

Planning and Zoning Meeting – Regular Meeting January 13, 2026

Planning & Zoning Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Mark Anderson, Tim Graham, Stacey Kutil, Keely Espinoza, and Brad Miles. City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke were present. There was one person from the public present.

Approve Agenda: A motion was made by Anderson, second by Kutil to approve the agenda as set – all voted yes, motion carried.

Approval of the Minutes: The December 30, 2025 regular meeting minutes were reviewed. A motion was made by Kutil, second by Graham to approve the December 30, 2025 meeting minutes – all voted yes, motion carried.

Public Comments on Non-Agenda Items: None

Hearings/Petitions/Applications: None

New Business:

- **Review/Discuss Licensing Requirements for Contractors:** City ordinance requires contractors that are performing work on residential structures to obtain a contractor’s license with the city. This has been a requirement at least since 2002. The current requirements for a residential contractor’s license with the city include an application fee of \$150 for 3-year license, a bond of \$10,000, liability insurance of \$300,000, and a current excise tax permit. Since these regulations have not been reviewed by the Board for several years, discussion was held. Although licensing requirements vary between cities, a comparison of licensing requirements from other cities was provided to the Board for reference in the discussion. The city currently provides an exemption for roofing, siding and deck permits. After discussion by the Board, it was the consensus to keep all current licensing requirements in place in order to provide some assurance for the homeowner and city. The only change by the Board was to require licenses for all building permit projects including roofing, siding and decks – this will provide uniformity with all permits. A motion was made by Kutil, second by Graham, to keep current licensing requirements in place and do not allow any exemptions for roofing, siding, or deck permits – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to update the Board on open permits and address any questions. His December building permit report was provided in the Board packet. Clarke noted that there are currently 7 open single-family permits and two twin home permits. Clarke also gave an update on commercial projects. It was also noted that a code review was conducted at a residence along Mundt Avenue and a letter has been sent to the owner.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present to update the Board, along with an update on recent code enforcement issues. His December code enforcement report was provided in the Board packet. Items addressed this past month include a barking complaint, unlicensed pets, and rubbish/junk.
- **City Administrator Update:**
 - **Project Updates**
 - Western Ave Expansion: All 3 phases of the road are complete. Some minor punch list items still need to be addressed such as seeding, sidewalks, dirt work, etc. The city just received a community access grant for this project.
 - WRRF –Substantial completion has been achieved on the project and the city is treating all our wastewater through the new plant. The city continues to work with ISG and Rice Lake on equipment startups, updates to the SCADA system and testing. The city will need to advertise for a plant operator.
 - Swenson Parking Lot – Work is completed. A seed warranty was issued by the contractor to ensure seeding comes up next spring.
 - TA Grant – ISG has received state approval to move forward on this project. Design is planned for this winter with construction this spring.
 - Kelley Ave Drainage Study – ISG conducted a study of this area due to the poor drainage concerns. Current drainage conditions and 3 possible alternatives for improvements were reviewed by the city council on 10/7. No action was taken by the council but it will be revisited within the next couple of months.
 - City-wide water model – ISG and AE2S has begun work on a water model for the city that will help with future planning. Existing conditions were reviewed with staff on 10/16 and our current system is running well, with nothing that needs immediate attention. Future conditions are still be analyzed, and any suggested improvements for the years to come will be identified. A review was presented to the city council on 1/6.
 - Other Projects: All on-going developments have been provided with an updated punch list to be completed from the city.
 - **Other Updates:**
 - The city will be advertising for a new wastewater plant operator.
 - The Mayor will be making appointment to the P&Z on 1/20.

- The city will review the final plan for TIF #3 and the development agreement with Windsor Group on 1/20.
- Phase 1 of the environmental is completed on the city lagoons, and phase 2 is scheduled.
- The Board was provided an update on the city's safe streets for all grant and Dakota Mainstem project.

Adjournment: A motion was made by Espinoza, second by Kutil to adjourn at 7:54pm – 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 are on file at Hartford City Hall.

Teresa Sidel, City Administrator