

**AGENDA**

**MONTROSE CITY COUNCIL MEETING** – May 11<sup>th</sup>, 2021 6:00 pm COMMUNITY CENTER

PLEDGE OF ALLEGIANCE

*I forgot to change the date  
The meeting was June 8<sup>th</sup>, 2021*

CALL TO ORDER - Roll Call

RULES OF DECORUM

APPROVAL OF AGENDA

NOTE: EACH AGENDA ITEM IS LIMITED TO 10 MINUTES UNLESS COUNCIL VOTES TO EXTEND THE LIMIT

APPROVAL OF MINUTES – 05-11-2021

SPECIAL TOPICS:

- Sewer Infrastructure Project
- Elected Officials Workshop

DEPARTMENT REPORTS

- Maintenance: Parks & Recreation; Streets & City Property; Utility
- Daycare:
- Finance Officer: training

PAY VOUCHERS

OLD BUSINESS

- Discuss Playground
  - FEMA deadline 10/31/2021; FEMA Funds \$27,081.01
- Discuss Softball/Baseball field repairs
  - FEMA deadline 10/31/2021
  - FEMA amount to be spent:
    - Baseball-\$25730.65; Softball-\$10,313.17; Campground-\$12,253.22
- Rates/Fines/Fees Resolution update for Campground Rate Increase

NEW BUSINESS

- Citizen Complaint
- Softball field sprinkler grant
- DOT Grants
- Medical Cannabis Establishment
- Unpaid Water bills
- Appointment and Terms

HEARING OF THOSE PRESENT

- Limited to two minutes
- Not legal to make any motions on these topics because not on the agenda.

ADJOURN

**Approved Minutes of the Montrose City Council Meeting**

The Montrose City Council meeting was held on May 11, 2021 in the Community Center. Mayor Paul Klaudt called the meeting to order at 6:02 pm. They recited the Pledge of Allegiance. Present were Mayor Paul Klaudt; Council Members: Susan Painter, Justin Hagemann, and Jasen Hanisch; Absent: Tony Heumiller. Also present: Trent Bruce and Riley Rinehart from DGR; Jackie Cleveland, Louie Hernandez, Cliff Hallem and Dave Lounsberry. Mayor Klaudt reminded all in attendance to adhere to the Rules of Decorum. Motion by Painter, 2<sup>nd</sup> by Hagemann to approve the minutes from 04-13-2021 and the 4-15 2021 Special meeting. All approved.

**SPECIAL TOPICS:** Louie Hernandez from The Office presented the Council with a \$2,000 check from the Street Dance and The Office for the new playground equipment. Trent Bruce from DGR Engineering gave updates on FEMA flood maps and the Sanitary Sewer Project. Motion by Hanisch and seconded by Painter to approve Sara Smith and Banyon Data Systems to give Melody training. All approved. Motion by Hanisch and seconded by Hagemann to allow Melody to get a credit card. All approved.

**DEPARTMENT REPORTS:** Sieverding was absent but sent a report to the council on the campground, new utilities, the softball concessions, both softball and baseball fields, the playground area, and the pool. The Daycare reported that they were currently at max capacity with a regular drop in when room allows. They also have a new hire starting. The new rate went into effect on May 1<sup>st</sup>. They are currently looking to hire an adult. They need a new washer/dryer, as theirs broke down. Gross said that there was learning curve to the new job and I am learning with help from many city people.

**VOUCHERS:** Vouchers were reviewed. **Bills Paid Between Meetings** – April/May bills: Addy Disposal - \$2912; DENR - \$18; Federal Tax Pymt - \$2116.07 & \$1441.92; Payroll Tax - \$1512.65; McCook County Auditor - \$1408.34 sheriff; Security State Bank - \$885.25; Schoenfish & Co, Inc. - \$150; SD Dept of Labor & Reg - \$50.82; SD Dept of Rev - \$237.38 – garbage tax; Verizon - \$186.91 & \$156.95 cell phone service; Home Depot - \$2259.36; Central States Steel - \$446.77 pool roof; Total: \$15,128.07 A & B Business services – \$219.49; Addy Disposal - \$2912.00; Ben Holland - \$14.89; City of Sioux Falls - \$43.50; Concrete Materials - \$557.34; Dakota Supply Group - \$958.56 campground; DGR Engineering - \$19,975.62 sanitary sewer; Dell Rapids Law Firm - \$160 attorney services; Fremar LLC - \$119.76; Golden West - \$545.48; Hartford Building Center – 219.08 campground; Hydraulic World - \$4.29 streets; Kingbrook Rural Water - \$6032.00 Water Purchase – March & April; KW Electric Inc. – \$120.40 women’s bathroom The Office; Maynards - \$261.37 groceries day care; MCI – \$53.16 long distance; Menards – 278.32 campground; MidAmerican energy - \$439.00 natural gas; Montrose Gas Plus - \$670.13 gas & milk; New Century Press - \$451.91 publishing; Parker Ford, Inc. - \$146.70 blades; Pfeifer Implement - \$45.78 skid loader; SDML - \$34 workman’s comp; SD One Call - \$7.84 locates; Southeastern Electric - \$2,244.13 electric services; Security State Bank - \$1435.89 city credit cards; TrueNorth Steel - \$862.50 culverts; Twedt Construction, Inc. - \$15,500 install water and sewer; United Laboratories Inc. - \$813.34 campground - water; Zapp Hardware - \$147.05 streets; Frontline Warning System - \$392.00 replacement batteries; McCook County Auditor - \$1408.34 County Sheriff; Banyon Systems - \$400.00 training; DENR - \$100.00 sewer; Addy Disposal - \$1355.00 city wide clean up; Southeast Electric - \$2304.78 – electric service. Total Paid At Meeting: \$61,233.65. GRAND TOTAL: 76,361.72.

**MARCH/APRIL PAYROLL:** Finance Office \$3,940.23; Maintenance \$2,418.16; Daycare \$11,688.66; Water \$2,422.13; Sewer \$2,422.13; Total \$22,891.31. **OLD BUSINESS:** Hagemann informed the council that the playground will be here in three weeks.

Hanisch informed the council that Agrilime was delivered to the ball fields and another load is on its way. **NEW BUSINESS:** Council was not interested in the Community Access Grant. DENR needed to be paid for Storm water Discharge General Permit. York and Monlux were unable to attend the meeting. Binder discussed moving a house in and a water bill. Motion by Hanisch and seconded by Hagemann to pay back the disconnect and reconnect fee for a pipe breaking and the extra water loss during that same water break. The council discussed unpaid water bills. Motion by Hagemann and seconded by Painter to close out an account in arrears and to send a meter/sewer deposit check to a family who moved out of town.

**HEARING OF THOSE PRESENT:** Cliff Hallem discussed the Planning & Zoning committee and Dave Lounsberry discussed the campground.

Motion by Hanisch 2<sup>nd</sup> by Painter to adjourn at 7:25 pm. Meeting adjourned.

Attest: 

Melody Gross  
Finance Officer

\_\_\_\_\_  
Paul Klaudt  
Mayor

Published once at the approximate cost of \_\_\_\_\_

## City of Montrose SD

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**From:** Riley Rinehart <riley.rinehart@dgr.com>  
**Sent:** Monday, June 7, 2021 2:15 PM  
**To:** City of Montrose SD  
**Cc:** Trent Bruce; montrosemaint@goldenwest.net; Leslie Mastroianni  
**Subject:** DRAFT Letter to EDA  
**Attachments:** DRAFT Letter to EDA.docx

Hi Melody,

We've put together a DRAFT letter to send to EDA for the sanitary sewer project. As you may recall, Veronica with EDA asked for a letter that requests a "change in scope" during our plan review meeting with her on May 24<sup>th</sup>. To summarize, the letter requests authorization to proceed without the collection system repairs that were previously proposed as bid alternates. These repairs were included as alternates so they could be completed if the bid prices were favorable and there was additional budget available; however, Veronica said we cannot include that work as alternates because it would conflict with the original scope of work for the project if the alternates were not completed. Removing the alternates should keep the project close to the original budget and still address all of the major needs that were identified. The collection system repairs that would be removed from the project could be completed sometime in the future as budget allows. Trent plans to attend your council meeting tomorrow night to further explain the purpose of this letter and answer any questions that the council may have.

Thanks!

**Riley Rinehart, PE**



2909 East 57<sup>th</sup> Street  
Sioux Falls, SD 57108  
phone: 605-339-4157  
cell: 605-553-1172

[www.dgr.com](http://www.dgr.com)

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## City of Montrose SD

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**From:** Leslie Mastroianni <leslie@secog.org>  
**Sent:** Thursday, April 29, 2021 2:45 PM  
**To:** Riley Rinehart; City of Montrose, SD  
**Cc:** montrosemaint@goldenwest.net; Trent Bruce  
**Subject:** RE: Montrose Sanitary Sewer Improvements Plans and Specifications

Riley –

According to Veronica, she will need about 8 weeks to review the bids and specs. Nothing can go out for bid until we have EDA's sign-off. They won't sign off until the site certificate is submitted. That may impact the June 15 target date a bit.

Leslie

**From:** Riley Rinehart <riley.rinehart@dgr.com>  
**Sent:** Thursday, April 29, 2021 2:42 PM  
**To:** City of Montrose, SD <montrose@goldenwest.net>  
**Cc:** montrosemaint@goldenwest.net; Leslie Mastroianni <leslie@secog.org>; Trent Bruce <trent.bruce@dgr.com>  
**Subject:** Montrose Sanitary Sewer Improvements Plans and Specifications

Hi Melody,

We have not yet met, but hope to do so soon! As you are aware, we have been working with the community to develop a set of plans to facilitate various sewer system improvements throughout the community. The process has been a while in the making, as we have had to coordinate with multiple funding sources, but as we finalize the plans and specifications for the Sanitary Sewer System Improvements project there are a couple of sections we need your input on. Specifically, we will need to fill out the completion dates, liquidated damages, and insurance requirements and also have some information to point out.

**Completion Dates:** For completion dates, in the specifications we show we show August 5, 2022 as the substantial completion date and final completion date as August 19, 2022. Please advise if you think we should consider something different. This will essentially give them the second half of the 2021 construction season and first half of the 2022 construction season to complete the work and finalize the project. Allowing the project to extend into 2022 will provide some flexibility for the Contractor's schedule and should result in better pricing.

**Liquidated Damages:** Liquidated damages are established to help offset costs if a Contractor is not able to complete the project within the specified timelines in the contract. For liquidated damages, we have calculated an amount that would be justified based on the liquidated damages the City would occur due to any delay of the project completion. Based on our estimates, we are recommending liquidated damages of \$1,000 per calendar day for substantial completion and \$500 per day for final completion. Do you have any specific thoughts on liquidated damages?

**Insurance Requirements:** We have attached what has been fairly standard for our projects and was used on the most recent project we completed for the City of Montrose. If you have any questions, we would recommend that you check with your insurance carrier, or attorney, and let us know if you wish to make any changes to these coverage requirements.

**Project Alternates:** Per previous discussions with the City Council, we have broken the work into a base bid, which will include the items of work with the highest priority, and five bid alternates that can be accepted or rejected after receiving bids depending on budget considerations. This will allow the City flexibility to maximize

the funding available for the project. No specific action required, just wanted to explain this thought process a bit, and, bring you up to speed on why the project was split out like that.

In a separate email, we will provide you a pdf copy of the plans and specifications that we plan to send to SD DENR for their review today. We will also get you an estimated cost for the base bid and each alternate as we get that set up in final format. We also intend to send review plans to the US EDA for their review as well, but need to finish the easement/parcel acquisition to facilitate that review process. We are working on that process and have had good luck thus far in acquiring the necessary easements.

We are tentatively planning for bids to be opened at 2:00 pm on June 15<sup>th</sup>, but the review process may push that further back, depending on timely comments from the review agencies. We will then review bids, discuss options, and recommend an award at your council meeting following the bid opening.

If you have any questions, please feel free to give us a call.

Thanks!

**Riley Rinehart, PE**



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## City of Montrose SD

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**From:** Lisa Nold <lisa@sdmunicipalleague.org>  
**Sent:** Friday, May 28, 2021 2:31 PM  
**To:** Lisa Nold  
**Cc:** Lori Martinec  
**Subject:** 2021 Elected Officials Workshop Agenda and Registration  
**Attachments:** 2021 Elected Officials Workshop Agenda and Registration.pdf

Hello, Please find attached the Agenda and Registration form for the 2021 Elected Officials Workshop to be held in Pierre on July 14, 2021. This one-day training is packed with sessions that will be valuable to newly elected officials as well as those that have previously been in office. The purpose of this workshop is to provide a basic crash course on local government.

\* A lunch will be provided.

**Please send in the completed Registration form by July 1, 2021.**

Thank you.

Lisa Nold

SOUTH DAKOTA MUNICIPAL LEAGUE

*Administrative Coordinator*

[lisa@sdmunicipalleague.org](mailto:lisa@sdmunicipalleague.org)

208 Island Drive, Ft. Pierre, SD 57532

Tel | 605.224.8654 or 800-658-3633

Fax | 605.224.8655

<http://www.sdmunicipalleague.org>

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## Montrose Community Daycare

We are full with 20 children enrolled in the daycare.

We were able to get a new laundry center for the daycare.

Sometime in summer a second fundraiser is being planned.

An AD continues to be posted for year round help, requirements are they must be 18 years old, flexible for the hours I need week to week, able to complete the mandated training courses, and work up to 30 hours a week. Varying shifts.

# MONTROSE SD

## Payroll Distribution

	April	May	June	July	August	Sept	Oct	Nov	Dec
Daycare	\$11,688.66	\$8,616.03							
Finance	\$3,940.23	\$1,384.62							
Public Works	\$1,884.94	\$1,494.11							
Council	\$25.00	\$0.00							
Sewer	\$2,422.13	\$2,119.54							
Water	\$2,422.13	\$2,119.54							
Parks	\$254.11	\$180.18							
Pool	\$254.11	\$180.18							
<b>Report Total</b>	<b>\$22,891.31</b>	<b>\$16,094.20</b>							



MONTROSE SD

\*Check Summary Register©

2021 (May, June)

Name	Check Date	Check Amt	
<b>10100 Checking Account</b>			
<del>199e</del> SD DEPT OF REVENUE	5/13/2021	\$14.73	<del>Apr sanitation sales tax</del>
<del>200e</del> FEDERAL TAX PAYMENT	5/14/2021	\$1,771.75	<del>Payroll tax 051421</del>
<del>201e</del> FEDERAL TAX PAYMENT	5/26/2021	\$1,739.62	
<del>202e</del> SD DEPT OF REVENUE	6/3/2020	\$431.23	<del>garbage tax</del>
<del>28908</del> TrueNorth Steel	<del>5/11/2021</del>	<del>(\$862.50)</del>	<del>Culvert</del>
28925 SOUTH DAKOTA RETIREMENT S	5/12/2021	\$2,066.10	
28926 CENTRAL STATES STEEL	5/12/2021	\$45.00	Screws for pool roof
28927 US BANK TRUST NA	5/19/2021	\$11,733.04	C462075-01
28928 THE SECURITY STATE BANK	6/8/2020	\$717.97	finance chg - Sara's card
28930 SOUTH DAKOTA RETIREMENT S	6/3/2020	\$1,141.24	
28936 A & B BUSINESS SERVICES	6/8/2020	\$114.25	Printer Contract
28937 ANN YOUNT	6/8/2020	\$17.20	Ann Yount
28938 BADGER METER	6/8/2020	\$21.36	water meter
28939 Banyon Data Systems	6/8/2020	\$1,190.00	Meter devce support
28940 BRYAN ROCK	6/8/2020	\$2,814.21	Red Ball Diamond Dirt
28941 CITY OF MONTROSE	6/8/2020	\$522.15	Daycare Water Bill
28942 DAKOTA SUPPLY GROUP	6/8/2020	\$7,299.31	water hook up
28943 DAN & LISA RAPPANA	6/8/2020	\$21.80	water dep back
28944 DGR ENGINEERING	6/8/2020	\$50,890.30	sewer services
28945 DUST-TEX SERVICE	6/8/2020	\$235.26	
28946 FREMAR LLC	6/8/2020	\$159.55	fertilizer
28947 GOLDEN WEST	6/8/2020	\$324.18	daycare phone/internet
28948 HARTFORD BUILDING CENTER	6/8/2020	\$246.91	picnic tables
28949 HAWKINS, INC	6/8/2020	\$4,814.00	swimming pool chemicals
28950 KARLS	6/8/2020	\$1,731.97	Washer-Dryer Tower, hoses
28951 KINGBROOK RURAL WATER	6/8/2020	\$5,861.15	Water Purchase
28952 KW ELECTRIC INC	6/8/2020	\$5,506.99	New Campground
28953 MAYNARDS SALEM	6/8/2020	\$245.91	food
28954 MCCOOK COUNTY HIGHWAY	6/8/2020	\$1,207.50	culverts
28955 MCI	6/8/2020	\$103.42	office phone
28956 MICHELLE EDWARDS	6/8/2020	\$51.48	Walmart - concession
28957 MIDAMERICAN ENERGY	6/8/2020	\$86.44	105 E Main
28958 MONTROSE GAS PLUS	6/8/2020	\$1,418.83	gas-
28959 NEW CENTURY PRESS	6/8/2020	\$199.43	Publishing
28960 REYNOLDS EXCAVATING, INC	6/8/2020	\$6,000.00	screened gravel
28961 SEAFOG	6/8/2020	\$30.00	membership
28962 SOUTHEASTERN ELECTRIC CO-	6/8/2020	\$4,559.98	lift station
28963 STEPHANIE HOLLAND	6/8/2020	\$94.98	3 ads run in paper
28964 UNITED LABORATORIES INC	6/8/2020	\$477.21	pay off balance of invoice
28965 ZAPP HARDWARE	6/8/2020	\$207.33	Cement
28966 ADDY DISPOSAL	6/8/2021	\$3,002.00	Dumpsters 4@45
28967 MCCOOK COUNTY SHERIFFS O	6/8/2021	\$1,408.34	County Sheriff
501156e Bi-Weekly ACH	5/14/2021	\$6,567.70	
501167e Bi-Weekly ACH	5/28/2021	\$6,675.74	
<b>Total Checks</b>		<b>\$132,905.06</b>	

FILTER: ((([Act Year]='2021' and [period] in (5,6))) and ((([Check Nbr]>0 and not EFT and not [Source] like 'PAY?????????.??') or [EFT])) and [Cash Act]='10100')

MONTROSE SD

06/08/21 2:50 PM

Page 1

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FEMA Funds Breakdown:

Playground: \$27,081.06

Remove & Replace 1 each playground system with swings, two slides, monkey bars, etc

Replace 49.38 CY of unclassified gravel surface "p rock"

Baseball: \$25,730.65

Replace Agrilime: 214 CY

Dugouts: Replace 60 SF concrete block x 2

Replace/reset fence

Softball: \$10,313.17

Replace Agrilime: 77 CY

Reset fence

Walking Path - replace 4 CY gravel surface

Campground: \$12,253.22

Replace 53 CY gravel (milling) surface

CITY OF MONTROSE  
CITIZEN COMPLAINT FORM

I, Patty Ristesund, am filing a complaint on  
209<sup>W</sup> Montrose St at the location of  
Across from School.

I understand that by signing this complaint that I may be required to testify in a court of law in regards to this complaint. Unless this goes to court, this information is kept confidential and is not released to the public.

Description of Complaint:

garbage everywhere on the property  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
Signature

605-530-1244  
Phone Number

403 S. Church Ave  
Address

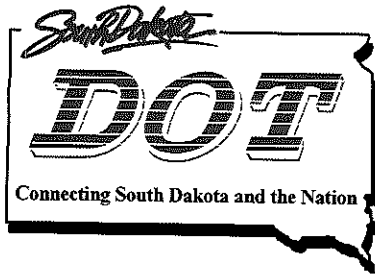
5-25-21  
Date

\*\*\*\*\*

FOR CITY USE ONLY:

Date Received:

Action Items Taken:



## Department of Transportation

Division of Planning/Engineering  
Office of Project Development  
700 E Broadway Avenue  
Pierre, South Dakota 57501-2586  
Phone: 605/773-4912

April 20, 2021

### Transportation Alternatives Funding Available

PIERRE, S.D. – The South Dakota Department of Transportation (SDDOT) says Letters of Intent are now being accepted for Transportation Alternatives (TA) program.

TA is program that uses a set-aside of Surface Transportation Block Grant (STBG) for specific activities that enhance the intermodal transportation system and provide safe alternative transportation options.

The FAST Act eliminates the Moving Ahead for Progress in the 21<sup>st</sup> Century Act (MAP-21) Transportation Alternatives Program (TAP) and replaces it with this set-aside of STBG. TA includes all projects and activities previously eligible under TAP, encompassing a variety of smaller-scale transportation projects such as pedestrian and bicycle facilities, recreational trails, safe routes to school projects, community improvements such as historic preservation and vegetation management, and environmental mitigation related to stormwater and habitat connectivity.

Approximately \$2.1 million is available annually, with the potential to increase with the increase of applicants, through this competitive project selection. The Transportation Alternatives program is administered by the SD DOT Office of Project Development. Each grant will be for a maximum of \$400,000, although the SDDOT may approve a larger amount for phased projects. The minimum grant amount for infrastructure projects is \$50,000. There is no set minimum grant amount for non-infrastructure projects. There is an 18.05% local match requirement for each project.

A full description of TA is available online on the South Dakota Department of Transportation's Transportation Alternatives webpage at <https://dot.sd.gov/programs-services/programs/transportation-alternatives>.

The submittal of a Letter of Intent form, found on the webpage, is a mandatory requirement in order to be eligible to submit a full application for funding. The Letter of Intent form submittal deadline is **July 15, 2021**. This will be the only call for Letters of Intent for the 2022 Fiscal Year.

Requests for additional information, site visits and/or meetings on potential projects should be directed to Logan Gran by phone at 605-773-4912 or by email at [Logan.Gran@state.sd.us](mailto:Logan.Gran@state.sd.us)

Following the receipt of the Letters of Intent, on-site meetings with project sponsors will be scheduled prior to August 16, 2021. The deadline for full applications is October 1, 2021.

Bob,

I have taken the opportunity to provide the following:

1. Sample County Temporary Ordinance Regarding the Issuance of Local Medical Cannabis Establishment Permits and/or Licenses
2. County Adoption Process for counties with or without zoning regulations
3. Public Hearing Notices for counties with or without a planning commission
4. Notice of Adoption
5. Sample Agendas for counties with or without a planning commission
6. Sample Decision Process for counties with or without a planning commission

I plan on sending this information to the following:

South Dakota Planners Association, Planning Districts, and the counties within the First District.

I would suggest that SDACC send this information to all of its members with the caveat that they should have their attorney review the temporary ordinance prior to adoption. Further, if the county is interested there is a timeline that needs to be adhered to:

1. Public hearing notice to be published 10 days prior to public hearing
2. Hold Public Hearing and 1<sup>st</sup> reading of the ordinance
3. Wait at least 5 days and then hold 2<sup>nd</sup> reading and adopt
4. Publish notice of adoption
5. Ordinance in effect on date of publication

The timeline assumes a weekly newspaper publication, so from the cutoff date of sending the public hearing notice to the newspaper to the notice of adoption being published in the newspaper, a conservative estimate is that it could take up to 28 days, depending on publication cutoffs, to complete the process.

A lot of good work has gone into this. However, the heavy lift is still ahead of us. I anticipate some form of a model zoning, zoning/licensing, or licensing ordinances will be developed in May. I hope to follow the same format that SDML, SDPAA, Jack Hieb, Zach Peterson, Sam Trebilcock, and myself utilized in developing this temporary ordinance. I hope to have the ordinances vetted in June with a possible dissemination to cities and counties in July. Cities and counties will not have a lot of time to review the models and pick what they like or don't like because the adoption process for these ordinances can take up to 45 to 60 days, depending on the newspaper.