

PLANNING AND ZONING AGENDA
TUESDAY, AUGUST 26, 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
 - Regular Planning & Zoning Meeting Minutes – August 12, 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
 - 7:15 Rezone Hearing: Request to Rezone Parcel #93372 to Light Industrial (LI)

- 6) OLD BUSINESS
 - None

- 7) NEW BUSINESS
 - None

- 8) UPDATES
 - Building Inspector Update – Paul Clarke
 - City Administrator Updates – Teresa Sidel

- 9) ADJOURNMENT

Next Planning & Zoning Meeting: September 9, 2025

Planning and Zoning Meeting – Regular Meeting August 12, 2025

Planning & Zoning Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Mark Anderson, Stacey Kutil, Tim Graham, Keely Espinoza, Troy Jackson, and Brad Miles. City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke were also present. There were 4 people from the public in attendance.

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

Approval of the Minutes: The May 29, 2025, joint meeting minutes and regular meeting minutes were reviewed. A motion was made by Anderson second by Jackson, to approve the May 29, 2025, meeting minutes – all voted yes, motion carried.

Public Comments on Non-Agenda Items: None

Hearings/Petitions/Applications:

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

- **7:05 Variance Hearing:** The city has received a variance application from 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. The lot is oddly shaped with a bottleneck on the NE corner along Ruud Trail – reducing the street footage of this lot to approximately 120sq. With 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. The variance would fall within city zoning regulation 17.04F. A motion was made by Jackson, second by Graham, to approve variance application 2025-7-25V as applied for – all voted yes, motion carried.

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

- **7:15 Rezone Hearing:** 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. Area resident, Vanessa Haken was present with an ask for this to be utilized as a city park since it already has green space and trees – the issue with this is that the city does not own the land, there is only one access point, and several of the trees may need to be removed due to Emerald Ash Borer. Jennifer Davidson and Kristin Trana also live in the neighborhood and had several questions regarding the future plans of this area including the street design and drainage – design plans are not completed so several of those questions could not be answered but plans and will be reviewed by the city in the future if the development moves forward. Lori Lanpher was present as well and she noted that they plan to erect appealing single-family residents, will keep as many trees as possible, will have street lighting that points down and not at neighboring properties, and the drainage will be addressed by her engineers to meet the city’s design standards. Chairman Randall noted that this is only a zoning hearing to determine if the zoning is compatible with the area and this is not a hearing to review the proposed development. A motion was made by Jackson, second by Espinoza, to approve rezone application 2025-7-25 and rezone parcel #23862 and parcel #80872 to Residential High Density – Randall and Miles voted no, with all others voting yes, motion carried.

Old 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. This plan is meant to be reviewed and updated periodically. ISG is asking for input or comments on possible changes – the Board noted that we need to keep in mind future parks and trails, along with additional facilities like more pickleball courts and a new pool. The Park & Rec Board reviewed the document at their meeting on August 4, with no comments or changes. A motion was made by Graham, second by Anderson to recommend approval of the plan – all voted yes, motion carried.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke was present to update the Board on open permits and address any questions. His July building inspection report was provided to the Board. There are currently 9 open single-family permits and one twin home permit. Clarke also gave an update on commercial projects.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided his July code enforcement report for Board review. Items addressed this past month include rubbish/junk in yards, tall grass/weeds, grass on city streets, no garbage service, no pet license, animals are large, and large tree branches hanging over city streets. It was suggested that the City contact the DOT regarding possible improvements to the Hwy 38 ROW ditch on the west side of the city.
- **City Administrator Update:**
 - **Project Updates**
 - Western Ave Expansion: Due to the recent rains, Phase 2 is running behind but work continues on the utilities. Additional way-finding signs have been for the businesses on the east side.
 - WRRF – Work continues on the operations building. Clean water testing has been done and we have started treatment - all testing has been going very well and test results are lower than expected. A ribbon cutting for the new plant is being planned for October.
 - Swenson Parking Lot – Bid opening was held on 7/24. The city approved the low bid to Zacharias Construction for \$142,993.90. Work on this project will commence this fall.
 - TA Grant – ISG continues to work 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.
 - **Other Updates:**
 - The city has 2 full-time open positions – Wastewater Specialist and Public Works Assistant.
 - Wastewater Regionalization – Discussions with surrounding cities has been placed on hold until a preliminary engineering analysis has been completed for the regionalization study.
 - Proposed TIFs – The city continues to work with the Windsor Group on their TIF plan and with Turtle Creek Highlands on another possible TIF.

Adjournment: A motion was made by Espinoza, second by Graham to adjourn at 7:55pm – 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 26, 2025

AGENDA ITEM: Request to Rezone Parcel #93372 to Light Industrial

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Recommend approval of rezone to City Council

Background/Summary:

Over the last few months, I have been working with SECOG to codify both our municipal ordinances and our zoning ordinances into one/updated document for easier reference. Now I'm working with them to codify our zoning map so we have an up-to-date zoning map of the entire city.

As we have been working on incorporating the approved zoning changes since our last update, it was discovered that we need to zone the land for our new wastewater treatment facility. This land was not zoned when annexed so it needs to be zoned. The proper zoning for a municipality owned wastewater treatment facility would be Light Industrial (LI).

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:

None

Attachments:

- Public Notice
- Rezone Application
- Map of Area

PUBLIC NOTICE

The Hartford Planning and Zoning Commission will conduct a public hearing at 7:05p.m. on August 26, 2025, at Hartford City Hall to review and make a recommendation to the Hartford City Council regarding a zoning change application submitted by the City of Hartford to rezone Tract 1 of Hartford Hills Addition (Parcel #93372) from County Zoning of Agricultural (A1) to City Zoning of Light Industrial (LI). The Hartford City Council will conduct a public hearing at 7:05 p.m. on September 2, 2025, at Hartford City Hall to either approve or deny the zoning change. All interested parties may appear and be heard.

Dated this 15th day of August, 2025

Teresa Sidel
City Administrator

APPLICATION FOR ZONING CHANGE OR AMENDMENT
HARTFORD, SOUTH DAKOTA

APPLICATION NUMBER: 2025-8-11 FEE \$100.00: Waived check Cash PayGov
APPLICANT: City of Hartford APPLICANT ADDRESS: 125 N main Ave
Phone Number: 605-528-6187 Email Address: Cityhall@hartfordsd.us
LEGAL DESCRIPTION: Tract 1 of Hartford Hills Addition (Parcel 93372)

PROPERTY ADDRESS: 26073 460th Ave
If Change of Zone: PETITION TO REZONE FROM A1 (county) DISTRICT TO L1 (city) DISTRICT

REASON FOR REQUESTED CHANGE OF ZONE OR ZONE AMENDMENT: change
Zone land from County A1 to City zone of L1
for WWTF.

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>[Signature]</u> Signature of Applicant	<u>8-11-25</u> Date
<u>"</u> Signature of Property Owner (if different from petitioner)	<u>"</u> Date
<u>[Signature]</u> Authorized Zoning Official	<u>8-11-25</u> Date

For Office Use Only:

Date of Public Hearing held by Planning and Zoning: 8-26-25 Time: 7:05 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: 9-2-25 Time: 7:05
Granted Denied

(Signature of Mayor)

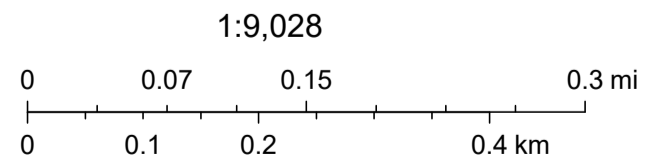
Notice sent to Official Newspaper for P&Z & CC Hearing (Not less than 10 days Prior to Hearing): 8-12-25 sent
Notice posted on Property for P&Z Hearing (10 days prior to Hearing): 8-15-25
Public Hearing by Planning and Zoning: 8-26-25
Notice posted on Property for CC Hearing (10 days prior to Hearing): 8-15-25
First Reading & Public Hearing by City Council: 9-2-25
Second Reading and Adoption: 9-16-25
Publication Date: 9-19-25
Effective Date: 10-9-25

Parcel #93372 - City of Hartford



8/21/2025, 5:10:02 PM

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



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

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 seeding 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 Lane and Diamond Trail will have access via 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. **Utilities for phase 2 have been installed and roadway shaping has begun. We anticipate paving to start next week, depending on the weather. We continue to keep the business owners updated and hope to have phase 2 open in 1-2 weeks. Phase 3 will be the construction of the intersection at Diamond Trail and Western Ave and will be done in phases.**

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

- **WRRF** – Work continues on this project. The City council approved a contract with Rice Lake – the contract has been executed. Grading work continues at the site. The groundbreaking was a great success. Dirt work for the road and facility is underway, along with utilizes. ISG has been reviewing shop drawings and bi-weekly construction meetings are being planned. We are still working on finalizing easement documents with Assam and Tyler. A progress meeting was held with the engineers, staff and contractors on Wednesday, 1/10. The weather is starting to slow things down. Rice Lake will continue to work on the Aeromod structure, but utility work will probably cease until spring. Equipment and materials will be moved to city ground (yard waste site) for winter storage. At our construction meeting on Wednesday, Rice Lake indicated that they have 8 walls poured out of 46 total – so they have

about 17% completed. This process will take 2-3 months, depending on the weather. The lid for the lift station will be placed once the site dries out and work can be done. At this point, Rice Lake is continuing to pour the walls for the Aeromod structure and Siteworks has begun work again on the pipe this past week. The outside walls of the Aeromod structure have been completed and the crews are back filling the structure. Work will start on the operations building next. The gravity main will start as well – when the main crosses Mickelson Road, we will need to shut down the road for a few days. We plan to get the message out about this road closure 2 or 3 weeks prior. We will put on the city’s website, Facebook page, marquee, alert system, and place signage along the road. A tour will be planned for June as discussed at our previous meeting. We had a construction progress meeting this last Wednesday (4/10). The Aeromod walls are approximately 65% complete. Parts for the Aeromod are now being delivered. The contractor has begun footing work for the operations building. All soil compaction tests have been good. Work also continues on the lift station and collection line – we are still looking at needing to close Mickelson Road towards the end of May/beginning of June. We have noticed some water retention issues along Highway 38 – we are working to correct. Coordination for electrical, gas, and water service is being done. No big changes for this project. Work continues on the Aeromod, lift station, and operations building. We talked of having a tour of the project on either 6/18 or 7/16 – I believe 6/18 would work best for the majority of the council. I will contact Rice Lake and coordinate this. A tour of the facility has been scheduled for June 18th at 5:30 – a calendar invite has been sent to the city council, P&Z, and HADF Board. Please respond at your earliest convenience so I can send a head count to Rice Lake. Work continues on the operations building. Siteworks plans to be on location again in late July or early August to install the gravity main cross Mickelson. Work continues to be on schedule. Work on the UV system, plumbing and electrical are being completed. Siteworks also plans to be back on site this month to complete the gravity main. Work continues on this project, with plans for Siteworks to come next month to complete the pipework on the gravity main. At our last construction update meeting, ISG and Rice Lake had suggested using some of the city’s contingency funds for suggested improvements. The city does have \$409,006.28 in contingency funds available through our Rice Lake contract and the suggested expenditures are:

- Mickelson Alignment changes due to S103 \$40,315.12
(conveyance alignment adjustments made by ISG on Assam Property)
- ½” 304SS Embed plates for protection floor from dumpsters \$10,522.00
- Rough cost of 8’x8 precast splitter type structure \$19,250.00
- Explosion proof garage door opener for screening room \$ 3,495.00

These changes were discussed with staff and staff believe these would be worth the expense. We will discuss them more in detail at our meeting to ensure the council is okay with the changes. Work continues on this project – UV system, electrical, plumbing, and concrete. Siteworks is planning to be back on site mid-September to complete the gravity main. Work progresses on the Aeromod plant, UV system and operations building. Siteworks has now indicated that they will be back on site at the end of September to complete the gravity flow main. During our last update meeting with Rice Lake, it was suggested to use some contingency funds to place an extra 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. **We have been processing the city’s wastewater since July 21st and all is going well. There is still some final work that needs to be done at the plant and in the operations building, along with cleanup. We are still planning on holding a ribbon cutting sometime in October – we will keep you posted. The Mayor and ISG made a short little video on the plant – go to the top of our front page on the city website to check it out.**

12th/Oaks Project – Infrastructure Design Group has been working on the plans. A meeting was held on 12/18 with IDG, ISG, and city staff to review. It sounds like bidding is now planned for March with construction to begin in spring 2024. IDG presented full plans for the city and ISG to review this week. We will get comments back to them so they can incorporate into a final design. We are still on track to bid this March. Comments on the plans were provided from ISG to IDG. IDG has incorporated those changes and plans are being reviewed once again by ISG. The plans are ready to bid. They are being reviewed by the state for the EDA and LIIP Grant. Once we have their approval, we will want to bid asap to secure a contractor and good price. The state has approved the plans, and a bid notice was sent to the paper for advertisement on 4/5 and 4/12, with bid opening on 4/24 at 3pm at city hall. The council is welcome to attend. Bids were opened on 4/24 and came in favorably. The City Council awarded the bid to the low bidder – Alliance Construction. We have secured agreements, bonds, and insurance. A preconstruction meeting was held on Thursday, May 30th. Alliance plans to start work the 2nd week of June – essential completion is set for 10/18/24. Work is progressing on this project – utility work has started. Road work continues – the sewer is close to complete, and work on the water is beginning. Work is still progressing and there are no outstanding issues with the road construction. Project is still on schedule. Gravel base for the roads should be completed by the end of this week and curb and gutter is planned for next week. There have been a couple of items that we will be presenting to the council as change orders at the meeting. We need to make a correction to the manholes, extend a couple of water hydrants, and place some extra rock material in the roadbed to support our utilities. These items will be a change order that is presented on the agenda.

Also, I found out late Thursday afternoon that we have a broken storm sewer pipe on 12th Street by Western Ave. This pipe was installed with the previous project and had little traffic on it until we started this project. Since we started the 12th/Oaks street project there has been quite a bit of heavy equipment traffic on it, so we believe the broken pipe is the contractor’s responsibility. We will know more once we get the pipe dug up and take another look at it. Alliance has fixed the broken storm sewer pipe and work continues on the project. Gravel was being placed this week, with curb & gutter planned to start next week. Gravel for the road has been placed, curb and gutter installed, and the contractor is working on the intersection of Oaks & 12th to ready it for concrete. They have requested a contract extension which will be discussed at our meeting. Although the contractor was granted an extension until 10/31 by the city council, work is still not complete at the site. Asphalt on the road started on 10/30 but it will take 3-4 days for completion. Liquidated damages will be assessed (\$1,250 per day). A walk-through of the project was conducted last week, and a punch list of incomplete items was provided to the contractor. The project is substantially complete. The council will review a change order that is in the packet. The road has been opened and

the contractor is working on punch list items. I believe all items are complete for now. We will wait to see if the seeding comes up in the spring and ensure all punch list items are completed before we close out the project and make final payment. Project complete for now – the city will assess the seeding in the spring. Final payment will not be paid out until all is completed. The seeding has been completed, and we will see if it takes. IDG has been working with the contractor to complete their punch list items – most have been addressed. Once all punch list items are done, we can close out this project. A final inspection for the project was held on Wednesday, 5/7. There are a couple of minor things to address (seeding and minor grading by ATS) but plan to have the completed by the end of the month. Still waiting for the contractor to finish punch list items. The grant deadline is 6/30 so completion needs to be within the next couple of weeks. 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. **The plan was approved by the city council on 8/19. Now that this is completed, we will discuss verbiage for our Park Fee at one of our upcoming meetings.**
- **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. **Contracts have been executed and we are working on setting up a pre-construction meeting for the week of 8/25.**
- **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 state 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. **We are still working with the state to get a work order in place. Due to the delays with the state, this project may not move forward until spring.**
- **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 or early next 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. **The city worked with AE2S this last week to conduct pressure testing that will be used in their study.**

- 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. We do have 2 interviews set up for the Wastewater Operator position next week and plan to start conducting interviews for the Public Works Department at the beginning of September.
- **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. Kyle will not be at this meeting but will be attending the 9/9 P&Z meeting.
- **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 – We ran into an issue with including 2nd street in the TIF. Since this is currently a township road, we need to plat the road separately, annex the road into the city, and then we can include it with the TIF. To enact these changes, we had to dissolve TIF #2 and we will re-create the new district boundaries with TIF #3 after the road has been platted and annexed.**
 - 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 Zoning
 - Windsor TIF – Includes Colton Road & 2nd Street Annexation
 - Assam TIF
 - Park Fee Review
 - Review Building Permit Fees

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