

Hartford City Council Meeting – Regular Meeting October 21, 2025

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: 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 Engineers Michael Redenbaugh, and 5 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 Boen, second by Kuehl to approve the regular meeting minutes from October 7, 2025 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Matson, second by Kuehl to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Hearing: Special Liquor License for St. George Catholic Church:** Patty Lammers, on behalf of St. George Catholic Church, has applied for a special liquor license to sell liquor at their Fellowship & Faith Festival on Oct 25, 2025, from 6pm to 8:30pm. A motion was made by Kuehl, second by Matson to approve the special liquor license for St. George Catholic Church as applied for – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR Chief Bryon Schumaker was present to provide the department's monthly report. For the month of September there were a total of 24 calls, of which 11 were in Hartford city limits. An update on the various trainings held during the month was also provided. As in past years, the department will be handing out glow sticks to the kids for Halloween.
- **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 tall grass/weeds, trees overhanging the street/sidewalks, pet issues, and parking on grass.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Review of site plans/plats and observation of public improvements in private developments are ongoing.
 - The WRRF project is in the closeout phase. Startup of the sludge press system, which was contingent on sludge production, is being planned for next week.
 - On the Western Ave project, the contractor is working on paving the Diamond Trail intersection. This work is expected to wrap up this week, with the roadway opening up to traffic again on Oct 27th. Work on boulevard grading, seeding, sidewalks, and trails will follow.
 - The Swenson Parking Lot project is complete except for some signage that need to be done yet. Engineers have requested a seed warranty letter to ensure seed establishment in the spring.
 - On the city-wide water model project, a meeting was held with staff on Oct 16th to review the existing model and report draft. The current system is operating very well with no items identified for immediate correction. Engineers continue working on calibrating the model with growth data. Once completed, a final report will be compiled and presented to the Council, tentatively set for Nov/Dec.
 - Engineers continue to work with the State to receive final approval of the plans for the Mickelson Rd trail. Once approval is received, design work will start. Design is anticipated for Nov/Dec with construction in the spring of 2026. The next deadline to submit for another TAP grant is July 1, 2026. The City will move forward with applying for Phase II of this project.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Gravel road were bladed last week, and the 2nd application of mag water has been applied to those areas that needed it. Street sweeping was done last week as well and will continue through the fall as time allows. A&B Concrete are rebuilding some manhole castings. The new solar radar speed signs are in. Wagner has received a permit from the County to install one along the Colton Rd. This installation will be done next week. All equipment is running well.
 - Boulevard Trees – Staff will be removing a few boulevard trees this fall.
 - Mosquito – Spraying will continue through the fall as needed.
 - Water – The 3rd quarter report has been submitted. Next reporting is due Jan 10th. The yearly lead and copper report has been sent in to the State. Letter will go out to residents this week or next.
 - Sewer – The September DMR reporting is done. Staff continues to take samples at the lagoons with the hopes of discharging a couple more times this fall.

Parks – The concrete work for the new restroom building in Lyons Park is done. Staff will be working on the building as time allows. The restrooms in the park will be closing for the season on Oct 29th.

Sports Complex – The concession stand/restrooms at Swenson Park have been winterized. Now that the parking lot expansion is done, staff will start working on placement of the playground equipment as time allows. A&B Concrete will be working on the concrete at field #2 in the next week or two.

Training – Wagner attended the SDML Annual Conference earlier this month. He provided a recap of the event.

- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Sept 30th, a recap of bills submitted for payment, and the Oct/Nov calendar of events. The Council's attendance chart was provided for their review. Wilber will be processing the Council's payroll on Nov 3rd.
 - **Renewal of Certificate of Deposit for Customer Deposit Funds:** The City collects a deposit for each water account. Since these deposits are restricted funds, they are kept in a separate checking account. In an effort to make more interest, a portion of these dollars has been invested in various CDs over the years. The current CD is with Reliabank, which has matured. Wilber provided the current rates/terms from both Reliabank and First Interstate Bank. A motion was made by Kuehl, second by Boen to approve investing \$87,980.65 of customer deposit funds in a 5-month CD with Reliabank at 3.87% with City Administrator Sidel and Finance Officer Wilber as authorized signers – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel provided her report. The City continues to accept applications for the public works assistant position. The special assessment roll for the 12th St/Oaks Ave project will be presented at the Nov 4th meeting. Required notices have been published in the legal newspaper and sent to all affected property owners. Approving the area for Windsor Group's TIF District #3 will also be on the agenda for approval at the Nov 4th meeting. No further updates have been received from Assam Development on their possible TIF plan.
 - **Proposed Advertising for Economic Development Funds:** During the 2026 budget, 100k of funding was allocated for economic development. It was discussed that some advertising may need to be done in order to get the word out to those that may be interested in this funding. Sidel presented a flyer for Council review. The consensus was to hold off on any advertising until some criteria has been set for the review process when requests are received. More discussion will be held at a future meeting.

OLD BUSINESS:

- **Review Proposal for Open Liquor License:** No action was taken on the open liquor license at this time. The general consensus of the Council is that they want an applicant with more definite plans than the previous individual who submitted an RFP for this license.

NEW BUSINESS:

- **Approve the Release of Hartford Hometown Christmas 2025 Budget Allocation:** Sherri Goebel and Lisa Hellvig, on behalf of Hartford's Hometown Christmas, were present to request release of their 2025 budget appropriation. A motion was made by Boen, second by Matson to approve payment of \$10,000 to Hartford's Hometown Christmas for their 2025 appropriation – all voted yes, motion carried.
- **Mayoral Proclamation – Careers in Construction Month:** In support of the construction industry trades and the Home Builders Assoc of the Sioux Empire, Mayor Jones has issued a proclamation recognizing October as Careers in Construction Month.

CORRESPONDENCE:

- **SMGA Growth Summit Invitation:** SMGA is holding their annual Growth Summit on Dec 9th from 8am to 4:30pm. Anyone on the Council wishing to attend should let Sidel know by Oct 23rd. The cost is \$79/person.
- **HADF Invite to Strategic Planning Session:** HADF Director Amy Farr was present to invite the Council, Planning & Zoning Board, and Sidel to their strategic planning session to be held on Nov 5th starting at 6pm and lasting approx. 2 hours. It will be held at Pro Framing. If interested, please let Sidel know.

EXECUTIVE SESSION: A motion was made by Boen, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel at 7:43pm – 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 Kuehl to exit executive session at 7:58pm – all voted yes, motion carried.

A motion was made by Matson, second by Horacek to offer the open position of Public Works Assistant to Candidate #2 under the salary parameters discussed – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Boen, second by Horacek to adjourn at 8:00pm – 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