

PLANNING AND ZONING AGENDA
TUESDAY, AUGUST 12, 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
 - Joint City Council & Planning & Zoning Meeting Minutes – July 29, 2025
 - Regular Planning & Zoning Meeting Minutes – July 29, 2025

 - 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
- ***Adjourn as Planning and Zoning Board & reconvene as Board of Adjustments**
- 7:05 Variance Hearing: Variance Request to the City’s On-Premise Sign Regulations
- ***Adjourn as Board of Adjustments & reconvene as Planning and Zoning Board**
- 7:15 Rezone Hearing: Request to Rezone Parcel #23862 and #80872 to Residential High Density (RHD)
- 6) OLD BUSINESS
 - Review/Approve Park Master Plan as Presented by IG

 - 7) NEW BUSINESS
 - None

 - 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: August 26, 2025

Hartford City Council and Planning & Zoning Board Joint Meeting – Special Meeting July 29, 2025

Mayor Arden Jones called the meeting to order at 6:05pm with the following city council and planning & zoning members present: Darrell Horacek, Shaun Boen, Ryan Horn, Travis Kuehl, Tony Randall, Keely Espinoza, Mark Anderson, Stacey Kutil, Tim Graham, and Troy Jackson. Cindy Matson, Michelle Schilling, and Brad Miles were absent with notice. Also present was City Administrator Teresa Sidel and 1 person from the public.

BUSINESS ITEMS:

- **Approval of the Agenda:** A motion was made by Horn, second by Randall to approve the agenda as set - all voted yes, motion carried.

TIF Information Session:

- Members of the Hartford City Council and Planning & Zoning Board will gather to receive information on Tax Increment Financing Districts as presented by Quinn Reimers with Colliers Securities. No Action or Business was conducted by the Board.

ADJOURNMENT: A motion was made by Horn, second by Jackson to adjourn at 7:03pm – 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 the Municipal Finance Office.

Teresa Sidel, City Administrator

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



Agenda Item Staff Report

DATE: August 12, 2023

AGENDA ITEM: Board of Adjustments – Variance Request to the City’s On-Premise Sign Regulations

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approve Signage Variance per Section 17.04F

Background/Summary:

The city has received a variance application from ROCKSD2 LLC for Parcel #99627. This parcel is at the far SW corner of the Western Meadows Addition and is the location for the new Mega MAK Storage Units. Due to the large size of their lot and their location along the interstate, they are requesting a variance to allow additional signage on their property.

This property is zoned Light Industrial and the total amount of signage that they are allowed is based off of lineal street frontage. This property is allowed 1 square foot per 1 foot of lineal street frontage for freestanding or projecting signs and 2 square feet per 1 foot of lineal street frontage for wall or roof signs – with a maximum square footage for all signs being 500 square feet. Our city regulations define a “street” as a public or private thoroughfare which affords the principal mean of access to the abutting property. This property has access off of Ruud Lane so the street frontage used to calculate the amount of sign area allowed would be their lineal footage along Ruud Lane.

As you can see on the enclosed map, this lot is oddly shaped with a bottleneck on the NE corner along Ruud Trail – reducing the front footage of this lot to approximately 120sq. With the 120sq, per our regulations, they are allowed 240 sf of signage. They have already secured a sign permit for 2 signs – One is 40 sq and the other is 200sq, which utilized all their allowed signage. They would like to erect up to two more signs that would be 10’x20’ (400 sf for both) on the south side of the facility along the interstate.

Staff believe that the request is not unreasonable due to the large lot size (7.11 acres) and the odd shape of the lot with the bottled neck along the street frontage, which reduces the allowed sign area. They would comply with Section 17.04 F for a variance.

Prior Council/Board Action:

None

Possible Action:

- Approve Variance Request to allow up to 2 additional signs, which is an additional 400 sf
- Deny Variance Request for additional signage

Fiscal Impact:

None

Attachments:

- Public Notice
- Variance Application
- Map of Lot
- City Signage Regulation
- Variance Criteria

PUBLIC NOTICE

The Hartford Planning and Zoning Board, acting as the Board of Adjustments, will conduct a public hearing at 7:05 p.m. on Tuesday, August 12, 2025, at Hartford City Hall to review a variance application submitted by ROCKSD2 LLC for Parcel #99627 within the Western Meadows Development of the City of Hartford, SD. The request is to seek a variance to the city's on-premise signs regulations. All interested parties may appear and be heard.

Dated this 1st day of August 2025.

Teresa Sidel
City Administrator

APPLICATION FOR ZONING VARIANCE
HARTFORD, SOUTH DAKOTA

APPLICATION NUMBER: 2025-7-25V FEE \$100.00: check cash Paygov

APPLICANT: ROCKSDA LLC APPLICANT ADDRESS: 4575 32nd Ave S, Ste 5

PHONE NUMBER: 605-299-0808 EMAIL ADDRESS: megamakstorage@gmail.com

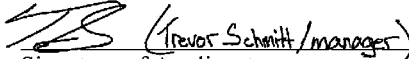
LEGAL DESCRIPTION: Lot 7 Block 6 Western Meadows

VARIANCE ADDRESS: 1051 Rund Trl

ZONING DISTRICT: LI

DESCRIPTION OF VARIANCE REQUEST: Increase total sq. ft. of building signage allowed. The current total sq. ft. allowed based off frontage ft. is extremely disproportionate to the overall size of the parcel due to the way our frontage comes to a bottleneck on NE corner of parcel. We would like to add 1-2 more 10x20' building signs on south side of facility.

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 variance is subject to easements, restrictions and covenants of record.

 (Trevor Schmitt/manager)
Signature of Applicant

7-24-25
Date


Authorized Zoning Official

7-25-25
Date

.....
FOR OFFICE USE ONLY:

The Board of Adjustment (consisting of all members of the Planning and Zoning Board) shall hear and decide all appeals. A variance shall not be allowed to vary the use regulations.

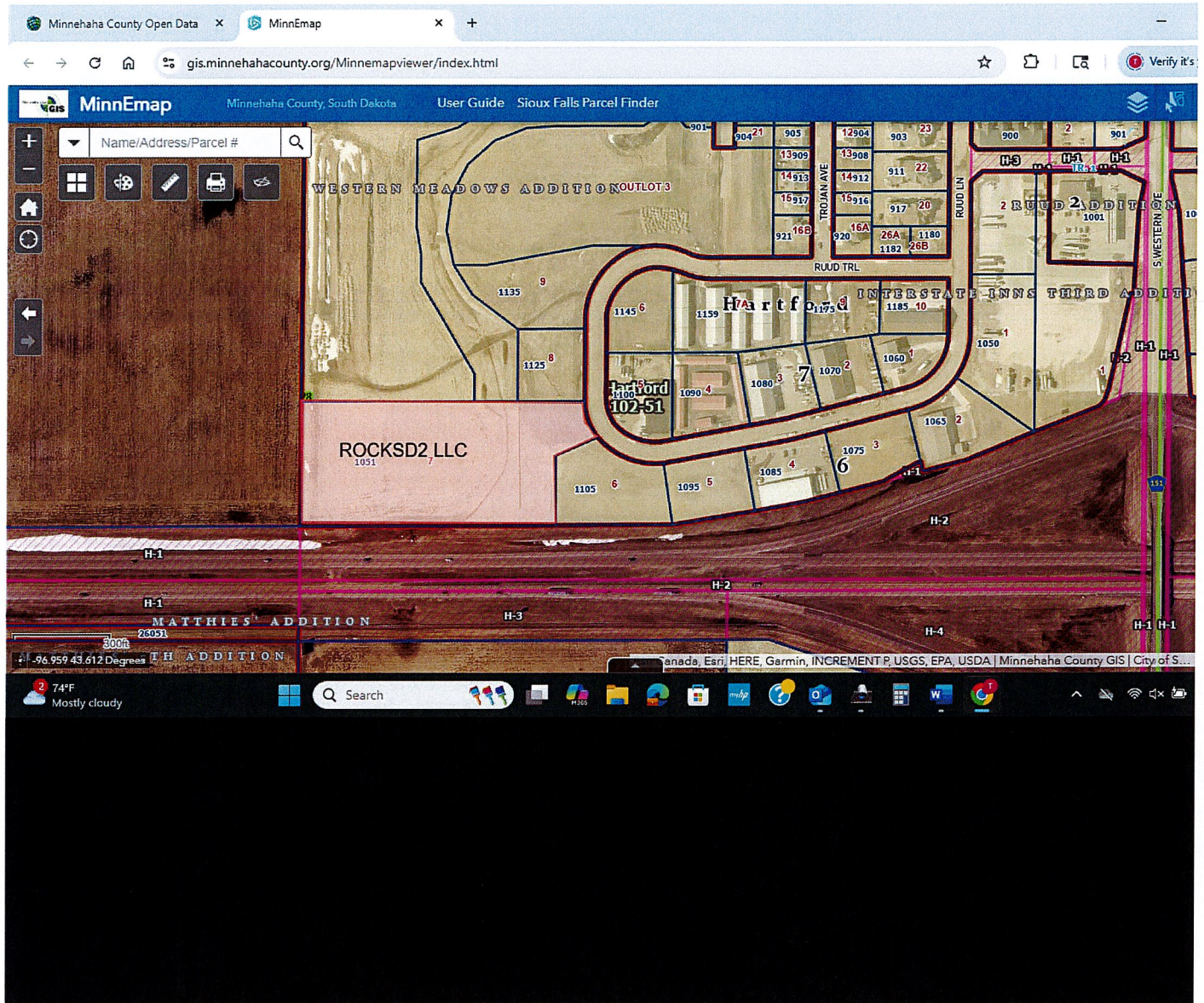
Date of Public Hearing held by the Board of Adjustment: 8-12-25 Time: 7:05 pm
Granted Denied (2/3 members necessary to approve any appeal)

(signature of Chairman, Board of Adjustment)

If not granted, state reasons: _____

Notice published in Official Newspaper for P&Z Hearing (Not less than 10 days Prior to Hearing): Pub 8-1-25 sent 7-8-25
Notice posted on Property for P&Z Hearing (10 days prior to Hearing): 8-1-25
Public Hearing by Board of Adjustment: 8-12-25

ROCKSD2 LLC



ORDINANCE NO. 705

AMEND ZONING REGULATION #627

On-Premise Signs

AN ORDINANCE OF THE CITY OF HARTFORD, SD, AMENDING ORDINANCE 627, THE 2016 REVISED ZONING ORDINANCE OF THE CITY OF HARTFORD, SD, BY AMENDING CHAPTER 12, SECTION 12.06 – ON-PREMISE SIGNS.

BE IT ORDAINED BY THE CITY OF HARTFORD, SD:

That Ordinance 627, Chapter 12, Section 12.06 – On-Premise Signs shall be amended as follows:

12.06 On-Premise Signs

Districts	Permitted Signs	Sign Area	Sign Height
NRC, R, MH for specified uses only* **	freestanding	50 square feet	6 feet above grade
R, MH	wall	3 square feet	on wall only
CB**	freestanding and projecting ***** * wall and roof	freestanding and projecting: 1 sq ft per 1 foot of lineal street frontage. Wall and roof: 2 sq ft per 1 foot of lineal street frontage. Maximum for all: 500 sq ft	Wall: on wall only. Roof and projecting: 5 feet above roof line. Freestanding: 18 feet above grade.
NC, CC, RC**	freestanding and projecting ***** * wall and roof	freestanding and projecting: 1 sq ft per 1 foot of lineal street frontage. Wall and roof: 2 sq ft per 1 foot of lineal street frontage. Maximum for all: 500 sq ft.	Wall: on wall only. Roof and projecting: 5 feet above roof line. Freestanding: 30 feet above grade.
LI**	freestanding, wall, roof and projecting	freestanding and projecting: 1 sq ft per 1 foot of lineal street frontage. Wall and roof: 2 sq ft per 1 foot of lineal street frontage. Maximum for all: 500 sq ft.	Freestanding: 20 feet above grade. Wall: on wall only. Roof and Projecting: 5 ft above roof line.
HI**	freestanding, wall, roof and projecting	freestanding and projecting: 1 sq ft per 1 foot of lineal street frontage. Wall and roof: 2 sq ft per 1 foot of lineal street frontage. Maximum for all: 500 sq ft.	Freestanding: 20 feet above grade. Wall: on wall only. Roof and Projecting: 5 feet above roof line.

- * specified uses are listed within the district's applicable standards tables
- ** signs located along Interstate Highways shall meet DOT specifications.

In CC, RC, LI and HI zoned districts, on-premise signs along the Interstate Corridor may exceed the maximum sign height as stated above to allow a sign 40 feet above the road grade of the interstate.

Adopted this 16th day of March 2021.

Jeremy Menning, Mayor

ATTEST:

Karen Wilber, Finance Officer

Seal

First Reading: March 2, 2021
Second Reading & Adoption: March 16, 2021
Publication: March 26, 2021
Effective Date: April 15, 2021

17.04 Variances

The Board of Adjustment shall have the jurisdiction to hear and decide upon petitions for variances to vary the strict application of the height, area, setback, yard, parking or density requirements as will not be contrary to the public interest. For purposes of these regulations, public interest shall include the interests of the public at large within the City, not just neighboring property owners. At all times, the burden shall be on the applicant to prove the need for a variance. The following issues are to be considered, each and all of them, as determining factors in whether or not the issuance of a variance is justified:

- A. An unnecessary hardship must be established by the applicant who applies for the variance. For purposes of this Chapter, an unnecessary hardship is a situation where, in the absence of a variance, an owner can make no feasible or reasonable use of the property. Convenience, loss of profit, financial limitations, or self-imposed hardship shall not be considered as grounds for approving a variance by the Board of Adjustment.
- B. Literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other properties in the same district under the terms of this ordinance.
- C. The variance requested is the minimum variance that will alleviate the hardship.
- D. Granting of the variance will comply with the general purpose and intent of this ordinance, and will not be offensive to adjacent areas or to the public welfare.
- E. No nonconforming use or structure in the same district and no permitted or nonconforming use or structure in other districts shall be considered grounds for the issuance of a variance.
- F. Exceptional and extraordinary circumstances apply to the property that do not apply to other properties in the same zone or vicinity and that result from lot size or shape, topography or other circumstances which are not of the applicant's making.
- G. In order to preserve the intent of these Zoning Regulations and to protect the public interest, the Board of Adjustment may attach conditions to a Variance. A Variance shall remain valid only as long as the property owner complies with any terms and conditions of the Variance, as attached by the Board of Adjustment.



Agenda Item Staff Report

DATE: August 12, 2025

AGENDA ITEM: Request to Rezone Parcel #23862 & #80872 to Residential High Density (RHD)

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Recommend approval of rezone to City Council

Background/Summary:

The city has received a rezone application from LF Lanpher. Lorri Lanpher is requesting to rezone parcel #23862 from Residential to Residential High Density & parcel #80872 from Natural Resource Conservation to Residential High Density. These 2 parcels are on the east side of Western Ave between Ramona Drive and 5th Street in the middle of the Block. Due to the placement of the parcels, these lots have remained undeveloped for several years.

If the rezone is approved, Ms. Lanpher intends to purchase the lots and erect 8 single family homes with a smaller square footage in order to be affordable. A preliminary concept drawing has been submitted to the city for review but this is not the final design plan and can be subject to revisions. The request to rezone to RHD would allow slightly smaller lot widths and side yard setbacks (proposed lot area and front & back yard setbacks are not reduced) per their concept plan.

The use fits the area with residential zoning on all sides of the property. There are single family homes to the south and east and Leisure Living and 2- 6plex units to the north. The rezone would allow the development of this property verses sitting as bear land and is recommended by staff.

Note: The Board is not approving any plans, just the rezoning of this property to Residential High Density

Prior Council/Board Action:

None

Possible Action:

- Recommend Approval to the city council for final action.
- Recommend Denial to the city council for final action.

Fiscal Impact:

A rezone to residential high density would allow the erection of future single-family homes. The development of this property would bring additional assessments, real estate taxes, and sales tax revenue from additional residents.

Attachments:

- Public Notice
- Rezone Application
- Map of Area
- Concept Plan

PUBLIC NOTICE

The Hartford Planning and Zoning Commission will conduct a public hearing at 7:15p.m. on August 12, 2025, at Hartford City Hall to review and make a recommendation to the Hartford City Council regarding a zoning change application submitted by LF Laupher to rezone Lots 1-3 (Ex E177') & S5' Lot 4 (Ex E177') & S5' Lot 5 & All Lots 6 & 7, Tract 2 CAS NW1/4 22-102-51 Hartford City Unplatted (Parcel #23862) from Residential (R) to Residential High Density (RHD) and the rezone of Lot 1 Hoefert's Addition Hartford City Unplatted (Parcel #80872) from Natural Resource Conservation (NRC) to Residential High Density (RHD). The Hartford City Council will conduct a public hearing at 7:05 p.m. on August 19, 2025, at Hartford City Hall to either approve or deny the zoning change. All interested parties may appear and be heard.

Dated this 1st day of August, 2025

Teresa Sidel
City Administrator

APPLICATION FOR ZONING CHANGE OR AMENDMENT
HARTFORD, SOUTH DAKOTA

APPLICATION NUMBER: 2025-7-25 FEE \$100.00: check Cash PayGov

APPLICANT: Flaucher APPLICANT ADDRESS: 2467 E Shore Pl. Hartf.

Phone Number: 605-351-5922 Email Address: LLI99@AOL.COM

LEGAL DESCRIPTION: See separate sheet
Lot 1 Hefer's Add - City Unplotted Parcel # 80872 + # 2386

PROPERTY ADDRESS: Western Ave, Hartford

If Change of Zone: PETITION TO REZONE FROM _____ DISTRICT TO _____ DISTRICT

REASON FOR REQUESTED CHANGE OF ZONE OR ZONE AMENDMENT:
zone south half to residential (RHD) &
zone north half to residential (RHD)

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.

<u>Flaucher Corri</u> Signature of Applicant	<u>7-25-25</u> Date
<u>[Signature]</u> Lanpher Signature of Property Owner (if different from petitioner)	<u>24 July 2025</u> Date
<u>[Signature]</u> Authorized Zoning Official	<u>7-25-25</u> Date

For Office Use Only:

Date of Public Hearing held by Planning and Zoning: 8-12-25 Time: 7:15 pm

Recommendation to approve or disapprove change of zone by Planning and Zoning Board.

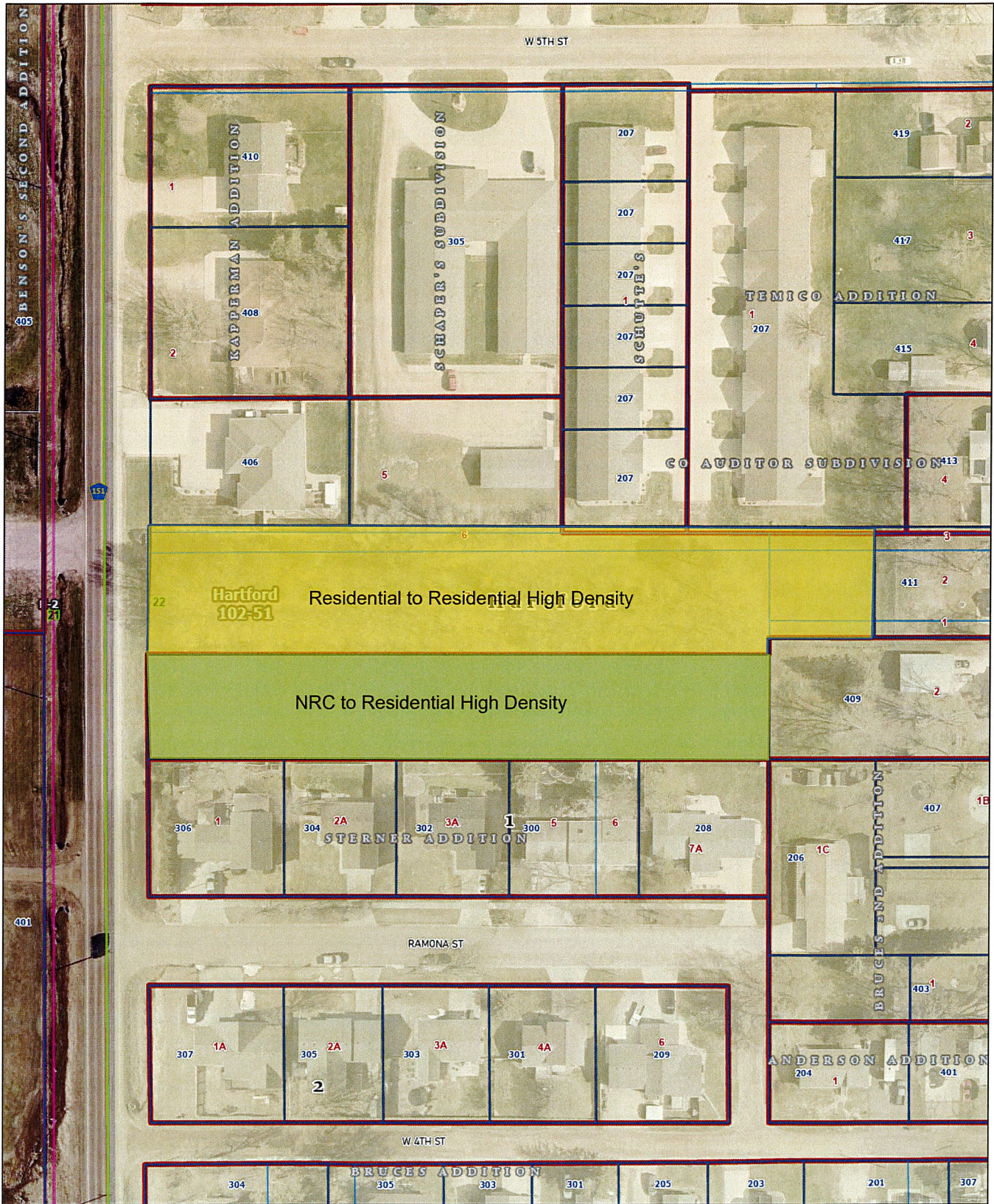
(Signature of Planning and Zoning President)

Date of Public Hearing held by the City Council: 8-19-25 Time: 7:05 pm
Granted Denied

(Signature of Mayor)

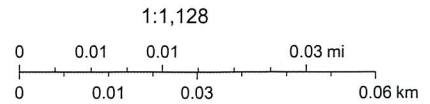
Notice sent to Official Newspaper for P&Z & CC Hearing (Not less than 10 days Prior to Hearing): Pub 8-1-25 ^{Sent 7-28-25}
Notice posted on Property for P&Z Hearing (10 days prior to Hearing): 8-1-25
Public Hearing by Planning and Zoning: 8-12-25
Notice posted on Property for CC Hearing (10 days prior to Hearing): 8-1-25
First Reading & Public Hearing by City Council: 8-19-25
Second Reading and Adoption: 9-2-25
Publication Date: 9-5-25
Effective Date: 9-25-25

Map



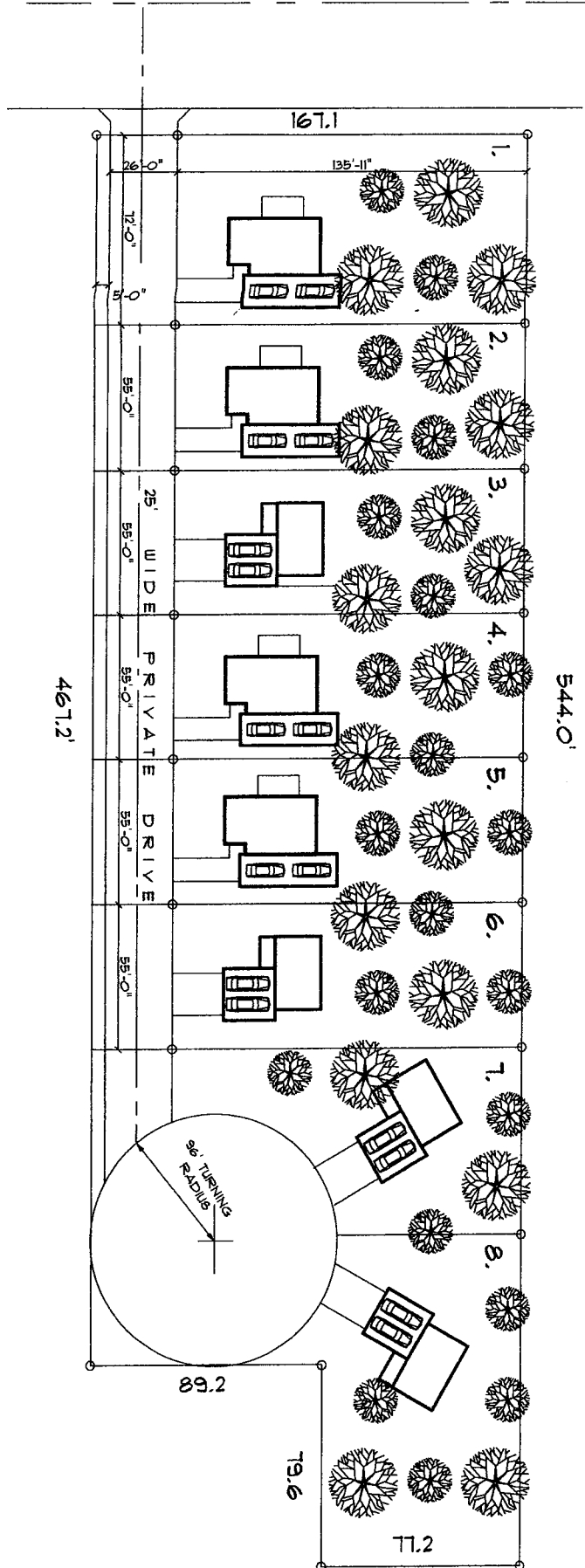
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|------------------|------------------|----------------|
| County Lot | County Tax Lines | Right-of-Way |
| County Block | PLAT | Municipalities |
| County Additions | TAXLOT | Section |
| County Parcels | Townships | |



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

WESTERN AVENUE



6-4-5



Agenda Item Staff Report

DATE: August 12, 2023

AGENDA ITEM: Review/Approve Park Master Plan as Presented by ISG

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Recommend Approval of Park Master Plan to City Council

Background/Summary:

The City asked ISG to provide a proposal for services to help develop a Master Park Plan for our parks and bike trails. This came about out of a need for 2 things: 1) Master Plan for Hartford City park (Lyon Park) and 2) Overall plan for future park/trail placement. This plan would help the P&Z Board by identifying areas for placement of future parks and trails so it will aid discussion with developers on the donation of land or funds to the city. This will also aid the Parks & Recreation Board to help with budgeting and planning for future parks and trail systems.

The proposal for this plan was initially reviewed by the P&Z Board on 11/26/24. The cost estimate was \$52,740. Although the P&Z board saw the need for a park/trail master plan, they had concerns with the cost of the plan, how comprehensive it would be, and how viable it would be. Ultimately, the City Council did decide to move forward with the plan and this final draft is now being presented to the Board for review.

This final draft was presented to the P&Z board at their 7/29/25 meeting but was tabled until input was received from the Park & Recreation Board. The Park & Recreation Board did review the plan at their meeting on 8/4/25 and no changes or additions were made. It was noted that this plan is meant to be a fluent document that is meant to be reviewed and adjusted periodically as needed.

Prior Council/Board Action:

7/29/25 – Board tabled this agenda item until their 8/12 meeting

Possible Action:

- Recommend Approval of the Plan to the City Council
- Do not recommend Approval of the Plan to the City Council
- Recommend Modification of the Plan to the City Council

Fiscal Impact:

None – The cost of the plan was already approved by the city council in December of 2024. The city plans to use funds not disbursed by the Park & Rec Board in 2024.

Attachments:

- Citywide Park & Trails Master Plan

July 2025 Building Inspection Report

<u>Date</u>	<u>Address</u>	<u>Permit #</u>	<u>Type</u>	<u>Status</u>	<u>Comments</u>
<u>7/7/2025</u>	301 S. Feyder ave	2024-89	BLD	Status	checked on rough framing
<u>7/8/2025</u>	618 Sherwood Cr	2025-52	BLD	footing	new house set up
<u>7/9/2025</u>	1004 Tortuga Ave	2024-68	BLD	final	closed out new house
<u>7/15/2025</u>	713 W. Opal Lane	2024-89	BLD	final	closed out new house
<u>7/16/2025</u>	304 W. Opal Lane	2024-17	BLD	Status	site work continuing
<u>7/17/2025</u>	1095 Ruud Trail	2025-7	BLD	Status	foundation walls and UG plumbing
7/19/2025	207 W. 6th St	2024-40	BLD	Status	interior work ongoing
7/19/2025	110 N. Kelly Ave	2024-60	BLD	Status	working with owner on code issues
7/19/2025	402 E. 5th street	2024-64	BLD	Status	interior work
7/19/2025	203 W. 6th Street	2024-87	BLD	final	residing job
7/19/2025	512 S. Main Ave	2024-90	BLD	Status	working on final finish items
7/19/2025	108 S. Kelly Ave	2024-99	BLD	Status	finish work
7/19/2025	601 Partee Drive	2024-109	BLD	Status	residing job done-deck not started
7/19/2025	717 W. Opal Lane	2024-113	BLD	Status	interior work
7/19/2025	1205 N. Oaks Ave	2025-8	BLD	Status	ADA inquiries
7/19/2025	304 S. Main Ave	2025-18	BLD	Status	rear deck review
7/21/2025	920 Trojan Ave	2024-114	BLD	Status	lawn shed job
7/22/2025	403 N. Vandemark ave	2025-58	BLD	Status	lot staked out
7/23/2025	618 Sherwood Cr	2025-52	BLD	Status	foundation walls
7/25/2025	403 N. Vandemark ave	2025-58	BLD	footing	approved house set up
7/26/2025	1205 N. Oaks Ave	2025-8	BLD	Status	framing check
7/26/2025	304 W. Opal Lane	2024-17	BLD	Status	Exterior façade upgrades
7/26/2025	603 Cressman Trail	2025-34	BLD	Status	rough framing continuing
7/26/2025	704 W. Opal Lane	2025-17	BLD	Status	rough framing continuing
7/26/2025	512 W. Opal Lane	2025-44	BLD	Status	rough framing continuing
7/26/2025	511 N. Mundt Ave	2024-75	BLD	Status	siding job
7/26/2025	505 Jameson Cr	2024-95	BLD	Status	interior work
7/26/2025	402 W. 5th Street	2024-64	BLD	final	closed out job
7/28/2025	1215 N. Oaks ave	2025-22	BLD	final	sign job

JULY 2025 CODE REPORT

ADDRESS	DATE	DEADLINE/FOLLOWUP	CODE TYPE	REASON	SOURCE	CLOSED?	COMMENTS
408 N Main Ave	7/1/2025	7/7/2025 7/16/2025	Municipal	Tall Grass/Weeds Tree Branches/Volunteer Tree	S	Yes	Door tag left on 7/1 for tall grass/weeds and tree branches partially blocking view on N Main Ave. Letter with \$50 fine sent on 7/8 for tall grass/weeds remaining. Paid as of 8/5.
700 E SD-38	7/3/2025	7/14/2025 7/18/2025	Municipal SDCL	Ditch ROW	S	Yes	Letter sent on 7/3 for reminder to mow ditch ROW along Hwy 38 and Vandemark. Also, to remove tree growing in ROW, per SDCL.
South Main Development	7/8/2025	7/16/2025	Municipal	Tall Grass/Weeds	R	Yes	Final courtesy letter sent on 7/8 for tall grass/weeds. Development mowed on 7/15, but weeds on dirt hill remain. Sent follow up email on 7/24; intending on fining if not completed or no communication by 7/31.
401 E 4th St	7/8/2025	7/22/2025 8/5/2025	Zoning	Building Permit Needed	S	Yes	Letter sent on 7/8 for missing flatwork permit. Final courtesy sent via email on 7/29. Owner reached out on 8/5 and I plan on sending necessary permit applications to him.
Turtle Creek Development	7/10/2025	7/18/2025 7/25/2025	Municipal	Tall Grass/Weeds	R	Yes	Final courtesy email sent on 7/10 for tall grass/weeds throughout development. Due to wet conditions, additional time needed from mowing company. 7/24 update: progress made on boulevard areas and ditch on south side of Mickelson Rd.
800 Turtle Creek Dr	7/10/2025	7/18/2025 7/25/2025	Municipal	Tall Grass/Weeds	R	Yes	Final courtesy email sent on 7/10 for tall grass/weeds. Additional time granted to allow cleanup of construction material dumped on property from other projects. 7/24 update: property mowed and per owner, cleanup of material this weekend.
Maple Pass Development	7/22/2025	7/29/2025	Municipal	Tall Grass/Weeds	R	Yes	Email sent on 7/22 for tall grass/weeds in development and along SD-38.
507 Crystal Dr	7/22/2025	8/6/2025	Municipal	Flatwork Permit Needed	S	Yes	Letter sent on 7/22 for flatwork permit missing for recent driveway replacement. Permit pulled as of 7/29.
415 N Oaks Ave	7/22/2025	8/6/2025	Zoning	Parking on Grass	R	No	Letter sent on 7/22 for camper parked on grass.
SD-38 & N Oaks Ave	7/22/2025	N/A	Municipal	Grass on Street	R	No	Letter sent on 7/22 with reminder to not blow grass onto street or to clean up afterwards.
200 W 5th St	7/22/2025	8/6/2025	Municipal	Rubbish/Junk Gravel Maintenance Needed	S	No	Letter sent on 7/22 for rubbish/junk and gravel maintenance needed for parking pads.
106 N Mundt Ave	7/22/2025	8/6/2025	Municipal	Rubbish/Junk	R	No	Letter sent on 7/22 for rubbish/junk.
401 N Main Ave	7/22/2025	N/A	Municipal	Grass on Street	R	No	Letter sent on 7/22 with reminder to not blow grass onto street or to clean up afterwards.
1051 Ruud Trl	7/24/2025	8/1/2025	Municipal	Tall Grass/Weeds	S	Yes	Email sent on 7/24 for tall grass/weeds.
1125 Ruud Trl	7/24/2025	8/1/2025	Municipal	Tall Grass/Weeds	S	Yes	Final letter sent on 7/24 for tall grass/weeds.
Windsor Development	7/24/2025	8/1/2025	Municipal	Tall Grass/Weeds	S	No	Letter sent on 7/24 for tall grass/weeds along SD-38 & Colton Rd and rest of development.
304 W Hwy 38	7/24/2025	8/1/2025	Municipal	Tall Grass in Ditch	R	No	Letter sent on 7/24 for tall grass/weeds in ditch area. Despite water present, better maintenance can be had on the ditch areas. Property manager reached out on 7/29 for clarification and small extension due to 7/28 storm - didn't have a problem with that.
202 W Hwy 38	7/24/2025	8/1/2025	Municipal	Tall Grass in Ditch	R	No	Letter sent on 7/24 for tall grass/weeds in ditch area. Despite water present, better maintenance can be had on the ditch areas.
901 N Oaks Ave	7/24/2025	8/1/2025	Municipal	Tall Grass in Ditch	R	No	Letter sent on 7/24 for tall grass/weeds in ditch area. Despite water present, better maintenance can be had on the ditch areas.
118 W Hwy 38	7/24/2025	8/1/2025	Municipal	Tall Grass in Ditch	R	No	Letter sent on 7/24 for tall grass/weeds in ditch area. Despite water present, better maintenance can be had on the ditch areas.
120 W Hwy 38	7/24/2025	8/1/2025	Municipal	Tall Grass in Ditch	R	No	Letter sent on 7/24 for tall grass/weeds in ditch area. Despite water present, better maintenance can be had on the ditch areas.
100 W Hwy 38	7/24/2025	8/1/2025	Municipal	Tall Grass in Ditch	R	Yes	Letter sent on 7/24 for tall grass/weeds in ditch area. Despite water present, better maintenance can be had on the ditch areas.
401 E 4th St	7/29/2025	8/5/2025	Municipal	Tall Grass/Weeds	R	Yes	Email sent on 7/29 for tall grass/weeds.
904 Fairway Lane	7/29/2025	N/A	Municipal	Excessive Barking	R	N/A	Letter sent on 7/29 for dogs excessively barking.
203 N Oaks Ave	7/29/2025	8/14/2025	Zoning	Building Permit Needed	S	No	Letter sent on 7/29 for siding project in progress and no building permit on file.
307 N Main Ave	7/29/2025	8/14/2025	Zoning	Building Permit Needed	S	No	Letter sent on 7/29 for fencing project in progress and no fence permit on file.
100 N Mundt Ave	7/29/2025	N/A	Municipal	Grass on Street	S	N/A	Letter sent on 7/29 with reminder to not blow grass onto street or to clean up afterwards.
205 E 5th St	7/29/2025	N/A	Municipal	Grass on Street	S	N/A	Letter sent on 7/29 with reminder to not blow grass onto street or to clean up afterwards.
201 Duck Trl	7/29/2025	8/6/2025	Municipal	Tall Grass/Weeds	R	No	Letter sent on 7/29 for tall grass/weeds.
Knapps Landing	7/29/2025	8/6/2025	Municipal Zoning	Tall Grass/Weeds Parking on Unimproved Surface (i.e. grass)	R	No	Email sent on 7/29 for tall grass/weeds on south side of development and for a dumptruck and trailer parked on grass.
120 N Main Ave	7/31/2025	8/15/2025	Municipal	Rubbish/Junk Garbage Service Needed Tall Grass/Weeds	S	No	Letter sent on 7/31 for missing garbage service, piles of torn trash bags along alley, and tall grass/weeds.

R=RESIDENT
S=STAFF

City Administrator Update

August 12, 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. All work is completed – just waiting for final payment until seeding comes in. We will then close out the project. **Just waiting for seeding to fully establish before closing out the project.**

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. Base material, fabric, and curb & gutter have been installed. Paving was done this week. Once it has cured (5-7 days), we will open up the road again and start on Phase 2, which will be from Opal Lane to Diamond Trail. This will have about a 5 week closure period. We are corresponding with the business owners throughout this area and we have a project link on our website for the public to get updates. Phase 2, which is between Opal Lane & Diamond Trail has begun with street removal and utility work. The detour for phase 2 will be along W Opal to Ruud Lane to Diamond Trail. All businesses along Western Ave between Opal Land and Diamond Trail will have access vis alternate routes. We are staying in close contact with the businesses and they have received communication last week and this week directly from the city/ISG. Weather depending, this phase should take approximately 5 weeks. Currently the intersection of Mickelson and Opal is closed to the east but as soon as we get the utilities moved in this area, it will be opened to get better access to E Opal Lane, Dairy Queen and Exit 387 Plaza. **Due to the rains, phase 2 is a little behind but storm sewer, sanitary sewer and water mains have been installed. Junction boxes and inlets are being worked on and paving should begin shortly. Additional way-finding signs have been added for the businesses. We are hoping that Opal Lane going east will be open later next week.**

<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 Michelson 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 (conveyance alignment adjustments made by ISG on Assam Property)	\$40,315.12
▪ 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 value 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. For the new operator position, we have conducted 3 initial interviews and do not have a good candidate yet. Another interview is scheduled for this coming Monday, 7/7. Work on the plant is going well; we have conducted clean water tests and plan to start doing biological startup testing this month. We did offer the operator position to a candidate that initially accepted but we just received word that they are going to decline. We will continue our search for an operator. Fortunately, we have Jesse O’Kane who has passed his Class 3 certification and is capable of running the plant until we secure a full-time operator. We have also begun the startup process this week, which comprises of bringing in seed sludge from Sioux Falls and using our lagoon water to start the biological process needed for plant operation – so far, all is going well. **Work continues inside the operation building. Clean water testing has been done and we started pumping wastewater from our lagoons and seed from Sioux Falls a couple of weeks ago. The plant has been treating the wastewater and we started discharging last week. So far, all is working well. Still looking at holding a ribbon cutting – probably in October.**

- 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 them 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. We have finalized out this project. We have received final payment from the LIIP grant and we are expecting final payment from the EDA grant this month. Once we have all revenue and

payments completed, we will work on passing a resolution to assess the adjoining property owners. We are in the process of closing our LIIP grant and EDA grant.

- 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. I just received a final draft plan for the park master plan. Staff will review and then it will go before each of the city boards for comments and approval. **The final plan has been reviewed by staff and suggested changes were incorporated. The Park & Rec Board has reviewed the plan with no suggested changes. This plan is in your packet for review and input. It will go to the city council for final approval and adoption on 8/19.**
- 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. This project has been advertised for bids, with bid opening planned for July 24th. Bid opening was held on 7/24. We received 10 bids, with the low bid being \$142,993.90 – well within budget. Bids will be checked for accuracy and the City Council will review and award the bid at their meeting on 8/5. **The City Council approved the low bid of \$142,993.90 to Zacharias Construction at their 8/5 meeting. Work on this project will commence this fall.**
- 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. The city did receive the notice to proceed about a couple of weeks ago. ISG is working with the start for a work order on the design. ISG is still working with the state on the work order so we can move forward with this project. We would still like to get it placed this year, but that will be dependent on the state.
- Kelly Ave Drainage Study: This study will review existing conditions and various drainage improvements will be evaluated in regard to their effectiveness, cost, and feasibility. This will help the city vet any future project in this area. ISG has begun survey work and gathered information from residents to aid in this study. Preliminary drainage calculations were presented to the city council on 7/15 but final analysis and summary of suggested improvements is yet to come **A final report on this study is expected later this month.**
- City Wide Water Model: The city council has approved ISG to conduct a water model for the city. This model will evaluate the city’s water distribution system and aid in the development planning as the city grows. ISG is working with AE2S to begin analysis of the city’s water system. **The city has provided data on past water usage for their review.**
- 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. Maple Pass has completed their punch list items and the city has taken over the public infrastructure in their development. ISG is periodically touching base with the other developers to check on progress.

Other:

- **Open Position:** The city currently has 2 open full-time positions – Wastewater Operator and Public Works Assistant. We continue to accept applications for both. All job descriptions and applications can be found on the city's website.
- **Code Enforcement Reports:** As noted previously, the Mayor has asked our code enforcer to start attending one city council meeting per month and one P&Z meeting per month. Starting in August, he will be attending the 1st P&Z meeting of the month and the 2nd City Council meeting of the month. So, he will be attending the 8/12, 9/9, 10/14, 11/11, and 12/9 P&Z meetings for the rest of 2025.
- **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 – ISG and AE2S were awarded the RFQ for this project. Any further discussion has been placed on hold until the preliminary analysis report has been completed by ISG & AE2S.
- **Proposed TIFs:**
 - Windsor Group – The city council has approved this TIF district with the addition of 2nd street improvements. An updated plan and cost figures were presented to the city staff and the city attorney for review. Minor comments were addressed. The next step is to get a preliminary judgement for the state to rule this as an economic improvement TIF. The developer will also need to plan and zone this property. Once this is all done, the updated plan will come before the P&Z Board once again for review and approval. **Update** - So far, we are currently working with the state and county on the preliminary judgement and the developer is in the process of platting and zoning the property.
 - Assam TIF – This TIF plan was submitted to the city as well. Staff and the city attorney reviewed this one as well and it was decided to have a meeting prior to sending it to the P&Z Board asking to form another TIF district. This is a large TIF request and there are several items that we want to clarify with the developer before moving this forward to the Boards. A meeting with the developer is planned for 7/14. The developer is working on submitting a revised plan.
- **Future Agenda Items:**
 - Windsor TIF – Includes Colton Road & 2nd Street Annexation
 - Assam TIF
 - Zoning of the WWTF
 - Review Building Permit Fees

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