

**SUMMERSET CITY COMMISSION  
REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY, AUGUST 15th, 2024 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:00p.m. Commissioners Osten, Markham, and Reade were present. The City Attorney, City Finance Officer, and City Administrator were also present. Commissioner Hirsch was absent.

Mayor Kitzmiller led in the Pledge of Allegiance.

Commissioner Osten gave the invocation.

**CALL FOR CHANGES**

**Motion** by Osten, second by Markam to approve the agenda of the regular meeting of the Summerset City Commission for August 15<sup>th</sup>, 2024 as presented or amended. Motion carried.

**CONSENT CALENDAR**

**Motion** by Reade, second by Markham to approve the minutes of the special budget meeting of July 30th, 2024, as presented or amended. Motion carried.

**Motion** by Markham, second by Osten to approve the minutes of the regular meeting of August 1st, 2024, as presented or amended. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Reade, second by Osten to approve the claims and hand checks in the amount of \$638,792.39 from August 1st, 2024, through August 14th, 2024, as presented or amended. Motion carried.

A&B Business Solutions	\$414.87
Auto Value	\$255.14
Baumeister, Stephany	\$1968.75
Black Hawk Water User District	\$516.20
Black River Contracting	\$75.00
CBH CO-OP	\$8221.71
City of Rapid City	\$5043.78
Demersseman Jensen Tellinghuisen & Huffman, LLP	\$2347.50
Diamond Water Company	\$275.10
Fire Pro	\$73.00
Golden West Technologies	\$3970.98
Greenapsis	\$690.00
Gunderson & Palmer LLP	\$1300.00
Haveman Business Services LLC	\$637.50
HDR Engineering, Inc	\$14571.55
Hermanson Egge Engineering, Inc.	\$240.00
Kieffer Sanitation	\$590.00
Meade County Auditor	\$2180.79
Meade County Register of Deeds	\$90.00
Meade County Register of Deeds	\$185.29
Muth Electric	\$1803.05
On-Site First Aid & Safety	\$153.87
Rapid Rooter	\$371.70

RCS Construction Inc	\$548098.94
SD One Call	\$42.00
SDARWS	\$815.00
First National Trust & Inv Management Services	\$24975.77
Cardmember Services	\$11152.87
SD State Treasurer	\$975.69

\*NOTED FOR THE RECORD- DEPARTMENT HEAD REPORTS ARE IN THE PACKET FOR VIEWING

**CITY OF SUMMERSET CAPITAL IMPROVEMENT PLAN (FINAL DRAFT) – BARRETT HUBBARD**

**Motion** Markham, second by Reade to open discussion. Motion carried.  
 Barrett Hubbard presented the plan to the Board and went over the highlights on the same.  
**Motion** by Reade, second by Osten to close discussion. Motion carried.  
**Motion** by Osten, second by Markham to adopt the Capital Improvement Plan for the City of Summerset. Motion carried.

**TIF DEVELOPMENT AGREEMENT – MIKE WHEELER**

**Motion** by Markham, second by Osten to open discussion. Motion carried.  
 City Attorney Mike Wheeler went over the additions to the same regarding covenants and park space.  
**Motion** by Markham, second by Reade to close discussion. Motion carried.  
**Motion** by Markham, second by Osten to approve the TIF Development Agreement with proposed revisions 2.02 and park space. Motion carried.

**APPLICATION AND CERTIFICATE FOR PAYMENT #17 WASTEWATER TREATMENT PROJECT**

**Motion** by Reade, second by Markham to approve. Motion carried. Noted for the record, Commissioner Osten abstained.

**CHANGE ORDER NO. 4 – WASTEWATER EXPANSION PROJECT**

Wastewater Supervisor Jon Ambrose gave an update.  
**Motion** by Markham, second by Reade to approve. Motion carried. Noted for the record, Commissioner Osten abstained.

**SET FIRST READING OF ORDINANCE #2025 FY BUDGET**

**Motion** by Osten, second by Markham to set first reading for September 5<sup>th</sup> at 6:00 p.m. Motion carried.

**CITIZENS INPUT**

None

**UPCOMING EVENTS:**

Public Safety Day will be Saturday, August 17<sup>th</sup> from 11:00 a.m. to 2:00 p.m. at Summerset City Hall.  
 City Offices will be closed Monday, September 2<sup>nd</sup> for observance of Labor Day.

**ITEMS FROM CITY ATTORNEY**

Executive Session per SDCL 1-25-2 for discussing legal, economic development, and personnel issues.  
 None

**ADJOURNMENT**

**Motion** by Reade, second by Markham to adjourn at 6:25 p.m. Motion carried.

(SEAL)

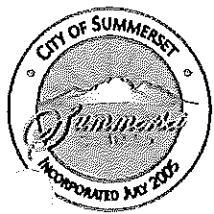
---

Michael Kitzmiller, Mayor

ATTEST:

\_\_\_\_\_  
Brielle, Schrock, Finance Officer

Published once \_\_\_\_\_, 2024, at a cost of \$\_\_\_\_\_.



Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

**Vendor: 1098 - A&B Business Solutions** **Vendor Total: 1,062.83**

<u>IN1174995</u>	Invoice	9/1/2024	9/1/2024	9/1/2024	9/1/2024	462.63	0.00	0.00	0.00	462.63
Copy Machine usage July	BANKW - BANK WEST				No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Copy Machine usage July	NA	0.00	0.00	462.63	0.00	0.00	0.00	462.63

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4192-43400</u>	Equip Expense		462.63	100.00%

<u>IN1182513</u>	Invoice	9/6/2024	9/6/2024	9/6/2024	9/6/2024	45.00	0.00	0.00	0.00	45.00
Monthly water usage	BANKW - BANK WEST				No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly water usage	NA	0.00	0.00	45.00	0.00	0.00	0.00	45.00

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4192-43400</u>	Equip Expense		45.00	100.00%

<u>IN1183555</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	555.20	0.00	0.00	0.00	555.20
Water machine monthly	BANKW - BANK WEST				No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Water machine monthly	NA	0.00	0.00	555.20	0.00	0.00	0.00	555.20

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4192-43400</u>	Equip Expense		555.20	100.00%

**Vendor: 1111 - Ambrose, Jonathan** **Vendor Total: 50.00**

<u>Sept 2024</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	50.00	0.00	0.00	0.00	50.00
Phone stipend	BANKW - BANK WEST				No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Phone stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<u>604-4000-42810</u>	Phone		50.00	100.00%

**Vendor: 1414 - American Legal** **Vendor Total: 1,221.50**

<u>36104</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	1,221.50	0.00	0.00	0.00	1,221.50
P&Z Ord	BANKW - BANK WEST				No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
P&Z Ord	NA	0.00	0.00	1,221.50	0.00	0.00	0.00	1,221.50

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4652-42200</u>	Prof Fees Expense		1,221.50	100.00%

**Vendor: 1808 - Anglin, Mitch** **Vendor Total: 50.00**

<u>2024</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	50.00	0.00	0.00	0.00	50.00
Cell stipend	BANKW - BANK WEST				No					



Payable Register

Packet: APPKT00096 - 09.05.2024

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description		Bank Code		On Hold						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Cell stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
101-4310-42810	Phone			50.00	100.00%					

**Vendor: 1816 - AT&T Mobility** Vendor Total: 652.70

287320061570X08242024	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	652.70	0.00	0.00	0.00	652.70
PD Cell Phones		BANKW - BANK WEST		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD Cell Phones	NA	0.00	0.00	652.70	0.00	0.00	0.00	652.70		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
101-4210-42810	Phone			652.70	100.00%					

**Vendor: 1906 - Birgen, Nicholin** Vendor Total: 50.00

Sept 2024	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKW - BANK WEST		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Cell	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
101-4140-42810	Phone			50.00	100.00%					

**Vendor: 0808 - Black Hills Energy** Vendor Total: 7,936.77

2024	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	7,936.77	0.00	0.00	0.00	7,936.77
Govt Bldg Utilities		BANKW - BANK WEST		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Govt Bldg Utilities	NA	0.00	0.00	7,936.77	0.00	0.00	0.00	7,936.77		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
101-4192-42800	Utility Expense			835.43	10.53%					
101-4310-42800	Utility Expense			1,104.56	13.92%					
101-4520-42800	Utility Expense			79.28	1.00%					
604-4000-42800	Utility Expense			5,917.50	74.56%					

**Vendor: 1830 - Clarity Telecom** Vendor Total: 1,238.07

Aug 2024	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	1,238.07	0.00	0.00	0.00	1,238.07
Phone/ fax/ internet		BANKW - BANK WEST		No						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Phone/ fax/ internet	NA	0.00	0.00	1,238.07	0.00	0.00	0.00	1,238.07		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
101-4192-42800	Utility Expense			1,238.07	100.00%					

**Vendor: 1981 - Diesel Machinery Inc** Vendor Total: 5,080.00

R25021	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	4,330.00	0.00	0.00	0.00	4,330.00
WWTP Excavator Rental		BANKW - BANK WEST		No						

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code		On Hold							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP Excavator Rental	NA	0.00	0.00	4,330.00	0.00	0.00	0.00	4,330.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
604-4000-42500	Repair/Maint Expense		4,330.00	100.00%						

R25144	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	750.00	0.00	0.00	0.00	750.00
WWTP Rental freight	BANKW - BANK WEST		No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP Freight cost	NA	0.00	0.00	750.00	0.00	0.00	0.00	750.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
604-4000-42500	Repair/Maint Expense		750.00	100.00%						

<b>Vendor: 1641 - DUSTBUSTERS ENTERPRISES INC.</b>										<b>Vendor Total:</b>	<b>4,560.00</b>
81049	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	4,560.00	0.00	0.00	0.00	4,560.00	
WWTP Dustgard	BANKW - BANK WEST		No								
Items											
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total			
WWTP Dustgard	NA	0.00	0.00	4,560.00	0.00	0.00	0.00	4,560.00			
Distributions											
Account Number	Account Name	Project Account Key	Amount	Percent							
604-4000-42500	Repair/Maint Expense		4,560.00	100.00%							

<b>Vendor: 1452 - Fire Pro</b>										<b>Vendor Total:</b>	<b>36.50</b>
8884	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	36.50	0.00	0.00	0.00	36.50	
Annual maint	BANKW - BANK WEST		No								
Items											
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total			
Annual maint	NA	0.00	0.00	36.50	0.00	0.00	0.00	36.50			
Distributions											
Account Number	Account Name	Project Account Key	Amount	Percent							
101-4210-42500	Repair/Maint Expense		36.50	100.00%							

<b>Vendor: 1133 - HDR Engineering, Inc</b>										<b>Vendor Total:</b>	<b>8,496.45</b>
1200645281	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	4,860.20	0.00	0.00	0.00	4,860.20	
City Engineering Services	BANKW - BANK WEST		No								
Items											
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total			
City Engineering Services	NA	0.00	0.00	4,860.20	0.00	0.00	0.00	4,860.20			
Distributions											
Account Number	Account Name	Project Account Key	Amount	Percent							
101-4196-42200	Prof Fees Expense		4,860.20	100.00%							

1200649416	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	3,636.25	0.00	0.00	0.00	3,636.25
Task Order #2024-004	BANKW - BANK WEST		No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Task Order #2024-004	NA	0.00	0.00	3,636.25	0.00	0.00	0.00	3,636.25		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4196-42200	Prof Fees Expense		3,636.25	100.00%						

<b>Vendor: 0324 - Kayl, Anthony</b>										<b>Vendor Total:</b>	<b>50.00</b>
Sept 2024	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	50.00	0.00	0.00	0.00	50.00	
Phone stipend	BANKW - BANK WEST		No								

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description										
Payable Description		Bank Code		On Hold						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Phone stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4310-42810</u>	Phone				50.00	100.00%				

Vendor: 1103 - Kitzmiller, Michael Vendor Total: 50.00

<u>Sept 2024</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Phone stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4120-42810</u>	Phone				50.00	100.00%				

Vendor: 1970 - Markham, Gwenn Vendor Total: 50.00

<u>Sept 2024</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Phone stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4110-42810</u>	Phone				50.00	100.00%				

Vendor: 1894 - McComb Services Vendor Total: 1,672.65

<u>Sept 2024</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	1,672.65	0.00	0.00	0.00	1,672.65
Cont Services		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Cont Services	NA		0.00	0.00	1,672.65	0.00	0.00	0.00	1,672.65	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4192-42200</u>	Prof Fees Expense				1,672.65	100.00%				

Vendor: 0937 - MDU Vendor Total: 256.75

<u>Sept 2024</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	256.75	0.00	0.00	0.00	256.75
Govt Bldg Utilities		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Govt Bldg Utilities	NA		0.00	0.00	24.34	0.00	0.00	0.00	24.34	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4192-42800</u>	Utility Expense				24.34	100.00%				

Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Govt Bldg Utilities	NA		0.00	0.00	73.96	0.00	0.00	0.00	73.96	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>604-4000-42800</u>	Utility Expense				73.96	100.00%				

Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Govt Bldg Utilities	NA		0.00	0.00	21.97	0.00	0.00	0.00	21.97	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4310-42800</u>	Utility Expense				21.97	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description		Bank Code		On Hold						
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Govt Bldg Utilities Distributions	NA	0.00	0.00	68.24	0.00	0.00	0.00	68.24		
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42800	Utility Expense				68.24	100.00%				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Govt Bldg Utilities Distributions	NA	0.00	0.00	68.24	0.00	0.00	0.00	68.24		
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42800	Utility Expense				68.24	100.00%				

Vendor: 1101 - Meade County Auditor

Vendor Total: 1,618.96

<u>July 2024</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	1,618.96	0.00	0.00	0.00	1,618.96
July 2024 Dispatch Expenses	BANKW - BANK WEST		No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
July 2024 Dispatch Expenses Distributions	NA	0.00	0.00	1,618.96	0.00	0.00	0.00	1,618.96		
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4210-42820	Dispatch Expense				1,618.96	100.00%				

Vendor: 1157 - Midcontinent Testing Laboratories, Inc.

Vendor Total: 360.00

<u>128848</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	360.00	0.00	0.00	0.00	360.00
WWTP Testing	BANKW - BANK WEST		No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP Testing Distributions	NA	0.00	0.00	360.00	0.00	0.00	0.00	360.00		
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42600	Supply/Material Exp				360.00	100.00%				

Vendor: 1826 - On-Site First Aid & Safety

Vendor Total: 90.50

<u>4371</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	90.50	0.00	0.00	0.00	90.50
PD Supplies	BANKW - BANK WEST		No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
PD Supplies Distributions	NA	0.00	0.00	90.50	0.00	0.00	0.00	90.50		
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4210-42600	Supply/Material Exp				90.50	100.00%				

Vendor: 1971 - Osten, Michael

Vendor Total: 50.00

<u>Sept 2024</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	50.00	0.00	0.00	0.00	50.00
Phone Stipend	BANKW - BANK WEST		No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Phone Stipend Distributions	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4110-42810	Phone				50.00	100.00%				

Vendor: 0008 - Rapid City Journal

Vendor Total: 203.34

<u>1707A-0038</u>	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	63.97	0.00	0.00	0.00	63.97
2024-10	BANKW - BANK WEST		No							

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Ord 2024-10						63.97	0.00	0.00	0.00	63.97
<b>Distributions</b>										
<u>Account Number</u>	<u>Account Name</u>	<u>Project Account Key</u>			<u>Amount</u>	<u>Percent</u>				
101-4310-42300	Publishing Exp				63.97	100.00%				
C80A707A-0039	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	24.56	0.00	0.00	0.00	24.56
Ord 2024-11										
<b>Items</b>										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Ord 2024-11	NA	0.00	0.00	24.56	0.00	0.00	0.00	24.56		
<b>Distributions</b>										
<u>Account Number</u>	<u>Account Name</u>	<u>Project Account Key</u>			<u>Amount</u>	<u>Percent</u>				
101-4310-42300	Publishing Exp				24.56	100.00%				
C80A707A-0040	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	22.28	0.00	0.00	0.00	22.28
2024-12 ord										
<b>Items</b>										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
2024-12 ord	NA	0.00	0.00	22.28	0.00	0.00	0.00	22.28		
<b>Distributions</b>										
<u>Account Number</u>	<u>Account Name</u>	<u>Project Account Key</u>			<u>Amount</u>	<u>Percent</u>				
101-4310-42300	Publishing Exp				22.28	100.00%				
C80A707A-0041	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	35.41	0.00	0.00	0.00	35.41
Variance- Jones										
<b>Items</b>										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Variance- Jones	NA	0.00	0.00	35.41	0.00	0.00	0.00	35.41		
<b>Distributions</b>										
<u>Account Number</u>	<u>Account Name</u>	<u>Project Account Key</u>			<u>Amount</u>	<u>Percent</u>				
101-4652-42300	Publishing Exp				35.41	100.00%				
C80A707A-0044	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	57.12	0.00	0.00	0.00	57.12
Goosen Variance										
<b>Items</b>										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Goosen Variance	NA	0.00	0.00	57.12	0.00	0.00	0.00	57.12		
<b>Distributions</b>										
<u>Account Number</u>	<u>Account Name</u>	<u>Project Account Key</u>			<u>Amount</u>	<u>Percent</u>				
101-4652-42300	Publishing Exp				57.12	100.00%				

**Vendor: 1732 - Schieffer, Lisa**

Vendor Total: 50.00

Sept 2024	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	50.00	0.00	0.00	0.00	50.00
Phone stipend										
<b>Items</b>										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Phone stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
<b>Distributions</b>										
<u>Account Number</u>	<u>Account Name</u>	<u>Project Account Key</u>			<u>Amount</u>	<u>Percent</u>				
101-4140-42810	Phone				50.00	100.00%				

**Vendor: 1746 - SCHROCK, BRIELLE**

Vendor Total: 50.00

Sept 2024	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	50.00	0.00	0.00	0.00	50.00
Phone stipend										

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code		On Hold							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Phone stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4140-42810	Phone		50.00	100.00%						

Vendor: 1328 - Servall Uniform & Linen Supply Vendor Total: 195.16

0951669	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	195.16	0.00	0.00	0.00	195.16
Monthly services	BANKW - BANK WEST		No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly services	NA	0.00	0.00	195.16	0.00	0.00	0.00	195.16		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4192-42200	Prof Fees Expense		195.16	100.00%						

Vendor: 1164 - Simon Contractors Vendor Total: 116,056.92

3 Final	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	116,056.92	0.00	0.00	0.00	116,056.92
Pay App Final	BANKW - BANK WEST		No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Pay App Final	NA	0.00	0.00	116,056.92	0.00	0.00	0.00	116,056.92		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4310-42500	Repair/Maint Expense		116,056.92	100.00%						

Vendor: 1820 - Smith, Jeff Vendor Total: 50.00

2024	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	50.00	0.00	0.00	0.00	50.00
Phone stipend	BANKW - BANK WEST		No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Phone stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4310-42810	Phone		50.00	100.00%						

Vendor: 1023 - Tyler Technologies Vendor Total: 105.00

025-472702	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	105.00	0.00	0.00	0.00	105.00
Insite trans fees	BANKW - BANK WEST		No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Insite trans fees	NA	0.00	0.00	105.00	0.00	0.00	0.00	105.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
604-4000-42920	Tyler Technologies Tranaction Fees		105.00	100.00%						

### Payable Summary

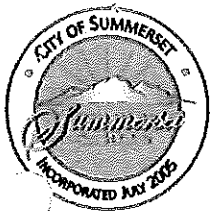
Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
ce	36	151,344.10	0.00	0.00	0.00	151,344.10	0.00	151,344.10
<b>Grand Total:</b>		<b>151,344.10</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>151,344.10</b>	<b>0.00</b>	<b>151,344.10</b>

### Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>101-4110-42810</u>	Phone	100.00
<u>101-4120-42810</u>	Phone	50.00
<u>101-4140-42810</u>	Phone	150.00
<u>101-4192-42200</u>	Prof Fees Expense	1,867.81
<u>101-4192-42800</u>	Utility Expense	2,097.84
<u>101-4192-43400</u>	Equip Expense	1,062.83
<u>101-4196-42200</u>	Prof Fees Expense	8,496.45
<u>101-4210-42500</u>	Repair/Maint Expense	36.50
<u>101-4210-42600</u>	Supply/Material Exp	90.50
<u>101-4210-42810</u>	Phone	652.70
<u>101-4210-42820</u>	Dispatch Expense	1,618.96
<u>101-4310-42300</u>	Publishing Exp	110.81
<u>101-4310-42500</u>	Repair/Maint Expense	116,056.92
<u>101-4310-42800</u>	Utility Expense	1,126.53
<u>101-4310-42810</u>	Phone	150.00
<u>101-4520-42800</u>	Utility Expense	79.28
<u>101-4652-42200</u>	Prof Fees Expense	1,221.50
<u>101-4652-42300</u>	Publishing Exp	92.53
<b>Total:</b>		<b>135,061.16</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>604-4000-42500</u>	Repair/Maint Expense	9,640.00
<u>604-4000-42600</u>	Supply/Material Exp	360.00
<u>604-4000-42800</u>	Utility Expense	6,127.94
<u>604-4000-42810</u>	Phone	50.00
<u>604-4000-42920</u>	Tyler Technologies Tranaction Fees	105.00
<b>Total:</b>		<b>16,282.94</b>





Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

**Vendor: 0322 - AFLAC Remittance Processing** **Vendor Total: 96.72**

<u>INV0000152</u>	Invoice	8/28/2024	8/28/2024	8/28/2024	8/28/2024	96.72	0.00	0.00	0.00	96.72
AFLAC Disability		BANKEFT - BANK WEST EFT			No	Payment Date: 8/28/2024		Bank Draft:	DFT0000173	

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
AFLAC Disability	NA	0.00	0.00	96.72	0.00	0.00	0.00	96.72

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<u>998-0000-21840</u>	Accident Insurance		96.72	0%

**Vendor: 1952 - Child Support Payment Center** **Vendor Total: 442.00**

<u>INV0000153</u>	Invoice	8/28/2024	8/28/2024	8/28/2024	8/28/2024	442.00	0.00	0.00	0.00	442.00
Child Support Garnishment		BANKW - BANK WEST			No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Child Support Garnishment	NA	0.00	0.00	442.00	0.00	0.00	0.00	442.00

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<u>998-0000-21810</u>	Garnishment Payable		442.00	0%

**Vendor: 0011 - SDRS** **Vendor Total: 11,907.28**

<u>INV0000154</u>	Invoice	8/28/2024	8/28/2024	8/28/2024	8/28/2024	4,657.20	0.00	0.00	0.00	4,657.20
SDRS 6%		BANKEFT - BANK WEST EFT			No	Payment Date: 8/28/2024		Bank Draft:	DFT0000174	

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SDRS 6%	NA	0.00	0.00	4,657.20	0.00	0.00	0.00	4,657.20

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<u>211-0000-21910</u>	SDRS Payable		205.24	0%
<u>101-0000-21910</u>	SDRS Payable		2,895.82	0%
<u>604-0000-21910</u>	SDRS Payable		1,556.14	0%

<u>INV0000155</u>	Invoice	8/28/2024	8/28/2024	8/28/2024	8/28/2024	7,250.08	0.00	0.00	0.00	7,250.08
SDRS 8%		BANKEFT - BANK WEST EFT			No	Payment Date: 8/28/2024		Bank Draft:	DFT0000175	

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SDRS 8%	NA	0.00	0.00	7,250.08	0.00	0.00	0.00	7,250.08

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-0000-21910</u>	SDRS Payable		7,250.08	0%

**Vendor: 1022 - SDRS-SUPPLEMENTAL RETIREMENT PLAN (SDSRP)** **Vendor Total: 650.00**

<u>INV0000156</u>	Invoice	8/28/2024	8/28/2024	8/28/2024	8/28/2024	650.00	0.00	0.00	0.00	650.00
SDRS Supplemental		BANKW - BANK WEST			No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SDRS Supplemental	NA	0.00	0.00	650.00	0.00	0.00	0.00	650.00

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-0000-21910</u>	SDRS Payable		495.01	0%
<u>604-0000-21910</u>	SDRS Payable		154.99	0%

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: 0128 - United States Treasury Vendor Total: 19,654.89

INV0000157	Invoice	8/28/2024	8/28/2024	8/28/2024	8/28/2024	6,548.99	0.00	0.00	0.00	6,548.99
Federal W/H	BANKEFT - BANK WEST EFT				No	Payment Date: 8/28/2024			Bank Draft:	DFT0000176

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Federal W/H	NA	0.00	0.00	6,548.99	0.00	0.00	0.00	6,548.99

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>211-0000-21710</u>	Payroll Tax Payable		183.04	0%
<u>604-0000-21710</u>	Payroll Tax Payable		1,055.65	0%
<u>101-0000-21710</u>	Payroll Tax Payable		5,310.30	0%

INV0000158	Invoice	8/28/2024	8/28/2024	8/28/2024	8/28/2024	10,621.74	0.00	0.00	0.00	10,621.74
Social Security	BANKEFT - BANK WEST EFT				No	Payment Date: 8/28/2024			Bank Draft:	DFT0000177

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Social Security	NA	0.00	0.00	10,621.74	0.00	0.00	0.00	10,621.74

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>211-0000-21710</u>	Payroll Tax Payable		209.80	0%
<u>101-0000-21710</u>	Payroll Tax Payable		8,881.00	0%
<u>604-0000-21710</u>	Payroll Tax Payable		1,530.94	0%

INV0000159	Invoice	8/28/2024	8/28/2024	8/28/2024	8/28/2024	2,484.16	0.00	0.00	0.00	2,484.16
Medicare	BANKEFT - BANK WEST EFT				No	Payment Date: 8/28/2024			Bank Draft:	DFT0000178

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Medicare	NA	0.00	0.00	2,484.16	0.00	0.00	0.00	2,484.16

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>211-0000-21710</u>	Payroll Tax Payable		49.06	0%
<u>604-0000-21710</u>	Payroll Tax Payable		358.04	0%
<u>101-0000-21710</u>	Payroll Tax Payable		2,077.06	0%

### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
ce	8	32,750.89	0.00	0.00	0.00	32,750.89	31,658.89	1,092.00
<b>Grand Total:</b>		<b>32,750.89</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,750.89</b>	<b>31,658.89</b>	<b>1,092.00</b>

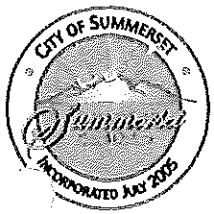
**Account Summary**

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>101-0000-21710</u>	Payroll Tax Payable	16,268.36
<u>101-0000-21910</u>	SDRS Payable	10,640.91
	<b>Total:</b>	<b>26,909.27</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>211-0000-21710</u>	Payroll Tax Payable	441.90
<u>211-0000-21910</u>	SDRS Payable	205.24
	<b>Total:</b>	<b>647.14</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>604-0000-21710</u>	Payroll Tax Payable	2,944.63
<u>604-0000-21910</u>	SDRS Payable	1,711.13
	<b>Total:</b>	<b>4,655.76</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>998-0000-21810</u>	Garnishment Payable	442.00
<u>998-0000-21840</u>	Accident Insurance	96.72
	<b>Total:</b>	<b>538.72</b>



City of Summerset, SD

# Payable Register

## Payable Detail by Vendor Name

Packet: APPKT00093 - Aug 2024 Payroll 2

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

**Vendor: 0468 - Delta Dental** **Vendor Total: 118.40**

<u>July underpayment</u>	Invoice	8/27/2024	8/27/2024	8/27/2024	8/27/2024	118.40	0.00	0.00	0.00	118.40
July underpayment	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
July underpayment	NA	0.00	0.00	118.40	0.00	0.00	0.00	118.40

Account Number	Account Name	Project Account Key	Amount	Percent
<u>998-0000-21800</u>	Dental & Vision Ins Payable		118.40	100.00%

**Vendor: 0041 - Health Pool of SD** **Vendor Total: 17,203.57**

<u>2024-6861</u>	Invoice	8/27/2024	8/27/2024	8/27/2024	8/27/2024	17,203.57	0.00	0.00	0.00	17,203.57
August Payroll	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
August Payroll	NA	0.00	0.00	17,203.57	0.00	0.00	0.00	17,203.57

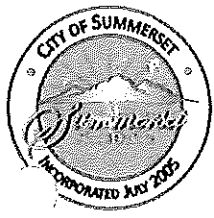
Account Number	Account Name	Project Account Key	Amount	Percent
<u>998-0000-21830</u>	Medical Ins Payable		17,203.57	100.00%

### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
ice	2	17,321.97	0.00	0.00	0.00	17,321.97	0.00	17,321.97
	<b>Grand Total:</b>	<b>17,321.97</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,321.97</b>	<b>0.00</b>	<b>17,321.97</b>

### Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>998-0000-21800</u>	Dental & Vision Ins Payable	118.40
<u>998-0000-21830</u>	Medical Ins Payable	17,203.57
	<b>Total:</b>	<b>17,321.97</b>



City of Summerset, SD

# Payable Register

## Payable Detail by Vendor Name

Packet: APPKT00095 - 8.27.2024

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
<b>Vendor: 0468 - Delta Dental</b>									<b>Vendor Total:</b>	<b>1,130.70</b>
1921190	Invoice	9/5/2024	9/5/2024	9/5/2024	9/5/2024	1,130.70	0.00	0.00	0.00	1,130.70
August Payroll	BANKW - BANK WEST				No					
<b>Items</b>										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
August PAyroll	NA	0.00	0.00	1,130.70	0.00	0.00	0.00	1,130.70		
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
998-0000-21800	Dental & Vision Ins Payable		1,130.70	100.00%						

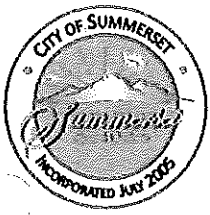


### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
ce	1	1,130.70	0.00	0.00	0.00	1,130.70	0.00	1,130.70
<b>Grand Total:</b>		<b>1,130.70</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,130.70</b>	<b>0.00</b>	<b>1,130.70</b>

### Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
998-0000-21800	Dental & Vision Ins Payable	1,130.70
	<b>Total:</b>	<b>1,130.70</b>



City of Summerset, SD

# Payable Register

## Payable Detail by Vendor Name

Packet: APPKT00091 - 09.05.2024 Out of Cycle

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: 1980 - Renatus Exteriors Vendor Total: 39,112.50

9.2024 Invoice 9/1/2024 9/1/2024 9/1/2024 9/1/2024 39,112.50 0.00 0.00 0.00 39,112.50

Donw payment for contracted work BANKW - BANK WEST No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Donw payment for contracted work	NA	0.00	0.00	39,112.50	0.00	0.00	0.00	39,112.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4192-42500</u>	Repair/Maint Expense		39,112.50	100.00%

### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
voice	1	39,112.50	0.00	0.00	0.00	39,112.50	0.00	39,112.50
<b>Grand Total:</b>		<b>39,112.50</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>39,112.50</b>	<b>0.00</b>	<b>39,112.50</b>

### Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>101-4192-42500</u>	Repair/Maint Expense	39,112.50
	<b>Total:</b>	<b>39,112.50</b>

## Required Report

Aug 2024 Commissioner Kitzmiller

### MEETINGS

- Attended 2 Commission Meeting
- Attended several Special Meetings

### PUBLIC WORKS

Almost daily calls or text messages with our City Administrator. Weekley visits with department heads and Commissioners.

- Budget
- Lighting
- Ordinances
- Audit
- Building Permits
- Parks

Monitored my Facebook page providing information and taking phone calls from our citizens

# **AUGUST COMMISSION REPORT**

## **COMMISSIONER MARKHAM**

### **MEETINGS:**

- 2 - COMMISSIONER MEETINGS
- 2 - PUBLIC SAFETY DAY MEETINGS
  - CHIEF NASSAR
  - ANTHONY KAYL
  - LISA SCHIEFFER
- BUDGET MEETINGS

### **POLICE DEPARTMENT:**

- WEEKLY TOUCH BASE WITH CHIEF NASSER
  - BUILDING BUDGET
  - DAY TO DAY OPERATIONS
  - PUBLIC SAFETY DAY

### **OTHER BUSINESS:**

- CONVERSATION WITH COMMISSIONER OSTEN
- CONVERSATION WITH MAYOR KITZMILLER
- ATTENDED PUBLIC SAFETY DAY
- ATTENDED FOOD TRUCK NIGHT
- PICKED UP DUNK TANK – BOY CLUB
- PICKED LUNGS AND HEART – MONUMENT HEALTH
- COMMUNICATION WITH SD MASONIC CHID IDENTIFICATION
- VARIOUS EMAILS WITH:
  - CHIEF NASSER
  - LISA SCHIFFER
- MONITORED FACEBOOK PAGE

**Required Report**

Aug 2024 Commissioner Clyde Hirsch

**MEETINGS**

- Attended 1 ( ) Commission Meetings
- Attended 1 ( ) Special Meetings.

**POLICE DEPARTMENT**

*Waste Water*

*Phone visits with John*  
*Attended Ground Breaking at Norman Ranch*  
*8/12 went to visit John and look over*  
*new waste water plant*



**Sid Reade**  
**Finance Commissioner**

***Month of:*** August, 2024

***Meetings:***

- Attended two regular commission meetings
- Attended two special budget meetings
- Several meetings with the City Administrator to discuss budget
- Several meetings with the City Finance Officer to discuss budget
- Observed the:
  - Planning and Zoning Meeting
  - Parks and Recreation Board Meeting





# COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset  
7055 Leisure Lane, Summerset, SD 57718  
Phone: (605) 718-9858 Fax: (605) 718-9883 Web: www.summerset.us

# APPLICATION FOR DEVELOPMENT REVIEW

### REQUEST (please check all that apply)

- Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
  - Designation
  - Initial Plan  Final Plan
  - Major Amendment
  - Minimal Amendment

- Subdivision
  - Layout Plan
  - Preliminary Plat
  - Final Plat
  - Minor Plat
- Rezoning
- Road Name Change

- Conditional Use Permit
  - Major Amendment
  - Minimal Amendment
- Vacation
  - Utility / Drainage Easement
  - R.O.W. / Section Line Highway
  - Access / Non-Access
  - Planting Screen Easement
- OTHER (specify) \_\_\_\_\_

### LEGAL DESCRIPTION (Attach additional sheets as necessary)

<b>EXISTING</b> <u>NE 1/4 NW 1/4 Sect. 8, T2N, R7E, BHM, Meade County</u>	
<b>PROPOSED</b> <u>Lot L of Lot B of Lot 5 of Sutton Add &amp; Balance of Lot A Fuss Sub.</u>	
<b>LOCATION</b> <u>5109 Mill Rd. and 5208 E Elm St.</u>	
Size of Site - Acres <u>Added to Lot A = 0.093</u> <sup>Lot L = 0.079</sup>	Square Footage <u>Lot A = 4057 / Lot L = 3450</u>
<b>DESCRIPTION OF REQUEST:</b> <u>Lot L of Lot B of Lot 5 of the Sutton Addition &amp; the balance of Lot A of the Fuss Subdivision</u>	
Proposed Zoning <u>Residential</u>	
Utilities: Private / Public	
Water	
Sewer	

### APPLICANT

Name Stanley Jones Phone 308-883-0047  
 Address 33792 Hwy 34 E-mail stan@tophattag.com  
 City, State, Zip Benkelman NE 68021 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 PROJECT PLANNER - AGENT

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### OWNER OF RECORD (If different from applicant)

Name Robert & Jessica Washington Phone Robert - 605-381-6818  
 Address 5109 Mill Rd E-mail Jessica - 605-381-2855  
 City, State, Zip Rapid City, SD 57702

Stanley A Jones \_\_\_\_\_ Date \_\_\_\_\_  
 Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_  
Jessica Washington \_\_\_\_\_ Date \_\_\_\_\_  
 Property Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name: Stanley A Jones  
 Title\*: \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name: Jessica Washington / Robert Washington  
 Title\*: \_\_\_\_\_

\*required for Corporations, Partnerships, etc.

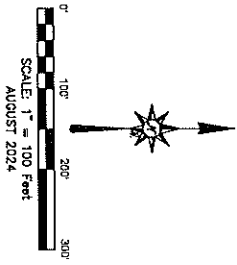
### FOR STAFF USE ONLY

ZONING
Current
North
South
East
West
Planner
File No.
Comp Plan

- Sewer Utility
- Fire Department
- Public Works
- Planning
- Building Inspector
- Engineering
- City Code Enforcement
- Police
- City Attorney
- BHP&L
- Finance Officer
- Register of Deeds
- County - Planning
- SD DOT
- SD DENR
- Auditor - Annexation
- Drainage
- Parks & Recreation
- Diamond D Water
- Black Hills Water
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Received By: \_\_\_\_\_  
 Planning and Zoning Meeting Date: \_\_\_\_\_ Covenants filing fee? Yes  No   
 Commission Meeting Date: \_\_\_\_\_ Payment Type: Cash  Check  Credit Card   
 Date Paid: \_\_\_\_\_

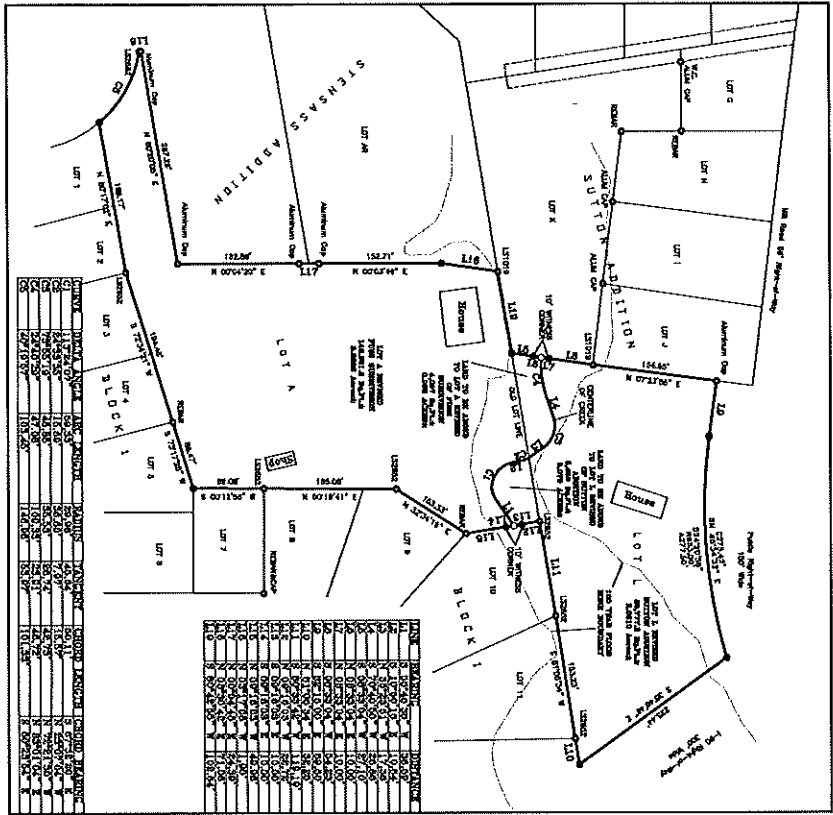
*Plat of the Sutton Addition & Lot A  
 Revised of Lot B of Lot 5 of the Fuss Subdivision.  
 Formerly Lot 1 of the Sutton Addition and Lot A of the Fuss Subdivision.  
 All Located in the NE1/4 of the NW1/4 of Section 8, Township 2 North,  
 Range 7 East, Black Hills Meridian, Meade County, South Dakota.*



- SURVEYOR'S NOTES**
- 1) Utility & Minor Damage Exemptions: An eight foot (8') wide utility and minor damage easement all property, in front of the lots, shall be reserved for the use of the City of Summit. No person or organization shall be held responsible for any obstruction or impediment to such an easement shall be deemed the responsibility of the landowner.
  - 2) Building Restrictions per the most recently adopted Ordinance of the City of Summit: Building setbacks, height, and other building setbacks, height, and other building setbacks per the City of Summit Ordinance.
  - 3) Back of Service Line Conditions North System (C/S).

**DRAINAGE NOTES**

All major drainage easements shown hereon shall be kept free of all obstructions including, but not limited to, buildings, walls, fences, hedges, trees and shrubs. These easements shall be kept free of all obstructions to the conduct, operation, maintenance, inspection and repair of such improvements and structures as it deems necessary to dedicate drainage from any system.



PREPARED BY: BASELINE SURVEYING, INC., 2305 JUNCTION AVENUE, STURGIS, S.D. 57785 PHONE: 605-490-1401

- LEGEND**
- Found or Set 5/8" Rebar with Cap Marked 'VASKNETZ RLS7718'.
  - ⊙ Found Survey Monument As Noted.
  - Survey Monument Not Set.
- Reference Documents as shown on:
1. Plat Book 10 at Page 43-28
  2. as recorded at the Meade County Register of Deeds Office.
- Per: FEMA Mapping, FEMA Panel 480630173C Designated in an area of Unlabeled Flood Hazard, Zone X and Zone AE Effective Date 9/19/2011.

**SURVEYOR'S CERTIFICATE**

I, Shaun E. Vasknetz, 2305 Junction Avenue, Sturgis, SD, being a Registered Land Surveyor in the State of South Dakota, have surveyed and plotted the property shown and described hereon. I have marked upon the ground the boundaries in the manner shown, and just the part is correct. No other survey or previous Record or Private Agreements that are not shown hereon.

IN WITNESS WHEREOF  
 I hereunto set my hand and seal  
 this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 Shaun E. Vasknetz  
 Registered Land Surveyor No. 7719

Plat of the Sutton Addition & Lot A  
Lot 1 Revised of Lot B of Lot 5 of the Fuss Subdivision  
Revised of the Fuss Subdivision.

Formerly Lot 1 of the Sutton Addition and Lot A of the Fuss Subdivision.  
All located in the NE1/4 of Section 8, Township 2 North,  
Range 7 East, Black Hills Meridian, Meade County, South Dakota.

COUNTY TREASURER'S CERTIFICATE

I, Treasurer of Meade County, South Dakota, do hereby certify that all taxes which are liens upon the land described herein, as shown by the records of my office, are fully paid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Meade County Treasurer

CERTIFICATE OF CITY FINANCE OFFICERS

I, Finance Officer of the City of Summit, South Dakota, do hereby certify that the foregoing instrument is a true and correct copy of the original instrument as recorded in the records of the City of Summit, South Dakota at a meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Finance Officer of the City of Summit

CERTIFICATE OF CITY FINANCE OFFICERS

I, Finance Officer of the City of Summit, do hereby certify that all special assessments to the records of my office, as shown by my paid according to the records of my office.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Finance Officer of the City of Summit

CERTIFICATE OF PLANNING COMMISSION

The City of Summit Planning and Zoning Commission certifies it has reviewed the final plat and hereby recommends approval to the City Commission of the City of Summit, South Dakota.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Planning Commission Member

PREPARED BY: BASSETT SURVEYING, INC.,  
2305 JUNCTION AVENUE, STURGIS, S.D. 57785  
PHONE: 605-490-1401 JOB NUMBER: 24-103

CERTIFICATE OF DIRECTOR OF EGUALIZATION

I, Director of Equalization of Meade County, South Dakota, do hereby certify that I have on record in my office a copy of this within described plat.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Meade County Director of Equalization

CERTIFICATE OF HIGHWAY OR STREET AUTHORITY

The location of the proposed occurs in the Highway or Street as shown on the plat and the proposed access shall require conditional approval.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Highway or Street Authority

RESOLUTION OF CITY COMMISSION

Whereas there has been presented to the City Commission of the City of Summit, South Dakota, a plat of the above described lands, and it appears to the Council of Commissioners that:  
a. The system of streets and town blocks conforms to the system of streets and town blocks of the City of Summit, South Dakota;  
b. All provisions of the City Subdivision Regulations have been complied with, and  
c. All taxes and special assessments upon the tract or subdivision are paid according to the records of the City of Summit, South Dakota;  
d. And such plat and survey thereof have been executed according to law.

NOW THEREFORE BE IT RESOLVED that said plat is hereby approved in all respects.  
Dated at Summit, South Dakota  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
Mayor of the City of Summit

OWNER'S CERTIFICATE

We, Robert Washington and Jessica Washington, husband and wife, do hereby certify that we are the owners of the land described herein, and that we did authorize and do join in and approve the survey and plat.

We further certify that the development of this land shall conform to all applicable laws, ordinances, regulations, and rules and regulations of the State of South Dakota, and that we have dedicated the land to public use.  
IN WITNESS WHEREOF  
We hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Robert Washington, Owner  
Jessica Washington, Owner

ACKNOWLEDGEMENT OF OWNERS

STATE OF SOUTH DAKOTA } SS  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned authority, personally appeared Robert Washington, known to me to be the persons who executed the foregoing Owner's Certificate and acknowledged to me that they executed the same for purposes therein contained.  
IN WITNESS WHEREOF, I hereby set my hand and official seal.  
Notary Public \_\_\_\_\_ by commission expires \_\_\_\_\_

OFFICE OF REGISTER OF DEEDS

Meade County Register of Deeds

SURVEYOR'S CERTIFICATE

I, Sharon E. Vashelitz, 2305 Junction Avenue, Sturgis, SD, being a Registered Land Surveyor in the State of South Dakota, do hereby certify that I have surveyed and laid out the plat shown herein, and that the plat is correct to the best of my knowledge, information and belief. Examinations of records of Meade County, South Dakota, and Private Agreements that are not shown, to me are not shown herein.

IN WITNESS WHEREOF  
I hereunto set my hand and seal  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Sharon E. Vashelitz  
Registered Land Surveyor No. 7718

OWNER'S CERTIFICATE

We, J. over V #1 Limited Partnership and J. over V #2 Limited Partnership, do hereby certify that we are the owners of the land shown and described herein, and that we did authorize and do join in and approve the survey and plat.

We further certify that the development of this land shall conform to all applicable laws, ordinances, regulations, and rules and regulations of the State of South Dakota, and that we have dedicated the land to public use.  
IN WITNESS WHEREOF  
We hereunto set our hands this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

J. over V #1 Limited Partnership, Owner  
Stanley A. Jones and Phyllis J. Jones  
J. over V #2 Limited Partnership, Owner  
Stanley A. Jones and Phyllis J. Jones

ACKNOWLEDGEMENT OF OWNERS

STATE OF SOUTH DAKOTA } SS  
COUNTY OF \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned authority, personally appeared Stanley A. Jones and Phyllis J. Jones, known to me to be the persons who executed the foregoing Owner's Certificate and acknowledged to me that they executed the same for purposes therein contained.  
IN WITNESS WHEREOF, I hereby set my hand and official seal.  
Notary Public \_\_\_\_\_ by commission expires \_\_\_\_\_





## NOTICE OF PUBLIC HEARING

### NOTICE OF HEARING APPLICATION FOR VARIANCE BEFORE THE CITY OF SUMMERSET BOARD OF ADJUSTMENTS

Notice is hereby given that the following petitioner has applied to the City of Summerset Board of Adjustments under the provisions of the City of Summerset Zoning Ordinance as follows:

**Applicant:** Stanley Jones

**Legal Description:**

Existing: NE1/4NW1/4 Section 8, Township 2 North, Range 7 East, Black Hills Meridian, Meade County SD.

Proposed: Lot L of Lot B of Lot 5 of Sutton Addition & Balance of Lot A Fuss Subdivision.

**Variance:**

Variance request for ordinance 151.020(E) - to not be annexed into city limits.

Notice is further given that said applications will be heard and considered by the City of Summerset Planning & Zoning Board at Summerset City Hall, 7055 Leisure Lane, Summerset, SD 57718 at 6:00 p.m. on the 27th day of August 2024. At that time, any person, persons, or their attorney who are interested in the approval or rejection of said application may appear and be heard at said scheduled public hearing.

Dated this 8th day of August, 2024.

City of Summerset  
(605) 718-2189  
lschieffer@summerset.us





# COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset  
7055 Leisure Lane, Summerset, SD 57718  
Phone: (605) 718-9858 Fax: (605) 718-9883 Web: www.summerset.us

# APPLICATION FOR DEVELOPMENT REVIEW

### REQUEST (please check all that apply)

- Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
  - Designation
  - Initial Plan  Final Plan
  - Major Amendment
  - Minimal Amendment

- Subdivision
  - Layout Plan
  - Preliminary Plat
  - Final Plat
  - Minor Plat
- Variance
- Rezoning
- Road Name Change

- Conditional Use Permit
  - Major Amendment
  - Minimal Amendment
- Vacation
  - Utility / Drainage Easement
  - R.O.W. / Section Line Highway
  - Access / Non-Access
  - Planting Screen Easement
- OTHER (specify) \_\_\_\_\_

### LEGAL DESCRIPTION (Attach additional sheets as necessary)

<b>EXISTING</b> <i>NE 1/4 NW 1/4 Sect. 8, T2N, R7E, BHM, Meade County</i>		
<b>PROPOSED</b> <i>Lot L of Lot B of Lot 5 of Sutton Add. &amp; Balance of Lot A Furs Sub.</i>		
<b>LOCATION</b> <i>5109 Mill Road &amp; 5208 E Elm St. Black Hawk</i>		
Size of Site-Acres	Square Footage	Proposed Zoning
<b>DESCRIPTION OF REQUEST:</b> <i>Variance 151.020(E)</i>		Utilities: Private / Public
<b>HARDSHIP:</b> <i>Annexation</i>		Water
		Sewer

### APPLICANT

Name Stanley A. Jones Phone 308-883-0047  
 Address 5208 E. Elm St. E-mail stan@tophatag.com  
 City, State, Zip Black Hawk, SD 57718

### PROJECT PLANNER - AGENT

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

### OWNER OF RECORD (If different from applicant)

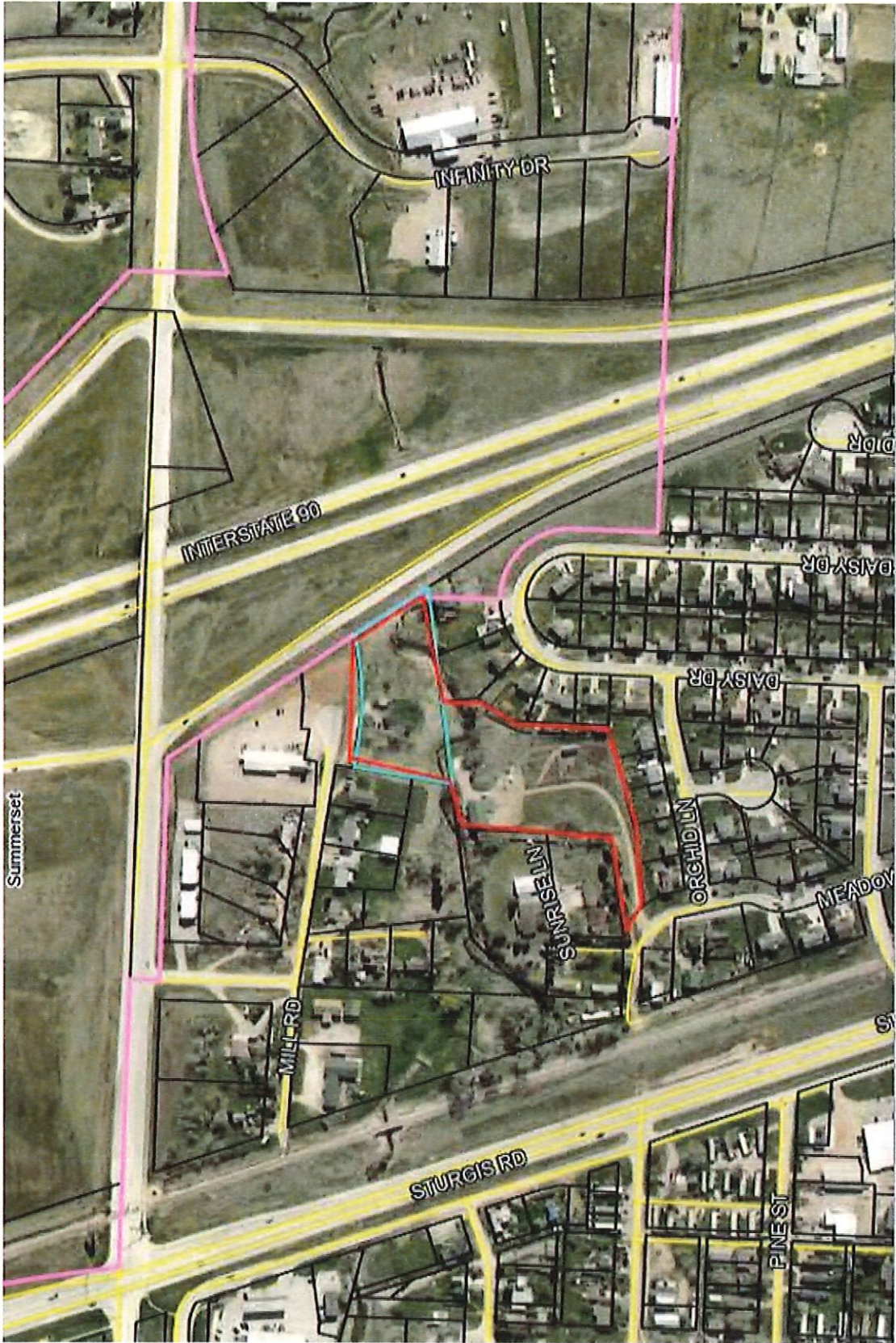
Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

*Stanley A. Jones* 08/15/2024  *Robert Washington* 08/16/24  
 Property Owner Signature Date Property Owner Signature Date  
 Signature Date Signature Date  
 Print Name: Stanley A Jones Print Name: Robert Washington  
 Title\*: member Title\*: \_\_\_\_\_  
 \*required for Corporations, Partnerships, etc.

### FOR STAFF USE ONLY

ZONING	Sewer Utility	BHP&L
Current	<input type="checkbox"/> Fire Department	<input type="checkbox"/> Finance Officer
North	<input type="checkbox"/> Public Works	<input type="checkbox"/> Register of Deeds
South	<input type="checkbox"/> Planning	<input type="checkbox"/> County - Planning
East	<input type="checkbox"/> Building Inspector	<input type="checkbox"/> SD DOT
West	<input type="checkbox"/> Engineering	<input type="checkbox"/> SD DENR
Planner	<input type="checkbox"/> City Code Enforcement	<input type="checkbox"/> Auditor - Annexation
File No.	<input type="checkbox"/> Police	<input type="checkbox"/> Drainage
Comp Plan	<input type="checkbox"/> City Attorney	<input type="checkbox"/> Parks & Recreation
Received By:		<input type="checkbox"/> Diamond D Water
		<input type="checkbox"/> Black Hills Water
		<input type="checkbox"/> Other: _____
		<input type="checkbox"/> Other: _____
		<input type="checkbox"/> Other: _____





Summerset

INTERSTATE 90

INFINITY DR

MIL RD

STURGIS RD

INFINITY S

ORCHID LN

DAISSY DR

DAISSY DR

MEADOW ST

PINE ST





CITY OF SUMMERSET

South Dakota

Summerset

LEISURE LANE PARK

**CITY OF SUMMERSET**

**RESOLUTION 2023-12**

**RESOLUTION TO ESTABLISH CAPITAL OUTLAY FOR  
STREET IMPROVEMENTS**

**WHEREAS**, the City of Summerset, Meade County, a South Dakota Municipal Corporation, has the authority to enforce all statutes and ordinances within its corporate boundaries, and to pass resolutions regarding policies and procedures; and

**WHEREAS**, it the City of Summerset's duty to protect the health, safety, and general welfare of its citizens; and

**WHEREAS**, the City of Summerset is authorized to maintain and improve municipal streets within its corporate boundaries; and

**WHEREAS**, pursuant to SDCL 9-21-14.1 the governing body of a municipality may by resolution authorized the accumulation of funds for a period longer than one (1) year for specific capital outlay purposes otherwise authorized by law. Capital outlay purposes means purposes which result in the acquisition or additions to equipment and street improvement for Siouxland Dr., Brighton St, Glenwood Dr., Breckenridge St., or other streets deemed in need of repair and

**WHEREAS**, the governing body of the municipality shall establish a maximum amount allowed to be accumulated in the fund; and

**WHEREAS**, pursuant to SDCL 9-21-14.2 said Resolution shall be enacted by a two-thirds (2/3) vote of the governing body and shall set forth clearly the purposes for which the funds are to be accumulated and the maximum amount that may be accumulated, and that any funds so accumulated shall be expended within eighty-four months from the date of the resolution. If the specific purposes for which the funds are accumulated are deemed no longer necessary, these funds shall revert to the general fund.

**NOW THEREFORE BE IT RESOLVED** that the City of Summerset Board of Commissioners does hereby establish for the 2023 budget purposes a capital outlay for street improvements within the municipal boundaries of the City of Summerset.

**IT IS FURTHER RESOLVED**, that the maximum amount that may be accumulated for this capital outlay is (\$1,500,000.00); and

**IT IS FURTHER RESOLVED**, that a minimum of Two Hundred fifty thousand dollars (\$250,000.00) will be set aside and budgeted on the capital outlay line of the Budget Ordinance

for the year 2024, 2025, 2026, 2027, and 2028 and will remain on the capital outlay line for the next seven (7) years intended for street improvement projects. If the specific purpose for which the funds are accumulated are deemed no longer necessary, at any time, or are not expended within the next seven (7) years these funds shall revert to the general fund in accordance with SDCL 9-21-14.2

Dated this 19th day of October, 2023.

ATTEST:

\_\_\_\_\_  
Stephany Baumeister  
Finance Officer

\_\_\_\_\_  
Melanie Torno  
Mayor

Published once 10/28/2023 for the total approximate cost of \$57.12.

# Change Order

## No. 1

Date of Issuance: August 7, 2024

Effective Date: August 15, 2024

Project: Astoria Court & Astoria Lane Drainage & Roadway Improvements	Owner: City of Summerset	Owner's Contract No.: 2023-03
Contract: Astoria Court & Astoria Lane Drainage & Roadway Improvements		Date of Contract:
Contractor: Simon's		Engineer's Project No.: 10368159

**The Contract Documents are modified as follows upon execution of this Change Order:**

Change in quantities to ensure final contract amount matches the final payment made to contractor. See attached spreadsheet for explanation of changes.

**CHANGE IN CONTRACT PRICE:**

**CHANGE IN CONTRACT TIMES:**

Original Contract Price:

\$ 343,773.00

Increase from previously approved Change Orders

\$ 0.00

Contract Price prior to this Change Order:

\$ 343,773.00

Increase of this Change Order:

\$ 12,201.94

Contract Price incorporating this Change Order:

\$ 355,974.94

Original Contract Times: Calendar days

Substantial completion (days or date):

Ready for final payment (days or date):

[Increase][Decrease] from previously approved Change Orders

No. \_\_\_\_\_ to No. \_\_\_\_\_:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

Contract Times prior to this Change Order:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

[Increase][Decrease] of this Change Order:

Substantial completion (days or date): \_\_\_\_\_

Ready for final payment (days or date): \_\_\_\_\_

Contract Times with all approved Change Orders:

Substantial completion (days or date):

Ready for final payment (days or date):

RECOMMENDED:

ACCEPTED:

ACCEPTED:

By:   
Engineer (Authorized Signature)

By: \_\_\_\_\_  
Owner (Authorized Signature)

By:   
Contractor (Authorized Signature)

Date: 8/7/2024

Date: \_\_\_\_\_

Date: 8/19/24

Approved by Funding Agency (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_



# Change Order Instructions

---

## A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

## B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

Change Order #1 - Explanation of Changes

Item No.	Description of Item	Unit	Bid Price	Quantity Change	Cost Change	Reason for Change
6	Reset Property Corners	EA	\$ 90.00	-4	(\$360.00)	Less property pins were distributed than anticipated.
8	High Flow Silt Fence	LF	\$ 6.80	-20.00	(\$136.00)	None was needed.
9	Sodding	SY	\$ 12.25	-121.00	(\$1,482.25)	Less area was disturbed than plan.
25	Contractor Furnished Borrow	CY	\$ 187.50	30.12	\$5,647.50	Existing trench was mostly riprap. so more borrow was needed to grade between houses.
26	Aggregate Base Course	TON	\$ 58.00	14.00	\$812.00	Additional sidewalk and curb and gutter were replaced due to existing cracking.
27	Class A Riprap	TON	\$ 177.00	1.20	\$212.40	More riprap was needed at the end of the culvert outlet pipe.
29	4" Concrete Sidewalk	SF	\$ 20.00	58.50	\$1,170.00	Additional sidewalk was removed to fix some existing cracking.
30	6" Concrete Fillet	SY	\$ 180.00	2.80	\$468.00	Filletts were adjusted to line up with the roadway.
31	Bituminous Tack Coat	TON	\$ 1,415.00	-0.50	(\$707.50)	Less tack coat was needed than planned.
32	Asphalt Concrete	TON	\$ 177.00	10.16	\$1,798.32	More asphalt was used than planned to make a better crown in the milled area.
33	Concrete Curb & Gutter	LF	\$ 102.00	8.50	\$867.00	Additional curb and gutter was placed
34	Concrete Valley Gutter	SY	\$ 182.00	4.50	\$819.00	Valley gutter was placed larger than planned to better fit the intersection.
35	Detectable Warning Panel	SF	\$ 91.00	4.00	\$364.00	Wider warning panels were needed than planned.
37	Remove, Salvage & Reset Landscape Rock	SY	\$ 125.00	4.00	\$500.00	More landscape rock area was distributed than planned.
CO1	Utility Lowering	LS	\$ 2,229.47	-	\$ 2,229.47	Electrical and gas lines were lowered to not interfere with new storm sewer.
				Change Order #1 Total Cost =	\$12,201.94	





# Contractor's Application

## Progress Estimate

Application Number: 3 Final		Application Date: 08/06/2024											
For (contract):		Application Period: 5/18/2024 to 6/21/2024											
A		B		C		D		E		F		G	
Bid Item No.	Description	Bid Quantity	Unit Price	Bid Value	Estimated Quantity Installed	Value	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	%	Balance to Finish (B - F)			
1	Mobilization	1	\$41,000.00	\$41,000.00	1.00	\$41,000.00		\$41,000.00	100.0	\$0.00			
2	Traffic Control	1	\$6,500.00	\$6,500.00	1.00	\$6,500.00		\$6,500.00	100.0	\$0.00			
3	Incidental Work	1	\$33,900.00	\$33,900.00	1.00	\$33,900.00		\$33,900.00	100.0	\$0.00			
4	Construction Testing	1	\$2,550.00	\$2,550.00	1.00	\$2,550.00		\$2,550.00	100.0	\$0.00			
5	Construction Staking	1	\$3,800.00	\$3,800.00	1.00	\$3,800.00		\$3,800.00	100.0	\$0.00			
6	Reset Property Corners	6	\$90.00	\$540.00	2.00	\$180.00		\$180.00	100.0	\$0.00			
7	Inlet Protection	6	\$142.00	\$852.00	6.00	\$852.00		\$852.00	100.0	\$0.00			
8	High Flow Silt Fence	20	\$6.80	\$136.00	0.00	\$0.00		\$0.00	100.0	\$0.00			
9	Sodding	291	\$12.25	\$3,564.75	170.00	\$2,082.50		\$2,082.50	100.0	\$0.00			
10	Excavation, Unclassified	63	\$71.75	\$4,520.25	63.00	\$4,520.25		\$4,520.25	100.0	\$0.00			
11	Undercut	229	\$49.50	\$11,335.50	229.00	\$11,335.50		\$11,335.50	100.0	\$0.00			
12	Remove Sidewalk	123	\$27.75	\$3,413.25	123.00	\$3,413.25		\$3,413.25	100.0	\$0.00			
13	Remove Asphalt Concrete	531	\$27.00	\$14,337.00	531.00	\$14,337.00		\$14,337.00	100.0	\$0.00			
14	Cold Mill Asphalt Concrete	1679	\$10.25	\$17,209.75	1679.00	\$17,209.75		\$17,209.75	100.0	\$0.00			
15	Remove Curb & Gutter	64	\$24.50	\$1,568.00	64.00	\$1,568.00		\$1,568.00	100.0	\$0.00			
16	Remove Curb Stop & Box	2	\$420.00	\$840.00	2.00	\$840.00		\$840.00	100.0	\$0.00			
17	4' x 6' Type S Drop Inlet	1	\$14,600.00	\$14,600.00	1.00	\$14,600.00		\$14,600.00	100.0	\$0.00			
18	18" RCP Storm Sewer	119	\$141.00	\$16,779.00	119.00	\$16,779.00		\$16,779.00	100.0	\$0.00			
19	18" RCP Flared End Section	1	1700.00	\$1,700.00	1.00	\$1,700.00		\$1,700.00	100.0	\$0.00			
20	1" Curb Stop & Box	2	785.00	\$1,570.00	2.00	\$1,570.00		\$1,570.00	100.0	\$0.00			
21	1" Water Service Pipe	67	126.50	\$8,475.50	67.00	\$8,475.50		\$8,475.50	100.0	\$0.00			
22	Adjust Manhole	9	\$15.00	\$4,635.00	9.00	\$4,635.00		\$4,635.00	100.0	\$0.00			
Subtotals				\$193,826.00		\$191,847.75	0.00	\$191,847.75		\$0.00			

# Contractor's Application

# Progress Estimate

For (contract):		Application Number: 3 Final											
Application Period: 5/18/2024 to 6/21/2024		Application Date: 08/06/2024											
A		B		C		D		E		F		G	
Bid Item No.	Description	Bid Quantity	Unit Price	Bid Value	Estimated Quantity Installed	Value	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F) B	Balance to Finish (B - F)			
23	Adjust Valve	3	\$395.00	\$1,185.00	3.00	\$1,185.00		\$1,185.00	100.0	\$0.00			
24	Repair Irrigation Systems	1	\$2,850.00	\$2,850.00	1.00	\$2,850.00		\$2,850.00	100.0	\$0.00			
25	Contractor Furnished Borrow	2	\$187.50	\$375.00	32.12	\$6,022.50		\$6,022.50	100.0	\$0.00			
26	Aggregate Base Course	239	\$58.00	\$13,862.00	253.00	\$14,674.00		\$14,674.00	100.0	\$0.00			
27	Class A Riprap	6	\$177.00	\$1,062.00	7.20	\$1,274.40		\$1,274.40	100.0	\$0.00			
28	Type C Concrete Retaining Wall	18	\$430.00	\$7,740.00	18.00	\$7,740.00		\$7,740.00	100.0	\$0.00			
29	4" Concrete Sidewalk	1102	\$20.00	\$22,040.00	1160.50	\$23,210.00		\$23,210.00	100.0	\$0.00			
30	6" Concrete Fillet	125	\$180.00	\$22,500.00	127.60	\$22,968.00		\$22,968.00	100.0	\$0.00			
31	Bituminous Tack Coat	1	\$1,415.00	\$1,415.00	0.50	\$707.50		\$707.50	100.0	\$0.00			
32	Asphalt Concrete	315	\$177.00	\$55,755.00	325.16	\$57,553.32		\$57,553.32	100.0	\$0.00			
33	Concrete Curb & Gutter	64	\$102.00	\$6,528.00	72.50	\$7,395.00		\$7,395.00	100.0	\$0.00			
34	Concrete Valley Gutter	37	\$182.00	\$6,734.00	41.50	\$7,553.00		\$7,553.00	100.0	\$0.00			
35	Detectable Warning Panel	36	\$91.00	\$3,276.00	40.00	\$3,640.00		\$3,640.00	100.0	\$0.00			
36	Remove Concrete Fillet	125	\$27.00	\$3,375.00	125.00	\$3,375.00		\$3,375.00	100.0	\$0.00			
37	Remove, Salvage & Reset Landscape Rock	10	\$125.00	\$1,250.00	14.00	\$1,750.00		\$1,750.00	100.0	\$0.00			
CO 1	Utility Lowering	-	-	-	1.00	\$2,229.47		\$2,229.47	100.0	\$0.00			
Subtotals				\$149,947.00		\$164,127.19	0.00	\$164,127.19		\$0.00			
Totals				\$343,773.00		\$355,974.94	0.00	\$355,974.94		\$0.00			

S. Reade

## Application For Roof Repair/Replacement

### City of Summerset SD

(Applicant must complete all items)

Address of the proposed work: \_\_\_\_\_

Property owners name: \_\_\_\_\_ Phone # \_\_\_\_\_

Roofing Contractors name: \_\_\_\_\_ Phone # \_\_\_\_\_

#### What is being replaced:

Asphalt Shingles  Membrane  Metal Roofing  Wood Shakes  Other  
 Roof decking materials

(If other what material is being replaced: \_\_\_\_\_)

#### What roofing materials are being installed:

Asphalt Shingles  Membrane  Metal Roofing  Wood Shakes  Roof  
Decking  Other

(If other what material is being installed: \_\_\_\_\_)

Number of existing roof layers:  Asphalt Shingles  Wood Shingles  Other

Type of Repair:  Residential  Commercial  Industrial  Other

I, the undersigned, hereby certify that I am familiar with all building codes governing the above outlined work and will comply with these codes, and that the statements herein contained are true and correct to best of my knowledge and belief.

\_\_\_\_\_  
Contracting Company or Homeowner

\*\*Note: You have Not received your permit.  
Do No work until it is issues.



APPLICATION FOR ROOF PERMIT

CITY OF SUMMERSET SD

(\*Applicant must complete all items)

ADDRESS OF THE PROPOSED WORK: \_\_\_\_\_

PROPERTY OWNERS NAME: \_\_\_\_\_ Phone # \_\_\_\_\_

ROOFING CONTRACTORS NAME: \_\_\_\_\_ Phone # \_\_\_\_\_

PROPOSED WORK TO BE DONE:  New/Entire Roof  Partial/Existing Roof Repair

SQUARE FOOTAGE: \_\_\_\_\_

Commented [LS1]: Explanation or different language - S. Reade

NEW ENTIRE ROOFING:

Type of Roof Sheeting:  plywood  wafer board  other

Type of Roof Material:  asphalt shingles  membrane  metal  wood shakes  other

PARTIAL/EXISTING ROOFING:

Type of Roof Sheeting:  plywood  wafer board  other

Type of Roof Material:  asphalt shingles  membrane  metal  wood shakes  other

NUMBER OF EXISTING LAYERS:  wood  asphalt  other

TYPE OF REPAIR:  Residential  Commercial  Industrial  Other

ESTIMATED COSTS: \_\_\_\_\_  
(Show total cost of construction including all materials, labor, and your own labor if you're doing the work yourself.)

I, the undersigned, hereby certify that I am familiar with all laws governing the above outlined construction work and will comply with these laws, and that the statements herein contained are true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
Contracting Company or Homeowner

\*\*NOTE: You have NOT received your permit. Do NO work until it is issued.

<b>OFFICE USE ONLY</b>
PERMIT # _____
DATE ISSUED: _____
FEE: _____
CASH <input type="checkbox"/> CHECK <input type="checkbox"/> CC <input type="checkbox"/>
APPROVED:
_____

## **BUSINESS LICENSES**

### **§ 111.40 GENERAL LICENSE.**

(A) Every person engaged, or hereafter engaged, in carrying on, maintaining, pursuing, conducting, or transacting in the city a trade, **business**, occupation, calling, or pursuit shall obtain from the city the license herein specified and in the manner as provided in this subchapter.

(B) The foregoing notwithstanding, a business license is not required for providing childcare in a residence zone unless a conditional use permit is required.

(Ord. 5.01D, passed 8-7-2008)

### **§ 111.41 APPLICATION.**

(A) City business licenses are not difficult to obtain. Applications are located at the city's Finance Office or can be printed out on the city's webpage.

(B) City business licensing personnel will review the form's checklist with the applicant, either in person or over the telephone, to determine what documentation she or he will need to submit prior to the issuance of her or his new license.

(Ord. 5.01D, passed 8-7-2008)

### **§ 111.42 FEE.**

All business licensing for businesses operating within the city limits of Summerset will pay a fee for initial licensing, and annual renewal licensing due on the first day of the year. Applications and payments made after January 1 are subject to a late fee. Refer to fee schedule adopted by resolution. The Board of Commissioners may revise the fees as set forth herein from time to time by resolution.

(Ord. 5.01G, passed 3-3-2011; Ord. 2022-10, passed 12-19-2022)

### **§ 111.43 TERMS.**

The fee listed is collected upon application and is effective until change of ownership of the business or discontinuance of the business.

(Ord. 5.01G, passed 3-3-2011)

## § 155.057 CONDITIONAL USES.

After the provisions of §§ 155.335 through 155.341 relating to conditional uses have been fulfilled, the Planning and Zoning Board may permit as permitted conditional uses:

- (A) Assisted living center which contains not more than 12 units;
- (B) Bed and breakfast facility;
- (C) Boarding houses and rooming houses;
- (D) Cemeteries;
- (E) Places of worship;
- (F) Colleges and universities;
- (G) Convalescent, nursing, and rest homes;
- (H) Day care, family;
- (I) Group home;
- (J) Golf courses and country clubs;
- (K) Governmental services;
- (L) Public recreational and park facilities;
- (M) Radio, television, and telecommunication or wireless communication towers;
- (N) Utility facility, public;
- (O) Elementary, middle, and high schools, public or private; and
- (P) Other uses may be allowed, provided they are not found to be contrary to intended uses of the district.

(Ord. passed 2-3-2011, § 2.10.030)



## § 131.14 NOISE REGULATION AND LIMITATION.

(A) The purpose and intent of this section is to protect, preserve and promote the health, safety, welfare, peace, quiet and tranquility for the citizens and persons or visitors frequenting the city through the reduction, control and prevention of noise which is disruptive and constitutes an annoyance to such citizens and persons.

(B) *General restrictions.*

(1) A person or property owner may not:

(a) Make or permit any disruptive noise or use sound equipment in public or outside between 10:00 p.m. and 7:00 a.m.;

(b) Operate construction equipment, tools or conduct construction activities between 7:00 p.m. and 7:00 a.m.;

(c) Operate sound equipment in a vehicle causing any disruptive noise or a discernible vibration 20 feet from the vehicle.

(2) In addition to the specific prohibitions outlined in division (1)(a), it is unlawful for any person to make, continue, or cause to be made or continued any loud or unusual noise so as to disturb the peace of the public, any neighborhood, any business operation, family, lawful assembly of persons or a person by committing any act or acts of disturbance within the city limits.

(3) *Excessive vehicle noise and dynamic engine braking.* It is unlawful for any person within the city limits of the city to make, or cause to be made, loud or disturbing or offensive noise with any mechanical devices operated by compressed air and used for purposes of assisting braking such as dynamic engine braking devices (commonly referred to as "Jake" brake).

(4) *Penalty.* Any violation of this section will be punishable by a fine of \$100 for each offense, in addition to the payment of any costs and/or restitution authorized by city ordinances and/or state law.

(C) *Exemption.* Agricultural equipment and production.

(Ord. 2021-07, passed 11-4-2021)

**NOTICE FOR PUBLICATION**

**ORDINANCE 2024-12**

**AN ORDINANCE AMENDING TITLE XV- LAND USAGE; CHAPTER 153-  
LICENSING AND CONSTRUCTION REGULATIONS; BUILDING CODE AND  
CONSTRUCTION STANDARDS**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2024-12 Amending Chapter 153 Licensing and Construction Regulations; Building Code and Constructions Standards. Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on September 5th, 2024 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance. Individuals needing assistance related to the American Disabilities Act should contact the Summerset City Finance Officer no less than 24 hours prior to this hearing to make necessary arrangements.

Dated this 1st day of August, 2024.

City of Summerset

Published once on \_\_\_\_\_, at the total approximate cost of \$\_\_\_\_\_.



## BUILDING INSPECTOR AND BUILDING PERMITS

### § 153.045 ESTABLISHMENT OF THE OFFICE OF THE BUILDING INSPECTOR.

There shall be designated by the Board of Commissioners a Building Inspector who shall perform those duties and hold such authority as herein set forth. The Board of Commissioners may designate any number of assistant Building Inspectors that the Board of Commissioners may deem necessary to carry out the duties of the office of Building Inspection. The person designated as the City Engineer shall automatically be designated as an assistant Building Inspector. By way of these Ordinances, the Planning Department of the City of Summerset shall also have the authority to act pursuant to the terms of these ordinances and to enforce the same.

### § 153.046 AUTHORITY OF PLANNING DEPARTMENT AND/OR BUILDING INSPECTOR TO ENFORCE.

(A) The Building Inspector Planning Department and/or the Building Inspector shall enforce all provisions of this chapter. The Building Inspector may request that the Board of Commissioners appoint and deputize any number of technical officers, deputy inspectors, and other employees as is necessary to assist the Building Inspector with enforcement of this chapter.

(B) The Planning Department and/or the Building Inspector shall enforce all laws relating to the construction, alteration, removal, and demolition of all buildings and structures within the city.

(C) The Building Inspector shall make an examination of any and all plans and specifications for structures to be built within the city or alterations to be made in or upon any existing structures which will materially change said structures, in order to determine if said plans, specifications, or alterations are in conformance with this chapter.

(D) The Building Inspector shall make an examination of all applications for building permits and shall determine after said examination whether or not a permit should be granted to such applicant.

(E) The Building Inspector Planning Department shall have the authority to issue building permits after the completed application has been determined in accordance with this chapter and after all required fees have been received. Building permits may be signed by any member of the Planning Department or its designee, or by the Mayor of the City of Summerset. The Board of Commissioners may from time to time by resolution authorize other Planning Department or City staff to sign building permits as it may deem necessary and practical for the purposes of these ordinances.

(F) The Building Inspector Planning Department shall have the authority to deny issuance of any permit. Said denial may be based upon failure to comply with any applicable provision of this chapter, any city ordinance, state law, federal law, or provision of any applicable Building Code or manual or based upon the general safety and/or welfare of the public.

(G) The Building Inspector shall have the authority to order the removal of any existing building or structure which was unlawfully built or which in the opinion of the Building Inspector is dangerous and/or a safety hazard to the public.

(H) The Building Inspector shall have the authority to require specific testing and inspections in connection with the performance of construction work within the city and to set forth specific testing and inspection requirements within the Manual of Construction Guidelines prepared pursuant to this chapter.

~~(I) The Building Inspector shall report every month to the Board of Commissioners about the activity and matter of his or her office and shall report at such other times as the Mayor or Board of Commissioners may direct.~~

~~(J) The Building Inspector shall enforce all nuisance ordinances of the city.~~

#### **§ 153.047 RIGHT OF ENTRY.**

(A) The Building Inspector shall have the authority to enter upon property in the event it is necessary to make an inspection and/or to enforce the provisions of this chapter or when the Building Inspector or other official of the city has reasonable cause to believe that there exists in a building or upon a premises a condition which is contrary to or in violation of this chapter or code of ordinances which makes the building or premises unsafe, dangerous, or hazardous.

(B) (1) In exercising the aforementioned authority, the Building Inspector shall take all reasonable steps possible to do the following:

(a) Enter the building or premises at a reasonable hour;

(b) In the event the premises is occupied, present his or her credentials to the occupant and request entry; and

(c) In the event the premises is unoccupied, make reasonable effort to locate the owner or other person having charge or control of the building or premises, if known, and request entry.

(2) In the event that entry is refused, the Building Inspector shall proceed with any and all recourse and remedies provided by law to secure entry.

#### **§ 153.048 STOP ORDERS.**

(A) In the event any work is being done contrary to the provisions of this chapter, or other pertinent laws or ordinances implemented through the enforcement of this chapter, the ~~Planning Department Building Inspector~~ may order the work stopped by notice in writing served on any persons involved in performing the work.

(B) Upon receipt of the written notice, any persons shall immediately stop such work until the ~~Building Inspector Planning Department~~ authorizes the work to continue.

#### **§ 153.049 LIABILITY.**

(A) The Building Inspector ~~and Planning Department and its members and any other City staff is~~ charged with the enforcement of this chapter, ~~shall acting~~ in good faith and without malice in the discharge of the duties required by this chapter or other applicable law or ordinance and shall not thereby be rendered personally liable for damages that may occur to persons or property as result of an act or by reason of an act or omission in the discharge of such duties.



(B) This chapter shall not be construed to relieve from or lessen the responsibility of any person owning, operating, or controlling any building, premises, or contracting on city land for damages to persons or property caused by defects, nor shall the Building Inspector **or the Planning Department** or the city **any of its staff** be held as assuming any such liability by reason of the inspections authorized by this chapter or any permits or certificates issued under this manual.

#### **§ 153.050 COOPERATION OF OFFICIALS AND OFFICERS.**

The Building Inspector may request, and shall receive, the assistance and cooperation of other officials of the city so far as it is required for discharge of the duties required by this chapter or other applicable laws or ordinances.

#### **§ 153.051 BUILDING PERMIT REQUIRED.**

Before any person may erect or cause to be erected or constructed a building or structure within the city or causes any alterations to any existing building or structure within the city, which alteration costs more than \$300, he or she must first obtain a building permit from the **Planning Department in accordance with the terms of these ordinances. Building Inspector**. An alteration of a building or structure shall for the purpose of this chapter mean any alteration, addition, or removal of any one, part of one, or more than one partition, wall, ceiling, windows, structural member of roof system, or floor.

#### **§ 153.052 APPLICATION FOR BUILDING PERMIT.**

(A) To obtain a building permit from the **Building Inspector City**, the applicant must make application to the **inspection Planning Department** office in duplicate on forms to be furnished by the city.

(B) He or she shall include with said application the following information:

(1) A sketch or drawing of the outside wall of the floor of said improvement to be built, drawn at scale of at least one quarter of an inch to one inch showing all measurements, the distance from property lines, distance from buildings or structures on the same parcel of land, and distance from back of curb or from edge of streets;

(2) The name of the owner of the real property to be improved;

(3) The name of the contractor, if any, doing the work;

(4) The legal description of the property being improved;

(5) The parcel number given to the property by the county;

(6) The general description of the improvement and what type of building improvement is to be made;

(7) Plans for the installation of plumbing, electrical wiring, and the like; and

(8) Such other information the **Building Inspector Planning Department** may request so that he or she may determine if said improvement complies with the city's ordinances and the state's laws.

(9) All commercial building permit applications will require an engineer stamped building and site plan regardless of building square footage.

(Ord. passed 9-19-2019)

**§ 153.053 FEES.**

(A) Upon making application for a building permit, any applicant shall pay the appropriate permit fee to the city.

(B) If, for any reason beyond the applicant's control, she, he, or it does not construct the proposed project for which the permit was issued, the amount of the permit less a \$50 administrative fee shall be refunded to the applicant.

(C) The amount of an applicant's permit fee shall be determined by reference to the following schedule. All such fees shall be paid to the ~~Building Inspector who shall remit the fees to the Finance Officer~~ City to be deposited into the general fund of the city.

(D) Refer to the fee schedule adopted by resolution. The Board of Commissioners may revise the fees as set forth herein from time to time by resolution.

**§ 153.054 BUILDING PERMIT ISSUED.**

(A) The ~~Building Inspector~~ Planning Department, upon receiving said application and fee, shall examine the same. If the application is completed, the proper fee is paid, and the improvement conforms to the ordinances and laws of this city, she or he shall issue a building permit to the applicant, which shall entitle the applicant to proceed with the improvement.

(B) If the ~~Building Inspector~~ Planning Department, upon examination of the application, finds that the application is not complete, or other information is necessary before a decision can be rendered thereon, the Building Inspector may request the additional information from the applicant without the necessity of obtaining a new application or fee.

(C) If the ~~Building Inspector~~ Planning Department finds that the improvement applied for does not conform to the city's ordinances or the state's laws, he or she shall reject the application by noting that fact upon the application and returning one copy of the application to the applicant. The other copy of the application shall be retained in the files of the Building Inspector.

**§ 153.055 EXPIRATION OF BUILDING PERMIT.**

(A) Any building permit issued prior to the effective date of this chapter shall expire within one year following the effective date of this chapter.

(B) Any building permit issued under this chapter for building of a residence shall expire one year (365 days) from the date of issue. Any building permit issued under this chapter for the purpose of constructing any commercial building shall expire two years (730 days) from the date of issuance. No building shall be done under authority of any expired building permit. If the improvement is not completed on the expiration date, a further application for a building permit to complete such structure may be made under the same procedure set forth herein for obtaining the original building permit.



**§ 153.056 BUILDING PERMIT MUST BE POSTED.**

A building permit which has been lawfully issued shall be posted in a conspicuous place upon the premises at all times from the beginning until the completion of such construction, alteration, or repair. No person shall do any building in the city without the building permit posted as required.

**§ 153.057 CERTIFICATE OF OCCUPANCY.**

Before an owner may cause a newly constructed building to be occupied, or has a change of occupancy as defined in the Building Code, he or she shall first obtain a certificate of occupancy from the **Planning Department Building Inspector**. The **Planning Department Building Inspector** shall issue an occupancy certificate upon completion of the building or prior to change of occupancy if the building is found to be in compliance with the city's ordinances and state's laws. No person shall permit a structure to be occupied without first obtaining an occupancy certificate as provided herein.

**§ 153.058 TEMPORARY STRUCTURE PERMIT REQUIRED.**

(A) Temporary structures, such as vending stands, reviewing stands, canopies, tents, awnings, fences, and miscellaneous structures may be erected in areas zoned highway service and general commercial, provided that a special temporary structure permit is obtained for each temporary structure. Said permit shall be issued by the Building Inspector or his or her designee for a period not to exceed 30 days per location. This 30-day time frame shall include set up and tear down time.

(B) For the purpose of this chapter, **LOCATION** shall be the site on which the temporary structure is first constructed or placed. A temporary structure may not be disassembled and reconstructed or moved to a different location on the same property or parcel of land, or an adjacent parcel of land, after an initial permit is issued for the structure.

(C) A temporary structure which is used for the purpose of a temporary office during a construction project or realty office in a new development shall be exempt from the following requirements. Also exempt from this section are temporary storage buildings used in conjunction with a permanent retail or wholesale business, provided that said structure meets the setback requirements for the zoning district in which it is placed. Also exempt are businesses which rent temporary storage buildings at one location to the general public.

**§ 153.059 REQUIREMENTS FOR TEMPORARY STRUCTURES.**

The following requirements shall apply to all temporary structures, except those specifically exempted above.

(A) The structural frame of all temporary structures shall be made of steel, aluminum, PVC, or wood. If constructed of wood, the smallest wood member shall not be less than two inches by four inches in width.

(1) Wood used for the interior and exterior skins of a temporary structure may be as follows: one-half inch of plywood, one-half inch chipboard, or particleboard.

(2) Wood, as defined above, may also be used for shelving temporary structure.

(3) Tarps which are utilized on temporary structures occupied by temporary merchants shall be flame retardant or flame resistant as defined in this chapter. All tarps not complying with this chapter shall be removed.

(B) All temporary structures shall be removed upon expiration of the time limit stated on the permit.

(C) If the structure is not removed by the expiration date stated on the permit, the city shall remove the structure without further notice to the owner and shall charge the cost of the removal to the owner. At the time the permit is issued, the **Planning Department Building Inspector** or her or his designee shall provide the owner with a copy of the ordinance codified herein. The owner or occupant of the temporary structure shall sign the permit, which will serve as an acceptance of service and which will constitute sufficient notice that the structure is not to be placed for more than 30 days. The city may bring action in magistrate or circuit court for the recovery of costs incurred for the removal of said structure or structures.

(D) In the event that a structure erected pursuant to this section is not removed by the expiration date and the city is forced to make repeated contacts with the owner of the property upon which the structure is erected or the individual who applied for the permit, the Building Inspector shall not issue subsequent permits under this section to the owner of the property for the location unless the Building Inspector has reached an agreement with the owner of the property to assure the owner's future compliance with any temporary structures erected at that location.

(E) Temporary structures or appendages thereof shall not be placed closer than five feet to any public alley. (Exception: When the property owner provides a permanent barrier which is a minimum height of five feet between the temporary structure and the public right-of-way, the temporary structure may be placed closer than five feet to the public right-of-way. No sales may be permitted through the permanent barrier.)

(F) The permit hereinbefore described may be suspended or revoked if at any time the structure or its occupants are in violation of the city's ordinances or the state's laws.

(G) Temporary structures may not be used for housing permanent or seasonal businesses.

#### **§ 153.060 EXEMPT TEMPORARY STRUCTURES.**

The following temporary structures shall be exempt from the requirements set forth in the § 153.059:

(A) A temporary structure being used for the purpose of a temporary office during a construction project;

(B) A temporary structure being used for the purpose of a realty office in a new development;

(C) Temporary storage buildings used in conjunction with a permanent retail or wholesale business, provided that said structures meet the setback requirements for the zoning district in which they are placed; and

(D) Temporary storage buildings owned by a business that rents them at one location to the general public.

**NOTICE FOR PUBLICATION**

**ORDINANCE 2024-11**

**AN ORDINANCE AMENDING TITLE III- ADMINISTRATION; CHAPTER 31-  
OFFICIALS AND ORGANIZATIONS/PARKS AND RECREATION; SUBSECTION 31.083  
CHAIRPERSON, VICE CHAIRPERSON, SECRETARY.**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2024-11 Amending Ordinance 31.083 Chairperson, Vice Chairperson, Secretary. Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on September 5th, 2024 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance. Individuals needing assistance related to the American Disabilities Act should contact the Summerset City Finance Officer no less than 24 hours prior to this hearing to make necessary arrangements.

Dated this 1st day of August, 2024.

City of Summerset

Published once on \_\_\_\_\_, at the total approximate cost of \$\_\_\_\_\_.



ORDINANCE 2024 -11

§ 31.083 CHAIRPERSON, VICE CHAIRPERSON, SECRETARY.

(A) The City Parks and Recreation Board shall elect from its number a Chairperson and Vice Chairperson to serve for a term of two years or until a successor is elected and qualified, except and unless the said officer so elected is removed from the City Parks and Recreation Board before the end of his or her term. The City Park Board shall also designate a Secretary. The Vice Chairperson shall act in the absence or disability of the Chairperson. In the event of death, retirement or removal of an officer from the City Parks and Recreation Board, a successor shall be elected, promptly.

(B) The Secretary of the City Parks and Recreation Board shall keep a record of its proceedings to be made available to any member of the Board of Commissioners for the City of Summerset.

(C) If the City Parks and Recreation Board believes that the budget amounts from the city will be insufficient to meet what it deems is necessary for the duties of the Park Board, it shall be the Chairperson's **Chairperson or designee from the Parks and Recreation Board's** responsibility to convey the need for supplementation of the budget to the Board of Commissioners. All expenditures for Parks and Recreation Projects remain in the discretion of the Summerset Board of Commissioners.

(Ord. passed 7-31-2019; Ord. 2022-11, passed 12-19-2022)

Dated this 18th day of July, 2024.

CITY OF SUMMERSET

BY: \_\_\_\_\_  
Michael Kitzmiller, Mayor

ATTEST:

BY: \_\_\_\_\_  
Brielle Schrock, Finance Officer

VOTE:

Kitzmiller:

Osten:

Markham:

Hirsch:

Reade:

First Reading: September 5<sup>th</sup>, 2024

Second Reading: September 19<sup>th</sup>, 2024

Adopted:

Published:

Effective:

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



CITY OF SUMMERSET

ORDINANCE 2025

AN ORDINANCE APPROPRIATING FUNDS FOR THE FISCAL YEAR 2025

**SECTION ONE**

Be it ordained by the City of Somerset that the following sums are appropriated to meet the fiscal needs of the municipality for the fiscal year 2024.

<u>EXPENDITURES</u>	<u>General Fund (Fund 101)</u>	<u>BBB Fund (Fund 211)</u>	<u>TIF # 1 Fund (Fund 302)</u>	<u>TIF # 2 Fund (Fund 305)</u>	<u>TIF #3 (Fund 307)</u>
<b>410</b> <b><u>GENERAL GOVERNMENT</u></b>					
411    Legislative	\$     51,559				
411.5    Contingency	\$    167,657				
412    Executive	\$     28,310				
413    Election	\$     1,250				
414    Financial & Administration	\$    268,078				
419    Government Bldg & Engineering	\$    208,677				
Total General Government	\$    725,531				
<b>420</b> <b><u>PUBLIC SAFETY</u></b>					
421    Police	\$    1,012,359				
422    Fire	\$     35,257				
423    Inspection	\$     15,000				
Total Public Safety	\$    1,062,616				
<b>430</b> <b><u>PUBLIC WORKS</u></b>					
431    Streets & Drainage	\$    1,261,381				
432    Sanitation	\$     233,000				
Total Public Works	\$    1,494,381				
<b>440</b> <b><u>HEALTH &amp; WELFARE</u></b>					
441    Animal Control	\$     2,000				
Total Health & Welfare	\$     2,000				
<b>450</b> <b><u>CULTURE &amp; RECREATION</u></b>					
452    Parks	\$     50,750				
Total Culture & Recreation	\$     50,750				
<b>460</b> <b><u>CONSERVATION &amp; DEVELOPMENT</u></b>					
465    Economic Development		\$     62,624			
465.2    Planning & Zoning	\$     24,623				
Total Consv & Development	\$     24,623	\$     62,624			
<b>470</b> <b><u>DEBT SERVICE</u></b>					
470    Debt Service			\$    296,800	\$    387,079.00	
Total Debt Service	\$           -		\$    296,800	\$    387,079.00	
<b>485</b> <b><u>CAPITAL OUTLAY</u></b>					
485    Capital Outlay					
Total Capital Outlay					
<b>490</b> <b><u>MISCELLANEOUS OTHER</u></b>					
499    Liquor	\$     900				
Total Miscellaneous	\$     900				
<b>510</b> <b><u>OTHER FINANCE USES</u></b>					
510    Transfer Out	\$           -	\$           -	\$           -		
<b><u>TOTAL 2025 APPROPRIATIONS</u></b>	<b>\$    3,360,801</b>	<b>\$     62,624</b>	<b>\$     296,800</b>	<b>\$    387,079.00</b>	

**SECTION TWO**

The following designates the fund or funds to which the money derived from the following sources is applied.

<u>REVENUE</u>	<u>General Fund (Fund 101)</u>	<u>BBB Fund (Fund 211)</u>	<u>TIF # 1 Fund (Fund 302)</u>	<u>TIF # 2 Fund (Fund 305)</u>	<u>TIF # 3 (Fund 307)</u>
<b>300    <u>GENERAL GOVERNMENT</u></b>					
Undesignated Fund Balance	\$ 892,134	\$ 7,624	\$ (339,200.00)	\$ (252,500.00)	
310 Taxes	\$ 1,903,429	\$ 55,000	\$ 625,000	\$ 250,000.00	
320 Licenses & Permits	\$ 107,100				
330 Intergovernmental Revenue	\$ 108,188				
340 Charges for Goods and Services	205,000				
350 Fines & Forfeits	\$ 100.00				
360 Miscellaneous Revenue	\$ 144,850		\$ 10,000	\$ 2,500.00	
390 Other Sources	\$ -		-	387079	
<b><u>TOTAL MEANS OF FINANCE</u></b>	<b>\$ 3,360,801</b>	<b>\$ 62,624</b>	<b>\$ 296,800</b>	<b>\$ 387,079.00</b>	

**ENTERPRISE FUNDS**

**604    SEWER ENTERPRISE FUND**

Estimated Revenue	\$ 1,192,335
Total Available	\$ 1,192,335
Less Estimated Appropriations	\$ 1,256,311
Estimated Surplus	\$ (63,976)
Est Surplus For Future Expansion	\$ (63,976)

**SECTION THREE**

That there is hereby levied upon all taxable property within the City of Summerset, for the fiscal year 2025, a tax sufficient to raise the following funds:

For General Purposes        \$        797,372

**SECTION FOUR**

The City Finance Officer is hereby authorized and directed to certify said tax levy to the Meade County Auditor, of Meade County, State of South Dakota, to the end that the same may be spread and assessed as provided by law.

Dated this \_\_\_\_\_ day of September, 2024

ATTEST:

\_\_\_\_\_  
Brielle Schrock, Finance Officer

\_\_\_\_\_  
Michael Kitzmiller, Mayor

Vote:    Kitzmiller:  
          Osten:  
          Hirsch:  
          Reade  
          Markham:

First Reading:        Thursday, September 5, 2024  
Second Reading:    Thursday, September 19, 2024  
Publication:

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