

## **Planning and Zoning Meeting – Regular Meeting October 25, 2022**

Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Mark Anderson, Tim Graham, Michelle Kilbourn, and Troy Jackson. Stacey Kutil and Brad Miles were absent with notice. City Administrator Teresa Sidel, Building Inspector Paul Clarke and Building Inspector/Code Enforcer Kyle Christensen were present. With 2 members of the public present.

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

**Approval of the Minutes:** The October 11, 2022, regular meeting minutes were reviewed. A motion was made by Anderson, second by Jackson to approve the October 11, 2022, regular meeting minutes – all voted yes, motion carried.

### **New Business:**

- **Reschedule November 8, 2022, Meeting Date:** The general election will be held on Tuesday, November 8<sup>th</sup> at city hall. Due to the election being held in the council chambers, the P&Z meeting for 11/8 will need to be rescheduled. A motion was made by Jackson, second by Graham to reschedule the first planning and zoning meeting in November from November 8<sup>th</sup> to November 14<sup>th</sup> – all voted yes, motion carried.

### **Old Business:**

- **Continue Review of the City’s 2017-2027 Comprehensive Plan:** In order to allow zoning, state law requires that the city adopt a comprehensive plan and file it with the county. The plan acts as a guide for future growth and planning. The city adopted our most recent plan in 2017 but it is reviewed every 5 years to keep it updated to ever changing development. Sean Hegyi with SECOG has been helping the city through this process. The Board reviewed our current land use map and discussed future land use. Comments from the Board will be incorporated into the plan by SECOG, and additional discussion will continue at future meetings.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide an update on building projects to the Board. There are currently 15 open single-family homes in various stage of construction, along with 2 new twin homes. Clarke also gave a recap of current commercial permits that are still open.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present and gave the Board an update on code enforcement issues that he is addressing within the city at this time. Recent violations include: 19 no pet licenses, 3 rubbish/garbage violations, 3 abandon vehicles, 5 parking on grass, and 1 tree branch/vegetation pile. It was also noted that the city will be abating 2 nuisance properties within town.
- **City Administrator Update:**
  - The Western Ave Industrial Sewer Main Project is substantially complete. The project is substantially completed and a walk-through with the state was held on 7/20. A second walk-through was conducted last week and a list of items that still need to be addressed by the contractor before the project is closed was provided.
  - 6<sup>th</sup>/Mundt St project is going well. Phase one is substantially complete, underground work and the 1<sup>st</sup> lift of paving has been completed on phase 2, and utility work is completed on phase 3. Final concrete work has begun.
  - FEMA Storm Shelter - The city has directed ISG to submit an amended layout and updated cost estimate to FEMA to review. This submission was done on 10/14.
  - Bike Trail – The city is still trying to work through easement issues on the NE side of the proposed trail.
  - Water Tower Painting - Maguire Iron was awarded the contract to paint the city’s water tower this summer. Project is substantially complete. The city is in the process of filling and water testing. Goal is to have it back on-line next week.
  - Midco project – City has been told that anticipated completed for the digging project is Oct 31<sup>st</sup> and completion for cleanup is the end of November.
  - WWTF – ISG is working on plans for the new WWTF, and the city has conducted interviews for a CMAR – Rice Lake Construction was chosen to be the CMAR for this project. Regionalization talks also continue with surrounding communities and a presentation was provided to the county at their 10/18 meeting. No financial commitment was received by the county, but they are open to future conversations.
  - The dog park is open. A ribbon cutting was held on 10/21 and attendance was good.
  - Gage House – The city has agreed to purchase the Gage House and lease agreements with the seniors and library are being reviewed.
  - The city is getting bids and working on changing to the new logo.

**Adjournment:** A motion was made by Kilbourn second by Jackson to adjourn at 8:05pm – all voted yes, motion carried.

Minutes recorded by City Administrator, Teresa Sidel.

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

---

Teresa Sidel, City Administrator