

Planning and Zoning Meeting – Regular Meeting July 29, 2025

Planning & Zoning Chairman Tony Randall called the meeting to order at 7:05pm at Hartford City Hall with the following planning and zoning members present: Mark Anderson, Stacey Kutil, Tim Graham, Keely Espinoza, and Troy Jackson. Brad Miles was absent with notice. City Administrator Teresa Sidel and Building Inspector/Code Enforcer Kyle Christensen were also present. There was no one from the public in attendance.

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

Approval of the Minutes: The May 27, 2025 regular meeting minutes were reviewed. A motion was made by Kutil second by Graham, to approve the May 27, 2025, regular meeting minutes – all voted yes, motion carried.

Public Comments on Non-Agenda Items: None

New Business:

- **Review/Approve Park Master Plan as Presented by ISG:** A final draft of the Master Park Plan that was submitted by ISG was presented to the Board for review. The city council employed ISG to review and analyze the city's current park system and provide guidance on future parks, trails, and possible improvements. This will serve as a fluent planning document that will help with planning for future improvements. After discussion by the Board, it was the consensus to have the Park & Rec Board review the document first and get their input. The next Park & Rec Board meeting will be on August 4, 2025. A motion was made by Kutil, second by Anderson to table this agenda items until the next P&Z meeting on August 12, 2025 – Graham voted no, with all others voting yes, motion carried.

Updates:

- **Building Inspector Update:** Paul Clarke was not present but provided his May and June building inspection report for Board review.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided his May and June code enforcement report for Board review. Items addressed this past month include parking on grass, tall grass/weeds, blowing grass into the city streets, junk/rubbish, no pet license, and building without a permit.
- **City Administrator Update:**
 - **Project Updates**
 - Western Ave Expansion: Phase 2 of the project has begun between Opal Lane and Diamond Trail. All businesses along Western Ave will have access via alternate routes. This is estimated to take 5 weeks. Currently the intersection of Mickelson & Opal is close to the east in order to move utilities – once these are moved it will be paved and reopened.
 - WRRF – The start-up process began last week, which comprises of bringing in sed sludge from Sioux Falls and using our lagoon water to start the biological process needed for plat operation. So far all is working well. The city continues to look for an operator for the new plant. A ribbon cutting for the new plant is being planned for October.
 - 12th/Oaks Street: We are in the process of closing out our LIIP and EDA grant.
 - Swenson Parking Lot – Bid opening was held on 7/24. The city received 10 bids with low bid being \$142,993.90. The city council will review/award the bid at their meeting on 8/5.
 - TA Grant – ISG is working with the state on the work order so we can move forward with this project.
 - Kelly Ave Drainage Study – ISG has preliminary calculation but a final analysis and summary is yet come.
 - City-wide water model – ISG and AE2S has begun work on a water model for the city that will help with future planning.
 - Other Projects: All on-going developments have been provided an updated punch list to be completed from the city. Maple Pass has completed all their items and the city has accepted their infrastructure.
 - **Other Updates:**
 - Meeting attendance - The city's code enforcer will be attending the 1st P&Z meeting of the month and then the 2nd city council meeting of the month.
 - Wastewater Regionalization – We continue to work with Crooks on an MOU for regionalization.
 - Proposed TIFs – We have submitted paperwork to the state to get a preliminary classification on the TIF. The developer will need to plat and zone the property – once this is done, we will move forward with approval of the TIF plan.
 - Assam TIF – Staff and the city attorney has reviewed this TIF. We have met to discuss this plan and a joint information meeting on discuss TIFs in general is planned for 7/29.

Adjournment: A motion was made by Espinoza, second by Jackson to adjourn at 7:29pm – 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