

## **Hartford City Council Meeting – Regular Meeting February 3, 2026**

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Keith Carlson, 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, City Engineer Michael Redenbaugh, and 1 person 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 Carlson, second by Horacek to approve the regular meeting minutes from January 20, 2026 – all others voted yes, motion carried.

**PUBLIC COMMENTS:** None

Cindy Matson arrived at 7:02pm.

### **APPLICATIONS, AGREEMENTS, HEARINGS, RESOLUTIONS & ORDINANCES:**

- **Resolution 2026-6 Transfer from General Fund to 12<sup>th</sup> St/Oaks Ave Project Fund:** The 12<sup>th</sup> St/Oaks Ave Project is now complete. This project was primarily funded by an EDA and LIIP grant, which paid for 90% of the construction costs. The City is responsible for the remaining 10% and any professional services. After all revenues and expenses are considered, the project fund balance is in a deficit of \$373,562.63, which is the City's share of the project costs. Resolution 2026-6 will transfer budgeted funds from the General Fund to the 12<sup>th</sup> St/Oaks Ave Project Fund in the amount of \$373,562.63 to cover this deficit. A motion was made by Schilling, second by Matson to approve Resolution #2026-6 as presented – all voted yes, motion carried.
- **Resolution 2026-7 Transfer from Water Fund to Hwy 38 Water Loop Project Fund:** The Hwy 38 Water Loop Project is now complete. This project was funded by an SRF loan and Water Fund reserves. After all revenues and expenses are considered, the project fund balance is in a deficit of \$5,807.60. This amount was for administration services not covered by the loan. Water Fund reserves will need to be used to cover this deficit. Resolution 2026-7 will transfer budgeted funds from the Water Fund to the Hwy 38 Water Loop Project Fund in the amount of \$5,807.60 to cover this deficit. A motion was made by Kuehl, second by Boen to approve Resolution #2026-7 as presented – all voted yes, motion carried.
- **Resolution 2026-8 Bridge Reinspection Program:** The SD DOT has identified 4 culvert structures within the City that qualify as bridges and must comply with their bridge inspection rotation. These 4 culverts are located at Western Ave, Main Ave, Feyder Ave, and Mickelson Rd. Culverts at Western Ave & Mickelson Rd are on a 4-year rotation, while those at Main Ave & Feyder Ave are on a 2-year rotation. Main Ave & Feyder Ave are due for inspection this year. The Bridge Reinspection Program allows cities to apply for bridge replacement funds that would cover 80% of the inspection cost. The inspections would be done by state approved engineering firms. Resolution 2026-8 states that the City selects Brosz Engineering, Inc to perform our bridge inspections and that the City will be responsible for the remaining 20% of the cost after bridge replacement funds cover 80%. A motion was made by Boen, second by Horacek to approve Resolution 2026-8 Bridge Reinspection Program – all voted yes, motion carried.
- **Review/Approve Community Access Grant Agreement for Western Ave Project:** The City has been awarded a Community Access Grant in the amount of 600k for the Western Ave project. Once the Council approves the Community Access Grant Agreement and provides all the necessary cost/insurance/maintenance documentation to the State upon project completion in the spring, the City will receive the 600k in funding. A motion was made by Kuehl, second by Schilling to approve the Community Access Grant Agreement as presented and authorize the Mayor to sign the agreement on behalf of the City – all voted yes, motion carried.
- **Review/Approve Lease Agreement between City of Hartford & Gateway Hartford, Inc:** At the Jan 13<sup>th</sup> meeting the Council approved the transfer of the land where the City's lagoons are located (Parcel #16034) to Gateway Hartford, Inc. so they can move forward with applying for grant funding to remediate the lagoons. The City will still need access to this land to complete the dewatering of the lagoons, relocate the tree mulch operation, and access the billboards as needed. As presented the lease is for a one year term for \$1 but can be extended to allow the City to complete these items. A motion was made by Matson, second by Horacek to approve the lease agreement between the City of Hartford and Gateway Hartford, Inc. as presented – all voted yes, motion carried.

## REPORTS:

- **Sheriff's Department Report:** Deputy Rechtenbaugh was present to provide his report. For the month of Jan there were 172 calls for service, which is a decrease of 57 calls from the previous month.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - Work on punchlist items continues on the WRRF project. Updates continue to be made to the SCADA system, which is the system that monitors and controls the entire treatment system.
    - **Review/Approve Pay Request #26:** Pay app #26 from Rice Lake Construction Group for work completed through January 31<sup>st</sup> on the WRRF was presented. A motion was made by Kuehl, second by Boen to approve payment of pay app #26 in the amount of \$111,551 to Rice Lake Construction Group – all voted yes, motion carried.
  - The Notice to Proceed on the Mickelson Rd shared use path has been received from the State. Project design is scheduled to be completed in early 2026, with construction anticipated to start in summer 2026.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
  - Streets** – The 2026 slurry seal project bid letting is scheduled for Feb 19<sup>th</sup>. Staff have been working on cleaning out drainage areas and culverts. All equipment is working well at this time. Mike Smith started trimming boulevard trees along Mickelson Ave this week.
  - Water** – The 4<sup>th</sup> quarter report has been submitted. Next reporting is due April 10<sup>th</sup>. The City's lead/copper records have been updated for the year.
  - Sewer** – All lift stations are working well. The December DMR reporting is done. Discharging at the lagoons will be finished up in the spring. Staff is looking into what needs to be done to remove the biomass from the aerated cells. Some punchlist items have been taken care of at the new facility. Weekly meetings with Rice Lake and ISG have resumed in an effort to stay on top of any remaining punchlist items. The security firm will be installing cameras at the new facility this week.
- **Parks** – Progress continues on the new restroom building. The plumbers and electricians are scheduled to start next week. Staff is hoping to have the steel work in Shelter #5 done next week.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. The items included a summary of revenues received in Jan along with an overview of the city's cash balances, revenues and expenses through Dec. With year-end totals now in, Wilber provided a 2024 vs 2025 comparison of both revenue and expenses. Wilber has completed all year-end processes and will now start working on the information needed for this year's audit. The Feb calendar of events was provided.
- **City Administrator Report:** City Administrator Sidel provided her report. The Weston Group has completed the updated wage study. It will be provided to the Council at the next meeting. DSU is scheduled to start their portion of the cybersecurity assessment this week. Sidel has received the report from Homeland Security's assessment. This report will be shared with the Council at the next meeting. Sidel is also planning on having a discussion on the State's 250<sup>th</sup> anniversary celebration on the next agenda. There is an interview set up this week with a candidate for the Wastewater Specialist position.

**OLD BUSINESS:** None

## NEW BUSINESS:

- **Review/Approve Park & Recreation Board Request to Release Budget Funds:** During the 2026 budget meeting, 300k in funding was allocated to the Park & Recreation Board. Of this total, \$264,500 is designated for specific projects to be done this year while \$35,500 is unallocated at this time. They are requesting the release of the total amount so they can move forward with ordering materials for the upcoming projects. Wagner, who sits on this board, explained that they would like to use a portion of the unallocated funds to refurbish three of the park shelters. The City budgeted to refurbish one this year with plans to budget for the others over the next few years. The Park & Recreation Board is proposing they all be done this year and the funding needed come from their unallocated funds. The cost of the materials to do this would be approximately \$8,500. Further discussion was held on the unallocated funds. It was the opinion of some that until projects are specified, these funds should not be released. A motion was made by Schilling, second by Carlson to approve releasing \$275,000 in funding for the project list as presented plus the refurbishing of 3 shelters – all voted yes, motion carried.
- **Review/Approve Abatement for Parcel #23447:** State law allows property tax abatements for qualifying disabled veterans & seniors. The Minnehaha County Auditor has received an abatement request from a qualifying disabled veteran on a parcel of land that is located within Hartford city limits. Since it is within Hartford's municipal boundaries, the request needs to be approved by the governing board. A motion was made by Matson, second by Schilling to approve the property tax abatement request submitted on Parcel #23447 – all voted yes, motion carried.
- **Set 2026 Equalization Meeting Date:** A motion was made by Kuehl, second by Matson to set the Equalization Meeting for Monday Mar 16, 2026, at 6:30pm – all voted yes, motion carried.
- **Review/Approve Seasonal Job Descriptions:** The eight seasonal job descriptions were provided. The job descriptions have been updated with the current dates, but all wage information remains the same as last year. A motion was made by Kuehl, second by Matson to approve all seasonal job descriptions as presented and begin advertising – all voted yes, motion carried.

- **Mayoral Appointment to the Park & Recreation Board:** The Park & Recreation Board consists of 5 voting member and 2 non-voting members, with one being a council member and the other a staff member. Kandi Lewin is one of the voting members. Her term was up at the end of the year, and she decided to step down, creating an open seat on the board. Mayor Jones is recommending the appointment of Chad Morrison to fill this vacancy. A motion was made by Boen, second by Kuehl to approve Mayor Jones' appointment of Chad Morrison to a 3yr term on the Park & Recreation Board – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Carlson, 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.

---

Karen Wilber, Finance Officer