

Hartford City Council Meeting – Regular Meeting November 7, 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, and Shaun Boen. Jake Jass was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Chamber & Economic Development Director Amy Farr, and City Engineers Michael Redenbaugh & Justin Heim.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Boen, second by Matson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Brenneman to approve the meeting minutes from October 17, 2023 - all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Hearing - Liquor License Renewals:** A motion was made by Matson, second by Brenneman, to approve the 2024 liquor license renewals as presented – all voted yes, motion carried.
- **Retail On-Sale Liquor License on Hold:** 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, they have not met this timeline and are unsure of when they will build. Discussion was held on whether the City should open up this license to other interested parties. The consensus is that the RFP process for this license is done again. The RFP information will be placed on the agenda for the next meeting.

REPORTS:

- **Sheriff's Department Report:** Deputy Kardas was not present. His report for the month of October was provided. There were 263 calls for service for the month.
- **Chamber & Economic Development Report:** CEDD Amy Farr provided her report. This year's Trunk-or-Treat event was held on Oct 29th with approx. 520 children and 20 trunks participating. Jones Family Eyecare won most creative trunk, Sunshine Foods won best in trunk, and Central States Mfg won scariest trunk. Planning continues for Hometown Christmas Breakfast to be held Dec 3rd; and the 2024 Burger Battle and Annual Banquet. There are two ribbon cuttings scheduled: Maple Pass Apartments & Townhomes on Nov 8th and Nurture Family Chiropractic on Nov 20th. Work continues on a new housing study along with Envision 2025 invoicing & retention efforts. Farr is requesting approval to attend the 2023 Mid-America Competitiveness Conference Nov 28th – Dec 1st in Indianapolis, IN. All registration and travel cost will be paid for by the HADF. A motion was made by Boen, second by Matson to approve Farr attending the 2023 Mid-America Competitiveness Conference – all voted yes, motion carried.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Conducted a walkthrough of new N Maple Ave road. Punchlist items were identified.
 - Engineers have been in touch with the Contractor on the 6th & Mundt project to review items that need to be fixed yet this fall. Recently seeded areas will be monitored this winter and into next spring to ensure the seeding took.
 - Engineers continue to work with FEMA on obtaining floodplain documents for the bike trail project. Once received, the engineering of this project will be complete if the City should decide to move forward at a later date.
 - At the WRRF site, excavation has been completed for the Aeromod structure. Rebar is now being placed and concrete is scheduled for the coming weeks. The contractor installing the forcemain is anticipating starting mid to late Nov. Utility work will continue this year as long as the weather allows, with any remaining work to be completed in the spring. Engineers continue to review shop drawing as they are submitted by Rice Lake.
 - **Review/Approve Proposal for Testing Services:** A proposal from Geotek Engineering & Testing Services, Inc. for special inspections and material testing services for the WRRF project was presented. Geotek estimates the cost of these services to be between \$122,550 to \$136,250. The City will be billed for the actual cost of services performed not to exceed \$136,250 without prior approval. A motion was made by Matson, second by Woslager to approve the proposal from Geotek Engineering & Testing Services, Inc for the WRRF project – all voted yes, motion carried.
 - **Review/Approve Pay Request #1 for WRRF:** Pay app #1 from Rice Lake Construction Group for work completed to date on the WRRF was presented. A motion was made by Matson, second by Boen to approve payment of pay app #1 in the amount of \$1,227,128 to Rice Lake Construction Group – all voted yes, motion carried.

- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Street patching and curb repairs are now done. Staff had bladed the gravel roads. Since the gravel roads are in good shape, there will not be a second application of mag water this year. Wagner attended the Hartford Township board meeting earlier tonight. The maintenance and snow removal of gravel roads on the edge of Hartford were discussed. Agreements will be drawn up that will stipulate who is responsible for each road. These agreements will be presented at a later meeting. Staff had been street sweeping as time allowed. Due to a breakdown of the sweeper, all sweeping is done for the season. In preparation for the winter weather, staff has been doing maintenance on equipment. There is still landscaping and lighting to be done on the new 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. At the end of Oct, the Fire Dept and the City’s water system had an ISO review, which happens every 3 years. A favorable ISO rating will provide better insurance rates in the City. No results on this review have been received yet.
 - Sewer – The next DMR reports are due Nov 28th. All lift stations are working well. Staff is discharging the lagoons at this time. One blower went down. A new one has been ordered.
 - Park – The parks have been winterized. Staff continues to work on cleaning up leaves in the parks. Six new benches have been installed. New permanent style square tables with benches are being ordered to be placed throughout the park.
 - Pool – The pool slide is in the process of being sand blasted and repainted.
 - Public Buildings – The Gage House remodel project is complete. Discussion was held on holding a ribbon cutting. CEDD Farr will follow up with the Senior Center to get a date scheduled.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. The items included a summary of revenues received in October along with an overview of the city’s cash balances, revenues and expenses through September. The November calendar of events was provided as well. On Nov 1st Wilber processed the Council’s semi-annual payroll.
- **City Administrator Report:** City Administrator Sidel provided her report. Sidel and Wagner will be doing the annual sidewalk inspections in the coming weeks. This will be the beginning of assessing all sidewalks throughout town in order to come up with a sidewalk plan in the event the City applies for possible grant funds. Sidel provided a report of which businesses have/have not complied with the City’s Knox Box ordinance. Building Inspectors Clarke and Christensen will follow up with those who are not in compliance yet. Sidel has reached out to the City of Sioux Falls about 2024 landfill passes. There is no longer an application process. The City of Sioux Falls is granting one free pass per household. Residents need to show their ID at the landfill. Passes run Jan 1st through Dec 31st. The City did not receive any bids on the transit bus. Staff will be contacting an auction site and attempt to sell it that way. On Nov 1st Sidel attended a one-day City manager/administrators meeting in Watertown. It was a good meeting which provided for good discussion items and a great networking opportunity. Nine applications have been received for the part-time Chamber Director position and none for the part-time snow removal position. We will continue to advertise for both. Sidel reminded the Council of the City’s professional services policy, of which a copy was provided. The City’s Holiday Party is scheduled for Dec 9th at the Great Life Golf Course.
 - **Quote from The Weston Group:** The last time a full review of the City’s Employee Manual was done was in June 2020. Since it has been almost 4 years, staff is suggesting another review be done. At the last council meeting discussion was held on possibly hiring an HR consultant to review our manual. Sidel has obtained a quote from The Weston Group, who is proposing that the review and update of our current manual could be done for no more the \$1,000. The City has worked with The Weston Group in the past when they performed a compensation review of all city positions back in 2019. A motion was made by Matson, second by Boen to approve The Weston Group conducting a review and update of the City’s Employee Manual – all voted yes, motion carried.

NEW BUSINESS:

- **Review/Approve Cannabis Renewal Application for Hometown Budz:** All cannabis licenses within the City of Hartford require annual renewal. Hometown Budz LLC has submitted all required paperwork/fee for their renewal. A motion was made by Kuehl, second by Matson to approve the renewal of Hometown Budz LLC cannabis dispensary license – all voted yes, motion carried.
- **Review/Approve 2024 Contract with SF Area Humane Society:** A motion was made by Matson, second by Woslager, to approve the 2024 contract with the SF Area Humane Society for animal control services – all voted yes, motion carried.
- **Review/Approve Job Description for Full-Time Economic Development Position:** To better serve both the Hartford Area Chamber of Commerce and the Hartford Area Development Foundation, the Council made the decision earlier this year to revamp the Chamber & Economic Development Director position into two separate positions - a part-time Chamber Director and a full-time Economic Development Director. As a result of this, a revised job description for the full-time Economic Development Director was present for review. Some changes were noted. Sidel will provide an updated draft for review at the next council meeting.

EXECUTIVE SESSION: A motion was made by Boen, second by Kuehl to enter executive session pursuant to SDCL 1-25-2(1) for personnel, and SDCL 9-34-19 for economic development at 7:57pm – 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 Brenneman, second by Matson to exit executive session at 8:32pm – all voted yes, motion carried.

ADJOURNMENT: . A motion was made by Brenneman, second by Woslager to adjourn at 8:33pm – 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