

**City of Summerset
Regular Commission Meeting
December 19th, 2024; 6pm**

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

Mayor Kitzmiller led in the Pledge of Allegiance.

Commissioner Osten gave the invocation.

Motion by Osten, second by Markham to approve the Agenda of the regular meeting of the Summerset City Commission for December 19th, 2024 as presented or amended. Motion carried.

Consent Calendar

Motion by Reade second by Hirsch for approval of the Minutes of the regular meeting held on December 5th, 2024 as presented or amended. Motion carried.

Approval of the Claims

Motion by Reade second by Osten for approval of the claims in the amount of \$182,757.92 from December 2nd, 2024 through December 16th 2024. Motion carried.

A&B Business Solutions	45
A&B Welding Supply	124.16
Black Hawk Water Users District	38.5
Black Hills Energy	7131.84
Card Member Services	16371.53
CBH CO-OP	3105.75
City of Rapid City	4445.91
Coleman Moore Company	2473.34
Demersseman Jensen Tellinghuisen & Huffman, LLP	4695
GenPro Energy Solutions	87256.67
Golden West Technologies	3983.98
Hermanson Egge Engineering, Inc.	360
Kieffer Sanitation	350
MDU	1092.54
Midcontinent Communications	186.92
Midcontinent Testing Laboratories, Inc.	182.5
NTEC	1131.04
SD One Call	64.05
SD State Treasurer	976.03
SDML WORK COMPENSATION FUND	21377
Servall Uniform & Linen Supply	195.16
Sturgis Economic Development Corp	200
Tech Sales Company	5171
USGS	21800

Noted for the record- Department Head Reports are in the packet for viewing.

Application for Abatement/ Refund of Property Taxes- Fred and Sherry Passananti

Motion by Hirsch second by Osten to open discussion. Motion carried. City Administrator Lisa Schieffer presented the application to the board.

Motion by Markham second by Reade to close discussion. Motion carried.

Motion by Reade second by Markham to approve the application. Motion carried.

SEDC Update- Brenna Block gave updates on recent meetings, teaching ethics at SBHS, potential businesses.

DOT Marketing Website Design

Motion by Osten second by Markham to open discussion. Motion carried. Commissioner Markham gave a summary about what has been requested for the website. City Administrator Lisa spoke about the comparison to GoDaddy and other quotes. Security was a top concern. Future growth was also discussed. Fillable forms also high importance. Commissioner Reade stated he was uncomfortable making a vote without knowing existing contractual agreements with GoDaddy.

Motion by Hirsch second by Reade to close discussion. Motion carried

Motion by Hirsch second by Markham to table until the board comes out of executive session. Motion carried.

Variance- Lyon LLC

*Planning and Zoning Board Recommended unanimously a do pass.

Motion by Osten second by Markham to open discussion. Motion carried. City Administrator Lisa presented the variance to the board.

Motion by Reade second by Hirsch to close discussion. Motion carried.

Motion by Osten second by Reade to approve the variance. Motion carried.

Preliminary Plat- Tom Norman

*Planning and Zoning Board Recommended unanimously a do pass.

Motion by Hirsch second by Osten to open discussion. Motion carried. City Administrator Lisa presented the Preliminary Plat with no concerns noted.

Motion by Osten second by Reade to close discussion. Motion carried.

Motion by Reade second by Hirsch to approve the preliminary plat. Motion carried.

HDR 2025 General Engineering Services- Task Order

City Administrator Lisa explained the annual contract.

Motion Markham second by Osten to approve. Motion carried.

Second Reading for Supplemental Ordinance 2024-13

Motion by Markham second by Osten to approve the Second Reading of Ordinance 2024-13. Motion carried.

Motion by Osten second by Markham to adopt Ordinance 2024-13. Motion carried.

Second Reading of Ordinance 2024-14 Appendix A: Route Map- Chapter 50 Snow and Ice Removal Routes and Policies

Motion by Osten second by Markham to approve the Second Reading of Ordinance 2024-14. Motion carried.

Motion by Reade second by Markham to adopt Ordinance 2024-14. Motion carried.

Lighting Maintenance- Mike Kitzmiller

Motion by Reade second by Osten to open discussion. Motion carried. Mr. Webber from Lighting Maintenance present to answer questions. It was agreed that the Sun Valley sign was on hold. Currently considering City Hall parking lot. Commissioner Markham asked questions to clarify who controlled the messages, how servicing is completed and software updates. Public Works Director Anthony asked if it was dimmable which was confirmed. 5 year parts only warranty is included. Service call hourly rate is \$150/ hr. Turn around time is generally a "couple days". Commissioner Hirsch clarified with Lisa that the insurance would cover the sign.

Motion by Osten second by Markham to close discussion. Motion carried.

Motion by Osten second by Hirsch to approve with funds being taken from contingency. Motion carried.

2025 SDML Workers Compensation Fund- Trenching and Confined Space Entry Safety Equipment Grant Application- Lisa Schieffer

Motion by Hirsch second by Osten to open discussion. Motion carried. City Administrator Lisa presented the grant to be sought for safety equipment in 2025 for the City's public works department. Public Works Director Anthony spoke on City's lack of safety equipment for employees.

Motion by Hirsch second by Markham to close discussion. Motion carried.

Motion by Osten second by Hirsch to approve purchase through grant. Motion carried.

Summerset City Agenda Template- Brielle Schrock

Motion by Osten second by Hirsch to open discussion. Motion carried. Finance Officer Brielle presented the proposed template for agendas citing accessibility and ADA.

Motion by Osten second by Reade to close discussion. Motion carried.

Motion by Osten second by Markham to adopt. Motion carried.

Grant Award Community Forestry- Beautification City Hall Campus

The City of Summerset has been awarded the grant for trees at City Hall.

Upcoming Events

City Offices are closed December 23rd-25th for Christmas.

Year End Commission Meeting- bills only- will be held December 30th at 5:30pm.

Items From City Attorney

Motion by Markham, second by Osten to enter Executive Session per SDCL 1-25-2 for discussing legal, economic development, and personnel issues at 7:20pm. Motion carried.

Motion by Reade, second by Hirsch to exit Executive Session at 7:38pm. Motion carried. No action taken.

Adjournment

Motion by Osten, second by Hirsch to adjourn at 7:38p.m. Motion carried.

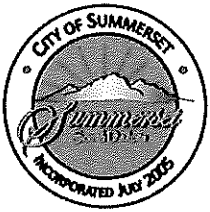
(SEAL)

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: 1111 - Ambrose, Jonathan Vendor Total: 50.00

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	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: 1808 - Anglin, Mitch Vendor Total: 50.00

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	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>101-4310-42810</u>	Phone		50.00	100.00%

Vendor: 1816 - AT&T Mobility Vendor Total: 1,305.96

<u>2024.12</u>	Invoice	12/31/2024	12/31/2024	12/31/2024	12/31/2024	652.98	0.00	0.00	0.00	652.98
PD FirstNet		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD FirstNet	NA	0.00	0.00	652.98	0.00	0.00	0.00	652.98

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4210-42810</u>	Phone		652.98	100.00%

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	652.98	0.00	0.00	0.00	652.98
PD FirstNet		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD FirstNet	NA	0.00	0.00	652.98	0.00	0.00	0.00	652.98

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4210-42810</u>	Phone		652.98	100.00%

Vendor: 1906 - Birgen, Nicholin Vendor Total: 50.00

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	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>101-4140-42810</u>	Phone		50.00	100.00%

Vendor: 1830 - Clarity Telecom Vendor Total: 1,238.88

<u>2025.01</u>	Invoice	1/2/2024	1/2/2024	1/2/2024	1/2/2024	1,238.88	0.00	0.00	0.00	1,238.88
Phone, fax, internet		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	
Phone, fax, internet Distributions	NA		0.00	0.00	1,238.88	0.00	0.00	0.00	1,238.88	
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4192-42800</u>	Utility Expense				1,238.88	100.00%				

Vendor: 1369 - Greenapsis Vendor Total: 525.00

<u>88</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	525.00	0.00	0.00	0.00	525.00
Govt bldg janitorial		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Govt bldg janitorial Distributions	NA		0.00	0.00	525.00	0.00	0.00	0.00	525.00	
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4192-42200</u>	Prof Fees Expense				525.00	100.00%				

Vendor: 1513 - Hirsch, Clyde Vendor Total: 50.00

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	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				
<u>101-4110-42810</u>	Phone				50.00	100.00%				

Vendor: 0324 - Kayl, Anthony Vendor Total: 78.00

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	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				
<u>101-4310-42810</u>	Phone				50.00	100.00%				

Vendor: 2025.01T Invoice 1/2/2025 1/2/2025 1/2/2025 1/2/2025 28.00 0.00 0.00 0.00 28.00

Training		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Training Distributions	NA		0.00	0.00	28.00	0.00	0.00	0.00	28.00	
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4310-42700</u>	Travel/Conf Expense				28.00	100.00%				

Vendor: 1103 - Kitzmiller, Michael Vendor Total: 50.00

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	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				
<u>101-4110-42810</u>	Phone				50.00	100.00%				

Vendor: 1970 - Markham, Gwenn Vendor Total: 50.00

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	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: 0664 - Meade County Register of Deeds Vendor Total: 90.00

<u>2025REC01</u>	Invoice	1/2/2024	1/2/2024	1/2/2024	1/2/2024	90.00	0.00	0.00	0.00	90.00
Recording Fee Tom Norman Lots 4&5		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Recording Fee Tom Norman Lots 4&5	NA		0.00	0.00	90.00	0.00	0.00	0.00	90.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4652-42300</u>	Publishing Exp				90.00	100.00%				

Vendor: 1971 - Osten, Michael Vendor Total: 50.00

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	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: 1732 - Schieffer, Lisa Vendor Total: 78.00

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	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>101-4140-42810</u>	Phone				50.00	100.00%				
<u>2025.01T</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	28.00	0.00	0.00	0.00	28.00
Training		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Training	NA		0.00	0.00	28.00	0.00	0.00	0.00	28.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4310-42700</u>	Travel/Conf Expense				28.00	100.00%				

Vendor: 1976 - Schmagel, David Vendor Total: 50.00

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	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%				

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: 1746 - SCHROCK, BRIELLE Vendor Total: 50.00

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	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>101-4140-42810</u>	Phone		50.00	100.00%

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

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	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
<u>101-4192-42200</u>	Prof Fees Expense		195.16	100.00%

Vendor: 1820 - Smith, Jeff Vendor Total: 50.00

<u>2025.01</u>	Invoice	1/2/2025	1/2/2025	1/2/2025	1/2/2025	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKW - BANK WEST			No					

Items

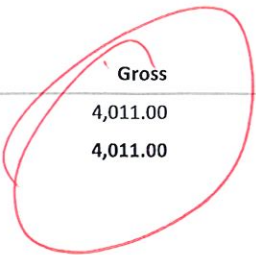
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Phone stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4310-42810</u>	Phone		50.00	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	20	4,011.00	0.00	0.00	0.00	4,011.00	0.00	4,011.00
Grand Total:		4,011.00	0.00	0.00	0.00	4,011.00	0.00	4,011.00



Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>101-4110-42810</u>	Phone	200.00
<u>101-4140-42810</u>	Phone	150.00
<u>101-4192-42200</u>	Prof Fees Expense	720.16
<u>101-4192-42800</u>	Utility Expense	1,238.88
<u>101-4210-42810</u>	Phone	1,305.96
<u>101-4310-42700</u>	Travel/Conf Expense	56.00
<u>101-4310-42810</u>	Phone	150.00
<u>101-4652-42300</u>	Publishing Exp	90.00
	Total:	3,911.00

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>604-4000-42810</u>	Phone	100.00
	Total:	100.00

Required Report

December 2024 Mayor Kitzmiller

MEETINGS

- Attended required Commission Meetings
- Attended all Special Meetings
- Attended Planning and Zoning meeting

PUBLIC WORKS

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

- Contingency fund
- Possible garbage rate increase.... mattress pickup
- Possible sewer rate increase
- Vanocur payback for engineering fees
- Code Enforcement computer, and Chief of Police computer.
- Business Permits
- Parks.... Castlewood electrical is in and signs will be installed
- City Building maintenance..... Finishing pillars

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

Required Report

Dec 2024 Commissioner Clyde Hirsch

MEETINGS

- Attended 1 () Commission Meetings
- Attended 2 () Special Meetings.

POLICE DEPARTMENT

Phone calls with John

**Sid Reade
Finance Commissioner**

Month of: December, 2024

Meetings:

- Attended two regular Commission meetings
- Observed two the Planning and Zoning board meeting
- Attended one special meeting

Contacts:

- Update with City Finance Officer
- Update with City Administrator

DECEMBER COMMISSION REPORT

COMMISSIONER MARKHAM

MEETINGS:

- 2 - COMMISSIONER MEETINGS
- 1 – PLANNING AND ZONES MEETING
- 1 – CITY WIDE CHRISTMAS PARTY
- 1 – SPECIAL END OF THE YEAR BUDGET MEETING

POLICE DEPARTMENT:

- WEEKLY TOUCH BASE WITH CHIEF NASSER
 - DAY TO DAY OPERATIONS

OTHER BUSINESS:

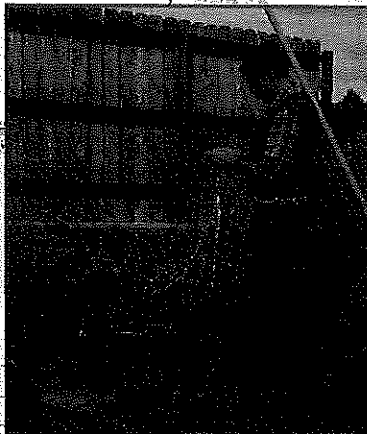
- MEETING WITH L. SHIFFER REGARDING NEW WEBSITE
- VARIOUS EMAILS WITH:
 - CHIEF NASSER
 - LISA SCHIFFER
 - MAYOR KITZMILLER

Community Infrastructure Management with GIS

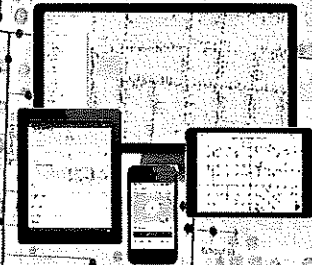
About Contents Legend

- Legend
- Flow Valve
 - Meter
 - Monitoring
 - Service Connection
 - Supply
 - Filter
 - Controller
 - Injection Facility
 - Controllable Valve
 - Storage
 - Pressure Valve
 - Station
 - Pump
 - Anode
 - Reactor
 - Test Point
 - ◆ Fire Hydrant
 - Outlet
 - Flushing and Blow Off

- Water Line
- Unknown
 - Transmission Main
 - Residential Service
 - Commercial Service
 - Industrial Service
 - Fire Service
 - Hydrant Service
 - Brigation Service
 - Sampling Service



Mapping Grade Feature Collection



Multiple Platforms
Anywhere Anytime

SERVICES AVAILABLE

• INFRASTRUCTURE GIS TRAINING

Don't know where to start or which direction to go? Our experienced TAP & GIS staff can help you develop a full infrastructure management program using the latest GIS technologies.

Your infrastructure mapping, data, and management program can be developed and hosted in a secure online environment accessible across multiple platforms and devices.

• FIELD DATA COLLECTION

We provide mapping grade collection and mapping development of infrastructure features, water, sewer, streets, parks, and much more!

• CONTACT US TODAY!!

GIS TECHNOLOGY SOLUTIONS THAT WORK FOR YOUR COMMUNITY

Our GIS program focus is providing "No-Cost" and "Low-Costs" assistance to the qualifying small communities and systems that struggle with the everyday challenges of infrastructure management from basic proactive operations and maintenance to capital improvement planning.

Understanding the "where" and then associating the "what" and "how" can provide the community multiple paths to ask the "when, if, & why" questions with accurate analytical approaches to sound and sustainable infrastructure management.

Midwest Assistance Program (MAP)

has been helping communities and tribal nations find solutions to their infrastructure and development needs through information, resource management, expertise, and technical assistance since 1979. MAP provides solutions to rural communities and tribal nations each year in Iowa, Kansas, Minnesota, Missouri, Montana, Nebraska, North Dakota, South Dakota, and Wyoming. Communities are revitalized through help from MAP which then strengthens the future and vitality of rural America.



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)

EXISTING

N 1/4 of SE 1/4 of section 5 township 2 North Range 7 East Black Hills Meridian

PROPOSED

Lot 4 and 5 Norman Ranch estates

LOCATION

Meade County of S.D.

Size of Site-Acres 5.3933

Square Footage 234,908

Proposed Zoning _____

DESCRIPTION OF REQUEST:

Utilities: Private / Public

Water

Sewer

APPLICANT

Name Thomas W. Norman

Phone _____

Address 7844 Norman Ave #767

E-mail _____

City, State, Zip Black Hawk, S.D. 57718

Signature Thomas W. Norman 12/10/2014

PROJECT PLANNER - AGENT

Date

Name _____

Phone _____

Address _____

E-mail _____

City, State, Zip _____

Signature _____

Date

OWNER OF RECORD (If different from applicant)

Name Thomas W. Norman Georgia K. Norman

Phone _____

Address 7844 Norman Ave #767

E-mail _____

City, State, Zip Black Hawk, S.D. 57718

Thomas W. Norman
Property Owner Signature

Date

Georgia K. Norman
Property Owner Signature

Date

Signature

Print Name: Thomas W. Norman

Date

Title*: owner

*required for Corporations, Partnerships, etc.

Signature

Print Name: Georgia K. Norman

Date

Title*: _____

FOR STAFF USE ONLY

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

- 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: _____
-

Covenants filing fee? Yes No

Planning and Zoning Meeting Date: _____

Commission Meeting Date: _____

Date Paid: _____

Payment Type: Cash Check Credit Card

COUNTY TREASURER'S CERTIFICATE

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

Dated this _____ day of _____, 20____

Meade County Treasurer _____

CERTIFICATE OF CITY FINANCE OFFICER

I, Finance Officer of the City of Summit, South Dakota, do hereby certify that the amount of taxes assessed upon the land described herein, as shown by the resolution adopted by the City Commission of the City of Summit, South Dakota at a meeting held on the _____ day of _____, 20____

Dated this _____ day of _____, 20____

Finance Officer of the City of Summit _____

CERTIFICATE OF CITY FINANCE OFFICER

I, Finance Officer of the City of Summit, do hereby certify that all taxes which are due upon the land described herein, as shown by the record of my office, are fully 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 _____

RESOLUTION OF CITY COMMISSION

Whereas there has been presented to the City Commission of the City of Summit, South Dakota, the within plat of the above described land, and it appears to this Council of Commissioners that:

- The system of streets set forth therein conforms to the plan of the streets of the City, and
- All provisions of the existing plat of the City, and
- All laws and special ordinances upon the tract or subdivision have been fully paid
- And such plat and survey thereof have been executed according to law.

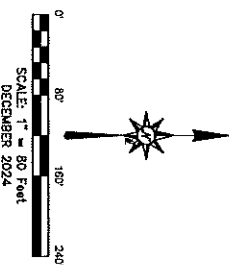
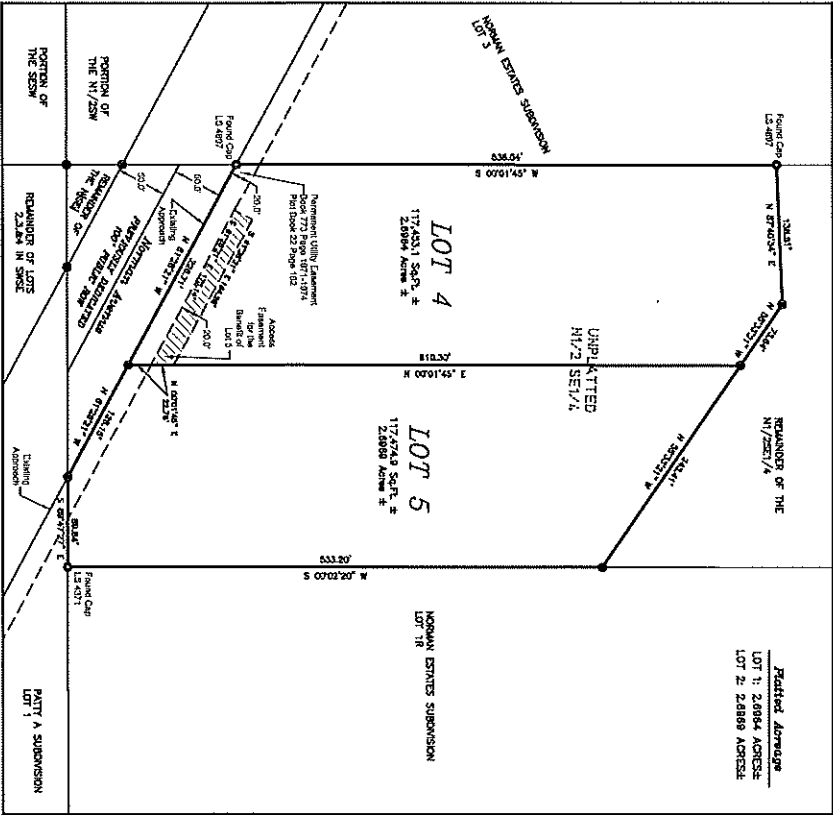
NOW THEREFORE, BE IT RESOLVED that said plat is hereby approved in all respects.

Dated at Summit, South Dakota this _____ day of _____, 20____

Mayor of the City of Summit _____

PREPARED BY: **BASELINE SURVEYING, INC.**,
2305 JUNCTION AVENUE, STURGIS, S.D. 57785

Plat of
Lot 4 & Lot 5 of the Norman Estates.
Located in the NW1/4SE1/4 of Section 5, Township 2 North,
Range 7 East, Black Hills Meridian, Meade County, South Dakota.



Reference Documents on which are:
1. Section 5, Township 2 North, Range 7 East, Black Hills Meridian, Meade County, South Dakota.
2. Plat Book 22 of Page 182 as recorded at the Meade County Register of Deeds Office.

LEGEND
⊙ Found or Set 5/8/21 with Cap
⊙ Found Survey Monument as Noted

Per FEMA Mapping, FIRM Panel 48063C 179F Designated in an area of Minimal Flood Hazard, Zone X. Effective Date 9/16/2011.

SURVEYOR'S NOTES

- Utility & Minor Obstructions: As shown on the plat, there are no utility lines or other obstructions shown on the interior side of all lot lines. Removal or modification of any obstruction or other feature shown on the plat shall be the responsibility of the landowner.
- Building Restrictions: The most recently adopted International Building Code and Building Subcode Requirements per the City of Summit Ordinance.
- State of Bearings Using Geoidic North System (GNS).

DRAINAGE NOTES
All major drainage easements shown herein shall be kept free of all obstructions including, but not limited to, building, walls, fences, trees, shrubs, etc. The owner of the land shall be responsible to all public authorities the right to construct, operate, maintain, inspect and repair such improvements and structures on its property. It is the responsibility of the owner to identify drainage from any source.

I, Sharon E. Vanecko, 2305 Junction Avenue, Sturgis, SD, being a Registered Land Surveyor in the State of South Dakota, do hereby certify that I have personally surveyed and plotted the property shown and described herein, and that the plat is correct to the best of my knowledge, information and belief. I have not been furnished with any title or other documents or agreements that are not shown herein.

IN WITNESS WHEREOF
I hereunto set my hand and seal

this _____ day of _____, 20____

Sharon E. Vanecko
Registered Land Surveyor No. 7719

OWNER'S CERTIFICATE

We, Thomas W. Norman and Georgia K. Norman, do hereby certify that we are the owners of the land shown and described herein and that we further certify that the development shown on this plat conforms to all existing applicable zoning, subdivision, and erosion and sediment control regulations. Dedicated right-of-way as shown herein is dedicated to public use.

IN WITNESS WHEREOF
We hereunto set our hands this _____ day of _____, 20____

Thomas W. Norman, Owner _____
Georgia K. Norman, Owner _____

ACQUAINTANCEMENT OF OWNERS

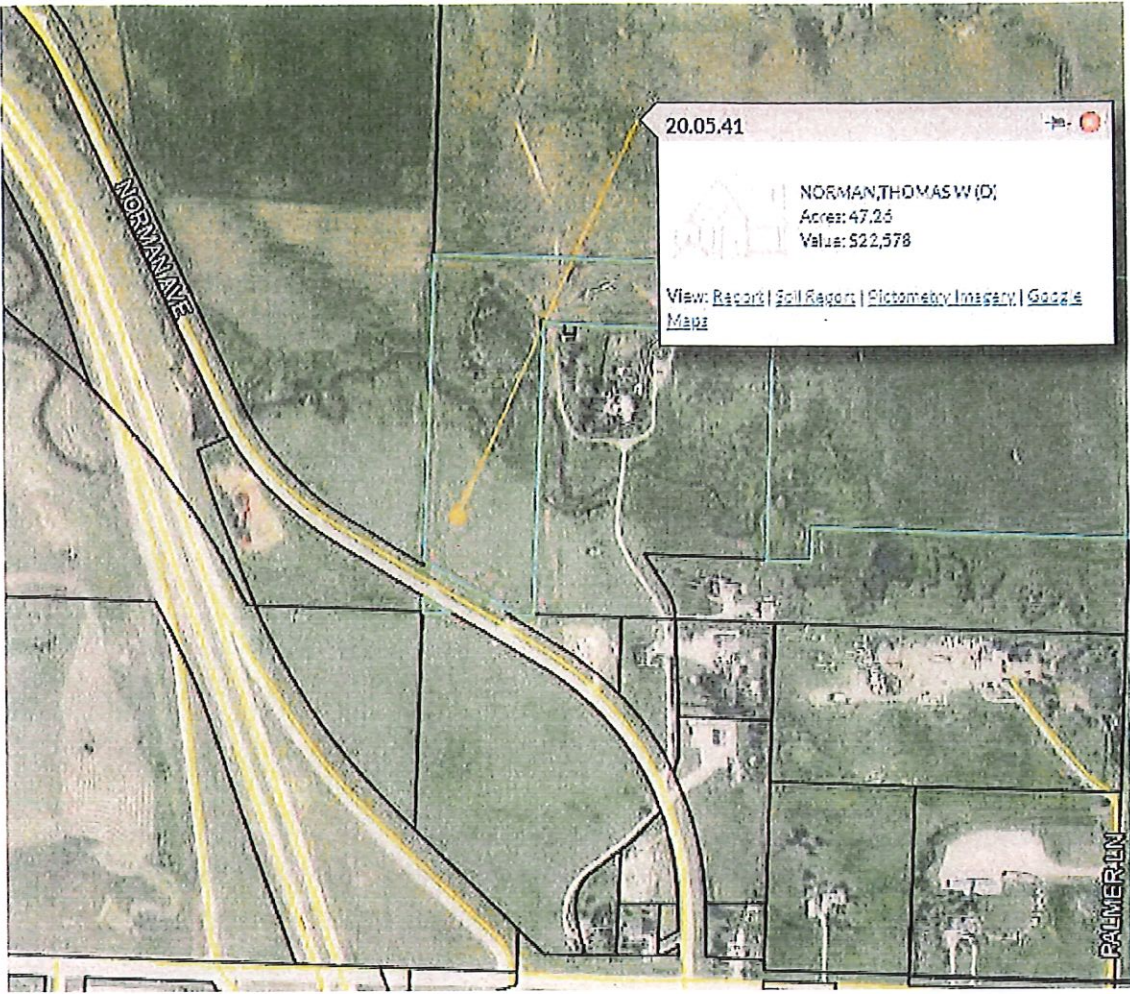
STATE OF SOUTH DAKOTA }
COUNTY OF _____ } SS

On this _____ day of _____, 20____, before me, the undersigned officer, personally appeared Thomas W. Norman and Georgia K. Norman, known to me to be the persons who executed the foregoing Owner's Certificate, and they acknowledged to me that they executed the same for purposes therein contained.

IN WITNESS WHEREOF, I hereby set my hand and official seal.

OFFICE OF REGISTER OF DEEDS

Meade County Register of Deeds
PHONE: 605-490-1401 JOB NUMBER: 24-080



20.05.41



NORMAN, THOMAS W ID
Acres: 47.25
Value: \$22,578

View: [Report](#) | [Soil Report](#) | [Picometry Image](#) | [Google Maps](#)

Prepared by:
City of Summerset
7055 Leisure Lane
Summerset SD 57718
605-718-9858

**CITY OF SUMMERSET
RESOLUTION 2025-03
ANNEXATION RESOLUTION**

WHEREAS, there has been presented to the Board of Commissioners of the City of Summerset, South Dakota, a Petition for Voluntary Annexation of the real property described as:

Plat of Lot 4 and Lot 5 of Norman Estates Subdivision, City of Summerset,
Meade County, South Dakota, as shown on the plat filed in Plat Book ____
on Page _____.

WHEREAS, the Petition for Annexation was heard at a duly noticed regular meeting of the Summerset Board of Commissioners on January 2nd, 2025, and has been signed and presented by Thomas W. and Georgia K. Norman, 7844 Norman Avenue #767, Black Hawk SD 57718, dated December 10th, 2024, and

WHEREAS, the Petition for Annexation pertains to a request to extend the boundaries of the City of Summerset by including the above described real property into the City of Summerset; and

WHEREAS, the City determines and expressly finds that all of the real property subject to the voluntary Petition for Annexation and as reflected in map attached as Exhibit A to be contiguous to the City of Summerset in all respects, and that the annexation of the real property is natural and reasonable, and

WHEREAS, the Petition has been submitted in accordance with SDCL 9-4-1, having been signed by not less than three-fourths of the registered voters and by the owners of not less than three-fourths of the value of the territory sought to be annexed to the municipality, it appearing to the satisfaction of the City of Summerset that Thomas W. and Georgis K. Norman are the sole legal owner of the described property; and

THEREFORE, BE IT RESOLVED, that said Petitions for voluntary annexation is hereby approved and adopted in all respects and that the described real estate as identified above and in the map attached as Exhibit A is now within the municipal boundaries of the City of Summerset; and whereas the City desires to inform all relevant authorities and public and private officers of its geographic corporate boundaries, as well as all legal descriptions of real property within said boundaries, the City requests the Meade County Register of Deeds to record the above legal description as within the boundaries of the City of Summerset.

COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset
 7055 Leisure Lane, Summerset, SD 57718
 Phone: (605) 718-9858 Fax: (605) 718-9003 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)

EXISTING		
N/4 of SE 1/4 of section 5 township 2 North Range 7 East Black Hills Meridian		
PROPOSED		
Lot 4 and 5 Norman Ranch Estates		
LOCATION		
Meade County of S.D.		
Size of Site - Acres	Square Footage	Proposed Zoning
5.3933	934,908	
DESCRIPTION OF REQUEST:		Utilities: Private / Public
		Water
		Sewer

APPLICANT

Name Thomas W. Norman Phone [REDACTED]
 Address 7844 Norman Ave # 767 E-mail [REDACTED]
 City, State, Zip Black Hawk, S.D. 57718 Signature Thomas W. Norman Date 12/10/2014
 PROJECT PLANNER - AGENT

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

OWNER OF RECORD (If different from applicant)

Name Thomas W. Norman Georgia K. Norman Phone [REDACTED]
 Address 7844 Norman Ave # 767 E-mail [REDACTED]
 City, State, Zip Black Hawk, S.D. 57718

Property Owner Signature Thomas W. Norman Date 12-10-14
 Property Owner Signature Georgia K. Norman Date 12-10-14

Signature _____ Date _____
 Print Name: Thomas W. Norman Title: Owner
 Signature _____ Date _____
 Print Name: Georgia Norman Title: _____

FOR STAFF USE ONLY

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

- 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: _____

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

PETITION FOR ANNEXATION

We, the undersigned, hereby state that we constitute not less than three-fourths of the legal voters and further constitute the owners of not less than three-fourths in value of the described territory contiguous to the City of Summerset and hereby petition the council of commissioners of the City of Summerset to annex the following described territory pursuant to SDCL 9-4-1,

Legal description of the territory sought to be annexed below:

LOTS 4 AND 5 NORMAN RANCH ESTATES

Property Assessed Valuation: _____

(PLEASE PRINT)

Owner Name: THOMAS W. AND GEORGIA K. NORMAN Date: 12/10/2024

Owner Address: 7844 NORMAN AVE # 767

Owner Signature: Thomas W. Norman Georgia K. Norman

Voter Name: Thomas W. and Georgia K. Norman Date: 12/10/2024

Voter Address: 7844 NORMAN AVE # 767

Voter Signature: Thomas W. Norman Georgia K. Norman

.....
City of Summerset Office Use Only

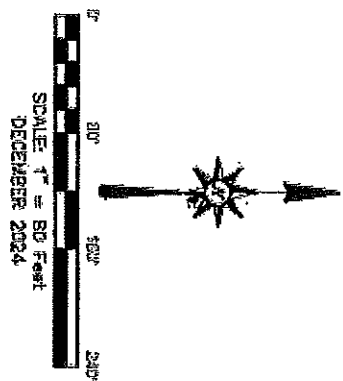
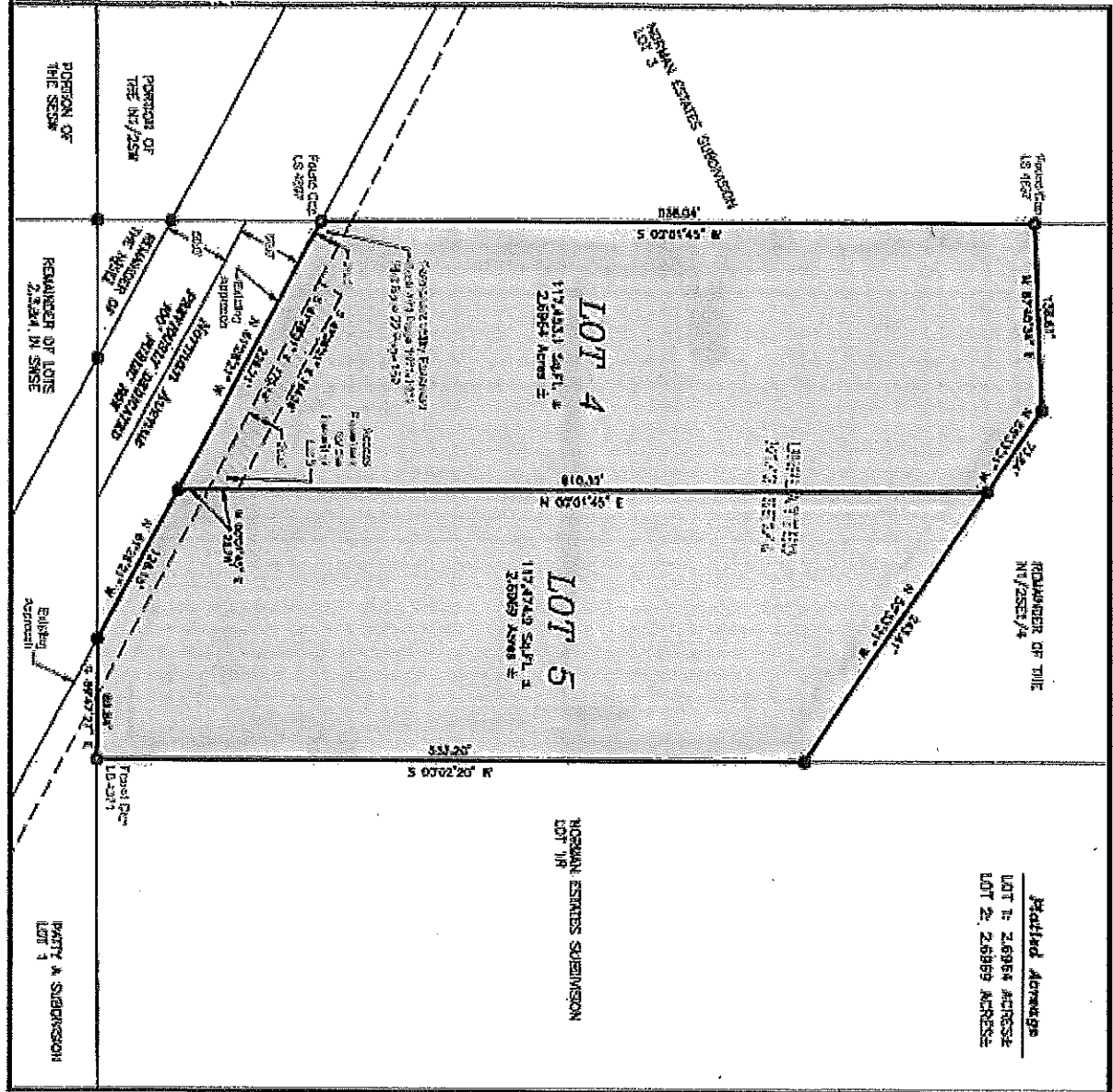
Petition Received by _____ Date Received _____

Mayor's Signature: _____

Meeting Date of Approval: _____

**City of Summerset Annexation Map of
 Lot 4 & Lot 5 of the Norman Estates.**
 Located in the NW1/4SE1/4 of Section 5, Township 5 North,
 Range 7 East, Black Hills Meridian, Meade County, South Dakota.

EXHIBIT A



Reference Documents are shown on:
 1. Plat Book 22 at page 161
 2. Plat Book 22 at page 162
 as recorded at the Meade County Register
 of Deeds Office.

- MARKED**
- ⊙ Found at Set 5/48" Rebar with Cap Marked "VAGWETZ BLS7713."
 - ⊙ Found Survey Monument As Noted.

Per FEMA Mapping, FIRM Panel 46031C 1791F Designated in an area of Minimal Flood Hazard, Zone X. Effective Date 9/18/2011.

SURVEYOR'S NOTES

- 1) Utility & Minor Drainage Encroachment An eight foot (8') wide utility and minor drainage encroachment is hereby granted on the rear/side of all lot front. Removal or modification of any obstruction or impediment to such an encroachment shall be the encroacher's responsibility as landowner.
- 2) Building Restrictions per the most recently adopted International Building Code and existing setback requirements per the City of Summerset Ordinance.
- 3) Basis of Bearings Using Geodetic North Determined from Global Positioning System (GPS).

DRAINAGE NOTES

All major drainage easements shown hereon shall be kept free of all obstructions including, but not limited to, buildings, wells, fences, bridges, trees and shrubs. These easements extend to all public utilities, the right to construct, operate, maintain, inspect and repair such improvements and structures as it seems necessary in its sole judgment from any source.

2025 MUNICIPAL ELECTION CALENDAR

The dates to the right are the only date options for annual municipal elections. There are no other date options. The school may request to combine with you on any of these dates. Both jurisdictions have to agree to combine.

	APRIL 8	JUNE 3	JUNE 17
	Second Tuesday in April (a school may combine with you on this date)	First Tuesday after the first Monday in June (may combine with School)	Must combine with the school on the third Tuesday in June
Deadline for the governing board to establish the election date if they choose a different date than the 2 nd Tuesday in April. (9-13-1 & 9-13-1.1 & 9-13-1.2 & 13-7-10)	No later than January 14	No later than January 14	No later than January 14
Publish notice of vacancies and time and place for filing petitions each week for two consecutive weeks. (9-13-6, 9-13-40 & 05:02:04:06 & 13-7-5) (NOTE: confirm that all notices have been received and published by the paper: ask for a confirmation email)	Between the dates of January 15 th & 30 th	Between the dates of Feb. 15 th & March 1 st	Between the dates of March 15 th & 30 th
Earliest date for candidate to sign the declaration of candidacy, to begin petition circulation and earliest date to file nominating petition. Ensure the candidate is registered to vote in the correct municipality/ward. (9-13-9, 9-13-40, 9-13-37, 13-7-6; 05:02:08:13 and 05:02:08:11)	January 31 st	March 1 st	April 8 th
Deadline for filing nominating petition. If this is a Friday , please plan accordingly to be available to accept petitions. Registered mail is acceptable if postmarked by the deadline date and time. (9-13-7, 9-13-40, 9-13-37, 13-7-6)	(FRIDAY) Feb. 28 th 5:00 pm	(TUESDAY) March 25 th 5:00 pm	(FRIDAY) May 9 th 5:00 pm
Deadline for submission of written request to withdraw candidate's name from nomination. If you will not have an election, you DO NOT have to publish anything further or notify our office. (9-13-7.1, 13-7-7 & 05:02:07:05) Remember to issue certificates of election. See page 2 for more info.	Feb. 28 th 5:00 pm	March 25 th 5:00 pm	May 9 th 5:00 pm
Deadline for Candidates, in first class municipalities only , to file the <u>Candidate Financial Interest Statement</u> with the person in charge of the election. (12-25-30) A sample form can be found at sdsos.gov .	Within 15 days of filing nominating petition	Within 15 days of filing nominating petition	Within 15 days of filing nominating petition
Have you ordered your election kit? McLeod's Printing in Mitchell (605-996-5151) is the only company in SD that sells election kits. Check to see if you need to order absentee ballot combined envelopes. Absentee materials may not be included in the election kit. (https://sdlegislature.gov/Rules/Administrative/05:02:10:01.03)	Order so you receive before absentee voting begins	Order so you receive before absentee voting begins	Order so you receive before absentee voting begins
Once you know you have an election, you must draw for candidate order on the ballot. Each candidate or candidate representative may be present. (9-13-21)	Draw after petition filing deadline	Draw after petition filing deadline	Draw after petition filing deadline
Have your governing board appoint your Election Board. (9-13-16.1 & 05:02:05:11.01). You may use high school seniors (<i>must be 18 years old</i>). (13-27-6.1) Compensation for the election board. (9-13-16.1) The county auditor may have election worker names.	Anytime	Anytime	Anytime
First publication of voter registration notice. Must be published for two consecutive weeks <u>online</u> and in your official newspaper. (12-4-5.2 & 05:02:04:04)	Between the dates of March 3 rd & 7 th	Between the dates of April 28 th & May 2 nd	Between the dates of May 12 th & 16 th
Second publication of voter registration notice. The last publication to be not less than ten nor more than fifteen days before the deadline for registration. (12-4-5.2 & 05:02:04:04)	Between the dates of March 9 th & 14 th	Between the dates of May 4 th & 9 th	Between the dates of May 18 th & 23 rd
Deadline for voter registration. (12-4-5 & 12-4-5.2)	March 24 th by 5:00 pm	May 19 th by 5:00 pm	June 2 nd by 5:00 pm

Absentee ballots must be made available no later than 15 days prior to the election (9-13-21). Sample ballots must be printed on yellow paper, and we encourage you to put the word SAMPLE on the sample ballot. The paper ballot form can be found at 05:02:06:12.	March 24 th	May 19 th	June 2 nd
Publish notice of election that needs to be published each week for two consecutive weeks. First publication must be at least 10 days before the election. (9-13-13 & 05:02:04:08) (Note: May 26 th is Memorial Day)	Weeks of March 24 th & March 31 st	Weeks of May 19 th & 26 th	Weeks of June 2 nd & 9 th
Publish facsimile ballot in the week before the election. The calendar week falls from the Monday to the Saturday of the week prior to the Tuesday of Election Day. (9-13-13 & 12-16-16.2 talks about the size for publication) (Note: May 26 th is Memorial Day)	Week of March 31 st	Week of May 26 th	Week of June 9 th
If using optical scan ballots: Not more than ten days prior to an election, the person in charge of the election shall conduct a test of the automatic tabulating equipment. Notice of the test, must be published at least 48 hours prior to the test. (12-17B-5 & 05:02:09:01.01) (Note: May 26 th is Memorial Day)	Anytime between March 29 th - April 7 th	Anytime between May 24 th - June 2 nd	Anytime between June 7 th - 16 th
Deadline for a voter to absentee vote in-person. (12-19-2.1) - during regular office hours or until five p.m. on the day before the election, whichever is later.	April 7 th by 5:00 pm	June 2 nd by 5:00 pm	June 16 th by 5:00 pm
A voter, who is confined due to sickness or disability, may request an absentee ballot via authorized messenger until 3:00 pm the day of the election. The ballot must be returned to you in time for you or your staff to get it to the proper polling location by 7:00 pm (local time).	APRIL 8 until 3:00 pm	JUNE 3 until 3:00 pm	JUNE 17 until 3:00 pm
ELECTION DAY. Polls open 7:00 am to 7:00 pm. (9-13-1, 13-7-10) The person in charge of the election MUST BE AVAILABLE from 7:00 am until the ballots have been counted and all election materials and supplies have been returned to the person in charge of the election.	APRIL 8	JUNE 3	JUNE 17
Deadline for official canvass. (9-13-24)	April 15 th	June 10 th	June 24 th
Issue certificates of election. (9-13-5 & 9-13-28; 05:02:15:08 & 05:02:15:09) (<i>Appointed candidates do not receive a certificate.</i>)	Within 2 days after canvass	Within 2 days after canvass	Within 2 days after canvass
In a first class municipality, an official must file an Elected Official Financial Interest Statement (3-1A-4). The financial interest statement is filed with the person in charge of the election and a sample form can be found at sdsos.gov .	Within 15 days of taking oath of office	Within 15 days of taking oath of office	Within 15 days of taking oath of office

Oaths of Office: There is nothing in Administrative Rule that outlines the form/wording of an oath of office. Please work with your (city or school, depending on which calendar) attorney to write the oath. Also, there is nothing that clearly guides you as to when your officials must take the oath. Work with your attorney regarding this. Reference [SDCL 9-14-5](#) for qualifying for office.

Note: If the municipal election is combined with a school election on a date other than the 2nd Tuesday in April, all dates follow [SDCL 13-7](#) (except when combined with the county for a primary election). Additional information on combining elections may be found at: <https://sdsos.gov/elections-voting/assets/CityandSchoolcombinedelectionQ&A.pdf>

Ballot color for combined elections: If combining, one ballot must be white, and the other jurisdiction will use a contrasting color (do not use yellow as that is the color for sample ballots). 05:02:06:18

Notify County Auditor: Contact your county auditor when you know you will have an election and ask if he/she can be available from 7:00 am to 7:00 pm on that date to answer questions regarding voter registration. (SDCL 7-7-2)

Missed Election Notices: We encourage any city that misses a publication to get it published and post the notice around their jurisdiction. The notice would still be considered late, and the election could still be challenged. Contact your city attorney if you miss a notice.

Petitions: To check the registration status of the candidate and petition signers (**Finance Officers are required by law to do this for candidate petitions**), per 05:02:08:00, go to: <http://cityandschoollookup.sdsos.gov/Login.aspx>. If you forgot your username and password, or never had one, contact the Secretary of State's Election Team and we will provide one to you. Elections@state.sd.us

First Class Municipalities: Aberdeen, Belle Fourche, Box Elder, Brandon, Brookings, Harrisburg, Huron, Madison, Mitchell, Pierre, Rapid City, Sioux Falls, Spearfish, Sturgis, Tea, Vermillion, Watertown and Yankton.

Home Rule Municipalities: Aberdeen, Beresford, Brookings, Elk Point, Faith, Ft. Pierre, Pierre, Sioux Falls, Springfield and Watertown.

Contact a member of the Secretary of State's Election Team with any questions at Elections@state.sd.us or 605-773-3537.

Additional election information can be found at: <https://sdsos.gov>. Click on Elections & Voting then the City/School Resources button.

**NOTICE OF VACANCY
MUNICIPALITY OF SUMMERSET**

The following offices will become vacant due to the expiration of the present term or due to the resignation of office of the elective officer:

City Commission, one (1) year term
City Commission, three (3) year term

Circulation of nominating petitions may begin on January 31st, 2025 and petitions may be filed in the office of the finance officer located at 7055 Leisure Lane, Summerset SD between the hours of 8:00 a.m. and 4:00 p.m., mountain time not later than the 28th day of February, 2025 or mailed by registered mail not later than the 28th day of February, 2025, at 5:00 p.m. mountain time.

Brielle Schrock, Finance Officer

9-14-6.1. Amount of finance officer's bond.

The amount of the bond of the municipal finance officer shall be annually established by the governing board in an amount equal to the maximum monetary total estimated to be on hand at any one time, but the amount of such bond required may not exceed two hundred fifty thousand dollars in municipalities of the first class or one hundred fifty thousand dollars in municipalities of the second or third class.

Source: SL 1971, ch 58, § 2; SL 1981, ch 68; SL 1989, ch 74.

CITY OF SUMMERSET

RESOLUTION 2025-01

A RESOLUTION SETTING THE SALARY AND WAGES FOR THE CITY OF SUMMERSET FOR 2025

BE IT RESOLVED by the Council of Commissioners of the City of Summerset, that the salaries and wages of City Officials and Employees for the year 2025 shall be as follows:

Ambrose, Jonathan/WWTP Supervisor/ \$6,228.36 per month
Anglin, Mitch/Public Works Laborer/\$24.81 per hour
Birgen, Nicholin/Asst. Finance Officer \$21.39 per hour
Bjorum, Brittini/Planning & Zoning Board Member/\$100.00 per meeting
Boddicker, Mark/Part-Time Police Officer/\$19.00 per hour
Geigle Adam/ Part-Time Police Officer/\$19.00 per hour
Hamelin, Anna/Patrolman Officer/\$26.07 per hour
Hirsch, Clyde/City Commissioner/\$7,000.00 annual salary
Hirsch, Dustin/Planning & Zoning Member/\$100.00 per meeting
Johnson, Scott/Patrolman Officer/\$27.39 per hour
Jonas, Corey/Patrolman/\$28.07 per hour
Juso, Colton/School Resource Officer/Patrolman/\$32.23 per hour
Kayl, Anthony/ Public Works Director/\$6,076.45 per month
Kenrick, Casey/Planning & Zoning Member/\$100.00 per meeting
Kitzmiller, Michael/City Commissioner/\$23,000.00 annual salary
Macrander, Matthew/Sergeant/\$32.55 per hour
Markham, Gwenn/City Commissioner/\$7,000.00 annual salary
Martin, Mike/Alternate Planning & Zoning Board Member/\$100.00 per meeting
Nasser, Rich/Chief of Police/\$6,543.67 per month
Oldfield, Brody/Planning & Zoning Board Member/\$100.00 per meeting
Osten, Michael/City Commissioner/\$7,000.00 annual salary
Reade, Sidney/City Commissioner/\$0.00 annual salary
Regan, Tenessa/Investigator/\$30.98 per hour
Schieffer, Lisa/City Administrator/\$7,046.81 per month
Schrock, Brielle/ Finance Officer/ \$4,987.22 per month
Schmagel, David/Wastewater Operator/\$21.39 per hour
Siferd, Kaleb/Patrolman/\$27.39 per hour
Smith, Jeff/Public Works Laborer/\$24.21 per hour
Walker, John/ Part-Time Police Officer/\$19.00 Per Hour
Wiest, Tracy/ Part-Time Police Officer/\$19.00 Per Hour
Woldt, Mitchell/Planning & Zoning Board Member/\$100.00 per meeting

NOW THEREFORE, BE IT RESOLVED that the foregoing salaries and wages shall take effect on December 26th, 2024.

BE IT RESOLVED this 2nd day of January 2025.

ATTEST:

Brielle Schrock,
City Finance Officer

Michael Kitzmiller,
Mayor

December 19, 2024



Client: City of Summerset
7055 Leisure Lane
Summerset SD 57718

ATTN: Lisa Schieffer
City Administrator

Re: Construction Inspection and Code Review of Plans
Summerset, SD
Job # 25-001

Dear Mrs. Schieffer:

Hermanson Egge Engineering, Inc. hereby proposes to furnish consulting services for the following project described for the 2025 year:

Project Description

1. Construction Inspections for new Residential and Commercial construction projects.
2. The construction inspection will be limited to the following:
 - a. Water.
 - b. Sewer.
 - c. Footing.
 - d. Foundation Wall.
 - e. Framing.
 - f. Driveway Curb Cut.
 - g. Final.
3. If additional inspections are required because of failed inspection, they will be invoiced as extra services.
4. The services will also include building code plan review for commercial buildings only.
5. Excessive questions from contractors or building owners during plan preparation or construction will be extra services after notice and an opportunity to resolve the excessive questioning has been provided to the city. We will alert and advise the owner if this situation were to occur.
6. We shall endeavor to coordinate the inspection times and plan review work effort with the city, owners, and contractors such that all there will be minimal conflict.

Project Basic Services

Design Services shall be limited to the following:

1. Commercial building plan review.
2. Commercial and residential building inspections for Water, Sewer, Footings, Foundation Walls, Framing, Driveway Curb Cut, and Final building inspection.
3. Excessive questions during planning, building plan preparation and construction will be extra services after notice and an opportunity to resolve the excessive questioning has been provided to the city.

Services not set forth above as Basic Services of this agreement are specifically excluded from the scope of the Consultant's services. The Consultant assumes no responsibility to perform any services not specifically listed in the Basic Services of this agreement.

Compensation

Our compensation for Basic Services:

1. Residential building construction inspection - \$130/inspection.
2. Commercial building construction inspection - \$135/hour.
3. Commercial building plan review – \$165/hour.
4. Emergency/after hour building inspections – \$145/inspection plus mileage
5. Extra Services will be invoiced at our normal hourly rate.

The Client has agreed that the consultant will provide the client the Basic Services listed above for the compensation list above.

Additional or Extra Services Compensation

For additional services beyond those defined as Project Basic Services, and when these Additional Services have been prior approved in writing by the Client, our compensation will be hourly at the our normal rates. Those hourly rates as of this date are listed below:

<u>Description</u>	<u>Rate/Hr</u>
Engineer, PE	\$185
Designer III	\$165
Staff	\$65

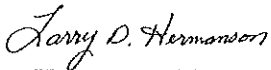
Notice to Proceed

If this proposal is acceptable to you, please authorize us to proceed by signing both original documents and returning one to our office. We will proceed with our work upon receipt of your signed proposal.

Thank you for the opportunity to provide you with this proposal. We look forward to working with you on this project.

Sincerely,

Hermanson Egge Engineering



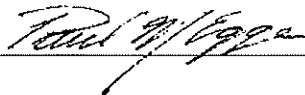
Larry Hermanson, PE
President

Miscellaneous Provisions that follow this proposal are part of this agreement.

ACCEPTED for Hermanson Egge Engineering

Date - December 19, 2024

Partner: Paul M. Egge, PE



ACCEPTED for the Client

Date - _____, 20__

By (signature) _____

Print Name _____

Miscellaneous Provisions

Waiver

In consideration of the substantial risks to Hermanson Egge Engineering in rendering professional services in connection with this project, the client agrees to make no claim and hereby waives, to the fullest extent permitted by law, any claim or cause of action or any nature against Hermanson Egge Engineering, his officers, directors, employees, agents or sub-consultants which may arise out of or in connection with this project or the performance, by any parties above named, of the services of this Agreement.

Indemnification

In addition, and notwithstanding any other provisions of the Agreement, the Client agrees to the fullest extent permitted by law, to indemnify and hold Hermanson Egge Engineering, its officers, directors, employees, agents and sub-consultants harmless from and against all damage, liability or cost, including all attorney fees and defense cost, arising out of or in any way connected with this project or the performance by any of the parties above named of the services under this Agreement. In addition, should a third party bring suit against Hermanson Egge Engineering in connection with this project, the client agrees to pay for any and all injuries, negligent acts, errors or omissions, claims, all attorney fees and cost of defense, losses, expenses, damages or claims expenses arising out of or in any way connected with this project or the performance by any of the parties above named of the services under this Agreement.

Hazardous Materials

Both parties acknowledge that Hermanson Egge Engineering's scope of services does not include any services related to asbestos or hazardous or toxic materials. In the event Hermanson Egge Engineering or any other party encounters asbestos, hazardous or toxic materials, PCBs, combustible gases or material, petroleum or radioactive materials or any substance or any material and in any quantities as would pose a substantial danger to persons or properties at the jobsite, or should it become known in any way that such materials may be present at the jobsite or any adjacent areas that may affect the performance of Hermanson Egge Engineering's services, Hermanson Egge Engineering may, at their option and without liability for consequential or any other damages, suspend performance of services on the project until the Client retains appropriate specialist consultant(s) or contractor(s) to identify, abate and/or remove the asbestos or hazardous or toxic materials, and warrant that the jobsite is in full compliance with applicable laws and regulations.

Disputes

All claims, disputes, and other matters in question arising out of or relating to this agreement or the breach thereof shall be decided in accordance with the laws of the State of South Dakota. Any controversy or claim arising out of or related to the contract, or the breach thereof, shall first be submitted to the American Arbitration Association Mediation Department. A mutually agreed upon qualified alternative dispute organization may be used. Mediation shall continue until resolution of the dispute or until the mediator notifies the parties that it is unlikely that the dispute will be resolved through mediation.

In the event that any litigation arising from or related to this Agreement, or the services provided under this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all reasonable costs incurred, including staff time, attorney fees and all other related reasonable expenses in such litigation. In the event of a non-adjudicative settlement of litigation between the parties or a resolution of a dispute by arbitration or mediation, the term "prevailing party" shall be determined by that process. In the event legal action is necessary to enforce the payment terms of this Agreement, the Consultant shall be entitled to collect from the Client any judgment or settlement sums due, plus reasonable attorneys' fees, court costs, mechanic's lien expenses and other expenses incurred by the Consultant in connection therewith and, in addition, the reasonable values of the Consultant's time and expenses spent in connection with such collection action, computed according to the Consultant's prevailing fee schedule and expenses policies.

Termination

Either party, giving written notice to the other party ten days prior to the termination date, may terminate this agreement with cause. Hermanson Egge Engineering shall be paid for work completed through the date of the termination notice for the services performed on an hourly basis at the normal hourly rate plus reimbursable expenses incurred up to the termination date, plus any termination expenses including but not limited to demobilization, reassignment of personnel, associated overhead costs and all expenses directly related to the termination.

Lien Rights

All lien rights as and if necessary, shall be invoked for nonpayment of services rendered. Any notification of lien rights if required by law will be sent to the Owner prior to commencing work on this project.

Verification of Existing Conditions

Inasmuch as the remodeling and/or rehabilitation of an existing structure requires that certain assumptions be made regarding existing conditions, and because some of these assumptions may not be verifiable without expending additional sums of money

or destroying otherwise adequate or serviceable portions of the structure, the Client agrees to bear all costs, losses and expenses, including the cost of the Design Professional's additional services, arising or allegedly arising from the discovery of concealed or unknown conditions in the existing structure.

Payments

Invoices will, in most cases, be submitted monthly and are due upon presentation. The invoice shall be considered past due if not paid within 30 calendar days of the due date as posted on the invoice. If payment is not received within 30 calendar days of the due date, invoices shall bear interest at two (2.0) percent per month of the past due amount. Payment thereafter shall first be applied to the accrued interest and then to the unpaid principal. If the Client fails to make payments when due and we incur costs in order to collect the overdue sums from the Client, the Client agrees that all collection costs incurred shall immediately become due and payable. Collection costs shall include, without limitation, legal fees, collection agency fees, mechanic's lien fees/expenses and expenses including court costs. This obligation of the client to pay the collection fees shall survive the terms of this agreement or any early termination by either party.

Satisfaction with Services

Payment of any invoice by the Client shall mean that the Client is satisfied with the services to the date of payment and is not aware of any deficiencies in those services.

Contractor and Subcontractor Claims

The Client agrees, to the fullest extent permitted by law, to limit the liability of the Hermanson Egge Engineering and their employees and sub-consultants to all construction contractors and subcontractors on the Project for claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorney's fees and costs and expert witness fees and costs, so that the total aggregate liability of the Hermanson Egge Engineering and their sub-consultant to all those named shall not exceed the amount of the design fee rendered on this project. It is intended that this limitation apply to any and all liability or cause of action, however alleged or arising unless otherwise prohibited by law.

Jobsite Safety

Hermanson Egge Engineering and its personnel have no authority to exercise control over the construction contractor or its employees in connection with their work or any health or safety programs or procedures. The presents of Hermanson Egge Engineering at the job site shall not relieve the General Contractor of its obligation, duties, and responsibilities including but not limited to construction means, methods, sequence, superintending and coordinating the Work in accordance with the contract documents and any health and safety precautions required by any regulatory agencies. The Client agrees that the General Contractor shall be solely responsible for jobsite safety and warrants that this intent shall be carried out in the Client's contract with the General Contractor.

Ownership of Instruments of Service

All reports, drawings, specifications, computer files, field data, notes and other documents and instruments prepared by Hermanson Egge Engineering as instruments of service shall remain the property of Hermanson Egge Engineering. Hermanson Egge Engineering shall retain all common law, statutory and other reserved rights, including the copyright thereto. The client shall not reuse or make any modifications to the construction documents without written authorization. The client agrees to hold indemnify and hold harmless Hermanson Egge Engineering against any damages, liabilities, costs, and legal fees arising from or allegedly arising from or in any way connected to the unauthorized or reuse of the construction documents by the Client or any person or entity that acquires or obtains the construction documents from or through the Client without written authorization from Hermanson Egge Engineering.

Assignment

Neither party to this Agreement shall transfer, sublet or assign any rights under or interest in this Agreement (including but not limited to monies that are due or monies that may be due) without prior written consent of the other party. Subcontracting to subconsultants normally contemplated by Hermanson Egge Engineering shall not be considered as assignment for purposes of this Agreement.

Standard of Care

In providing services under this Agreement, Hermanson Egge Engineering will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Opinions of Probable Construction Costs

In providing opinions of probable construction costs, the client understands that Hermanson Egge Engineering has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that Hermanson Egge Engineering's opinion of probable construction costs are made on the basis of the Hermanson Egge

Engineering's professional judgment and experience. Hermanson Egge Engineering makes no warranty, expressed or implied that the bids or the negotiated cost of Work will not vary from the Consultant's opinion of probable construction costs. An independent cost estimator hired at the client's expense can be more precise than a design professional. If the client declines to hire an independent cost estimator, he or she acknowledges that any estimate of probable cost provided by the design professional is subject to revision and refinement throughout the design and construction process and will not be construed as a guaranteed maximum price.

Third-Party Beneficiaries

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Consultant. The Consultant's services under this Agreement are being performed solely for the Client's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder. The Client and Consultant agree to require a similar provision in all contracts with contractors, subcontractors, subconsultants, vendors and other entities involved in this Project to carry out the intent of this provision.

Consequential Damages

Notwithstanding any other provision of this Agreement, and to the fullest extent permitted by law, neither the Client nor the Consultant, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or to this Agreement. This mutual waiver of consequential damages shall include, but is not limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict or implied warranty. Both the Client and the Consultant shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in this project.

Other

Hermanson Egge Engineering's sole contractual relationship shall be with the Client, and nothing herein shall be construed to create any obligation or contractual relationship between Hermanson Egge Engineering and any third party. Hermanson Egge Engineering relies solely and exclusively on the Client to provide complete, accurate and timely information of the Owner's design criteria.

Reimbursable Expenses Schedule

Reimbursable expenses include expenses incurred by Hermanson Egge Engineering and management's employees in the interest of the Project. They include but are not limited to:

1. Expense of transportation in connection with the Project.
2. Expense for Out-of-Town Hotel Stay
3. Expense of Food for Out-of-Town Travel
4. Expense of reproductions, postage and handling of Drawings, Specifications and other documents for Owner, contractor, permitting agency, and etc. (excluding reproductions for the office use).
5. Typical project expenses:
 - a. Document/Drawing Printing At cost plus 20%
 - b. Mileage \$ 0.75/mile
 - c. Food Per Diem of \$100/day/person
 - d. Hotel At cost plus 20%
 - e. Survey Equipment Cost \$500 per survey
 - f. Courier services At cost plus 20%
 - g. All other consultants and expenses At cost plus 20%
 - h. Surveying material including nails, paint, stakes, etc. At cost plus 20%

RESOLUTION 2025-04

A RESOLUTION SETTING CERTAIN FEES AND CHARGES FOR SERVICES PROVIDED BY THE CITY OF SUMMERSET FOR 2025

BE IT RESOLVED that the following schedule of rates shall be effective as of February 1, 2025 for the following services provided by the City of Summerset.

DESCRIPTION OF FEE:	AMOUNT OF FEE:	
Adult Orientated Business License Application Annual License Additional Fees	\$500 \$300 \$50\Employee Annual Fee	
Amusement Ride Licensing Fee	\$50 per day \$150 per week \$300 per month	
<u>Building Permits: Residential Valuation</u> \$0 – 1,600 \$1,601 - 2,000 \$2,001 - 25,000 \$25,001 - 50,000 \$50,001 - 100,000 \$100,001 - 500,000 \$500,001 - 1,000,000 \$1,000,001 and up	\$37 \$69.25 \$45 + \$9/\$1,000 over \$2,000 \$252 + \$6.50/\$1,000 over \$25,000 \$414.50 + \$4.50/\$1,000 over \$50,000 \$639.50 + \$3.50/\$1,000 over \$100,000 \$2039.50 + \$3/\$1,000 over \$500,000 \$3,539.50 + \$2.50/\$1000 over 1,000,000	
<u>Building Permits: Commercial Valuation</u> \$1 - \$1,600 \$1,600 - \$2,000 \$2,001 - \$25,000 \$25,001 - \$50,000 \$50,001 - \$100,000 \$100,001 - \$500,000 \$500,001 - \$1,000,000 \$1,000,001 and up	\$37 \$69.25 \$69.25 + \$14/\$1,000 over \$2,000 \$391.25 + \$10.10/\$1,000 over \$25,000 \$643.75 + \$7/\$1,000 over \$50,000 \$993.75 + \$5.60/\$1,000 over \$100,000 \$3,233.75 + \$4.75/\$1,000 over \$500,000 \$5,608.75 + \$3.15/\$1,000 over \$1,000,000	
*153.999 any person who commences work and does not obtain the Necessary permit shall be subject to additional fee equal to the amount of the permit fee required by Chapter 153.		
<u>Building Permit Flat Fees</u> Accessory Structures over 120sf Basement Remodels Decks* Sheds*	Determined upon review Determined upon review Determined upon review minimum 260.00 Determined upon review minimum 260.00 \$385 for 3 inspections*	
Driveways/Sidewalks/platforms Retaining Walls (over 4 feet) engineered Doors and Windows (causing alterations only) 153.051 Reroofing Siding Swimming Pools Fences Erosion Control Deposit Failure to obtain inspection Occupancy prior to final inspection	\$130 penalty of \$130 if not obtained before const. \$200 penalty of \$200 if not obtained before const. \$130 penalty of \$130 if not obtained before const. \$130 penalty of \$130 if not obtained before const. \$130.00 penalty of \$130 if not obtained before const. \$130 penalty of \$130 if not obtained before const. \$50.00 penalty of \$50 if not obtained before const. \$1000 \$500 per violation \$500	
Street Light Fee	\$250	
Commercial Plan Review	50% of Permit	
Building Investigation Fee	\$65/hr	
Business License New Renewal Late Fee	\$100 per year \$50 per year \$100 if not paid by January 1 st	
Code Enforcement Fees: First Violation Second Violation Third Violation	\$100 in any rolling 12-month period \$200 in any rolling 12-month period \$300 in any rolling 12-month period	
Abatement Rates Nuisance Violations	Per latest FEMA equipment/labor rates on file w/City Civil Penalty of \$200 per day may be imposed	
Code Enforcement Appeal Fee	\$100	

Contractors Licensing Fee		\$100/Annual based on calendar year	
Copies		\$.25 each	
Circuses, Carnivals or other such shows Licensing Fee		\$25 per day	
Convenience Fee – Credit and Debit card payments		No more than 2% of transaction	
Drainage Permit	Application	\$50	
	Application W/Board Action	\$100	
	Routine Maintenance	\$25	
	Work Performed w/o application	\$500 fine	
Fax		\$2	
Filing Fees		As per Meade County	
Grading Permit Fee		As per Table 100-D	
Grading Permit Review Fee		As per Table 100-E	
Liquor Licenses		Fees Set by State Statute	
Special One Day On-Sale Malt Beverage and Wine License Application		\$5 per day up to 15 days plus publication fee \$30	
Transfer Fee		per State Statute	
24 Hour Brown Bag Permit-City Parks		\$25 per day	
Sidewalk Café/Beer Garden Permit		\$100	
Notary Fee		\$5 *free for City of Summerset residents	
Police Support	Accident Reports Fee	\$5.00	
	False Alarm 1-5 Incidents	\$50.00	
	6-7 Incidents	\$75.00	
	8 or more incidents	\$100.00	
	Case Reports	\$8.00 including tax	
	Arrest Reports	\$8.00 including tax	
	Log Entries	\$1.00 including tax	
	Reconstruction Report	\$275.00	
Pawnbrokers Licensing Fee		\$50 per Year due on 1 st of January	
Peddler Licensing Fee		\$25 per day \$75 per week \$200 per month	
Planning and Zoning Fees	Rezoning	\$300	
	Conditional Use Permit	\$300	
	Conditional Use Appeals	\$100	
	Variances	\$300	
	Planned Development	\$300	
	Tax Incremental District	\$1,000	
Minimum Plat Fees	Layout Plat Fee	\$ 0.00	
	Minor Preliminary Plat Fee (under 50 lots)	\$1,000	
	Major Preliminary Plat Fee (over 50 lots)	\$1,500 + \$50.00 per lot	
	Minor Plat Fee	\$250.00 + \$90.00 recording fee	
	Final Fee	\$750 + \$90 recording fee	
	Minor Boundary Change	\$250 + \$90.00 recording fee	
Plat and Resolution Filing Fees		\$90	
Sewer:	Sewer Tap Fee-Residential	\$3,000	
	Sewer Tap Fee Commercial	\$6,000	
	Multi-family (3 or more)	\$7,500	
	Stagebarn Bulk Users	T/B/D	
	Pine Hills Bulk Users	T/B/D	
	Septic Permit	\$160.00	

Residential: Sewer Service Charge Sewer Maintenance Reserve Fee Sewer Debt Reserve CWSRF Surcharge Deposit	\$36 per month \$4.50 per month \$2.20 per month \$7.90 per month \$50 owner/\$100 renter	
Commercial and Residential Apartment Dwelling 5 or More Units: Sewer Service Charge Surcharge Sewer Maintenance Reserve Fee Sewer Debt Reserve CWSRF Surcharge Deposit	Base Fee \$ 20.15 .0525 per 1000 Surcharge \$15.85 \$4.50 Per Month \$2.20 Per Month \$7.90 per month \$100	
Private Wastewater Disposal System: Permit and Inspection Fee-Tap Fee	\$1,000	
Sewer Late Payment Penally Sewer Delinquent Account Deposit	\$15 \$100	
Industrial Waste Permit	\$ 500 Annual Administrative Fee	
Wastewater Treatment System Service Fee	Set by resolution to fund expansion and emergency need-none currently	
Sign Permit-New Temporary Sign Permit Off Premise Sign Permit – Renewal Annual Banner Sign Renewal Sign Permit Extension Fee *Penalty for work before obtaining permit 155.999	IRC Ordinance Table 100-A \$35 \$100 \$100 ½ the cost of initial permit fee Fine of up to \$500.00	
Solid Waste Collection – Residential Extra Garbage Totes Overage of Garbage in tote Return to Residents for pickup Fee Garbage Container Return Fee Collection Charges excess garbage Mattress Illegal Dumping Fee per ordinance 92.999	\$ 16.98\month\resident plus sales tax \$10 per tote per month plus sales tax \$5.00 plus sales tax \$10.00 plus sales tax \$250 Charge as billed by solid waste hauler plus sales tax \$10.00 plus sales tax \$1,000 per Occurrence s/b \$500.00 per 92.999	
Storm Sewer Maintenance Fees	Set by resolution-currently none	
Wireless Telecommunication Siting Fees Administrative Review Fee Special Permit Fee Appeal Fee Amendment Application Fee	\$300 \$300 \$100 \$300	
Vendor-Temporary Vendor on Commercial Property-Temporary	\$100 Two Days \$500 Twelve Days \$100 per Year	
Video Lottery License	\$50 per machine per year	
Wind Generation Facilities-Commercial Permit Fee	\$85	

Note: Sales tax may be required on some of the fees within this resolution.

BE IT FURTHER RESOLVED that these fees shall remain in place until changed by an act of the City Commission.

ATTEST:

Brielle Schrock
Finance Officer

Michael Kitzmiller
Mayor



City of Summerset

PAPERLESS BILLING

If you have not already, please sign up for paperless utility billing statements. Email cityinfo@summerset.us or call (605) 718-9858 for information or to sign up.

Billing Breakdown

GA	RES or COS	DRES	SRF	RF
1 can \$16.98 2 can \$26.98	\$36.00 or Metered amount	\$2.20	\$7.90	\$4.50
Fee for monthly garbage pickup services	Base monthly sewer usage fee. Funds the day to day costs of operating the sewer utility.	Debt Reserve fee, funds the cost of replacing or improving existing facilities.	SRF Debt Service fee is used to pay off the 2008 Waste Water Project Revenue Bond.	Maintenance Reserve Fee. Reserved to fund the maintenance of the sewer system.

Garbage Services

FAQ	<p>What if my payment is late?</p> <p>Payments received on or after the 21st of the month will be assessed a \$15 late fee.</p>
	<p>Why was my garbage not picked up today?</p> <p>If you your account is more than 15 days past due, your garbage service may be suspended until the account is brought current. Please contact the Finance Office to make arrangements at (605) 718-9858.</p> <p>If your garbage can was blocked by vehicles, not faced the proper direction, or contained non allowable items it may be passed. Items that fall out of the can will not be picked up by Public Works.</p>
	<p>What do I do with large items that won't fit in my garbage can?</p> <p>The City of Summerset offers City Wide Clean Up days. These days are offered to residents so they may get rid of large items, non allowable items, etc. Dates for the 2025 Clean Up are TBD.</p> <p>If you do not wish to utilize City Wide Clean Up day, or need the item gone sooner, you will need to take the item(s) to Rapid City Landfill, at your own cost.</p> <p>Arraignments can sometimes be made with Public Works for additional or large item pick-ups. Please contact Public Works at (605) 593-8902, for information. This service will be an extra cost and not included in your monthly utility bill.</p>
	<p>Does the City have recycling or yard waste services?</p> <p>On Glenwood Dr. in Sun Valley, and on Recreational Dr. in South Summerset there are self service recycling and seasonal yard waste dumpsters. Yard Waste dates will be announced.</p>

§ 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. . 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.