

Hartford City Council Meeting – Regular Meeting May 6, 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 Attorney Tom Frieberg, City Engineers Michael Redenbaugh & Justin Heim, and 8 people from the public.

BUSINESS ITEMS:

- **Approve Agenda:** A motion was made by Kuehl, second by Boen to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Jass to approve the meeting minutes from April 15, 2025 - all voted yes, motion carried.

PUBLIC COMMENTS: None

OLD BUSINESS:

- **Oath of Office:** Arden Jones, Ryan Horn, Shaun Boen, and Michelle Edgecomb-Schilling all ran unopposed for their respective positions of Mayor, Councilmember Ward 1, Councilmember Ward 2, and Councilmember Ward 3. Each took their oath of office.
- **Certificate of Appreciation:** Mayor Jones presented outgoing Ward 1 Councilmember Jake Jass and outgoing Ward 2 Councilmember Lisa Berens with certificates of appreciation. Thank you both for the time you've invested in serving the community of Hartford.

ADJOURN AS OLD COUNCIL: A motion was made by Horn, second by Jass to adjourn as the old council at 7:07pm – all voted yes, motion carried.

RECONVENE AS NEW COUNCIL: Mayor Arden Jones called the meeting to order at 7:08pm with the following city council members present: Cindy Matson, Shaun Boen, Ryan Horn, Travis Kuehl, and Michelle Edgecomb-Schilling.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Public Hearing – Malt Beverage License Renewals:** Buffalo Ridge Brewery, Coffee Cup, Get N' Go, Brown Jug, Dollar General, AmericInn, The Goat Bar & Grill, and Stomping Grounds have submitted applications to renew their Retail Malt Beverage Licenses for 2025/2026. A motion was made by Matson, second by Horn to approve the renewal of all applications submitted – all voted yes motion carried.
- **7:10 Public Hearing – Amendment #2 to Tax Increment Financing District #1:** Mark Anderson, with Picket Fence Investments, was present to discuss Tax Increment Financing District #1 with the Council. An amendment to the TIF in the amount of 1.5M is being requested. These additional funds will construct the other two street within TID #1, Oakley Ave and Willow Ave. Oakley Ave will service commercial property to the south of the existing apartment units and Willow Ave will service the land to the west of the existing apartment units. The developer still hold the bank loan, and their bank has agreed to increase the loan amount. State law allows amendments to TIF District within the first 5 years. The amendment has been reviewed by City Attorney Frieberg and complies with all the requirements. The Planning & Zoning Board reviewed this amendment at their Apr 29th meeting and is recommending approval to the City Council. A motion was made by Horn, second by Matson to approve Amendment #2 to Tax Increment Financing District #1 – all voted yes, motion carried.
- **7:15 Public Hearing – Special Package Wine License for Converse Wine Company, LLC:** Converse Wine Company, LLC has applied for a special package wine license to sell wine at the May 29, 2025, Downtown Farmer's Market. This license would allow for the sale of package wine only, as well as free samples. A motion was made by Horn, second by Boen to approve the special package wine license for Converse Wine Company, LLC as applied for – Schilling abstained with all others voting yes, motion carried.
- **Special Event Permit– 2025 Jamboree Days:**
 - **Review/Approve Special Event Application:** Leah Johnson with the Jamboree Committee was present. The committee has applied for a special event permit, with the use of alcoholic beverages in a public area, for the 2025 Jamboree Days event. Activities and entertainment are planned from Thursday June 19th to Sunday June 22nd. A full schedule of events was provided. The Committee has requested the use of City staff & equipment as well. Sidel discussed hosting a free open swim on the Saturday afternoon of the event with Pool Manger Sebert. Sebert has no issues with this and will make sure there is sufficient staffing for the afternoon session. A motion was made by Matson, second by Boen to approve the special event application for the 2025 Jamboree Days event as applied for, including free open swim for the Saturday afternoon session at the community pool – all voted yes, motion carried.

- **7:20 Hearing – Application for Special Malt Beverage License:** Leah Johnson, on behalf of the Jamboree Committee, has applied for a special malt beverage license so they can sell malt beverages during the 2025 event. They are requesting to sell in the City park on Friday 2pm to midnight and Saturday 10am until 1am on Sunday. A motion was made by Matson, second by Boen to approve the special malt beverage license for the Jamboree Committee as applied for – all voted yes, motion carried.
- **Request to Release 2025 Budget Funds for Jamboree Event - \$5,000:** Leah Johnson, on behalf of the Jamboree Committee, was present to request payment of the 2025 budget appropriation. A motion was made by Kuehl, second by Schilling to release the 2025 appropriation in the amount of \$5,000 to the Hartford Jamboree Days Committee – all voted yes, motion carried.
- **2nd 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 Matson, second by Horn to approve 2nd reading of Ordinance #763 Zoning Amendment to Residential High-Density District – all voted yes, motion carried.
- **Special Event Applications – Buffalo Ridge Brewing:** Callie Tuschen with Buffalo Ridge Brewing has submitted 3 special event applications for approval. The events are for their Great Plains Street Rodders, Corvette Club, and Mustang Club Cruise-In Nights to be held May 7th, June 11th, and July 11th respectively, from 4pm to 10pm. They are requesting the closures of 1st St from Main Ave east to the alley and to allow the use of alcoholic beverages in this area and on surrounding sidewalks. A motion was made by Horn, second by Boen to approve the 3 special event permit for the Cruise-In Nights as presented – all voted yes, motion carried.

REPORTS:

- **Sheriff’s Department Report:** Deputy Rechtenbaugh was present to provide his report. For the month of Apr there were 222 calls for service. Safety regarding scooters and minibikes on city streets and sidewalks was discussed. With the construction and temporary closure of Western Ave at Mickelson Rd, a detour is in effect moving traffic through residential areas. Extra patrolling of these areas is being done. This intersection is anticipated to reopen around June 1st.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - The construction schedule for the County’s chip seal project will be provided when available.
 - The preconstruction meeting for the slurry seal project will be held in late-May.
 - Once funding review/approve is completed by the State on the TAP grant, design of the trail will start. Construction is expected to start this fall.
 - On the WRRF project, Aeromod pipe and equipment installation continues. A positive review was given by the Aeromod Rep, who was recently on-site to do a review of the installed fixtures. Painting of the lab and office space is complete, and the ceiling grid has been installed. The DANR has approved the lagoon discharge water use permit to fill the tank. The startup and commissioning is expected to take 3-5 months.
 - **Review/Approve Pay Request #19:** Pay app #19 from Rice Lake Construction Group for work completed through Apr 30th on the WRRF was presented. A motion was made by Matson, second by Horn to approve payment of pay app #19 in the amount of \$950,190 to Rice Lake Construction Group – all voted yes, motion carried.
 - The contractor continues to finish up the final punchlist items on the Hwy 38 water main extension project.
 - Work is underway on the Western Ave project. Construction started the week of Apr 21st on Phase I, extending from Opal Ln through Mickelson Rd. The existing roadway has been removed. Sanitary sewer, watermain, and storm sewer installation is underway. Private utilities are being relocated along the corridor as necessary.
 - **Review/Approve Change Order #1:** Change Order #1 is a deduct of \$6,703.28 as a result of changing materials for the water service pipe from copper to poly and the related water service fittings. A motion was made by Horn, second by Boen to approve Change Order #1 to D&G Concrete Construction, Inc for a deduct of \$6,703.28 – all voted yes, motion carried.

- **Review/Approve Pay Request #1:** Pay app #1 from D&G Concrete Construction, Inc for work completed through Apr 30th on the Western Ave project was presented. A motion was made by Kuehl, second by Matson to approve payment of pay app #1 in the amount of \$209,225.83 to D&G Concrete Construction, Inc. – all voted yes, motion carried.
 - On the Swenson Park parking lot project survey work is completed and design work is underway. Soil borings have been done and the report on those is expected in 2 to 3 weeks.
 - At the last meeting the Council discussed doing a drainage study of the Kelley Ave area in preparation for any improvements made to this area in the future. The consensus was to move forward with this study. Engineers presented a proposal in the amount of \$22,540 for this study, which will include surveying, a water model, proposed solutions, and cost estimates. The City did budget 30k for this study in 2024. Since it was never done, these funds are still in reserves. Engineers will send an information letter to property owners in this area to inform them about the study. A motion was made by Kuehl, second my Matson to approve the proposal for the Kelley Ave drainage study – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Staff continues to work on gravel roads. Wagner received a quote from Highway Improvement, Inc. for this season’s crack sealing (\$.90/lf) and mastic (\$1.65/lb). The price of crack sealing is the same as last year but mastic went up slightly from \$1.35/lb to \$1.65/lb. During the 2025 budget process, funds were budgeted as follows: 45k for crack sealing and 10k mastic. A motion was made by Kuehl, second by Horn to approve Highway Improvement, Inc. quote as presented – all voted yes, motion carried. Wagner received a quote from Bumblebee Gibson for mag water. The price quoted is \$2.05/gal, which is \$.10 higher than last year. During the 2025 budget process, funds in the amount of 40k were budgeted for mag water. A motion was made by Horn, second by Schilling to approve the quote for mag water from Bumblebee Gibson as presented – all voted yes, motion carried.
 - Boulevard Trees: All trees boulevard and park trees have been planted.
 - Mosquito – Larvicide pucks have been put out and spraying is being done as needed. The mosquito grant that we typically received from the State of SD has been cancelled for this year.
 - Water – The 1st quarter report has been submitted. Next reporting is due July 10th.
 - Sewer – A check valve failed at the main lift station. It has since been fixed. The Mar DMR report has been sent in. The next report is due May 28th. Wagner is working with DANR on discharging the lagoons.
 - New Plant - Pump startup was done last week and there will be a blower startup this week. Staff is working with Sioux Valley Environmental on lab equipment that is needed.
 - Parks – Staff has started the needed repairs to shelter #4. Once complete, they will start on the dog park shade structures. Wagner 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 – A&B Concrete has finished up the exterior concrete and seeding of the area has been done.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in Apr along with an overview of the city’s general fund revenues and expenses through Mar. Council payroll was done on May 1st with direct deposits on May 2nd. The Auditors were on site May 6th. They finished up so they won’t need to come back on May 7th as initially scheduled. The rate on the indexed money market account with FIB expired on Apr 30th. They have agreed to extend that rate, which is 3.25%, through June 30th. The May calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel provided her report. The City continues to take applications for park rec assistants. Wagner will be conducting interviews next week to fill the final public works assistant position. The Park & Recreation Board continues to discuss the operation of the concession stand. Staff has been working with Dakota Mainstem, providing them with information on Hartford’s future water needs. The Windsor Group has submitted a TIF plan for review. Once reviewed by the City Attorney, it will go before the Planning & Zoning Board and then on to the Council.

NEW BUSINESS:

- **Review Request for Proposals – Open Liquor License:** The City has one open liquor license. In February the City put out a Request for Proposals with a deadline of Apr 25th. The City received one proposal from Bob Gilliland. Mr. Gilliland was present to discuss his plans with the Council, which include a new restaurant/event center venue. Mr. Gilliland is still working on finalizing his plans. It was the consensus of the Council to hold off on taking any action on this item to allow Mr. Gilliland time to finalize his plans.
- **Review/Approve Transportation Alternative Grant Agreement:** The City has been awarded a Transportation Alternative Grant to construct a trail along Mickelson Ave from the Turtle Creek Highlands Addition to connect to the existing trail at Patrick Ave. The grant agreement was presented for review. A motion was made by Kuehl, second by Horn to approve the Transportation Alternative Grant agreement as presented and to approve Mayor Jones signing the grant agreement – all voted yes, motion carried.

- **Review/Approve Abatement for Parcel #23454:** State law allows property tax abatements for qualifying disabled veterans & seniors. The Minnehaha County Auditor has received an abatement request for an elderly tax freeze on a parcel of land that is located within Hartford city limits. This request needs to be approved by the governing board. A motion was made by Matson, second by Kuehl to approve the property tax abatement request submitted on Parcel #23454 – all voted yes, motion carried.
- **Discuss Electrical Quote for Lighting on Exit 390 Welcome Sign:** SVE has provided a cost estimate of \$6,300 to install lighting at the City’s welcome billboard located at Hwy 38 & I-90. In addition to this cost, the City would also be responsible for running the wires from the meter pedestal to the sign and the \$75/mo. electrical cost. It was the consensus of the Council to consider this cost during the 2026 budget process. This will allow staff additional time to gather information on other lighting options, such as solar lighting.
- **Election of Council President & Vice President:** A motion was made by Horn, second by Matson to nominate Travis Kuehl as council president. A motion was made by Horn, second by Matson to cease nominations and unanimously elect Travis Kuehl as council president – Kuehl abstained with all others voting yes, motion carried. A motion was made by Horn, second by Boen to nominate Cindy Matson as council vice president. A motion was made by Horn, second by Kuehl to cease nominations and unanimously elect Cindy Matson as council vice president – Matson abstained with all others voting yes, motion carried.
- **Mayoral Appointments – Official Newspaper, Official Health Care Facility, Official Depositories:** Mayor Jones appointed the official newspaper as the Minnehaha Messenger, the official health care facility as Sanford Clinic, and the official depositories as First Interstate Bank, Reliabank, and US Bank. A motion was made by Horn, second by Schilling to approve the Mayor’s appointments for official newspaper, official health care facility and official depositories – 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(3) for legal and SDCL 9-34-19 for economic development at 8:33pm – 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 Horn to exit executive session at 9:20pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Horn, second by Matson 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.

Teresa Sidel, City Administrator