

Hartford City Council Meeting – Regular Meeting December 2, 2025

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Shaun Boen, Travis Kuehl, Darrell Horacek, and Michelle Schilling. Cindy Matson was absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Tom Frieberg, and City Engineer Michael Redenbaugh. There was no one from the public present.

BUSINESS ITEMS:

- **Approval of the Agenda:** A motion was made by Schilling, 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 Schilling to approve the regular meeting minutes from November 18, 2025 – all others voted yes, motion carried.

WARD 1 OATH OF OFFICE: At the Nov 18th meeting the Council approved the appointment of Keith Carlson to the vacant seat in Ward 1. Carlson took his oath of office.

PUBLIC COMMENTS: None

APPLICATIONS, AGREEMENTS, HEARINGS, RESOLUTIONS & ORDINANCES: None

REPORTS:

- **Sheriff's Department Report:** Deputy Rechtenbaugh was present to provide his report. For the month of November there were 174 calls for service, which is a decrease of 60 calls from last month.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - The WRRF project is in the closeout phase, with work continuing on punchlist items. Commissioning of the sludge press system is dependent on sludge production. Based on current production rates, this commissioning will most likely start in February. Pricing for 8 bollards at the new lift station would be approximately 9.5k. This will be discussed further at the next meeting.
 - Work continues on the punchlist items for the Western Ave project, which is estimated to be 75% complete. The contractor anticipates everything being completed by the end of the year, except for seasonal items such as seeding.
 - **Review/Approve Pay Request #8:** Pay app #8 from D&G Concrete Construction, Inc for work completed through November 24th on the Western Ave project was presented. A motion was made by Boen, second by Schilling to approve payment of pay app #8 in the amount of \$84,455.40 to D&G Concrete Construction, Inc. – all voted yes, motion carried.
 - The draft report of the city-wide water model project has been reviewed with Staff. Input from Staff is being reviewed and the report is being updated as needed. The final report is scheduled to be presented for Council review at the Dec 16th meeting.
 - Engineers are hoping for State approval on the Mickelson Rd shared use path in the next couple weeks. Once received, survey work will start. Construction is anticipated to start in the spring 2026.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.

Streets – Gravel road are in good shape. Staff will be scraping the roads this week to clean them up from the last snowfall. Wagner has provided next year's slurry seal information to ISG. ISG will be submitting to the City of Sioux Falls for bid. The County installed the anchors for the radar speed sign last week. Staff will be working on making the brackets and installing the sign. A&B Concrete will be rebuilding some manhole castings. The payloaders was in for repairs and is now fixed. The rest of the equipment is working well.

Water – The 3rd quarter report has been submitted. Next reporting is due Jan 10th. The yearly lead and copper letters have been sent out to affected residents.

Sewer – All lift stations are working well. The October DMR reporting is done. Discharging at the lagoons is done for now. Staff is now working on lowering aeration pond A. Once complete, they will start working on pond B.

Parks – The pickleball nets are now down. The rafters and steel for the new restroom building has been ordered. Once in, Staff will be focusing on construction, getting as much done as they can yet this year.

Sports Complex – A&B Concrete has finished the concrete work at field #2.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in November, an overview of the city's general fund revenues and expenses through October, and the December calendar of events. Wilber also provided a listing of 2026 meeting dates for all City boards – Council, Planning & Zoning, and Park & Recreation.

- **Discuss/Set the 2026 Municipal Election Date:** With the passage of HB 1130 this last legislative session, municipalities can no longer hold their elections in April. The options now are either June or November, to coincide with the primary and general election dates. Staff is recommending Nov 3, 2026. Having it in November vs June allows a newly elected official more time to become familiar with City projects, processes, and finances before having to set the City's budget in August. A motion was made by Kuehl, second by Horacek to set the 2026 municipal election date as Nov 3, 2026 – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel provided her report. To date, no applications have been received for the snow removal position. Sidel and Wilber have met with the two local banks to review services, fees, etc. Comparison information will be provided to the Council at a future meeting. The Weston Group is working on updating our wage study, which should be completed by mid-December. Sidel continues to work with DSU and our IT provider on the cybersecurity assessment. The City has received precertification from the State on the Windsor Group TIF. The final plan for the TIF can now go before the Planning & Zoning board for approval. After that, the final plan and developers' agreement would come before the Council for approval. An ISO audit meeting is scheduled for Dec 10th. This audit looks at the City's building codes, inspections, plan reviews, floodplain management, etc. This process takes 3-6 month to complete.

OLD BUSINESS: None

NEW BUSINESS:

- **Review/Approve Billboard Lease Renewal with CC&F Retail, Inc.:** The current billboard lease with CC&F Retail, Inc. is up for renewal. A renewal lease agreement for the east face of billboard #1 was presented. The lease is for another 3yr term with all the same conditions. The lease does reflect the City's new rate of \$325/mo. A motion was made by Kuehl, second by Schilling to approve the billboard lease agreement between CC&F Retail, Inc. and the City of Hartford as presented – all voted yes, motion carried.
- **Review/Approve Billboard Lease Renewal with Ag Underwriters, LLC:** The current billboard lease with Ag Underwriters, LLC (dba Puthoff Insurance Agency) is up for renewal. A renewal lease agreement for the north ½ of the east face of billboard #3 was presented. The lease is for another 3yr term with all the same conditions. The lease does reflect the City's new rate of \$150/mo. A motion was made by Kuehl, second by Boen to approve the billboard lease agreement between Ag Underwriters, LLC and the City of Hartford as presented – all voted yes, motion carried.
- **Review/Approve 2026 Minnehaha County Sheriff Agreement:** The agreement that will provide 2026 police services on nights and weekends was presented. This agreement, which provides 100 hours of patrol for \$234,000, is in addition to the daytime officer's hours the City pays resulting in almost 24/7 coverage for the city. A motion was made by Boen, second by Horacek to approve the 2026 agreement with the Minnehaha County Sheriff Dept for police services – all voted yes, motion carried.
- **Review of Funding Scenario for Western Ave Project:** With the Western Ave project nearing completion, the funding scenario was reviewed. The scenario includes a sales tax bond of 2.75M, a REED loan of 480k, and a community access grant, if approved, of 480k. The remaining balance of approximately 160k would come out of the water and sewer fund reserves. The Community Access Grant committee will not be meeting until Dec 18th to review the grant applications. So, it is unknown at this time if the City will receive this grant. If unsuccessful, these funds will have to come out of general fund reserves. At this time, East River Coop is wanting to know if the City still plans to utilize the REED loan. If so, now that the project is substantially complete, we can close on the loan. A motion was made by Kuehl, second by Boen for Staff to move forward with closing on the REED loan for the Western Ave project – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Boen, second by Kuehl to enter executive session pursuant to SDCL 1-25-2(3) for legal and SDCL 9-34-19 for economic development at 7:34pm – 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 Kuehl, second by Boen to exit executive session at 8:11pm – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Carlson, second by Boen to adjourn at 8:12pm – 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