

Hartford City Council Meeting – Regular Meeting June 25, 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, and Michelle Schilling. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineers Michael Redenbaugh & Justin Heim, and 3 people from the public.

BUSINESS ITEMS:

- **Approval of the Agenda:** A motion was made by Horn, second by Kuehl to approve the agenda with one change to move HACC 2025 budget allocation request to after Public Comments - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Kuehl to approve the regular meeting minutes from June 3, 2025 – all others voted yes, motion carried. A motion was made by Horn, second by Boen to approve the special meeting minutes from June 16, 2025 – Matson abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Horn, second by Matson to approve the bills submitted for payment – all voted yes, motion carried.

WARD 2 APPOINTMENT: In the election earlier this year, no petitions were received for the one-year term in Ward 2. Mayor Jones is now recommending the appointment of Darrell Horacek for this open seat. A motion was made by Kuehl, second by Schilling to approve the appointment of Darrell Horacek to the Ward 2 one-year term – all voted yes, motion carried. Newly appointed Ward 2 representative Darrell Horacek took his oath of office.

PUBLIC COMMENTS: Tony Randall was present to discuss his concerns with speeding on N. Colton Rd and also the use of scooters and e-bikes in town. Councilmember Boen also mentioned the poor visibility of a speed limit sign along W 6th St. Wagner indicated that he would take a look at it.

NEW BUSINESS:

- **Review/Approve 2025 Budget Allocation to HACC:** HACC President Scott Schrader was present to request the Chamber's 2025 budget allocation of \$15,000. Schrader provided an update on the Chamber's recent activities. A motion was made by Matson, second by Kuehl to release the HACC 2025 appropriation of \$15,000 – Boen voted no with all others voting yes, motion carried.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – Hartford Area Chamber of Commerce Block Party:** HACC President Scott Schrader was present to request a special event permit to hold Hartford Block Party event on July 16, 2025, from 3pm to 10pm. They are requesting the closures of Main Ave between 1st & 2nd St and both 1st and 2nd St from the alley to the west of Main Ave to the alley to the east of Main Ave and to allow the use of alcoholic beverages in this area. A motion was made by Horn, second by Boen to approve the special event permit for Hartford Area Chamber of Commerce Block Party as applied for – all voted yes, motion carried.
- **Deed of Revocation of Declaration of Covenants & restrictions for Interstate Inns 2nd Addition:** Lonnie Hier owes Parcel 99135. He is in the process of negotiating the sale of this parcel. The purchaser is requiring an updated Declaration of Covenants. Several properties within the original covenant area have been replated and have new owners. One of the replats was when the City put in Diamond Trail. Since the City owns this roadway, which is an H3 plat in this area, they are requesting for the City to sign the updated to the covenants. All other property owners, from both the original covenant area or and new owners due to replats, will be required to sign the updated covenants as well. This document has been reviewed by City Attorney Frieberg as well. A motion was made by Kuehl, seconded by Matson to authorize the Mayor and Finance Officer to sign the Deed of Revocation – all voted yes, motion carried. A motion was made by Kuehl, second by Horn to approve Resolution 2025-5 Resolution Revoking Declaration of Covenants and Restrictions – all voted yes, motion carried.
- **Policy 2025-1: Tax Increment Financing Guidelines:** Currently the City does not have any criteria in place to use when considering a TIF request. With the increased interest in TIF's, this is something that would be very beneficial for the City to have. Policy 2025-1 was present for Council review and input. This policy establishes such things as basic provisions and objectives of a TIF, criteria for requesting TIF assistance, required fees, among others. As presented, this would be the first step to determine if the party qualifies for a TIF with the City. If they do, they are still required to go through the remaining approval processes with both the Planning & Zoning Board and the City Council, as well as the SD Dept of Revenue. A motion was made by Horn, second by Matson to approve Policy 2025-1 Tax Increment Financing Guidelines – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR Chief Bryon Schumaker's monthly report was provided. For the month of May there were a total of 31 calls, of which 12 were in Hartford. An update on the various trainings held during the month was also provided.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - The County's chip seal project on Western Ave is completed.
 - This year's slurry seal project is anticipated to start mid-July.
 - Engineers are working with the State to execute a work order in regard to the TAP grant for the new trail. Design work is anticipated to be completed this summer with construction to start this fall, depending on the weather and contractor availability.
 - On the WRRF project, work continues inside the operations building. Clean water testing of the Aeromod is underway. Biological plant startup is planned for the end of June. Seed biological material is being provided by the City of Sioux Falls.
 - Work on Phase I of the Western Ave project continues. Roadway paving has begun and is anticipated to take 3 weeks.
 - **Review/Approve Change Order #3:** During proof rolling of the road in Phase 1 of the project, poor soil conditions were encountered. In an effort to provide additional support for the road by improving the subgrade, Engineers are recommending that the separator fabric that was in our plans be upgraded to a stronger, heavier fabric. Change Order #3 for \$15,145.02 is for the additional cost to upgrade this fabric, not only for Phase 1 but for the entire length of the project. A motion was made by Matson, second by Horn to approve Change Order #3 to D&G Concrete Construction, Inc in the amount of \$15,145.02 – all voted yes, motion carried.
 - Engineers continue to work on the Parks Master Plan. Cost estimate are currently being reviewed, and the final report edits are underway. Engineers anticipate presenting the final report in July.
 - A 60% progress set of plans for the Swenson Parking Lot Improvement project were reviewed with Staff on May 22nd. Plans have been revised and finalized following those discussions.
 - **Approve Advertising for Bids for the Swenson Parking Lot Improvement Project:** Engineers provided a tentative project schedule. As presented, the bid letting will be held late July with the bid review/awarding the project at the Aug 5th council meeting. A motion was made by Matson, second by Horn to approve advertising the Swenson Parking Lot Improvement project for bids – Boen voted no with all others voting yes, motion carried.
 - The Kelley Ave drainage study is underway. Once the drainage model is in place, various drainage improvements will be evaluated. Any proposed solutions will be presented in the final report, which is expected to be presented to the Council in August.
 - In the coming weeks Engineers will have a project kickoff meeting with Staff on the city-wide water model project. Having this water model in place will aid in planning and development as the city grows.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Mag watering has been done. Staff will monitor the roads for a second application later this fall, if needed. Staff will be patching roads in the coming weeks, concentrating on those roads included in this year's slurry seal project first. Slurry sealing is scheduled for the end of July. The DOT is moving forward with the new street lights at Hwy 38 & Colton Rd.

Boulevard Trees: All scheduled tree removals for this year have been done. Staff will be monitoring the ash trees in the boulevards and park. Wagner will be putting together an ash tree removal plan.

Mosquito – Spraying will be done as needed.

Water – The 2nd quarter report has been submitted. Next reporting is due Oct 10th. The City had its 3-year water inspection on Tuesday, and it went well.

Sewer – A pump at the Sagehorn lift station went down a couple weeks ago. It has since been fixed, and all lift stations are working well at this time. The Apr and May DMR reports has been sent in. With the goal of discharging the lagoons again this summer, Staff has started taking samples again.

Parks – With Jamboree Days over, staff will start working on the shade structures for the dog park and the demo of the old restroom building in Lyon Park.

Sports Complex – Once the new parking lot is staked out, Staff will start working on placement of the playground equipment.

Public Buildings – The City's workers' compensation carrier was on site last week to conduct safety inspection on City facilities, which all went well.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of May 31st, a recap of bills submitted for payment, and the June/July calendar of events.

- **City Administrator Report:** City Administrator Sidel provided her report. The City is still accepting applications for the wastewater plant specialist position. The Park & Recreation Board continues to work on a solution for concession stand operations for next season. In May, over 30 letters were mailed to various area groups and churches to inform them of this opportunity. To date, the City has not gotten any responses. The County chip seal project was completed this past week. Sidel is working with SECOG to update our application for the community access grant for the Western Ave project. The Windsor Group has updated their TIF plan to include improvements to 2nd St. This updated plan is scheduled to go before the Planning & Zoning Board for approval later next month. The City has also received a draft TIF plan from Turtle Creek Highlands.

OLD BUSINESS:

- **Discussion of Marketing Plan:** Earlier this year the Mayor brought up the idea of implementing a “city-wide” marketing campaign that would encompass the City and other outside organizations. Discussion was held on such things as what are the goals of the campaign, who is the targeted audience, whether a marketing firm would be hired to assist in the campaign, should a sub-committee be created to work on this concept, etc. This topic will be discussed further at future meetings.

NEW BUSINESS:

- **Review/Approve MCWC Water Purchase Agreement Amendment:** The City contracts with Minnehaha Community Water Corporation for its water. The 20-year contract expired in 2024. Last year the City signed a one-year contract extension that allowed for the same terms/conditions as the previous 20-year contract. Since all the water rights in the Big Sioux Aquifer have been allocated, MCWC is working with Big Sioux Community Water on a new treatment plant that will provide MCWC more water. Until this new plant is finished, MCWC is not renegotiating any contracts. Therefore, they have provided a contract amendment that allows for a 2-year extension and, again, has the same terms and conditions as the original contract. A motion was made by Kuehl, second by Boen to approve the MCWC Water Purchase Agreement Amendment – all voted yes, motion carried.

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

Karen Wilber, Finance Officer