

PLANNING AND ZONING AGENDA
TUESDAY, JULY 25, 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
 - July 11, 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 Annexation Hearing – Review Annexation Petition Received by Jastram Hartford LLC to consider annexation of Parcel #64705 as a Rural Service District

- 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: August 8, 2023

Planning and Zoning Meeting – Regular Meeting July 11, 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, Stacey Kutil, Michelle Kilbourn, Troy Jackson and Brad Miles. Tim Graham was absent with notice. Also present was City Administrator Teresa Sidel, Building Inspector Paul Clarke and Building Inspector/Code Enforcer Kyle Christensen. There were 2 people from the public in attendance.

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

Approval of the Minutes: The June 27, 2023, regular meeting minutes were reviewed. A motion was made by Anderson, second by Kutil to approve the June 27, 2023, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

Hearings/Petitions/Applications:

- **7:05 Conditional Use Hearing:** The city has submitted a conditional use application to erect a building at the Swenson Sports Complex. 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 42.3 acre parcel. 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. There was some board discussion on if this should be classified as a primary building or accessory building – since city regulation do not specify what is classified as a primary building in park area, it was decided that an accessory building is the only definition that would apply. Location and use were also discussed. A motion was made by Jackson, second by Anderson to approve CUP 2023-6-20 for an accessory building at 1620 N Western Ave – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide an update on building projects to the Board. There are currently 10 open single-family homes in various stages of construction, along with 1 twin home. Clarke also gave a recap of current commercial permits that are still open, including the Maple Pass Development, West Central School Project, Black Tie Components, and the Central States Expansion.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen presented a recap of current code violations being addressed by the city – including parking on sidewalks, tall grass/weeds, branches, no pet license and building without a permit. The Board posed concerns about low hanging limbs over the sidewalks throughout town – Christensen will complete an inspection. There were also concerns regarding low stop sign visibility due to branches at Western & 7th – Public Works will address this issue.
- **City Administrator Update:**
 - 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 was awarded an SRF grant to fund this project.
 - 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. Rice Lake is moving forward with securing bids.
 - The city's new welcome billboard has been placed at Hwy 38 & I90. The new welcome signs are expected later this month.
 - The city has submitted 2 applications to the state – An EDA grant application for a street project and an SRF application for a second loan on the future WWTF.
 - The city's 2024 budget meeting will be set for late August.
 - City staff are meeting with MCWC to review the city's water allocation contract and future needs.
 - 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.
 - The board was also briefed on an upcoming annexation petition.

Adjournment: A motion was made by Kilbourn second by Kutil to adjourn at 7:24pm – 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 25, 2023

AGENDA ITEM: Review Petition of Annexation submitted by Jastram Hartford LLC

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve Annexation as a Rural Service District

Background/Summary:

The city has received an annexation petition from Jastram Hartford LLC. They are asking to annex approximately 65 acres of their land that sits on the south side of I90, west side of 463rd St (Western Ave) – west of Brower Addition (see enclosed map). Future water and sewer connections would be via mains from the Western Meadows Development. The owner/developer will need to connect to these main in the Western Meadows Addition, bore under the interstate to the property. Approximate cost of this connection is roughly estimated to be \$1.8M – this estimate has been conveyed to the owner and they are aware that this cost is their expense. The applicant currently does not plan to develop the property but is hoping to sell it to a developer so when this develops and what it develops into (residential, commercial, light industrial...) is all unknown at this point. The owner would like to annex it into the city as a rural service district so the land would stay rural in nature. Once development is foreseen, the developer or owner at that time will need to come to the city with their plan and have the property zoned correctly. Rural Service Districts are taxed at the county rate, but the city gets those real estate taxes. It means that the owner still would pay the same amount of tax as they would if in the county, so there is no tax consequence for annexation of undeveloped land. Once the land starts to be developed, then the tax rate would change. Annexation of this land helps the city in two ways – 1) The city receives the taxes from this land and 2) The additional land area would help in the city's negotiation on our water contract – the more area the city needs to supply, the greater justification we have to keep our water allocation from Minnehaha Rural Water Corp. The property is contiguous to the city and provides a secure annexation line along the north boundary. The petition is in good manner and form.

Prior Council/Board Action:

None

Possible Action:

- Recommend Approval of the Annexation as a Rural Service District to the city council for final action.
- Recommend Denial of the annexation to the city council for final action.

Fiscal Impact:

Annexation would allow the city to receive taxes paid on this property verse the county. Once developed, the city would also receive any associated taxes.

Attachments:

- Petition Submitted
- Public Notice
- Map of Area

PETITION FOR SUPPORT OF ANNEXATION

We the landowners of the area described below wished to be annexed into the city limits of the City of Hartford, Minnehaha County, South Dakota.

Legal Description of land to be annexed:

The East Half of the Southeast Quarter (E½ SE¼), except the North 2 rods and Lot H-1, Section Twenty-eight (28), Township One Hundred Two (102), Range Fifty-one (51) West of the Fifth Principal Meridian.

Landowners:

Jastram Hartford, LLC

Dated this 28 day of June, 2023.

By Nathan Jastram (Signature)
Its Manager (Title)

STATE OF WISCONSIN)

:SS

COUNTY OF OZAUKEE

The foregoing instrument was acknowledged before me on the 28th day of June, 2023, by Nathan Jastram, the Manager (title) of Jastram Hartford LLC (entity). In witness whereof, I have hereunto set my hand and official seal.

Cheryl A. Wobey
Notary Public Wisconsin

12/04/2024
My Commission Expires:



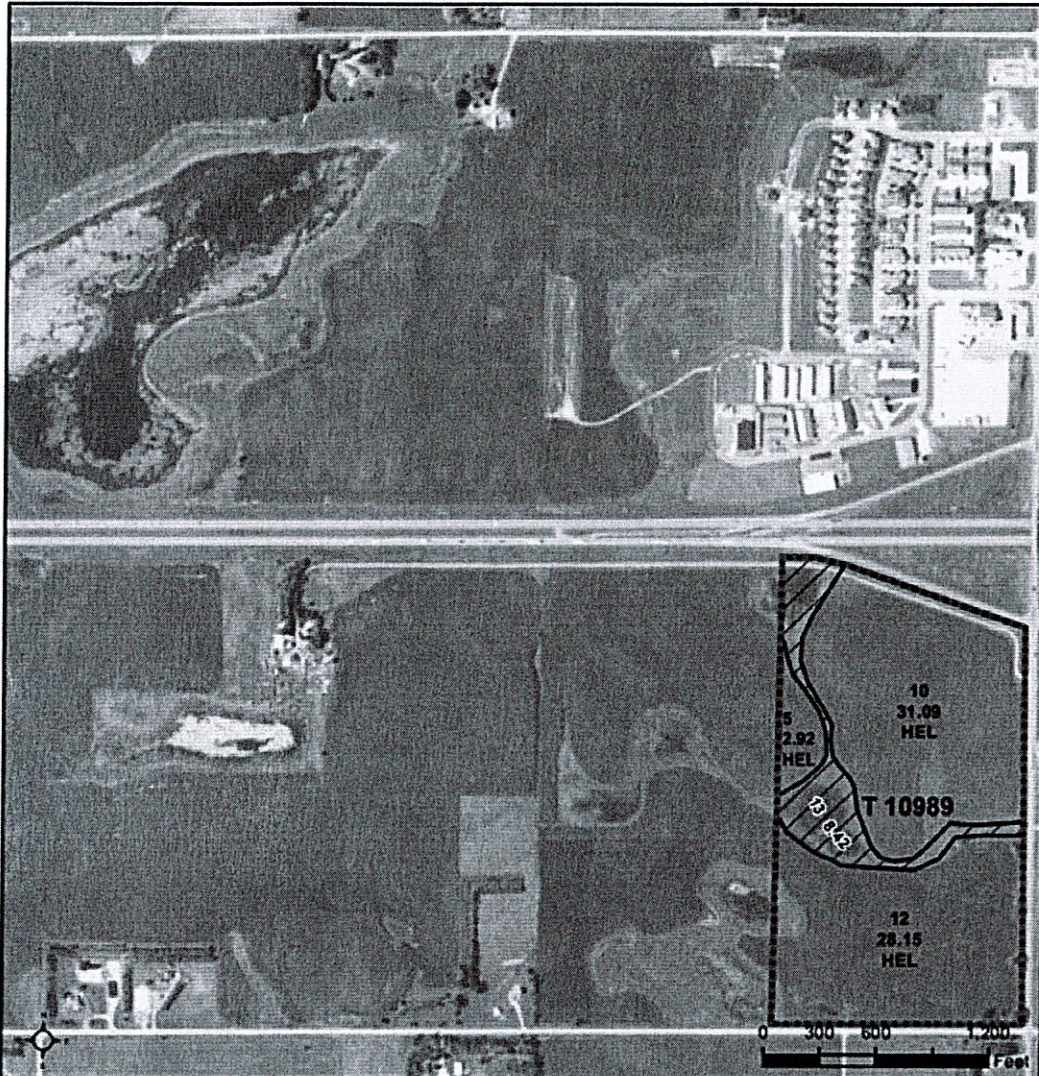
This petition has been signed by not less than three-fourths of the registered voters and by the owners of not less than three-fourths of the value of the territory sought to be annexed by the municipality.

Exhibit A (Attached map showing annexation area)



United States
Department of
Agriculture

Minnehaha County, South Dakota



Common Land Unit Tract Boundary
 Non-Cropland PLSS
 Cropland

Wetland Determination Identifiers
 ● Restricted Use
 ▼ Limited Restrictions
 ■ Exempt from Conservation
 ■ Compliance Provisions

Unless otherwise noted,
crops listed below are:
Non-irrigated
Intended for Grain
Corn = Yellow
Soybeans = Common
Wheat = HRS or HWS
Sunflowers = Oil or Non

Producer Initial _____
Date _____

2023 Program Year
Map Created April 17, 2023

Farm 8874

28-102N-51W-Minnehaha

United States Department of Agriculture (USDA) Farm Service Agency (FSA) maps are for FSA Program administration only. This map does not represent a legal survey or reflect actual ownership; rather it depicts the information provided directly from the producer and/or National Agricultural Imagery Program (NAIP) imagery. The producer accepts the data 'as is' and assumes all risks associated with its use. USDA-FSA assumes no responsibility for actual or consequential damage incurred as a result of any user's reliance on this data outside FSA Programs. Wetland identifiers do not represent the size, shape, or specific determination of the area. Refer to your original determination (CPA-026 and attached maps) for exact boundaries and determinations or contact USDA Natural Resources Conservation Service (NRCS).

Exhibit A (Attached map showing annexation area)

PUBLIC NOTICE

An annexation petition has been received by the City of Hartford from Jastram Hartford, LLC, asking for the annexation of the following property: The East Half of the Southeast Quarter (E1/2 SE1/4), except the North 2 roads and Lot H-1, Section Twenty-eight (28), Township One Hundred Two (102, Range Fifty-one (51) West of the Fifth Principal Meridian, Hartford Township, Minnehaha County, South Dakota (Parcel #64705). This petition will be reviewed by The Hartford Planning and Zoning Board on July 25, 2023, at 7:05p.m. at the Hartford City Hall. The Hartford City Council will review said annexation petition on August 1, 2023, at 7:05p.m. at Hartford City Hall to either approve or disapprove the described request. All interested parties may appear and be heard.

Dated this 14th day of July 2023

Teresa Sidel
Hartford City Administrator

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 25, 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. **Plans will be discussed with the city council at their 8/1 meeting, and we hope to get approval for bidding. We will bid as soon as the council approves so we have a contractor in place and will be ready to go once FEMA approves.**
- 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). **City plans to bid the project this fall.**
- 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 still is working on plans and coordinating with the state engineer (HR Green).**
- 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.
- Sports Complex Storm Shelter/Concession Stand: **FEMA has approved the extension deadline for our mitigation grant but no word on approval of amended price costs. SECOG is meeting with the state and will discuss further on 7/28.**
- CIP: **ISG is working with city staff to update the city’s 5 year Capital Improvement Plan (CIP). Once updated, a copy will be presented to the P&Z Board and City Council.**

• Stockwell Projects (Changes in Red):

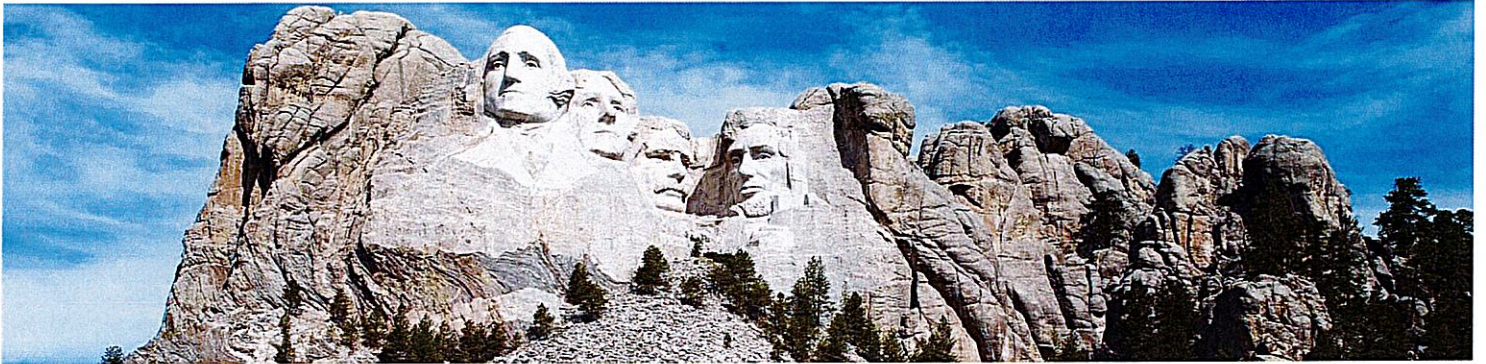
- Western Sewer Project: A walk through was conducted on 7/20 with staff, Stockwells, and the state. A second walk through was conducted about 3 weeks ago. A list of punch list items was sent to the contractor to be addressed. Final payment will not be granted until all punch list items are completed 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. **The seeding will be re-evaluated mid-August and we will determine if the project can be closed out completely or if re-seeding needs to be done.**

- **Other:**

- The City Council approved 2nd Reading of the rezoning of CAM Properties. The developer can move forward with plans.
- The 3 damaged welcome signs along Western & Highway 38 plan to be placed the week of July 31st – it was moved back one week since we last met. 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. We won't place this east sign until the left station project is done.
- The city council has set the date for the 2024 budget meeting. It will be Tuesday 9/5. This is a regular scheduled meeting date so we will have the regular council meeting at 6pm that night and then go into our budget meeting at 7pm that night. One again if there is anything you think we need to consider for our 2024 budget that is not a normal expense, please let me know as soon as possible – I will be working on budget all this next month.
- 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. Craig, Amy and I had a meeting on 7/12 with Scott Buss and Ryan Allen with MCWC to discuss the city's water contract. Before we went to the meeting, we had calculated future water needs for the city. We looked at all our annexed land and calculated an estimate of gallons per day needed once it is fully developed. Our calculations come to approximately 1M gallons per day in addition to our current water usage of 600,00 gallons per day. This uses up 1.6M of our current 2.1M contract. This tells us that we do not want to fall below our current contract amount and that was stressed to MCWC. Both Buss and Allen indicated that they probably won't reduce our contract after seeing these figures, but they did indicate that the city may need to pay some sort of fee for gallons that we are not using. They also told us that all their current water rights are already allocated to contracts and the only way to get additional water allocation, above our contract amount, is to buy into the portion of water they will received from the Lewis and Clark expansion – initial cost estimates of this buy-in is \$20M per 1M gallon per day. They noted that no decision will be made on any contracts until the end of this year or the beginning of next year. Staff will continue to keep in contact with them and provide additional information as needed.
- 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 earlier this month 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.
- Just another reminder – The South Dakota Planners Association is holding their conference this year in Mitchell on October 24-26. I included a draft agenda of topics that will be discussed. If any P&Z member would like to attend the conference or even a day, just let me know before September 23rd.

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



South Dakota Planners Association was created in 1989 as a result of the Association of Planners & Geographers. Throughout the years it's hosted/co-hosted many yearly conferences and training sessions. South Dakota Planners Association is a non-profit corporation promoting sound planning in South Dakota.

2023 Annual SDPA Conference Registration will OPEN on May 1, 2023!

Sneak Peak at events and agenda [here!](#)

TOPICS CHOSEN:

- › Roberts Rules of Order and Ex-parte Communication
- › Ag Preservation
- › Main Street Streetscape
- › Platting
- › Complete Streets
- › Standard Operating Procedure
- › Water

- ▶ Building
- ▶ Ethics
- ▶ Legal Issues of the Year with Zach and Jack!

MAKE YOUR HOTEL RESERVATIONS TODAY!

HOTEL RESERVATION WINDOW IS NOW OPEN!

Reservation window closes September 23....so make your reservations today!

Remember its Pheasant Season at this time, so rooms are at a premium! Make your reservations ASAP. State rates are non-existent during this season so plan accordingly!

Both hotels are directly adjacent to the Highlands Conference Center which is our conference facility as well!

You must call the facilities to make your room reservations-no online booking available!

Hampton Inn: 605-995-1575

SD Planners Conference Room Block

Room rate of \$154/night plus taxes

*******Block expires on Saturday, September 23, 2023*******

Comfort Inn: 605-990-2400

SD Planners Conference Room Block

Room rate of \$139/night plus taxes

******Block expires, Tuesday, September 26, 2023******



2023 SDPA Annual Conference Mitchell, SD

October 24-26, 2023

Sdplanners.org

southdakotaplanners@gmail.com




Davison County
Mitchell, South Dakota



"I want to welcome all of you on behalf of the South Dakota Planners Association to the annual conference in Mitchell, SD! Thank you to all of the volunteers who helped create this amazing agenda and to all of the speakers joining us today for taking time out of their busy lives to come and educate all of us!" – Amber Vogt, SDPA President

TUESDAY, OCTOBER 24, 2023	
6:30 - 8:30 pm	Networking Mixer w/ 2 drinks provided - food is pay on your own @ The Back 40 Taphouse Grill located at 511 N Main Street, Mitchell SD
WEDNESDAY, OCTOBER 25, 2023	
8:30 - 9:00 am	REGISTRATION & NETWORKING (hotels provide breakfast - coffee provided at conference)
9:00 - 9:15 am	Welcome to Mitchell, SD Bob Everson Mayor of Mitchell
9:15-10:45 am CM Credits 1.0	ROBERT'S RULES OF ORDER' EX-PARTE COMMUNICATIONS AND PARLIAMENTARY PROCEDURE - Todd Kays, Executive Director, First District Association of Local Governments; Luke Muller, Senior Planner, First District Association of Local Governments, Codington County Zoning Officer and Brian McGinnis, Community Development Specialist, Planning & Development District III <i>Todd, Luke and Brian will provide a review of common parliamentary rules and how to make sense of that process in a planning and zoning world. From their experiences, they will also provide insight and best management procedures for planning commission and board member behavior regarding board by-laws, and ex-parte communications.</i>
10:45 - 11:00 am	BREAK (Sponsored by The Planning Districts)
11:00-12:00 pm CM Credits 1.25	AG PRESERVATION HAPPENING IN SD Jeff Vander Wilt, Assistant State Conservationist for Programs USDA – Natural Resources Conservation Service and Tony Leif, Executive Director, SD Agricultural Land Trust <i>Jeff will discuss the Agriculture Conservation Easement Program (ACEP) and the Regional Conservation Partnership Program (RCPP). Tony will discuss the background of what the South Dakota Agricultural Land Trust (SDALT) provides to South Dakota farmers and ranchers. SDALT has built an organizational foundation of statewide support necessary to deliver conservation solutions to SD producers and is working with those landowners who contact us to solicit our help in protecting their farm and ranch property with conservation easements. Their mission is to conserve South Dakota's agricultural heritage and working landscapes for the benefit of future generations. They look to secure voluntary conservation easements that benefit the sustainability of working agricultural lands, the landowners who steward them, and the natural resources they provide.</i>

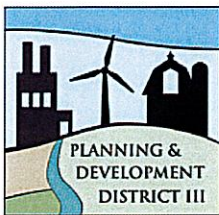
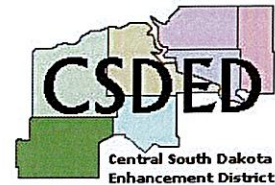
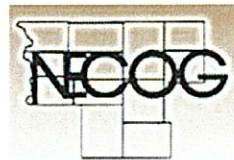
12:00-1:30 pm	LUNCH Provided at Highlands by SDPA	
1:30 pm - 2:30 pm	CITY SESSION CM Credits 1.0	COUNTY SESSION CM Credits 1.0
	<p>MAIN STREET STREETScape - Ashley Endres, Director of Mitchell Main Street & Beyond</p> <p><i>Ashley will discuss Mitchell's downtown historic district, business improvement district #3 (BID) as well as the Main Street streetscape plan. The BID#3 tax was established in 2018 and is projected to raise approximately \$45,000 per year with a portion of the funds being used as a grant improvement program that is available to anyone within the BID#3 district area. This grant program allows owners to make exterior improvements to enhance the historic commercial district. These improvements are designed to turn around the deteriorating area and improve the entire city's quality of life. The remaining BID funds are being used for the "look and feel" enhancements and features along our Main Street. These elements will attract area shoppers and tourists to the heart of town. The streetscape concept is a process in which each intersection will be complete in consecutive years.</i></p>	<p>PLATTING: TITLE AND HOW IT COMES TOGETHER - Amber Vogt, Lawrence County Planning & Zoning Director and Adam Thompson, PLS, CFedsS, Regional Vice President of Interstate Engineering</p> <p><i>Amber and Adam will discuss the many differences within platting requirements across the state both in the different county offices as well as the register of deeds offices. What basic things can we learn from? How do we make it easier across the board? We want this to be a conversation amongst the state as we know each area differs.</i></p>
2:30 - 3:30 pm	CITY SESSION Complete Streets in Sioux Falls	SESSION B
	<p>COMPLETE STREETS IN SIOUX FALLS - Kristen Benidt, Urban Planner; Fletcher Lacock, AICP, Urban Planner and Sam Trebilcock, AICP, Senior Planner – all of City of Sioux Falls, SD</p> <p><i>What can communities and planners do to start advocating for active transportation and the benefits to the health, wealth, and well-being of a community? In 2015, the City of Sioux Falls, SD adopted a Complete Streets resolution to prioritize early inclusion of bicycle, pedestrian, and transit accommodations in roadway projects. But it doesn't stop there. In 2022, the City of Sioux Falls adopted an ordinance creating an Active Transportation Board to provide a consistent voice on bicycle, pedestrian, and all other human-powered mobility.</i></p> <p><i>This presentation provides an update on what Sioux Falls planners are working on including: a timeline and review of the process to create an Active Transportation Board, a look at improving Complete Streets design standards and ordinances, a review of bicycle and pedestrian crash data, and the coordination needed to create bicycle infrastructure maps for the new Sioux Falls Bike Plan.</i></p>	<p>What is your Standard Operating Procedure (SOP)? Toby Brown, Lincoln County Planning Department</p> <p><i>As Planners, we know we have many codes and laws, but what are the step-by-step set of instructions to guide you and your department so that you perform in a consistent manner. The presenters will share their experiences with and without SOPs and why they are important in the day-to-day function of a planning/regulatory department.</i></p>
3:30 - 3:45 pm	BREAK Sponsored by: 	
3:45 - 5:00 pm CM Credits 1.0	<p>WATER....WATER....WATER - Cheryl Chapman, PhD, PE, Executive Director, Western Dakota Regional Water System, Inc <i>Communities in western South Dakota rely on surface and ground water for its drinking water source. Studies show that prolonged drought diminishes the available water to the point of insufficient water resources for current and future demands. Western Dakota Regional Water System (WDRWS) was formed to provide abundant, clean water from the Missouri River and other sources to western South Dakota. The presentation addresses the history and progress of its efforts and impact on the future planning and growth in the region.</i></p>	
6:00 - 8:00 pm	Dinner & 2 Drinks Provided/Business Meeting @ Blarneys (Right next to the Hotel)	
THURSDAY, OCTOBER 26, 2023		

8:00 - 8:30 am	NETWORKING (hotels provide breakfast - coffee provided at conference)
8:30 - 10:00 am CM Credits 1.5	ETHICS for Real People - Jeopardy Style - Jayna Wattson, AICP Retired Planner <i>Planners are influenced by a long list of factors that affect daily decision making and true professional behavior. This session will cover ethics case studies published by the American Planning Association and includes a fun game show style segment!</i>
10:00 - 10:15 am	BREAK & SNACK (Time to check out is by 11:00 am)
10:15 - 11:15 pm	SOUTH DAKOTA PLANNING & ZONING LEGAL ISSUES OF THE YEAR - Jack Hieb, Attorney and Partner and Zachary Peterson, Attorney and Partner with Richardson Law Firm Attorneys <i>Jack and Zach are back with a legal update of what's happening this year in South Dakota. They will review any case law that we need to be aware of or changes occurring in legislation.</i>
11:15 - 12:00 pm	ROUNDTABLE DISCUSSION/CONFERENCE WRAP UP. <i>Best and worst practices. Let's talk about what you want!</i>

Thank you to the Conference Committee!

Amber Vogt, SDPA President; Brandi Hanten, SDPA Vice President; Adam Roach, SDPA Secretary/Treasurer; Toby Brown, SDPA Past President; Karen Wegleitner, Davison County Deputy Administrator; Jeff Bathke, Davison County, Administrator

We want to thank all of our sponsors this year!



Engineering, Reimagined