

## Hartford City Council Meeting – Regular Meeting April 15, 2025

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Shaun Boen, Travis Kuehl, Lisa Berens, and Jake Jass. Ryan Horn was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineers Michael Redenbaugh & Justin Heim, and 5 people from the public.

### BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Jass, second by Matson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Berens to approve the meeting minutes from April 1, 2025 – all others voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Matson, second by Kuehl to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

### VISITORS:

- Hartford Jamboree Days President Leah Johnson was present to provide the Council an update on the Jamboree Days event to be held in June. A few new attractions will be added to this year's celebration. Johnson inquired about the possibility of hosting a free swim day on Saturday afternoon. Staff will do some checking and have a recommendation when Johnson comes before the Council in May to get their special event permit approved.
- Michelle Edgecomb-Schilling, on behalf of Downtown Hartford, Inc., was present to discuss their signage project with the Council. At the July 18, 2023 meeting DHI came before the Council to present their proposal to install signage along Western Ave to highlight the City and downtown businesses. At that time, the quote was just under 3k. The Council approved the City paying for \$1,500 and DHI paying the balance. DHI did not move forward with the project at that time. They have now secured a new quote in the amount of \$5,192. This sign is larger than the previous proposal presented in 2023, which allows for more business names to be displayed. DHI is requesting that the City pay half, and the remaining half would come out of the DHI city fund. There is currently over 30k in the DHI city fund, which is more than enough to fund this entire project. Edgecomb-Schilling explained that DHI would like to use those funds on future improvement projects in the downtown area. It was also noted that DHI will get \$100 from each business who wants to be on the sign. A motion was made by Jass, second by Boen to approve the City paying \$1,500 of the wayfinding sign with the balance of \$3,692 being paid out of the DHI city fund, with the City covering all costs associated with the installation of the sign – all voted yes, motion carried.

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

- **7:05 Public Hearing 1<sup>st</sup> Reading of Ordinance #763 – Zoning Amendment to Residential High-Density District:** Earlier this year a change was made to the City's zoning ordinance adding a new district of RHD (residential high-density). The RHD District allows for smaller lot sizes and setbacks for single-family dwellings, including z-lots. Two-family and multi-family dwellings are currently allowed in an RHD District at the same requirements for lot sizes and setbacks as a Residential District. In an effort to accommodate higher density for all development types rather than just single-family dwellings, the Planning and Zoning board is recommending changes to the lot sizes and setbacks for two-family and multi-family dwellings as well. These changes have been incorporated into Ordinance #763. As presented the lot area for two-family dwellings would change from 11,250 sq ft to 6,000 sq ft and setbacks would change from 90ft to 60ft. For multi-family dwellings, the lot area would be set at 3,000 sq ft per dwelling unit vs the current lot area of 7,500 sq ft plus 800 sq ft per dwelling unit and setbacks would be 75ft rather than 100ft. A motion was made by Boen, second by Jass to approve 1<sup>st</sup> reading of Ordinance #763 Zoning Amendment to Residential High-Density District – all voted yes, motion carried.

### REPORTS:

- **Fire Department Report:** HAFR Chief Bryon Schumaker was present to provide the department's monthly report. For the month of March there was a total of 31 calls, of which 13 were in Hartford. An update on the various trainings held during the month was also provided. Schumaker noted that with the dry conditions they have been dealing with several grass fires. The department has the new engine now and training is underway. The plan is to have it in service by mid-May. Department members brought the engine to City Hall and a tour was provided to those in attendance.

- **Engineer Report:** Michael Redenbaugh reported the following:
  - The contract on the County's chip seal project has been executed. 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 are coordinating the funding award with the State on the TAP grant. It is anticipated that the design of the trail will be completed by summer, allowing construction to start this fall.
  - On the WRRF project, Aeromod pipe and equipment installation continues. Painting of the lab area is underway. An Aeromod Rep will be on site next week to review the installed fixtures. Plant startup is scheduled for May 2025 and is expected to take 3-5 months.
  - The contractor continues to finish up punchlist items on the Hwy 38 water main extension project.
  - A preconstruction meeting for the Western Ave Expansion project was held on Apr 9<sup>th</sup>. Signage and traffic control work will start the week of Apr 14<sup>th</sup> with construction starting the week of Apr 21<sup>st</sup>. There will be a closure of Western Ave at Mickelson Rd. Passenger traffic will be detoured – South St to Main Ave to Mickelson Rd to Cressman Trl. to Opal Ln. Truck traffic will be detoured to Hwy 38. More information on project phasing, schedules, and the detour route is available through a link on the City's website. A meeting will be held this week with the businesses along Western Ave to update them on project phasing, timelines, etc.
  - 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 have been provided. Please provide any feedback within the next couple of weeks as Engineer will be finalizing the plans in this phase of work.
  - When setting the 2024 budget, funds were allocated for two different studies. One is a drainage study of the Kelley Ave area. This would be in preparation for any improvements made to this area in the future. The other is a water study. Doing this study would create a citywide water model, which is a good tool to have when designing improvement projects, analyzing existing infrastructure, and planning for future development, among others. It the consensus of the Council is to move forward with both studies. Engineers will present proposals at a future meeting.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
  - Streets – Gravel road were bladed last week. Wagner has started to gather pricing for this year's mag water and crack sealing projects. All equipment is running well at this time. Wagner has received word from the DOT that they are moving forward with installing street lights at Hwy 38 and Colton Rd. They are anticipating that it will be a summer or fall project. Wagner continues to work with Engineers on which streets will be included in this year's slurry seal project.
  - Boulevard Trees: All areas to be planted have been marked and locates have been called in.
  - 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 Mar DMR report has been sent in. The next report is due May 28<sup>th</sup>. The pH level of the lagoons it too high to discharge. Staff will continue to monitor in hope of discharging next month.
  - New Plant: Wagner is working with DANR on using our pond wastewater to fill the new tanks this spring prior to the start-up of the new plant. We will be getting seed for start-up from the City of Sioux Falls. Staff is working with Sioux Valley Environmental on lab equipment that is needed.
  - Parks – The restrooms in the parks are now open. The materials for the dog park shade structures and the steel to refurbish shelter #4 are now in. Staff will begin working on these projects in the coming weeks. Wanger is working on quotes for the new restroom in Lyon Park. Once numbers are set, demo will begin on the old restroom building.
  - Sports Complex – The concession/restroom building has passed inspection and is now open. A&B Concrete will be finishing up the exterior concrete this week. The ball fields are open, soccer fields have been painted, goals are up, and batting cages are up.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of March 31<sup>st</sup>, a recap of bills submitted for payment, and the Apr/May calendar of events. The semi-annual attendance chart was provided for Council review. Wilber will be processing payroll for them on May 1<sup>st</sup>. Please let her know if there are any corrections no later than Apr 30<sup>th</sup>. The Auditors will be onsite May 6<sup>th</sup>/7<sup>th</sup> to gather information for the 2024 audit.
- **City Administrator Report:** City Administrator Sidel provided her report. The paperwork for the sales tax bond for the Western Ave project has been filed. The final interest rate on the bond is 5.49%, which is a bit lower than the rate of 5.57% that was quoted. Sidel is working with SECOG to resubmit the Community Access Grant for this project as well. The Chamber has hired Jill Skots as their new Director. She started this week. The City continues to take applications for lifeguards, assistant pool managers, public works assistants, and park rec assistants. Deputy Rechtenbaugh returned to work this week. An update on all the development happening in the City this year was provided. The Booster Club ran concessions from the City's building this last week. All went

well. They plan to provide concession for all high school games. The Park & Recreation Board will continue discussions on the operation of the concession stand at their next meeting on Apr 28<sup>th</sup>. At the May 6<sup>th</sup> Council meeting the transition to the new Council will happen. Sidel will be scheduling an orientation meeting for newly elected Councilmember Michelle Edgecomb-Schilling prior to the May 6<sup>th</sup> meeting.

**NEW BUSINESS:**

- **Request to Attend SoDACE Conference:** Code Enforcer Kyle Christensen is requesting to attend the SoDACE training conference on May 7<sup>th</sup>/8<sup>th</sup> in Fort Pierre. Since Christensen is a board member, the association pays for his lodging. The expense to the City would be the \$50 registration fee and any meals not covered by the conference. The staff vehicle would be utilized for the trip. A motion was made by Jass, second by Berens to approve Christensen attending the SoDACE training conference on May 7<sup>th</sup>/8<sup>th</sup> in Fort Pierre – all voted yes, motion carried.
- **Mayoral Proclamations:** Mayor Jones issued a proclamation for Arbor Day, Silver Star Banner Day, and Building Safety Month.

**EXECUTIVE SESSION:** A motion was made by Kuehl, 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 8:30pm – 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 Jass, second by Matson to exit executive session at 9:20pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Matson, second by Boen to adjourn at 9:21pm – 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