

Hartford City Council Meeting – Regular Meeting November 4, 2025

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Shaun Boen, Darrell Horacek, and Michelle Schilling. Travis Kuehl was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Engineer Michael Redenbaugh, and 6 people from the public.

BUSINESS ITEMS:

- **Approval of the Agenda:** A motion was made by Boen, second by Schilling to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Schilling, second by Horacek to approve the regular meeting minutes from October 21, 2025 – all others voted yes, motion carried.

PUBLIC COMMENTS: Adam Mohrhauser of rural Hartford was present to address the Council. 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 this area. City Engineers met with Mohrhauser on Oct 22nd. Mohrhauser would like to discuss this issue further with the Council. This item will be added to the Nov 18th agenda.

APPLICATIONS, AGREEMENTS, HEARINGS, RESOLUTIONS & ORDINANCES:

- **7:05 Hearing - Liquor License Renewals:** All current liquor licenses will expire at the end of the year. Each license holder has submitted the required application and fee to renew their license for 2026. A motion was made by Matson, second by Boen, to approve the 2026 liquor license renewals as presented – all voted yes, motion carried.
- **Resolution 2025-10 Special Assessment for 12th St/Oaks Ave Street Project:** Now that the 12th St/Oaks Ave project is completed and project costs are known, Resolution 2025-10 setting the special assessments on the project was presented for approval. As presented, the cost per linear foot for these assessments is \$28.96. Thanks to the two grants that were received on this project, along with the low bid, this cost per linear foot is well below our maximum of \$250. Eric Bartmann, on behalf of the HADF, was present to discuss the amounts that would be assessed to the HADF if this resolution is passed. He feels the HADF was instrumental in securing the grants on this project. That, along with the economic impact that developing this area will bring to the City in both real estate tax dollars and sales tax dollars, and the fact that the HADF is a non-profit group of volunteers, he is asking for a reduction in the HADF's portion of the assessments. In an effort to remain consistent and fair in the handling of assessments, the Council's opinion is that the resolution needs to be passed. If the HADF would like to ask for financial support from the City, they could be placed on a future agenda for consideration. A motion was made by Matson, second by Schilling to approve Resolution 2025-10 Special Assessment for 12th St/Oaks Ave street project – all voted yes, motion carried. HADF's financial support request will be added to the agenda for the Nov 18th meeting.
- **Resolution 2025-11 Creation of Tax Increment Finance District #3:** The City has been working with The Windsor Group on creating a TIF District for their development at Hwy 38/Colton Rd. During initial discussions earlier this year, it was decided that improvements to E 2nd St would be included as part of the TIF project. At the May 20th meeting, TIF District #2 was created for this project. It then came to the City's attention that to include E 2nd St, which was currently a township road, the City would have to plat the road and then annex it into city limits. Also, as a result of this, the newly formed boundaries for TIF District #2 would have to be dissolved. The road has since been platted and annexed so now the new TIF District boundaries can be set. Resolution 2025-11, which will create TIF District #3, was presented. The Planning & Zoning Board reviewed this TIF at their Oct 28th meeting and recommends the creation of TIF District #3 as proposed. A motion was made by Boen, second by Matson to approve Resolution 2025-11 Creation of Tax Increment Finance District #3 – all voted yes, motion carried.

REPORTS:

- **Sheriff's Department Report:** Deputy Rechtenbaugh was present to provide his report. For the month of October there were 234 calls for service, which is a decrease of 32 calls from last month. Traffic on the newly completed 12th St and N Oaks Ave was discussed.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - The WRRF project is in the closeout phase. Commissioning of the sludge press system is underway. Work on punchlist items is moving along very well.
 - The City's portion of the Western Ave project is now substantially complete. Punchlist items have been provided to the Contractor and work has started on them. The State's portion of the project is on schedule, with work continuing into 2026.

- **Review/Approve Pay Request #7:** Pay app #7 from D&G Concrete Construction, Inc for work completed through October 29th on the Western Ave project was presented. A motion was made by Schilling, second by Horacek to approve payment of pay app #7 in the amount of \$200,243.46 to D&G Concrete Construction, Inc. – all voted yes, motion carried.
 - The Swenson Park parking lot extension project is now substantially complete. A seed warranty letter has been provided by the contractor so if seeding does not take in the spring, they will reseed it.
 - **Review/Approve Change Order #1:** Change Order #1 reconciles project quantities – what was bid vs what was used. The net result is a deduct in the amount of \$3,202.10. A motion was made by Matson, second by Boen to approve Change Order #1 to Zacharias Construction, Inc. for a deduct of \$3,202.10 – all voted yes, motion carried.
 - **Review/Approve Pay Request #1:** Final pay app #1 from Zacharias Construction, Inc. for all work on the project and also updated quantities modified through CO #1 was presented. A motion was made by Boen, second by Schilling to approve payment of pay app #1 in the amount of \$139,791.80 to Zacharias Construction, Inc. – all voted yes, motion carried.
 - The draft report of the city-wide water model project is scheduled to be provided to staff next week for their review.
 - Engineers continue to work with the State on approval of the scope of work on the Mickelson Rd shared use path. Design of path will be done over the fall/winter months with construction being planned for the spring of 2026.
- **Public Works Report:** Public Works Superintendent Wagner was present. He provided a verbal update on his departments.
 - Streets – Staff has the sanders ready for the winter season. Concrete work is scheduled for next week on some sidewalk and curb repairs.
 - Sewer – Lagoon samples came back good, so we are currently discharging from ponds 2 & 3. Both should be empty by the end of November.
 - Parks – All the park restrooms are shut down and winterized.
 - Sports Complex – The concrete work at Swenson Park is scheduled for next week.
 - Nielson Development – Things are moving along at a good pace in this development. They have the water and sewer in. They are currently working on storm sewer. Work will probably start on curb & gutter next week.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in October, an overview of the city’s general fund revenues and expenses through September, and the November calendar of events. Wilber has processed the Council’s semi-annual payroll with funds being directly deposited in their accounts on Nov 4th. The City’s 3.25% rate exception on the indexed money market account expired Oct 31st. The new rate will be 3.10% through Nov 30th.
- **City Administrator Report:** City Administrator Sidel provided her report. The start date for the newly hired Public Works Assistant will be Nov 17th. St. George Catholic Church notified the City that their event they obtained a special liquor license for has been postponed until early 2026. This special license will come before the Council again once the new date is known. With the changes made in the election laws made this last legislative session, staff is seeking guidance from the City attorney. More information will be provided in early 2026. Sidel is working on the criteria for applying for economic development funds in 2026. She hopes to present this information at the Nov 18th meeting. The Nov 11th Planning & Zoning meeting has been rescheduled to Nov 10th due to the Veterans Day holiday. To date no applications have been received for the temporary snow removal position. With the automation of the landfill passes, the City no longer needs to apply for them each year. All residents in the County will get one pass each calendar year, which is tracked by the SF landfill. This year’s sidewalk inspections have been done, and letters have been sent. Ward 1 was inspected this year.

OLD BUSINESS: None

NEW BUSINESS:

- **Review/Approve Billboard Lease Renewal with Golden West Telecommunications:** The current billboard lease with Golden West Telecommunications is up for renewal. A renewal lease agreement for the west face of billboard #4 was presented. The lease is for another 3yr term with all the same conditions. The lease does reflect the City’s new rate of \$300/mo. A motion was made by Boen, second by Matson to approve the billboard lease agreement between Golden West Telecommunications and the City of Hartford as presented – all voted yes, motion carried.

CORRESPONDENCE:

- **HADF Invite to Annual Meeting:** The Mayor, Council, and City Administrator have been invited to the HADF’s annual meeting to be held at Central Valley Golf Course on Nov 19th starting at 6pm. Sidel asked that anyone planning on attending let her know.

EXECUTIVE SESSION: A motion was made by Boen, second by Schilling to enter executive session pursuant to SDCL 1-25-2(3) for legal and SDCL 9-34-19 for economic development at 8:05pm – 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 Boen to exit executive session at 8:25pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Horacek, second by Matson to adjourn at 8:26pm – 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