

PLANNING AND ZONING AGENDA
TUESDAY, NOVEMBER 28, 2023
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
 - November 14, 2023 Meeting

- 4) PUBLIC COMMENTS
Action cannot be taken on items discussed unless specifically listed elsewhere on the agenda

- 5) OLD BUSINESS

- 6) NEW BUSINESS
 - Review/Approve County Plat Submission for Lots 8A & 8B in Block 1 of Brower 2nd Addition
 - Review/Approve County Plat Submission for Tract 1 of West Central School District 2nd Addition

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

- 8) ADJOURNMENT

Next Planning & Zoning Meeting: December 12, 2023

Planning and Zoning Meeting – Regular Meeting November 14, 2023

Chairman Tony Randall called the meeting to order at 7:00pm at Hartford City Hall with the following planning and zoning members present: Michelle Kilbourn, Troy Jackson and Brad Miles. Also present was City Administrator Teresa Sidel, Building Inspector/Code Enforcer Kyle Christensen, and Building Inspector Paul Clarke. There was no one present from the public.

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

Approval of the Minutes: The October 30, 2023, regular meeting minutes were reviewed. A motion was made by Jackson, second by Miles to approve the October 30, 2023, regular meeting minutes – all voted yes, motion carried.

Public Comments: None

New Business:

- **Review/Approve Agreement for Continued Conditional Use Permit:** The Planning & Zoning Board held a hearing on October 30, 2023, to review the Conditional Use Permit issues to 101 W Hwy 38. Ryan Grossman of Grossman Properties owns the lot at 101 W Hwy 38. This lot is located on the SW corner of Hwy 38 and Main Avenue and is zoned community commercial. The property was rented to Byron Rivas in August of 2021. Mr. Rivas brought in vehicles and once again started a car dealership but was also doing repair work, which requires a conditional use permit (CUP). A CUP application was submitted to the city and went before the P&Z Board on 9/13/22 for review. The Board approved the CUP with the following conditions:
 - No unlicensed or non-road worthy vehicles outside of the building
 - No parts, tools, or repair equipment outside of the building
 - All repair work must be conducted within the building
 - All used oil storage must be properly stored inside the building
 - If the property receives more than 2 violations with the city within 6 months, the CUP will be revoked

Since the original approval of the CUP, the city has received complaints about the property and after investigation of the premises, the code enforcer found the property is in violation of the CUP. A courtesy letter was sent to Mr. Rivas, along with 2 violation letters between 5/23/23 and 9/26/23. Since there were 2 violations within six months, a Notice of Hearing for October 30, 2023, was sent to the property owner and renter. The renter, Mr. Rivas, was present for the hearing. It was the consensus of the Board to allow the CUP to continue if the property owner and renter signed an agreement that states any further violations will result in automatic termination of the CUP. This agreement was drafted by the city attorney and reviewed by the P&Z Board. A motion was made by Jackson, second by Kilbourn to approve the Agreement for Continued Conditional User Permit as drafted – all voted yes, motion carried.

New Business:

- **Review Current Fence Regulations/Discuss Possible Changes:** The Board reviewed the city's current fence regulations. Discussion was held regarding the verbiage in Section E&F. Section E&F basically dictates the height and setbacks of fences in various zoning districts. Verbiage about corner lots is confusing since it refers to a 2nd front yard. It was also noted that this verbiage can be interpreted differently. After discussion by the Board, they have directed staff to re-word these sections to help clarify the intent. It was also suggested to add an illustration. Staff will present a draft change at the next P&Z meeting on November 28th.
- **Review Current Residential & Commercial Building Standards/Discuss Possible Changes:** The Board also reviewed the city's current building standards for residential and commercial properties. Discussion was held about whether to allow multiple building materials on one structure or not. Currently, it is possible for developers to mix/match the materials. SECOG was contacted about this question and like Hartford, most communities just restrict the types of materials that can be used for roofing/siding – not the number of materials used on one structure. SECOG did note that if Hartford were to mandate just one material per structure, we may run into issues since the building code does allow various types of materials and the sheer design of a structure may limit materials that can be used. For example - Allowing multiple types of roofing materials on a single structure gives the developers more leeway to address roofing on different slopes. After discussion by the Board, it was the consensus to keep the city's current regulations in place regarding building materials.

Updates

- **Building Inspector Update:** Building Inspector Paul Clarke was present to provide an update on building projects to the Board. There are currently 19 open single-family homes in various stages of construction, along with 1 twin home. Clarke also gave a recap of current commercial permits that are still open and a brief update on the WWTF and School project, along with an update on Knox Box installations.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen was present to provide an update on code enforcement to the Board. Current code violations being addressed by the city include parking on the grass,

rubbish/junk, and low hanging trees. Christensen also gave an update on the nuisance property on N Oaks Avenue.

- **City Administrator Update:**

- Project Updates

- Hwy 38 Water Main Extension – Plans have been sent to DANR.

- Western Ave Sewer Project – The seeding will be reviewed in the spring.

- City staff will be conducting a review of sidewalks throughout the city to identify places that should have sidewalk accessibility. A plan will be presented to the city council next spring for review.

- The city is advertising for a part-time Chamber Director and part-time snow removal help.

Adjournment: A motion was made by Kilbourn, second by Jackson to adjourn at 7:39pm – 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



Agenda Item Staff Report

DATE: November 28, 2023

AGENDA ITEM: Review/Approve County Plat for Lots 8A & 8B in Block 1 of Brower 2nd Addition

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approval contingent that the city received a signed pre-annexation agreement

Background/Summary:

Lots 8A & 8B in Block 1 of Brower 2nd Addition has been presented to the city for review and approval. This parcel is not currently within the city limits but is within the city's platting jurisdiction (growth area) so it must be approved by the city Planning & Zoning Board and City Council before it can be submitted to the county for approval. This plat is for property that is currently owned by Michael and Jill Federick and is within the Brower Industrial Park just to the south of the city. ISG has reviewed the plat and verified that it conforms to our regulations. A pre-annexation agreement has been sent to the owner's engineer for signature but has not been received yet. Per city sub-division regulations, a pre-annexation agreement must be received by the city in order to approve any platting or re-platting of land outside of city limits. I believe this plat can be approved by the Board contingent that the city receives a pre-annexation agreement.

Prior Council/Board Action: None

Possible Action:

Approval/Approval with Conditions – Would allow the plat to move on to the City Council for review/approval.

Denial – The plat will not be able to move forward, and the land cannot be re-platted.

Fiscal Impact: None to the city

Attachments:

- ISG Approval Letter
- Copy of the Plat as submitted

NOVEMBER 17, 2023
Teresa Sidel
City Administrator
City of Hartford
125 North Main Avenue
Hartford, South Dakota 57033
cityhall@hartfordsd.us



RE: LOTS 8A AND 8B IN BLOCK 1 OF THE BROWER 2ND ADDITION - PLAT REVIEW

Dear Mrs. Sidel,

We have reviewed the plat of Lots 8A and 8B in the Brower 2nd Addition in conjunction with the City of Hartford's subdivision regulations. ISG recommends no changes to the plat based on the City's regulations and recommends that the surveyor sign and certify the plat and submit copies to the City for approval.

Please let me know if you have any questions, comments, or wish to discuss further.

A handwritten signature in black ink, appearing to read "Justin Heim", is written over a horizontal line.

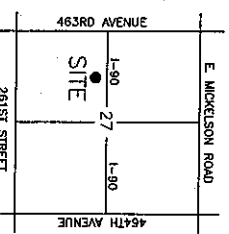
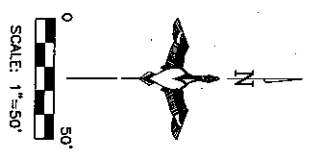
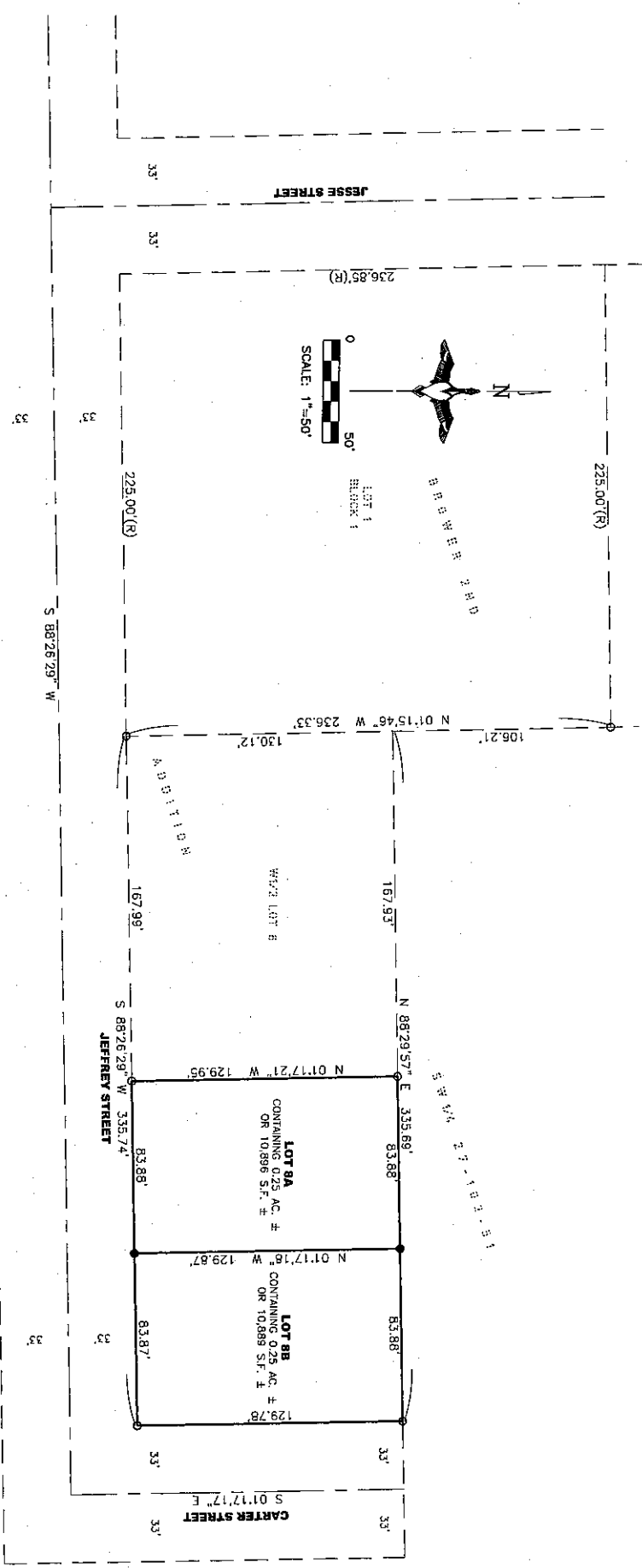
Justin Heim, PE
Civil Engineer

Justin.Heim@ISGInc.com

156 11-14-23

PLAT OF LOTS 8A AND 8B IN BLOCK 1 OF BROWER 2ND ADDITION

IN THE SOUTHWEST QUARTER OF SECTION 27, TOWNSHIP 102 NORTH, RANGE 51 WEST OF THE 5TH PRINCIPAL MERIDIAN, MINNEHAHA COUNTY, SOUTH DAKOTA.



NOTES:
 BASIS OF BEARINGS IS UTM-ZONE 14
 THIS PLAT WAS PREPARED WITHOUT
 THE BENEFIT OF A TITLE COMMITMENT.
 EASEMENTS OF RECORD WERE NOT
 RESEARCHED AND ARE NOT SHOWN
 ON THE PLAT

AREA MAP N.T.S.
 SECTION 27, T102N, R51W
 314 P.L.M.

PREPARED BY:
PINDAKMAYNE
Land Surveying, Inc.
 Land Surveying and GPS Consulting
 211 E. 14th Street, Suite 100
 Sioux Falls, South Dakota 57104
 Phone: (605) 339-8901 FAX: (605) 274-8951

- LEGEND:**
- SET 5/8" REBAR W/CAP #10141
 - F.D. MONUMENT
 - △ SECTION CORNER (AS NOTED)
 - (M) MEASURED DISTANCE
 - (R) RECORD INFORMATION
 - (R) ACRES
 - S.F. SQUARE FEET
 - U.E. UTILITY EASEMENT
 - R/W RIGHT-OF-WAY
 - N.T.S. NOT TO SCALE
 - PREVIOUSLY PLATED LINE
 - RIGHT OF WAY LINE



PLAT OF LOTS 8A AND 8B IN BLOCK 1 OF BROWER 2ND ADDITION

IN THE SOUTHWEST QUARTER OF SECTION 27, TOWNSHIP 102 NORTH, RANGE 51 WEST
OF THE 5TH PRINCIPAL MERIDIAN, MINNEHAHA COUNTY, SOUTH DAKOTA.

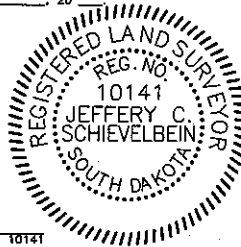
SURVEYOR'S CERTIFICATE

I, Jeffrey C. Schiavelbein, of Midwest Land Surveying, Inc., a Registered Land Surveyor in the State of South Dakota, do hereby state that I did, on or before this date, survey the East Half of Lot 8 in Block 1 of Brower 2nd Addition in the Southwest Quarter of Section 27, Township 102 North, Range 51 West of the 5th Principal Meridian, Minnehaha County, South Dakota, and re-platted the same into Lots 8A and 8B in Block 1 of Brower 2nd Addition in the Southwest Quarter of Section 27, Township 102 North, Range 51 West of the 5th Principal Meridian, Minnehaha County, South Dakota, as shown on the foregoing PLAT.

The same shall be known and described as **LOTS 8A AND 8B IN BLOCK 1 OF BROWER 2ND ADDITION IN THE SOUTHWEST QUARTER OF SECTION 27, TOWNSHIP 102 NORTH, RANGE 51 WEST OF THE 5TH PRINCIPAL MERIDIAN, MINNEHAHA COUNTY, SOUTH DAKOTA.**

Dated this _____ Day of _____, 20____

I further certify that the above PLAT correctly represents the same, is true and correct and that it was made at the request of the owners.



Jeffrey C. Schiavelbein, Registered Land Surveyor No. 10141

CITY COUNCIL RESOLUTION

Whereas this Plat has been examined by the City Council of Hartford and it appears to the City Council that the system of streets set forth therein conforms to the system of streets of the existing Plats of the City, that all provisions of the City's subdivision regulations have been complied with, that all taxes and special assessments upon the tract or subdivision have been fully paid, and that such plat and the survey thereof have been executed according to law.

Now therefore, be it resolved by the City Council of Hartford, South Dakota that said Plat is hereby approved, and the City Finance Officer is hereby directed to endorse on said Plat a copy of this resolution and certify the same thereon.

Approved this _____ Day of _____, 20____

Mayor
City of Hartford, South Dakota

FINANCE OFFICER'S CERTIFICATE

I, _____, the duly appointed, qualified and acting Finance Officer of the City of Hartford, South Dakota, hereby certify that the certificate of approval is true and correct including the signature thereon, and that any special assessments which are liens upon the land shown in the above plat, as shown by the records in my office on this _____ day of _____, 20____ have been paid in full.

City Finance Officer
City of Hartford, South Dakota

OWNER'S CERTIFICATE

We, the undersigned, do hereby certify that we are the owners of all land included in the above plat and that said plat has been made at our request and in accordance with our instructions for the purposes of transfer, and that the development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations.

We hereby dedicate to the public for public use forever, the streets, roads, alleys, parks and public grounds, if any, as shown on said plat, including all sewers, culverts, bridges, water distribution lines, sidewalks and other improvements on or under the streets, roads, alleys, parks and public grounds whether such improvements are shown or not. We also hereby grant easements to run with the land for water, drainage, sewer, gas, electric, telephone, cable television, or other public utility lines or services, under, on or over those strips of land designated hereon as easements for the purposes of constructing, maintaining, repairing, and improving said facilities. The owner, their lessees and assignees shall, at their own expense, keep the easement area in good repair and clear of obstructions. No improvements of any kind may be erected within an easement which might interfere in any way with the proper maintenance, use, repair, reconstruction, and patrolling of the easement. This covenant shall run with the land.

We hereby waive any rights of protest to any special assessment program which may be initiated for the purpose of installation of improvements required by the City of Hartford Subdivision Regulations.

We do hereby certify that this replat will not place any existing lot or building in violation of any applicable ordinance, code, regulation, or law including but not limited to zoning, building, subdivision, and flood prevention.

We further certify that this platting of said described Lots 8A and 8B in Block 1 of Brower 2nd Addition in the Southwest Quarter of Section 27, Township 102 North, Range 51 West of the 5th Principal Meridian, Minnehaha County, South Dakota does hereby vacate the following platting:

a portion of Lot 8 in Block 1 of Brower 2nd Addition in the Southwest Quarter of Section 27, Township 102 North, Range 51 West of the 5th Principal Meridian, Minnehaha County, South Dakota, on file at the office of the Register of Deeds in Book 70 of plats, Page 101, said plat, hereby partially vacated, being situated within described Brower 2nd Addition as surveyed.

Dated this _____ Day of _____, 20____

Michael L. Frederick
Trustees of the Frederick Family Revocable Living Trust dated March 31, 2016

Jill E. Frederick
Trustees of the Frederick Family Revocable Living Trust dated March 31, 2016

State of _____

County of _____

On this the _____ day of _____, 20____, before me, the undersigned officer, personally appeared Michael L. Frederick and Jill E. Frederick, Trustees of the Frederick Family Revocable Living Trust dated March 31, 2016, known to me or satisfactorily proven to be the persons whose names are subscribed to the within instrument and acknowledged that they executed the same for the purposes therein contained.

In witness whereof I hereunto set my hand and official seal.

Notary Public - State of _____
My Commission Expires: _____

CERTIFICATE OF ROAD AUTHORITY

I, _____ (Name), _____ (Title) of the _____ (Agency), do hereby certify that this plat and access location has been reviewed by me or my authorized agent and that this plat is recommended for approval.

By: _____

TITLE: _____

COUNTY PLANNING DIRECTOR'S CERTIFICATE

I, the Planning Director of Minnehaha County, do hereby certify that this plat has been reviewed by me or my authorized agent and has been approved.

Approved this _____ day of _____, 20____

PLANNING DIRECTOR
Minnehaha County, South Dakota

COUNTY AUDITOR CERTIFICATE

I, Leah Anderson, do hereby certify that the above certificate of approval is true and correct including the signature thereon.

Dated this _____ Day of _____, 20____

COUNTY AUDITOR
Minnehaha County, South Dakota

TREASURER

I, the Treasurer of Minnehaha County, South Dakota, do hereby certify that all taxes which are liens upon any land shown in the above plat, as shown by the records of my office have been paid in full.

Dated this _____ Day of _____, 20____

TREASURER
Minnehaha County, South Dakota

DIRECTOR OF EQUALIZATION

I, the Director of Equalization of Minnehaha County, South Dakota, do hereby certify that a copy of the above and foregoing described plat has been filed in my office.

Dated this _____ Day of _____, 20____

DIRECTOR OF EQUALIZATION
Minnehaha County, South Dakota

REGISTER OF DEEDS

Filed for record this _____ day of _____, 20____, at _____ o'clock, _____ m., and recorded in Book _____ of Plats on Page _____.

REGISTER OF DEEDS
Minnehaha County, South Dakota

CITY PLANNING COMMISSION CERTIFICATE

Be it resolved by the Planning Commission of the City of Hartford, South Dakota that this Plat be approved and that the same be presented to the City Council with the recommendation to adopt said plat.

Approved this _____ Day of _____, 20____

Chairman
City of Hartford Planning Commission

CITY ENGINEER'S CERTIFICATE

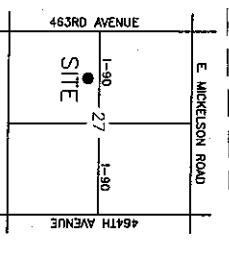
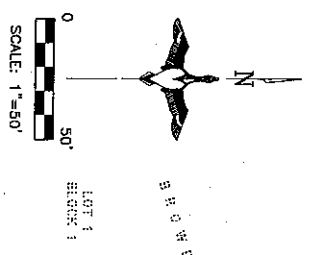
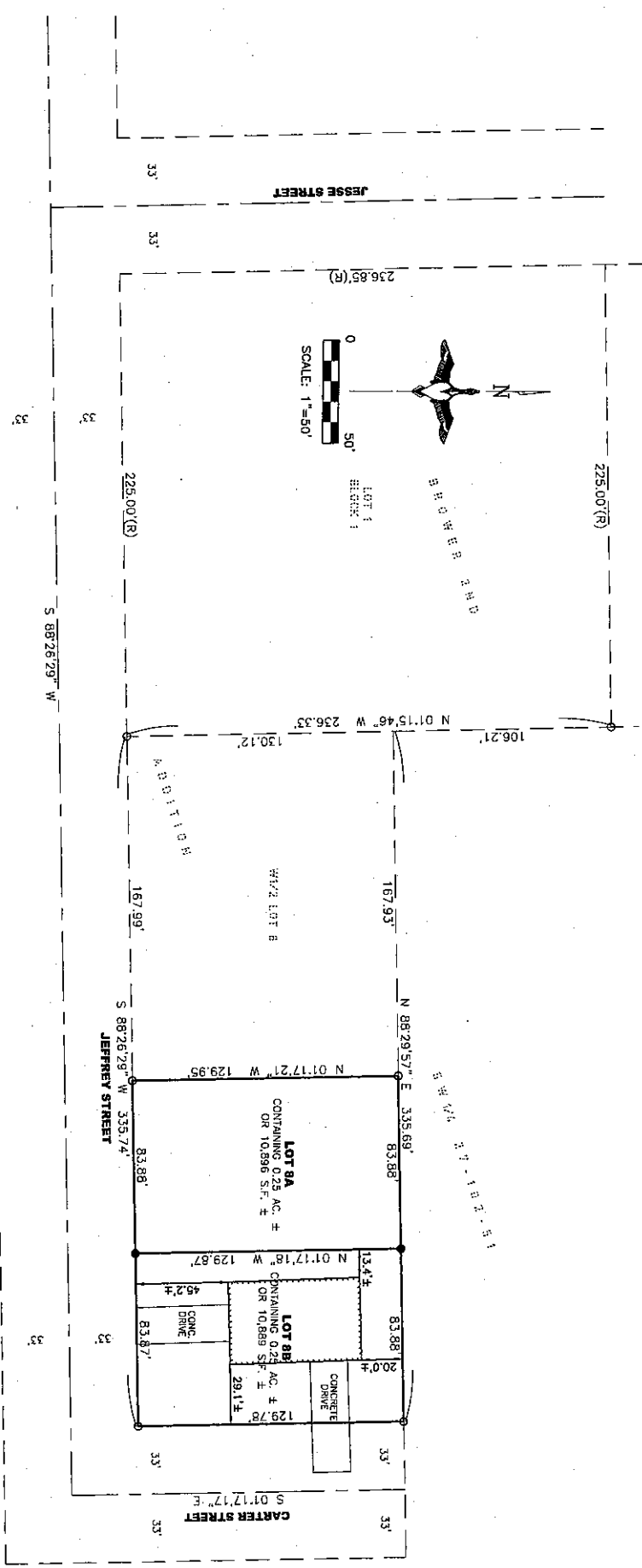
I, _____, City Engineer of the City of Hartford, South Dakota, do hereby certify that this plat has been reviewed by me or my authorized agent and that this plat is recommended for approval.

Signed on this _____ day of _____, 20____

City Engineer
City of Hartford, South Dakota

EXHIBIT - LOTS 8A AND 8B IN BLOCK 1 OF BROWER 2ND ADDITION

IN THE SOUTHWEST QUARTER OF SECTION 27, TOWNSHIP 102 NORTH, RANGE 51 WEST OF THE 5TH PRINCIPAL MERIDIAN, MINNEHAHA COUNTY, SOUTH DAKOTA.



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 EASEMENTS OF RECORD WERE NOT
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 ON THE PLAT

AREA MAP N.T.S.
 SECTION 27, T102N, R51W
 5TH P.M.

PREPARED BY:
PINDA WYSE
 Land Surveying and GPS Consulting
 2711 E. 14th Street, Suite 100
 Sioux Falls, South Dakota 57104
 Phone: (605) 339-8901 FAX: (605) 274-8951

- LEGEND:**
- SET 5/8" REBAR W/ CAP #10141
 - F.D. MONUMENT
 - △ SECTION CORNER (AS NOTED)
 - (N) MEASURED DISTANCE
 - (R) RECORD INFORMATION
 - (F) ACRES
 - S.F. SQUARE FEET
 - U.E. UTILITY EASEMENT
 - R/W RIGHT-OF-WAY
 - N.T.S. NOT TO SCALE
 - PREVIOUSLY PLATED LINE
 - - - RIGHT OF WAY LINE





Agenda Item Staff Report

DATE: November 28, 2023

AGENDA ITEM: Review/Approve County Plat for Tract 1 of the West Central School District Addition

PREPARED BY: Teresa Sidel, City Administrator

Staff Recommendation: Approval contingent that the city received a signed pre-annexation agreement.

Background/Summary:

Tract 1 of the West Central School District Addition has been presented to the city for review and approval. This parcel is not currently within the city limits but is within the city's platting jurisdiction (growth area) so it must be approved by the city Planning & Zoning Board and City Council before it can be submitted to the county for approval. This plat is for property that is currently owned by Circle J Farms (Rose Stumpe) and is located on the south side of Mickelson Road (between Mickelson Road & the city lagoons). ISG has reviewed the plat and verified that it conforms to our regulations. A pre-annexation agreement has been sent to the owner's engineer for signature but has not been received yet. Per city sub-division regulations, a pre-annexation agreement must be received by the city in order to approve any platting or re-platting of land outside of city limits. I believe this plat can be approved by the Board contingent that the city receives a pre-annexation agreement.

Prior Council/Board Action: None

Possible Action:

Approval/Approval with Conditions – Would allow the plat to move on to the City Council for review/approval.

Denial – The plat will not be able to move forward, and the land cannot be re-platted.

Fiscal Impact: None to the city

Attachments:

- ISG Approval Letter
- Copy of the Plat as submitted

NOVEMBER 21, 2023
Teresa Sidel
City Administrator
City of Hartford
125 North Main Avenue
Hartford, South Dakota 57033
cityhall@hartfordsd.us



RE: WEST CENTRAL SCHOOL DISTRICT 2ND ADDITION, TRACT 1 - PLAT REVIEW

Dear Mrs. Sidel,

We have reviewed the plat of Tract 1 of the West Central School District 2nd Addition, in conjunction with the City of Hartford's subdivision regulations. ISG recommends no changes to the plat based on the City's regulations and recommends that the surveyor sign and certify the plat and submit copies to the City for approval.

Please let me know if you have any questions, comments, or wish to discuss further.

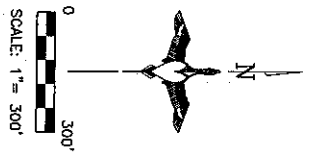
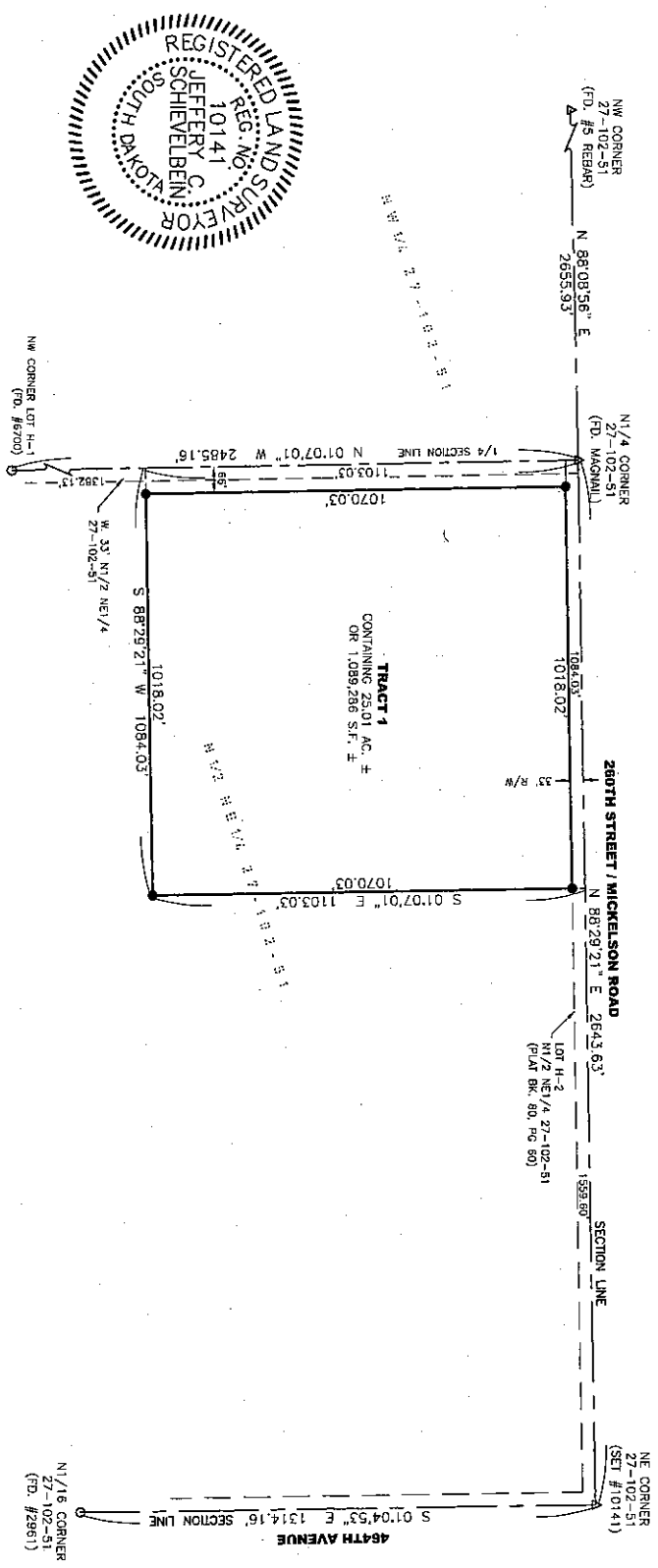
A handwritten signature in black ink, reading 'Justin Heim', is positioned above the typed name. The signature is fluid and cursive.

Justin Heim, PE
Civil Engineer

Justin.Heim@ISGInc.com

PLAT OF TRACT 1 OF WEST CENTRAL SCHOOL DISTRICT 2ND ADDITION

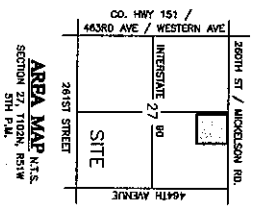
IN THE NORTH HALF OF THE NORTHEAST QUARTER OF SECTION 27, TOWNSHIP 102 NORTH, RANGE 51 WEST OF THE 5TH PRINCIPAL MERIDIAN, MINNEHaha COUNTY, SOUTH DAKOTA.



NOTES:
 BASIS OF BEARINGS IS UTM-ZONE 14
 THIS PLAT WAS PREPARED WITHOUT THE
 BENEFIT OF A TITLE COMMITMENT.
 EASEMENTS OF RECORD WERE NOT
 RESEARCHED AND ARE NOT SHOWN
 ON THE PLAT.


- LEGEND:**
- SET 5/8" REBAR W/CAP #10141
 - FOUND MONUMENT (AS NOTED)
 - △ SECTION CORNER (AS NOTED)
 - () RECORD INFORMATION
 - AC. ACRES
 - R/W RIGHT-OF-WAY
 - PREVIOUSLY PLATTED LINE
 - - - RIGHT OF WAY LINE
 - N.T.S. NOT TO SCALE

PREPARED BY:
PMI Land Surveying Inc.
 Land Surveying and GPS Consulting
 211 E. 14th Street, Suite 100
 Sioux Falls, South Dakota 57104
 Phone: (605) 339-8901 FAX:(605) 274-8954



PLAT OF TRACT 1 OF WEST CENTRAL SCHOOL DISTRICT 2ND ADDITION

IN THE NORTH HALF OF THE NORTHEAST QUARTER OF SECTION 27, TOWNSHIP 102 NORTH, RANGE 51 WEST OF THE
5TH PRINCIPAL MERIDIAN, MINNEHAHA COUNTY, SOUTH DAKOTA.

<p style="text-align: center;">SURVEYOR'S CERTIFICATE</p> <p>I, Jeffery C. Schievelbein, of Midwest Land Surveying, Inc., a Registered Land Surveyor in the State of South Dakota, do hereby state that I did, on or before this date, survey a portion of the North Half of the Northeast Quarter of Section 27, Township 102 North, Range 51 West of the 5th Principal Meridian, Minnehaha County, South Dakota, and plotted the same into Tract 1 of West Central School District 2nd Addition in the North Half of the Northeast Quarter of Section 27, Township 102 North, Range 51 West of the 5th Principal Meridian, Minnehaha County, South Dakota, as shown on the foregoing PLAT.</p> <p>The same shall be known and described as TRACT 1 OF WEST CENTRAL SCHOOL DISTRICT 2ND ADDITION IN THE NORTH HALF OF THE NORTHEAST QUARTER OF SECTION 27, TOWNSHIP 102 NORTH, RANGE 51 WEST OF THE 5TH PRINCIPAL MERIDIAN, MINNEHAHA COUNTY, SOUTH DAKOTA.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>I further certify that the above PLAT correctly represents the same, is true and correct and that it was made at the request of the owners.</p> <div style="text-align: center;">  </div> <p>Jeffery C. Schievelbein, Registered Land Surveyor No. 10141</p>	<p style="text-align: center;">CERTIFICATE OF ROAD AUTHORITY</p> <p>I, _____ Highway Superintendent of Minnehaha County, do hereby certify that this plat has been reviewed by me or my authorized agent and that this plat is recommended for approval. This does not constitute approval of the specific design or precise location of access, and further, does not constitute the approval of access to private streets, city, state or township roads or highways, or any roadways outside the jurisdiction of the Minnehaha County Highway Department.</p> <p>Signed on this _____ day of _____, 20____.</p> <p>City of Hartford, South Dakota</p> <p>Highway Superintendent, Minnehaha County</p>
<p style="text-align: center;">OWNER'S CERTIFICATE</p> <p>I, the undersigned, do hereby certify that I am the owner of all land included in the above plat and that said plat has been made at my request and in accordance with my instructions for the purposes of transfer, and that the development of this land shall conform to all existing applicable zoning, subdivision and erosion and sediment control regulations.</p> <p>I hereby dedicate to the public for public use forever the streets, roads and alleys, parks and public grounds, if any, as shown on said Plat, including all sewers, culverts, bridges, water distribution lines, sidewalks, and other improvements on or under the streets, alleys, parks, and public grounds whether such improvements are shown or not. I also hereby grant easements to run with the land for water, drainage, sewer, gas, electric, telephone, or other public utility lines or services under, on, or over those strips of land designated hereon as easements for the purposes of constructing, maintaining, repairing, and improving said facilities. The owner, their lessees and assignees shall, at their own expense, keep the easement area in good repair and clear of obstructions. No improvements of any kind may be erected within an easement which might interfere in any way with the proper maintenance, use, repair, reconstruction, and patrolling of the easement. This covenant shall run with the land.</p> <p>I hereby certify that this plat will not place any existing lot or building in violation of any applicable ordinance, code, regulation, or law, including but not limited to zoning, building, subdivision, and flood prevention.</p> <p>I hereby waive any rights of protest to any special assessment program which may be initiated for the purpose of installation of improvements required by the City of Hartford Subdivision Regulations.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>By: _____ CIRCLE J FARMS, INC.</p> <p>Its: _____ State of _____ County of _____</p> <p>On this _____ day of _____, 20____, before me, the undersigned officer, personally appeared _____ of CIRCLE J. FARMS, INC., a South Dakota corporation, and that they, as such _____ being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by themselves as _____.</p> <p>In witness whereof I hereunto set my hand and official seal.</p> <p>Notary Public - State of _____ My Commission Expires: _____</p>	<p style="text-align: center;">CITY COUNCIL RESOLUTION</p> <p>Whereas this Plat has been examined by the City Council of Hartford and it appears to the City Council that the system of streets set forth therein conforms to the system of streets of the existing Plats of the City, that all provisions of the City's subdivision regulations have been complied with, that all taxes and special assessments upon the tract or subdivision have been fully paid, and that such plat and the survey thereof have been executed according to law.</p> <p>Now therefore, be it resolved by the City Council of Hartford, South Dakota that said Plat is hereby approved, and the City Finance Officer is hereby directed to endorse on said Plat a copy of this resolution and certify the same thereon.</p> <p>Approved this _____ Day of _____, 20____.</p> <p>Mayor City of Hartford, South Dakota</p>
<p style="text-align: center;">FINANCE OFFICER'S CERTIFICATE</p> <p>I, _____ the duly appointed, qualified and acting Finance Officer of the City of Hartford, South Dakota, hereby certify that the certificate of approval is true and correct including the signature thereon, and that any special assessments which are liens upon the land shown in the above plat, as shown by the records in my office on this _____ day of _____, 20____ have been paid in full.</p> <p>City Finance Officer City of Hartford, South Dakota</p>	<p style="text-align: center;">COUNTY PLANNING DIRECTOR'S CERTIFICATE</p> <p>I, the Planning Director of Minnehaha County, do hereby certify that this plat has been reviewed by me or my authorized agent and has been approved.</p> <p>Approved this _____ day of _____, 20____.</p> <p>PLANNING DIRECTOR Minnehaha County, South Dakota</p>
<p style="text-align: center;">CITY ENGINEER'S CERTIFICATE</p> <p>I, _____ City Engineer of the City of Hartford, South Dakota, do hereby certify that this plat has been reviewed by me or my authorized agent and that this plat is recommended for approval.</p> <p>Signed on this _____ day of _____, 20____.</p> <p>City Engineer City of Hartford, South Dakota</p>	<p style="text-align: center;">COUNTY AUDITOR CERTIFICATE</p> <p>I Leah Anderson, do hereby certify that the above certificate of approval is true and correct including the signature thereon.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>COUNTY AUDITOR Minnehaha County, South Dakota</p>
<p style="text-align: center;">CITY PLANNING COMMISSION CERTIFICATE</p> <p>Be it resolved by the Planning Commission of the City of Hartford, South Dakota that this Plat be approved and that the same be presented to the City Council with the recommendation to adopt said plat.</p> <p>Approved this _____ Day of _____, 20____.</p> <p>Chairman City of Hartford Planning Commission</p>	<p style="text-align: center;">TREASURER</p> <p>I, the Treasurer of Minnehaha County, South Dakota, do hereby certify that all taxes which are liens upon any land shown in the above plat, as shown by the records of my office have been paid in full.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>TREASURER Minnehaha County, South Dakota</p>
<p style="text-align: center;">REGISTER OF DEEDS</p> <p>Signed on this _____ day of _____, 20____.</p> <p>Filed for record this _____ day of _____, 20____, at _____ o'clock, _____ m., and recorded in Book _____ of Plats on Page _____.</p> <p>REGISTER OF DEEDS Minnehaha County, South Dakota</p>	<p style="text-align: center;">DIRECTOR OF EQUALIZATION</p> <p>I, the Director of Equalization of Minnehaha County, South Dakota, do hereby certify that a copy of the above and foregoing described plat has been filed in my office.</p> <p>Dated this _____ Day of _____, 20____.</p> <p>DIRECTOR OF EQUALIZATION Minnehaha County, South Dakota</p>

City Administrator Update

November 28, 2023

Project Updates (Changes in Red):

- 6th & Mundt Street – Project is substantially complete, with a few punch list items and some seeding, restoration, and minor items to be done. ISG has provided the contractor with a list of punch list items, including reseeding of the boulevard areas. Reseeding has been completed but a final inspection on all punch list items needs to take place before the project will be closed out. **A punch list of all incomplete items has been sent to the contractor.**
- 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. The SRF loan for this project was approved last week by DANR. The city will receive a \$490,800 SRF loan. The loan is for 30 years at 3.25% interest and will be paid back with water system revenue (no surcharge). Plans are near completion and bidding is still planned for this fall, with construction next year. The city is hoping to possibly secure the same contractor that is doing our WWTF in order to facilitate a low bid - this will all be determined by the bids. Plans have been sent to DANR.
- Western Avenue Expansion - ISG continues to work on plans. Plans need to be submitted to the DOT by the end of this year so it can be vetted by the state next year for construction in 2025. ISG still is working on plans and coordinating with the state engineer (HR Green). ISG and city staff meet with the state officials this week to discuss the bid process for this project. The state's bridge project and the city's street project are going to be bid together but will be managed separately. ISG is still working in conjunction with HR Green on plans/project coordination. I have talked with ISG about setting up meetings with property owners along Western Avenue to address any questions or concerns. **ISG states that the plans are 90% complete and a final set will be sent to the state by Feb 2024.**
- WRRF – Staff continues to meet with ISG and Rice Lake on the WRRF. ISG has submitted 90% plans to DANR. An error in the publishing of our CMAR was noticed by the state so in order to comply with all state regulations, the city needs to re-publish our CMAR notice, review proposals submitted, and re-issue the CMAR. This process will take approximately 3 weeks and we hope to be back on track by the end of May. The city has approved Rice Lake as our CMAR for this project and approved a GMP (Guarantee Maximum Price). The contract with Rice Lake was approved by the council on 7/5 and Rice Lake is able to move forward with securing bids for the project. Nineteen bid packages were opened this last week on the city's Wastewater Facility Project. With the total bid coming in approximately \$45K below our GMP. Rice Lake is securing contracts, and a pre-construction meeting is planned for Monday afternoon, 9/18. The groundbreaking on Monday 9/18 went well and we had a good attendance – probably 40 people. Dirt work has started, and the pre-construction meeting was held. As dirt work for the road and facility continues, ISG is reviewing shop drawings for site utilities, gravity trunk sewer, force main and concrete mix designs for the footings, flatwork, and floors. We are still on track for placing the Aeromod tank and part of the gravity collection line this year, with the operations building and site utilities for next year. Completion set for summer of 2025. Dirt work for the road and facility is underway, along with preparation for piping. 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 – this should be completed this week. **Work continues on the Aeromod tank – concrete for the floor was poured this past week. The force main is being constructed this year, with the gravity main being placed in the spring.**
- 12th/Oaks – Infrastructure Design Group has started plans. 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. This project is partially funded by the EDA & LIIP grant.
- Other Projects –
 - Bike Trail – We continue to work with FEMA to get floodplain approval of this project so the city can move forward with the project at a future date if so desire. **ISG has sent additional information to FEMA for our LOMR approval.**
 - 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.

Stockwell Projects (Changes in Red):

- Western Sewer Project: A walk through was conducted on 7/20 with staff, Stockwells, and the state. A second walk through was conducted about 3 weeks ago. A list of punch list items was sent to the contractor to be addressed. Final payment will not be granted until all punch list items are completed to the city's satisfaction. The contractor was given a deadline of May 15, 2023, to complete all punch list items. All punch list items have been completed. Additional

seeding was completed but we will wait to close out the project until we ensure the seed will take. The seeding will be re-evaluated mid-August and we will determine if the project can be closed out completely or if re-seeding needs to be done. The project area was reviewed by Stockwell engineers on Wednesday, 10/4 – punch list items were completed earlier, and seeding has taken hold. This project will be closed out.

Update – Stockwell Engineers have inspected the seeding between Central States and Black Tie. They agree that the seeding did not come in good and will review our contract with the general contractor. It has been determined that the seeding was not properly cared for, therefore putting the contractor under no obligation to reseed at their expense. Since this will be a city expense, Craig and I will re-evaluate it in the spring.

Other:

- **CUP Agreement:** We have contacted both the property owner & renter to sign the CUP. They have until 12/4 to come into city hall to sign.
- **Sidewalk Grant:** Craig and I conducted our annual sidewalk inspection this last week for Ward 3. Letters were sent out notifying property owners of any defects. At this time, this is just a courtesy letter to the property owners notifying them of any defects and that liability falls on the property owner – the city does not mandate any repairs. We do plan to go out again to review the entire city in order to craft a plan for a possible grant.
- **Open Positions:** the City is currently taking applications for part-time snow removal help and we are also looking for a part-time Chamber Director. So far, we have 14 applications for the Chamber and 0 for snow removal. If you know of any possible candidates, please encourage them to apply - Job descriptions and applications can be found on the city's website. www.hartfordsd.us
- **Appointment:** I have checked my records, and the terms of the following members are up at the end of this year: Brad Miles, Troy Jackson, and Mark Anderson. The Mayor may be contacting you to assess your interest in another appointment.
- **Christmas Party:** The city's Christmas Party is being planned for Saturday, December 9th. Social hour begins at 6pm, with a meal at 6:30. If you haven't already, please rsvp asap.
- **Dec 12 meeting Agenda Items:**
 - We will review a draft of proposed changes to our fence regulation.
 - We will review a draft of proposed regulations for CUP revocation.

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

City offices will be closed on Thursday, 11/23 and Friday, 11/24 for the Thanksgiving Holiday.