

Hartford City Council Meeting – Regular Meeting September 2, 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, and Michelle Schilling. Darrell Horacek was absent with notice. Mayor Jones shared an email received from Ryan Horn stating he was resigning from city council effective September 2, 2025. Also present were City Administrator Teresa Sidel, City Finance Officer Karen Wilber, Public Works Superintendent Craig Wagner, City Attorney Tom Frieberg, City Engineers Michael Redenbaugh & Justin Heim, and 15 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 Matson, second by Schilling to approve the regular meeting minutes from August 19, 2025 – all others voted yes, motion carried.
 - A motion was made by Kuehl, seconded by Matson to approve the special budget meeting minutes from August 27, 2025 – all voted yes, motion carried.

PUBLIC COMMENTS: None

VISITORS: Pool Manager Amy Sebert was present to provide an end-of-year pool report. There were six returning lifeguards along with one new one this season. Two sessions of swimming lessons were held with good attendance at each. This season 676 passes were sold. Sebert extended a thank you to Barb Thaler who conducted drills for our lifeguards. Sebert also thanked her pool staff for all their hard work and the Council and City Staff for their support throughout the season.

ORDINANCES, RESOLUTIONS, APPLICATIONS, AGREEMENTS AND HEARINGS:

- **7:05 Rezone Hearings:**
 - **1st Reading of Ordinance #764 – Rezone Parcel #23862 & #80872 to Residential High Density:** 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. Several property owners were present to address their concerns with the development 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 Boen, second by Matson to approve 1st reading of Ordinance #764 to rezone Parcel #23862 & #80872 to residential high density – all voted yes, motion carried.
 - **1st Reading of Ordinance #765 – Rezone #93372 to Light Industrial:** 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 Schilling to approve 1st reading of Ordinance #765 to rezone Parcel #93372 to light industrial – all voted yes, motion carried.
- **Special Event Permit – HACC Fall Festival:** Jill Skots, on behalf of the Hartford Area Chamber of Commerce, has applied for a special event permit. The Chamber is planning a Fall Festival event to be held Oct 5th 3pm-9pm. The event will include vendors, hayrides, children’s train, petting zoo, and fireworks. Skots is requesting the closure of N. Oaks Ave from Western Ave south to just past Hartford Vet Clinic and the Sunshine Plaza’s north driveways, still allowing access to both from their south driveways. They are also requesting alcohol usage within the closure area. A motion was made by Boen, second by Schilling to approve the special event permit for the HACC Fall Festival as applied for – all voted yes, motion carried.
- **1st 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 Matson, second by Kuehl to approve 1st reading of Ordinance #766 - 2026 Appropriations – all voted voting yes, motion carried.
- **Resolution 2025-8 2026 Street Maintenance Fee:** Resolution 2025-8 will authorize the assessment of an annual street maintenance fee at a rate of \$2.00 per front footage to qualifying parcels with a minimum assessment of \$130.00. An exhibit was provided of all parcels and their assessed amounts. The revenue generated from this fee, estimated at approximately 306k, helps with the cost of maintaining the City’s streets for items such as slurry sealing, crack sealing, patch, & gravel. A motion was made by Boen, second by Matson to approve Resolution 2025-8 2026 Street Maintenance Fee – all voted yes, motion carried.

REPORTS:

- **Sheriff’s Department Report:** Deputy Rechtenbaugh was present to provide his report. For the month of August there were 221 calls for service, which is a decrease of 37 calls from last month. Patrol Captain Zishka was also in attendance to discuss the ongoing concerns regarding electric scooters. Zishka feels that education is a key

component of scooter safety, which needs to start at home by the parents. Young riders need to be educated about such things as obeying traffic laws, helmet usage, respecting other people's property, among others. Zishka noted that the City of Brandon has taken next steps and passed regulations on scooters. Those regulations include the following 1) under 14 years of age scooter must be operated on the sidewalk; 2) under 14 years of age a helmet is required; 3) scooter cannot exceed the post roadway speed limit; and 4) no more than one rider per scooter. The Sheriff's Office will continue to try and educate young riders about the importance of riding scooters safely.

- **Engineer Report:** Michael Redenbaugh reported the following:
 - 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.
 - Seeding and fencing work at the WRRF site is scheduled for this month. Architectural finishings work continues at the operations building. Startup of the sludge press equipment is planned for late October. The site walk-through is tentatively scheduled for the week of Sept 15th. During this walk-through a punch list of final items needing to be done will be created for the contractor.
 - **Review/Approve Pay Request #23:** Pay app #23 from Rice Lake Construction Group for work completed through August 31st on the WRRF was presented. A motion was made by Kuehl, second by Boen to approve payment of pay app #23 in the amount of \$27,612 to Rice Lake Construction Group – all voted yes, motion carried.
 - At the Western Ave project, the Opal Ln intersection is now open to east/west traffic. Roadway and driveway paving in Phase 2 is anticipated to begin Sept 5th. Once this is complete, placement of the trail and sidewalk will follow. Seeding areas are being monitored and will be watered as needed.
 - **Review/Approve Pay Request #5:** Pay app #5 from D&G Concrete Construction, Inc for work completed through August 27th on the Western Ave project was presented. A motion was made by Kuehl, second by Matson to approve payment of pay app #5 in the amount of \$135,120.59 to D&G Concrete Construction, Inc. – all voted yes, motion carried.
 - The contractor has completed all punchlist items for the Hwy 38 Water Main Extension project. The project is now complete.
 - **Review/Approve Change Order #4:** Change Order #4 reconciles project quantities – what was bid vs what was used. The net result is a deduct in the amount of \$12,124.19. A motion was made by Boen, second by Matson to approve Change Order #4 for a deduct of \$12,124.19 – all voted yes, motion carried.
 - **Review/Approve Pay Request #5:** Pay app #5 from Siteworks, Inc. for final release of retainage and updated quantities modified through CO #4 was presented. A motion was made by Boen, second by Matson to approve payment of pay app #5 in the amount of \$24,560.27 to Siteworks, Inc. – all voted yes, motion carried.
 - On the city-wide water model project, Engineers are working on calibrating the model with data collected for the City's water system on Aug 19th. Once completed, a report will be compiled and presented to the Council, tentatively set for mid-October.
- **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.
 - Boulevard Trees – Wagner informed the Council that the trees needed for the Mickelson Rd boulevard project that was budget for last week will need to be ordered in the next few weeks to ensure we get them next spring. The consensus of the Council was to move forward with ordering them.
 - Mosquito – Spraying will continue as needed.
 - Water – The 2nd quarter report has been submitted. Next reporting is due Oct 10th.
 - Sewer – All lift stations are working well. The next DMR reporting is due Sept 28th. Wagner has confirmed with DANR that until we no longer have the lagoons, two DMRs will have to be done – one for the lagoons and one for the new plant. Lagoon samples are being taken to determine if we can discharge. The goal is to have another discharge this summer and possibly one in the fall. DANR will be doing inspections of both the lagoons and new plant this Thursday. On Wednesday, Wagner & O'Kane will be going to Harrisburg to learn more about how they operate their system.
 - Parks – The shade structures at the dog park are now done. Staff will now be working on the new restroom building in Lyon Park.
 - Pool – Now that the pool is closed for the season, Staff is working on winterizing it.
 - Sports Complex – Once the new parking lot is staked out, Staff will start working on placement of the playground equipment.
- **Finance Officer Report:** City Finance Officer Wilber provided her report. Items included a summary of revenues received in August, an overview of the city's general fund revenues and expenses through July, and the September calendar of events. The City's rate exception on the indexed money market account expired at the end of August. FIB has agreed to extend the rate for another 30 days. Wilber reminded the Council that the deadline to register for the SDML annual conference is Friday.
- **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. Back in 2024 the City partnered with SECOG to develop a regional safety action plan through the Safe Street & Roads Grant. The plan

includes a study of the region that would identify projects that would promote traffic safety. Funding for this grant was put on hold in early 2025 so the study was also put on hold. Sidel has been notified that funding has been approved so the work on the study will now be moving forward. Minnehaha County has received a grant for license plate reader cameras. Two cameras will be installed in Hartford – one along Hwy 38 and the other along Western Ave. Sidel will be attending the Dakota Mainstem annual board meeting on Sept 26th.

OLD BUSINESS: None

NEW BUSINESS:

- **Request Attendance to the 2025 SDML Annual Conference:** The SDML hosts an annual conference each year. This year the conference is in Pierre from Sept 30th to Oct 3rd. Wagner and Christensen have requested to attend. The registration fee is \$125 each, which covers most of the meals. Other costs would include lodging, meals not covered by the conference, and fuel expense. A motion was made Matson, seconded by Kuehl to approve Wagner & Christensen attending the 2025 SDML annual conference – all voted yes, motion carried.
- **Discuss Sewer Improvement in Western Meadows Addition:** 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. The consensus of the Council is for Engineers to move forward with obtaining firm pricing for this scope of work. This pricing, along with a developer agreement for this work, will be presented at a future meeting.
- **Mayoral Appointments of City Attorney and City Engineers for 2025/2026:** Mayor Jones recommended the appointment of Frieberg, Nelson & Ask, LLP as City Attorney for 2025/2026. A motion was made by Boen, second by Kuehl to approve the appointment of Frieberg, Nelson & Ask, LLP as City Attorney for 2025/2026 – all voted yes, motion carried. Mayor Jones recommended the appointment of ISG as City Engineers for 2025/2026. A motion was made by Matson, second by Schilling to approve the appointment of ISG as City Engineers for 2025/2026 – all voted yes, motion carried.

EXECUTIVE SESSION: A motion was made by Boen, 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 8:15pm – 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 8:46pm – all voted yes, motion carried.

A motion was made by Matson, second by Boen to offer the position of Wastewater Plant Specialist to Candidate #2 within the parameters established – all voted yes, motion carried.

ADJOURNMENT: A motion was made by Boen, second by Matson 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