

Hartford City Council Meeting – Regular Meeting November 21, 2023

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Chris Woslager, Cindy Matson, Mark Brenneman, Travis Kuehl, Jake Jass, and Shaun Boen. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, City Engineer Michael Redenbaugh, and 4 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Matson, second by Brenneman to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Brenneman, second by Jass to approve the regular meeting minutes from November 7, 2023 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Brenneman, second by Matson to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – Hartford Hometown Christmas:** Lisa Hellvig and Sherri Goebel were present on behalf of Hartford Hometown Christmas. They have applied for a special event permit for the Hartford Hometown Christmas event to be held Dec 3rd. Activities will be similar to previous years – parade, vendor show, fireworks, firepit, etc. The following road closures are being requested for the parade: Main Ave - 2nd St to Menth St at 11am; Main Ave - Hwy 38 to South St at 4pm; Railroad St & South St – Main Ave to Western Ave at 4pm. All road closures to re-open at the conclusion of the parade – approx. 6:30pm. Also requesting use of the city shop for parade coordination and the use of city staff during the event. A motion was made by Jass, second by Woslager to approve the Hartford Hometown Christmas special event permit as submitted – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR's monthly report was provided. For the month of Oct there was a total of 17 calls, of which 9 were in city limits. An update on the various trainings held during the month was provided. The Dept handed out 1,200 glow sticks for Halloween.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. The Chamber annual meeting will be held Nov 27th at Great Life Golf Course. Committee members continues to plan for upcoming events: Hometown Christmas Breakfast to be held Dec 3rd and the 2024 Burger Battle. There were ribbon cuttings held at Maple Pass Apartments & Townhomes on Nov 8th and at Nurture Family Chiropractic on Nov 20th. Work continues on a new housing study along with Envision 2025 invoicing & retention efforts. Farr will be out of the office attending the 2023 Mid-America Competitiveness Conference Nov 28th – Dec 1st.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Reviewed and provided comments on 3 new plats.
 - Engineers submitted revised documents to FEMA on Nov 7th for the floodplain certification. Once certification is received, the engineering for this project will be complete if the City should decide to move forward at a later date.
 - At the WRRF site, rebar has been placed and the concrete pour has started on the slab of the Aeromod structure. Excavation work at the site of the new lift station has started. Once fully excavated, concrete work will start. Engineers continue to review shop drawing as they are submitted by Rice Lake.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Wagner has started to compile information for next year's slurry seal project. Staff is doing maintenance on equipment in preparation for the upcoming winter season. Landscaping around the welcome signs is now done and lighting will be installed in the coming weeks. Wagner attended the Hartford Township board meeting on Nov 7th. At that meeting, it was decided that the maintenance of certain roads, both township and city, would be shared between both entities and agreements would be signed stating such. Since that meeting, the township as asked to discuss this matter further. Wagner will be attending the Dec township meeting to continue to work out the details.

Water – The 3rd quarter report has been submitted. Next reporting is due Jan 10th. No results have been received yet on the ISO review that was done in Oct.

Sewer – The next DMR reports are due Dec 28th. All lift stations are working well. Discharging of the lagoons will be finishing up this week. The new blower that was ordered is in and ready to be installed.

Park – Staff continue to clean up leaves in the park. New player benches have been ordered. New permanent style square tables with benches have been ordered. These will be placed throughout the park. A new merry-go-round for Turtle Creek Park has also been ordered.

Pool – The pool slide is in the process of being sand blasted and repainted.

Sports Complex – Wagner continue to work on options/pricing for a new concession stand building.

- **Finance Officer Report:** City Finance Officer Wilber’s provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Oct 31st, a recap of bills submitted for payment, and the Nov/Dec calendar of events.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidewalks throughout the entire city will be reviewed in order to come up with a sidewalk plan in the event the City applies for possible grant funds. The transit bus will be auctioned off through Purple Wave Auction on Dec 16th. The Weston Group is in the process of reviewing & updating the City’s policy manual. Once their review is completed, any changes will be presented for review by the council. Fourteen applications have been received for the part-time Chamber Director position. We will continue to advertise and accept applications until Nov 30th. A reminder that the City’s Holiday Party is scheduled for Dec 9th at the Great Life Golf Course. Representatives from the Library and Senior Center will be present at the January 2nd and 16th meetings respectively to provide a yearly update to the council.

OLD BUSINESS:

- **Review/Approve EDD Job Description:** To better serve both the Hartford Area Chamber of Commerce and the Hartford Area Development Foundation, the Council has decided to revamp the Chamber & Economic Development Director position into two separate positions - a part-time Chamber Director and a full-time Economic Development Director. At the last council meeting on Nov 7th a revised job description for the full-time Economic Development Director was reviewed and changes were noted. A revised draft was presented. Discussion was held but no further changes were made. A motion was made by Brenneman, second by Jass to approve the new job description for the full-time Economic Development Director – all voted yes, motion carried.

NEW BUSINESS:

- **Discuss Open Liquor License & Possible Request for Proposals:** In April 2021 the City had an on-sale liquor license become available due to a business closing. In Aug 2021 the Council made the decision to do a Request for Proposal for this available license. One RFP was received and awarded to Anthony Blaine & Kristin Friese. Their plans were to build an event hall/barn and to be operational no later than the summer/fall of 2023. Due to other commitments and the unforeseen increase in costs, they have not met this timeline. The RFP information that was used in 2021 was provided to the council for review. Blaine & Friese were present to address the council. They discussed their situation with the council and reiterated that they still plan to move forward and be operational in 2024 and that they would like to keep the license that was awarded to them. It was noted that the City has received calls in the past from parties inquiring if there are any available licenses. With this, it is the opinion of some that there would most likely be an interest in this license and that the RFP process makes the most sense financially for the City. A motion was made by Brenneman, second by Jass to allow for a 12-month extension to the existing agreement with Blaine & Friese. Further discussion was held about the requirements of having a restaurant liquor license, which are unlimited, versus a retail on-sale liquor license. It was also noted that Hartford would have to grow to a population over 4,000 to be granted another retail on-sale liquor license. Brenneman amended his original motion extending the existing agreement with Blaine & Friese through December 31, 2024, second by Jass – Brenneman, Jass, and Woslager voted yes. Matson, Kuehl, and Boen voted no. Mayor Jones broke the tie voting yes, motion carried.
- **Review/Approve Billboard Lease Agreement between Sunshine Foods and City of Hartford:** The City’s lease agreement for the south half of the east face of billboard #2 with Sunshine Foods is up for renewal. Sunshine Foods would like to renew the lease for another 3-year term with the City’s standard rental rate of \$130/mo. which includes lighting from dusk to midnight. A motion was made by Matson, second by Boen to approve the billboard lease agreement between Sunshine Foods and the City of Hartford as presented – all voted yes, motion carried.
- **Review/Approve Billboard Lease Agreement between Tammen Auto & Tire and City of Hartford:** The City’s lease agreement for the north half of the east face of billboard #2 with Tammen Auto & Tire is up for renewal. Tammen Auto & Tire would like to renew the lease for another 3-year term with the City’s standard rental rate of \$130/mo. which includes lighting from dusk to midnight. A motion was made by Jass, second by Boen to approve the billboard lease agreement between Tammen Auto & Tire and the City of Hartford as presented – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Matson, second by Jass to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 8:07pm – 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 Matson, second by Boen to exit executive session at 8:42pm – all voted yes, motion carried.

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

Minutes recorded by City Administrator Teresa Sidel.

I, the undersigned, Teresa Sidel, City Administrator in and for the City of Hartford, South Dakota, do hereby certify that the above and foregoing is a true and correct copy of the minutes which is on file at the Municipal Finance Office.

Teresa Sidel, City Administrator