

PLANNING AND ZONING AGENDA
TUESDAY, MAY 27, 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
 - May 13, 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
 - *None

- 6) OLD BUSINESS
 - *None

- 7) NEW BUSINESS
 - Review/Approve County Plat for Lot 1 of Ruhlman Addition
 - Review/Discuss TIF Guidelines – Policy 2025-1

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

- 9) ADJOURNMENT

Next Planning & Zoning Meeting: June 10, 2025

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 2nd Street and north of 2nd 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.
 - 12th/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 were 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



Agenda Item Staff Report

DATE: May 27, 2025

AGENDA ITEM: Review/Approve County Plat for Lot 1 of Ruhlman Addition

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approval

Background/Summary:

A plat for Lot 1 of Ruhlman Addition has been presented to the city for review and approval. This parcel is not currently within the city limits but is within the city's platting jurisdiction (growth area) so it must be approved by the city's Planning & Zoning Board and City Council before it can be submitted to the county for approval. This plat is for property that is currently owned by James Ruhlman, Jeffrey W. WanderWoude, and James J. VanderWoude and lays about 1 ¼ miles east of the Colton Road , along E 2nd Street/Benton Road. The property owners are seeking to plat this area in order to sale it. Per city subdivision regulations, a pre-annexation agreement must be received by the city in order to approve any platting or re-platting of land within the city's platting jurisdiction - This agreement was signed by the owners and returned to the city.

Prior Council/Board Action: None

Possible Action:

Approval – Would allow the plat to move on to the City Council for review/approval.

Denial – The plat will not be able to move forward, and the land cannot be re-platted.

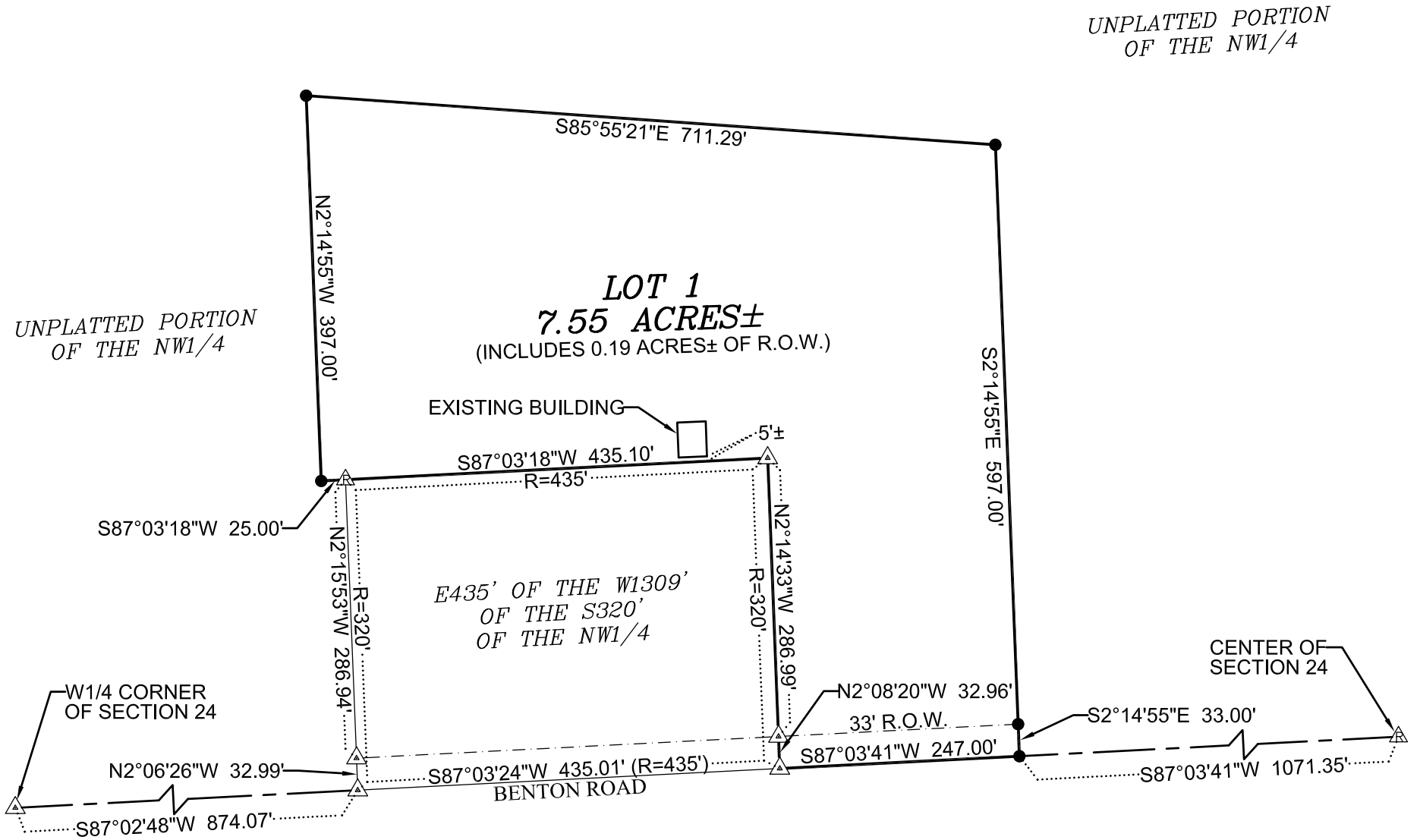
Fiscal Impact: None to the city

Attachments:

- Approval letter from ISG
- Copy of the Plat as submitted
- Map of Area

LOT 1 OF RUHLMAN ADDITION

AS LOCATED IN THE NW1/4 OF SECTION 24
TOWNSHIP 102 NORTH - RANGE 51 WEST - 5TH P.M.
MINNEHAHA COUNTY, SOUTH DAKOTA

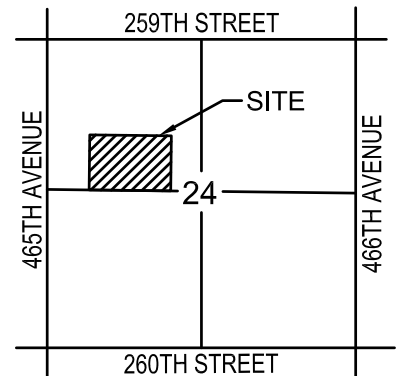


SCALE: 1"=150'

BASIS OF BEARING
S.D. STATE PLANE - SOUTH ZONE
GROUND DISTANCES SHOWN

LEGEND:

- △ = FOUND REBAR
- △ = FOUND REBAR W/CAP
- = SET 5/8" REBAR W/CAP #9593
- = SURVEY BOUNDARY LINE
- - - = SECTION LINE
- = PROPERTY LINE
- - - = RIGHT OF WAY LINE
- R = RECORDED DISTANCE
- M = MEASURED DISTANCE



AREA MAP:
SECTION 24
T102N, R51W, 5TH P.M.



LOT 1 OF RUHLMAN ADDITION

2 OF 2

AS LOCATED IN THE NW1/4 OF SECTION 24
TOWNSHIP 102 NORTH - RANGE 51 WEST - 5TH P.M.
MINNEHABA COUNTY, SOUTH DAKOTA

SURVEYOR'S CERTIFICATE

I, Steven G. Zimmer, a Registered Land Surveyor of the State of South Dakota, do hereby state that I did on or before May 9, 2025, survey part of the Northwest Quarter of Section 24, Township 102 North, Range 51 West of the 5th P.M., Minnehaha County, South Dakota and platted the same into Lot 1 of Ruhlman Addition.

Said tract contains 7.55 acres.

Dated this 19th day of May, 2025.

Steven G. Zimmer, Registered Land Surveyor No. 9593

OWNER'S CERTIFICATE

We, the undersigned, do hereby certify that we are the owners of all land included in the plat and that said plat has been made at our request and in accordance with our instructions for the purposes of locating, marking, platting and/or transfer, and that the development of this land shall conform to all existing applicable zoning, subdivision, drainage, and erosion and sediment control regulations.

We hereby dedicate to the public for public use forever, the streets, roads, alleys, parks and public grounds, if any, as shown on said plat, including all sewers, culverts, bridges, water distribution lines, sidewalks and other improvements on or under the streets, roads, alleys, parks and public grounds, whether such improvements are shown or not. We also hereby grant easements to run with the land for water, drainage, sewer, gas, electric, telephone or other public utility lines or services under, on or over those strips of land designated hereon as easements.

James Ruhlman

Jeffrey W. Vander Woude

James J. Vander Woude

State of _____

County of _____

On this ___ day of _____, 20___, before me, the undersigned, personally appeared James Ruhlman, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same for the purposes therein contained.

In witness whereof, I have hereunto set my hand and official seal this _____ day of _____, 20___.

Notary Public: _____

My commission expires: _____

State of _____

County of _____

On this ___ day of _____, 20___, before me, the undersigned, personally appeared Jeffrey W. Vander Woude, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same for the purposes therein contained.

In witness whereof, I have hereunto set my hand and official seal this _____ day of _____, 20___.

Notary Public: _____

My commission expires: _____

State of _____

County of _____

On this ___ day of _____, 20___, before me, the undersigned, personally appeared James J. Vander Woude, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument, and acknowledged to me that he executed the same for the purposes therein contained.

In witness whereof, I have hereunto set my hand and official seal this _____ day of _____, 20___.

Notary Public: _____

My commission expires: _____

ROAD AUTHORITY'S CERTIFICATE

The location of the existing access to the highway or street as shown herein is hereby approved. This access approval does not replace the need for any permits required by law, including Administrative Rule of South Dakota 70:09:01:02.

Highway or Street Authority for Minnehaha County, South Dakota

COUNTY TREASURER'S CERTIFICATE

I, the Treasurer of Minnehaha County, South Dakota, do hereby certify that all taxes which are liens upon any land shown in the above plat as shown by the records of my office, have been paid in full.

This ___ day of _____, 20___.

Treasurer for Minnehaha County, South Dakota

CITY ENGINEER'S CERTIFICATE

I, the City Engineer for the City of Hartford, South Dakota, do hereby certify that this plat has been reviewed by me or under my direction and has been approved.

Approved this ___ day of _____, 20___.

City Engineer for the City of Hartford, South Dakota

COUNTY DIRECTOR OF EQUALIZATION'S CERTIFICATE

I, the Director of Equalization of Minnehaha County, South Dakota, do hereby certify that a copy of the above plat has been filed in my office.

This ___ day of _____, 20___.

Director of Equalization for Minnehaha County, South Dakota

CITY PLANNING COMMISSION'S CERTIFICATE

Be it resolved by the Planning Commission of the City of Hartford, South Dakota that this plat be hereby approved and that the same be presented to the City Council with the recommendation to adopt said plat.

Approved this ___ day of _____, 20___.

Chairman of Planning Commission for the City of Hartford, South Dakota

COUNTY REGISTER OF DEEDS

Filed for record this ___ day of _____, 20___,
at ___ o'clock, ___ m., and recorded in
Book ___ of Plats on Page ___.

Register of Deeds for Minnehaha County, South Dakota

FINANCE OFFICER'S CERTIFICATE

I, the Finance Officer for the City of Hartford, South Dakota, do hereby certify that the above certificate of approval is true and correct.

This ___ day of _____, 20___.

Finance Officer for the City of Hartford, South Dakota

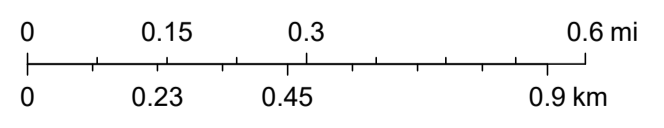
Ruhlman Plat



5/23/2025, 9:07:56 AM

- County Tax Lines County Parcels Section
- PLAT Right-of-Way Townships
- TAXLOT Municipalities

1:18,056



Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA, City of Sioux Falls, Minnehaha County GIS



Agenda Item Staff Report

DATE: May 27, 2025

AGENDA ITEM: Review/Discuss TIF Guidelines – Policy 2025-1

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Recommend Approval of Policy 2025-1

Background/Summary:

As more development begins to occur within the city, more and more developers are looking towards the city for a TIF. As you know TIFs are “Tax Increment Financing” districts. In South Dakota, a tax increment financing district is a designated area where public improvements are financed through the increased property taxes generated by new development within that area. Essentially, a TIF is a way to fund infrastructure projects and incentivize economic development by using the increased value of properties within the TIF district to pay for those projects. TIFs are used by developers as a way to use tax revenue generated for the public improvements within their development. The city foregoes this tax revenue for the life of the TIF but in exchange, new developments can bring new residential and commercial development, thus benefiting the city in the long run.

To date, the city has approved one TIF District within the Maple Pass Development. At the last P&Z meeting, the Board looked at creating a second TIF District within the Windsor Group Development. With the increase in popularity of TIFs by developers, the city would like to be proactive and adopt a set of criteria and processes for TIF submittals. This will help staff and the Boards in their review of each request.

I have been in touch with other municipalities, and they too are seeing an increase in TIF requests. Some of the cities have already adopted a policy for TIF requests and I have incorporated verbiage from several of them into Policy 2025-1. The policy basically sets forth what is desired and needed for a TIF, and the process for applying for a TIF with the city – the most important section is probably Section III. This section outlines the basic criteria for TIF assistance – this criteria was developed with input for other municipalities and the city attorney. I would ask the P&Z Board to review this policy and provide a recommendation to the city council.

Prior Council/Board Action: None

Possible Action:

Recommend Approval of Policy 2025-1

Recommend Approval of Policy 2025-1 with Amendments

Recommend Denial of Policy 2025-1

Fiscal Impact: None to the city

Attachments:

- Proposed Policy 2025-1
- Application and checklist for TIFs

City of Hartford
Policy 2025-1
Tax Increment Financing Guidelines

Purpose: These guidelines are established to outline the City’s position governing the intended use of tax increment financing (TIF) as an economic development tool. These guidelines operate within the parameters of SDCL 11-9 as amended; and shall be used as a procedural framework for considering applications for its use. The fundamental purpose of TIF in Lennox is to encourage desirable development or redevelopment that would not otherwise occur but for the assistance provided through TIF.

The actual amount of TIF funds provided to a project will be determined at the discretion of the City Council on the basis of need, risk, project characteristics, developer qualifications, and the degree to which the project meets TIF objectives. The burden of establishing the public value of TIF shall be placed upon the applicant and the application must substantially meet the criteria contained here within. Meeting statutory requirements, policy guidelines, or other criteria listed herein does not guarantee the provision of TIF nor does the approval or denial of one project set precedent for approval or denial of another project. The City reserves the right to reject projects on a case-by-case basis. Each project is unique and must stand on its own merits.

Section 1: Basic Provisions

1. TIF will be used to assist development in those circumstances where the proposed project shows a demonstrated financial gap and that the financial assistance required is the minimum necessary to make the project feasible.
2. The developer is expected to have explored other financial alternatives prior to requesting use of TIF, including equity participation, bonds, tax credits, loans, other federal and state funds, etc.
3. It is the intent of the City to provide the minimum amount of TIF assistance to make the project viable and not solely broaden a developer’s profit margin on the project.
4. The developer must demonstrate that there will be a substantial and significant public benefit to the community by stimulating development and/or revitalization, strengthening the City’s economic and employment base, positively impacting neighborhoods, increasing property values and tax base, creating new and/or retaining existing jobs, addressing a community need, and implementing City studies/plans.
5. The preferred financing method of TIF districts shall be either pay-as-you-go or bank financing whereby the developer fronts the costs and will be reimbursed by the city over time as tax increment becomes available. Any shortfalls in payments that are not covered by the tax increment, are the developer’s responsibility to pay.

**City of Hartford
Policy 2025-1
Tax Increment Financing Guidelines**

6. To be eligible for TIF assistance, the development team must reasonably demonstrate that they can complete projects on time, on budget, and have secured financing to ensure project completion.
7. The City will only provide TIF assistance to projects which meet federal and state regulations as well as the City's ordinances and regulations.
8. The City will consider the impact and demands placed upon City and other public services and natural resources by proposed projects.

Section II: TIF Objectives

The City will consider using TIF to meet any of the following objectives:

1. Stimulate development and/or revitalization of the City, its neighborhoods, industrial areas, and commercial districts by:
 - a. Improving infrastructure.
 - b. Increasing number and diversity of jobs that offer stable employment and/or attractive wages and benefits. These jobs should be at the level sufficient to be considered a living wage/head-of-household-income and be considered primary jobs.
 - c. Retaining existing jobs.
 - d. Creating a variety of housing and mixed-use opportunities.
 - e. Attracting desirable businesses and retaining existing businesses.
 - f. Encouraging development projects that enhance the streetscape and pedestrian experience.
2. Implement objectives identified in the City Community Plan, Comprehensive Plan, Housing Study, and any other City studies/plans.
3. Business attraction, retention, and expansion.
4. Mixed-use developments that creatively integrate commercial and retail projects into a residential development.
5. Promote efficient and maximized use of land through elimination of blight, environmental cleanup, and/or redevelopment of underutilized properties.
6. Revitalization of historically significant buildings, deteriorated buildings, or functionally obsolete buildings.
7. Promote neighborhood stabilization and revitalization
8. Increase property values, tax base, and tax revenues.
9. Leverage the maximum amount of non-City funds into a development.
10. Create economic, environmental, and equitable opportunity.

**City of Hartford
Policy 2025-1
Tax Increment Financing Guidelines**

11. Projects that contribute to the implementation of other public policies such as promotion of high-quality architectural design, energy conservation, green infrastructure, etc.
12. Stimulate and/or support place-making initiatives.

Section III: Criteria for TIF Assistance

1. ***But For.*** The fundamental principle is that the project would not occur “but for” the assistance provided by TIF. The applicant must provide the City with financial verification that the project is not feasible without a TIF. The burden is on the developer to make this case to the City through information and analysis provided.
2. ***Approval before Construction.*** A TIF must be requested before any work has begun on eligible projects costs within the district.
3. ***Equity Requirement.*** The developer must provide a minimum of 15% equity of total project costs.
4. ***TIF Cap.*** The total amount of TIF assistance should not exceed 25% of total project costs.
5. ***Compliance with SDCL 11-9.*** The project should comply in all respects with SDCL 11-9, including meeting the criteria for blight and not exceeding assessed value limits.
6. ***Qualifications.*** The project must qualify as an economic development, industrial, or affordable housing TIF with the SD Department of Revenue.
7. ***Residential Housing.*** The TIF must include 50% of the gross sale price of lots toward repayment of TIF costs by developer if residential housing is a component of the development within the TIF.
8. ***Discretionary Formula.*** The applicant agrees to waive their right to use the discretionary formula. The discretionary formula provides a financial incentive in addition to the use of tax increment. Using the discretionary formula lessens the availability of increment needed to finance the project. The applicant must submit in writing to Minnehaha County their request to waive the discretionary formula and provide a copy to the city. Failure to do so may result in nullification of the developer’s agreement. If the developer sells the land, the purchase agreement will note that the buyer will agree to waive the discretionary formula.

**City of Hartford
Policy 2025-1
Tax Increment Financing Guidelines**

Section IV: Eligible Costs

Eligible project costs are identified in state law. The City reserves the right to further restrict eligible costs as enumerated in state law in this section as well as for each TIF project.

Section V: Structure for TIF Assistance

1. Each project or development proposal that receives TIF assistance will have a development agreement implemented between the City of Hartford and the developer. The structure of the development agreement includes:
 - a. The development agreement will describe the obligations of both the City and developer, and the terms and conditions associated with the TIF funds.
 - b. Development agreements may require additional security in the form of a letter of credit and/or a personal guarantee by all principals, partners, and others as deemed appropriate.
2. The City may maintain a retainage account and may require a performance bond or other forms of security until each project is completed and the applicant has satisfied all conditions and performance standards as described in the development agreement.
3. The City may delay, suspend, or terminate TIF reimbursements to the developer if developer fails to comply with performance requirements as outlined in the development agreement.
4. The City will charge an administrative fee of \$2,500 annually for administrative costs associated with the TIF.

Section VI: Process of TIF Approval

1. A pre-application meeting is desirable between the developer and representatives of the City to review the proposed TIF.
2. A Tax Increment Financing Application is submitted by the developer to the City. An initial fee of \$2,500 shall accompany the application. This fee shall be used to partially cover the City's legal, professional, administrative, and planning costs. If any additional amount of money is required to reimburse the City of its reasonable costs, the applicant shall be responsible for those costs. If the application is made and the project does not move forward, 50% of the application fee minus documented City expenditures for the project will be refunded to the applicant.

APPLICATION FOR TAX INCREMENT FINANCING

City of Hartford
125 N Main Avenue
Hartford, SD 57033
Phone: (605) 528-6187
www.hartfordsd.us



APPLICANT

Name _____ Phone _____
Address _____ Email _____
City, State, Zip _____

APPLICANT'S LEGAL COUNSEL

Name _____ Phone _____
Address _____ Email _____
City, State, Zip _____

APPLICANT'S ARCHITECT/ENGINEER

Name _____ Phone _____
Address _____ Email _____
City, State, Zip _____

Property Owner Signature Date

Property Owner Signature Date

Applicant Signature Date
(if different than the Property Owner)

Applicant Signature Date
(if different than the Property Owner)

Print Name

Print Name

Title*

Title:

*required for Corporation, Partnerships, Etc.

*required for Corporations, Partnerships, Etc.

Project Address: _____

Project Legal Description: _____

Current Use: _____ **Current Zoning:** _____

Proposed Use: _____

Current Annual Real Estate Taxes (_____ tax year): \$ _____

Current Assessed Tax Valuation (_____ tax year): Land: \$ _____
Buildings: \$ _____

Total Project Cost: \$ _____

TIF Request: \$ _____

Tax Increment Financing Application Checklist

An application for the use of Tax Increment Financing must include the following information.	Submitted
1. A detailed project description.	
2. Purpose of the Tax Increment Financing.	
3. List of project costs to be funded by the Tax Increment Financing, including but not limited to land acquisition, building acquisition, site development, construction, equipment, architectural & engineering fees, legal fees, bond fees, developer fees. contingencies, other.	
4. Financing plan to include sources of funds, use of funds, identification of equity investment, lender, interest rates, financing costs and loan terms. Identify the TIF holder (Developer or City)	
5. The applicant shall identify all persons and entities that have an interest in the project and/or in the entity applying for the tax increment financing district. The disclosures shall require identification of all members of an LLC or LLP, other partners, investors, shareholders and directors of a corporation or any other person who has a financial interest in the project or in the entity applying for the tax increment financing. This provision requires identification of all persons who have an interest in the project, including those whose interest exists through, an LLC, LLP, corporation or other legal entity. The applicant shall be under a continuing obligation to update this disclosure within thirty (30) days of any changes throughout the application process and throughout the life of the developer's agreement. If the applicant is a publicly traded company, the applicant shall be deemed to have complied with this provision if it has provided the City a copy of its most recent annual report with the application.	
6. A pro forma indicating project revenues and expenses.	
7. A statement and demonstration that the project would not proceed without the use of Tax Increment Financing (BUT FOR).	
8. Conceptual plans, sketches, maps, site plans or elevations for the project.	
9. A development time schedule including specific phasing of improvements and project costs.	
10. A list of the specific public improvements and a list of the specific private improvements proposed to be constructed along with the project.	
11. Corporation, LLC, partnership papers or other business documents identifying the parties with ownership interest in the corporation and property involved in the project, including land ownership, contract for deed or other contractual information relating to control of the property and the applicant's ability to complete the project.	
12. A financial statement of the corporation, partnership, or individual for the most recent five years or life of the company.	
13. A copy of the proposed wage scale, employee benefits package, and full and part-time employment levels or, in the case of an affordable housing project, a copy of the applicable state of federal housing program.	
14. A copy of the market/feasibility study, absorption study, or any environmental study applicable to the project and/or site.	
15. Provide documentation of previous development experience. If previous experience includes use of Tax Increment Financing, provide city/county in which project occurred.	
16. Other information that may be required by the City of Hartford.	
17. Non-refundable application fee of \$2,500	

City Administrator Update

May 27, 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. 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 can close out the project. Siteworks has begun to address the punch list items. Another walk-through was completed on 5/2. We anticipate punch list items to be completed this month. The list largely includes regrading ditches, picking rock, and fixing marker posts. **Still waiting for contractor to complete punchlist items – most are done except for some regrading of ditches by Hwy 38.**

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. The project started at the intersection of Mickelson Road & Western Ave last Monday. The city had planned to try and keep this intersection open, but we ultimately made the decision to close it to cut down on the project timeline and cut some costs. Traffic is being detoured over to Main Ave & Cressman Trail. Obviously, there is an increase in traffic in these neighborhoods but as the week progresses, it is becoming better. We are trying to route as many trucks as we can to Railroad and Hwy 38 but there will be some delivery trucks still needing to take the detour route. We have received some complaints about speeding and not stopping at the stop signs as well, so we have asked the sheriff's department to pay more attention to this area. The contractor has indicated that they hope to have Western Ave opened again by the end of May. Below is the link for the project that will have additional information and updates. Construction is on-going and the dry weather has helped. The project update link is on the city's website for the public to access. We conduct weekly meetings with the general contractor, state, engineers and city staff. Phase one has been underway for a couple of weeks with the closure of the intersection of Mickelson Road and Western Ave. The detour route was busy for the first few days, but we have been re-routing truck traffic, and we are monitoring activity with the aid of the sheriff's department. We plan to paint some lines and put up flags by the stop signs at Cressman Trail & Opal Lane since we are getting reports of people not stopping. The general on the project tells us that we should be able to open up this intersection by June 1st. This closure is an inconvenience, but it will speed up the project and provide a cost savings for the city and our taxpayers. All-in-all the work is progressing at a good pace with no major issues encountered. **Phase 1 water main and sanitary sewer has been completed. Storm sewer is underway, along with the construction of the storm boxes. Once the storm sewer piping is done, they will begin placing fill and widening the roadway. We are having weekly meetings with the contractor and so far, the city's portion of the project is on schedule. We have received a few complaints about traffic not stopping at the stop signs at Cressman Trail & Opal Lane – flags and white markings have been placed to draw attention.**

<https://isginc.mysocialpinpoint.com/western-avenue-reconstruction>

- **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 valve 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. Aeromod pipe & equipment installation has been completed for the east side or Train A. Construction has now started on the west side. All major equipment has been delivered. Work on the operations building continues with painting, electrical work, plumbing and mechanical work. Plant startup is still on track for May – start up will be a 3-5 process. Construction on Train B within the Aeromod has started. An inspector with Aeromod was on site and had a positive review. We have discharged approximately 2’ of water into the Aeromod for further testing. Much of the piping, UV structure, and sanitary truck line has been completed or is close to completion. Work in the operations building is going well with the painting of the lab and office space and ceiling grid. A planned test for the lift station pumps was postponed last week but we have done a blower check and so far, all is working well. We continue to advertise and accept applications for an operator – Craig and I plan to review applications already submitted this coming week. **All is going very well for the WWTF plant, some testing has been done and all is working well. We received permission to discharge our lagoon water to use with the start-up and we will get starter bugs from Sioux Falls. Craig and I have held initial interviews for the operator position.**

- 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. Asphalt on 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 that 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 – most have been addressed. Once all punch list items are done, we can close out this project. A final inspection for the project was held on Wednesday, 5/7. There are a couple of minor things to address (seeding and minor grading by ATS) but plan to have the completed by the end of the month. **Still waiting for the contractor to finish punch list items. The grant deadline is 6/30 so completion needs to be within the next couple of weeks.**

- 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. The 60% draft plan has been emailed to all the Boards, if you have any comments, please get them to me by the end of the month so ISG can continue finalizing the plan. I have submitted a few comments to ISG, along with some from our Boards. ISG will incorporate those comments and continue to move forward with the completion of the plan. The final document is expected in June/July. **ISG continues to work on a final plan – expected in June.**
- Swenson Parking Lot: ISG has begun design work to expand the parking lot out at Swenson Park. The parking lot will be expanded to the north of the ball fields. In order to help control costs, recycled asphalt from the Western Ave street project will be used for the surface material. This should add approximately 100 parking spaces. **Plans for the parking lot expansion are going well and ISG expects to have them completed and ready for council approval on 6/3.**
- **Transportation Alternative Grant:** Now that the grant agreement has been signed and sent to the state, I'm expecting a notice to proceed. This will allow ISG to start surveying and design work. Our hope is to have the design done by summer and installation done this fall still.
- 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 to all developers.

- **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. I just received word that there will be a pre-construction meeting on 5/15 for this project. We should learn a planned date for Western Ave at this meeting. **The expected timeline for chip sealing of Western Ave from Hwy 38 north to Central States is the second week in June.**

Other:

- **Council Update:**
 - The city council tabled their decision on the creation of TIF District #2 within the Windsor development. Further discussion with the developer is planned for next week.
- **Wastewater Regionalization:** We are continuing to move forward with regionalization of our wastewater plant with Crooks and Colton. An MOU is being developed to be utilized being all parties to clarify intentions. A request for qualifications has been released to help secure an engineer for the conveyance line project. An updated MOU will be present to Crooks next week.
- **Jans Development:** City Staff and Engineers have met with Jans Corp to review their concept plan for a residential housing development east of town.

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