

PLANNING AND ZONING AGENDA
TUESDAY, JULY 11, 2023
CITY HALL - 7:00 P.M.

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

- 2) APPROVAL OF THE AGENDA

- 3) APPROVAL OF MINUTES
 - June 27, 2023 Meeting

- 4) PUBLIC COMMENTS
Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda

- 5) HEARINGS/PETITIONS/APPLICATIONS
 - 7:15 Conditional Use Hearing – Review Conditional Use Application Received by the City of Hartford to erect an accessory building at the Swenson Sports Complex.

- 6) NEW BUSINESS

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

- 8) ADJOURNMENT

Next Planning & Zoning Meeting: July 25, 2023

Planning and Zoning Meeting – Regular Meeting June 27, 2023

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, Michelle Kilbourn, Troy Jackson and Brad Miles. Also present was City Administrator Teresa Sidel and Building Inspector/Code Enforcer Kyle Christensen. There were 5 people from the public in attendance.

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

Approval of the Minutes: The May 30, 2023, regular meeting minutes were reviewed. A motion was made by Miles, second by Jackson to approve the May 30, 2023, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

Hearings/Petitions/Applications:

- **7:00 Public Hearing – Review Updated 2017-2037 Comprehensive Plan:** In order to allow zoning, state law requires that the city adopt a comprehensive plan and file it with the county. The city adopted our most recent plan in 2017. This comprehensive plan encompasses 2017-2037. The plan acts as a guide for future growth and planning. The city of Hartford reviews our comprehensive plan every 5 years to keep it updated for the ever-changing development. SECOG has been working with the city's Planning & Zoning Board over the last several months to review and update all sections of our current comprehensive plan. Sean Hegyi with SECOG was present to review the various updates to the plan as discussed by the Board. A public hearing was held, but there were no comments. A motion was made by Kilbourn, second by Jackson to recommend approval of the updated 2017-2037 to the city council – all voted yes, motion carried.

A motion was made by Miles, second by Kilbourn, to adjourn as the Planning and Zoning Board and reconvene as the Board of Adjustments – all voted yes, motion carried.

- **7:05 Variance Hearing:** The city has received a variance application from Tim Kapperman for 901 W Opal Lane. This lot sits at the west end of Opal Lane. Mr. Kapperman is currently erecting a home on the lot just to the north of this property and he would like to erect the same home at 901 W Opal Lane. Due to the odd shape of the lot, he cannot meet the 25 ft rear setback for the home. He has adjusted his plan to move the house as far north and east in order to be right at his front and side yard setbacks, but he still has only 23.3ft for the rear setback. He is asking the city for a rear yard setback variance. He needs a 1.7ft rear yard variance – this would be the minimum variance to alleviate the hardship. The Board reviewed the site plan and discussed lot size & shape, the drainage area to the west of the property, and future adjacent development to the south. Due to the odd shape of the lot and request for a minimum variance, a motion was made by Jackson, second by Kilbourn to approve the 1.7ft rear yard setback variance for 901 W Opal Lane – Anderson and Randall voted no, with all others voting yes, motion was approved.

A motion was made by Kilbourn, second by Jackson, to adjourn as the Board of Adjustments and reconvene as the Planning and Zoning Board – all voted yes, motion carried.

- **7:10 Rezone Hearing:** The city has received a rezone application from CAM Properties LLC. They are asking to rezone parcel #59074 (801 S Western Avenue). This is the property between Tammen Oil and Ace Hardware. The owner of this property plans to develop it with a Mixed-Use Building that will be a mixture of commercial/retail space and residential apartments. The property is already zoned Community Commercial, which would allow for a mixed use building if all the residences were on or above the 2nd floor. The proposed layout of this mixed-use building would incorporate 1-2 residences on the main floor for ADA units. In order to have a mixed-use building with residences on the main floor the parcel needs to be rezoned to Regional Commercial and then a Conditional Use Permit would need to be acquired. This area is already a mixture of commercial use (to the north and south) and residential use (to the west), so a mixed-use building would be an appropriate use for the area. Craig Markhardt, owner of the property, was present to discuss his plans for ADA units on the main floor of the building and address questions from the Board. A motion was made by Graham, second by Anderson to rezone parcel #59074 (801 S Western Avenue) from Community Commercial to Regional Commercial – all voted yes, motion carried.
- **7:15 Conditional Use Hearing:** CAM Properties owns the property at 801 S Western Ave. This property is between Tammen Auto and Ace Hardware. The owner would like to erect a 3-story mixed-use building. This building will be a mixed-use building that will add additional commercial space as well as 42 new units to the city of Hartford. Owners would like to place 1 or 2 ADA units on the main floor towards the west (rear of the property) with commercial units in the

remaining area. A restaurant area and outdoor patio are also planned on the east end. The second and 3rd floor of the buildings will have 20 apartment units on each floor ranging from micro-studios to 2-bedroom units. The outdoor space will include 67 parking spots and a designated trash area. The owner has indicated that there will be fencing around the trash enclosure and ADA unit patios. Items discussed with the owner include intended use, fencing, drainage plans, access to the property to the east, emergency access and snow storage. A motion was made by Jackson, second by Kilbourn to approve the conditional use application submitted by CAM Companies for 801 S Western Avenue with the following conditions: 1) Fencing must be placed around the ADA Patios; 2) Fencing must be placed around the trash receptacle area; and 3) Rezone is approved by the city council – all voted yes, motion carried.

New Business:

- **Discuss Fine Structure for Parking on Grass Violations:** Our current zoning regulations do not allow parking on grass or non-hard surface areas within a residential zoned lot. Any violation of a zoning regulation requires a fine of \$200 per day per violation, which was set by resolution of the city council. The wording of violations in our zoning ordinance states that a zoning violation is a civil penalty and if contested, the city would have to go through the process to collect any fees, resulting in court costs and attorney fees. In order to simplify this process, it was suggested to add verbiage to our municipal ordinances that makes parking on grass a municipal violation. Making this a municipal violation will allow the city to follow our current ticketing procedure for other parking violations. The City Council discussed this option and there were concerns voiced. It was then discussed keeping the violation in our zoning ordinance and possibly changing the fine for this violation. The P&Z Board discussed the fine associated with violation of parking on the grass and it was the consensus of the Board to keep the current fine structure of \$200 per day per offense. The Board noted that residents received a warning letter with 14 days to correct the violation, which should be ample time to avoid a fine.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was not present but provided the Board with an update and his May building inspection report for review.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen presented a recap of current code violations being addressed by the city – including parking on grass, inoperable vehicles, rubbish/junk, building without a permit, accessory building regulations reminder and several grass/weeds violations. The Board posed a question about the timeframe for required fencing around a pool – Christen will check the international building code for pool regulations and follow-up.
- **City Administrator Update:**
 - 6th/Mundt St project - There are just a few minor punch list items that need to be addressed before the project will be complete. Seeding has failed due to the dry conditions so re-seeding will take place this fall.
 - Water Tower Painting – Maguire Iron has painted the new city logo on the water tower. The project is complete and final payment has been paid out.
 - Hwy 38 Water Loop Project – ISG has completed plans for a water loop project that will run along Railroad Street and S Colton Road. The city is pursuing an SRF loan for this project, so bidding is planned for the summer.
 - Bike Trail – ISG is working on finalizing plans for an 8-foot trail on the north side of Turtle Creek between Main Ave and Feyder Ave. They are working with FEMA to get approval to be in the floodplain. Construction is anticipated for this year.
 - Western Ave Expansion – ISG continues to work on plans for a completion deadline of 12/2023. Project is planned for construction to begin in 2025.
 - WWTF – Rice Lake is the city's CMAR on the WWTF project. The City Council reviewed the GMP presented and approved a GMP of \$22,500,000 with Rice Lake.
 - The Western Ave sewer project has been completed. The city will monitor seeding.
 - The county has milled Western Ave from Hwy 38 to 258th St – Asphalt is planned within the next 2 weeks.
 - The city's 2023 slurry seal project is planned for August.
 - The West Central School Project is going well. The city is still in discussion about possibly revising some of the parking to allow for a few ADA parking spots on the south side of the school, but nothing has been finalized yet.

Adjournment: A motion was made by Kilbourn second by Miles to adjourn at 8:20pm – all voted yes, motion carried.

Minutes recorded by City Administrator, Teresa Sidel.

I, the undersigned, Teresa Sidel, City Administrator, in and for the City of Hartford, South Dakota, do hereby certify that the above and foregoing is a true and correct copy of the minutes which is on file at Hartford City Hall.

Teresa Sidel, City Administrator



Agenda Item Staff Report

DATE: July 11, 2023

AGENDA ITEM: Conditional Use Request for Accessory Building at the Swenson Sports Complex

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approval

Background/Summary:

The city council approved budget funds to erect a building at the Swenson Sports Complex this year. This property is zoned NRC, and an accessory building is an allowed use for the zoning. The building will house maintenance equipment and can be used for storage in the winter for soccer goals, netting, bleachers, irrigation pipe, etc. Public works has funding available to place a 48'x30' building, which would be 1,440sf total. The building would also be 17' tall. Current regulations allow a maximum building size of 1,000sf and a maximum height of 15'. Since both the size and height of the proposed building do not meet these regulations, a conditional use permit must be secured. There are currently no other buildings on the property, but a future storm shelter/concession stand/restroom building is planned for placement between the 4 ball field diamonds. This is a large parcel – 42.3 Acres. The building will be placed on the west end where the current batting cage is located (the batting cage will be moved to another location). It will be 22 feet from the south property line and 189 feet from the west property line, which are the 2 closest property lines. Due to the need for a maintenance shed at this location and due to the large size of the property, it is the staff's recommendation to approve the conditional use permit.

Prior Council/Board Action:

8/24/2022 – City Council approved budget funds for a maintenance shed at the sports complex.

Possible Action:

- Approve the Conditional Use permit to allow a 17' tall - 1,440sf building.
- Deny Conditional Use permit to allow a 17' tall - 1,440sf building.

Fiscal Impact:

The city has \$20,000 in budget funds this year for the proposed project.

Attachments:

- Conditional Use Application
- Public Notice
- Accessory Structure Regulations
- Site Plan and Map of Area

APPLICATION FOR CONDITIONAL USE PERMIT
HARTFORD, SOUTH DAKOTA

APPLICATION NUMBER: 2023-6-20 FEE \$100.00: Waived - City Entity Check Cash PayGov

APPLICANT (Owner of Property): City of Hartford Phone: 605-528-6187

APPLICANT ADDRESS: 125 N main Ave, Hartford, SD 57033

Email: cityhall@hartfordsd.us

LEGAL DESCRIPTION: (Ex Lot 4) Lot 1 of Swenson Addition to the City of Hartford

CONDITIONAL USE ADDRESS: 1610 N Western Ave

ZONING DISTRICT: NBC

DESCRIPTION OF CONDITIONAL USE REQUEST: Request for 1,440 sq accessory building that would be 17' tall.

I (we) hereby certify that the information given is correct and true and furthermore, I (we) agree to comply with any and all conditions concerning approval of this application and other zoning requirements of the City of Hartford. I (we) understand that if granted, the conditional use permit is subject to all regulations imposed by the City of Hartford.

[Signature]
Signature of Applicant (s)

6-20-23
Date

[Signature]
Authorized Official

6-20-23
Date

***Site Plan required unless waived by Authorized Official

For Office Use Only:

The Planning and Zoning Board shall hear and decide all conditional use permits. A conditional use permit shall not be allowed to vary the use regulations.

Date of Public Hearing held by the Planning & Zoning Board: 7-11-23 Time: 7:05pm

Granted Denied

(signature of Chairman, Planning & Zoning Board or city official)

If not granted, state reasons: _____

Notice sent to Official Newspaper for P&Z Hearing (Not less than 10 days Prior to Hearing): 6-20-23
Notice posted on Property for P&Z Hearing (10 days prior to Hearing): June 23, 2023
Public Hearing by Planning and Zoning: July 11, 2023

PUBLIC NOTICE

The Hartford Planning and Zoning Board will conduct a public hearing at 7:05 p.m. on July 11, 2023, at Hartford City Hall to review and either approve or disapprove a conditional use application submitted by the City of Hartford for 1610 N Western Ave. The application is to erect a 17ft tall, 48' x 30' accessory building. All interested parties may appear and be heard.

Dated this 23th day of June 2023

Teresa Sidel
Hartford City Administrator

Ordinance #627 w/ Amended Ordinance #656 – Section 12.03

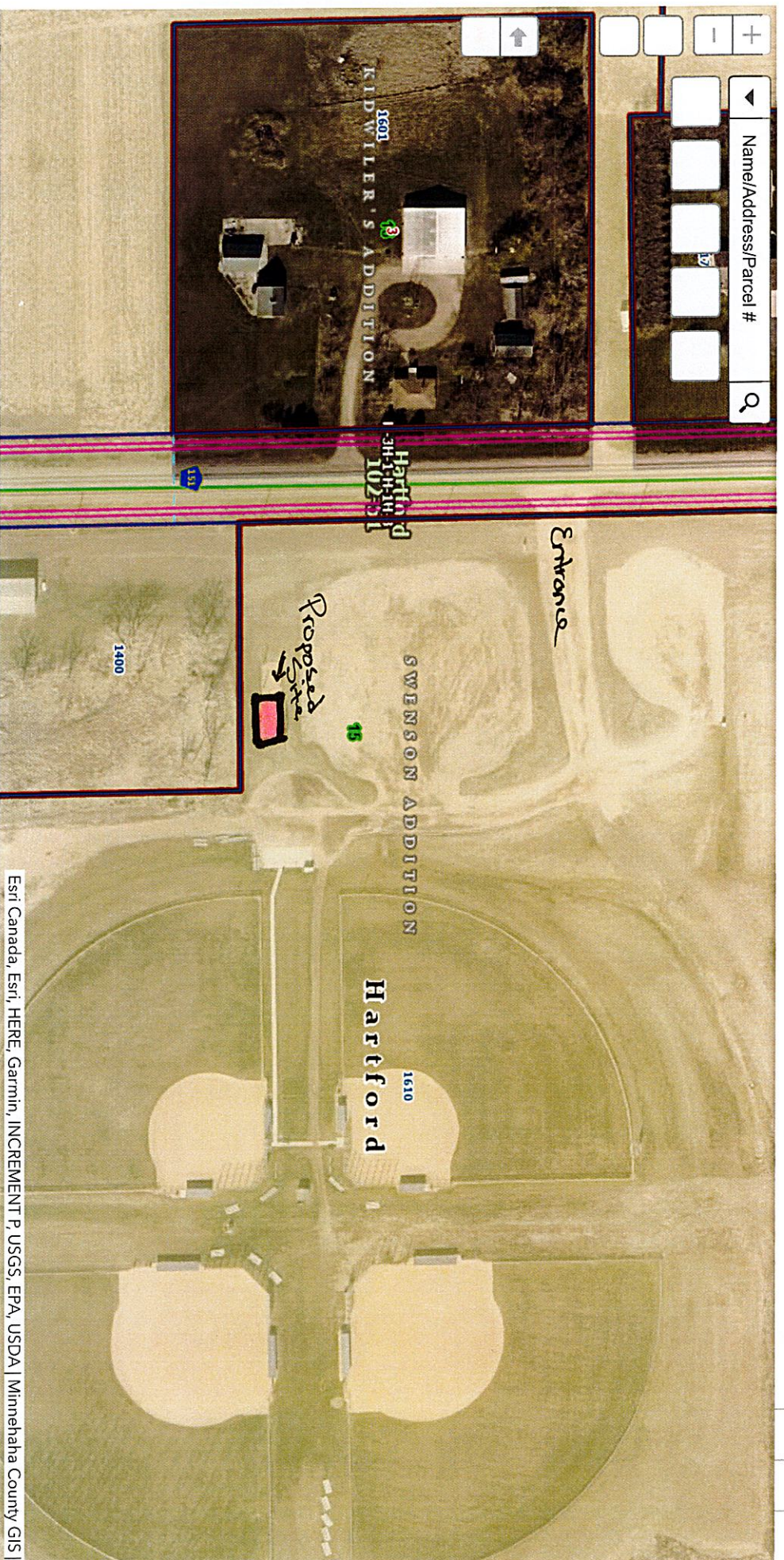
12.03 Accessory Buildings and Uses

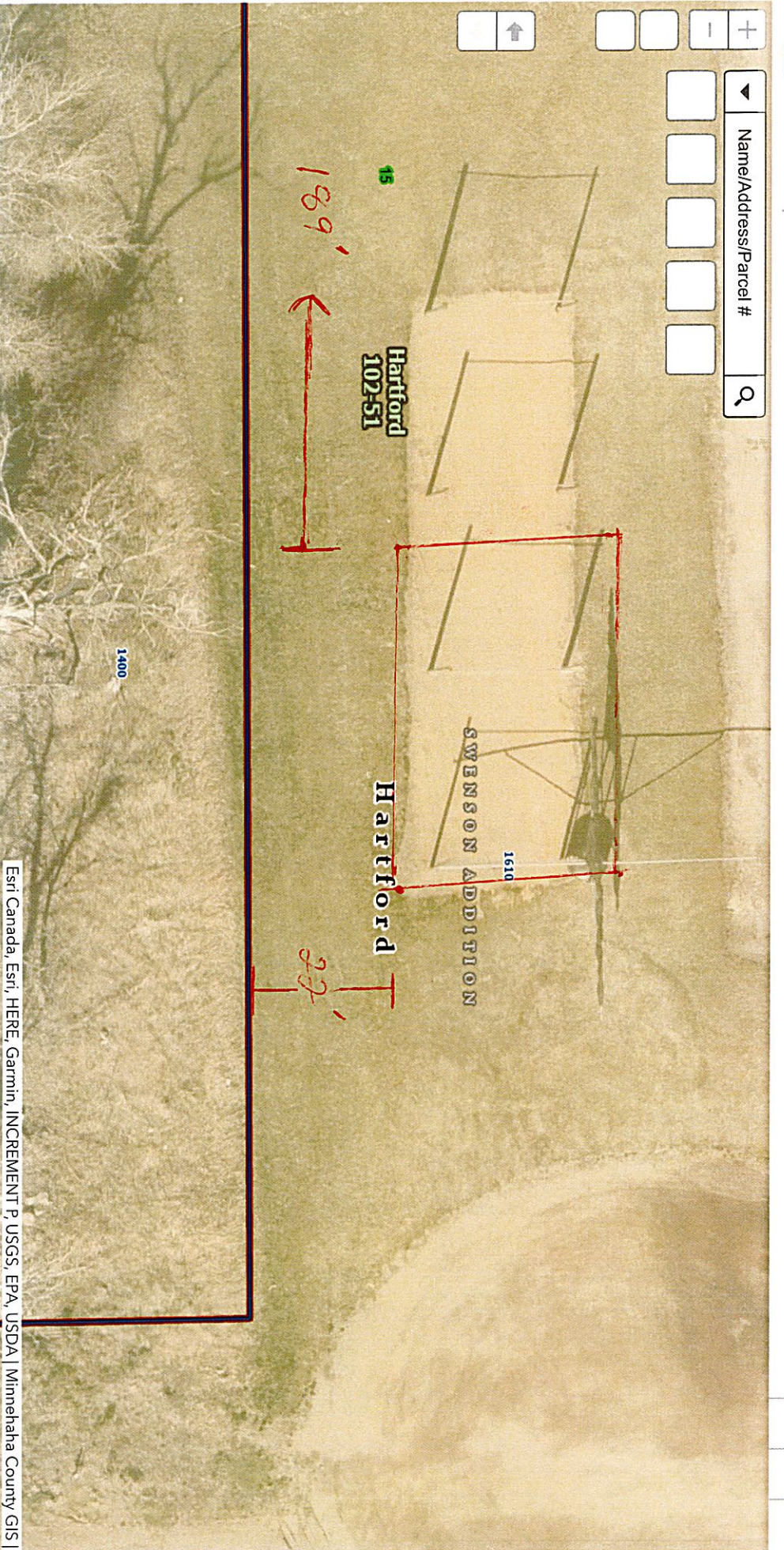
A. In General.

1. No accessory structure or use shall be constructed or developed on a lot prior to construction of the principal building.
2. Any structure placed within an easement that impedes the access or intended use of that easement may be removed by the City or the City's representative at the owner's expense.
3. No accessory building may be placed within drainageways and/or on drainage easements.
4. Accessory buildings may not be used for dwelling purposes.
5. A placement permit is required for accessory buildings under 120 square feet and a building permit is required for accessory buildings over 120 square feet.

B. Accessory Buildings.

1. Except in NRC: Natural Resource Conservation District, no accessory buildings shall be erected or located within any front yard or any required yard, other than the rear yard.
2. Accessory buildings, including, but not limited to, garages, shall not exceed fifteen (15) feet in height as measured from the mean ground level to the highest point of the roof.
3. Accessory buildings 120 square feet or under must be 5 feet or more from all property lines and accessory buildings over 120 square feet must be 10 feet or more from all property lines.
4. The distance between all buildings must be at least 5 feet.
5. Only two accessory buildings shall be permitted per lot.
6. No individual accessory building shall exceed a maximum of 1,000 square feet or 30% of the rear yard, whichever is less.
7. If two accessory buildings are constructed, one must be no larger than 150 square feet.
8. The roofing and siding materials of accessory buildings larger than 150 square feet, except greenhouses, must be of like kind to the principal structure.
9. Any accessory building which is entered directly from an alley shall not be closer than 15 feet to the property line abutting the alley.
10. Accessory buildings not meeting these requirements shall be allowed only as a conditional use.





Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA | Minnehaha County GIS |

20ft

90.949 43.639 Degrees

June 2023 Building Inspection Report

| <u>Date</u> | <u>Address</u> | <u>Permit #</u> | <u>Type</u> | <u>Status</u> | <u>Comments</u> |
|-------------|-----------------------|-----------------|-------------|---------------|---|
| 6/1/2023 | 739 Shamrock Drive | XXX | Bld | Status | Reviewed future job with GC |
| 6/7/2023 | 616 Cressman Trail | 2023-28 | Bld | Status | deck In progress |
| 6/7/2023 | 509 N. Main ave | 2023-27 | Bld | Status | job not begun |
| 6/10/2023 | 408 N. Main ave | 2023-46 | Bld | footing | approved deck job |
| 6/10/2023 | 921 Trojan ave | 2022-7 | Bld | final | lower level closure |
| 6/10/2023 | 1007/1009 Duck Trail | 2023-10 | Bld | framing | twin home set up |
| 6/10/2023 | 817 W. Opal Lane | 2023-59 | Bld | Status | excavation in progress |
| 6/10/2023 | 303 W. 2nd Street | 2023-24 | Bld | Status | framing in progress for main. Bld |
| 6/10/2023 | 1182 Ruud Trail | 2022-21 | Bld | Status | final items being completed |
| 6/10/2023 | 1180 Ruud Trail | 2022-22 | Bld | Status | foundation walls set |
| 6/10/2023 | 314 Maple ave | 2022-153 | Bld | Status | framing in progress |
| 6/10/2023 | 1820 N. Western ave | 2022-182 | Bld | Status | warehouse interior work on going |
| 6/12/2023 | 817 W. Opal Lane | 2023-57 | Bld | footing | approved new house set up |
| 6/12/2023 | 205 E. 6th Street | 2023-44 | Bld | framing | detached garage |
| 6/12/2023 | 1182 Ruud Trail | 2022-21 | Bld | final | closed out job |
| 6/13/2023 | 309 N. Mundt Ave | 2023-51 | Bld | footing | new house foundation |
| 6/14/2023 | 2010 N. Western Ave | 2023-1 | Bld | Status | checked on new truck barn |
| 6/15/2023 | 311 N. Maple Ave | 2022-156 | Bld | framing | approved rough framing |
| 6/17/2023 | 313 N. Maple Ave | 2022-155 | Bld | framing | approved rough framing |
| 6/17/2023 | 1107 N. Vandemark ave | 2023-59 | Bld | Status | new house site |
| 6/17/2023 | 820 Turtle Creek | 2023-20 | bld | Status | foundation walls set |
| 6/17/2023 | 314 Maple ave | 2023-157 | bld | Status | sheetrock being set |
| 6/17/2023 | 311 Maple ave | 2023-156 | Bld | Status | insulation being set |
| 6/17/2023 | 101 Whistler Circle | 2023-29 | Bld | Status | foundation walls set |
| 6/17/2023 | 303 E. 2nd street | 2023-24 | Bld | Status | checked progress |
| 6/17/2023 | 511 N. Mundt | 2022-181 | Bld | Status | rough framing in progress |
| 6/19/2023 | 308 W. 5th street | | CE | Status | reviewed outstanding CE issues with Owner |
| 6/20/2023 | 312 N. Maple ave | 2022-158 | Bld | framing | approved townhouse |
| 6/20/2023 | 404 N. Oaks Ave | 2023-63 | Bld | footing | approved footing set up |
| 6/23/2023 | 1820 N. Western ave | 2022-182 | Bld | prefinal | office area only |
| 6/24/2023 | 1820 N. Western ave | 2023-31 | Bld | final | closed out sign job |
| 6/24/2023 | 805 W. Opal Lane | 2022-146 | Bld | final | new house job |
| 6/24/2023 | 2010 N. Western Ave | 2023-65 | Bld | footing | new detached accessory structure |
| 6/24/2023 | 1007/1009 Duck Trail | 2023-10 | Bld | Status | sheetrock being set |
| 6/24/2023 | 119 N. Main ave | 2023-197 | Bld | Status | mech. Work to be done |
| 6/24/2023 | 906 N. Western ave | 2023-37 | Bld | Status | materials on site |
| 6/24/2023 | 310 Maple Ave | 2023-152 | bld | Status | insulation being set |
| 6/24/2023 | 303 E. 2nd street | 2023-24 | Bld | Status | maintenance shop framing |
| 6/27/2023 | 504 David Roe Drive | 2023-12 | bld | final | closed out deck job |
| 6/28/2023 | 200 Duck Trail | 2022-193 | Bld | final | closed out new house |
| 6/29/2023 | 501 Cloverleaf ave | 2023-52 | Bld | Status | checked on porch-deck framing |
| 6/29/2023 | 751 Shamrock Drive | 2022-123 | Bld | Status | checked on pool & barrier |

JUNE 2023 CODE REPORT

| ADDRESS | DATE | DEADLINE/FOLLOWUP | CODE TYPE | REASON | SOURCE | CLOSED? | COMMENTS |
|----------------------------|-----------|------------------------|-----------|---------------------------------------|--------|---------|--|
| 510 N Main Ave | 6/1/2023 | 6/20/2023 7/11/2023 | Municipal | Rubbish/Junk | R | No | Letter sent on 6/1 for rubbish/junk behind the front porch. Letter with \$100 fine sent on 6/23. Fines total \$150 due to past fine for rubbish/junk. |
| 306 W 6th St | 6/1/2023 | 6/8/2023 | Municipal | No Building Permit | S | Yes | Contacted owner on 6/1 about footings for parking pad, but no flatwork permit on file. Owner obtained flatwork permit that afternoon. |
| 110 N Kelley Ave | 6/6/2023 | 6/22/2023 | Municipal | Parking on Grass | S | Yes | Letter sent on 6/6 for red trailer parked on the grass. |
| 405 S Feyder Ave | 6/13/2023 | N/A | Zoning | Accessory Building | S | No | Courtesy letter sent on 6/13 with reminder of the zoning ordinances in regard to accessory buildings. The concern is the flatwork permit obtained will turn into building a garage that violates the zoning ordinances regarding size and number of buildings per lot. |
| 508 N Mundt Ave | 6/13/2023 | 6/29/2023 | Municipal | Inoperable Vehicle | S | Yes | Letter sent on 6/13 for inoperable larger truck parked in front of garage. |
| 407 N Oaks Ave | 6/13/2023 | 6/22/2023 | Municipal | No Pet License | S | Yes | Letter sent on 6/13 for animals with no pet license. |
| 206 Ramona St | 6/13/2023 | 6/22/2023 | Municipal | No Pet License | S | Yes | Letter sent on 6/13 for animals with no pet license. |
| 303 N Oaks Ave | 6/13/2023 | 6/29/2023 | Municipal | Parking on Grass | R | Yes | Letter sent on 6/13 for boat/trailer parked on the grass. |
| 201 Mary Lane | 6/15/2023 | 6/20/2023 6/30/2023 | Municipal | Tall Grass/Weeds | S | No | Door Tag left on 6/15 for tall grass/weeds along Mundt Ave. Letter with \$50 fine sent on 6/23. |
| 400 Mary Lane | 6/15/2023 | 6/22/2023 7/12/2023 | Municipal | Tall Grass/Weeds & Rubbish/Junk | R | No/No | Letter sent on 6/15 for tall grass/weeds and rubbish/junk in front and back of property. |
| 401 N Main Ave | 6/15/2023 | 7/4/2023 | Municipal | Parking on Grass | S | No | Letter sent on 6/15 for boat trailer and other trailer parked on the grass. |
| 1060 Ruud Trail | 6/20/2023 | 6/27/2023 | Municipal | Tall Grass/Weeds | S | Yes | Letter sent on 6/20 for tall grass/weeds. |
| 200 E 6th St | 6/20/2023 | 6/27/2023 | Municipal | Tall Grass/Weeds | S | Yes | Letter sent on 6/20 for tall grass/weeds. |
| 908, 912, & 916 Trojan Ave | 6/20/2023 | 6/27/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/20 for tall grass/weeds. Final courtesy letter for the 2023 growing season. |
| 301 W 4th St | 6/20/2023 | 7/6/2023 | Municipal | Parking on Grass | S | Yes | Letter sent on 6/20 for truck parked in the front lawn. Owner putting additional gravel on his driveway. |
| 304 W Menth St | 6/20/2023 | 6/27/2023 & 7/6/2023 | Municipal | Inoperable Vehicle & Tall Grass/Weeds | S | Yes | Letter sent on 6/20 for potentially inoperable vehicles with tall weeds growing around them on the east side of the property. |
| 108 N Oaks Ave | 6/20/2023 | 7/6/2023 | Municipal | Parking on Grass | S | No | Letter sent on 6/20 for trailer parked on the front lawn. |
| 204 N Western Ave | 6/20/2023 | 6/27/2023 | Municipal | Tall Grass/Weeds | S | Yes | Letter sent on 6/20 for tall grass/weeds. |
| 1135 Ruud Trail | 6/20/2023 | 6/27/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/20 for tall grass/weeds. |
| 1125 Ruud Trail | 6/20/2023 | 6/27/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/20 for tall grass/weeds. |
| 100 S Kelley Ave | 6/22/2023 | 6/29/2023 | Municipal | Tall Grass/Weeds | R | Yes | Letter sent on 6/22 for tall grass/weeds. |
| 209 N main Ave | 6/23/2023 | 7/11/2023 | Municipal | Rubbish/Junk | S | No | Letter sent on 6/23 for rubbish/junk. |
| 200 E 3rd St | 6/23/2023 | 6/29/2023 | Municipal | Tall Grass/Weeds | S | Yes | Letter sent on 6/23 for tall grass/weeds. |
| 103 E 4th St | 6/23/2023 | 7/11/2023 | Municipal | Parking on Grass | S | No | Letter sent on 6/23 for two UTV's parked on the grass. |
| 200 Mary Lane | 6/27/2023 | 7/4/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/27 about mowing tall grass/weeds in boulevards. |
| 201 Jeanne Circle | 6/27/2023 | 7/4/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/27 about mowing tall grass/weeds in boulevards. |
| 501 N Mundt Ave | 6/27/2023 | 7/4/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/27 about mowing tall grass/weeds in boulevards. |
| 405 N Mundt Ave | 6/27/2023 | 7/4/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/27 about mowing tall grass/weeds in boulevards. |
| 407 N Mundt Ave | 6/27/2023 | 7/4/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/27 about mowing tall grass/weeds in boulevards. |
| 513 N Mundt Ave | 6/27/2023 | 7/4/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/27 about mowing tall grass/weeds in boulevards. |
| 605 N Mundt Ave | 6/27/2023 | 7/4/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/27 about mowing tall grass/weeds in boulevards. |
| 601 N Mundt Ave | 6/27/2023 | 7/4/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/27 about mowing tall grass/weeds in boulevards. |
| 606 Sherwood Cir | 6/29/2023 | 7/11/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/29 for tall grass/weeds in empty lot. |
| 408 N Mundt Ave | 6/29/2023 | 7/11/2023 | Municipal | Tall Grass/Weeds | S | No | Letter sent on 6/29 about mowing tall grass/weeds in boulevards. |
| | | | | | | | |
| | | | | | | | |

R=RESIDENT
S=STAFF

City Administrator Update

July 11, 2023

Updates (Changes in Red):

• City Project Update

- Bike Trail – The initial layout for the new trail between Main Ave and Feyder Ave shows the area between the creek and the city's property line is pretty narrow along the NE portion of the trail. Staff tried to secure an easement in this area, but the property owner has denied it. I contacted our grant sponsor, SD Game, Fish & Parks, to see what our options are for moving forward. They have indicated that if we alter the path to go on the south side of the creek, it will require another application. They did note that we can possibly reduce the width of the path to some degree but want us to keep it as wide as possible. ISG has presented a preliminary redesign for the 10 foot that narrows to 8 feet on the east side – this would require a couple of retaining walls but looks like it is possible if they can get confirm data from FEMA that there will be a no-rise in the floodplain. Because of the higher estimated cost, I have asked ISG for a cost estimate that would incorporate an 8-foot width the entire length of the trail verses just the east end. After review of the cost estimates and layout by both the Park & Rec Board and the City Council, it was decided to place an 8' trail the entire length between Main Ave and Feyder Ave. This new layout was sent to the GFP, and it was approved. ISG will finalize plan designs and the city will move forward with bidding asap. **Soil borings were done, and we received those results this past week – ISG will be able to finalize plans for the retaining walls. We have sent all required paperwork to FEMA for the no-rise certificate, but we are still waiting for FEMA approval.**
- 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. **The SRF loan for this project was approved last week by DANR. The city will receive a \$490,800 SRF loan. The loan is for 30 years at 3.25% interest and will be paid back with water system revenue (no surcharge). Once the loan papers have been signed and finalized, we can bid this project.**
- Western Avenue Expansion - ISG continues to work on plans. Plans need to be submitted to the DOT by the end of this year so it can be vetted by the state next year for construction in 2025. **ISG noted this past week that they have been working with the state engineer (HR Green) on drainage and road alignment.**
- WRRF – Staff continues to meet with ISG and Rice Lake on the WRRF. ISG has submitted 90% plans to DANR. An error in the publishing of our CMAR was noticed by the state so in order to comply with all state regulations, the city needs to re-publish our CMAR notice, review proposals submitted, and re-issue the CMAR. This process will take approximately 3 weeks and we hope to be back on track by the end of May. The city has approved Rice Lake as our CMAR for this project and approved a GMP (Guarantee Maximum Price). **The contract with Rice Lake was approved by the council on 7/5 and Rice Lake is able to move forward with securing bids for the project.**

• Stockwell Projects (Changes in Red):

- Western Sewer Project: A walk through was conducted on 7/20 with staff, Stockwells, and the state. A second walk through was conducted about 3 weeks ago. A list of punch list items was sent to the contractor to be addressed. Final payment will not be granted until all punch list items are completed to the city's satisfaction. The contractor was given a deadline of May 15, 2023, to complete all punch list items. All punch list items have been completed. Additional seeding was completed but we will wait to close out the project until we ensure the seed will take.

• Other:

- The county has finished the asphalt work on Western Avenue from Hwy 38 to Central States this week. They will come back to paint the striping at a later date.
- The City Council approved 1st Reading of the rezoning of CAM Properties, and they approved the updated Comprehensive Plan.

- The city's new welcome billboard has been placed at the intersection of Hwy 38 & I90. We were able to erect this billboard with donations from Golden West, Sioux Valley Energy, and Midco. Our 3 other welcome signs (those damaged by the derecho the previous May) are planned to arrive in a couple of weeks. The welcome sign along Western Ave (by the old event center) will be placed in the same location, the welcome sign along west Hwy 38 (across from the professional center) will also be placed in the same location but the welcome sign that was by the high school will be moved further east to the intersection of Hwy 38 and 465th Ave – the city owns the land so no easements required, it will be by our future lift station so electricity will be in place by next year, and allows further growth east before the sign will need to be moved.
- The city council will set the date for our 2024 budget meeting at their next meeting. I will be suggesting a budget meeting date of 8/22 since there are no other meetings that week. I anticipate the city's 2024 budget to be tight this next year due to rising maintenance costs and large projects but if there is anything you think we should consider budgeting for, please let me know by August 1st.
- The city did submit a couple of applications last week. One is a grant application to place Oaks Avenue by the water tower and W 12th Street by the building center. This is an 80/20 EDA grant and if awarded, the cost to the city of these street projects will be approximately \$468,000. The other application was to DANR for a second SRF loan on the WWTF – additional funding is needed due to increases in costs since 2021 (that was when the city submitted our original loan request).
- The city receives our water from Minnehaha Community Water Corp. Our water allocation contract is up this coming year, so we are in negotiation to review the contract. A meeting is planned for 7/12 to further these discussions.
- The city's slurry seal project for our streets is still planned for August.
- The West Central Elementary School project is going well so far. We are still in discussion about possibly revising some of the parking to allow for a few ADA parking spots on the south side of the school. A plan was sent to us about a week ago and was reviewed by our engineers and staff. We asked for some revisions and are waiting for a response. Nothing has been finalized yet.
- Staff, along with the city engineers, will be reviewing our sub-division regulations and discuss possible changes. Any suggested changes will come before your Board for review at a future meeting.

Please call if you have any Question: 528-6187 or 605-906-1750