

## **PLANNING AND ZONING AGENDA**

**TUESDAY, DECEMBER 30, 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 – December 9, 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
  - 7:05 Public Hearing – Review Proposed Updates to Subdivision Regulations
  
- 6) OLD BUSINESS
  - None
  
- 7) NEW BUSINESS
  - Presentation of Certificate of Appreciation to Troy Jackson
  
- 8) UPDATES
  - Building Inspector Update – Paul Clarke
  - City Administrator Updates – Teresa Sidel
  
- 9) ADJOURNMENT

**Next Planning & Zoning Meeting: January 13, 2026**

## **Planning and Zoning Meeting – Regular Meeting December 9, 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, Tim Graham, Stacey Kutil, Keely Espinoza, and Troy Jackson. Brad Miles was absent with notice. City Administrator Teresa Sidel and Building Inspector and Code Enforcer Kyle Christensen were present. There was no one from the public present.

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

**Approval of the Minutes:** The October 28, 2025, regular meeting minutes were reviewed. A motion was made by Graham, second by Anderson to approve the October 28, 2025, meeting minutes – all voted yes, motion carried.

**Public Comments on Non-Agenda Items:** None

**Hearings/Petitions/Applications:** None

### **Old Business:**

- **Discuss Updates to Hartford’s Subdivision Regulations – Open Space Contributions:** In 2024, the city engineers and staff did a review of the city’s subdivision regulations. A few recommended changes came to the city for adoption. All recommendations were reviewed and approved except for wording of our open space dedication – section 4.1.3. After several discussions by the P&Z Board, sample wording was presented that referenced a “master park plan”, which would identify area for new parks. Changes to this section were put on hold until the city adopted such a plan. This past year, the city worked with ISG to develop and adopt a park master plan. Once again, the P&Z Board reviewed proposed wording changes for open space contribution. The updated wording highlights the following:
  - Reference to the city’s master park plan was incorporated.
  - If a development includes areas identified in the master park plan, the developer will be required to donate 5% of their development land to the city. This will need to be identified in their preliminary plans.
  - If a development does not include areas identified in the master park plan, then a monetary donation will be required that is equal to 5% of the develop land at fair market value – this calculation will be from either recent sales or an appraisal.
  - Payment will be paid to the city within one year of preliminary plan approval.

The proposed wording changes were reviewed and discussed by the Board. The consensus of the Board was to incorporate the proposed wording changes into our subdivision regulations and move forward with a public hearing to adopt all changes.

### **New Business:**

- **Review/Approve Final TIF Plan for Tax Increment Finance District #3:** The Windsor Group LLC has submitted a Project Plan for the development of a Tax Increment District (Proposed TIF #3). The Windsor Group is developing land on the east side of the city - Parcel # 15994. They originally came to the city in May of this year seeking a TIF for this land. Planning & Zoning and the City Council agreed to create the TIF after discussion with the developer led to the inclusion of 2<sup>nd</sup> Street improvements. The TIF District includes all of the Windsor land, north and south of 2<sup>nd</sup> Street, and 2<sup>nd</sup> Street from the Colton Road to the east end of their land. The creation of TIF District #3 was approved by both the P&Z Board and the City Council. The city has since received a preliminary classification of economic development from the state so now the Board can move forward with approval of the TIF plan. The TIF plan is for \$3,250,000, which will be financed by the developer. The life of the TIF is anticipated to be 20 years. The development will include commercial and residential property that will increase the city’s tax base and bring future residents to the city. A motion was made by Graham, second by Jackson to recommend approval of the TIF plan for TIF District #3 to the city council – all voted yes, motion carried.

### **Updates:**

- **Building Inspector Update:** Building Inspector Paul Clarke was unable to attend the meeting, but his October and November building permit reports was provided for Board review.
- **Building Inspector/Code Enforcer Update:** Kyle Christensen provided his October and November building permits to the Board, along with an update on recent code enforcement issues. Christensen also addressed questions from the Board.
- **City Administrator Update:**
  - **Project Updates**
    - Western Ave Expansion: All 3 phases of the road are complete. Some minor punch list items still need to be address such as seeding, sidewalks, dirt work, etc. The state’s bridge project also continues to move forward.
    - WRRF –Substantial completion has been achieved on the project and the city is treating all our wastewater through the new plant. The city continues to work with ISG and Rice Lake on equipment startups, updates to the SCADA system and testing.

- Swenson Parking Lot – Work is completed. A seed warranty was issued by the contractor to ensure seeding comes up next spring.
  - TA Grant – ISG continues to work with the state on the work order so we can move forward with this project. Design is planned for this winter with construction this spring.
  - Kelley Ave Drainage Study – ISG conducted a study of this area due to the poor drainage concerns. Current drainage conditions and 3 possible alternatives for improvements were reviewed by the city council on 10/7. No action was taken by the council but it will be revisited after the 1<sup>st</sup> of the year.
  - City-wide water model – ISG and AE2S has begun work on a water model for the city that will help with future planning. Existing conditions were reviewed with staff on 10/16 and our current system is running well, with nothing that needs immediate attention. Future conditions are still be analyzed, and any suggested improvements for the years to come will be identified. A final report is anticipated for mid-December.
  - Other Projects: All on-going developments have been provided with an updated punch list to be completed from the city.
- **Other Updates:**
    - The city has filled the open public works position.
    - Keith Carlson was appointed to fill the open Ward 1 position.
    - Members of the City council and P&Z Board attend a strategic planning session with the HADF.
    - Christensen and Sidel will be meeting with a representative with ISGO Mitigation to conduct a review of the city's policies and procedures for building codes, inspection, plan reviews and floodplain management. This will be used to update the city's ISO insurance rating.

**Adjournment:** A motion was made by Jackson, second by Graham 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:** December 30, 2025

**AGENDA ITEM:** Review Proposed Updates to Sub-Division Regulations

**PREPARED BY:** Teresa Sidel, City Administrator

---

**Staff Recommendation:** Recommend Approval of Amended Sub-division Regulations

---

**Background/Summary:** In 2024, the city engineers and staff did a review of our design standards and supplemental specifications. Based off of engineer recommendations, along with recommendations from the city's public works department, our design standards and supplemental specifications were updated to our current documents on 9/3/24.

At the same time, ISG also provided a summary of proposed changes to the city's subdivision regulations. These proposed changes were reviewed with the Board on 4/30/24 and again on 5/28/24. Proposed changes to our design standards, which included minor wording changes as highlighted in yellow, were approved.

The Board then took some time to discuss and review proposed wording changes to section 4.1.3 – Public Space Contributions. This section requires developers to either provide land or funds for public space such as parks and trails. Suggested wording was provided by staff to the Board for review. Since the proposed wording for Open Space Contributions referred to a cohesive master plan, any verbiage changes to this section, were placed on hold until the master plan was completed. Now that we have a Master Park Plan that identifies areas for new park land, the Board reviewed the suggested changes once again at their last meeting on 12/9/25.

The updated wording to section 4.1.3, which is shown in blue, includes:

1. The P&Z Board will collaborate with the Park & Recreation Board to identify areas needed for parks and/or bike trails according to the city's master park plan.
2. If a development includes areas identified in the master plan, the developer will be required to donate 5% of their development land to the city. This will need to be identified in their preliminary plans.
3. If a development does not include areas identified in the master plan, then a monetary donation will be required that is equal to 5% of the develop land at fair market value – this calculation will be from either recent sales or an appraisal.
4. Payment will be paid to the city within one year of preliminary plan approval.

**Prior Council/Board Action:** None

**Possible Action:**

- Recommend approval of the amended sub-division regulations to the city council for final approval
- Do not recommend approval of the amended sub-division regulation to the city council

**Fiscal Impact:** None to the city. All costs for public space contribution will be borne by the developer.

**Attachments:**

- Proposed ordinance updated (Ordinance #768)
- Open Space Contribution reviewed by the P&Z board on 12/9/25

Ordinance #768

# City of Hartford

# Subdivision Regulations

Adopted: January 20, 2026



# Table of Contents

<b>Article 1: General Provisions</b> .....	<b>1</b>
1.1 Title .....	1
1.2 Purpose .....	1
1.3 Authority .....	1
1.4 Jurisdiction .....	1
1.5 Interpretation, Abrogation, and Severability .....	1
1.6 Repeal of Conflicting Regulations .....	2
1.7 Enforcement and Violations .....	2
1.8 Appeal .....	2
<b>Article 2: Subdivision Approval Process</b> .....	<b>3</b>
2.1 Overview .....	3
2.2 Concept Plan .....	3
2.3 Preliminary Subdivision Plan .....	5
2.4 Engineering Submittals .....	7
2.5 The Plat .....	9
<b>Article 3: Plat Criteria</b> .....	<b>11</b>
3.1 In General .....	11
3.2 Map Content .....	11
3.3 Certificates Required .....	12
<b>Article 4: General Requirements</b> .....	<b>17</b>
4.1 Assurances .....	17
4.2 Effective Period of Approval and Amendments .....	18
4.3 Exemptions .....	19
4.4 Subdivisions within Unincorporated Jurisdiction .....	19
<b>Article 5: Definitions</b> .....	<b>20</b>
<b>Appendix A: The Subdivision Construction Agreement</b>	

# Article 1: General Provisions

## 1.1 Title

1.1.1 These regulations shall be referred to as the “The City of Hartford Subdivision Regulations” and herein as “these regulations”.

## 1.2 Purpose

1.2.1 It is the purpose of these regulations to govern the subdivision of land within the City’s jurisdiction so as to provide for the harmonious development of the municipality and its environs; for the coordination of streets within subdivisions with other existing or planned streets or with other features of the Comprehensive Plan of the City; for water and sanitation facilities, drainage and flood control; for adequate open spaces for traffic, recreation, light, and air; and for a distribution of population and traffic which will tend to create conditions favorable to health, safety, convenience, or prosperity.

## 1.3 Authority

1.3.1 In accordance with SDCL 11-6 and any other authority provided by law or as those statutes may be amended, the City does hereby exercise the power and authority to review and approve or disapprove Plats for the subdivision of land within the City and for land outside its corporate limits as allowed by SDCL 11-6-26.

## 1.4 Jurisdiction

1.4.1 These regulations shall govern all subdivisions of land, as defined herein, located within the City and its jurisdictional limits as referenced by the Major Street Plan portion of the City’s Comprehensive Plan.

## 1.5 Interpretation, Abrogation, and Severability

1.5.1 In interpreting and applying the provisions of this Article, the provisions of these regulations shall be deemed the minimum requirements for the promotion of public safety, health and general welfare. If deemed necessary by enforcement officials, more stringent requirements may be imposed to uphold the purpose of these regulations.

1.5.2 It is not the intent of this Article to repeal, abrogate, or impair any existing easement, covenant, or deed restriction where these provisions conflict or overlap. Whichever imposes the more stringent restrictions shall prevail.

- 1.5.3 Should any Article, Section, Subsection, or Provision of these regulations be found to be or declared invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity or constitutionality of the regulation as a whole or any part thereof, other than the portion so declared to be invalid or unconstitutional.

## **1.6 Repeal of Conflicting Regulations**

- 1.6.1 All prior subdivision regulations or parts of prior subdivision regulations are hereby declared repealed.

## **1.7 Enforcement and Violations**

- 1.7.1 The City Council has designated, by Resolution 2018-1, the City Administrator as administrative official of the municipality to approve Plats in lieu of approval by the governing body as allowed under SDCL 11-3-6.
- 1.7.2 The City Administrator is hereby designated as the Authorized Official of these regulations and directed to enforce all the provisions of this Article and establish rules for its administration. For those purposes, the Authorized Official shall have the powers of a law enforcement officer.
- 1.7.3 The Authorized Official and City Engineer shall together have the authority to make interpretations of these regulations and to adopt and enforce rules and supplemental regulations in order to clarify the application of its provisions and uphold the purpose of these regulations.
- 1.7.4 Whenever any work is being done contrary to the provisions of this Article, the Authorized Official may order the work stopped by notice in writing served on any persons engaged in the doing or causing the work to be done; and any persons shall forthwith stop the work until notified by the Authorized Official to proceed with the work.
- 1.7.5 It shall be a violation of these regulations for any person having control of any land within the City and its area of jurisdiction to subdivide or resubdivide such land into lots, unless in accordance with the laws of the state and the regulations contained herein.
- 1.7.6 A violation of any provision of these regulations or any amendment thereto, or failure to perform any act required hereunder, is a Class II Misdemeanor. Each day in which a violation of these regulations continues shall constitute a separate offense.
- 1.7.7 No permit shall be issued for any work to occur on land subdivided, developed, or sold in violation of the provisions of these regulations.

## **1.8 Appeal**

- 1.8.1 Decisions of the Authorized Official and/or the City Engineer or their failure to perform any act required by these regulations may be appealed to the City Council if a written appeal is filed with the Authorized Official within fifteen (15) days from the date of the decision being appealed.

# Article 2: Subdivision Approval Process

## 2.1 Overview

2.1.1 Except those listed as exempt under Article 4.3, proposed subdivisions must be approved by the City in accordance with the following procedures which include four (4) principle steps.

1. Concept Plan
2. Preliminary Subdivision Plan
3. Engineering Submittals
4. Plat

2.1.2 **Filing Fee:** A nonrefundable, application fee shall be deposited with the City for a Preliminary Subdivision Plan, Engineering Submittal, or Plat. The amount of fees charged, if any, shall be set forth by resolution of the City Council. Fees established in accordance with this section shall be paid upon submission of a signed application.

## 2.2 Concept Plan

2.2.1 **Overview:** The purpose of the Concept Plan is to spur discussions between the Subdivider and the City; for each party to provide input into the proposed subdivision; for the Subdivider to gain a better understanding of the City's plans prior to expending funds on preliminary design; and to reduce significant design changes as the plans progress. The Concept Plan does not require certification by an engineer.

2.2.2 **Submission:** The Concept Plan shall be submitted to the Authorized Official in form of one (1) paper copy and one (1) electronic pdf. The Concept Plan is not a required submittal and may be waived by the Authorized Official. However, the information provided to the Subdivider may have a significant impact on the initial layout.

2.2.3 **Review and Approval:** Upon receipt of the Concept Plan, the Authorized Official shall route the Plan to City Staff for review. The Authorized Official or Subdivider may request a meeting to discuss the Concept Plan with City Staff. City Staff shall provide their comments in writing to the Subdivider within ten (10) working days of receipt. Formal approval is not required.

2.2.4 **Content:** The Concept Plan shall be developed in conformance with the City's Comprehensive Plan and Design Standards. It shall contain at a minimum, the general information as follows:

### A. General

1. Contact Information of Subdivider
2. Deviations from City standards
3. Note any off site improvements
4. Expectations for City reimbursements

5. Special notes pertaining to the subdivision
6. Preparation date and subsequent revision dates

B. Sketch of Subdivision

1. Name of subdivision
2. Proposed zoning districts
3. General layout of lots, streets, drainage, sanitary sewer, and water mains
4. North arrow

## 2.3 Preliminary Subdivision Plan

2.3.1 **Overview:** The procedure to develop a Preliminary Subdivision Plan is designed to assist the Subdivider and the City with the efficient and timely development of lots and infrastructure throughout a subdivision. Plans will be evaluated for compliance with the City's Design Standards and comprehensive plans for development and infrastructure.

2.3.2 **Submission:** Upon review of the Concept Plan, the Subdivider may submit a Preliminary Subdivision Plan Application to the Authorized Official for approval. The Application shall include one (1) paper copy and one (1) electronic PDF file of the Subdivider's Preliminary Subdivision Plan, stamped and certified by an engineer registered in the State of South Dakota. Additional information may be required of the Subdivider to assist City Staff in their review. Support documents shall be provided at the request of the Authorized Official.

A petition for voluntary annexation shall accompany the Preliminary Subdivision Plan Application if any portion of the subdivision is considered contiguous to the City's corporate limits.

2.3.3 **Review and Approval:** The Preliminary Subdivision Plan shall conform to all chapters of the City's Design Standards. The paragraphs that follow outline the overall procedures for filing a Preliminary Subdivision Plan Application and review.

- A. Within ten (10) working days of receipt of an Application and fee, the Authorized Official will review the Application to determine whether it is complete.
- B. If the Authorized Official determines that the Application is incomplete, then the Subdivider shall be notified in writing of the specific deficiencies; and that the Application shall not be scheduled for review by the Planning Commission until all elements of the application are submitted.
- C. When the Authorized Official determines the Application to be complete, the Preliminary Subdivision Plan shall be distributed to the City Engineer for review of its content. Plans shall be reviewed within fifteen (15) days of distribution. If the Authorized Official determines the Preliminary Subdivision Plan does not meet the criteria required by these regulations, then the Subdivider shall be notified in writing of the specific deficiencies and that the application shall not be scheduled for review by the Planning Commission until all items are corrected.
- D. When the Authorized Official determines the Preliminary Subdivision Plan to be complete, it shall be reviewed by the Planning Commission at its next regularly scheduled meeting. There shall be a minimum of ten (10) working days between the completion of the Authorized Official's review period and the Planning Commission's scheduled meeting date. The Planning Commission shall review the Preliminary Subdivision Plan and recommend to the City Council to approve, approve with conditions, or deny the plan.
- E. The City Council, in taking action on a Preliminary Subdivision Plan, shall consider the recommendations of the Planning Commission at its next regularly scheduled meeting.

Approval of the Preliminary Subdivision Plan shall indicate City Council's approval of the general location of the lots, blocks, and streets including the interrelationship to proposed zoning districts or land uses. The City Council may elect to approve the Plan with conditions that are deemed necessary to fulfill the general purpose of these regulations under Article 1.2. Any conditions included by the City Council shall be noted on a revised Preliminary Subdivision Plan which shall be submitted to the Authorized Official for administrative approval before any Engineering Submittal or Plat is submitted. The approved Plan shall be signed and kept on file in the Office of the Authorized Official.

## 2.4 Engineering Submittals

2.4.1 **Overview:** The approval of Engineering Submittals is a process designed to assist the Subdivider and the City with the efficient and timely development of infrastructure and final lot and block layout. Plans will be evaluated for compliance with the City's Design Standards and comprehensive plans for development and infrastructure.

2.4.2 **Submission:** Upon the Council's approval of the Preliminary Subdivision Plan, the Subdivider may submit an Engineering Submittal Application to the Authorized Official. The Application shall include one (1) paper copy and one (1) electronic PDF file of the Subdivider's Engineering Submittal, stamped and certified by an engineer registered in the State of South Dakota. Additional information may be required of the Subdivider to assist City Staff in their review. Support documents shall be provided at the request of the Authorized Official or City Engineer. At a minimum, the Subdivider shall include the following plans:

- A. Existing Conditions
- B. Phasing Plan
- C. Grading Plan
- D. Storm Water Management Plan
- E. Sanitary Sewer Plan
- F. Water Distribution Plan
- G. Private Utility Plan
- H. Lighting Plan
- I. Access Plan
- J. Final Lot and Block Layout
- K. Traffic Impact Study, if requested by City Engineer
- L. Ultimate Watershed Basin Study, if requested by City Engineer

2.4.3 **Review and Approval:** The Engineering Submittal shall conform to the approved Preliminary Subdivision Plan and all chapters of the City's Design Standards. Engineering Submittal Applications shall be reviewed and approved as follows:

- A. Within five (5) working days of receipt of an Application and fee, the Authorized Official will review the Application to determine whether it is complete.
- B. If the Authorized Official determines the Application is incomplete, then the Subdivider shall be notified in writing of the specific deficiencies; and that the application shall not be reviewed until all elements of the Application are submitted.
- C. When the Authorized Official determines the Application to be complete, the submittal shall be distributed to the City Engineer for review of its content. Plans shall be reviewed within fifteen (15) days of distribution. If the City Engineer determines the Engineering Submittal does not meet the criteria required by these regulations, then the Subdivider shall be notified in writing of the specific deficiencies and that the Application shall not be approved until all items are corrected.

D. When determined the Engineering Submittal is complete, the City Engineer shall notify the Subdivider and make approval in writing.

2.4.4 **Grading Permit:** After all Engineering Submittals are approved and prior to commencing earthwork activities, the Subdivider shall obtain a Grading Permit from the City.

2.4.5 **Construction Permit:** After all Engineering Submittals are approved and prior to connecting to or extending public infrastructure, the Subdivider shall obtain a Construction Permit from the City.

## 2.5 The Plat

2.5.1 **Overview:** Platting is the act of establishing tracts of land and legally recording them with the County Register of Deeds. The purpose of the Plat is to provide the Subdivider with the legal authority to begin transferring or building upon lots in a subdivision. Approving the Plat gives the City the opportunity to ensure all improvements necessary to serve the subdivision are installed in compliance with City standards or that adequate surety for their installation is acquired.

2.5.2 **Prerequisites:** Unless otherwise exempt or not applicable, the following shall be provided to the Authorized Official prior to approving the Plat:

- A. An approved Preliminary Subdivision Plan
- B. Approved Engineering Submittals
- C. An executed Subdivision Construction Agreement per 4.1.1
- D. Executed maintenance agreements for shared facilities per 4.1.2
- E. Contributions for public space per 4.1.3
- F. Platting and Cost Recovery Fees
- G. Agreements for annexation per 4.1.4

2.5.3 **Submission:** Upon approval of all prerequisites, the Subdivider may submit a Plat Application to the Authorized Official. The Application shall include one paper copy and one electronic PDF file of the Plat, stamped and certified by a Land Surveyor registered in the State of South Dakota. Additional information may be required of the Subdivider to assist City Staff in their review. Support documents shall be provided at the request of the Authorized Official.

2.5.4 **Review and Approval:** The Plat shall be considered for approval only after all prerequisites are approved. The Plat shall include the minimum criteria indicated in Article 3 .

- A. Within five (5) working days of receipt of the Plat Application and fee, the Authorized Official will review the application to determine whether it is complete.
- B. If the Authorized Official determines that the application is incomplete, then the Subdivider shall be notified in writing of the specific deficiencies; and that the application shall not be reviewed until all elements of the application are submitted.
- C. When the Authorized Official determines the application to be complete, the Plat shall be distributed to the City Engineer for review of its content. The Plat shall be reviewed within fifteen (15) days of distribution. If the Authorized Official determines the Plat does not meet the criteria required by these regulations, then the Subdivider shall be notified in writing of the specific deficiencies and that the Plat shall not be approved until all items are corrected.
- D. When the Plat is determined as complete and is within the City's corporate limits,
  - 1. The Authorized Official shall notify the Subdivider in writing. The Subdivider shall deliver copies as required by the County Register of Deeds to the Authorized

Official for signature. The Authorized Official may elect to defer approval of any Plat to the City Council.

2. The Subdivider shall collect the remaining signatures and file the Plat with the County Register of Deeds.
- E. When the Plat is determined as complete and is within the unincorporated jurisdiction of the City,
1. The Subdivider shall deliver copies as required by the County Register of Deeds to the Authorized Official for signature. The Authorized Official shall schedule the Plat to be reviewed by the Planning Commission at its next regularly scheduled meeting. There shall be a minimum of seven (7) working days between the completion of the review period and the Planning Commission's scheduled meeting date. The Planning Commission shall review the Plat and recommend to the City Council to approve, approve with conditions, or deny the Plat.
  2. The City Council, in taking action on the Plat, shall consider the recommendations of the Planning Commission and approve, approve with conditions, or deny the Plat.
  3. If approved, the Subdivider shall collect the remaining signatures and file the Plat with the County Register of Deeds.

# Article 3: Plat Criteria

## 3.1 In General

- 3.1.1 A Plat filed with the County Register of Deeds shall be drawn with waterproof, permanent black ink upon a sized mylar sheet per SDCL 11-3-10.
- 3.1.2 As allowed by SDCL 11-6-40, the City hereby requires that any parcel of land of less than forty (40) acres which is located within three (3) miles of its corporate limits, be platted prior to the sale or transfer of the land.
- 3.1.3 Plats shall conform to the Preliminary Subdivision Plan and Engineering Submittals of record. Either all or a portion of the final lot and block layout of the approved Engineering Submittals may be platted.
- 3.1.4 Plats shall close within a tolerance of 1/10,000 of the total property line length platted. (Closure error may be 1' for every 10,000' of property line platted)

## 3.2 Map Content

- 3.2.1 Plats shall bear the following:
  - A. The proposed name of the subdivision, centered at the top of the page, describing the subdivision as required by SDCL 11-3-7. Plats outside of corporate limits shall include the section, township, range, and meridian. The name shall not duplicate, be the same in spelling, or alike in pronunciation with the name of any other recorded subdivision, unless it is an extension of or adjacent to said subdivision.
  - B. Corner markers set by the surveyor per SDCL 11-3-2.
  - C. All lots included in blocks shall be numbered in consecutive numbers starting with one, and the blocks shall also be numbered in consecutive numbers per SDCL 11-3-3
  - D. The precise length and necessary angles of all lot and block lines, and the precise length and bearing angles of all subdivision boundary lines. The Plat shall include the length, central angle, and any other data necessary to properly survey any curve included on the Plat per SDCL 11-3-3.
  - E. Acreage of each lot, parcel, or tract and the total acreage of the subdivision boundaries, together with any streets which shall divide or border the same per SDCL 11-3-3.
  - F. Scale, north arrow, vicinity map, and submittal date.
  - G. Adjoining unplatted property, labeled as such.
  - H. The location and width of all proposed and existing rights-of-way, alleys, and easements.

- I. The boundary lines of the area being subdivided with accurate angles or bearings and distances tying the perimeter boundaries to the nearest established street line, section corner, other previously described subdivision, or other recognized permanent monuments which shall be accurately described on the Plat as required by SDCL 43-18, 43-20 and 43-21.
- J. Location of all monuments and permanent control points, and all survey pins, either set or located, as required by SDCL 43-18, 43-20 and 43-21.
- K. Existing building outlines to verify setbacks and lot area requirements and ensure current and proposed easements are clear of obstructions. The Subdivider may submit a Site Plan in lieu of drawing buildings on the Plat.

### 3.3 Certificates Required

3.3.1 The Developer/Owner will provide notice and coordinate signing of Certificates with appropriate parties. The following certifications and resolutions shall appear on the Plat followed by lines for the appropriate signature(s) and date:

A. Surveyor's Certificate:

Per SDCL 11-3-4, the Registered Land Surveyor who actually performed the survey or had the survey performed under his direct supervision shall certify that the Plat is in all respects correct and shall attach thereto his official seal as specified in SDCL 36-18A-45.

B. Owner's Certificate of Compliance:

Per SDCL 11-3-4, the landowner, or his duly authorized agent, shall certify that the Plat has been made at the request and under the direction of the landowner for the purposes indicated therein, that he is the owner of all land included therein, and that development of this land shall conform to all existing applicable zoning, subdivision, and erosion and sediment control regulations. This certification shall be acknowledged before some officer authorized to take the acknowledgement of deeds, and this acknowledgement shall be endorsed on the Plat.

C. Conveyance of Dedications and Grants:

The surveyor shall mark on the Plat any dedications or grants for the owner to certify. Where dedications or grants are intended for public use, the following language shall be included in the owner's certificate.

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.

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.

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.

D. Private Maintenance of Facilities

Where the subdivision contains facilities or services which are necessary to or desirable for the area, and which are of common use or benefit and which are not accepted for maintenance by an existing public agency, the surveyor shall include the following language on the Plat for the owner to certify:

I further grant that the private facilities as shown on said Plat will be privately maintained by the owner, their lessees and assignees. The owners, their lessees and assignees shall maintain private facilities at their own expense, keeping it in good repair and clear of obstructions. No improvements of any kind may be constructed within said private facility. This covenant shall run with the land.

Where private streets are shown, include the following:

I further grant and certify that the roadway shown as (Name of private road) is a private roadway easement which is hereby reserved as a permanent unobstructed access. Said street or road is for vehicular and pedestrian travel for the purpose of access to the abutting property. It is understood that the owner, their lessees and assignees, have the responsibility with respect to maintaining said private street or road. Said grant is to run with the land and shall remain in effect until such street or road is accepted for public declaration. The owners, their lessees and assignees, of the property platted as (Name of property), shall at their own cost and expense keep and preserve said private street or road at all times in a good condition of repair and maintenance, and clear of snow and other

obstructions and neither erect nor permit erection of any improvements of any kind within said private street or road which might interfere in any way with the property maintenance, use, repair, reconstruction, and patrolling of said private street or road.

If access easements are shown, include:

I further grant and certify that an access easement is hereby created as a perpetual common unobstructed access in favor of the lots abutting it. The easement is for vehicular and pedestrian travel over the roadway for the purpose of access to the abutting property. The owner, their lessees and assignees, shall maintain the easement area. They shall, at their own expense, keep the easement area in good repair and maintenance and clear of snow and other obstructions. No improvements of any kind may be erected within the easement area which might interfere in any way with the proper maintenance, use, repair, reconstruction, and patrolling of the access easement. This covenant shall run with the land.

E. Vacating Prior Plats

Where land is to be re-platted, the new Plat shall specifically describe all previous Plats sought to be vacated including the book and page or document number of all existing Plats in the County Register of Deeds Office. The new Plat shall specifically state that all previous Plats so listed are to be vacated in whole or in part per SDCL 11-3-20.2.

F. City Engineer's Certificate

Include the following certificate

We, \_\_\_\_\_, City Engineer of the City of Hartford, do hereby certify that we did duly review and recommend approval of this plat on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Engineer  
City of Hartford, South Dakota

G. Highway Authority's Certificate

Each Street or Highway Authority having jurisdiction shall certify that the location of the proposed access to an abutting subdivision street(s) from the existing public street or highway is approved and any change in the location of said access street(s) shall require additional approval per SDCL 11-3-12.1.

H. Authorized Official Certificate

Include the following certificate per SDCL 11-3-6 for the Authorized Official:

I, \_\_\_\_\_, Authorized Official of the City of Hartford, do hereby certify that this Plat has been approved by me or my authorized agent and that the Finance Officer is hereby directed to certify the same thereon. Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Authorized Official  
City of Hartford, South Dakota

I. Finance Officer's Certificate

Include the following certificate per SDCL 11-3-6 for the City Finance Officer:

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

J. County Treasurer's Certificate

The County Treasurer shall certify that all taxes that are liens upon any land included within such Plat, as shown by the records of his or her office, have been fully paid per SDCL 11-3-9.

K. Director of Equalization

The County Director of Equalization shall certify that he or she has received a copy of such Plat per SDCL 11-3-9.

L. Register of Deeds

Every Plat shall bear a certificate of the County Register of Deeds indicating the date and time of recording. This certification shall also indicate the location of filing by plat book, page number or document number.

M. Affidavit of Existing Facilities

Every plat submittal shall include an outline or site plan of any existing building or structure within the platted boundary. The following certificate, signed by the surveyor, shall be included:

I, \_\_\_\_\_, do hereby certify that all buildings within the area to be platted have been shown upon this plat.

3.3.2 As required by SDCL 11-6-26, a Plat outside of the City's corporate limits but within its platting jurisdiction shall require the recommendation of the City's Planning Commission and the approval of the City Council. The following certificates shall be included on said Plat in lieu of the Authorized Official's approval.

A. City Planning Commission

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

B. 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

# Article 4: General Requirements

## 4.1 Assurances

4.1.1 **Subdivision Construction Agreement:** No Plat of any subdivision shall be approved until the Subdivider has executed a subdivision construction agreement as the responsible party to establish the responsibility and security for the construction and warranting of the public improvements required by these regulations in a satisfactory manner and within a period specified by the Authorized Official, such period not to exceed two years. Sample language of the subdivision construction agreement is included in Appendix A.

4.1.2 **Maintenance Agreements:** Where the subdivision contains sewers, sewage treatment plants, water supply systems, park areas, storm drainage systems, road systems, or other facilities or services which are necessary to or desirable for the area, and which are of common use or benefit and which are not accepted for maintenance by the City, provisions shall be made by maintenance agreement for the proper and continuous maintenance and supervision of such facilities. A final and signed copy of the agreement shall be attached to each and every Plat having a facility or service covered by such an agreement.

### 4.1.3 **Public Space Contributions:**

In an effort to ensure the comprehensive development of parks and trails within the community, the Planning and Zoning Commission (P&Z) will collaborate closely with the Park & Recreation Board to identify and designate areas needed for such amenities according to the city's master park plan.

In instances where a proposed development is situated within an area identified for a park or bike trail, the developer will be required to contribute 5% of their total development land towards the establishment of these recreational spaces. This land contribution must be clearly delineated in the preliminary plans submitted for approval. The designated land must meet the standards and requirements set forth by the Park & Recreation Board, including accessibility, usability, and connectivity to existing or planned parks and trails. All land dedications will be platted and transferred to the city within one year following the approval of the preliminary plat. Land to be dedicated shall be free of encumbrances such as floodways or restrictive easements.

In instances where a proposed development is located in an area where no park or bike trail has been identified, the developer is obligated to make a monetary contribution to the city. This contribution should be equivalent to the value of a 5% of their total development land contribution, calculated at the fair market value at the time of the contribution. The fair market value can be determined based on recent sales in the area or through an appraisal conducted by a certified appraiser approved by the city. The fair market value and/or appraisal will utilize like for like comparables.

Should a monetary fee be required, the payment must be made to the city within one year following the approval of the preliminary plan. The funds collected will be allocated specifically for the acquisition, development, and maintenance of parks and trails, ensuring that the

contributions directly benefit the community's recreational infrastructure.

To facilitate transparency and accountability, the city will maintain detailed records of all land and monetary contributions, including the valuation method used and the specific use of the funds. Developers will be provided with a receipt and a report outlining how their contributions have been utilized.

- 4.1.4 **Annexation:** No Plat within the City's unincorporated jurisdiction shall be approved unless the Subdivider has filed a petition for annexation or executed an agreement to annex with the City Council. In general, annexation agreements shall be written to require the property to annex voluntarily at the request of the City and at the time the subdivision becomes contiguous with the City's corporate limits. All infrastructure shall be improved to meet the City's Design Standards at the time of annexation. Landowners within said subdivision shall be responsible for the cost of improvements. Annexation agreements shall be recorded with the County Register of Deeds at the time of platting.

## 4.2 Effective Period of Approval and Amendments

4.2.1 **Effective Period of Approval:** A Preliminary Subdivision plan or Engineering Submittal approved prior to the Plat shall have an effective period from the time of approval. The Plat shall not be approved after the effective period has expired for any of the Plans listed below:

- A. Preliminary Subdivision Plans – 4 years
- B. Engineering Submittals – 3 years

4.2.2 **Extensions:** Prior to expiration, the Subdivider may submit a request to extend the effective period of a plan to the Authorized Official. The Request shall include one paper copy and one electronic PDF file of the Plan. The Request and subsequent Plan shall be distributed to the City Engineer and reviewed within 15 working days. The Plan shall be subject to any new regulations or design standards in place at the time of the Request. If the Authorized Official determines the Plan does not meet the regulations or design standards in place at the time of the Request, then it shall be denied in writing. If the Authorized Official determines the Plan meets the regulations and design standards in place at the time of the Request, then the Authorized Official shall grant a two year extension to the effective period.

4.2.3 **Revisions and Amendments:** A revision to a plan of record shall be submitted to the Authorized Official for review. The Authorized Official shall distribute the Revisions to the City Engineer for review. Revisions shall be reviewed within ten (10) days of distribution and shall be reviewed to determine the impact to the plans of record. Should the Authorized Official determine the Revision to have minimal adverse impact, it shall be recorded and filed as an addendum to the plans of record.

Should the Authorized Official determine the impact of the Revision to be significant, an amendment shall be required. An Amendment shall be submitted and approved through the same process as required under Article 2. Approved amendments shall be kept on file with the Authorized Official.

### 4.3 Exemptions

4.3.1 **Procedural Exemptions:** For the purpose of providing timely review, subdivisions that do not discernibly affect or are of minor impact to the surrounding properties, environmental resources, or public facilities, otherwise referred herein as a Minor Plat, shall be exempt from the Concept Plan and Preliminary Subdivision Plan portions of the approval process of Article 2. The Subdivider may submit a Plat to the Authorized Official, in like form as required by Article 2.5.4 , to determine whether the Plat meets the definition of a Minor Plat. The Authorized Official shall review the Plat and decide within ten (10) days. Engineering Submittals or other information may be required of the Subdivider to assist City Staff in their review. Support documents shall be provided at the request of the Authorized Official. If the Authorized Official determines the Plat does not meet the definition of a Minor Plat, then the Subdivider shall be notified in writing that the Plat is denied. If the Authorized Official determines the Plat does meet the definition of a Minor Plat, then it shall be reviewed and approved in conformance with Article 2.5.

4.3.2 **Plat Exemptions:** Plats of the following form shall be exempt from all provisions of these regulations.

- A. **Cemetery Grave Plats:** A Plat or Plot which is filed and maintained as a permanent cemetery record.
- B. **H-Lots:** A Plat to facilitate the transfer of ownership from a property owner to a government entity for a public right-of-way.

### 4.4 Subdivisions within Unincorporated Jurisdiction

4.4.1 The City hereby elects to approve subdivision Plats outside of its corporate limits as allowed by SDCL 11-6-26. The City has adopted a Comprehensive Plan, which includes a major street plan that identifies the unincorporated area to be governed by municipal platting authority. A copy of the adopted Comprehensive Plan was forwarded to the Minnehaha County Commissioners through the Office of the County Auditor.

4.4.2 The City hereby discourages premature subdivision of land due to unavailability of urban services, higher energy consumption, premature and excessive loss of agricultural land, and inefficient delivery of basic government services. A Plat within the City's unincorporated jurisdiction that is considered by the City to be premature, to conflict with the purpose of these regulations, or to conflict with the City's Comprehensive Plan will be denied.

## Article 5: Definitions

- 5.1.1 **Alley.** A public or private right-of-way which affords only a secondary means of access to abutting property and not intended for general traffic circulation.
- 5.1.2 **Annex.** The act of incorporating a territory into the corporate limits of the City.
- 5.1.3 **Annexation Agreement.** An agreement between a Subdivider and the City to identify stipulations for voluntary annexation at the time the City's corporate limits become contiguous with a subdivision.
- 5.1.4 **Authorized Official.** The person, officer, or official and his authorized representative, whom the City Council has designated as its agent for the administration of these regulations.
- 5.1.5 **Block.** A tract of land bounded by streets, or by a combination of streets and public parks, cemeteries, railroad rights-of-way, shorelines of waterways, or corporate limits of municipalities.
- 5.1.6 **Building.** Any structure having a roof, supported by columns or walls, for shelter or enclosure of persons or property.
- 5.1.7 **City.** The City of Hartford, South Dakota.
- 5.1.8 **Comprehensive Plan.** The long-range plan adopted by the City that describes and illustrates the goals, policies and objectives of the municipality to interrelate all functional and natural systems and activities relating to the development of the territory under its jurisdiction.
- 5.1.9 **Concept Plan.** A Concept Plan is a basic plan that is preparatory to the Preliminary Subdivision Plan.
- 5.1.10 **Contiguous.** Contiguous shall be as defined in SDLC 9-4-1.
- 5.1.11 **Corporate Limits.** The defined boundary or border of territory under jurisdictional power of the City.
- 5.1.12 **Dedicated.** A grant of land to the public for their perpetual use.
- 5.1.13 **DENR.** The South Dakota Department of Environment and Natural Resources.
- 5.1.14 **Design Standards.** The standards, specifications and requirements for public improvements adopted by the City.
- 5.1.15 **Easement.** Authorization by a property owner for the use by another, and for a specified purpose, of any designated part of the property. An easement is also a means to acquire a legal right for a specific use of land owned by others.
- 5.1.16 **Engineer.** A professional engineer, registered and in good standing with the State of South Dakota.
- 5.1.17 **Engineering Submittal.** A plan prepared and certified by an Engineer that describes and details improvements.

- 5.1.18 **Grading.** Excavating, filling or stockpiling soil.
- 5.1.19 **Homeowners Association.** An association or organization, whether or not incorporated, which operates under and pursuant to recorded covenants or deed restrictions through which each owner or a portion of a subdivision—be it a lot, parcel site, unit plot, condominium, or any other interest—is automatically a member or assessment for a prorated share of expense of the association which may become a lien against the lot, parcel, unit, condominium, or other interest or member.
- 5.1.20 **Improvement.** Changes and additions to land in effort to add value or use to benefitting real property.
- 5.1.21 **Lot.** A designated parcel, tract, or area of land established by Plat, subdivision, or as otherwise permitted by law, to be separately owned, used, developed, or built upon.
- 5.1.22 **Lot Line.** The line bounding a lot that divides one lot from another lot or from a public street or any other public space.
- 5.1.23 **Lot of Record.** A Plat that has been recorded in the office of the County Register of Deeds.
- 5.1.24 **Minor Plat.** A Plat that does not discernibly affect or is of minor impact to the surrounding properties, environmental resources, or public facilities and is necessary to transfer ownership of property. Typically, it involves the adjustment of common lot lines between several lots, consolidation of existing lots, or the resubdivision of previously platted lots. A Minor Plat does not conflict with the City’s Comprehensive Plan or any other plans previously approved by the City. It does not require the dedication of right-of-way, construction of new streets, or other public infrastructure.
- 5.1.25 **Owner.** The owner of real property as recorded by the County Register of Deeds
- 5.1.26 **Parcel.** Any contiguous quantity of land in the possession of, owned by, or recorded as the property of the same claimant, person, or company.
- 5.1.27 **Planning Commission.** As duly appointed by the Mayor and confirmed by the City Council.
- 5.1.28 **Plan of Record.** A Preliminary Subdivision Plan or Engineering Submittal adopted or approved by the City or their authorized agents in conformance with these regulations.
- 5.1.29 **Plat.** A map, or representation on paper or transferable to paper (e.g., electronic) of a piece of land subdivided into lots, parcels, tracts, or blocks, including streets/roads, commons, and public grounds, if any, all drawn to scale and complete with all irrevocable offers of dedication.
- 5.1.30 **Preliminary Subdivision Plan.** A Plan indicating the Subdivider’s intentions for subdividing and improving land.
- 5.1.31 **Prerequisite.** A required prior condition for final approval.
- 5.1.32 **Private Street/Road.** A roadway that has not been dedicated for public use, but rather reserved by platting of a lot or by a private easement. The private street or road shall be owned and maintained by the property owners which it serves.

- 5.1.33 **Re-Plats.** The adjustment and/or vacation of property lines which reallocates or consolidates land area of contiguous lots or parcels, provided that the adjustment or vacation of property lines, sites, or other divisions of land under stated conditions of these regulations.
- 5.1.34 **Right-of-Way.** A strip of land defined by right of way lines on a Plat that is intended to be occupied by a street, recreation trail, utility lines, or other similar use and to be used by the public.
- 5.1.35 **Street.** A public thoroughfare that affords the principal means of egress to abutting property. This term may be used interchangeably with “avenue”, “boulevard”, “drive”, “highway”, “road”, or “roadway”.
- 5.1.36 **Structures.** Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground. Among other things, structures include buildings, walls, fences, and signs.
- 5.1.37 **Subdivider.** The owner of land proposed to be subdivided or its authorized agent who shall have express written authority to act on behalf of the owner. Consent shall be required from the legal owner of the premises.
- 5.1.38 **Subdivision.** The division or re-division of land into two or more lots, tracts, parcels, sites, condominiums, or divisions for the purpose of sale, lease, or transfer of ownership.
- 5.1.39 **Subdivision Construction Agreement.** A contract entered into by the Subdivider and the City by which the Subdivider warrants and promises to complete the required public improvements within the subdivision within a specified time period.
- 5.1.40 **Surveyor.** A professional land surveyor, registered and in good standing with the State of South Dakota.

*In an effort to ensure the comprehensive development of parks and trails within the community, the Planning and Zoning Commission (P&Z) will collaborate closely with the Park & Recreation Board to identify and designate areas needed for such amenities **according to the city's master park plan.***

*In instances where a proposed development is situated within an area identified for a park or bike trail, the developer will be required to contribute 5% of their total development land towards the establishment of these recreational spaces. This land contribution must be clearly delineated in the preliminary plans submitted for approval. The designated land must meet the standards and requirements set forth by the Park & Recreation Board, including accessibility, usability, and connectivity to existing or planned parks and trails. All land dedications will be platted and transferred to the city within one year following the approval of the preliminary plat.*

*In instances where a proposed development is located in an area where no park or bike trail has been identified, the developer is obligated to make a monetary contribution to the city. This contribution should be equivalent to the value of a 5% of their total development land contribution, calculated at the fair market value at the time of the contribution. The fair market value can be determined based on recent sales in the area or through an appraisal conducted by a certified appraiser approved by the city. The fair market value and/or appraisal will utilize like for like comparables.*

*Should a monetary fee be required, the payment must be made to the city within one year following the approval of the preliminary plan. The funds collected will be allocated specifically for the acquisition, development, and maintenance of parks and trails, ensuring that the contributions directly benefit the community's recreational infrastructure.*

*To facilitate transparency and accountability, the city will maintain detailed records of all land and monetary contributions, including the valuation method used and the specific use of the funds. Developers will be provided with a receipt and a report outlining how their contributions have been utilized.*

# City Administrator Update

December 30, 2025

- **City Projects Updates:**

- **Western Avenue Expansion** -  
The city's portion of this project is substantially complete with the roadway being open and usable. There are a few minor items that still need to be addressed before final payment or closeout such as seeding, minor dirt work, some sidewalk repairs, rip rap on the north end, mailbox installations, etc. We will continue to monitor these punch list items to ensure compliance. The contractor also continues to work on the bridge project, even setting some beams this week.
- **WRRF** –We also have substantial completion on this project as well since the plant is operational. We continue to work with ISG and Rice Lake on equipment startups, updates to the SCADA system, and testing. We have had some issues with the heating system this past week but we are working to correct. Our new plant operator resigned a couple of weeks ago so we will have to fill this position once again. Craig and Jesse continue to keep the plant working and do required testing and reports.
- **Swenson Parking Lot:** This project is done. The contractor did provide a warranty letter to ensure seeding comes up in the spring. The city council approved the one and final pay application for this project.
- **Transportation Alternative Grant:** ISG has been working with the state on a work order to begin design and construction. They just received all the necessary paperwork last week and can now start moving forward with design. We are hoping to bid this project this winter, with construction to begin in the spring.
- **Kelley Ave Drainage Study:** This study reviewed existing conditions and various drainage improvements projects that could be implemented. The final report was presented to the council at their 10/7 meeting, with good representation from property owners along Kelley Ave. This study will be revisited after the 1<sup>st</sup> of the year.
- **City Wide Water Model:** The city council gave approval for ISG and AE2S 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. A meeting with AE2S, ISG, and staff was held on Thursday, 10/16 to review existing conditions and review some future suggestions. It was noted that our existing system is running well and there is nothing that needs immediate attention or correction. As the city grows, the report will address future considerations, such as line upsizing and a second water tower. A final report is anticipated for January.
- Other Projects –
  - ISG continues to work with Knapp's Landin and the Assam development to ensure compliance with city design standards and completion of punch list items.

## **Other:**

- **Open City Position:** The Council will have discussion on advertising for a plant operator in January.
- **Appointment:** The Mayor is still working on an appointment to fill Jackson's position.
- **Windsor TIF:** The city received a draft of the development agreement from the Windsor Group and it has just been reviewed by our attorney. Once we have a final draft, it will be presented to the city council, along with the final TIF plan, for approval. (I will provide this Board with a copy as well for your reference)
- **ISO Audit:** On December 10<sup>th</sup>, Kyle and I met with a representative with ISO Mitigation – they will conduct a review of the city's policies and procedures for building codes, inspections, plan reviews, floodplain management, etc. Their goal is to analysis how well we conduct safety reviews for new and existing buildings to help mitigate potential safety issues. The ISO Board issues ratings to each community that insurance companies can utilize for insurance policies. The theory is the better ISO rating the better pricing your citizens get on insurance policies. Information that we provided will be reviewed and analyzed and then they will send out our ISO rating. This process takes 3-6 months.
- **City Holiday Party:** The city's holiday party this year will be on Friday, January 16<sup>th</sup> at Central Valley Golf Course. A formal invitation will be sent to you soon.
- **Future Agenda Items:**
  - Review Building Permit Fees
  - Review Cost/Requirements for Contractor's license
  - Assam TIF

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