

Hartford City Council Meeting – Regular Meeting July 15, 2025

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Shaun Boen, Ryan Horn, 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 Engineers Michael Redenbaugh & Justin Heim, and 6 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 Schilling, second by Matson to approve the regular meeting minutes from July 1, 2025 – Horn abstained with all others voting yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Horn to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: Scott Nelson was present at request he be placed on the agenda for the next meeting to discuss the 2026 CIP and how it will affect property owners along Kelley Ave.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **Special Event Permit – South Main Ave Block Party:** Jennifer Bosch has applied for a special event permit to hold a block party for the South Main Ave neighborhood on Aug 9, 2025, from 7am to 10pm. They are requesting the closure of Main Ave from 403 S Main Ave to 508 S Main Ave during the event. A motion was made by Kuehl, second by Matson to approve the special event permit for the South Main Ave Block Party as presented – all voted yes, motion carried
- **Special Wine License – Converse Wine Co:** Converse Wine Co, LLC has applied for a special wine license to sell wine at the July 31, 2025, Downtwon Farmer’s Market from 3pm to 9pm. This license would allow for the sale of both package wine and sales for on-site consumption. A motion was made by Horn, second by Boen to approve the special wine license for Converse Wine Co as presented – all voted yes, motion carried.
- **Resolution 2025-6 Accept Public Infrastructure for Maple Pass Ave & Oakley St:** The developers of the Maple Pass Addition have completed both Maple Pass Ave and Oakley St within their development. All punchlist items have been completed and all improvements have been approved by the City’s engineers. Resolution 2025-6 allows for the City to accept both streets, including utility and public improvements. Once accepted, the City will be responsible for all future maintenance and improvements to these two streets and utilities. A motion was made by Horn, second by Matson to approve Resolution 2025-6 to accept the public infrastructure for Maple Pass Ave & Oakley St – all voted yes, motion carried.

REPORTS:

- **Fire Department Report:** HAFR Chief Bryon Schumaker was present to provide his report. For the month of June there were a total of 29 calls, of which 15 were in Hartford. An update on the various trainings held during the month was also provided. The department has started a new cadet program. The program is open to individuals 16 years old or older and still in high school. If selected, they will learn more about the activities of the fire department in hopes of volunteering for the department down the road. Public Safety Day will be held on Aug 23rd. The department will have the new fire truck on display at the HACC Block Party this week and the Downtown Market next week.
- **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 pet licensing, tall grass/weeds, and parking on the grass.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Site plans and plats are continually reviewed as they are received.
 - This year’s slurry seal project is scheduled for Thurs/Fri of this week.
 - Engineers continue to work with the State to execute a work order in regard to the TAP grant for the new trail. Design work is anticipated to be completed this summer with construction to start this fall, depending on the weather and contractor availability.
 - On the WRRF project, work continues inside the operations building. Clean water testing of the Aeromod is complete. Paving of the access road is complete. Biological plant startup is planned for mid-July. The Aeromod and lift station construction is complete and ready for wastewater introduction.

- The Hwy 38 Water Main Extension project is substantial complete. The ditches have been regraded and reseeded. Once the seed is established, the project will be closed out.
- The roadway in Phase I of the Western Ave project is complete. Work continues on the walks, trails, and driveways within this phase. Phase 2, which began July 10th, is between Opal Ln and Diamond Trl. The removal of the old roadway is complete. Signage for this phase was discussed along with concerns with silt fencing and runoff. Hartford resident Tony Randall was present to address the Council about his concerns with this project.
 - **Review/Approve Change Order #4:** Traffic control flagging was necessary during the delivery of aggregate base course and concrete during paving of phase one. Changer Order #4 in the amount of 612.51 for these flagging services was presented. A motion was made by Horn, second by Boen to approve Change Order #4 to D&G Concrete Construction, Inc in the amount of \$612.51 – all voted yes, motion carried.
- Engineers have provided the final Parks Master Plan. It is scheduled to come before the Council for review at the Aug 5th meeting.
- Swenson Parking Lot Plan are complete and currently being advertising for bid. The bid letting is scheduled for July 24th with the Council’s review of the bids at their Aug 5th meeting.
- Engineers provided an update on the preliminary result of the Kelley Ave drainage study. Next steps include creating a detailed model of the proposed improvements followed by a detailed report with final recommendations.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
 - Streets – Crack sealing was done last week. Mastic will be done at a later date. Staff has been installing street and stop signs on new roads and continue with street patching as needed. The footings for the new street lights at Hwy 38/Colton Rd have been installed. Installation of the poles and electrical is expected to be done in a few weeks. Slurry seal is scheduled for Thurs & Fri this week, weather permitting.
 - Boulevard Trees: Staff will be monitoring the ash trees in the boulevards and park. Wagner will be putting together an ash tree removal plan.
 - Mosquito– Spraying will be done as needed.
 - Water – The 2nd quarter report has been submitted. Next reporting is due Oct 10th.
 - Sewer – The backup pump for the Sagehorn lift station is in. The June DMR reports has been sent in. The next reporting is due Aug 28th. With the goal of discharging the lagoons again this summer, Staff has started taking samples again. One of the blowers for the aeration system at the lagoons went down. Since there are two blowers left, staff does not plan on fixing it.
 - New Wastewater Facility: Lab equipment has been ordered. Seed sludge will be coming from the City of Sioux Falls the week of July 21st.
 - Parks – The old restroom building in Lyon Park has been removed. The plumbers are scheduled to start this week with concrete to follow. The posts for the new dog park shade structures have been set. Work will continue on this project next week. Councilmember Kuehl commented on the condition of the sign for Lyon Park. Wagner will check on the possibly of painting it again.
 - Sports Complex – Once the new parking lot is staked out, Staff will start working on placement of the playground equipment. Midwest Championship Fastpitch Softball will be hosting a tournament at Swenson Park on July 23rd & 24th. Parking for the event was discussed as well as spraying for mosquitos.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of June 30th, a recap of bills submitted for payment, and the July/Aug calendar of events. Mayor Jones noted that a TIF training session will be held from 6pm-7pm on July 29th before the Planning & Zoning meeting.
- **City Administrator Report:** City Administrator Sidel provided her report. The City continues to accept applications for the wastewater plant specialist position. City Attorney Freiberg has looked at the changes to SDCL regarding election dates. It doesn’t appear that there will need to be a change made to the City’s ordinance. Further discussion will be held at a future meeting. The assessments for the 12th St/Oaks Ave project will be present to the Council in the coming weeks once final project costs are known. The final draft of the park master plan will go before the Planning & Zoning and Park & Recreation Boards before coming to the Council for final approval. Sidel continues to work with SECOG to update the City’s application for the community access grant for the Western Ave project. Traffic data on the Colton Rd has been gathered and is in the Council’s “box”. An update was provided on the Windsor Group and Assam TIF’s. Sidel received a quote of approx. \$7,300 for the new server at City Hall. She will move forward with getting that ordered. Sidel extended a Thank You to ISG for donating a plaque to be placed on the operations building of the new plant.

OLD BUSINESS: None

NEW BUSINESS:

- **Review/Approve Employee Manual Update to Section VI – Health, Safety, and Security:** A new law was passed in the last legislative session that requires the City to allow employees, officers, or volunteers to possess concealed firearm on city property or in city vehicles. Our current employee manual does not allow for this. An update has been made to this section of the manual and provided for Council’s review. A motion was made by Kuehl, second by Matson to approve the updated employee manual as presented – all voted yes, motion carried.
- **Review Current Firework Ordinance:** A motion was made by Boen, second by Horn to table this item until the next meeting.
- **Set Date for 2026 Budget Review Meeting:** A motion was made by Kuehl, second by Horn to set the 2026 Budget Meeting for Aug 27, 2025 – all voted yes, motion carried. A motion was made by Kuehl, second by Boen to set the meeting time at 6:30pm – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Kuehl, second by Matson to enter executive session pursuant to SDCL 1-25-2(1) for personnel, SDCL 1-25-2(3) for legal, and SDCL 9-34-19 for economic development at 8:21pm – 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 Horn to exit executive session at 8:47pm – all voted yes, motion carried.

A motion was made by Matson, second by Boen to approve an offer to Candidate #4 for the Wastewater Plant Specialist under the guidelines discussed for recruitment and salary range – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Horn, second by Boen to adjourn at 8:48pm – 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