

## Hartford City Council Meeting – Regular Meeting January 20, 2026

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Keith Carlson, Cindy Matson, Shaun Boen, Travis Kuehl, Darrell Horacek, and Michelle Schilling. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Code Enforcer/Building Inspector Kyle Christensen, City Attorney Brenda Ask, City Engineer Michael Redenbaugh, and two people from the public.

### BUSINESS ITEMS:

- **Approval of the Agenda:** A motion was made by Matson, 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 Carlson to approve the regular meeting minutes from January 6, 2026 – all voted yes, motion carried.
  - A motion was made by Schilling, second by Matson to approve the special meeting minutes from January 13, 2026 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Horacek to approve the bills submitted for payment – all voted yes, motion carried.
- **Review of Open Meeting Laws:** The annual review of South Dakota’s open meeting laws was conducted. The Guide to SD’s Open Meeting Laws was provided to the Council for reference.

**PUBLIC COMMENTS:** None.

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

- **2<sup>nd</sup> Reading of Ordinance #768 Amend Subdivision Regulations:** Ordinance #768, which incorporates changes to Section 4.1.3 Public Space Contributions, was presented. There have been no changes made since 1<sup>st</sup> reading. A motion was made by Matson, second by Schilling to approve 2<sup>nd</sup> reading of Ordinance #768 Amend Subdivision Regulations – all voted yes, motion carried.
- **2<sup>nd</sup> Reading of Ordinance #769 Supplemental Appropriation for 2025:** This ordinance will provide additional appropriations to the City’s 2025 budget for any shortfalls or purchases made that were not known at the time the budget was set. The supplement to the water fund has increased by \$720 since 1<sup>st</sup> reading. This is due to an invoice that was received from ISG for December services on the water study. A motion was made by Kuehl, second by Boen to approve 2<sup>nd</sup> reading of Ordinance #769 Supplemental Appropriation which will add \$221,761.00 to the general fund 101 budget; \$22,045.00 to the capital improvement fund 510 budget; \$51,429.60 to the capital improvement fund 511 budget; \$81,438.62 to the capital improvement fund 512 budget; and \$30,720.00 to the water fund 602 budget – all voted yes, motion carried.
- **Resolution 2026-4 Contingency Transfer for 2025:** This resolution would approve the transfer of budget funds from the City’s contingency account to other accounts in the general fund. A motion was made Kuehl, second by Matson to approve Resolution 2026-4 to transfer \$11,900.46 from the City’s contingency account to the following accounts: Animal Control \$301.09; Planning & Zoning \$11,599.37 – all voted yes, motion carried.

### REPORTS:

- **Fire Department Report:** Bryon Schumaker was present to inform the council that he is stepping down as fire chief and that Todd Lowe would be assuming this roll. Lowe was present to introduce himself and provide the monthly report For the month of December there were a total of 29 calls, of which 12 were in Hartford city limits. An update on the various trainings held during the month was also provided. The officers for 2026 are as follows: Brice Zwak – 1<sup>st</sup> Assistant Fire, Conner Vortherms – 1<sup>st</sup> Assistant EMS, Braydon Johnson – 2<sup>nd</sup> Assistant Fire, Cami Crouch – 2<sup>nd</sup> Assistant EMS, Tony Steffensen – Secretary, James Buss – Treasurer, Greg Rhodes & James Day – Members at Large.
- **Code Enforcement/Building Inspection Report:** Code Enforcer/Building Inspector Kyle Christensen was present to provide his reports for the Council and answer any questions. Code enforcement issues being addressed include pet issues, parking on grass, and clearing snow from sidewalks.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - Work on punchlist items continues on the WRRF project. Commissioning of the sludge press system is planned for February. Updates continue to be made to the SCADA system, which is the system that monitors and controls the entire treatment system.
  - Remaining punchlist items on the Western Ave project will be done in the spring.
  - The final report on the City Wide water model was provided to staff. The City’s water distribution system is in good shape with no immediate concerns.
  - Project design of the Mickelson Rd shared use path is scheduled to be completed in early 2026. Once those plans are approved by SD DOT, the project will be bid. Construction is anticipated to start in summer 2026.

- **Public Works Report:** Public Works Superintendent Wagner provided his report.
  - Streets – The 2026 slurry seal project has been submitted to Sioux Falls for bidding. The bid letting is scheduled for Feb 19<sup>th</sup>. All equipment is working well at this time.
  - Water – The 4<sup>th</sup> quarter report has been submitted. Next reporting is due April 10<sup>th</sup>. This will wrap up sampling for the year with no violations. The City’s lead/copper records have been updated for the year. EPA and DANR are requiring all lead service lines to be updated within the next 10 years or so.
  - Sewer – All lift stations are working well. The December DMR reporting is done. Discharging at the lagoons is done until spring. Weekly meetings with Rice Lake and ISG on the WWTF have resumed in an effort to stay on top of remaining punchlist items that need to be completed.
  - Parks – Progress continues on the new restroom building. Once the electrical and plumbing fixture are in, Wanger will schedule the plumbers and electricians. Staff is working on the installation of a new steel roof and siding on Shelter #5.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Dec 31<sup>st</sup>, a recap of bills submitted for payment, and the Jan/Feb calendar of events. Wilber has started year-end process, including W2s, 1099s, and reports needed by the Auditors. The process of setting up the City’s accounts with Reliabank has started.
- **City Administrator Report:** City Administrator Sidel provided her report. The snow removal position has been filled. The Weston Group should have the updated wage study done for the next council meeting. Sidel met with Homeland Security last week. They will be sending out their report on possible changes or updates the City could make to increase cybersecurity. DSU is scheduled to start their portion of the cybersecurity assessment in Feb. Houston Engineering is the firm conducting the study for the Safe Streets & Road Grant. An initial meeting was held with them to discuss problem areas within the City. There will also be the opportunity for community and public input, with several future meetings to be held.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- **Review/Approve Engagement Letters with ELO CPAs & Associates:**
  - **Engagement Letter for 2025 Annual Report:** ELO CPAs has completed the City’s annual report for a number of years. The only change to the engagement letter presented is a slight increase in their fee - \$4,125 last year to \$4,500 this year. A motion was made by Boen, second by Matson to approve the engagement letter to allow ELO CPAs & Advisors to prepare the City’s 2025 annual report – all voted yes, motion carried.
  - **Engagement Letter for 2025 Audit:** ELO CPAs has completed the City’s audit for a number of years. Like last year, the City receiving federal grant funding for the wastewater treatment facility. As a result of this, a more extensive audit is required per federal regulations. The only change to the engagement letter presented is a slight increase in their fee - \$26,250 last year to \$29,000 this year. A motion was made by Kuehl, second by Carlson, to approve the engagement letter to allow ELO CPAs & Advisors to perform the City’s 2025 audit – all voted yes, motion carried.
- **Windsor TIF Discussion:**
  - **Resolution 2026-5 to Correct Legal Address for TIF #3:** On Nov 4<sup>th</sup> the Council approved Resolution 2025-11 creating TIF #3 for the Windsor Group. The legal description that was used for this resolution was taken from the TIF plan which, unfortunately, was incorrect. Resolution 2026-5 will correct this legal description. The boundaries of the TIF are not changing and remain Parcel #15994 on both the north and south side of E 2<sup>nd</sup> St. along with that portion of E 2<sup>nd</sup> St from the Colton Rd to the east end of Windsor Groups land. A motion was made by Boen, second by Matson to approve Resolution 2026-5 to correct the legal address for TIF #3 – all voted yes, motion carried.
  - **Review/Approve Final TIF Plan:** The project plan for TIF #3 was presented. The TIF plan is for \$3,250,000, which will be financed by the developer. The life of the TIF is anticipated to be 20 years. The development will include commercial and residential property. A motion was made by Boen, second by Horacek to approve the project plan for TIF #3 – all voted yes, motion carried.
  - **Review/Approve Development Agreement:** The development agreement for TIF #3 was presented. This agreement lays out the terms and obligations for the development of the property in this TIF district. This agreement has been reviewed by the City Attorney. Brenda Ask with Frieberg, Nelson & Ask was present. She noted that a verbiage change should be made to the last three paragraphs on page 2 of the agreement, changing the word “Whereas” to “Therefore”. A motion was made by Matson, second by Boen to approve the development agreement between the Windsor Group, LLC and the City of Hartford, including any suggested amendments by the City Attorney – all voted yes, motion carried.
- **Mayoral Appointments:**
  - **Appointments to the Planning & Zoning Board:** Planning & Zoning board members Brad Miles, Mark Anderson & Troy Jackson terms expired at the end of the year. While Jackson has decided to step down, Miles & Anderson have expressed interest in continuing to serve. Mayor Jones is recommending the appointment of Miles and Anderson along with new member Joe Whealy. These appointments would be for 2 years. A motion was made by Boen, second by Matson to approve the Mayor’s appointment of Brad Miles, Mark Anderson, and Joe Whealy to the Planning & Zoning Board for a 2-year term – all voted yes, motion carried.

- **Appointments to the Park & Recreation Board:** The Park & Recreation Board is made up of 5 voting members from the public and 2 non-voting members, one staff person and one council person. Mayor Jones is recommending the appointment of Keith Carlson and Craig Wagner for the 2 non-voting members. These appointments would be for one year. A motion was made by Matson, seconded by Schilling to approve the Mayor's appointment of Keith Carlson and Craig Wagner to the Park & Recreation Board for a 1-year term – all voted yes, motion carried. Kandi Lewin's term expired at the end of the year and she has decided to step down, creating a vacancy that has yet to be filled.
- **Advertise for Wastewater Plant Specialist Position:** The Wastewater Plant Specialist position is currently open. The main duties of this position would be to ensure the smooth operation of the plant, testing, reports, plant/ground maintenance, and to assist with other public works duties, if needed. A motion was made by Kuehl, second by Horacek to approve advertising for the Wastewater Plant Specialist position – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Kuehl, second by Matson to adjourn at 7:48pm – 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