinking Water Program \(sd.gov\)](https://www.sd.gov/health-and-safety/south-dakota-drinking-water-program)
 - EPA LCR and LCRR link: [Revised Lead and Copper Rule | US EPA](https://www.epa.gov/lead-and-copper-rule)

PROJECT STATUS UPDATES

6th & Mundt Roadway Reconstruction

An initial punchlist walkthrough was conducted April 21st. The City of Hartford, Zacharias Construction, and ISG walked the project site, reviewed the current punchlist, and added additional items that were discussed during the walkthrough.

Areas where seed failed to establish were reseeded. A letter informing residents of the seeding was mailed last week. Additionally, ISG included the seed care letter previously sent to residents. The Contractor was contacted and intends to complete bid items this fall. Once ISG receives indication that items have been completed, we'll conduct a walkthrough and recommend final acceptance if appropriate.

Water Resource Recovery Facility

General:

Water Resource Recovery Facility is a mechanical plant for treating an average design flow rate of 1.56 million gallon per day (MGD) of wastewater. Wastewater will be collected by gravity to a new lift station southeast of the 465th Ave and Highway 38 intersection, then pumped to the treatment plant on south side of Interstate. The mechanical treatment is an Aeromod™ Activated Sludge System. After treatment, clarified water will be disinfected before discharge to an unnamed creek, a tributary to Turtle and Skunk Creeks.

Bidding:

Bid packages #1 through #19 (out of 20) were let Tuesday, August 29th. Bids came in within the GMP budget. Rice Lake is working to complete contracts with the subcontractors for the various bid packages. Rice Lake and ISG will monitor the contingency throughout the duration of the project and provide council updates as necessary.

The remaining bid package includes the connection to the existing system. This package will be let in 2024.



Construction:

Earthwork and site grading has commenced on the treatment site to facilitate the construction of the Aeromod structure. The collection system is anticipated to commence this fall and continue through the winter as conditions allow. Recent weather has delayed some progress but no impacts to overall schedule have been noted.

Shop drawing review is currently underway for submittals from Rice Lake regarding site utilities, gravity trunk sewer, force main, and concrete mix designs for footings, flatwork, and floors.

Schedule and Milestones:

July: Prepare Bid Packages and begin bidding packages. - *Completed*

Mid-End of August: Receive and review bids on the Utility, Site work, and Aeromod bid packages - *Completed*

September: Anticipated Construction Start - *Construction Underway*

Tentative Construction Sequence:

2023: Aeromod tank, Gravity collection system

2024: Operations building, Operations building footings, site utilities

TBD: Gravity collection system

Summer 2025: Construction Complete

October 1, 2025: New Effluent Limits in Effect

Guaranteed Maximum Price: \$21,282,358 (Construction and CM Fee)

Substantial Completion: July 1, 2025 (estimated)

Final Completion: October 15, 2025

Bike and Recreation Trail – Between Main to Feyder Avenues

As part of the City's recreational trails master plan, a segment of trail is proposed for construction along Turtle Creek between Feyder and Main Avenue.

As the project scope has increased, the estimated cost has also increased. After discussion, it was determined that the City was not going to proceed with the grant and construction of the project in 2023.

ISG design services are nearly complete for the project. For the interest of the project, ISG will complete the floodplain permitting and construction documents for the project. These can be bid at a later date when funding is available.

Floodplain permitting documents have been resubmitted for FEMA review. The model of the proposed design still indicates that there will be no rise within the floodway along the proposed trail.

Highway 38 Water Main Extension – No Update

The proposed watermain begins in the intersection of Railroad Street and VanDemark Avenue run east along Railroad Street, under Highway 38, and north along Colton Road and connect to the existing main near the intersection of Colton Road and 2nd Street. This watermain will provide a loop in the system and allow for future connection as the City expands.

At VanDemark Avenue, a tee will be installed to allow a future connection to the west. Services are planned at the dog park for farm-style hydrants within the dog play area and along the bike trail for a future water fountain. Water main stubs will be

installed for the future mains in 464th Avenue south of Railroad Street as well as two stubs for the land recently annexed East of Colton Road adjacent to 2nd Street.

Project permits from the SD DOT and Minnehaha County have been secured. SD DANR Stormwater Permit for Construction Activities has been submitted and anticipated to be in hand prior to construction start.

- **Schedule:**
 - September 1 - Finalize Construction Documents - *Completed*
 - September 5 – Submit to DANR for Review (anticipated 30-day review)
 - October 20 – 1st Public Notice of Bid
 - October 27 – 2nd Public Notice of Bid
 - November 16 – Bid Letting (*pending Council Approval*)
 - Spring 2024 – Construction Start
 - Fall 2024 – Construction Complete
- **Estimated Construction Cost**
 - \$990,800
 - \$490,800 Approved SRF loan funding

Western Avenue Interchange Approach

General Project Scope: Western Avenue will be reconstructed to a 3-lane urban section with one lane each for north- and southbound traffic and a shared center left turn lane. Where recommended in the Study, an additional right-hand turn lane will also be installed. The roadway will be constructed of concrete with curb, gutter, and storm sewer. Sanitary sewer and water will be extended just past the edge of proposed paving along W. Mickelson Roadway to facilitate future connections.

ISG has completed 90% design documents and the plans are currently under internal review.

Looking ahead, the design team will progress documents. Simultaneously, we will begin discussion with utilities to coordinate relocation of utilities as necessary. Additionally, a meeting will be held inviting the impacted businesses and residents to learn about the project as well as voice any concerns they may have. Now that design is nearing completion, we'll regroup with HR Green to coordinate traffic control between the SDDOT and City projects to ensure a smooth transition between the two.

The project schedule is as follows:

- 30% Construction Plans & Engineers Estimate of Probable Cost: January 13th, 2022 – *Completed*
- 60% Construction Plans, Specifications, and Estimate of probable cost: August 11th, 2023 - *Completed*
- 90% Construction Plans, Specifications, and Estimate of probable cost: October 13th, 2023 - *Completed*
- Final Construction Plans & Engineer's Estimate of Probable Cost: November 3rd, 2023
 - 1 month allocated for final review and revisions
- Submit Construction plans to DOT/FHWA for review: February 20th, 2024
- Submit Construction plans for bid letting: June 15th, 2024
- Bid Letting: June 15th, 2024
- Begin Construction: Spring 2025

FINANCE OFFICER REPORT

October 17, 2023

Cash Report and Sales Tax Revenue: Following is a comparison of the 2022 and 2023 Cash Reports as well as the year-to-date Sales Tax Revenue as of September 30th:

	<u>September 30, 2022</u>	<u>September 30, 2023</u>	<u>Difference</u>
Total Cash	\$5,656,539.12	\$5,035,741.30	(\$620,797.82)
General Fund	\$2,617,512.04	\$3,148,844.75	\$531,332.71
1 st Penny	\$ 561,587.57	\$ 602,345.35	\$40,757.78
2 nd Penny	\$ 561,587.59	\$ 602,345.34	\$40,757.75
3 rd Penny	\$ 71,912.29	\$ 81,908.68	\$ 9,996.39

Downtown Committee Funds: \$32,289.30 as of September 30, 2023

Bill Report: Please review the bill report that is included in your packet. If you have questions, please feel free to contact me or stop in and look at the invoices. Following are highlights:

A1 Electric, Plumbing, Heating & Air	19,645.20	HVAC & Electrical work at Gate House
Asphalt Surfacing Company	146,514.69	Slurry Seal Project
Banyon Data Systems, Inc.	590.00	Utility Billing Annual Software Support
Blacktie Components	5,489.81	Refund of Municipal Tax Paid on Project
Cressman Sanitation	3,800.00	Oct – Dec 2023 Garbage Service
Kibble Equipment	10,910.20	John Deere Gator
Knife River – South Dakota	6,182.10	Sand & Mulch for Park Areas
Knife River – South Dakota	1,830.00	Asphalt Street Patch
Meierhenry Sargent LLP	50,000.00	Bond Counsel – WWTF SRF Loan
Minnehaha Community Water Corp	1,274.07	Buy Water Service @ 3 Locations
Minnehaha County Sheriff	17,895.46	3 rd Quarter Daytime Hours
Minnehaha County Sheriff	51,935.00	4 th Quarter Contract
Pomp's Tire Service, Inc.	1,837.64	New Tires/Install on Skid Steer
SECOG	4,000.00	Assist w/ ARPA Grant Reimb on WWTF
SF Commercial Cleaning	1,500.00	Jan 23 – Sept 2023 Cleaning @ City Hall
SF Commercial Cleaning	7,650.00	Dec 22 – Sept 23 Cleaning @ Gage House
The Tessman Company	3,250.00	Fertilizer for Parks
USBank Trust, NA	55,596.81	Debt Service – Western Ave Sewer Loan
Prepaid Check:		
Hartford Hometown Christmas, Inc.	10,000.00	2023 Appropriation – cc approved 9/19

Attendance Chart: I have attached the attendance chart for your review. Please let me know By Oct 31st if any changes need to be made. I will process payroll on Nov 1st so you will see your direct deposit in your account on Nov 2nd.

Calendar of Events:

October 2023:

Tuesday, 17 th	City Council Meeting @ City Hall, 7pm
Wednesday, 18 th	HADF Meeting @ City Hall, 7:30am
Monday, 23 rd	Park & Rec Board Meeting @ City Hall, 6:30pm
Tuesday, 31 st	Planning & Zoning Meeting @ City Hall, 7pm

November 2023:

Wednesday, 1 st	HADF Meeting @ City Hall, 7:30am
Tuesday, 7 th	City Council Meeting @ City Hall, 7pm
Friday, 10 th	Veterans Day Holiday – City Hall Closed
Tuesday, 14 th	Planning & Zoning Meeting @ City Hall, 7pm

Wednesday, 15 th	HADF Meeting @ City Hall, 7:30am
Tuesday, 21 st	City Council Meeting @ City Hall, 7pm
Thursday, 23 rd	Thanksgiving Holiday – City Hall Closed
Friday, 24 th	Thanksgiving Holiday - City Hall Closed
Monday, 27 th	Park & Rec Board Meeting @ City Hall, 6:30pm
Tuesday, 28 th	Planning & Zoning Meeting @ City Hall, 7pm
Wednesday, 29 th	HADF Meeting @ City Hall, 7:30am

CITY COUNCIL ATTENDANCE CHART

May 1, 2023 - October 31, 2023	Arden	Chris	Cindy	Mark B	Travis	Jake	Shaun	Mark O
Regular Meetings								
May 2, 2023	100	100	100	100	100		100	100
May 16, 2023	100	100	100			100	100	
June 6, 2023	100	100	100	100	100	100	100	
June 20, 2023	100	100	100		100		100	
July 4, 2023 (rescheduled to July 5, 2023)	100		100		100	100	100	
July 18, 2023		100	100	100	100	100	100	
August 1, 2023	100	100	100		100	100	100	
August 15, 2023	100	100	100	100	100		100	
September 5, 2023	100	100	100	100	100	100	100	
September 19, 2023	100	100	100			100	100	
October 3, 2023	100	100	100		100		100	
October 17, 2023								
Special Meetings and Misc Conferences								
May 23, 2023 - CMAR RFP Review Meeting					75	75		
September 12, 2023 - Special Council Meeting	75	75	75	75	75		75	
Meeting Subtotal	1,075.00	1,075.00	1,175.00	575.00	1,050.00	775.00	1,175.00	100.00
Semi Annual Amount	900.00	600.00	600.00	600.00	600.00	600.00	600.00	-
GRAND TOTAL	1,975.00	1,675.00	1,775.00	1,175.00	1,650.00	1,375.00	1,775.00	100.00
	Arden	Chris	Cindy	Mark B	Travis	Jake	Shaun	Mark O

DOWNTOWN COMMITTEE FUNDS

(as of September 30, 2023)

Activity	Date	Revenue	Expenses	Balance
End of Year 2011 - Balance	12/31/2011	\$5,000.06	\$4,910.63	\$89.43
End of Year 2012 - Balance	12/31/2012	\$10,009.86	\$0.00	\$10,099.29
End of Year 2013 - Balance	12/31/2013	\$10.35	\$474.57	\$9,635.07
End of Year 2014 - Balance	12/31/2014	\$6.78	\$9,000.00	\$641.85
End of Year 2015 - Balance	12/31/2015	\$1.71	\$496.91	\$146.65
End of Year 2016 - Balance	12/31/2016	\$3.70	\$0.00	\$150.35
End of Year 2017 - Balance	12/31/2017	\$3.53	\$0.00	\$153.88
End of Year 2017 - Transfer Committee Acct Balance	12/31/2017	\$2,044.14	\$0.00	\$2,198.02
End of Year 2018 - Balance	12/31/2018	\$3.72	\$0.00	\$2,201.74
End of Year 2019 - Balance	12/31/2019	\$11,883.43	\$3,500.00	\$10,585.17
End of Year 2020 - Balance	12/31/2020	\$10,004.38	\$11,862.23	\$8,727.32
End of Year 2021 - Balance	12/31/2021	\$15,002.27	\$1,407.24	\$22,322.35
End of Year 2022 - Balance	12/31/2022	\$15,034.63	\$2,485.86	\$34,871.12
Year 2023				
Deposit (2023 Budget)	1/1/2023	\$10,000.00		\$44,871.12
LED Lighting Solutions (3 solar lights)	1/17/2023		\$836.93	\$44,034.19
Deposit (interest)	1/31/2023	\$5.79		\$44,039.98
Downtown Hartford, Inc (downtown assessment by Bob Yapp)	2/21/2023		\$4,000.00	\$40,039.98
Signature Streetscapes (6 lightpoles/bases)	2/21/2023		\$3,397.00	\$36,642.98
Deposit (interest)	2/28/2023	\$6.42		\$36,649.40
Deposit (interest)	3/31/2023	\$5.60		\$36,655.00
Deposit (interest)	4/30/2023	\$4.98		\$36,659.98
Hartford Building Center (coconut liners for hanging baskets)	5/16/2023		\$113.25	\$36,546.73
Deposit (interest)	5/31/2023	\$5.97		\$36,552.70
Hartford Building Center (coconut liners for hanging baskets)	6/20/2023		\$840.00	\$35,712.70
Deposit (interest)	6/30/2023	\$5.16		\$35,717.86
Colton Redi-Mix, Inc. (concrete for light install on 1st street)	7/18/2023		\$231.00	\$35,486.86
Hartford Building Center (6 tree/flower planters for downtown sidewalks)	7/18/2023		\$2,550.00	\$32,936.86
Deposit (interest)	7/31/2023	\$1.74		\$32,938.60
Ace Hardware (white paint for downtown bumpout project)	8/15/2023		\$159.99	\$32,778.61
Ace Hardware (yellow paint for downtown bumpout project)	8/15/2023		\$169.99	\$32,608.62
Deposit (DHI contribution towards bumpout project)	8/29/2023	\$500.00		\$33,108.62
Deposit (interest)	8/31/2023	\$0.78		\$33,109.40
Sign Solutions USA (posts for downtown bumpout project)	9/19/2023		\$820.50	\$32,288.90
Deposit (interest)	9/30/2023	\$0.40		\$32,289.30
TOTALS		\$10,536.84	\$13,118.66	\$32,289.30

Summary of Expenses:	
Attorney's/Accountant's Fees	\$1,105.34
Remaining Appropriation (benches, trash cans)	\$4,302.20
Postage for Survey Mailing	\$474.57
Hartford Area Optimist Club (mural)	\$3,500.00
Signature Streetscapes (banners/arms/baskets for lightpoles)	\$3,215.00
Planters Unlimited (10 hanging baskets for lightpoles)	\$946.58
Mac's, Inc. (hardware for lightpoles)	\$16.42
HBC (plants/soil/mulch for hanging baskets)	\$127.69
Backdoor Garden, LLC (fall decor for hanging baskets)	\$217.00
Jessica Evans (fall, summer, winter, xmas banners)	\$1,398.00
Jessica Evans (pumpkins for fall baskets)	\$15.00
Planters Unlimited (4 hanging baskets for lightpoles)	\$382.68
LED Lighting Solutions (4 solar lights)	\$1,847.76
Signature Streetscapes (4 lightpoles/bases/banner poles/brackets)	\$3,490.00
Backdoor Garden, LLC (soil/pines/quick crete for hanging baskets)	\$124.14
Jessica Evans (décor for hanging baskets)	\$56.06
Hartford Building Center (fasteners for light poles)	\$25.90
Sandy Dean (décor for hanging baskets)	\$32.24
Jessica Evans (spring banners)	\$515.00
Jessica Evans (summer banners)	\$90.00
Hartford Building Center (flowers for hanging baskets)	\$770.00
Hartford Building Center (flowers for hanging baskets)	\$812.00
LED Lighting Solutions (4 solar lights)	\$1,673.86
LED Lighting Solutions (3 solar lights)	\$836.93
Downtown Hartford, Inc (downtown assessment by Bob Yapp)	\$4,000.00
Signature Streetscapes (6 lightpoles/bases)	\$3,397.00
Hartford Building Center (coconut liners for hanging baskets)	\$113.25
Hartford Building Center (flowers for hanging baskets)	\$840.00
Colton Redi-Mix, Inc. (concrete for light install on 1st street)	\$231.00
Hartford Building Center (6 tree/flowers planters for downtown sidewalks)	\$2,550.00
Ace Hardware (white paint for downtown bumpout project)	\$159.99
Ace Hardware (yellow paint for downtown bumpout project)	\$169.99
Sign Solutions USA (posts for downtown bumpout project)	\$820.50
Transfer to General Fund	\$9,000.00

- **City Projects (Changes in red):**
 - 6th & Mundt Street – Project is substantially complete, with a few punch list items and some seeding, restoration, and painting to be done in the spring. A walk-through of the project was conducted by ISG and city staff to update this punch list for the contractor. Homeowners were provided a letter on proper care for the new seeding, and they were also provided a letter on how to make their sump pump connections to the new storm sewer system. The contractor continues to work on punch list items. Due to the heat and drought, the spring seeding has failed – contractor will re-seed in the fall. Now that the weather is cooling down, we are working with the contractors to do some reseeded on the areas that did not come in good. **Some of the project areas have been reseeded and a letter was sent to the property owners. ISG will be conducting an inspection and reviewing punch list items to ensure everything is addressed before we close out the project.**
 - Hwy 38 Water Main Extension – The city council previously approved plans to have ISG work on a design for a water extension that will run along Railroad Street & S Colton Road. The plans were reviewed by staff and city council approved the project on 1/3. Financing was discussed and approved on 2/21, with part of the project being funded with water fund reserves and part with an SRF loan. SECOG has completed the SRF loan application, and it was sent to the state on Thursday (3/30) for review. This project was also placed on the state water plan (requirement for SRF funding). The state reviewed our SRF loan application on 6/29 for \$500,000 and it was approved. The city pledged system revenues for repayment, so no surcharge is required. ISG is completing plans to get ready for bid. The plan is to bid this fall for construction next year. **Final plan edits are being made by ISG and then they will be reviewed by staff and sent to DANR.**
 - Western Avenue Expansion - ISG continues to work on plans. Schedule for plans and bidding was provided by ISG to staff. We are still reviewing plans along with funding options. ISG is working with HR Green and meeting with them regularly to ensure communication on coordinating the state and city project. ISG and city staff met with DOT officials on Monday, 9/18 to discuss this project and bidding procedure/coordination. Both projects will be let by the state for bidding and any contractor that bids on one project will be required to bid on the other project as well – thus ensuring the same contractor for both projects. This will make project coordination much easier. Once a contractor is secured, each project will be independent, with the state in charge of their bridge portion and the city in charge of our Western Ave portion. Bidding is still set for next spring with the project commencing in 2025. **ISG continues to work on plans and coordinate with HR Green and the state. Project is still planned to be bid next year, with work being performed in 2024. I have talked with ISG about setting up property owner meetings for 2024 to go over the project and address any concerns they may have.**
 - WRRF – Work continues on this project. The City council approved a contract with Rice Lake – the contract has been executed. Grading work continues at the site. The groundbreaking was a great success. **Dirt work for the road and facility is underway. ISG has been reviewing shop drawings and bi-weekly construction meetings are being planned. We are still working on finalizing easement documents with Assam and Tyler.**
 - Other Projects –
 - **Bike Trail – We continue to work with FEMA to get floodplain approval of this project so the city can move forward with the project at a future date if so desire.**

- 12th/Oaks Project – Infrastructure Design Group has started plan. Once the plans are completed, ISG will review. We hope to bid this project in Jan/Feb 2024 and construction to begin in spring 2024.
- ISG is working with Maple Pass, Knapp’s Landing, and Assam development to ensure compliance with city design standards and completion of punch list items.

- **Stockwell Projects (Changes in red):**

- Western Sewer Project: A walk through was conducted on 7/20 with staff, Stockwells, and the state. A list of punch list items was sent to the contractor to be addressed, with a deadline date of May 15th. Punch list items were completed, and final payment approved. We will not close out the project until we ensure the seedling is established or there is no fault with the contractor. I have contacted the engineer to do an inspection to see if we need to have the contractor reseed this fall or if can close out the project. A partial inspection has been completed, with a final inspection planned for next week. At this point, it looks like the seeding has taken and we will be able to close out this project before the end of the year. **A final inspection was completed this past week and most of the seeding has taken hold – it is the engineer’s opinion that seeding will come in again next spring and we can close out the project. (Tony Randall noted that the seeding between Central State & Black Tie was poor so I asked the Engineer to re-evaluate this area)**

- **New Website Layout:** We believe we have the fillable forms ready for placement on the city’s website. This will allow all city applications to be filled out on-line, through our website, and then emailed to the city. Should have everything up and running by the end of the month.
- **EDA/LLIP Grant:** As you know, the city has been awarded both the EDA and LIIP grant for our 12th/Oaks Project. IDG is working on plans, and we are working on completing all grants documents. A “kickoff” meeting with the state to review all grant requirements and proper procedure is planned for Thursday, October 19th.
- **Sidewalk Grant:** The state offers grants for sidewalks through their Transportation Alternative Grant program (the Safe Routes to School Program is now part of this grant). This grant provides funds for non-motorized transportation routes, such as sidewalks, trails, and routes to school. This is an 80/20 grant. Applications are due in July and grants are awarded in November. We have had some discussion about needing additional sidewalks throughout town to get to school and public areas, such as parks, pool and downtown. Craig and I would like to do an assessment of the city sidewalks and present a plan for review to the council this coming spring. If the council wishes to move forward with a grant application, we can have something together before July. One thing the council may also want to think about is revising our city ordinances to mandate repairs on sidewalks, include sidewalks with all city street projects (new or upgrades), and possibly have a discussion on mandating sidewalks through the city.
- **MCWC:** As noted in my last report, Minnehaha Community Water Corporation has a water line in town that currently services 3 customers – Gerald & Laurie Cressman, St. George’s Church and Tammen Auto & Tire. Since all of these accounts reside within the city, MCWC has asked us to take over servicing them since they may in the future abandon this line. Every water service that the city takes over from MCWC requires the city to pay a fee, but we get the service and then can start charging them for water usage going forward. Right now, the cost to take over these accounts is minimal, but this will increase significantly after the 1st of the year. In order to take over these services, we need permission from these account holders. I sent a letter to all three entities explaining the MCWC would like to take over their service because they might in the future abandon the line. They were giving the option to convert to city services now and the city will pay the conversion fee or if they wait, any conversion fees and cost will be their own expense if MCWC abandons the line. All 3 property owners have agreed to switch over to the city’s water service. We will buy out their accounts from rural water and then work on connecting their service lines to the city’s mains. We hope to have this completed either this fall or early spring.

- **Hartford Township:**

- Road Haul Agreement – The Hartford Township has approved our application for improvements on the approach off of 466th Ave to our new WWTF. We were required to provide a truck haul agreement stating that all truck traffic, during and after construction, for the facility will turn north on 466th Ave and go towards Hwy 38 – not south on the county highway. This is due to citizen complaints from the county and this concern was briefly discussed in the past.
- Maintenance of Township Roads – Another item that the Hartford Township wants to discuss is maintenance of the township roads around Hartford. Currently, there is an unwritten agreement between the township and the city public works department on what road sections the city will maintain and what roads the township will maintain that are within or close to the city. There are parts of some township roads that the city maintains for snow removal and there are parts of some city roads that the township maintains. Due to liability issues and related costs, the township wants to have a meeting to discuss this informal agreement and maybe put a formal agreement in place. It may come down to the township maintaining their roads and the city maintaining ours. Craig is scheduled to attend the November township meeting to discuss – this is the same date/time as the first city council meeting in November so Craig will attend the Township meeting first and then come to the council meeting.

Call if you have any questions 605-528-6187 or 605-906-1750



Agenda Item Staff Report

DATE: October 17, 2023

AGENDA ITEM: Discuss Review of Employee Manual

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Establish a committee to do a full review of the city's employee manual

Background/Summary:

Our last full review and revision of the city's employee manual was done in June of 2020. We do try and do a full review every 3-5 years, with minor amendments in between if needed. I have identified a few items that I think need to be reviewed and updated. Staff can present these possible amendments to the city council or since it will be almost 4 years since our last revision, I would recommend establishing a committee to do a full review of our employee manual and present any recommended changes to the city council.

When we last did a full review, the city established a committee of 2 council members, 2 staff members, and the Mayor to review our entire manual. I believe the committee met 2-3 times and reviewed a few chapters at each meeting. If a committee is approved by the council, the Mayor and council members would be paid for their attendance. Once the committee has completed a full review, any recommended changes would be presented to the city council for discussion and final approval.

Prior Council/Board Action:

6/16/2020 – Full Review was completed on the city's Employee Manual

Possible Action:

1. Have staff present recommended changes to the city council for review
2. Establish a committee to do a full review of the employee manual and present any recommended changes to the city council for review

Fiscal Impact:

If a committee would be established, the only costs at this point would be payment to those on the committee. Recommended changes may have a fiscal impact but would be discussed once recommendations are presented to the council.

Attachments:

- None



Agenda Item Staff Report

DATE: October 17, 2023

AGENDA ITEM: Discuss Consent Agenda

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Discussion Only

Background/Summary:

Over the years, the city has contemplated how to make our meeting time more efficient. Implementing a “consent agenda” is one way to encourage simple staff questions before the meeting and cut down on unnecessary discussion at the council meetings. The last time a content agenda was discussed was back in 2019. Staff is wondering if this is something this council is interested in or wants to discuss. Minnehaha County and most of the cities in our area already implement a consent agenda including Sioux Falls, Brandon, Tea, Harrisburg, Dell Rapids, and Lennox. Typically, non-controversial items are placed on the consent agenda, which can include approval of the agenda, the past minutes, bills, and staff reports. All agenda items will be evaluated by staff to determine if there should be any discussion before placing it on the consent agenda. If a council member would like to move an item from the consent agenda to the regular agenda for discussion, that council member makes a motion to move it. All items on the consent agenda, unless moved to the regular agenda, can be approved by one motion and vote.

This is how it is basically handled:

- Items that are believed to be non-controversial are placed on the consent agenda. All other items are put on the regular agenda.
- The council will need to review the consent agenda before each meeting and if they have any questions about a consent agenda item, they should call city hall. This will include any questions about the bills since the bill report will be on the consent agenda. (If a council member or Mayor wants to discuss any item on the consent agenda, they can make a motion at the meeting to move that item(s) to the regular agenda for discussion)
- At the meeting:
 - The Mayor will go to the consent agenda and read each item on it.
 - The Mayor will read each item number on the consent agenda and then he will ask if anyone wants an item moved to the regular agenda. (The Mayor, council, staff or member of the audience can respond)
 - If no one responds, he will ask for a motion to approve all items on the consent agenda.
 - If someone does want an item moved, a council member will need to make a motion to “Approve the consent agenda with moving Item Number “X “to the regular agenda for discussion”.
 - If the motion receives a second and is approved, that item number is then moved to the regular agenda, allowing discussion.
- So, moving an item off the consent agenda will take an approved motion of the Council.
- The minutes will reflect each item that was approved on the consent agenda.

I have included a sample consent agenda that was reviewed back in 2023. This is for discussion only to gauge the council's feelings but utilizing a consent agenda could possibly help with more efficient meetings.

Prior Council/Board Action:

None

Possible Action:

1. Make a motion to utilize a consent agenda
2. Do not make a motion to utilize a consent agenda

Fiscal Impact:

None

Attachments:

- Consent Agenda Example

Hartford City Council Agenda
Tuesday, March 5, 2019 - 7:00 p.m.
Hartford City Hall

ROLL CALL

Mayor Jeremy Menning
Council Member Mark Brenneman - Ward 1
Council Member Travis Kuehl - Ward 1
Council Member Mark Monahan - Ward 2
Council Member Jessica Johnson - Ward 2
Council Member Scott Nelson - Ward 3
Council Member Arden Jones - Ward 3

PUBLIC COMMENTS - Public Input on Non-Agenda Items

Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda

CONSENT AGENDA - Approval of the Consent Agenda

*Item on the consent agenda are perceived to be non-controversial. The consent agenda will be acted on in one motion with no public hearing on the items, unless a member of the public, the Council or staff request the item to be removed from the consent agenda and placed on the regular agenda. The Mayor will read each item and asked if there is any objections.

- Item 1. Approve Minutes of Previous Meeting (s)
 - *Regular Meeting Minutes - 02/19/2019
- Item 2. 2nd Reading of Ordinance #662 - Off Street Parking Amendment
- Item 3. Minnehaha Sheriff Deputy Report - Phillip Ryan
- Item 4. Engineer Report - Mitch Mergen
 - *Change Order #1 for Soukup Construction
 - *Pay Application #9 for Soukup Construction
- Item 5. Public Works Report - Craig Wagner
 - *Approval of 2019 Slurry Seal Bid
- Item 6. Finance Officer Report - Karen Wilber
- Item 7. City Administrator Report - Teresa Sidel
 - *Attendance of 2019 SD City Management Assoc. Conference

REGULAR AGENDA - Approval of the Regular Agenda

Ordinances, Resolutions & Hearings

- Item 8. 7:05 Public Hearing for Resolution 2019-2: Resolution of Necessity for N. Vandemark Road Improvement Project
- Item 9. Resolution 2019-1: Request for Joint Jurisdiction with Minnehaha County

Old Business

- Item 10. Consent Agenda Discussion

New Business

- Item 11. Review Bid for Toshiba Copier

Correspondence

EXECUTIVE SESSION (SDCL 1-25-2)

ADJOURNMENT

Next City Council Meeting: Tuesday - March 19, 2019