

## Hartford City Council Meeting – Regular Meeting August 19, 2025

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, Ryan Horn, Darrell Horacek, and Michelle Schilling. Shaun Boen and Travis Kuehl were absent with notice. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, Code Enforcer/Building Inspector Kyle Christensen, City Engineer Michael Redenbaugh, and 14 people from the public.

### BUSINESS ITEMS:

- **Approval of the Agenda:** A motion was made by Horn, second by Matson to approve the agenda as set - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Schilling, second by Horn to approve the regular meeting minutes from August 5, 2025 – Horn abstained with all others voting 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

**VISITORS:** Summer Rec Program Director Laura Johnson was present to give a review of this year's program. The program, which was held July 7<sup>th</sup> through August 1<sup>st</sup>, had 120 kids registered and came in under budget. Everything ran smoothly and was a great success, thanks to her staff, Kathy O'Hara, Addison Jaspers, and Caleb Shumaker.

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

- **7:05 Hearing & 1<sup>st</sup> Reading of Ordinance #764 – Request to Rezone Parcel #23862 & #80875 to RHD:** Since two Councilmembers were unable to attend the meeting, Mayor Jones suggested this agenda item be tabled until there is a full council. A motion was made by Matson, seconded by Schilling to table this item until the next meeting – all voted yes, motion carried.
- **7:10 Hearing Special Wine License – Converse Wine Co:** Converse Wine Co, LLC has applied for a special wine license to sell wine at the August 28, 2025, Downtown 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 Matson to approve the special wine license for Converse Wine Co as presented – all voted yes, motion carried.
- **Special Event Permits – Downtown Hartford Inc:**
  - **Amend Special Event Permit for Aug 28, 2025 Farmer's Market:** Kaitlyn Kibler, on behalf of Downtown Hartford, Inc, was present to request an amendment to their special event permit for the Aug 28<sup>th</sup> Farmers Market. To have adequate space for the kids train rides that they will be having, DHI is asking to expand the street closure area to include 1<sup>st</sup> St from Main Ave to the alley to the west. A motion was made by Horn, second by Matson to approve amending the special event permit to expand the closure area as presented – all voted yes, motion carried.
  - **Witches & Warlocks Wine Walk:** Kaitlyn Kibler, on behalf of Downtown Hartford, Inc, was present to request a special event permit to hold their annual Witches & Warlock Wine Walk event. The event will be on Oct 18<sup>th</sup> from 6pm-9pm. They are requesting the closure of Main Ave from 2<sup>nd</sup> St to Menth Ave and 1<sup>st</sup> St from Main Ave to the alley to the east starting at 3pm for setup, and for the use of alcohol within the closure area. They are also requesting the use of 2 firepit during the event. A motion was made by Matson, second by Horacek to approve the special event permit for the DHI annual wine walk as presented – all voted yes, motion carried.
- **Resolution 2025-7 Dissolution of TIF District #2:** Earlier this year Resolution 2025-4 creating the boundaries for TIF District #2 was passed. Improvements to 2<sup>nd</sup> St, which is currently a township road, will be part of this TIF project. Because of this, the property at the NE corner of 2<sup>nd</sup> St/Colton Rd, which is not in city limits, was included in the boundary area as they own to the center of the township road. After passing this resolution, it came to the City's attention that this county parcel cannot be included. In order to move forward the City will plat the road, having the adjoining property owners deed the roadway to the City, and then annex the roadway into the City. Once the roadway is within City limits, a new TIF District will be created, including the roadway but not the county parcel. Therefore, TIF District #2 will need to be dissolved. Resolution 2025-7, which is for the dissolution of TIF District #2, was presented. A motion was made by Horn, second by Matson to approve Resolution 2025-7 Dissolution of TIF District #2 – all voted yes, motion carried.
- **Dakota State University MOU for Cybersecurity Mitigation Plan:** Sidel recently attended a workshop on cybersecurity hosted by DSU. The State has appropriate funding to help cities and counties mitigate their cybersecurity risk, upgrade hardware or software, and help create an incident response plan should a hack ever happen. Since this program utilizes State funds, there would be no cost to the City. To participate in the program a MOU between DSU and the City will need to be executed. A motion was made by Horn, second by Matson to approve the MOU as presented – all voted yes, motion carried.

## **REPORTS:**

- **Fire Department Report:** HAFR Chief Bryon Schumaker's monthly report was provided. For the month of July there were a total of 36 calls, of which 12 were in Hartford. An update on the various trainings held during the month was also provided. The department is requesting the closure of South St. between Western Ave and Kingsbury Ave on Sept 4<sup>th</sup> and Oct 1<sup>st</sup> from 6pm-10pm. They will be conducting annual fire hose test/certifications and will use the street to spread the hoses out. A motion was made by Matson, second by Horacek to approve the street closure as requested – all voted yes, motion carried. Matson reminded all that Public Safety Day is this coming Saturday Aug 23<sup>rd</sup> 10:30am to 12:30pm.
- **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, rubbish/junk issues, and parking on the grass.
- **Engineer Report:** Michael Redenbaugh reported the following:
  - Review of site plans & plats and observation of public improvements in private developments are ongoing.
  - Engineers continue to work with the State to execute a work order in regard to the TAP grant for the new trail. The scope of work has been approved. A site walkthrough is being coordinated with the DOT.
  - On the WRRF project, the facility began receiving City wastewater on July 21<sup>st</sup>, with wastewater flows gradually increased to full flow. This month's work will include electrical completion, HVAC commissioning, architectural finishes, SCADA commissioning, and final cleaning. Mayor Jones, along with Rachel Kloos with ISG, filmed a video showcasing the new plant. There is a link to the video on the City's website.
  - The storm sewer, sanitary sewer, and water main pipe have been installed in Phase 2 of the Western Ave project. Roadway shaping began on Aug 14<sup>th</sup> and, weather dependent, is scheduled to be completed on Aug 18<sup>th</sup>. Once completed, paving will begin. Seeding in Phase 1 is being monitored and watered as needed. The construction site and erosion control devices are being inspected after each rain event to make any repairs needed to limit sediment transport.
    - **Review/Approve Change Order #5:** A proof roll of the road for Phase 2 was performed on Aug 14<sup>th</sup>. The testing showed inadequate soil conditions for a road base. Geotek has presented 3 different options that would correct these conditions and create a solid road base.  
Option 5a: over excavate the subsoil to varying depths, based on the soil, and replace with oversized rock \$71,575. Option 5b: over excavate the subsoil to a consistent dept of 12" and replace with oversized rock \$84,557. Option 5c: stabilize the subgrade soil with cement to a normal dept of 12" \$107,879.95. Option 5b is the recommendation of Engineers. A motion was made by Horn, second by Schilling to approve Change Order #5b in the amount of \$84,557 – all voted yes, motion carried.
  - The Notice of Award has been sent to Zacharias Construction for the Swenson Parking Lot project. Once returned and reviewed, a preconstruction meeting will be scheduled.
  - Engineers continue to work on the Kelley Ave drainage study. A final report is anticipated late Aug or early Sept.
  - On Aug 19<sup>th</sup> field pressure testing was done on the City's water system. These results will be used when calibrating the city-wide water model. Engineers are anticipating that it will take 4 to 6 weeks to create the model once all data has been received.
  - The Capital Improvement Plan is reviewed annually. After this year's review by engineers, City staff and the Mayor, an updated CIP was provided for Council review. As presented, 2026 show minimal project cost for finishing of the Western Ave project as well as the waste water plant. All other cost for 2026 are engineering for projects slated to happen in 2027. This CIP is just a planning and budget tool that can be changed at any time. A motion was made by Horn, second by Matson to approve the updated CIP – all voted yes, motion carried.
  - The Master Park Plan is completed. The final draft has been reviewed by both the Planning & Zoning and Park & Recreation Boards. Both boards are recommending approval of the plan. This plan is a tool that will help with budgeting and future planning and may be adjusted as needed. A motion was made by Matson, second by Horacek to approve the Master Park Plan as presented – all voted yes, motion carried.
- **Public Works Report:** Public Works Superintendent Wagner provided his report.
  - **Streets** – Staff continues to patch and sweep streets as time allows. Gravel road are scheduled to be bladed in the next couple weeks. The street lights at Hwy 38/Colton Rd have been installed.
  - **Review Plan for Radar Speed Limit Sign Placement:** At the Aug 5<sup>th</sup> meeting the Council made the decision to have staff move forward with a plan for new radar speed limit signage and to look over the budget for possible unused budget funds that could be used for this unexpected purchase. Wagner is recommending the purchase of 3 radar speed limit signs to take advantage of the vendor's discount. He is suggesting one sign be installed along the Colton Rd. The remaining two he is proposing to be portable so they could be moved around as needed. With this year's slurry seal project coming in under budget, Staff feels there will be funds available in the 2025 street budget for this purchase. A motion was

made by Horn, second by Matson to approve the purchase of 3 radar speed limit sign and placement as discussed – all voted yes, motion carried.

Mosquito – Spraying will continue as needed.

Water – The 2<sup>nd</sup> quarter report has been submitted. Next reporting is due Oct 10<sup>th</sup>. Information on lead/copper lines will be updated over the next few weeks. Wagner will work with engineers as needed to gather information for the city-wide water study.

Sewer – All lift stations are working well. The next DMR reporting is due Aug 28<sup>th</sup>. Lagoon samples are being taken to determine if we can discharge. The goal is to have another discharge this summer and another one in the fall.

Parks – The shade structure at the dog park should be done this week. Staff plans on setting the walls for the new restroom building in the coming weeks.

Pool – The pool closed for the season on Saturday Aug 16<sup>th</sup>.

Sports Complex – Once the new parking lot is staked out, Staff will start working on placement of the playground equipment.

Training – Wagner and O’Kane are members of the SD Water & Wastewater Assoc. Each year an annual conference is held. This year the conference is Sept 10<sup>th</sup>-12<sup>th</sup> in Pierre. Wagner & O’Kane would like to attend. A motion was made by Matson, second by Horn to approve Wagner & O’Kane attending the annual SD Water & Wastewater Conference – all voted yes, motion carried.

- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of July 31<sup>st</sup>, a recap of bills submitted for payment, and the Aug/Sept calendar of events. The pool will close for the season at 5pm on Aug 16<sup>th</sup>. The SDML Annual Conference will be held from Sept 30<sup>th</sup> to Oct 3<sup>rd</sup> in Pierre. Anyone interested in attending should let Wilber. A preliminary agenda for the conference was provided.
- **City Administrator Report:** City Administrator Sidel provided her report. The City continues to accept applications for both the wastewater plant specialist and public works assistant positions. The pool closed for the season this past Saturday. Sidel provided a recap of the workshop she attended on Aug 12<sup>th</sup> at DSU on cybersecurity. Participating in this program, which has no financial impact to the City, is a great opportunity for the City to strengthen its cybersecurity and put a plan in place should a breach ever happen. The budget packet will be provided the Council on Wed Aug 20<sup>th</sup>, allowing a full week to review before the budget meeting on Aug 27<sup>th</sup>. Sidel urged the Council to reach out to staff with any questions they may have on the information provided.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- **Review/Approve Park & Recreation Board Recommendations:**
  - **Release \$25,000 of Budget Funds for Concrete at Swenson Park:** During the 2025 budget meeting, funds were put in budget for various improvements at Swenson Park. One of the items that the Park & Recreation Board is now recommending moving forward with is concrete items at the east fields. They are requesting 25k to install sidewalks and ADA pads, as well as bleacher pads at Field #2. A motion was made by Matson, second by Horacek to approve releasing 25k for concrete improvements at Swenson Park – all voted yes, motion carried.
  - **Approve Amending Advertising Agreement:** The City currently offers advertising at Swenson Sports Complex by either a banner on the field fencing or on the scoreboard. Advertising on the scoreboard is \$1,000/year and banner advertising is \$500/year. The Park & Recreation Board is recommending amending the City’s advertising agreement to include a discounted rate of \$400/yr for banner advertising if a 3-year term is elected. A motion was made by Schilling, second by Matson to approve the amendment to the advertising agreement adding the discounted rate for banner advertising with a 3-year commitment – all voted yes, motion carried.

**EXECUTIVE SESSION:** A motion was made by Horn, second by Matson to enter executive session pursuant to SDCL 9-34-19 for economic development at 8:07pm – 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.

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Karen Wilber, Finance Officer

**EXECUTIVE SESSION:** A motion was made by Matson, second by Horn to exit executive session at 8:34pm – all voted yes, motion carried.

**ADJOURNMENT:** A motion was made by Horn, second by Matson to adjourn at 8:35pm – 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.

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Teresa Sidel, City Administrator