

## Hartford City Council Meeting – Regular Meeting November 18, 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 Attorney Tom Frieberg, City Engineer Justin Heim, and 7 people from the public.

### BUSINESS ITEMS:

- **Approval of the Agenda:** A motion was made by Kuehl, 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 Horacek to approve the regular meeting minutes from November 4, 2025 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Matson, second by Schilling to approve the bills submitted for payment – all voted yes, motion carried.

**PUBLIC COMMENTS:** None

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

- **Special Event Permit – 2025 Hometown Christmas Event:** Lisa Hellvig, on behalf of Hartford Hometown Christmas, has requested a special event permit for the Hartford Hometown Christmas event to be held Dec 7<sup>th</sup>. Activities will be similar to previous years – parade, vendor show, kid’s activities, fireworks, etc. The following road closures are being requested for the parade: Main Ave - 2<sup>nd</sup> St to Menth St at 11am; Main Ave - Hwy 38 to South St at 4pm; Railroad St and South St – Main Ave to Western Ave at 4pm. All road closures to re-open at the conclusion of the parade – approx. 6:30pm. Also requesting use of the city shop for parade coordination and the use of city staff during the event. A motion was made by Kuehl, second by Matson to approve the Hartford Hometown Christmas special event permit as submitted – all voted yes, motion carried.
- **Review/Approve Cannabis Dispensary License for Unity Road, LLC:** An application for a cannabis dispensary license has been received from Unity Road, LLC. This company has purchased the building at Wester Ave/Opal Ln that was previously owned by Hometown Budz, LLC who was doing business as Unity Road. This ownership groups has a number of other facilities in the state – 4 retail sites, 2 cultivations sites, and one manufacturing facility. The application, fee, and all other required documentation has been received and follows our regulations. A motion was made by Matson, second by Schilling to approve the cannabis dispensary license for Unity Road, LLC – Boen abstained with all others voting yes, motion carried.

### REPORTS:

- **Engineer Report:** Michael Redenbaugh reported the following:
  - The WRRF project is in the closeout phase. Commissioning of the sludge press system, which is contingent upon sludge production within the treatment process, is planned for February. Work on punchlist items is moving along very well.
    - **Review/Approve Pay Request #25:** Pay app #25 from Rice Lake Construction Group for work completed through October 31<sup>st</sup> on the WRRF was presented. A motion was made by Kuehl, second by Boen to approve payment of pay app #25 in the amount of \$451,588 to Rice Lake Construction Group – all voted yes, motion carried.
  - Work on punchlist items continues on the Western Ave project. The contractor anticipates it being nearly complete this year, except for seasonal items such as seeding.
  - The draft report of the city-wide water model project is anticipated in early December for staff review with the presentation of the final report to the Council being planned for January.
  - On the Mickelson Rd shared use path, engineers will be moving forward with design work, which is estimated to be completed in February. Construction being planned for the spring of 2026.
  - Adam Mohrhauser of rural Hartford was present to discuss drainage concerns. Mr. Mohrhauser has farmland NE of the Swenson Addition. He has noted that it seems like excessive water is being drained into his farmland after the development of the Black Tie Component site. City Engineer Justin Heim presented information to the Council that included Black Tie’s drainage plans and historical images. Heim explained that when an area is developed, storm water must be managed so as not to exceed the pre-development conditions. In the case of the Black Tie site, a detention basin was implemented to capture excess runoff during heavy rainfall events. All City standards and regulations have been met in the development of this site. Mohrhauser is suggesting that changes be made to this detention basin to alleviate flooding of his land. Since this is not City owned property, Mohrhauser was advised to discuss this matter further with the owners of Black Tie.

- **Fire Department Report:** HAFR Chief Bryon Schumaker's monthly report was provided. For the month of October there were a total of 38 calls, of which 18 were in Hartford city limits. An update on the various trainings held during the month was also provided. The department handed out approximately 950 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.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
  - Streets – Gravel road are in good shape. Wagner will begin compiling information for next year's slurry seal project. In the coming weeks staff will be hauling salt sand and salt for the winter season. The County is planning to install the anchors for the radar speed sign this week. A&B Concrete will be rebuilding some manhole castings. The street signage for the Windsor development has been installed. One of the pickups is in for repairs. The rest of the equipment is working well. Staff is preparing sanders and plows for the winter season.
  - Welcome Signs – the last welcome sign and light have been installed next to the new lift station on Hwy 38.
  - Water – The 3<sup>rd</sup> quarter report has been submitted. Next reporting is due Jan 10<sup>th</sup>. The yearly lead and copper report has been sent in to the State and letter will be sent out to affected residents.
  - Sewer – All lift stations are working well. The October DMR reporting is done. Discharging of the lagoons is going well.
  - Parks – The pickleball nets will be taken down once the weather turns. The lumber has been picked up, and work has starting on the new restroom building in Lyons Park.
  - Sports Complex – The ballfields have been plugged. All the nets are down and stored away for the winter. A&B Concrete will be finishing up the concrete at field #2 this week.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Oct 31<sup>st</sup>, a recap of bills submitted for payment, and the Nov/Dec calendar of events.
- **City Administrator Report:** City Administrator Sidel provided her report. To date, no applications have been received for the snow removal position. Sidel and Wilber are meeting with the two local banks to review services, fees, etc. Any suggested changes will come before the Council for approval. The Weston Group is working on updating our wage study, which should be completed by mid-December. The City applied for a Community Access Grant for the Western Ave project. Once the results of that application are known, the funding scenario for this project will be discussed to decide if the Reed Loan is needed or not. An ISO audit meeting is scheduled for Dec 10<sup>th</sup>. This audit looks at the City's building codes, inspections, plan reviews, floodplain management, etc. This process takes 3-6 month to complete.
  - **Proposed Advertising for Economic Development Funds and Proposed Criteria:** During the 2026 budget meeting, 100k of funding was allocated for economic development. An advertising flyer and criteria to utilize when looking at submission requests for these funds was presented. Council was asked to review for any changes needed. This criteria will be reviewed again in January in preparation for implementation in 2026.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- **Hartford Area Development Foundation Funding Request:** Eric Bartmann, on behalf of the HADF, was present to request the HADF's 2025 budget allocation of \$55,590. These funds would be used to pay the special assessment on the land the HADF owns in the N. Oaks Industrial Park. The total of these assessments is \$54,364.53. Further discussion was held. Some on the Council were concerned about the optics of the City providing funding that would in turn be used to pay special assessments. A motion was made by Matson, second by Boen to approve the funding request of the HADF in the amount of \$55,590 – Kuehl abstained and Schilling voted no, with all others voting yes, motion failed. It was suggested that the HADF rework their request and present again at a future meeting.
- **Appointment of Ward 1 Councilmember:** There is a vacancy in Ward 1 which was created when Ryan Horn resigned earlier this year. Mayor Jones is recommending the appointment of Keith Carlson to this open seat. A motion was made by Kuehl, second by Boen to approve the appointment of Keith Carlson to open seat in Ward 1 – all voted yes, motion carried. Carlson will take his oath of office at the Dec 2<sup>nd</sup> meeting.

**ADJOURNMENT:** A motion was made by Boen, second by Matson to adjourn at 8:22pm – all voted yes, motion carried.

Minutes recorded by City Administrator Teresa Sidel.

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