

PLANNING AND ZONING AGENDA
TUESDAY, MARCH 14, 2023
CITY HALL - 7:00 P.M.

1) ROLL CALL

Mark Anderson, Tim Graham, Stacey Kutil, Michelle Kilbourn, Troy Jackson, Brad Miles, and Tony Randall

2) APPROVAL OF THE AGENDA

3) APPROVAL OF MINUTES

- February 28, 2023 Meeting

4) PUBLIC COMMENTS

Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda

5) OLD BUSINESS

- Continue Review of the City's 2017-2027 Comprehensive Plan

6) UPDATES

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

7) ADJOURNMENT

Next Planning & Zoning Meeting: March 28, 2023

Planning and Zoning Meeting – Regular Meeting February 28, 2023

Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Tim Graham, Stacey Kutil, and Michelle Kilbourn in person and Troy Jackson and Brad Miles via phone. Mark Anderson was absent with notice. City Administrator Teresa Sidel, Building Inspector Paul Clarke and Building Inspector/Code Enforcer Kyle Christensen were also present. No public was present.

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

Approval of the Minutes: The January 10, 2023, regular meeting minutes were reviewed. A motion was made by Graham, second by Kutil to approve the January 10, 2023, regular meeting minutes – all voted yes, motion carried.

New Business:

- **Zoning Regulations:** Zoning regulations dictate acceptable methods of land use for property within each zoning district. The city's zoning regulations were adopted in 2016 but were last reviewed and codified in 2021. There have been 6 amendments since that time. Board discussion revolved around whether the city should move ahead with another codification of our zoning regulations or if the city should conduct a full review of each zoning chapter. It was the consensus of the Board that since the zoning regulations were just updated in 2021, just a codification is needed at this time. Staff will work with SECOG to make those updates.
- **Sub-Division Regulations:** Sub-division regulations are the regulations for developers on how to submit concept plans, development plans, and plats. They also dictate requirements of all developments. The city's current sub-division regulations were adopted in 2018. There has only been 1 amendment since that time. Once again, Board discussion revolved around whether the city should move ahead with a codification of the sub-division regulations or if the city should conduct a full review of the ordinance. Since it has been 5 years since a full review was conducted, it was the consensus of the Board to move forward with a full review in 2023.
- **Design Standards:** Design Standards are not ordinances but regulations that the city has adopted that set the minimum specifications for development of streets, sewers, water, storm sewer, etc. The city updated our design standards in 2021 when ISG was appointed as the new city engineer. Staff has proposed possible changes. These changes will be reviewed and discussed at a later date.
- **Placement Permits:** Currently the city requires placement permits for fences and accessory buildings that are under 120 square feet. There is no cost to the applicant for these permits but the city does incur administrative and inspection costs. The Board was asked if we want to discuss a fee for these permits. Staff will gather more information from other cities and further discussion will take place.
- **Discuss Meeting Cancellation Policy:** The P&Z bylaws do not address meeting cancellations but the current procedure has been as follows: City Administrator reviews agenda items for meeting - if there are no action items or discussion items, the Board Chairman is contacted and asked if a cancellation notice should be sent out. The board was asked if they still want to follow this procedure or enact another procedure. In order to respect board member's time and taxpayers dollars, it was the consensus to cancel any meetings that did not have any action or discussion items on the agenda but staff will still provide reports and these reports will be sent out to the board via email. This will allow the board to be updated every 2 weeks by the staff.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide his January report and an update on building projects to the Board. There are currently 10 open single-family homes in various stages of construction, along with 1 twin home. Clarke also gave a recap of current commercial permits that are still open.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present and gave the Board his January report and an update on code enforcement issues that he is addressing within the city at this time. Recently, he has addressed an inoperable vehicle, abandoned vehicle, no pet licenses, animal running at-large, parking on the grass, and snow on sidewalk violations.
- **City Administrator Update:**
 - 6th/Mundt St project - Project is substantially complete. There are several minor items that need to be addressed and seeding will be placed in the spring.
 - Water Tower Painting – This project is substantially completed, and the tower is back on-line. Maguire Iron will be back in the spring to paint the new city logo on the tower.
 - Bike Trail – The city couldn't secure an easement on the NE side of the proposed new trail. Staff and the city engineer are working on possible alternatives.
 - Highway 38 Extension – ISG completed plans to extend water along Railroad Street and Colton Road. The plans were approved by the city council, and we will move forward with bidding at a later date.
 - Western Ave Expansion – A full traffic study has been conducted and ISG continues to work on plans.
 - WWTF – ISG is working on plans for the new WWTF, along with our new CMAR Rice Lake. Regionalization talks also continue with surrounding communities.

- The 9th Street Project and the Industrial Sewer Project are substantially complete, but punch list items still need to be addressed.
- Summit Carbon Solutions – A summary of this project was presented to the city council and can be found on the city’s website.
- PDM Plan – Every 5 years Minnehaha and Lincoln county have to update their pre-disaster mitigation plan. SECOG has been retained to update this plan and each city is mandated to participate in order to receive FEMA funds. The city administrator has been an active participant in these meetings.
- Downtown Hartford – Downtown Hartford Inc has enlisted the services of Bob Yapp to assess our downtown buildings and provide feedback on any preservation opportunities. This assessment is planned for May 6th and community input is welcomed. Downtown Hartford has also approached the city about developing a plan for temporary bump outs at the intersection of 1st & Main. Temporary bump out will allow the city to gather data on the effectiveness of bump outs to slow down traffic and provide a safer area.

Adjournment: A motion was made by Kilbourn second by Miles to adjourn at 7:50pm – 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 Hartford City Hall.

Teresa Sidel, City Administrator



Agenda Item Staff Report

DATE: March 14, 2023

AGENDA ITEM: Review of City's 2017-2017 Comprehensive Plan

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Discussion Only

Background/Summary:

In order to allow zoning, state law requires that the city adopt a comprehensive plan and file it with the county. The city adopted our most recent plan in 2017. This comprehensive plan encompasses 2017-2037. The plan acts as a guide for future growth and planning. The city of Hartford reviews our comprehensive plan every 5 years to keep it updated for the ever changing development. SECOG is helping us with this process. Sean Hegyi with SECOG will be present once again to continue our review of this plan. He would like to review the following at our meeting:

- Chapter 9 – Planning Policy Framework
- Chapter 10 – Planning Strategy

There is a redline version of each chapter in your packet and a clean version. Please review the redline version and read through the comments provided by SECOG. These are the items the Board will need to discuss. We can discuss any current or past issues the Board has faced with rezoning or other land use related concerns. In addition, the Board will need to discuss whether or not they want certain changes or additional to these sections. Both these chapters are very dependent on what the city wants to promote and/or discourage over the next few years.

Prior Council/Board Action:

- The City adopted our current Comprehensive Plan in October of 2017

Possible Action:

- Discussion Only at this point – No action required or recommended

Fiscal Impact:

- None

Attachments:

- Comprehensive Plan Chapter 9 & 10 (redline version)
- Comprehensive Plan Chapter 9 & 10 (clean version)

CCCLVII.IX. PLANNING POLICY FRAMEWORK

A. GROWTH MANAGEMENT STRATEGY

The City of Hartford details within this plan the types, locations and phasing of land uses. Growth management provides for economical provision of city services by coordinating public facility improvements with private development. To create a focus for the plan, listed below are the following growth management goals, policies, and objectives.

Goal 1. Focus New Development within Existing City Limits Area

Objective 1 – Allow development within existing sanitary sewer and drainage basins as detailed by the growth areas map and prescribed in Chapter IX (Growth Area Analysis).

Policy 1 – Determine and encourage growth areas most accessible to sewer hookups.

Objective 2 – Allow compact and contiguous urban growth within city-limits.

Policy 1 – Maintain the growth area boundary as the division between urban and rural densities and services, and encourage growth and development that will promote an efficient use of present and future public investments in roads, utilities and other services.

Policy 2 – Strip commercial development is discouraged. Commerce centers should not be developed in a linear strip along a roadway nor be completely auto oriented. Avoid scattered or strip commercial and industrial development outside the urban service area and direct such uses into existing developed locations where adequate services are available including major street access and proper water/sewer systems.

Policy 3 – Require that properties served by municipal utilities be located within the City.

Policy 4 – Maintain an addressing system that creates consistency for safety and convenience of businesses, visitors and local citizens.

Policy 5 – Establish an area-wide approach to cooperatively manage future growth including city and county governments, school districts, townships and other public utility providers.

Policy 6 – For newly developing areas, transitional uses (such as offices or commercial uses) should develop between industrial and residential

Commented [SH24]: Does P&Z want to keep the current Planning Policy Framework, remove or add things?

Will need feedback on this section.

Commented [SH25]: Generally keep.

Commented [SH26]: Continue with this policy?

Discourages strip commercial and auto-oriented businesses (encourages more than just auto development) in new development areas.

uses. In redeveloping areas, lesser setbacks may be acceptable due to the existing conditions, as long as industrial zoning does not get closer to existing residential uses.

Commented [SH27]: Keep this policy for transitional areas between Industrial and residential?

Policy 7 – Commerce Centers should develop as compact clusters or hubs with appropriate site design features to accommodate shared parking, ease of pedestrian movement, minimize impacts on adjacent areas, and possess a unique character.

Objective 3 – Enhance the character, identity and historic preservation of the community.

Policy 1 – Guide new development with urban design amenities that enhance community aesthetics and local identity.

Policy 2 – Protect historic dwellings and other architecturally significant buildings from incompatible development and encourage rehabilitation and reuse for the redevelopment of historic buildings.

Policy 3 – Encourage downtown revitalization.

Commented [SH28]: Objective 3 -- Do you want any specific policy that will promote expansion or creation of parks/open space within new development areas? Policy 1 is vague enough that parks/open space might fall under that one.

Goal 2. Direct New Growth Into Designated Future Growth Areas

Objective 1 – Establish development patterns/requirements for each of the described Growth Areas.

Policy 1 – Review and revise, on an as needed basis, those specific development patterns established under Chapter IX – Growth Area Analysis.

Goal 3. Construct and Upgrade the Major Street System to Handle New Growth

Objective 1 – Enhance the current road system to provide optimum traffic mobility.

Policy 1 – Because road reconstructions, resurfacings and other related projects are funded by a limited budget, it is incumbent upon the City Council to evaluate the need for various improvements and appropriate annual funds accordingly.

Policy 2 – Collector street development is the responsibility of the developer.

Policy 3 – Adopt a developer agreement to facilitate construction and formalize the developer's obligation to provide specified facilities.

Objective 2 – Minimize ingress and egress onto major roadways.

Policy 1 – Utilize driveway access points off of local roads rather than arterials whenever feasible so as to alleviate congestion from heavily traveled roads.

Objective 3 – Complete projects to enhance the safety of the transportation system.

Policy 1 – Develop sidewalks in all areas of town to create safe neighborhoods by requiring developers to construct or assessing landowners at the directive of the City.

Commented [SH29]: Any issues needed to be addressed in the Major Street Systems?

Goal 4. Improve Community Services for All Residents of Hartford

Objective 1 – Improve public services and buildings.

Policy 1 – Promote continuous review and updating of the city’s Capital Improvement Plan.

Objective 2 – Improve park and recreation opportunities for all citizens.

Policy 1 – Expand the existing bike path with consideration toward connection with the Sioux Falls system.

Policy 2 – Promote the planting of trees within city limits.

Policy 3 – Develop and Maintain a sports complex/park area.

Policy 4 – Increase the number of youth activities offered by the City.

Commented [SH30]: Any other policies to add to Parks/Open Space? Trees, parks, playgrounds, outdoor activities (disc golf, corn hole, etc)?

Goal 5. Preserve the Function and Character of the Rural Area

Objective 1 – Encourage agriculture to remain the dominant land use activity.

Policy 1 – Only agricultural uses will be allowed in the City’s agricultural zones.

Objective 2 – Discourage scattered residential, commercial or industrial development.

Policy 1 – Work with Minnehaha County to ensure all proposed development within Hartford’s growth areas are annexed and serviced with municipal utilities.

Policy 2 – Discourage rezoning until municipal utilities are available.

Commented [SH31]: Want to add anything about agri-business in the agricultural zones within city limits? Promote, discourage, indifferent?

CCCLVIII.X. PLANNING STRATEGY

The City of Hartford has committed to shape the future of the community to enhance economic development and maintain a high quality of life for all citizens of the community. The following goals, objective, and policies will guide the planning commission and city council and are the basis for enforcement of their zoning and subdivision ordinances.

Goal 1. Ensure the Health and Safety of Citizens

Objective 1 - Separate structures for health and safety

- Policy 1 Require all buildings meet IBC minimum fire resistance standards through either a separation requirement or building code standard
- Policy 2 Ensure buildings and structures do not encroach on residential building air space

Objective 2 - Design lots and blocks to emphasize cost efficiency and community values

- Policy 1 Require that the city's consulting engineer reviews the utility plans before a plat is approved
- Policy 2 Review the lot and block designs based upon subdivision design standards

Objective 3 - All streets need adequate visibility at intersections and driveways

- Policy 1 Ensure adequate visibility at intersections and driveways by ensuring structures do not obstruct the view of intersecting traffic

Objective 4 - Design local streets to emphasize land access and safety

- Policy 1 Design residential streets with no more than 37 feet pavement width

Objective 5 - Design major streets to emphasize mobility, safety, and adequate off-street parking

Commented [SH32]: Does Hartford want to add anything in this area about mixed-uses or promoting mixed uses within city limits? Either in this section or previous section?

Commented [SH33]: Ensures that structures do not obstruct view of intersecting traffic - want to add any additions to that for vehicles? Other cities have had issues with people parking RVs or other large vehicles in places that obstruct the view of traffic - if not an issue in Hartford, we could ignore adding that provision in... Just gives additional justification for adding in zoning regulations regarding vehicles parked in different zones.

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Policy 1 Ensure single-family developments and other low intensity uses have driveway access off local or collector streets and not off major arterial streets

Goal 2. Protect Natural Resources

Objective 1 - Retain runoff with open natural drainage systems

Policy 1 Utilize open space such as parks or backyards to help naturally drain new developments

Policy 2 Complete drainage basin plans ahead of development

Objective 2 - Create greenways and linear open spaces within floodplain areas

Policy 1 Maintain floodplains for open space, recreation areas and bike path opportunities

Policy 2 Do not allow development to encroach upon a floodplain

Objective 3 - Design around significant wetlands

Policy 1 Preserve wetland areas as a part of drainage systems and park system where possible

Objective 4 - Do not allow development on steep slopes

Objective 5 - Limit development in areas with poor soils and high water table

Policy 1 Do not allow high intensity development into the floodplain-conservation district

Policy 2 Require further investigation for new development to occur in areas with severe soils

Goal 3. Enhance the Visual Quality of the Community

Objective 1 - Separate heavy industrial and residential uses

Policy 1 Do not allow single-family residential housing areas to infringe _____ within the area of the proposed industrial park

Commented [SH34]: Very specific - what was this for and do we want to reword so it is applicable for any future industrial park?

Policy 2 Create buffer zones between single-family residential and industrial with other uses such as commercial or multi-family ~~zones~~housing

Objective 2 - Soften the look of all uses to enhance the community's image as an attractive place

Policy 1 Institute appropriate landscape regulations for all uses including landscaped front yard setbacks and parking lot landscaping

Policy 2 Encourage development to comply with the land use location and design criteria located in Appendix 1

Policy 3 Front and rear yard setbacks will provide reasonable separation for residential living

Objective 3 - Create a transition from commercial to residential areas

Policy 1 Require the use of berms, fences, and additional setback ~~as measures~~ to create an appropriate transition to single-family uses

Objective 4 - Encourage the appropriate siting and concentration of uses and structures that can clutter the landscape

Policy 1 Create a manufactured housing zoning district regulation to create separation and buffering from incompatible housing units

Policy 2 Add telecommunication tower regulations to ensure the appropriate placement and mitigate negative visual features

Policy 3 Allow appropriate fences that do not obscure peoples view

Policy 4 Allow signs of an appropriate size relative to the lot size and limit the number

Policy 5 Allow accessory buildings in a rear yard location with appropriate setbacks

Policy 6 Require the appropriate siting of adult uses

Policy 7 Allow home occupations that do not disturb the residential nature of the area

Commented [SH35]: We could add a section about having districts (in the future) with different architectural/design standards to have unique districts within Hartford. That would only be necessary if Hartford wanted to add or revamp their zoning regulations to create new districts for specific uses.

Commented [SH36]: Any other areas you want to specifically mention - like fences?

Commented [SH37]: Objective is for Residential Areas; Policy is only for Single-Family.

Does Hartford want to create any type of transitions between ANY type of use and Multi-Family Housing?

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February 2023 Building Inspection Log

| <u>Date</u> | <u>Address</u> | <u>Permit #</u> | <u>Type</u> | <u>Status</u> | <u>Comments</u> |
|--------------------|------------------------|------------------------|--------------------|----------------------|---------------------------------------|
| 2/1/2023 | 202 Duck Trail | 2022-31 | Bld | Status | new house check |
| 2/3/2023 | 751 Shamrock drive | 2022-30 | Bld | Status | pool house |
| 2/4/2023 | 405 Mulligan Circle | 2022-45 | Bld | Status | pool house |
| 2/4/2023 | 805 Turtle Creek Cr | 2022-108 | Bld | Status | new house check |
| 2/4/2023 | 804 Turtle Creek Drive | 2022-114 | Bld | Status | new house check |
| 2/4/2023 | 2010 N. Western ave | 2022-107 | Bld | Status | comm. Addition |
| 2/6/2023 | 805 W. Opal Lane | 2022-146 | Bld | Status | rough framing |
| 2/6/2023 | 800 W. Opal Lane | 2022-36 | Bld | Status | rough framing |
| 2/8/2023 | 310 N. Maple Ave | 2022-152 | Bld | Status | checked on apt. framing |
| 2/10/2023 | 705 E. 2nd Street | 2022-17 | Bld | final | closed out high school job |
| 2/11/2023 | 700 Freedom Place | 2022-203 | Bld | final | closed out roofing job |
| 2/11/2023 | 705 Eastern ave | 2022-199 | Bld | final | closed out roofing job |
| 2/11/2023 | 2010 N. Western ave | 2023-1 | Bld | Status | checked on excavation work |
| 2/11/2023 | 1182 Ruud Trail | 2022-200 | Bld | framing | lower level |
| 2/14/2023 | 301 E. 6th street | 2022-25 | Bld | final | closed out garage job |
| 2/15/2023 | 1820 N. Western Ave | 2022-182 | Bld | Status | commercial job |
| 2/17/2023 | 900 Ruud Lane | 2022-188 | Bld | framing | approved rough framing |
| 2/18/2023 | 200 Duck Trail | 2022-193 | Bld | framing | approved rough framing |
| 2/18/2023 | 602 N. Main Ave | 2023-3 | Bld | framing | interior bath room |
| 2/18/2023 | 507 Sagehorn Drive | 2022-202 | Bld | Status | interior finish work |
| 2/18/2023 | 902 Par Tee drive | 2022-178 | Bld | Status | interior finish work |
| 2/18/2023 | 310 Maple Pass Ave | 2022-153 | Bld | Status | checked on garage work |
| 2/24/2023 | 310 Maple Pass Ave | 2022-152 | Bld | Status | checked on apt. complex rough framing |
| 2/27/2023 | 2010 N. Western ave | 2022-107 | Bld | final | closed out commercial job |

FEBRUARY 2023 CODE REPORT

| ADDRESS | DATE | DEADLINE/FOLLOWUP | CODE TYPE | REASON | SOURCE | CLOSED? | COMMENTS |
|-------------------|-----------|-------------------|-----------|---------------------------------|--------|---------|---|
| 108 N Main Ave | 2/2/2023 | 2/9/2023 | Municipal | Snow on Sidewalks | S | Yes | Visited with owner on 2/2 about snow removal on sidewalk in front of entire length of property. |
| 114 N Main Ave | 2/2/2023 | 2/9/2023 | Municipal | Snow on Sidewalks | S | Yes | Emailed owner on 2/2 about snow removal on sidewalk in front of entire length of property. |
| 109 N Main Ave | 2/2/2023 | 2/9/2023 | Municipal | Snow on Sidewalks | S | Yes | Emailed owner on 2/2 about snow removal on sidewalk in front of entire length of property. |
| 101 N Main Ave | 2/2/2023 | 2/9/2023 | Municipal | Snow on Sidewalks | S | Yes | Letter sent on 2/2 about snow removal on sidewalk in front of entire length of property. |
| 129 N Main Ave | 2/2/2023 | 2/9/2023 | Municipal | Snow on Sidewalks | S | Yes | Letter sent on 2/2 about snow removal on sidewalk in front of entire length of property. |
| 105 E 2nd St | 2/16/2023 | 2/24/2023 | Municipal | Snow on Sidewalks | S | Yes | Letter sent on 2/16 about snow removal on sidewalk in front of entire length of property. |
| 108 N Mundt Ave | 2/16/2023 | 2/24/2023 | Municipal | Snow on Sidewalks | S | Yes | Letter sent on 2/16 about snow removal on sidewalk in front of entire length of property. |
| 207 N Elm Road | 2/16/2023 | 2/28/2023 | Municipal | No Pet License/Running at Large | R | Yes | Letter sent on 2/16 for reported dog running at large and unregistered pet. |
| 200 N Main Ave | 2/17/2023 | 2/24/2023 | Municipal | Abandoned Vehicle | S | Yes | Letter sent on 2/17 with reminder of "Abandoned Vehicle" ordinance. |
| 904 Nordic Circle | 2/28/2023 | 3/7/2023 | Municipal | Snow on Sidewalks | S | No | Reminder letter sent on 2/28 about snow removal on sidewalk ordinance. |
| 400 N Sagehorn Dr | 2/28/2023 | 3/7/2023 | Municipal | Snow on Sidewalks | S | No | Reminder letter sent on 2/28 about snow removal on sidewalk ordinance. |
| 502 Ironwood Dr | 2/28/2023 | 3/7/2023 | Municipal | Snow on Sidewalks | S | No | Reminder letter sent on 2/28 about snow removal on sidewalk ordinance. |
| 905 Fairway Lane | 2/28/2023 | 3/7/2023 | Municipal | Snow on Sidewalks | R | No | Reminder letter sent on 2/28 about snow removal on sidewalk ordinance. |
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R=RESIDENT
S=STAFF

City Administrator Update

March 14, 2023

Updates:

• City Project Update

- Bike Trail – The initial layout for the new trail between Main Ave and Feyder Ave shows the area between the creek and the city's property line is pretty narrow along the NE portion of the trail. Craig has met with the property owner at the NE corner of the trail to try and secure an easement for the trail. Initial talks about granting an easement were positive but when they talked again this last week, we found out that the current property owner is going to sell his property and he isn't willing to sign an easement for the trail – he wants the city to work with the new owner. We found out a couple of weeks ago that the property has sold, and closing is set for 12/15. Craig and I talked with the new property owner and as reported at the last council meeting, she is also unwilling to provide the city with an easement for the trail. I have been in contact with our grant sponsor, SD Game, Fish & Parks, to see what our options are for moving forward. They have indicated that if we alter the path to go on the south side of the creek, it will require another application. They did indicate that we could reduce the width of the path to some degree but want us to keep it as wide as possible. ISG is working on an alternative drawing for the GFP to review.
- 6th & Mundt Street (no change) – Project is substantially complete, with a few punch list items and some seeding, restoration and painting to be done in the spring.
- Water Tower Painting – Contractor has completed the project but will return in the spring (planned for May) to paint the logo on the tower (cost approx. \$13,800). ISG did reach out to me for a color code for our new logo. This will be supplied to Maguire.
- 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 moving forward with bidding for this project at their 1/3 meeting and financing was discussed and approved on 2/21. Due to state requirements for the SRF loan, bidding will probably be in July.
- Western Avenue Expansion - ISG continues to work on plans. Schedule for plans and bidding was provided by ISG to staff. We are still reviewing.
- WRRF – Staff continues to meet with ISG and Rice Lake on the WRRF. ISG has an update in their reports for the council but just wanted to touch base on a couple of items. We have been working with MCWC to get water to the plant site. The line that serves Cemcast has very little capacity, but they think they will be able to service us with another connection. We will probably only get 10-12 gallons but that should be sufficient for our freshwater needs. Also, ISG and I met with Sam & Seth Assam and their engineers to go over easements needed for the truck line. They are willing to grant the city the easements needed but the engineers are just coordinating placement. We will also need an easement for the outflow pipe across Dave and Dianna Tyler's land. ISG has made initial contact with the Tyler's at the beginning of the project to ensure they are okay with granting an easement but will contact once again to get this easement secured as well.

• Stockwell Projects (no change – expect both projects to be closed out this spring):

- 9th Street – 2 items still need to be addressed by the contractor – Zacharias Construction. They have been notified and said they will be completed before the year end. Then we can close out this project.
- Western Sewer Project: A walk through was conducted on 7/20 with staff, Stockwells, and the state. A second walk through was conducted about 3 weeks ago. A list of punch list items was sent to the contractor to be addressed. Final payment will not be granted until all punch list items are completed to the city's satisfaction. (We were notified that the township building was repaired)

• Future Agendas:

- I plan to have information for the board to review at our next meeting pertaining to fees for placement permits.
- After our review of the comp plan, I will work with SECOG to codify our zoning regulations into one document.
- Also after our review of the comp plan, we will start reviewing our sub-division regulations and our design standards.

- New Website & Mass Notification System: The city is working on a new layout/design for our website – this process will take approximately 12 weeks to complete. As part of this new web design, the city is also implementing a mass notification system that will allow the city to send out city news and emergency information.

Please call if you have any Question: 528-6187 or 605-261-3995