

## Hartford City Council Meeting – Regular Meeting April 1, 2025

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Shaun Boen, Ryan Horn, Travis Kuehl, Lisa Berens, and Jake Jass. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineer Michael Redenbaugh & Justin Heim, and three people from the public.

### BUSINESS ITEMS:

- **Approval of Agenda:** A motion was made by Horn, second by Jass to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Boen, second by Berens to approve the meeting minutes from March 18, 2025 - all voted yes, motion carried.

**PUBLIC COMMENTS:** None.

### VISITORS:

- Kaitlyn Kibler and Hannah Stromseth with the Farmers Market Committee were present to discuss doing a sidewalk mural during the downtown farmers markets. The mural would be on the sidewalk that runs on the south side of the Brewery as well as the sidewalk across the street along the vacant lot. The outlines of the mural would be painted with tempera paint, which is more permanent than chalk but can be removed with enough rain or foot traffic. It would be touched up as needed to last the entire market season. Caulk would be provided during the downtown markets for kids to color in the mural, providing another fun activity for children. A motion was made by Jass, second by Horn to allow the mural painting during the downtown market on the city sidewalks as presented – all voted yes, motion carried.

### ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Public Hearing – Garbage Hauler License for Waste Management of Sioux Falls:** Waste Management of Sioux Falls has applied for a garbage hauler's license. All required paperwork and fee has been received. They would provide roll-off service only. A motion was made by Matson, second by Boen to approve the application for a garbage hauler license for Waste Management of Sioux Falls – all voted yes, motion carried.

### REPORTS:

- **Engineer Report:** Michael Redenbaugh reported the following:
  - Engineers have received the executed contract from the contractor on the County chip seal project. A construction schedule will be provided when available.
  - The preconstruction meeting for the slurry seal project will be held in late-May. Engineers are working with staff to identify streets to for the project.
  - Engineers have been in contact with the State on the TAP grant. The City can expect to receive the financial agreement either this week or next. Once that is executed, survey and design work can begin.
  - On the WRRF project, Aeromod pipe and equipment installation continues. Plant startup is scheduled for May 2025 and is expected to take 3-5 months.
    - **Review/Approve Pay Request #18:** Pay app #18 from Rice Lake Construction Group for work completed through Mar 27<sup>th</sup> on the WRRF was presented. A motion was made by Horn, second by Boen to approve payment of pay app #18 in the amount of \$715,785 to Rice Lake Construction Group – all voted yes, motion carried.
  - A punchlist walkthrough was done with the contractor on the Hwy 38 water main extension project on Mar 28<sup>th</sup>. Items yet to address include seeding, grading of the ditches, and removal of larger rocks and debris.
  - A preconstruction meeting for the Western Ave Expansion project is scheduled for Apr 9<sup>th</sup>. Once this meeting is held, a follow-up meeting will be held with the businesses along Western Ave to update them on project phasing, timelines, etc. Engineers will also be sending a letter out to residents and business in the area of the project, providing general project information and to also provide contact information should they have any questions or concerns during construction.
  - Engineers continue to work on Phase 2 of the Parks Master Planning. This phase focuses on developing the vision for the future of Hartford's parks & trails. Deliverables for this phase are expected to be shared at the end of the month.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
  - Streets** – Staff works on gravel road and alleys as needed. Wagner will begin to gather information for this year's mag water and crack sealing projects. The fuel pump on the 2003 Chevy has been replaced. Wagner continues to work with Engineers on which streets will be included in this year's slurry seal project.
  - Water** – The 1<sup>st</sup> quarter report has been submitted. Next reporting is due July 10<sup>th</sup>.

Sewer – All lift stations are working well. The Feb DMR report has been sent in. The next report is due Apr 28<sup>th</sup>. Samples have been taken again to see if another discharge can be done this spring.

Parks – Staff has started picking up the parks, getting them ready for warmer weather. The mowers and field drags are being serviced. Wagner has gathered pricing for two upcoming park projects – the dog park shade structures and the new restroom by the pickleball court. Unfortunately, pricing for the restroom building came in over 8k higher than estimates used at budget time.

Sports Complex – Staff is nearly finished installing the bathroom partitions in the new concession building. The plumbing inspection has been delayed for a week due to the colder temperatures. A&B Concrete will be finishing up the exterior concrete once the frost is out of the ground on the north side of the building.

- **Finance Officer Report:** City Finance Officer Wilber provided her report. The items included a summary of revenues received in Mar along with an overview of the city's revenues and expenses through Feb. A comparison of total cash and sales tax revenue as of Feb 2024 & 2025 was also provided as well as the Apr calendar of events.
- **City Administrator Report:** City Administrator Sidel provided her report. The Chamber Director position will now be under the Chamber, rather than an employee of the City. The Dump Site Monitor, Pool Manager, Park Rec Program Director, Park Rec Program Coordinator, and 2 Public Works Assistants have been hired. The City continues to advertise for all other summer positions. Sidel provided an update on Dakota Mainstem's annual meeting that was held on Mar 21<sup>st</sup>. The SD DOT is hosting its final open house on the Hwy 38 Corridor Study that was done from Humboldt to Sioux Falls. The open house will be at WC High School from 6pm-7:30pm. The public is invited to attend. The County has completed their study of Western Ave, of which a copy was placed in the Council's box. Sidel attended the SDML District 3 meeting in Dell Rapids on Mar 26<sup>th</sup>. A recap was given of the legislative update that was provided at the meeting. Mayor Jones extended a Congratulations to ISG for being awarded SMGA's Partner of the Year at their annual meeting held on Mar 19<sup>th</sup>!

#### **OLD BUSINESS:**

- **Review/Approve Funding Scenarios for Western Ave Improvement Project:** At the Mar 18<sup>th</sup> meeting staff presented a funding scenario for the Western Ave Improvement Project now that the project has been bid, and actual costs are known. The scenario presented included the Community Access Grant of 480k, the REED loan of 300k, use of reserve funds of \$778,380 and a sales tax bond of 2.25M for a total of \$3,808,380. The Council requested information be presented at the next meeting on what interest/payments would be for a couple of different sales tax bond amounts. Staff presented two different scenarios. Scenario #1 is a bond of 2.25M which would require approx. 778k of reserves to be used. Scenario #2 is a bond of 3M which would require approx. 28k of reserves to be used. Staff noted that reserve balances are healthy enough and our current debt vs our debt capacity is low enough that we could handle either scenario. A motion was made by Horn to approve an adjusting funding scenario of a sales tax bond of 2.75M, using water and sewer reserves based on the bid amount for that work, and using general reserves for any balance. Motion failed due to lack of a second. Further discussion was held on the current reserve balances. A motion was made by Horn, second by Matson to approve a sales tax bond in an amount not to exceed 2.75M for the Western Ave Improvement project – all voted yes, motion carried.

#### **NEW BUSINESS:**

- **Review/Approve Surplus List:** A surplus list of three items was presented to the Council. There are two older printers that are no longer used and a broken animal trap. All three items would be discarded. A motion was made by Kuehl, second by Matson to approve the surplus list as presented – all voted yes, motion carried.
- **Park & Recreation Board Requests:**
  - **Release Budget Funds for Pickleball Restroom in Lyon Park & Dog Park Shade Structure:** When the 2025 budget was set, the Park & Recreation Board's request included funds for a new restroom by the pickleball courts in Lyon Park and 2 shade structures at the dog park. It was noted that staff feels the shade structures can be erected within the budget amount of 2.5k but estimates on the new restroom are coming in higher than budget at 33.5k vs 27k budgeted. The Park & Recreation Board is requesting approval to move forward with these two items. A motion was made by Kuehl, seconded by Berens to approve the funding request from the Park & Recreation Board for the new bathroom at Lyon Park and the 2 shade structures at the dog park – Horn abstained with all others voting yes, motion carried.
  - **Allow ISG to Design an Expanded Parking Area at Swenson Park:** The Park & Recreation Board also requested 215k in funds at budget time to expand the parking area at Swenson Park. They would like to move forward with this project as well. Since this project will be over 100k it will have to be bid. The Park & Recreation Board is requesting approve to have ISG begin the design work. A motion was made by Kuehl, second by Jass to approve ISG to start design for expanding the parking area at Swenson Park for an amount not to exceed 215k – Boen voted no with all others voting yes, motion carried.
  - **Update on the Swenson Park Concession Stand:** The Park & Recreation Board has been discussing how the City is going to operate the new concession stand. The City advertised for Request for Proposals from individuals or businesses interesting in managing and operating the concession stand for the season. No RFPs were received. The Board is now discussing having non-profit or school groups operate it to help them raise funds for their organizations. It has also been discussed having the City purchase the

supplies, and keep the inventory, tracking the sales, and paying in the sales tax. Staff will be gathering more information on items to sell, costs, and profit margins for discussion at the next Park & Recreation board meeting. Once discussed by that board, this topic will be revisited by the Council. Sidel was contacted by the WC Boosters. They are interested in running the stand for 9 days in April & May during high school games. They would use their own equipment and supplies. They would just be utilizing the building. A motion was made by Jass, second by Matson to allow the WC Booter Club to use the concession stand building to sell concession for the high school games in April & May – all voted yes, motion carried.

**EXECUTIVE SESSION:** A motion was made by Horn, second by Kuehl to enter executive session pursuant to SDCL 1-25-2(1) for personnel and SDCL 9-34-19 for economic development 8:16pm – all voted yes, motion carried.

Minutes recorded by Finance Officer Karen Wilber.

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

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Karen Wilber, Finance Officer

**EXECUTIVE SESSION:** A motion was made by Matson, second by Boen to exit executive session at 8:44pm – all voted yes, motion carried.

**ADJOURNMENT:** . A motion was made by Horn, second by Matson to adjourn at 8:45pm – all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel.

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

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Teresa Sidel, City Administrator