

PLANNING AND ZONING AGENDA
TUESDAY, NOVEMBER 12, 2024
CITY HALL - 7:00 P.M.

- 1) ROLL CALL
Mark Anderson, Tim Graham, Stacey Kutil, Michelle Kilbourn, Troy Jackson, Brad Miles, and Tony Randall

- 2) APPROVAL OF THE AGENDA

- 3) APPROVAL OF MINUTES
 - October 29, 2024 Meeting

- 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

- 6) OLD BUSINESS
 - Review Condemnation of 200 N Main Avenue

- 7) UPDATES
 - Building Inspector Update – Report provided by Paul Clarke
 - Building Inspector/Code Enforcer Update – Kyle Christensen
 - City Administrator Updates – Teresa Sidel

- 8) ADJOURNMENT

Next Planning & Zoning Meeting: November 26, 2024

Planning and Zoning Meeting – Regular Meeting October 29, 2024

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, Tim Graham, Stacey Kutil, Michelle Kilbourn, Troy Jackson, and Brad Miles. City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke were also present. There was one person from the public present.

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

Approval of the Minutes: The October 8, 2024, regular meeting minutes were reviewed. A motion was made by Miles, second by Kilbourn to approve the October 8, 2024, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

Old Business:

- Levi Binkerd was present to address the Board. Currently the property at 200 N Main Ave is under a condemnation order by the city for several code and health violations. Mr. Binkerd would like to bring the structure up to code and so the condemnation can be lifted, and the property can be habitable again. The Planning and Zoning Board has agreed to hold off on any action on the condemnation until December 2024 in order to give Mr. Binkerd time to make the necessary code improvements. In order to make the needed improvements, Mr. Binkerd is trying to secure a loan on the property. Unfortunately, he is having trouble getting a bank loan with the condemnation in place, so he has asked the Board to remove the condemnation. Discussion was held and the Board noted that Mr. Binkerd has made good progress on bringing the property into compliance but felt that it would not be prudent to lift the condemnation until all outstanding code violations are corrected. There are still two outstanding items to complete. It was the consensus of the Board that if the two outstanding code violations are addressed sooner than December, the Board will consider lifting the condemnation before the December deadline.

Updates:

- **Building Inspector Update:** Building Inspector Paul Clarke provided an update on open building permits within the city. There are currently 15 single family homes under construction. Clarke also gave a recap of current commercial permits that are still open or being addressed, including the Blue Tide car wash, the city's WWTF, WC school project, two storage facilities, a new commercial office and shop, and the church along Diamond Circle. Clark also briefly noted that other states/communities are starting to allow accessory buildings as dwelling units.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided an update to the Board on code enforcement issues. Violations that he has addressed include – tall grass/weeds, limbs over sidewalks, parking violations, pet issues, garbage violation, inoperable vehicles, and 2 open burn violations. He also noted continue zoning violations at 101 W Hwy 38 – violation letters were sent, and fines will be implemented.
- **City Administrator Update:**
 - **Project Updates**
 - Hwy 38 Project – Siteworks has begun this project. The anticipated completion date is November 11th.
 - WRRF – Work continues on the Aeromod structure and operations building. Siteworks is working on completing the installation of the gravity line.
 - 12th/Oaks Project – Substantial completion is set for October 31, 2024. It looks like the contractor will not be done by that date.
 - **TAP Grant:** The city has submitted an application for a TAP grant for a recreation path along Mickelson Road from Patrick Ave to Turtle Creek Drive, allowing a non-pedestrian connection for this neighborhood. Grants will be reviewed by the state on November 13th.
 - **AV Upgrades:** AV upgrades to the council chamber have been installed. Staff will get training on the operation and the new equipment should be ready for use within the next couple of weeks.
 - **Codification of Ordinances:** The city's zoning ordinances have been codified into one document. An updated copy will be distributed to the Board and placed on the city's website.

Adjournment: A motion was made by Kilbourn, second by Jackson to adjourn at 7:50pm – 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: November 12, 2024

AGENDA ITEM: Review of Condemnation of 200 N Main Avenue

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Staff stands behind the condemnation of 200 N Main Avenue until property meets all building and health codes.

Background/Summary:

On October 8, 2024, Levi Binkerd addressed the P&Z Board. Currently, his property at 200 N Main Ave is under a condemnation order by the city for several code and health violations. Mr. Binkerd would like to bring the structure up to code and so the condemnation can be lifted, and the property can be habitable again. The Planning and Zoning Board has agreed to hold off on any action on the condemnation until December 2024 in order to give Mr. Binkerd time to make the necessary code improvements. Mr. Binkerd was present at the P&Z Board meeting on October 29th and asked if the condemnation of the property could be lifted sooner than the December 2024 timeline. It was the consensus of the Board that if all outstanding code violations are addressed sooner than December, the Board will consider lifting the condemnation before the December timeline. Mr. Binkerd has asked to be placed on the P&Z Board again to discuss the condemnation once again.

Prior Council/Board Action:

6/30/24 & 8/14/24 – P&Z Board directed Levi Binkerd to work with the city's code enforcer/building inspector on a plan and timeline for cleanup and repairs.

8/27/24 – P&Z Board approve a timeline for code compliance and will review again on December 10, 2024.

Possible Action:

- Keep the condemnation in place until the property is compliant with all building and health codes.
- Remove the condemnation.

Fiscal Impact: If the city moves forward with the condemnation and demolition, this cost will need to be paid initially by the city, but we will assess it back against the property.

Attachments:

- None

October 2024 Building Inspection Report

<u>Date</u>	<u>Address</u>	<u>Permit #</u>	<u>Type</u>	<u>Status</u>	<u>Comments</u>
<u>10/1/2024</u>	1004 Tortuga Ave	2024-68	bld	Status	new house
<u>10/1/2024</u>	1011 Tortuga Ave	2024-10	bld	Status	framing check
<u>10/4/2024</u>	1021 Diamond Circle	2023-18	bld	Status	occupancy numbers
<u>10/4/2024</u>	302 Duck Trail	2024-41	bld	Status	checked on rough framing status
<u>10/5/2024</u>	511 N. Mundt ave	2023-74	bld	Status	residing
<u>10/5/2024</u>	700 Turtle Creek	2024-11	bld	Status	final interior work
10/5/2024	102 Whistsler Circle	2024-21	bld	Status	finish work
10/5/2024	202 Eastern Ave	2023-82	bld	Status	attached garage
10/5/2024	309 N. Mundt ave	2023-51	bld	Status	exterior front stoop
10/5/2024	807 Turtle Creek Circle	2024-19	bld	Status	finish work
10/5/2024	400 E. 4th Street	2024-33	bld	Status	deck work
10/7/2024	207 W. 6th Street	2024-40	bld	Status	interior work
10/8/2024	306 Ramona Street	2024-9	bld	Status	lawn shed-rough framing
10/11/2024	700 Turtle Creek	2024-11	bld	final	closed out job
10/15/2024	203 Sagehorn Drive	2024-82	bld	prefinal	front deck done
10/18/2024	1135 Ruud Trail	2024-78	bld	Status	steel being erected
10/18/2024	1051 Ruud Trail	2024-96	bld	Status	excavation in progress
10/18/2024	304 W. Opal Lane	2024-17	bld	Status	checked on progress
10/18/2024	400 E. 4th Street	2024-33	bld	Status	deck work
10/18/2024	713 W. Opal Lane	2024-85	bld	Status	new house foundation set
10/18/2024	514 W. Opal Lane	2024-95	bld	Status	new house job
10/24/2024	302 Duck Trail	2024-41	bld	framing	new house rough framing
10/25/2024	26015 466th Ave	2023-113	bld	framing	interior framing for Admin bld
10/26/2024	1051 Ruud Trail	2024-96	bld	Status	excavation in progress
10/26/2024	1135 Ruud Trail	2024-78	bld	Status	steel being erected
10/26/2024	504 W. Opal Lane	2023-95	bld	Status	new house setup
10/26/2024	408 S. Main ave	2023-87	bld	Status	finish work
10/26/2024	511 N. Mundt ave	2023-75	bld	Status	residing job
10/26/2024	309 N. Mundt ave	2023-51	bld	Status	front stoop work
10/26/2024	1011 Tortuga Ave	2024-10	bld	Status	sheetrock
10/26/2024	807 Turtle Creek Circle	2024-19	bld	Status	finish work
10/26/2024	102 Whistsler Circle	2024-21	bld	Status	finish work
10/26/2024	102 N. Vandemark Ave	2024-	bld	footing	front stoop work
10/28/2024	1004 Tortuga Ave	2024-68	bld	Status	rough framing in progress
10/29/2024	514 W. Opal Lane	2024-95	bld	Status	foundation walls set and backfilled
10/30/2024	509 Jamison Circle	2024-105	bld	Status	excavation in progress

OCTOBER 2024 CODE REPORT

ADDRESS	DATE	DEADLINE/FOLLOWUP	CODE TYPE	REASON	SOURCE	CLOSED?	COMMENTS
W Opal Lane	10/1/2024	10/15/2024	Zoning Municipal	Parking on Non-Improved Surface (i.e grass) Rubbish/Junk	R	Yes	Email and letter sent on 10/1 for trailers and box truck parked on unimproved surface and construction materials on another owner's empty lots.
105 N Vandemark	10/3/2024	10/18/2024	Zoning	Parking on Non-Improved Surface (i.e grass)	R	Yes	Letter sent on 10/3 for multiple trailers and vehicles parked on grass.
102 S Vandemark	10/3/2024	10/18/2024	Zoning	Parking on Non-Improved Surface (i.e grass)	R	Yes	Letter sent on 10/3 for camper parked on grass.
101 N Vandemark	10/3/2024	10/18/2024	Zoning	Parking on Non-Improved Surface (i.e grass)	R	Yes	Letter sent on 10/3 for multiple trailers and vehicles parked on grass.
206 W 6th	10/4/2024	10/21/2024	Zoning	Parking on Non-Improved Surface (i.e grass)	S	No	Letter sent on 10/4 for trailer parked on grass.
606 N Oaks	10/4/2024	10/21/2024	Zoning	Parking on Non-Improved Surface (i.e grass)	S	Yes	Letter sent on 10/4 for trailer parked on grass.
307 E 4th St	10/4/2024	10/21/2024	Municipal	Unightly Trash/Junk	R	Yes	Letter sent on 10/4 for mattress and carpet being stored on side of house.
305 N Vandemark	10/4/2024	10/21/2024	Municipal	Tree Branches	S	Yes	Letter sent on 10/4 for tree branches hanging low over street.
402 E 4th St	10/4/2024	10/21/2024	Municipal	Tree Branches	S	Yes	Letter sent on 10/4 for tree branches restricting visibility on street corner.
104 W 3rd St	10/10/2024	10/18/2024	Municipal	No Pet License	S	Yes	Letter sent on 10/10 for no pet license.
304 N Mundt Ave	10/15/2024	10/30/2024	Municipal	Tree Branches	S	No	Letter sent on 10/15 for tree branches hanging low over alley.
302 N Mundt Ave	10/15/2024	10/30/2024	Municipal	Tree Branches Tall Grass/Weeds	S	No	Letter sent on 10/15 for tree branches hanging low over alley and tall grass/weeds along fenceline.
203 N Feyder Ave	10/15/2024	10/30/2024	Zoning	Parking on Non-Improved Surface (i.e grass)	S	No	Letter sent on 10/15 for trailer parked on grass.
506 Jameson Cir	10/15/2024	10/30/2024	Zoning	Parking on Non-Improved Surface (i.e grass)	S	No	Letter with \$200/day fine (starting 10/15) sent on 10/15 for trailer parked on grass. Trailer moved as of 10/17. Fine \$200.
Oaks St	10/15/2024	N/A	Municipal	Garbage Cans on Street	R	N/A	Reminder letters sent on 10/15 to Novak and Cressman about garbage cans needing to be placed off the street and on the curb. And to let resident know if their drivers notice residents doing it.
504 Kia Dr	10/15/2024	10/24/2024	Municipal	No Pet License	S	No	Letter sent on 10/15 for no pet license.
Humboldt Resident	10/17/2024	N/A	Municipal	Garbage Violation	S	Yes	Letter sent on 10/17 for garbage found in City park garbage cans. Acknowledgement letter received on 10/24.
408 N Main Ave	10/17/2024	11/4/2024	Municipal Zoning	Inoperable Vehicle Parking on Non-Hard Surface (i.e. grass)	R	No	Letter sent on 10/17 for two minivans with expired tags and a third parked on the grass.
502 N Main Ave	10/22/2024	11/6/2024	Municipal	Inoperable Vehicle Parking on Street Ordinance Reminder	R	No	Letter sent on 10/22 for box van, with expired tags, parked on street longer than ordinance allows.
505 S Feyder Ave	10/24/2024	11/8/2024	Zoning	Parking on Non-Hard Surface (i.e. grass)	S	No	Letter sent on 10/24 for trailer parked on grass.
104 W South St	10/29/2024	N/A	Municipal	Open Burning	R	N/A	Letter sent on 10/29 for open burning garden and using fire pit without spark arrestor.
101 W Hwy 38	10/29/2024	10/30/2024	Zoning	Zoning Use Violation	R	N/A	Letter with notice of violation sent on 10/29. Discussion needed if future violations to be fined or legal action brought.
100 E 9th #6	10/30/2024	11/8/2024	Municipal	No Pet License	S	No	Courtesy letters were sent twice this year about pet license renewal. Letter with \$100 fine sent on 10/30.
205 W 7th St	10/30/2024	11/8/2024	Municipal	No Pet License	S	No	Courtesy letters were sent twice this year about pet license renewal. Letter with \$150 fine sent on 10/30.
206 W 6th St	10/30/2024	11/8/2024	Municipal	No Pet License	S	No	Courtesy letters were sent twice this year about pet license renewal. Letter with \$150 fine sent on 10/30.
207 S Feyder Ave	10/30/2024	11/8/2024	Municipal	No Pet License	S	No	Courtesy letters were sent twice this year about pet license renewal. Letter with \$50 fine sent on 10/30.
708 Shamrock Dr	10/30/2024	11/8/2024	Municipal	No Pet License	S	No	Courtesy letters were sent twice this year about pet license renewal. Letter with \$50 fine sent on 10/30.
510 S Main Ave	10/30/2024	11/8/2024	Municipal	No Pet License	S	Yes	Courtesy letters were sent twice this year about pet license renewal. Letter with \$50 fine sent on 10/30. Pets licensed and fine paid as of 11/4.
200 W 7th St	10/30/2024	11/8/2024	Municipal	No Pet License	S	No	Courtesy letters were sent twice this year about pet license renewal. Letter with \$100 fine sent on 10/30.
401 E 6th St	10/30/2024	11/15/2024	Zoning	Parking on Non-Hard Surface (i.e. grass)	S	No	Letter sent on 10/30 for trailer parked on grass.
205 Jeanne Cir	10/30/2024	11/15/2024	Zoning	Parking on Non-Hard Surface (i.e. grass)	S	No	Letter sent on 10/30 for SUV parked on grass.

R=RESIDENT
S=STAFF

City Administrator Update

November 12, 2024

Project Updates (Changes in Red):

- City Projects:

- 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 will coordinate with developers to ensure the new water main placement will satisfy their needs. Plans have been sent to the DOT for review. The city will need to close on our SRF loan for this project before bidding. Closing can be done as soon as the environmental has been completed -anticipate this to be in about 2 weeks. Still waiting to close on this loan – anticipate closing this last week but there was a personnel change at the state, which has pushed our environmental review back some. Still hoping to close the loan and go out to bid in June. 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 state approval of our environmental – I did receive an email on 6/27 that included a Categorical Exclusion Determination (CATEX) notice from DANR. We must publish this notice in our legal newspaper to ask the public for comments on the 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. At their 7/16 meeting, the city council did approve the bidding of this project once we received DANR approval. Our environmental was approved on 7/22 so all we need now is approval of a couple of revisions – this should be completed next week so we can go out to bid. All approval and loan closing has been completed. We are advertising for bids on 8/2 and 8/9, with a bid opening on 8/28 at 3pm. Low bid on the project was from Siteworks and within budget. They plan to start the project mid-October and hope to have everything completed, except for the seeding in mid-November. They are the same contractors for our WWTF piping, so it helps with coordination. Work has begun on this project – anticipated completion date for everything except restoration and seeding is planned for November 11th. **Siteworks continues to make progress on this project – boring the water line under Highway 38 got pushed back a week further than anticipated but they plan to be done towards the end of next week. This will completely open up Railroad Street again.**
- 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 utilities. 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. The last progress meeting was held with the engineers, staff and contractors on 2/14 – 3/13. The lift station lid was placed, and work continues on the pouring of the Aeromod walls. Piping has ceased for the winter but is expected to start again within the next month or two. The City Council would like a tour of the project – we are looking at doing this on a Friday in May – the P&Z Board will be invited as well if you are interested. It seems like we are shooting for a tour of the project in June versus May. I will keep the Board updated on the specific date and time when set. Progress continues on this project, and we are still running slightly ahead of schedule thanks to the mild winter. Work is still on schedule. Work continues on the Aeromod structure and the exterior walls and roof for the operations building have been completed. Siteworks plans to be on location again in September now versus mid-July. Once sitework resumes pipework, Mickelson Road will be shut down for 2-3 days to get the pipe across – once we know these dates, notice will be placed on the city’s website and Facebook page. The city tour on 7/16 went well and you can see the progress they are making with the Aeromod system and operations building. Work on the UV system, plumbing and electrical are being completed. Siteworks plans to be back in September to complete the gravity main. Siteworks is back and working on the gravity main line. Mickelson road by Hwy 38 will be closed 9/30 to 10/18. Work also continues on the Aeromod structure and operations building. Utilities (electric, gas, water and cable) are starting to be placed. Siteworks is completing the gravity main, and work continues on the Aeromod and operations building. **The gravity main is done, Rice Lake continues to make progress on the Aeromod structure and operations building.**
- 12th/Oaks Project – Infrastructure Design Group has started plan. Once the plans are completed, ISG will review. We hope to bid this project in Jan/Feb 2024 and construction to begin in spring 2024. Plans are at 50% and a meeting between the project engineer, city engineer, and staff is planned for Monday, 12/18 for review. IDG did present 100% plans to the city and they have been reviewed by ISG and staff. Comments have been made and sent back to IDG to address. We are hoping to have council approval on 3/19 to proceed with bidding for the project and hope to award it in April. City Council tabled approval of bid letting until they have further review of the project plans. Bid letting

approval will be on their 4/2 agenda. Bids were opened on 4/24. We had 6 bids come in, which was good. Alliance Construction had the low bid. The city council approved the low bid on 5/7, along with alternate B for the concrete intersection and the addition of stub out to the HADF property – we determined that the grant would cover the alternates. Once all construction agreements are in place, we will move forward with a pre-construction meeting and construction can begin. A preconstruction meeting was held on Thursday, May 30th with the engineers, utility companies, and the contractor. Project is scheduled to begin the week of June 17th – substantial completion is set for 10/18. Even with the excessive rain, silt fence has been installed and grading has begun. A groundbreaking is planned for 7/11 at 11:30am. The groundbreaking was well attended and the contractors are making good progress. There is a lot of activity up there since the contractor for the road is also doing the grading work on the HADF lots. Most of the sewer pipes have been installed in the road and the water pipes are not far behind – dry weather has helped this project. Road work continues – the sewer has been completed and work is progressing on the water. All sewer and water lines have been installed. Gravel for the roadway has been placed and they are putting in curb & gutter. Once the curb line is installed, the asphalt for the road will be placed. Due to weather delays at the beginning of this project, the contractor requested an extension for the completion date to the end of October – this request was granted by the city council. **The contractor did not make their 10/31 completion deadline date so liquidated damages are being calculated. The city did a walk through on the project on Thursday. All-in-all the project turned out good – there is some minor grading and seeding to complete, some clean up work and a few punch list items but the project the word is substantially completed and should be open sometime next week.**

- 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. I met with SECOG this last week to discuss funding for this project. Unfortunately, there are very few funding options for street reconstruction projects. There is a community access grant, which we will apply for, but maximum grant funding is only \$600,00 (this is a 5.6M project). We are checking with USDA for a possible option, but this project may not qualify. The council may have to look at possible funding with property assessments and a sales tax bond. The city held a meeting with abutting property owners on Thursday (3/21). There were about 8 in attendance. ISG reviewed the proposed project and addressed any questions. The city will meet individually to discuss specific properties as we continue to move forward with this project. I have met twice with SECOG and Rural Development to discuss available funding for this project. Funding scenarios will be discussed with the city council in the near future. The city council discussed funding scenarios for this project and has approved the application for a community access grant and Reed loan, utilizing reserve funds from our water, sewer and general fund and securing a tax bond. Project is still planned to be bid in conjunction with the state project this winter. The city council did approve a resolution to move forward with a sales tax bond and the application for the REED Loan has been completed (we are just working on providing financials through 6/30). We have met with Tammen Oil, Ace, Grocotts, Buss Accounting, and Dairy Queen to address any specific questions or concerns they have on the project. Additional meetings are planned with AmericInn, Get-N-Go and Harms Oil. Our bond resolution has been published and we will close on these bonds later this fall. The REED loan application has also been submitted – hope to hear back from them early August. Additional landowner meetings are being planned. We continue to meet with adjoining property owners and address any questions and concerns. We will close on our bond loan this fall and we received word this last week that we have been approved for the REED Loan – funding of this project is in place. Continuing to work with adjoining property owners to address questions and concerns.
- Other Projects –
 - 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.

Other:

- **TAP Application:** Our application for phase 1 of the TAP grant was submitted to the state on Friday (9/27). As discussed, phase 1 will be for a bike trail along the south side of Mickelson Road from the existing trail at Patrick Ave to Turtle Creek Drive. This will provide the only pedestrian connection for this neighborhood. A revised cost estimate from ISG is \$749,549.50 – this is an 80/20 grant. The grant will be reviewed by the grant committee on Wednesday, November 13th.
- **AV Upgrade:** The AV upgrades have been installed. Staff will be trained in the operation of the new equipment within the next couple of weeks.
- **Codification of Ordinances:** As you know, SECOG was helping me codify our zoning ordinances. This city's municipal ordinances have been codified into one document and can be accessed through our website. The city's zoning ordinances were also codified but when we went through this, we noticed that we have a numbering error with the sections (we have two sections marked as 12.16). To rectify this, we just need to pass an ordinance to renumber the sections. We will do this at our next zoning meeting.
- **Park Plan:** To help the council, P&Z Board, and Park & Rec Board with a plan to improve existing parks and plan for placement of future parks & trails, the city has asked ISG to submit a proposal to develop a master park plan. This proposal was submitted to the city and the council has asked for input from the P&Z & Park Rec Board. This proposal will be presented to you at your next meeting for discussion.
- **Office Closure:** City offices will be closed Monday, 11/11 for the Veterans Day Holiday.

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