# City of Larchwood
## City Council Meeting Minutes
May 11, 2026

### 1. Call to Order
Mayor Ken Kerkvliet called the meeting to order at 5:30 p.m.

### Pledge of Allegiance

### Roll Call
Council Members Present: Tanner Tracy, Candie Medema, Ned Hodgson, Terry Viereck, Ted Underberg
Council Members Absent: None
Mayor: Ken Kerkvliet
City Employees Present: Matt Bouwman, Zach Majeres, Lauren Steers, Jessica Hoberg
Community Members Present: Kyle Kramer, Nancy Kerkvliet, Steve Simons, Jodie and Tony DeSmet, Shane Reinke, Traci Wibeto, Jen Moser, Jen Smit, Angela Merk, Toni Merk

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### 2. Public Comments

**Traci Wibeto** of the Larchwood Community Group asked if anyone had any questions regarding Family Days. Discussion was held regarding a request from Andrew Ter Wee concerning burnouts during Family Days. Council agreed to add the topic to next month's agenda. It was also noted there will be no car show this year.

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### 3. Unfinished / Old Business

#### Holder Street Road Conditions

Discussion was held regarding concerns from residents that the Holder Street project may improve private driveways at city expense. Council discussed whether property owners should share in costs. Action tabled until next month's meeting.

#### Stockwell Lift Station Study Review

Discussion was held regarding Stockwell Engineers' study identifying two potential lift station locations. The Northwest Drainage Basin station would service an estimated 104 acres (including 22 acres of floodplain) and approximately 328 housing units was estimated at approximately $3.7 million. The Southeast Basin Station covers roughly 118 acres (including 8 acres of floodplain) and is estimated at around $1.3 million and could serve approximately 440 future homes. Council discussed long-term planning and sharing the information with the economic development group. No action taken.

#### Community Center Updates

Discussion was held regarding construction management versus traditional bid process for the Community Center project. Jordan Metzger advised against using construction management, noting it could delay the project approximately two months and increase costs. Discussion also included fundraising efforts for the CAT Grant application, with approximately $559,000 needing to be raised before applying. The New Community Center Group plans to approach 70–80 businesses for donations, and a $250,000 grant application has been submitted to Avera.

Additional discussion included temporary power responsibilities, tax-exempt bidding, waiver of building permit fees, and timing of construction after completion of the driveway. Consensus of the council supported the discussed items. No formal action taken.

### Air Conditioning in Concession Stand / Heaters in Restrooms

Discussion was held regarding restroom heaters at the soccer and ballfields and cooling options for the concession stand. Concerns were raised regarding available electrical capacity for the heaters. Portable restrooms were also discussed as a possible option. Other options for cooling the concession stand included installing a large fan or purchasing a portable air conditioner.

**Motion:** Medema moved to approve the use of a portable air conditioner in the concession stand.
Seconded by Tracy.
Motion carried unanimously.

### Family Days Fireworks

Discussion was held regarding fireworks pricing and options for Family Days. Council discussed costs ranging from $6,000 to $8,200 depending on show length, as well as alternative priorities such as park equipment improvements. It was noted the Riverboat Foundation contributes $3,500 annually toward the celebration.

**Motion:** Viereck moved to approve a 12-minute fireworks display for $7,200.
Seconded by Tracy.
Ayes: Underberg
Nays: Hodgson, Medema
Motion carried.

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## 4. New Business

### Removal of Trees in the Park

Discussion was held regarding removal of a catalpa tree and a large ash tree in the park. Quotes from multiple contractors were reviewed.

**Motion:** Hodgson moved to approve removal of the trees.
Seconded by Viereck.
Motion carried unanimously.

### DOT Agreement for Maintenance and Repair of Primary Roads

Discussion was held regarding the annual DOT maintenance agreement. No concerns were raised.

**Motion:** Tracy moved to approve the agreement.
Seconded by Medema.
Motion carried unanimously.

### Resolution Establishing Mileage Reimbursement Amounts (Resolution 2026-13)

Discussion was held regarding the updated IRS mileage reimbursement rate of 72.5 cents per mile for 2026.

**Motion:** Tracy moved to approve Resolution 2026-13.
Seconded by Underberg.
Roll Call Vote: Tracy – aye; Medema – aye; Hodgson – aye; Viereck – aye; Underberg – aye.
Motion carried unanimously.

**d. Resolution Setting Dates for Consultation and Public Hearing on Amendment No. 2 to the Amended and Restated Urban Renewal Plan (Resolution 2026-15)**

Discussion was held regarding updates to the Urban Renewal Plan related to the Community Center project and TIF district boundaries.

**Motion:** Hodgson moved to approve Resolution 2026-15.
Seconded by Underberg.
Roll Call Vote: Tracy – aye; Medema – aye; Hodgson – aye; Viereck – aye; Underberg – aye.
Motion carried unanimously.

**Stray Cats**

Discussion was held regarding stray kittens recently found within the community and the need for a better process for handling stray cats. Council also discussed reaching out to neighboring farmers to see if any would be willing to take in stray cats found within the community.

**Parking at the City Park**

Discussion was held regarding parking concerns along the east side of the park. Council decided to leave the east side of the park as no parking due to safety concerns near the splash pad and the need for room to allow emergency vehicles to pass through. It was discussed that there is adequate parking available on the north side of the park and in the parking lot near the pickleball courts. Council also discussed adding angled parking lines on the north side of the park.

Action taken included ordering paint for the parking lines.

**Betterment Club Soccer Goals**

Discussion was held regarding concerns over soccer goals reportedly discarded by the city. City staff clarified that no new goals were disposed of and that only older damaged or bent goals had been removed. No action taken.

**Replacement of Library Furnace and Air Conditioning**

Discussion was held regarding replacement of the furnace and air conditioning unit at the library.

**Motion:** Hodgson moved to approve Caswell Heating & Cooling to replace the furnace and air conditioning unit.
Seconded by Underberg.
Ayes: Hodgson, Medema
Abstained: Viereck, Tracy
Motion carried.

**Lambert Tax Abatement (Resolution 2026-14)**

Discussion was held regarding the Lambert tax abatement request. No concerns were raised.

**Motion:** Hodgson moved to approve Resolution 2026-14.
Seconded by Underberg.
Roll Call Vote: Tracy – aye; Medema – aye; Hodgson – aye; Viereck – aye; Underberg – aye.
Motion carried unanimously.

**Change in Council Meeting Time**

Discussion was held regarding moving council meetings to 6:00 p.m. to improve public accessibility. Consensus of the council supported the change. No formal action taken.

**Dakota Data Shred**

Discussion was held regarding document shredding services.

**Motion:** Underberg moved to approve Dakota Data Shred services.
Seconded by Medema.
Motion carried unanimously.

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**5. Reports from Standing Committees / Boards / Commissions**

**City Maintenance / Public Works Report**

Matt Bouwman reported the splash pad water leak has been repaired and the splash pad will open the Friday before Memorial Day. Staff replanted grass and cleaned the area. Work on the soccer fields is expected to begin once season is over, including leveling and reseeding.

Discussion was held regarding residents' concerns about the safety and condition of the current playground equipment at the park. Council discussed the significant cost associated with replacing the equipment and improving the playground area, as well as the possibility of applying for grants to help offset the expense and getting other community groups involved to help with the project.

Discussion was also held regarding the Marlo property and alfalfa maintenance until a future plan is developed.

Bouwman and Majeres will attend water treatment training in Le Mars on May 12, 2026.

**Technology Report**

Discussion was held regarding continued website. The city also met with Caselle regarding utility billing software, though costs were significantly higher than the current GWorks system.

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**6. Consent Agenda**

Items approved included:

- Minutes from April 13, 2026 and April 27, 2026 Council Meetings

- Summary List of Claims
- Expense (Budget) Report
- Revenue Report
- Building Permit – Keith Kramer
- Building Permit – Marv Van Beek

**Motion:** Hodgson moved to approve the Consent Agenda.
Seconded by Medema.
Motion carried unanimously.

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**7. Comments / Other Matters**

Mayor Kerkvliet reported discussions were held with the REC regarding utility billing rates and potential alignment with REC billing schedules. He also noted upcoming meetings with county supervisors regarding the Community Center project.

Kyle Kramer provided an update regarding ballfield drainage improvements.

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**8. Adjournment**

**Motion:** Underberg moved to adjourn.
Seconded by Tracy.
Motion carried unanimously.

Meeting adjourned at 7:06 p.m.