

Hartford City Council Meeting – Regular Meeting September 16, 2025

Mayor Arden Jones called the meeting to order at 7:00pm with the following city council members present: Cindy Matson, 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, Code Enforcer/Building Inspector Kyle Christensen, City Attorney Tom Frieberg, City Engineers Michael Redenbaugh & Justin Heim, and 22 people from the public.

BUSINESS ITEMS:

- **Approval of the Agenda:** A motion was made by Kuehl, second by Boen to approve the agenda as set. Schilling indicated that Aaron Edgecomb, who was scheduled to speak under the Visitors section of the agenda, will not be present. Kuehl amending his motion approving the agenda with the omission of the Visitor agenda item, Boen seconded - all voted yes, motion carried.
- **Approval of the Minutes:** A motion was made by Matson, second by Schilling to approve the regular meeting minutes from September 2, 2025 – all voted yes, motion carried.
- **Approval of the Bills:** A motion was made by Kuehl, second by Boen to approve the bills submitted for payment – all voted yes, motion carried.

PUBLIC COMMENTS: None

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Hearing & 1st Reading of Ordinance #767 – Request to Rezone Parcel #15994:** The Windsor Group is in the process of developing parcel #15994. Currently this parcel has the County zoning of agricultural. The developer is requesting to rezone, which will include some residential lots as well as commercial and some natural resource conservations for some water detention areas in the development. The Planning & Zoning Board reviewed this rezone request at their Sept 9th meeting and is recommending approval by the Council. A motion was made by Matson, second by Boen to approve the 1st reading of Ordinance #767 to rezone parcel #15994 as presented – all voted yes, motion carried.
- **Special Event Permit – WC Homecoming Parade:** Amy Lupkes, on behalf of the WC School District, has applied for a special event permit for the homecoming parade to be held on Oct 10th 2:30pm to 3:30pm. The parade would line up on Railroad St south of the school, proceeding west on Railroad St to S Main Ave to the start of the parade route. The parade would go north on Main Ave turning east on 2nd St ending at the Middle School parking lot. A motion was made by Schilling, second by Boen to approve the special event permit for the WC Homecoming Parade – all voted yes, motion carried.
- **2nd Reading of Ordinance #764 – Request to Rezone Parcel #23862 & #80875:** An application to rezone parcel #23862, which is currently residential, and parcel #80872, which is currently natural resource conservation, has been received from Lorri Lanpher. Lanpher is requesting to rezone both parcels to residential high-density zoning. If approved, Lanpher is interested in purchasing the lots and erecting single family homes. Neighboring property owners Kristin Trana and Cooper Tracy were present to address their concerns with the development of these two parcels. The proposed use fits the area with residential zoning on all sides of these two parcels. The Planning and Zoning Board reviewed and approved the rezone request at their Aug 12th meeting. A motion was made by Kuehl, second by Matson to approve 2nd reading of Ordinance #764 to rezone Parcel #23862 & #80872 to residential high density – all voted yes, motion carried.
- **2nd Reading of Ordinance #765 – Rezone #93372:** Parcel #93372 is the land where the City’s new waste water treatment facility is. When this parcel was annexed into city limits from the County, the land was not zoned so it is still under the County’s zoning of agricultural. The municipal zoning for a wastewater treatment facility is light industrial. The Planning and Zoning Board reviewed and approved the rezone request at their Aug 26th meeting. A motion was made by Matson, second by Boen to approve 2nd reading of Ordinance #765 to rezone Parcel #93372 to light industrial – all voted yes, motion carried.
- **2nd Reading of Ordinance #766 – 2026 Appropriations:** Ordinance #766 outlines and sets the 2026 budget that was voted on by the Council at the August 27th budget meeting. A motion was made by Kuehl, second by Matson to approve 2nd reading of Ordinance #766 - 2026 Appropriations – all voted voting yes, motion carried

REPORTS:

- **Fire Department Report:** HAFR Chief Bryon Schumaker’s monthly report was provided. For the month of August there were a total of 29 calls, of which 16 were in Hartford. An update on the various trainings held during the month was also provided. Public Safety Day was held on Aug 23rd with around 600 in attendance. The department has received a 10k grant to purchase lifting rescue struts. Activities planned at WC School includes a mock crash on Oct 1st and fire prevention activities on Oct 7th.

- **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, blowing grass into the street, and trees overhanging the street.
- **Engineer Report:** Michael Redenbaugh reported the following:
 - Review of site plans & plats and observation of public improvements in private developments are ongoing.
 - The WRRF project is in the closeout phase. A punchlist walk through is scheduled for the week of Sept 15th. Final sitework, including fencing and seeding, is being done this month. A ribbon cutting for the new facility is being planned for Oct 3rd at 10:30am.
 - Phase 3 of the Western Ave project began Sept 10th. Contractors are working on the west half of the Diamond Trl intersection first. Once complete, which is estimated to be approximately three more weeks, work will begin on the east half of the intersection.
 - A preconstruction meeting for the Swenson Parking Lot project was held Sept 9th. Work began Sept 15th and is expected to take 2 weeks. A safety fence has been installed around the project and work will not occur after 5pm if there are practices or games scheduled.
 - On the city-wide water model project, Engineers are working on calibrating the model with data collected. Once completed, a report will be compiled and presented to the Council, tentatively set for late October or early November.
 - Engineers continue to work with the State to execute a work order in regard to the TAP grant for the new trail along Mickelson Rd. The preliminary schedule is to design the trail this fall with construction in 2026.
 - Engineer presented the final report on the Kelley Ave Drainage Study. The report provided information on the existing drainage conditions in this area. Along with that, three different alternatives for improvements were presented.
 - Alternate #1 is the most extensive with a full reconstruction of Kelley Ave. This would include a new roadway with curb, gutter, sidewalk, and storm sewer, along with new water & sewer infrastructure. The projected cost of this alternate would be approximately 2.2M.
 - Alternate #2 is a reconstruction of a 400' section of Kelley Ave where the drainage is the worst. Roadway improvements are not as extensive as in Alternate #1, being scaled back to what is needed to solely improve stormwater runoff in the area. The projected cost of this alternate would be approximately 940k.
 - Alternate #3 is the least extensive of all three alternates presented. This alternate would include the creation of a ditch with culvers along the east side of Kelley Ave to collect and direct stormwater to the existing outlet near the SE corner of the neighborhood. The projected cost of this alternate would be approximately 300k.

Many residents who reside along Kelley Ave were present. Engineers, Staff, and Council discussed each option thoroughly and answered questions. This study is the first step in the process of determining what the best solution is. Further discussion will be held at future meetings.

 - Nielson Development is in the planning stages of their housing development in the Western Meadows Addition. Their development will lie northwest of the industrial area off Ruud Trail. The drainage in this area along Ruud Trail is poor, as there is limited storm sewer. As it is right now, the runoff during large rain events flows to the north and eventually to the area of Nielson's development. Engineers have suggested installing approximately 300' of storm sewer with 3 inlets to manage the storm water between Nielson's development and the industrial park. Completing this work in conjunction with the development of this area will provide cost savings for the City versus completing it at a later date when all the roadway is complete. An agreement with the Developer to perform this additional work in conjunction with their project was presented. The cost to the City for these storm sewer improvements would be \$33,600. A motion was made by Kuehl, second by Boen to approve the agreement 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 and assess which need a 2nd application of mag water.
 - Mosquito – Spraying will continue as needed.
 - Water – The 2nd quarter report has been submitted. Next reporting is due Oct 10th. Information on lead/copper lines will be updated over the next few weeks. Flow testing and pressure checks were done throughout town. Engineers will use this data to create the city-wide water model that they are working on.
 - Sewer – All lift stations are working well. The next DMR reporting is due Sept 28th. Lagoon samples are being taken to determine if we can discharge. Jadrian Irwin started on Monday as the Wastewater Specialist for the new plant.
 - Parks – The shade structures at the dog park are now done. Staff will now be working on the new restroom building in Lyon Park as time allows.
 - Pool – The pool has been winterized.
 - Sports Complex – Staff will start working on placement of the playground equipment once the new parking lot is done and time allows.

Award: Earlier this year the City was notified that it had received the Secretary's Award for Drinking Water Excellence. Because of the hard work of the City's public works staff, this is the 20th consecutive year the City has received this recognition. Mayor Jones presented Public Works Superintendent Wagner a plaque commemorating this accomplishment.

- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included cash balances, sales tax revenue and DHI committee fund balance as of Aug 31st, a recap of bills submitted for payment, and the Sept/Oct calendar of events.
 - **Review/Approve 2024 Audit Report:** The auditors have completed the 2024 audit, and the audit report was provided to the Council for review. A motion was made by Kuehl, second by Boen to approve the 2024 audit report – all voted yes, motion carried.
- **City Administrator Report:** City Administrator Sidel provided her report. The City continues to accept applications for the public works assistant position. A ribbon cutting for the new wastewater plant will be held Oct 3rd at 10:30am. Karen Burgers provided pictures showing the progress the Girl Scouts are making on the new sign for Lyons Park. Burgers will work with Wanger on the sign's placement. The H-plat for the portion of 2nd St in the Windsor Development area has been completed so now the annexation process can start. Once the annexation of this roadway is done, the TIF district can be created. Assam Development continues to visit with the City on a possible TIF district in the Turtle Creek Highlands area. Sidel will attend Dakota Mainstem's annual board meeting on Sept 26th.

OLD BUSINESS: None

NEW BUSINESS:

- **Request to Release Funding to Downtown Hartford, Inc.:** DHI is requesting the release of City held funds for brackets for 6 downtown light poles and new banners for all 22 downtown light poles. An illustration of the banner was provided. The quotes total \$4,395.57. A motion was made by Kuehl, second by Matson to approve the release of \$4,395.57 of DHI's city funds as presented – Schilling abstained with all others voting yes, motion carried.
- **Review/Approve Billboard Lease Renewal with Transport Refrigeration of SD, Inc.:** The current billboard lease with Transport Refrigeration of SD, Inc. is up for renewal. A renewal lease agreement for the west 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 \$325/mo. A motion was made by Kuehl, second by Boen to approve the billboard lease agreement between Transport Refrigeration of SD and the City of Hartford as presented – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Kuehl, second by Boen to enter executive session pursuant to SDCL 1-25-2(3) for legal and SDCL 9-34-19 for economic development at 8:50pm – 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 Kuehl to exit executive session at 9:17pm – all voted yes, motion carried.

A motion was made by Boen, second by Matson to engage legal services with May, Adam, Gerdes, & Thompson LLP to set up a special project entity for an amount not to exceed \$10,000 – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Kuehl, second by Matson to adjourn at 9:18pm – 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