

PLANNING AND ZONING AGENDA
TUESDAY, APRIL 8, 2025
CITY HALL - 7:00 P.M.

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

- 2) APPROVAL OF THE AGENDA

- 3) APPROVAL OF MINUTES
 - March 25, 2025 Meeting

- 4) 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*

- 5) HEARINGS/PETITIONS/APPLICATIONS
 - 7:05 Public Hearing – Amendment to Zoning District – Residential High Density (RHD)

- 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: April 29, 2025

Planning and Zoning Meeting – Regular Meeting March 25, 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: Tim Graham, Stacey Kutil, Keely Espinoza, Troy Jackson and Brad Miles. Mark Anderson was absent with notice. City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke were also present. There were 2 people from the public present.

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

Approval of the Minutes: The March 11, 2025, regular meeting minutes were reviewed. A motion was made by Miles, second by Graham to approve the March 11, 2025, regular meeting minutes – all voted yes, motion carried. It was noted that Keely Espinoza and Stacey Kutil were absent with notice from the March 11th meeting – minutes will be corrected.

Public Comments: None

Visitors:

Aaron Junck – Discuss Possible Development of Parcel #80872 & #23862: There are 2 parcels of land within the city that have been sitting undeveloped for many years. The 2 parcels are on the east side of Western Avenue – midblock between Ramona Drive and W 5th Street. Both lots sit mid-block with development on the north, south and east side of the parcels. The lots run east and west about 468' and 170' north and south. There is a portion of parcel #23862 that is only 78'x81'. The only possible access to the property would be off of Western Avenue since the parcels have development on the other 3 sides. Aaron Junck is interested in purchasing both parcels and placing a private road along the south side of the property and twin homes to the north – very similar to the development along Bernadine Place. With the north parcel being wider than the south parcel, there is an odd shape piece on the east end that would be hard to develop. Mr. Junck is proposing splitting the parcels into 6 lots and placing twin homes on each lot. All the proposed lots would meet the minimum lot area required by the city and the developer stated that the buildings would meet all the setback requirements. The one requirement that the proposed plan cannot meet is the width of each lot. Per city regulations, twin homes require a minimum width of 90' – the first lot on the west side would meet this regulation but the remaining lots would be less. Mr. Junck was present to discuss this possible development with the Board. He noted that the twin homes he is proposing would be two-story and not as wide as a typical twin home – this allows the lots to be narrower and still be able to meet the setback requirements of the city. The Board noted that there is plenty of lot area to allow large back yards and that the design of the homes would not encroach on neighboring properties. This proposal would also allow these lots to be developed for future residents versus standing idle. Discussion of a possible variance was talked about by the Board since these lots sit mid-block and have extraordinary circumstances that do not apply to other property in the area. Rather than allow a variance, the Board thought that amending the width requirement for twin homes in the new RHD zone would be a better alternative. This will allow for future developers to do something similar with narrower twin homes. The Board has directed staff to publish a public hearing notice for the 4/8 P&Z meeting to review a zoning amendment for RHD district.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to update the Board on open permits and address any questions. There are currently 12 open single-family permits, along with several open commercial permits.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided an update to the Board on code enforcement issues. Items addressed this past month include parking on grass, maintenance of gravel pads, animals at large, pet licensing, and a dilapidated building.
- **City Administrator Update:**
 - **Project Updates**
 - Western Ave Expansion: Bids were received for this project on 3/12 and come in lower than estimated. D&G Concrete was awarded the low bid on 4/1.
 - WRRF – Piping for the Aeromod and construction on the operations building continues. Equipment is being installed as it is received. A planned start up for testing with clean water is anticipated for May.
 - Park Master Plan – ISG continues to work on a park master plan for the city. Draft vision statements and possible improvements in Lyons Park were presented for input. A draft of the 60% completed plan is anticipated for April.
 - **TIF:** A TIF for the Turtle Creek Highland development is still being planned. The City has received a plat of the proposed TIF area, and it is currently under review.
 - **Nielson Development:** The City Council approved the buffer stripe amendment within the Nielson Development.
 - **Safe Streets Grant:** SECOG applied for a planning grant from the US Dept of Transportation that would help implement safer streets and roads within our region. The grant funds would develop a Safety Action Plan that would promote safety and incorporate strategies and projects that would help prevent fatalities and injuries. Participants could apply for future funding opportunities for sidewalks, lighting, signage, traffic control, etc. SECOG has broadened their scope of work to include Hartford and would identify specific needs of our community – this allows Hartford to apply

for future grant funding as well. The cost to the city was minimal (\$2,500) and approved by the city council last April. SECOG was informed last week that President Trump signed an executive order to mandate further review of all federal grants, which has put this grant application on hold. Unfortunately, there was no timetable provided for how long this hold will stay in place. We will have to wait for further updates.

Adjournment: A motion was made by Espinoza, second by Graham to adjourn at 7:37pm – 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: April 8, 2025

AGENDA ITEM: 7:05 Public Hearing – Amendment to Zoning District – Residential High Density (RHD)

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve recommended amendments to City Council

Background/Summary:

At the 3/25 P&Z meeting, the Board held discussion on possibly amending the Lot & Yard regulations for 2-family dwellings and multi-family dwelling within the city's Residential High Density District (RHD) zone. Previously this year, the city added the RHD zone to our ordinance to allow smaller lot sizes and setbacks for more affordable housing lots. This provides an option to allow various densities for residential development.

When the original RHD was adopted, lot area and lot width were adjusted for Z-lots and single-family dwellings but 2-family dwellings and multi-family dwellings lot area, lot width and setbacks were kept the same as in Residential Zone (R). In order to accommodate higher density for all development types, the Board has discussed adjusting the lot area and width for 2-family and multi-family as well.

Staff has gathered comparables from surrounding communities for high density residential development for reference. After discussion with the Board Chairman, Ordinance #763 incorporates proposed changes on Lot Area and Lot Width for 2-family dwellings and multi-family dwellings. There are only suggested changes are to lot area and width – not on setback requirements (changes shown in red). We feel that keeping the current setbacks in place will provide adequate separation between dwellings and not encroach on neighboring properties. Please note the suggested changes are minimums, a developer can always have larger lot area and width. If changes are approved by the Board, it will then go to the city council for a public hearing on 4/15.

Prior Council/Board Action:

3/25/25 – P&Z Board discussed amending RHD district – directed staff to present proposed changes at 5/8 meeting.

Possible Action:

- Recommend approval of proposed changes to the city council as presented.
- Recommend approval of proposed changes to the city council with amendments.
- Do not recommend approval of proposed changes to the city council.

Fiscal Impact: No direct fiscal impact to the city but the amendments provide an option to promote future development in RHD zones – bringing additional housing and residents to the city.

Attachments:

- Proposed Zoning Amendments (Ord #763)
- Comparison of High Density regulations of other surrounding communities

CITY OF HARTFORD, SD

ORDINANCE NO. 763

AN ORDINANCE OF THE CITY OF HARTFORD, SD, AMENDING THE 2016 REVISED HARTFORD ZONING REGULATIONS BY AMENDING TITLE 4(A) - RHD: RESIDENTIAL HIGH DENSITY DISTRICT.

BE IT ORDAINED BY THE CITY OF HARTFORD, SD:

That Title 4(A) – RHD: Residential High Density District of the 2016 Revised Hartford Zoning Regulations is hereby amended to read as follows:

TITLE 4(A) – RHD: RESIDENTIAL HIGH DENSITY DISTRICT

The purpose of this district is to provide for higher density residential areas. This district is primarily for the development of single-family detached dwellings with small lot sizes or Z-lots that will provide higher density 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
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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. <u>6,000 sq. ft.</u>	90 feet <u>60 feet</u>	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 <u>3,000 sq. ft. pr dwelling unit</u>	100 feet <u>75 feet</u>	25 feet see #2, #3	15 feet see #4	25 feet/15 feet - corner lots	45 feet See #6

	Lot Area	Lot Width	Front Yard	Side Yard	Rear Yard	Maximum Height
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 6th day of May, 2025.

Mayor

ATTEST:

Finance Officer

Seal

First Reading: April 15, 2025

Second Reading & Adoption: May 6, 2025

Publication: May 9, 2025

Effective Date: May 29, 2025

Lot/Yard Regulations for twin home/duplex (2 units)

<u>City</u>	<u>Lot Area</u>	<u>Lot Width</u>	<u>Front/Rear Setback</u>	<u>Side Setback</u>
Brandon – MD -no 2 unit allowed in HD	3,000 sf per unit (6,000sf for twin)	50ft	25ft/25ft	5ft
Tea – HD	5,000 sf	50ft	25ft/25ft	5ft
Lennox- HD	3,000 sf per unit (6,000 sf for twin)	20ft per unit (40ft for twin)	25ft/20ft	5ft
Harrisburg – HD (2-4 units)	3,000 sf per unit (6,000 sf for twin)	60ft	25ft/20ft	7ft
Dell Rapids – MD -no 2 unit allowed in HD	5,000 sf	50ft	25ft/25ft	7ft
Hartford – Current Regs – no change for HD	11,250 sf	90ft	25ft/25ft	7ft

Lot/Yard Regulations for Multi-Family Dwellings (3 or more units)

<u>City</u>	<u>Lot Area</u>	<u>Lot Width</u>	<u>Front/Rear Setback</u>	<u>Side Setback</u>
Brandon – HD	2,000 sf per unit	75ft	25ft/25ft	10ft
Tea - HD	7,500 sf (3-8 units) 20,000 sf (9-12 units) 30,000 sf (over 12 units)	50ft 75ft 100ft	25ft/10ft 25ft/10ft 25ft/10ft	5ft 15ft 15ft
Lennox - HD	3,000 sf per unit	75ft	25ft/25ft	5ft single-story 10ft multi-story
Harrisburg-HD (5 plus units)	2,000 sf per unit	20ft per unit	25ft/20ft	7ft
Dell Rapids-MD HD	10,000sf (3-7 units) 6,000sf plus 1,500sf per each unit (8 or more)	60ft 100ft	25ft/25ft 25ft/25ft	10ft 10ft
Hartford – Current Regs – no change for HD	7,500sf plus 800sf per unit	100ft	25ft/25ft	15ft

MD – Medium Density HD – High Density

March 2025 Building Inspection Report

<u>Date</u>	<u>Address</u>	<u>Permit #</u>	<u>Type</u>	<u>Status</u>	<u>Comments</u>
3/1/2025	306 E. 6th Street	2023-91	bld	Status	step issues
3/1/2025	408 S. Main ave	2023-87	bld	Status	detached garage
3/1/2025	607 Par Tee Dr	2023-58	bld	Status	bath remodel
3/1/2025	309 N. Mundt Ave	2023-59	bld	Status	House addition and remodel
3/1/2025	717 W. Opal Lane	2024-113	bld	Status	rough framing in progress
3/1/2025	1051 Ruud Trail	2024-91	bld	Status	rough framing in progress
3/1/2025	713 W. Opal Lane	2024-85	bld	Status	finish work
3/1/2025	402 E. 5th Street	2024-64	bld	Status	finish work
3/1/2025	108 S. Kelly ave	2024-42	bld	Status	finish work
3/3/2025	1135 Ruud Trail	2024-78	bld	Status	pre final checklist
3/4/2025	807 Turtle Creek Cr	2024-19	bld	Status	pre final checklist
3/5/2025	1215 N Oaks Ave	2024-101	bld	Status	framing check
3/7/2025	1051 Ruud Trail	2024-96	bld	framing	rough framing 3rd stage
3/8/2025	514 W. Opal Lane	2024-95	bld	Status	rough framing in progress
3/8/2025	304 W. OpaL Lane	2024-17	bld	Status	CMU block wall
3/8/2025	804 Turtle Creek	2024-59	bld	Status	finish work
3/8/2025	1180 Ruud Trail	2022-22	bld	prefinal	checking on remaining items
3/8/2025	722 Hwy 38	2024-75	bld	Status	finish work
3/8/2025	511 N. Mundt Ave	2024-74	bld	Status	reside job
3/10/2025	202 E. 5th Street	2024-73	bld	Status	reside job 50% done
3/11/2025	604 Turtle Creek Dr	2024-110	bld	framing	rough framing
3/12/2025	509 Jamison Circle	2024-105	bld	framing	rough framing
3/13/2025	402 E. 5th Street	2024-64	bld	framing	rough framing
3/14/2025	504 W. Opal Lane	2024-111	bld	Status	finish work
3/14/2025	514 W. Opal Lane	2024-95	bld	Status	rough framing progressing
3/14/2025	713 W. Opal Lane	2024-85	bld	Status	insulation and sheerock
3/14/2025	717 W. Opal Lane	2024-113	bld	Status	rough framing progressing
3/17/2025	1215 N Oaks Ave	2024-101	bld	Status	framing check
3/20/2025	408 Mulligan Cr	2024-70	bld	Status	3 season room
3/21/2025	408 S. Main ave	2023-87	bld	pre-final	closed out garage
3/22/2025	1051 Ruud Trail	2024-96	bld	framing	interior scope of work
3/24/2025	1004 Tortuga ave	2024-68	bld	Status	finish work
3/24/2025	1011 Tortuga ave	2024-10	bld	Status	finish work
3/26/2025	304 W. OpaL Lane	2024-17	bld	Status	interior scope of work
3/28/2025	304 E. 1st Street	2023-24	bld	pre final	reviewed new west side egress stoop set ups
3/29/2025	20615 466th Street	2023-117	bld	Status	checking on remaining items
3/29/2025	509 Jamison Circle	2024-105	bld	Status	insulation and sheetrock
3/29/2025	604 Turtle Creek Dr	2024-110	bld	Status	insulation and sheetrock
3/29/2025	1095 Ruud Trail	2025-7	bld	Status	utilities marked
3/29/2025	126 N. Main ave	2025-6	bld	Status	checking on new const.
3/29/2025	1205 N. Oaks ave	2025-8	bld	Status	utilities marked
3/31/2025	102 Whitsler Cr	2024-21	bld	Status	pre final checklist

MARCH 2025 CODE REPORT

ADDRESS	DATE	DEADLINE/FOLLOWUP	CODE TYPE	REASON	SOURCE	CLOSED?	COMMENTS
303 N Mundt Ave	3/11/2025	3/20/2025	Municipal	No Pet License Animal-at-Large	S	Yes	Letter sent on 3/11 for no pet license & animal running at large.
208 Crestwood Dr	3/13/2025	3/28/2025	Zoning	Parking on Uniproved Surface (i.e. grass)	S	No	Letter sent on 3/13 for trailer and motorcycle parked on grass.
204 Crestwood Dr	3/13/2025	3/28/2025	Zoning	Parking on Uniproved Surface (i.e. grass) Gravel Maintenance Needed	S	Yes	Letter sent on 3/13 for trailer and pickup parked on grass. Gravel brought in to maintain existing gravel parking pad next to garage.
104 W 3rd St	3/13/2025	N/A	Municipal	Animal-at-Large	R	Yes	Letter sent on 3/13 with reminder of animal at large ordinance.
203, 205, & 301 E 5th St	3/20/2025	4/3/2025	Municipal	Responsibility of Pet Owner - Picking Up After Pet	R	No	Email sent to property manager on 3/20 about large amount of animal feces on boulevard (public) and on the property address. Manager quickly responded it would get taken care of next week.
203 S Main Ave	3/20/2025	3/31/2025 4/3/2025	Municipal	No Pet License Animal-at-Large # of Pets-Limit Dilapidated Building	R	No	Letter sent on 3/20 for inquiring on multiple cats, if they are stray or not, on property sheltering in run-down accessory building. No pet license on file and reported running at large. Accessory building in need of major repair work or demoed. Talked to owner on 3/24 and he claimed no ownership to any cats on the property, inside or out. City Staff mentioned seeing cats in picture window. Will follow up to verify.
203 S Oaks Ave	3/20/2025	4/4/2025	Municipal	Rubbish/Junk	S	No	Letter sent on 3/20 for rubbish/junk in driveway.
304 E 4th St	3/20/2025	3/31/2025	Municipal	No Pet License Animal-at-Large	S	No	Letter sent on 3/20 for animal-at-large and no pet license.
N/A	3/27/2025	N/A	Municipal	Dumpsters on Street	S	No	Reminder letters sent to all licensed Roll-Off providers to not place them in street.
N/A	3/27/2025	N/A	Municipal	Garbage Containers on Street	S	No	Reminder letters sent to all licensed garbage collectors to not place cans in street.

R=RESIDENT
S=STAFF

City Administrator Update

April 8, 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 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. **ISG and city staff completed a walk-through of the project and devised a punch list for the contractor of items that need to be completed before the city and close out the project.**
- 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. DOT has let the project for bids and bid opening is 3/12 (pushed back one week), with award set for 3/13 (same date as previously stated). At that time, we will know the cost figures and a contractor. Once we have a contractor on board, we will have a better timeframe on the phasing of the project. As mentioned earlier, the plan is to keep the road open as much as possible but there will be some times that portions of the roadway will be shut down and redirected – we will have a better understanding of timeframe once a contractor is on board and we review the work schedule. We will continue to keep all affected property owners up to date with this project. There will be planned monthly meetings and project updates on the city's website as we move forward. Bids were received on 3/12 and came in lower than expected, resulting in significant cost savings to the city. The low bid was from D&G Concrete Construction, Inc. Total cost of the project, with engineering and professional services was originally \$5.6M – actual cost estimates is now \$3.8M. The city council has awarded the bid to D&G Concrete Construction and will be discussing revised funding scenarios at their next meeting on 4/1. **Contracts for this project are being completed, and a pre-construction meeting is planned for 4/9. The city will then receive a timeline for the project, but projected completion is for this fall. The city is planning to send out courtesy letters to property owners south of Mickelson Road to advise them of the upcoming project and we will have a meeting after the precon with the adjoining property owners to provide an update for them. The city will also have a link on our website throughout the project that will provide updates to the general public, along with periodic Facebook posts, newsletter updates, and information over our mass communication system.**

- 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 Mickelson 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 \$40,315.12
(conveyance alignment adjustments made by ISG on Assam Property)
- 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. Work continues on the Aeromod and operations building. Electrical to the lift station and generator are also being installed. The city is advertising for a plant operator – applications can be found on the city’s website. Piping for the Aeromod and construction on the operations building continues. Equipment is being installed as it is received. A planned start up for testing with clean water is anticipated for May. **Work continues on the operation building, Aeromod, and collection system. Painting has begun in the building and on the piping. A clean water start-up is still being planned for May. The start-up process will take 3-5 months.**

- 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. **The seeding has been completed and we will see if it takes. IDG has been working with the contractor to complete their punch list items so we can close out this project.**

- 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. Last Thursday, members of the council, park & rec Board, and P&Z Board met with members of ISG again to discuss our park systems and help create a vision for future amenities. Thanks to Tony and Mark for participating – there was a lot of good information and ideas discussed. ISG will take information gathered and continue to work on the master park plan. Estimated completion time in June. ISG continues to work on the master park plan. They are working on a vision statement for the plan and provided staff a draft of possible improvements to Lyons Park – are included in your packet for reference. If you have any input on either, please let us know. 60% plan completion is set for the end of the month. **I have not received a draft plan yet but anticipate it soon. Once received, I will disburse to the City Council, P&Z Board, and Park & Rec Board for review.**

- Other Projects –
 - **Developments:** 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. **Updated punch lists have been sent out.**
 - **County Chip Sealing Project:** The Road Guy is completing a chip sealing project along Hwy 151 (Western Ave) from Hwy 38 north to Central States. The contract was just awarded this last week. Once we get the paperwork in place and have a pre-con with the contractor, we will know a timeframe for this project. There will be several roads chip sealed throughout the county. **Contracts have been approved and signed. I will pass along a start date once I receive that information.**

Other:

- **Developments:** There are several developments that are started or are being planned for this year. Work has begun in the Windsor Development and plans are being reviewed for the Kelly Nielson Development and development plans for South Main Addition.
- **Highway 38 Corridor Study:** The DOT is having one final open house on the Highway 38 Corridor Study from Humboldt to Sioux Falls. It will be Monday, April 7th from 6pm-7:30pm at the WC High School. You can find additional information through their link. <https://www.sd38corridorstudy.com/>
- **Highway 151 Study:** The County has completed their study of highway 151 (Western Ave). I will email the final report to you with the agenda for your reference.
- **Dakota Mainstem Update:** Dakota Mainstem held their annual meeting last Friday. Dakota Mainstem started with 29 original members, Hartford being one of the original members and is now up to 56 members. The membership is comprised of municipalities, rural water systems, and tribal systems. I was elected for a 2-year term on the Board. DMS has hired Pin-Point Consulting and HDR as their advisor and engineering team. Currently, HDR is working with each entity to develop an “Appraisal Study”. This study will outline the need for an additional water source from the Missouri River. This study is set to be completed by the end of this calendar year. The next step is to develop a “Feasibility Study” – this study will identify not only the need but various scenarios to solve this need. The feasibility study will probably take until the end of 2027 to complete. The next step after the feasibility study is to approach the Bureau of Reclamation, our state representatives, state funding groups, and the Governor’s office to help generate funding for the project. The entire process will probably take a minimum of 20 years before we actual see water being piped from the river to eastern SD. The Governor signed SB32 that does give this organization another \$1M in grant funds to continue our studies and help pay expenses. DMS does have a website where you can get more information and updates. <https://www.dakotamainstem.com/>
- **District 3 Meeting & Legislative Update:** I attended the SDML District 3 meeting this last week. It was good to connect with representatives from neighboring communities. The SDML also provided an overview of this last legislative session and how it will affect municipalities.

Items that will directly affect the city and changes that will need to be implemented:

- Election dates options have been changed to June or November – the city no longer has the option of an April election. We will have to amend the city ordinance. It was noted that this bill will need some clarifications. SDML is working on this clarification, and more information will be provided to each municipality before the changes go into effect on Jan 1, 2026.
- Review of Open Meeting Laws – this will require the city to conduct a review of the open meeting laws at a public meeting once a year. I will put this as an agenda item for each January going forward. It was further noted that statements or replies regarding city business through email or social media by one or more council members will constitute a violation of open meetings laws.
- The City cannot restrict employees from having firearms within city buildings. We will need to change our personnel handbook to reflect this change.
- Property Taxes – SB 216 will limit the increase of the total assessed value of owner-occupied single-family swelling to 3% for five years. It will also limit the growth rate to 3% for 5 years. Increases the income and home value caps for the disabled & elderly freeze property tax program. This will limit the amount of property tax received by the city.

Items that do not directly affect the city at this time but are of interest:

- HB 1052 prohibits the exercise of eminent domain for a carbon oxide pipeline. This has paused Summit Carbon Solutions application with the PUC for now.
- The current prison plan did not receive approval to move forward. The Governor has created a work group to study the state’s options. This work group will present their findings on July 22nd during a special legislature session.

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