

PLANNING AND ZONING AGENDA
TUESDAY, JANUARY 28, 2025
CITY HALL - 7:00 P.M.

- 1) ROLL CALL
Mark Anderson, Tim Graham, Stacey Kutil, Troy Jackson, Brad Miles, and Tony Randall

- 2) APPROVAL OF THE AGENDA

- 3) APPROVAL OF MINUTES
 - January 14, 2025 Meeting

- 4) APPOINTMENT
 - Appointment of Keely Espinoza to Board

- 5) PUBLIC COMMENTS
 - Public Input on Non-Agenda Items (Comments Limited to 5 minutes per speaker)
 - *Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda*

- 6) HEARINGS/PETITIONS/APPLICATIONS
 - 7:05 Public Hearing – Amendment to Zoning Districts (Residential District & Residential Affordable Housing District)

- 7) OLD BUSINESS

- 8) NEW BUSINESS

- 9) UPDATES
 - Building Inspector Update – Paul Clarke
 - Building Inspector/Code Enforcer Update – Kyle Christensen
 - City Administrator Updates – Teresa Sidel

- 10) ADJOURNMENT

Next Planning & Zoning Meeting: February 11, 2025

Planning and Zoning Meeting – Regular Meeting January 14, 2025

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, Troy Jackson and Brad Miles. City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke were also present. There was no one present from the public.

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

Approval of the Minutes: The January 6, 2025, regular meeting minutes were reviewed. A motion was made by Anderson, second by Graham to approve the January 6, 2025, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

Old Business:

- **Review/Discuss Proposed Changes for Residential Districts:** At the December 10, 2024, P&Z meeting, the Board held discussion on allowing smaller lot sizes and setbacks for more affordable housing lots. It was the consensus of the Board to move forward with considering an ordinance change for our residential zoning that would allow various densities for residential development. Staff worked with SECOG to propose a new district for affordable housing – RA. This district would allow single family dwellings, including Z lots, and two-family dwellings as permitted uses and multi-family and pocket neighborhoods (tiny homes) as conditional uses. The RA zone would allow for smaller lot sizes and setbacks for z-lots and single-family dwelling. The Board reviewed the proposed changes and held a brief discussion on lot and yard regulations for multi-housing in RA zoning. It was the consensus of the Board to keep multi-family lot and yard regulations “as-is” for both R zone and RA zone. It was also the consensus of the Board to keep z-lots “as-is” in R zone. A motion was made by Jackson, second by Kutil to move forward with the proposed zoning changes as presented with one amendment to keep z-lots in R zone just as it currently reads and to move forward with a public hearing for the zoning changes on January 28, 2025 – all voted yes, motion carried.

New Business:

- **Certificate of Appointments:** Tony Randall, Tim Graham, and Stacy Kutil were re-appointed by the mayor to serve an additional 2-year term on the Planning and Zoning Board to run from January 2025 to the end of December 2026. The city appreciates their continuing service. There is currently one open position on the Board.
- **Election of Chairman for 2025:** Randall called for 2025 Chairman nominations from the Board. Kutil nominated Tony Randall for the 2025 Planning and Zoning Chair, nomination was second by Graham. Chairman called for further nominations but received none. Jackson made a motion to cease nominations and cast a unanimous vote for Randall as the 2025 Planning and Zoning Chairman, second by Graham – all voted yes, motion carried.
- **Election of Vice-Chairman for 2025:** Randall called for 2025 Vice-Chairman nominations from the Board. Graham nominated Brad Miles for the 2025 Planning and Zoning Vice-Chair, nomination was second by Kutil. Chairman called for further nominations but received none. Kutil made a motion to cease nominations and cast a unanimous vote for Brad Miles as the 2025 Planning and Zoning Vice-Chairman, second by Graham – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to update the Board. Clarke did note that he is in contact with the contractor for MAC storage and is working with him for timely inspections on their project.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided an update to the Board on code enforcement issues. Items addressed this past month include pet violations, parking and abandoned vehicle violations. Christensen also noted that he has reviewed the properties in the Northside Mobile Home Park and several code violations are being addressed.
- **City Administrator Update:**
 - **Project Updates**
 - Hwy 38 Project – The project will be completed this spring with additional grading and seeded.
 - WRRF – Work continues on the Aeromod structure and operations building.
 - 12th/Oaks Project – The project is complete for now. The city will assess the seeding in the spring.
 - Western Ave Expansion: The DOT is planning to bid this project either 2/19 or 3/5, depending on ROW acquisition.
 - **Park Plan:** Staff meet with representatives from ISG to discuss current park facilities and future needs.
 - **TIF:** Sam Assam with Turtle Creek Highland plans to propose a TIF to the city council at their 1/21 meeting. If the council is not opposed to the TIF, an actual plan will need to be presented and approved by both the P&Z Board and City Council

- **TA Grant:** The city has applied for a Transportation Alternative Grant through the state for a 10ft pedestrian path that will run along the south side of Mickelson Road from Patrick Avenue to Turtle Creek Drive. The state will make a decision on the grant application in January or February. The Board stated that it would be nice to place a sidewalk on the lot at 508 Jameson Circle (this is the only parcel along the north side that does not provide a sidewalk connection). As of now, the grant project does not include this. It was noted that the Mayor is working on a sidewalk initiative that will hopefully produce some ordinance changes that will address lots without sidewalks and the maintenance of current sidewalks.

Adjournment: A motion was made by Jackson, second by Anderson to adjourn at 7:32pm – 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



Agenda Item Staff Report

DATE: January 28, 2025

AGENDA ITEM: 7:05 Public Hearing – Amendment to Zoning Districts

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Recommend Approval of Amendments to City Council

Background/Summary:

At the 12/10 P&Z meeting, the Board held discussion on possibly allowing smaller lot sizes and setbacks for more affordable housing lots. It was the consensus of the Board to move forward with considering an ordinance change for our residential zoning that would allow various densities for residential development.

After discussion with SECOG, it was decided that keeping our current zoning of “R – residential district” for residential lots and adding a new zone for “RA – residential affordable housing district” would be the easiest way to achieve the Board’s request to allow smaller lots and setbacks for Z lots and single-family detached lots.

The proposed changes were discussed on 1/6 and 1/14 and include the following:

- R-Residential District:
 - Pocket Neighborhoods (tiny homes) would be removed as a conditional use
 - Single-family Z lots would stay in R District “as-is” with a minimum of 7,500sf lot size
- RA – Affordable Housing Residential District (new zoning district)
 - Allows single-family dwelling, including Z lots, and two-family dwellings as permitted uses
 - Adds Pocket Neighborhoods (tiny homes) as a conditional use
 - Keep “Home Occupations” as a conditional use
 - Sets up Lot and Yard regulations for Z lots (changing the square footage to 5,000sf minimum), single family detached dwellings, with smaller lot area, width and setbacks and it allows two-family and multi-family with our current regulations.

The major changes are adding the new affordable housing district and setting smaller lots and yard regulations for affordable housing for single-family dwellings. Both districts will still allow z-lots so no rezoning will be needed for current z-lots but RA will have a smaller minimum lot size.

Prior Council/Board Action:

1/14/25 – Proposed regulations were reviewed, and a public hearing date was set.

Possible Action:

- Recommend approval of proposed changes to the city council.
- Do not recommend approval of proposed changes to the city council.

Fiscal Impact: No direct fiscal impact to the city but the additional of a RA housing district might promote further development and bring more housing and residents to the city.

Attachments:

- Proposed zoning amendment with changes discussed on 1/6 and 1/14

City of Hartford, SD

ORDINANCE NO. 761

AN ORDINANCE OF THE CITY OF HARTFORD, SD, AMENDING THE 2016 REVISED HARTFORD ZONING REGULATIONS BY AMENDING TITLE 2 – DISTRICTS AND BOUNDARIES, CHAPTER 2.01 DISTRICTS DESIGNATED; TITLE 4 - R: RESIDENTIAL DISTRICT; AND TITLE 4(A) - R-A: AFFORDABLE HOUSING RESIDENTIAL DISTRICT.

BE IT ORDAINED BY THE CITY OF HARTFORD, SD:

Section 1. That Chapter 2.01 of the 2016 Revised Hartford Zoning Regulations is hereby amended to read as follows:

2.01 Districts Designated

The City is hereby divided into the following districts:

- NRC Natural Resource Conservation
- R Residential
- R-A Residential – Affordable Housing
- MH Residential - Manufactured Housing
- NC Neighborhood Commercial
- CC Community Commercial
- RC Regional Commercial
- CB Central Business
- LI Light Industrial
- HI Heavy Industrial

Section 2. That Title 4 – R: Residential District of the 2016 Revised Hartford Zoning Regulations is hereby amended to read as follows:

TITLE 4 – R: RESIDENTIAL DISTRICT

The purpose of this district is to provide for certain low density residential areas the City now developed primarily with single-family, two-family and multiple-family dwellings and where similar development is likely to occur.

4.01 Permitted Uses

Permitted Use	Applicable Standards
Single-family detached dwellings	12.02, 12.04, 12.06, 12.10, 12.11
Single-family detached dwellings (Z-Lot)	12.02, 12.04, 12.06, 12.10, 12.11

Permitted Use	Applicable Standards
Two-family dwelling	12.02, 12.04, 12.06, 12.10, 12.11
Place of Worship	12.02, 12.04, 12.11 All parking lots being eight feet from all residential properties. One of the principal frontages shall abut upon an arterial or collector street. One free standing sign as allowed within 12.06
Library	12.02, 12.04, 12.11 All parking lots being eight feet from all residential properties. Signage as allowed within 12.06 under CB District.
Public parks and trails	12.02, 12.04, 12.06
Schools	12.02, 12.04, 12.11 All parking lots being eight feet from all residential properties. One of the principle frontages shall abut upon an arterial or collector street. One freestanding sign as allowed within 12.06.
Neighborhood utility facility	12.02
Electrical substation	12.11, 12.02 An opaque screen, six feet in height, shall be located at all setback lines.
Wireless communication facility on existing support structure	12.09
Accessory use and buildings (i.e. garage, shed)	12.03 (see definition)
Fences	12.08

4.02 Conditional Uses

Conditional Use	Applicable Standards
Multiple-family dwellings (3 or more dwelling units)	12.02, 12.04, 12.06, 12.10, 12.11, 19.01
Group day care	19.01 A safe pickup and drop off area must be provided for the children.
Bed and breakfast establishment	12.14, 19.01 All single-family detached dwelling standards. One freestanding sign as allowed within 12.06.
Home occupations	12.12, 19.01
Group home (see definition)	19.01 Structure must be a single housekeeping unit. Applicant must provide copy of state agency license. All single-family detached dwelling standards apply.

Shouses	12.04, 12.04, 12.06, 12.10, 12.11, 12.17
Wind energy conversion system	12.02, 12.06, 12.15, 19.01

4.03 Lot and Yard Regulations

All measurements shall be taken from the lot line to the building line (see definitions). Lot coverage shall not exceed 50% in R Districts.

	Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Maximum Height
Single-family detached dwelling	7,500 sq. ft.	66 feet	25 feet see #2, #3	7 feet see #4	25 feet/15 feet - corner lots	35 feet See #5
Single-Family detached dwelling (Z-Lots Only) #1	7,500 sq. ft.	55 feet	25 feet see #2, #3	5 feet see #4	25 feet/15 feet – corner lots	35 feet See #5
Two-family dwelling	11,250 sq. ft. Zero lot line split: 5,625 sq. ft.	90 feet	25 feet see #2, #3	0' on party wall side and 7' on nonparty wall side see #4	25 feet/15 feet - corner lots	35 feet See #5
Multiple-family dwellings (3 or more dwelling units)	7,500 sq. ft. plus 800 sq. ft. per dwelling unit	100 feet	25 feet see #2, #3	15 feet see #4	25 feet/15 feet - corner lots	45 feet See #6
All other uses	5,000 sq. ft.	75 feet	25 feet see #2, #3	7 feet see #4	25 feet / 15 feet - corner lots	35 feet See #5

Exceptions

- #1 A Z-Lot is a residential lot that has been approved by the City Engineer. The structures on a Z-Lot must be placed parallel to the angle portion of the lot and can only have a 25 foot driveway within the boulevard area with a maximum of a 6 foot flare.
- #2 There shall be a required front yard on each street side of a double-frontage lot. There shall be a required front yard on each street side of a corner lot.
- #3 One required front yard may be reduced to 20 feet on corner lots. The street upon which the property is addressed must have a front yard setback of 25 feet.

- #4 See also Adjustment to Yard Regulations (Chapter 13) and Non-Conforming and Non-Standard Uses (Chapter 14) for other specific exceptions.
- #5 A conditional use permit will be required for any structure having a maximum height exceeding 35 feet. (See 19.01).
- #6 A conditional use permit will be required for any structure having a maximum height exceeding 45 feet. (See 19.01).

Section 3. That the 2016 Revised Hartford Zoning Regulations is hereby amended to include Title 4(A) – R-A: Affordable Housing Residential District to be read as follows:

TITLE 4(A) – R-A: AFFORDABLE HOUSING RESIDENTIAL DISTRICT

The purpose of this district is to provide for smaller, low density residential areas primarily for affordable housing. This district is primarily for the development of single-family detached dwellings with small lot sizes or Z-lots that will provide affordable housing options for residents.

4.01(A) Permitted Uses

Permitted Use	Applicable Standards
Single-family detached dwellings	12.02, 12.04, 12.06, 12.10, 12.11
Single-family detached dwellings (Z-Lot)	12.02, 12.04, 12.06, 12.10, 12.11
Two-family dwelling	12.02, 12.04, 12.06, 12.10, 12.11
Accessory use and buildings (i.e. garage, shed)	12.03 <i>(see definition)</i>
Fences	12.08

(Amended: Ordinance No. 694, Adopted 10/6/2020)

4.02(A) Conditional Uses

Conditional Use	Applicable Standards
Multiple-family dwellings (3 or more dwelling units)	12.02, 12.04, 12.06, 12.10, 12.11, 19.01

Home occupations	12.12, 19.01
Pocket Neighborhood	12.02, 12.04, 12.06, 12.10, 12.11, 12.18

(Amended: Ordinance No. 753, Adopted 8/7/2024)

(Amended: Ordinance No. 754, Adopted 8/7/2024)

4.03(A) Lot and Yard Regulations

All measurements shall be taken from the lot line to the building line (see definitions). Lot coverage shall not exceed 50% in R Districts.

	Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Maximum Height
Single-Family detached dwelling (Z-Lots Only) #1	5,000 sq. ft.	55 feet	25 feet see #2, #3	5 feet see #4	25 feet/15 feet – corner lots	35 feet See #5
Single-family detached dwelling	5,000 sq. ft.	50 feet	25 feet see #2, #3	5 feet see #4	25 feet/15 feet - corner lots	35 feet See #5
Two-family dwelling	11,250 sq. ft. Zero lot line split: 5,625 sq. ft.	90 feet	25 feet see #2, #3	0' on party wall side and 7' on nonparty wall side see #4	25 feet/15 feet - corner lots	35 feet See #5
Multiple-family dwellings (3 or more dwelling units)	7,500 sq. ft. plus 800 sq. ft. per dwelling unit	100 feet	25 feet see #2, #3	15 feet see #4	25 feet/15 feet - corner lots	45 feet See #6
All other uses	5,000 sq. ft.	75 feet	25 feet see #2,	7 feet see #4	25 feet / 15 feet - corner lots	35 feet See #5

Exceptions

- #1 A Z-Lot is a residential lot that has been approved by the City Engineer. The structures on a Z-Lot must be placed parallel to the angle portion of the lot and can only have a 25 foot driveway within the boulevard area with a maximum of a 6 foot flare.
- #2 There shall be a required front yard on each street side of a double-frontage lot. There shall be a required front yard on each street side of a corner lot.

- #3 One required front yard may be reduced to 20 feet on corner lots. The street upon which the property is addressed must have a front yard setback of 25 feet.
- #4 See also Adjustment to Yard Regulations (Chapter 13) and Non-Conforming and Non-Standard Uses (Chapter 14) for other specific exceptions.
- #5 A conditional use permit will be required for any structure having a maximum height exceeding 35 feet. (See 19.01).
- #6 A conditional use permit will be required for any structure having a maximum height exceeding 45 feet. (See 19.01).

Section 4. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed. If any section, sentence, clause, or phrase of this ordinance or any part thereof is, for any reason, found to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remainder of this ordinance or any part thereof.

Adopted this 18th day of February, 2025.

Mayor

ATTEST:

(Seal)

Finance Officer

First Reading: February 4, 2025
Second Reading & Adoption: February 18, 2025
Publication: February 21, 2025
Effective Date: March 13, 2025

City Administrator Update

January 28, 2025

City Projects (Changes in red):

- Hwy 38 Water Main Extension – The city council previously approved plans to have ISG work on a design for a water extension that will run along Railroad Street & S Colton Road. The plans were reviewed by staff and city council approved the project on 1/3. Financing was discussed and approved on 2/21, with part of the project being funded with water fund reserves and part with an SRF loan. SECOG has completed the SRF loan application, and it was sent to the state on Thursday (3/30) for review. This project was also placed on the state water plan (requirement for SRF funding). The state reviewed our SRF loan application on 6/29 for \$500,000 and it was approved. The city pledged system revenues for repayment, so no surcharge is required. ISG is completing plans to get ready for bid. The plan is to bid this fall for construction next year. Final plan edits are being made by ISG and then they will be reviewed by staff and sent to DANR. We are working with the city engineer to look at a possible redesign as discussed at our last meeting. Staff and ISG have reviewed plans for the Windsor Development – this will aid in placement of the water main extension. Plans have been sent to DOT to start their review process. Still planning a spring bid and fall completion of this project. The state DOT has reviewed our plans and sent comments back to the city. ISG is addressing those comments and will resubmit. Once we receive DOT approval, we can plan to bid this project. ISG will be asking for approval to bid this project at the city's 5/7 meeting (plans will be placed in the council box system for your reference). We still need to close on our SRF loan before the project is awarded so I am working with the state to complete this paperwork. Still working with the state and bond counsel to close our SRF loan – should be completed within the next one or two. We are planning to place approval to bid the project on the next city council agenda (5/21). Plans are in the council's computer box. We received word this last week that our project contact with the state is no longer there, so they have reassigned her duties. This means we now have a new part-time contact that is working with us on our project. He is working on getting the environmental done on this project, but it may take longer than we anticipated. Until the environmental is done we should hold off bidding for this project. We anticipate this to be late June or early July. We received word that the SHPO – State Historical Preservation Office report has been completed so we hope final completion of the environmental is not too far away. Still waiting for the state to approve our environmental so we can close on our SRF loan and move forward with bidding. I received an email on 6/27 that included a Categorical Exclusion Determination (CATEX) notice from DANR. We have to publish this notice in our legal newspaper to ask the public for comments on our project. DANR will review these comments and if there are no serious objections, they can proceed forward with approval of our environmental to allow this project to move forward. Engineers would like approval for bid letting contingent DANR approval – this is an agenda item. We are advertising for bids – the advertisement will be on 8/2 and 8/9, with bid opening on 8/28 at 3pm. We closed on our SRF loan on 8/8, so all funding is in place for this project. Bids were received and opened for this project on 8/28. The city council will review the bids and can award at the 9/3 meeting. Now that the bid was awarded to the low bidder, Siteworks, city engineers have sent out the notice of award and contracts for signatures. Once all the paperwork is in place, the contractor can start the project at any time. All required paperwork and contract are in place. A preconstruction meeting is planned for Tuesday, 10/1 at 3pm – the city will receive a timeline of the project at that time. The contractor started the project on 10/10 and is well underway. The east end of Railroad is anticipated to open on either Friday 11/1 or Monday 11/4, as anticipated. Once Railroad is open again, the dump site will be relocated back to its original place. The boring contractor has run into some issues with large rocks under highway 38. They are requesting that the city change our casing from a 16" to a 24" – this change order and explanation is in the council packet. Railroad will remain closed until the boring under Hwy 38 is done – may be until Thanksgiving week. The contractor has completed the boring under Highway 38. They will work on adding gravel and blading Railroad Street next week to get it open. The water main is installed and the water main is live. Bacteria and pressure tests were conducted and have passed. Railroad street has been re-opened to traffic. In the spring, additional grading on railroad and seeded will be completed. **A punch list of items to complete was sent to the contractor by ISG. Some items could be completed now but the majority of the items are expected to be completed this spring.**
- Western Avenue Expansion - ISG continues to work on plans. Schedule for plans and bidding was provided by ISG to staff. We are still reviewing plans along with funding options. ISG is working with HR Green and meeting with them regularly to ensure communication on coordinating the state and city project. ISG and city staff met with DOT officials on Monday, 9/18 to discuss this project and bidding procedure/coordination. Both projects will be let by the state for bidding and any contractor that bids on one project will be required to bid on the other project as well – thus ensuring the same contractor for both projects. This will make project coordination much easier. Once a contractor is secured, each project will be independent, with the state in charge of their bridge portion and the city in charge of our Western Ave portion. Bidding is still set for next spring with the project commencing in 2025. ISG continues to work on plans and coordinate with HR Green and the state. Project is still planned to be bid next year, with work being performed in 2024. I have talked with ISG about setting up property owner meetings for 2024 to go over the project and address any concerns they may have. ISG states the plans are 90% complete and a final set will be sent to the state by Feb 2024. Part of this project requires the DOT to evaluate the drainage along the off ramps. There will need to be a drainage area

created along the NW ramp that will run between the lots in the Western Meadows Industrial Park. The state, ISG and city have been working with the property owner to finalize plans for this drainage. ISG has provided an updated cost estimate per my request and I plan to meet with Sophie at SECOG to discuss financing options for this project the first part of March. I have confirmed a meeting with Sophie at SECOG for this Thursday (3/7) to discuss possible funding options. I anticipate a small community access grant and then a sales tax bond. Once I get additional information and discuss it with Karen, we will present it to the council for discussion. I did meet with SECOG last week to discuss funding for this project. As anticipated, there is little help out there for road reconstruction projects. We do plan to submit an application for the small community access grant, but this will only cover about \$600,000. Anticipated costs are approximately 5M now. SECOG was going to try and see if there are any programs under rural development to help. In the meantime, Karen and I will put together some information on a possible assessment and sales tax bond. Hope to have a funding scenario to the council by our next meeting. DOT is still planning a late 2024 bid date. We are planning to have a stakeholder meeting for adjoining property owners this Thursday (3/21) from noon to 1pm at city hall to give a brief overview of the project. We can then schedule individual meetings if need be to answer specific questions about the project. We held a stakeholder meeting with property owners along Western Ave on Thursday, 3/21. There were about 9 in attendance. Obviously, there were questions about the project and concerns with access to the businesses, but all-in-all the property owners think this will be a great improvement once completed. ISG will follow up individually with each property owner to go over the logistics of the project. ISG is also reaching out to the business along Ruud Lane to discuss the project and possible impacts. I haven't heard back from SECOG yet to see if there is any funding available from Rural Development for this project or not. Once we get an answer to that, we can discuss funding scenarios with the council. I did hear back from SECOG and Rural Development may have a funding source that could possibly help with street improvements. I have reached out to Diane Sieperda with Rural Development, and we have a zoom meeting scheduled for 4/18 to discuss further. As you know, I have been working with SECOG, Rural Development, and bond counsel to discuss funding for this project. We will discuss funding options again at this meeting. We submitted our application for the community access grant to the state on Thursday. I am working on the REED application and have started working with Tom Grimmond on the sales tax bond. A resolution for the sales tax bond is in the packet for council approval. The application for the REED loan will be ready by Monday – I needed to provide financials through 6/30/24 so I need to wait for the month to close. ISG has meet with Tammen Oil and Ace to address any specific questions regarding the project. A meeting for next week (7/2 or 7/3) is being scheduled to meet with Grocotts, Dairy Queen, Buss CPA, and Doc Nik's as well. Our bond resolution has been published and we submitted our REED Loan application this past week. Additional landowner meetings are planned. We continue to meet with landowners and address any questions or concerns. We will close on our bond loan this fall and our REED Loan has been approved by the COOP board with approval of the agreement on the agenda. We continue to meet with property owners. We met with the manager of AmericInn on Wednesday and are working to set up a meeting with Jeff Harms from the Coffee Cup. Plans have been submitted to the state to prepare for bid letting this winter. I have emailed the DOT to get status update on the Exit 387 bridge project. They were to bid the steel beams this month and the rest of the project in January or February. Once I hear back from them, I'll pass along the update. I talked with the DOT this week. The state is still working to secure ROW from one property owner. If they get the property secured shortly, they plan to bid the project on 2/19. If they need to condemn the property, it will be bid on 3/5. I have indicated that the city wants to bid asap in order to secure better pricing and be within budget. **The last communication from the DOT says that they still plan to bid the project on 2/19 but that may still be pushed back until 3/5.**

- **WRRF** – Work continues on this project. The City council approved a contract with Rice Lake – the contract has been executed. Grading work continues at the site. The groundbreaking was a great success. Dirt work for the road and facility is underway, along with utilizes. ISG has been reviewing shop drawings and bi-weekly construction meetings are being planned. We are still working on finalizing easement documents with Assam and Tyler. A progress meeting was held with the engineers, staff and contractors on Wednesday, 1/10. The weather is starting to slow things down. Rice Lake will continue to work on the Aeromod structure, but utility work will probably cease until spring. Equipment and materials will be moved to city ground (yard waste site) for winter storage. At our construction meeting on Wednesday, Rice Lake indicated that they have 8 walls poured out of 46 total – so they have about 17% completed. This process will take 2-3 months, depending on the weather. The lid for the lift station will be placed once the site dries out and work can be done. At this point, Rice Lake is continuing to pour the walls for the Aeromod structure and Siteworks has begun work again on the pipe this past week. The outside walls of the Aeromod structure have been completed and the crews are back filling the structure. Work will start on the operations building next. The gravity main will start as well – when the main crosses Michelson Road, we will need to shut down the road for a few days. We plan to get the message out about this road closure 2 or 3 weeks prior. We will put on the city's website, Facebook page, marquee, alert system, and place signage along the road. A tour will be planned for June as discussed at our previous meeting. We had a construction progress meeting this last Wednesday (4/10). The Aeromod walls are approximately 65% complete. Parts for the Aeromod are now being delivered. The contractor has begun footing work for the operations building. All soil compaction tests have been good. Work also continues on the lift station and collection line – we are still looking at needing to close Mickelson Road towards the end of May/beginning of June. We have noticed some water retention issues along Highway 38 – we are working to correct. Coordination for electrical, gas, and water service is being done. No big changes for this project. Work continues on the Aeromod, lift station, and operations building. We talked of having a tour of the project on either 6/18 or 7/16 – I believe 6/18 would work best for the majority of the council. I will contact Rice Lake and coordinate this. A tour of the facility has been scheduled for June 18th at 5:30 – a calendar invite

has been sent to the city council, P&Z, and HADF Board. Please respond at your earliest convenience so I can send a head count to Rice Lake. Work continues on the operations building. Siteworks plans to be on location again in late July or early August to install the gravity main cross Mickelson. Work continues to be on schedule. Work on the UV system, plumbing and electrical are being completed. Siteworks also plans to be back on site this month to complete the gravity main. Work continues on this project, with plans for Siteworks to come next month to complete the pipework on the gravity main. At our last construction update meeting, ISG and Rice Lake had suggested using some of the city's contingency funds for suggested improvements. The city does have \$409,006.28 in contingency funds available through our Rice Lake contract and the suggested expenditures are:

- Mickelson Alignment changes due to S103 (conveyance alignment adjustments made by ISG on Assam Property) \$40,315.12
- ½" 304SS Embed plates for protection floor from dumpsters \$10,522.00
- Rough cost of 8'x8 precast splitter type structure \$19,250.00
- Explosion proof garage door opener for screening room \$ 3,495.00

These changes were discussed with staff and staff believe these would be worth the expense. We will discuss them more in detail at our meeting to ensure the council is okay with the changes. Work continues on this project – UV system, electrical, plumbing, and concrete. Siteworks is planning to be back on site mid-September to complete the gravity main. Work progresses on the Aeromod plant, UV system and operations building. Siteworks has now indicated that they will be back on site at the end of September to complete the gravity flow main. During our last update meeting with Rice Lake, it was suggested to use some contingency funds to place an extra value in the piping right before entering the building for a cleanout and possible future connection for regionalization. Rice Lake is working on a cost for this change, and it will be presented to the council for discussion at our next meeting. Work continues on the Aeromod structure and operations building. Utilities (electric, gas, water and cable) are starting to be placed. Siteworks is back and is starting to place the remaining gravity main. Mickelson Road at Hwy 38 will be closed tentatively from 9/30 to 10/18. Siteworks is completing the gravity main, and work continues on the Aeromod and operations building. Our contractor is completing pipe installation and clarifier work on the Aeromod, electrical work and driveway work is being done at the lift station, and the concrete floor has been completed at the operations building – framing and door installation are being done this week. The collection system is complete. Still working with MCWC on connection of water line. The piping is done, and work continues on the Aeromod, UV system, and Operations building. The lift station is complete with the transformer and generator still to be installed. Work also continues on the Aeromod and Operations building structure. The UV structure has been completed and backfilled. The piping has been completed as well. Work continues on the Aeromod equipment and operations building. Staff will be working with Rice Lake and ISG on a plant start up plan. No significant updates – construction continues pipe installation on the Aeromod. The electrical at the lift station is done. The collection system just has some minor cleanup/tie-in work that will be completed this spring. Work continues on the operations building with piping, mechanical, electrical and plumbing – drywall is nearly completed. Work will slow down over the winter months but start up again in the spring. **Work continues on the plant and operations building, along with equipment installation. Staff is working with ISG to formulate a job description for an operator. We will also start working on a “start up” plan for the plant.**

- 12th/Oaks Project – Infrastructure Design Group has been working on the plans. A meeting was held on 12/18 with IDG, ISG, and city staff to review. It sounds like bidding is now planned for March with construction to begin in spring 2024. IDG presented full plans for the city and ISG to review this week. We will get comments back to them so they can incorporate into a final design. We are still on track to bid this March. Comments on the plans were provided from ISG to IDG. IDG has incorporated those changes and plans are being reviewed once again by ISG. The plans are ready to bid. They are being reviewed by the state for the EDA and LIIP Grant. Once we have their approval, we will want to bid asap to secure a contractor and good price. The state has approved the plans, and a bid notice was sent to the paper for advertisement on 4/5 and 4/12, with bid opening on 4/24 at 3pm at city hall. The council is welcome to attend. Bids were opened on 4/24 and came in favorably. The City Council awarded the bid to the low bidder – Alliance Construction. We have secured agreements, bonds, and insurance. A preconstruction meeting was held on Thursday, May 30th. Alliance plans to start work the 2nd week of June – essential completion is set for 10/18/24. Work is progressing on this project – utility work has started. Road work continues – the sewer is close to complete, and work on the water is beginning. Work is still progressing and there are no outstanding issues with the road construction. Project is still on schedule. Gravel base for the roads should be completed by the end of this week and curb and gutter is planned for next week. There have been a couple of items that we will be presenting to the council as change orders at the meeting. We need to make a correction to the manholes, extend a couple of water hydrants, and place some extra rock material in the roadbed to support our utilities. These items will be a change order that is presented on the agenda. Also, I found out late Thursday afternoon that we have a broken storm sewer pipe on 12th Street by Western Ave. This pipe was installed with the previous project and had little traffic on it until we started this project. Since we started the 12th/Oaks street project there has been quite a bit of heavy equipment traffic on it, so we believe the broken pipe is the contractor's responsibility. We will know more once we get the pipe dug up and take another look at it. Alliance has

fixed the broken storm sewer pipe and work continues on the project. Gravel was being placed this week, with curb & gutter planned to start next week. Gravel for the road has been placed, curb and gutter installed, and the contractor is working on the intersection of Oaks & 12th to ready it for concrete. They have requested a contract extension which will be discussed at our meeting. Although the contractor was granted an extension until 10/31 by the city council, work is still not complete at the site. Asphaltting the road started on 10/30 but it will take 3-4 days for completion. Liquidated damages will be assessed (\$1,250 per day). A walk-through of the project was conducted last week, and a punch list of incomplete items was provided to the contractor. The project is substantially complete. The council will review a change order the is in the packet. The road has been opened and the contractor is working on punch list items. I believe all items are complete for now. We will wait to see if the seeding comes up in the spring and ensure all punch list items are completed before we close out the project and make final payment. Project complete for now – the city will assess the seeding in the spring. Final payment will not be paid out until all is completed.

- **Park Master Plan: City Staff Meet with representative from ISG to start phase 1 of the project – Inventory & Analysis of Existing Conditions.** We discussed what we currently have, talked about future possibilities and tried to give them a whole understanding of the city and our park/bike trail system.
- Other Projects –
 - ISG is working with Maple Pass, Knapp’s Landing, and Assam development to ensure compliance with city design standards and completion of punch list items. ISG did an inspection on these developments and any punch list items needing correction were given a deadline of 5/31. ISG will be inspecting each of these properties to see if punch list items are completed or not. ISG continues to work with these developers to get punch list items completed. ISG has done follow up inspection at Maple Pass, Knapp’s Landing and Turtle Creek – a revised punch list for each was made and sent to the developers. Jesse O’Kane did a walkthrough of these punch list items last week. There are some things that are completed but a few other items added to the list. We will continue to work with ISG and the developers to get everything addressed. **The city has asked ISG to “push” completion of these punch list items.**

Other:

- **Certificate of Appointments:** Mayor Jones has appointed Keely Espinoza to the Board. She will serve a 2-year term from Jan 2025 through December 2026.
- **Updated 2025 Board Contact List:** I emailed an updated Board contact list with Keely’s contact information to you on Friday.
- **Park Master Plan:** As mentioned at our last meeting, Craig and I had an initial meeting with park planners from ISG on Friday, 1/10. We reviewed the current park system and discussed future needs. A second meeting will be held on February 27th from 5pm-7pm here at city hall. **The city would like at least one representative from the P&Z Board to be present at this meeting.**

Proposed timeline for the study:

 - January 2025 - Phase 1: This will be an inventory and analysis of existing conditions.
 - February – March 2025 – Phase 2A: Additional meetings and workshops with other city personnel (including 1 or 2 members from the P&Z Board), prioritizing park categories and levels of service, review of park amenities, and 60% completion of master plan.
 - March 2025- Phase 2B: Presentation to staff and staff review plus final mini master plan – costs phasing.
 - April – June 2025 – Phase 3: Development of final park and trails master plan, with presentations to staff and city council.
- **TIF:** Discussion of the TIF MOU on Sam Assam’s land was pushed back from the 1/21 city council meeting to the 2/4 city council meeting. If the council is not opposed to a TIF, an actual plan will be developed that needs to be approved by the P&Z Board and the City Council in order to move forward.
- **TA Grant:** No word yet on our Transportation Alternative Grant for the trail along Mickelson Road. We contacted the state and it is planned for the 1/30 agenda but it may get pushed back until their February meeting.

Please call if you have any Question: 605-528-6187 (office) or 605-906-1750 (cell).