

## **Planning and Zoning Meeting – Regular Meeting May 13, 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, Keely Espinoza, and Troy Jackson. Brad Miles was absent with notice. City Administrator Teresa Sidel, City Attorney Tom Frieberg, and Building/Code Enforcer Kyle Christensen were also present. There were 2 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 April 29, 2025, regular meeting minutes were reviewed. A motion was made by Espinoza, second by Jackson, to approve the April 29, 2025, regular meeting minutes – all voted yes, motion carried.

**Public Comments on Non-Agenda Items:** None

## **Hearings/Petitions/Applications:**

- **7:05 Public Hearing – Review/Discuss Project Plan Submitted by Windsor Group LLC for the Creation of a Tax Increment Finance District (TID):** The Windsor Group LLC has submitted a Project Plan for the development of a Tax Increment District (Proposed TID #2). The Windsor Group is developing land on the east side of the city - Parcel # 15994. This includes their property south of 2<sup>nd</sup> Street and north of 2<sup>nd</sup> Street. Currently they have graded and installed some of the water and sewer infrastructure, along with the approach for Rubach Street. The request amount for the TIF is \$1,250,000. This will help cover infrastructure expenses for Windsor Ave and Rubach Street, site improvements/soil conditions, professional services, legal & accounting fees, professional & legal fees incurred by the city, and financing costs. The proposed life of the TIF is 20 years. The proposed development encompasses a 125-unit apartment building, 5 twin homes, and 1 single workforce housing, along with future commercial and storage units. TIFs are a tool that is generally used to develop blighted areas. This development would provide an increase in tax assessment that would be used to pay towards the TIF amount – once the TIF is paid off, the city would be able to keep the full tax amount on this property. Jeff Zacharias with the Windsor Group was present to address questions from the Board. He noted that expenses for this development are costly, especially boring utilities under Hwy 38 and utilizing a TIF will help keep development costs down, thus keeping lot prices reasonable. He also indicated that they have secured a multi-family project to support the TIF. Dr. Eric Knight, superintendent of West Central School District, was present to discuss the TIF and how it could potentially affect the school district. In general, TIFs do not affect the school's general funding, which is used for most services, since the state makes up any shortfall from the TIF so the school's general fund is not impacted. The school's capital outlay fund, which is used for large projects such as building expansions and facility improvements, can be affected since the school would not get capital outlay funds for the incremental increase in value until the TIF is paid off but the thought is that without the TIF, development does not occur so the school would not get any capital outlay funds anyway. In essence, the school does not get impacted because the capital outlay levy would not be able to collect any capital outlay funds if there is no project. The Board held a lot of discussion on the impact of TIFs on a school district. Dr. Knight did point out that the school does not want to stifle growth and in the long run growth and new families are a positive thing for the city and school. A motion was made by Kutil to approve the boundaries proposed for TID #2 – motion died for lack of a second. Additional discussion was held to clarify school funding, the TIF process, and possible future TIF criteria. A motion was made by Jackson, second by Espinoza to recommend to the city council the creation of TID #2 as proposed – all voted yes, motion carried.

## **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke was unable to attend the meeting, but his April building inspection report was provided for the Board.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided his April code enforcement report and an update on code enforcement issues. Items addressed over the last two weeks include: parking on grass, tall grass/weeds, unsafe accessory building, inoperable vehicle, rubbish/junk, and visibility at an intersection.
- **City Administrator Update:**
  - **Project Updates**
    - Hwy 38 Water Main Extension: A walk-through of the project was completed, and a punch list was devised. Once punch list items are done, the project can be closed out.
    - Western Ave Expansion: Project has begun and the intersection of Mickelson Road and Western has been shut down. Car traffic is being detoured through town and truck traffic is being detoured to Railroad St and Hwy 38. The contractor anticipates this to re-open at the end of May. The city website has a link for the project that will provide updates and contact information throughout the project.
    - WRRF – Work continues on the operation building, Aeromod, and collection system. The city has discharged water into the Aeromod for testing. Testing on the lift station pumps was postponed last week but we did get the blowers tested – all is working well. The city continues to advertise for an operator, but preliminary interviews were planned.
    - 12<sup>th</sup>/Oaks Street: A final inspection was held on 5/7. Some minor seeding and grading are still needed.
    - Park Master Plan – Comments on the 60% plan was provided and ISG continues to move forward.

- Swenson Parking Lot – ISG has begun design work on expanding the parking lot at Swenson Park.
- TA Grant – The agreement for the grant has been approved and ISG will move forward with design work once the notice to proceed is issued.
- County Chip Seal Project – A pre-construction meeting is being held on 5/15.
- Other Projects: All on-going developments have been provided an updated punch list to be completed from the city.
- **Other Updates:**
  - DMS – The city administrator and public works superintendent have been working with DMS on future water needs for the city.
  - Regionalization – The city continues to move forward with regionalization on our wastewater plant. An MOU is being developed to be utilized between all parties to clarify intentions. A RFQ has been issued for engineering services for the conveyance line project.

**Adjournment:** A motion was made by Kutil, second by Graham to adjourn at 8:05pm – 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