

Hartford City Council Meeting – Regular Meeting June 3, 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 Attorney Tom Frieberg, City Engineers Michael Redenbaugh & Justin Heim, and 16 people from the public.

BUSINESS ITEMS:

- **Approval of the Agenda:** A motion was made by Horn, second by Boen to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Kuehl, second by Horn to approve the meeting minutes from May 20, 2025 – all others voted yes, motion carried.

PUBLIC COMMENTS:

- Sandy Dean, who is a Hartford resident and member of the Minnehaha County Historical Society, was present to invite the Council to the Historical Society's Ice Cream & Pie Social to be held at Veterans Memorial Park in Hartford at 6:30pm on June 19th.
- Amy M Farr, Executive Director of the Hartford Area Development Foundation, was present to provide the Council with an update on the recent activities of the HADF.
- Councilmember Boen commented on the sidewalk initiative that the City has started and encouraged the entire Council to keep moving forward on this initiative to make Hartford safer for everyone.

VISITORS: Bev Skyberg-Taylor, who resides along Railroad St, was present to voice her concerns about the speeding and dust issues on Railroad St. Public Works Director Wagner confirmed that mag water is scheduled to be applied next week. Staff will monitor the condition of the road throughout the summer.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – Downtown Hartford, Inc June 19, 2025 Event:** Kaitlyn Kibler, on behalf of Downtown Hartford, Inc. was present to request a special event permit to hold live music and food trucks on Main Ave to kickoff Jamboree Days on June 19th from 7pm to 10pm. They are requesting the closures of Main Ave from The Dugout to the South Bar and to allow the use of alcoholic beverages in this area and on surrounding sidewalks. A motion was made by Matson, second by Horn to approve the special event permit for June 19th as presented. Wagner indicated that the closure of Main Ave will be at 2nd St rather than half way down the block at The Dugout. This will prevent people from trying to park and turnaround in that half block area. The vote was taken with all voting yes, motion carried.
- **Special Event Permit – Downtown Hartford, Inc June 21, 2025 Event:** Kaitlyn Kibler, on behalf of Downtown Hartford, Inc. was present to request a special event permit to hold Bingo in the street on June 21st. The Senior Citizens will be serving walking tacos as a fundraising event until 1pm. After that, Bingo will be held in the street. They are requesting the closures of Main Ave from 2nd St to the South Bar remain in effect after the Jamboree Days parade until 3pm and to allow the use of alcoholic beverages in this area and on surrounding sidewalks. A motion was made by Kuehl, second by Matson to approve the special event permit for June 21st as presented – all voted yes, motion carried.
- **Special Event Permit – Hartford Area Chamber or Commerce Block Party Event:** Jill Skots, Director of the Hartford Area Chamber of Commerce, was present to request a special event permit to hold the Chamber's annual Downtwon Block Party event on July 16, 2025, from 3pm to 10pm. They are requesting the closure of Main Ave between 1st & 2nd St, the closure of 1st & 2nd St from Oaks Ave to Mundt Ave, and to allow for the use of alcoholic beverages in this area and on surrounding sidewalks. Discussion was held on the closures of 1st & 2nd St. In the past, these streets were closed for this event but just to the alleyways to the east and west of Main Ave, not to Oaks Ave & Mundt Ave. This would still allow property owners access to their properties through the alleyways. It was also suggested that if more room is needed that the closure area could extend further south on Main Ave. Skots will work with Wagner to adjust the closure area and present her request at the next meeting.
- **Special Event Permit – Hartford Area Fire & Rescue, Inc Public Safety Day Event:** Linda Hartman, on behalf of the HAFR, has applied for a special event permit to hold a Public Safety Day on Aug 23, 2025, from 10:30am to 12:30pm. They are requesting the closure of South St from Western Ave to Kingsbury Ave to accommodate various activities & demonstrations. The street closure is requested from 8:30am to 1:30pm to allow setup and teardown time. A motion was made by Kuehl, second by Boen to approve the special event permit for the HAFR Public Safety Day on Aug 23, 2025 as presented – all voted yes, motion carried.
- **Resolution 2025-4 Creation of TIF District #2:** At the May 20th meeting Jeff Zacharias, on behalf of Windsor Group, LLC, was present to discuss the creation of TIF District #2. The Windsor Group is in the process of developing land at Hwy 38 and Colton Rd. As presented at the last meeting, The TIF District would include Parcel #15994 and the requested amount of the TIF would be 1.25M, which would be for infrastructure expenses for Windsor Ave & Rubach St, along with legal & professional fees and financing costs. Since that time, a

meeting was held with the developers and their TIF writer, Mayor Jones, City Administrator Sidel and City Attorney Freiberg to discuss the possibility of adding E 2nd St improvements to the TIF. The parcel that is being developed is split into two sections, one section is on the north side of E 2nd St. and one is on the south. E 2nd St is currently a gravel township road. Including improvements to this section of road in the TIF would be a benefit to both the City and the developer. Once the TIF district is created, the developer will amend their plans to include the cost of improving E 2nd St. and would then have to start the process of submitting their TIF plan and developer's agreement to the City of approval. Resolution 2025-4, which creates the TIF district, including that portion of E 2nd St which borders Parcel #15994, was presented. A motion was made by Horn, second by Kuehl to approve Resolution 2025-4 creating Hartford Tax Increment Financing District Number 2 – 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. It was suggested that more time was needed to further review the information provided. A motion was made by Kuehl, second by Horn to table this items until the next meeting – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Rechtenbaugh was present to provide his report. For the month of May there were 341 calls for service, which is an increase of 119 from last month. Rechtenbaugh said that it is not uncommon to see calls go up in the summer months. Rechtenbaugh mentioned that there had been some vandalism and break-ins to storage units. If people have a storage unit, he urged them to check on theirs if they haven't done so in a while.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - The County's chip seal project on Western Ave is scheduled for the week of June 9th, weather permitting.
 - The preconstruction meeting for the slurry seal project was held May 27th. Work is anticipated to start mid-July.
 - We are still waiting for the notice to proceed from the State in regard to the TAP grant funding for the new trail. Once received, the designing of the trail will start. Construction is expected to start this fall.
 - On the WRRF project, testing of the Aeromod is underway. Work continues inside the operations building. Plant startup and commissioning is underway.
 - **Review/Approve Pay Request #20:** Pay app #20 from Rice Lake Construction Group for work completed through May 31st on the WRRF was presented. A motion was made by Kuehl, second by Horn to approve payment of pay app #20 in the amount of \$304,864 to Rice Lake Construction Group – all voted yes, motion carried.
 - Work on Phase I of the Western Ave project continues. Prepping the roadway for paving is planned for the week of June 2nd. Paving is anticipated to begin the second week of June.
 - **Review/Approve Change Order #2:** Change Order #2 for \$9,012.50 is for 3 items: 1.) water needed for compaction of to reach the necessary density of granular material; 2.) removal of steel casing at existing water main at Opal Ln/Western Ave; and 3.) 6" pipe bend needed to relocate private utilities. A motion was made by Horn, second by Matson to approve Change Order #2 to D&G Concrete Construction, Inc in the amount of \$9,012.50 – all voted yes, motion carried.
 - **Review/Approve Pay Request #2:** Pay app #2 from D&G Concrete Construction, Inc for work completed through May 29th on the Western Ave project was presented. A motion was made by Horn, second by Matson to approve payment of pay app #2 in the amount of \$563,879.03 to D&G Concrete Construction, Inc. – all voted yes, motion carried.
 - Design work on the Swenson Park parking lot continues. Engineers plan to present plans to the Council at their next meeting. If approved, the bid letting is anticipated to be held on July 10th.
 - Engineers provided an update on the water study that is being conducted on Kelley Ave. Scott Nelson, who resides on Kelley Ave, was present to ask question about the project and timelines.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – The culvert on Menth St. at Western Ave has been repaired. Mag water is scheduled for the week of June 9th. This year's slurry seal project is scheduled for July. Wagner has been in contact with the DOT about keeping the City informed of any road work they will be doing in the Hartford area.

Boulevard Trees: Staff will be removing 2 boulevard trees. Wagner received confirmation that the Emerald Ash Borer is in Hartford. Staff will monitor the ash trees in the boulevards and park. Currently the City is treating about 20 ash trees in the park. Wagner will be putting together a 3-to-5-year ash tree removal plan to be presented at budget time.

Mosquito – Spraying will be done as needed.

Water – The 1st quarter report has been submitted. Next reporting is due July 10th.

Sewer – All lift stations are working well. The Apr DMR report has been sent in. The next report is due June 28th. Discharge of the lagoon is finished. Water will now be moved around and samples taken to see if another discharge can be done.

Parks – The repairs to shelter #4 are done. Staff will now start on the dog park shade structures. Staff is hoping to start the demo of the old restroom building in Lyon Park next week.

Pool – The new pool heater is now working. Staff will be looking into some issues with the small heater for the zero-entry pool.

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

- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in May along with an overview of the city's general fund revenues and expenses through Apr. The June calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel provided her report. All summer positions have been hired. Wagner & Sidel conducted initial interviews for the wastewater plant specialist position. Sidel sent letters to 31 groups and 4 churches offering them the opportunity to operate the concession stand. To date, no responses have been received. Crack sealing on the County's project is done. Chip seal is scheduled for the second week in June. Sidel is working with SECOG on the Community Access Grant application for the Western Ave project. The City's contract extension with Minnehaha Community Water Corp will expire in June. MCWC is proposing to do another 2-year extension with the same terms. This extension is planned to expire around the same time their new plant is being completed, at which time there will be additional negotiations conducted on all water contracts.

OLD BUSINESS:

- **Discussion of Marketing Plan:** A motion was made by Kuehl, second by Boen to table this item until the next meeting – Horn voted no with all others voting yes, motion carried. Horn elaborated that he voted no because he will be gone for the next meeting. Matson indicated that she will be gone as well. With two absences, there is no longer a quorum therefore this meeting will need to be rescheduled. A motion was made by Horn, second by Kuehl to reschedule the June 17th meeting to June 25th – all voted yes, motion carried.

NEW BUSINESS:

- **Review/Approve County Plat for Lot 1 Ruhlman Addition:** The City has received a plat for Lot 1 of Ruhlman Addition. This parcel is not currently within the city limits but is within the City's platting jurisdiction with Minnehaha County. The plat has been reviewed by ISG and conforms to all city regulations. A signed pre-annexation agreement, which is required per city ordinance, has been received from the owner. The Planning and Zoning Board reviewed this plat at their May 27th meeting and is recommending approval to the Council. A motion was made by Horn, second by Boen to approve the plat for Lot 1 of Ruhlman Addition – all voted yes, motion carried.
- **Final Contract Approval for 12th/Oaks Project:**
 - **Review/Approve Change Order #6 to Alliance Construction:** The final change order on the 12th/Oaks project was presented. This change order is for a deduction for liquidated damages and the adjusting of bid quantities to actual quantities now that the project is done. A motion was made by Kuehl, second by Schilling to approve change order #6 to Alliance Construction for a deduct of \$80,849.51 – all voted yes, motion carried.
 - **Review/Approve Pay Application #8 to Alliance Construction:** Pay app #8 from Alliance Construction, Inc was presented. This would be the final pay app for the project. Normally, retainage would be held to ensure the seeding but to meet the grant deadline, all items must be paid out by the end of June. The City will be getting a warranty on the seeding before this final payment is released to the contractor. A motion was made by Matson, second by Horn to approve payment of pay app #8 in the amount of \$45,472.23 to Alliance Construction – all voted yes, motion carried
- **Review/Approve TetonRidge Consulting Services Agreement & Statement of Work #1:** TetonRidge Consulting, LLC has submitted an agreement for consulting. A motion was made by Kuehl, second by Boen to approve the agreement from TetonRidge Consulting, LLC as presented – all voted yes, motion carried.
- **Review 2026 Budget Request Form:** With the 2026 budget meeting coming up in August, the City's Request for Funds form that is sent out to outside entities was present for Council's review and input. Suggested changes were discussed. A motion was made by Horn, second by Kuehl to approve the Request for City Funds form amended as discussed – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Horn, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel and SDCL 9-34-19 for economic development at 9:03pm – 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.

EXECUTIVE SESSION: A motion was made by Kuehl, second by Matson to exit executive session at 9:27pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Horn, second by Boen to adjourn at 9:28pm – 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