

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
Monday, December 30th, 2024, 5:30 P.M.**

Mayor Kitzmiller called the regular meeting to order at 5:32 p.m. Commissioners Osten, Markham, Hirsch, and Reade were present. The City Finance Officer, and City Administrator were also present.

Mayor Kitzmiller led in the Pledge of Allegiance.

Commissioner Osten gave the invocation.

CALL FOR CHANGES

There were no declarations of Conflict of Interest.

Motion by Osten, second by Reade to approve the agenda of the regular meeting of the Summerset City Commission for December 30th, 2024, as presented or amended. Motion carried.

Citizen Input

There was no Citizen Input at this meeting

CONSENT CALENDAR

APPROVAL OF CLAIMS

Motion by Hirsch, second by Markham to approve the claims in the amount of \$149,557.97 from December 19th, 2024, through December 29th, 2024, as presented or amended. Motion carried.

AFLAC Remittance Processing	96.72
Cardmember Services	19677.58
SDRS	12807.64
United States Treasury	21343.96
A&B Business Solutions	430.48
Child Support Payment Center	442.00
City of Sturgis	40.00
Delta Dental	1177.40
Foothills Fence LLC	731.05
Great Western Tire	178.60
HDR Engineering, Inc	22315.02
Health Pool of SD	18575.05
Lighting Maintenance Co.	48168.48
Meade County Auditor	1709.08
Mid-American Research Chemical	862.00
SD DEPT OF TRANSPORTATION FINANCE OFFICE	227.94
SDRS-SUPPLEMENTAL RETIREMENT PLAN (SDSRP)	775.00
Titan Machinery	62579.40

Motion by Hirsch, second by Osten to approve the claim of \$62,579.40 for 2024 Case Articulated Loader. Motion carried.

Dot Marketing

Motion by Markham, second by Osten to open discussion. Motion carried. City Administrator Lisa Schieffer and Commissioner Markham gave an overview of the GoDaddy account. There is no standing contract with GoDaddy.

Motion by Osten, second by Hirsch to close discussion. Motion carried.

Motion by Markham, second by Osten to move ahead with Dot Marketing website creation, and have City Attorney Mike Wheeler start formal proceedings on a refund/future termination date from GoDaddy. Motion carried.

Upcoming Events

City Offices will be closed Wednesday, January 1, 2025, for New Years Day.

Adjournment

Motion by Hirsch, second by Reade to adjourn at 6:05 p.m. Motion carried.

(SEAL)

Michael Kitzmiller, Mayor

ATTEST:

Brielle, Schrock, Finance Officer

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

City of Summerset
Regular Commission Meeting
January 2nd, 2025; 6pm

Mayor Kitzmiller called the Regular Meeting to order at 6:00 p.m. Commissioners Osten, Markham, Reade and Hirsch 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.

Call for Changes

Declaration of conflict of interest- none

Motion by Markham, second by Reade, to approve the agenda for the regular meeting of the Summerset City Commission for January 2nd, 2025. Motion carried.

Citizen Input- none

Consent Calendar

Motion by Osten, second by Hirsch, to approve the amended minutes of the regular meeting of December 30th, 2024. Amended to add claims. Motion carried.

Approval of Claims

Motion by Hirsch, second by Reade, to approve the claims in the amount of \$4,011.00 from December 30th, 2024, through January 1st, 2025, as presented or amended. Motion carried.

Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
AT&T Mobility	1305.96
Birgen, Nicholin	50.00
Clarity Telecom	1238.88
Greenapsis	525.00
Hirsch, Clyde	50.00
Kayl, Anthony	78.00
Kitzmiller, Michael	50.00
Markham, Gwenn	50.00
Meade County Register of Deeds	90.00
Osten, Michael	50.00
Schieffer, Lisa	78.00
Schmagel, David	50.00
Schrock, Brielle	50.00
Servall Uniform & Linen Supply	195.16
Smith, Jeff	50.00

Approval of Payroll – December 2024 – SDCL 6-1-10

Motion by Reade, second by Osten, to approve the following payroll. Motion carried.

Dept. 4000 - \$13,274.38 Wastewater
Dept. 4110 - \$1,749.99 Commission
Dept. 4120 - \$1,916.67 Mayor
Dept. 4140 - \$11,790.52 Finance
Dept. 4210 - \$50,694.50 Police
Dept. 4310 - \$14,275.33 Streets
Dept. 4652 - \$1,000.00 Planning & Zoning

Utility Billing Adjustments

Motion by Reade, second by Markham, to approve the utility billing adjustments of \$68.70 for the period December 1 through December 31, 2024. Motion carried.

Commission Reports

Commission reports are in the packet for review.

Asset Management – Anthony Kayl

Motion by Osten, second by Markham, to open discussion. Motion carried. Public Works Director Anthony Kayl updated the Commission on the asset management system. He stated there is a grant for the mapping cost. The cost for the city would be around \$1000 per year for the licensing. The city would also need to buy the equipment. Kayl was directed by the Commission to find out what type of storage the system runs on and how many users can be added.

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

Motion by Osten, second by Markham to table the matter until the January 16th meeting. Motion carried.

Final Plat Lots 4 & 5 Resolution 2025-02– Tom Norman

*Planning and Zoning recommended approval unanimously.

Motion by Hirsch, second by Osten, to open discussion. Motion carried. City Administrator Lisa Schieffer presented the information on the Final Plat to the Commission.

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

Motion by Osten, second by Markham, to approve the final plat/resolution 2025-02 of Tom Norman. Motion carried.

Voluntary Annexation Lots 4 & 5 Resolution 2025-03 – Tom Norman

*Planning and Zoning recommended approval unanimously.

Motion by Reade, second by Markham to open discussion. Motion carried. City Administrator Lisa Schieffer presented the information on the Voluntary Annexation.

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

Motion by Reade, second by Osten to approve the Voluntary Annexation of Lots 4&5/Resolution 2025-03 of Tom Norman. Motion carried.

Municipal Election

Motion by Osten, second by Markham, to set municipal election for April 8th, 2025 location: 7055 Leisure Lane, Summerset, South Dakota. Motion carried.

Motion by Hirsch, second by Reade, to set rate of pay for election workers: \$200.00 for precinct deputy, \$225.00 for precinct superintendent, \$25.00 for election training, and \$10.00 for personal use of cell phone. Motion carried.

Notice of Vacancy

Motion by Markham, second by Reade, to approve the terms: One (1) City Commissioner Seat -Three (3) Year Term; One (1) City Commissioner Seat – One (1) Year Term. Motion carried.

Official Newspaper

Motion by Hirsch, second by Markham, to approve of Designated Newspaper: Designation of Rapid City Journal as official newspaper for 2025. Motion carried.

Appointment of Planning & Zoning Board Members

Motion by Markham, second by Reade, to appoint Brody Oldfield and Casey Kenrick to three-year terms. Motion carried.

Appointment of City Officials:

Motion by Osten, second by Hirsch, to appoint City Attorney Mike Wheeler. Motion carried.

Motion by Reade, second by Hirsch, to appoint City Finance Officer Brielle Schrock. Motion carried.

Motion by Osten, second by Markham, to appoint City Engineering Firms HDR and Hermanson Egge. Motion carried.

Establish the amount of Finance Officer's Bond SDCL 9-14-6.1

Motion by Reade, second by Hirsch, to set the bond for one hundred and fifty thousand per second class municipality. Motion carried.

Authorizing Bank Depository

Motion by Markham, second by Osten, to approve BankWest with the following authorized signers as the authorized bank depository: Mayor, President of Commission, City Administrator, Finance Commissioner and City Finance Officer. Motion carried.

Resolution 2025-01 Setting the Salary and Wages for the City of Summerset for 2025

Motion by Osten, second by Markham, to approve Resolution 2025-01. Motion carried.

Approval of Contingency Funds – Close Out FY 2024

Motion by Reade, second by Markham, to approve the contingency funds (101-4115-44150) in the amount of \$58,671.48 to Department line items: 101412041100 \$5.00 Mayor; 101419242900 \$48,168.48 per minutes of December 19th; 101419642200 \$10,498.00 Engineering. Motion carried.

Hermanson Egge Engineering Contract Renewal 2025

Motion Osten, second by Hirsch, to approve the contract renewal of Hermanson Egge for 2025. Motion carried.

Resolution 2025-04 Fee Schedule

Motion by Osten, second by Markham, to open discussion. Motion carried. City Administrator Lisa Schieffer and Finance Officer Brielle Schrock presented the proposed changes.

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

Motion by Hirsch, second by Markham, to approve Resolution 2025-04 Fee Schedule with amendments. Motion carried.

Discussion on bulk sewer rates

Motion by Osten, second by Hirsch, to open discussion. Motion carried. Discussion to raise standard

solid waste disposal rate from \$16.98 to \$18.00. Discussion was also had on Stagebarn Sanitary District. City Attorney Mike Wheeler agreed to send a certified letter to Stagebarn about the potential increase and to have the same discussed at the January 16th regular meeting. Discussion also ensued about bulk user Pine Hills (Summerset Mobile Home Court). Wastewater Supervisor Jon Ambrose spoke on the issues that he repeatedly has with the owner/ landlord of the mobile home court. The largest issue is the continuation of non-maintenance on the sewer line and raw sewage has been pumped out on the ground, with no immediate response from the court owner. City Attorney Wheeler had previously presented them with an addendum which they have refused to sign. The board decided to keep the court's sewage rates the same as a courtesy to the residents. In moving forward, the mobile home court, as decided by the Commission, would be fined for any further issues. The City will begin abating any further issues for the health and safety of the court's residents.

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

Motion by Osten, second by Markham, to approve the changes to the garbage rates. Motion carried.

Set First Reading on Ordinance 153.051 Building Permit Required

Motion by Osten, second by Markham, to set first reading on Ordinance 153.051 for February 6th @ 6:00 p.m. Motion carried.

Upcoming Events

Offices will be closed Monday, January 15th in observance of Martin Luther King Day.

Executive Session- none

Adjournment

Motion by Reade, second by Hirsch, to adjourn at 8:05 p.m. Motion carried.

(SEAL)

ATTEST:

Brielle Schrock
Finance Officer

Michael Kitzmiller
Mayor

Published once _____ at the total approximate 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: <u>1414 - American Legal</u>										Vendor Total:	1,050.00
<u>39675</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	1,050.00	0.00	0.00	0.00	1,050.00	
Internet renewal 2.25.2025-2.25.2026		BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Internet renewal 2.25.2025-2.25.2026	NA	0.00	0.00	525.00	0.00	0.00	0.00	525.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4652-42200</u>	Prof Fees Expense		525.00	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Internet renewal 2.25.2025-2.25.2026	NA	0.00	0.00	525.00	0.00	0.00	0.00	525.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4652-42200</u>	Prof Fees Expense		525.00	100.00%

Vendor: <u>1363 - Axon Enterprise, Inc.</u>										Vendor Total:	11,585.70
<u>INUS310159</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	6,492.90	0.00	0.00	0.00	6,492.90	
Body worn cameras		BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Body worn cameras	NA	0.00	0.00	6,492.90	0.00	0.00	0.00	6,492.90

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4210-42202</u>	Axon BWC		6,492.90	100.00%

Vendor: <u>INUS312621</u>										Vendor Total:	5,092.80
<u>INUS312621</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	5,092.80	0.00	0.00	0.00	5,092.80	
PD Tasers		BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD Tasers	NA	0.00	0.00	5,092.80	0.00	0.00	0.00	5,092.80

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4210-42204</u>	Axon CEW		5,092.80	100.00%

Vendor: <u>0025 - Black Hawk Fire Department</u>										Vendor Total:	2,000.00
<u>01.2025</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	2,000.00	0.00	0.00	0.00	2,000.00	
2025 Allocation		BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
2025 Allocation	NA	0.00	0.00	2,000.00	0.00	0.00	0.00	2,000.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4220-42900</u>	Other Expense		2,000.00	100.00%

Vendor: <u>0021 - Black Hawk Water Users District</u>										Vendor Total:	39.75
<u>01.2025</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	39.75	0.00	0.00	0.00	39.75	
Monthly usage		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		
Monthly usage	NA	0.00	0.00	39.75	0.00	0.00	0.00	39.75		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
<u>101-4192-42800</u>	Utility Expense			37.25	93.71%					
<u>101-4520-42800</u>	Utility Expense			2.50	6.29%					

Vendor: 0181 - Black Hills COUNCIL OF LOCAL GOVERNMENT Vendor Total: 1,605.00

<u>697</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	1,605.00	0.00	0.00	0.00	1,605.00
2025 Assessment Dues		BANKW - BANK WEST	No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
2025 Assessment Dues	NA	0.00	0.00	1,605.00	0.00	0.00	0.00	1,605.00		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
<u>101-4652-42201</u>	Dues/Subscriptions			1,605.00	100.00%					

Vendor: 1504 - CBH CO-OP Vendor Total: 3,798.65

<u>01.2025</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	3,798.65	0.00	0.00	0.00	3,798.65
Govt fuel		BANKW - BANK WEST	No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Govt fuel	NA	0.00	0.00	3,798.65	0.00	0.00	0.00	3,798.65		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
<u>101-4210-42611</u>	Fuel Expense			1,898.48	49.98%					
<u>101-4320-42611</u>	Fuel Expense			1,900.17	50.02%					

Vendor: 0036 - City of Rapid City Vendor Total: 4,584.51

<u>2501002</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	4,584.51	0.00	0.00	0.00	4,584.51
Solid waste disposal		BANKW - BANK WEST	No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Solid waste disposal	NA	0.00	0.00	4,584.51	0.00	0.00	0.00	4,584.51		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
<u>101-4320-43230</u>	Solid Waste Collection			4,584.51	100.00%					

Vendor: 0765 - Demersseman Jensen Tellinghuisen & Huffman, LLP Vendor Total: 1,177.50

<u>39292</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	1,177.50	0.00	0.00	0.00	1,177.50
Professional Services		BANKW - BANK WEST	No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly	NA	0.00	0.00	1,177.50	0.00	0.00	0.00	1,177.50		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
<u>101-4141-42200</u>	Prof Fees Expense			1,177.50	100.00%					

Vendor: 0246 - Golden West Technologies Vendor Total: 3,983.98

<u>40000025</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	3,983.98	0.00	0.00	0.00	3,983.98
Managed services		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		
Monthly Services	NA	0.00	0.00	3,983.98	0.00	0.00	0.00	3,983.98		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4192-42201	Dues/Subscriptions				3,983.98	100.00%				

Vendor: 0015 - LEADS ON LINE

Vendor Total: 2,219.00

415122	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	2,219.00	0.00	0.00	0.00	2,219.00
Investigation system		BANKW - BANK WEST	No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Service Package	NA	0.00	0.00	2,219.00	0.00	0.00	0.00	2,219.00		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4210-42201	Dues/Subscriptions				2,219.00	100.00%				

Vendor: 0937 - MDU

Vendor Total: 1,741.12

01.2025	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	1,741.12	0.00	0.00	0.00	1,741.12
Monthly usage		BANKEFT - BANK WEST EFT	No			Payment Date: 1/13/2025		Bank Draft: DFT0000226		
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly usage	NA	0.00	0.00	1,741.12	0.00	0.00	0.00	1,741.12		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4310-42800	Utility Expense				164.03	9.42%				
604-4000-42800	Utility Expense				69.90	4.01%				
101-4192-42800	Utility Expense				410.10	23.55%				
604-4000-42800	Utility Expense				1,032.57	59.30%				
604-4000-42800	Utility Expense				64.52	3.71%				

Vendor: 0664 - Meade County Register of Deeds

Vendor Total: 30.00

2025REC02	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	30.00	0.00	0.00	0.00	30.00
Annexation Tom Norman		BANKW - BANK WEST	No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Annexation Tom Norman	NA	0.00	0.00	30.00	0.00	0.00	0.00	30.00		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4652-42300	Publishing Exp				30.00	100.00%				

Vendor: 1677 - NTEC

Vendor Total: 7,331.98

01.2025	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	7,331.98	0.00	0.00	0.00	7,331.98
Snow removal equipment		BANKW - BANK WEST	No							
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Snow removal equipment	NA	0.00	0.00	3,665.99	0.00	0.00	0.00	3,665.99		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4310-42510	Street Snow Removal				3,665.99	100.00%				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Snow removal equipment	NA	0.00	0.00	3,665.99	0.00	0.00	0.00	3,665.99		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4310-42510	Street Snow Removal				3,665.99	100.00%				

Vendor: 0018 - SD One Call

Vendor Total: 15.75

Payable Register

Packet: APPKT00119 - 01.16.2025

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
<u>SD24-03879</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	15.75	0.00	0.00	0.00	15.75
15 Messages Dec 2024		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
15 Messages Dec 2024	NA	0.00	0.00	15.75	0.00	0.00	0.00	15.75

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4232-42900</u>	Other Expense		15.75	100.00%

Vendor: 1245 - SD State Treasurer

Vendor Total: 975.35

<u>2024.12</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	975.35	0.00	0.00	0.00	975.35
Dec sales tax		BANKEFT - BANK WEST EFT		No		Payment Date: 1/16/2025		Bank Draft: DFT0000227		

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Dec sales tax	NA	0.00	0.00	975.35	0.00	0.00	0.00	975.35

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-0000-21700</u>	Sales Tax Payable		975.35	100.00%

Vendor: 1966 - Sturgis Economic Development Corp

Vendor Total: 50,000.00

<u>01.2025</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	50,000.00	0.00	0.00	0.00	50,000.00
2025 Allocation for salary and benefits		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
2025 Allocation for salary and benefits	NA	0.00	0.00	50,000.00	0.00	0.00	0.00	50,000.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>211-4650-42901</u>	Allocation		50,000.00	100.00%

Vendor: 2016 - Western Truck & Equipment, LLC

Vendor Total: 5,580.00

<u>2025.01</u>	Invoice	1/19/2025	1/19/2025	1/19/2025	1/19/2025	5,580.00	0.00	0.00	0.00	5,580.00
Flat bed		BANKW - BANK WEST		No						

Items

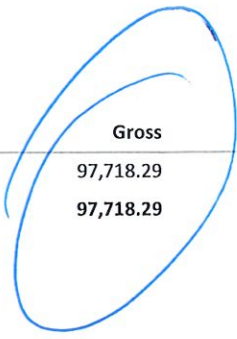
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Flat bed	NA	0.00	0.00	5,580.00	0.00	0.00	0.00	5,580.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4310-42610</u>	Auto Expense		5,580.00	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	18	97,718.29	0.00	0.00	0.00	97,718.29	2,716.47	95,001.82
Grand Total:		97,718.29	0.00	0.00	0.00	97,718.29	2,716.47	95,001.82



Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>101-0000-21700</u>	Sales Tax Payable	975.35
<u>101-4141-42200</u>	Prof Fees Expense	1,177.50
<u>101-4192-42201</u>	Dues/Subscriptions	3,983.98
<u>101-4192-42800</u>	Utility Expense	447.35
<u>101-4210-42201</u>	Dues/Subscriptions	2,219.00
<u>101-4210-42202</u>	Axon BWC	6,492.90
<u>101-4210-42204</u>	Axon CEW	5,092.80
<u>101-4210-42611</u>	Fuel Expense	1,898.48
<u>101-4220-42900</u>	Other Expense	2,000.00
<u>101-4232-42900</u>	Other Expense	15.75
<u>101-4310-42510</u>	Street Snow Removal	7,331.98
<u>101-4310-42610</u>	Auto Expense	5,580.00
<u>101-4310-42800</u>	Utility Expense	164.03
<u>101-4320-42611</u>	Fuel Expense	1,900.17
<u>101-4320-43230</u>	Solid Waste Collection	4,584.51
<u>101-4520-42800</u>	Utility Expense	2.50
<u>101-4652-42200</u>	Prof Fees Expense	1,050.00
<u>101-4652-42201</u>	Dues/Subscriptions	1,605.00
<u>101-4652-42300</u>	Publishing Exp	30.00
	Total:	46,551.30

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>211-4650-42901</u>	Allocation	50,000.00
	Total:	50,000.00

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>604-4000-42800</u>	Utility Expense	1,166.99
	Total:	1,166.99



City of Summerset, SD

My Payable Register

Payable Detail by Vendor Name

Packet: APPKT00118 - DOT Marketing

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

Vendor: [2014 - DOT Marketing](#) Vendor Total: 10,400.00

12.2024	Invoice	12/30/2024	12/30/2024	12/30/2024	12/30/2024	10,400.00	0.00	0.00	0.00	10,400.00
Website build	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
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Website build	NA	0.00	0.00	10,400.00	0.00	0.00	0.00	10,400.00
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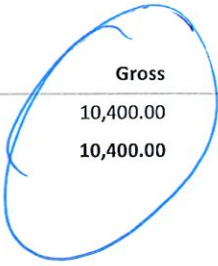
Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
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101-4192-42200	Prof Fees Expense		10,400.00	100.00%
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Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	1	10,400.00	0.00	0.00	0.00	10,400.00	0.00	10,400.00
Grand Total:		10,400.00	0.00	0.00	0.00	10,400.00	0.00	10,400.00



Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
101-4192-42200	Prof Fees Expense	10,400.00
	Total:	10,400.00

January 2025 Finance Department

Meetings Attended

- ❖ 2 Commission meetings
- ❖ Check-ins with Commissioner Reade

Trainings

End of Year

- ❖ Preparing and updating employee benefit rate changes for Jan
- ❖ W-2 Preparation
- ❖ Closing out payables
- ❖ Completing Journal Entries
- ❖ Created vouchers and invoices
- ❖ Contractors and Business Licensing

Payroll and Accounts Payable

- ❖ Payroll
 - Payroll processing to include deduction of benefits
 - Processed and filled 941, SDRS, SD Health Pool, Aflac and Delta Dental as well as Quarterly unemployment
- ❖ Accounts Payable
 - Prepared and submitted SD sales tax
 - Invoice processing, checks created for corresponding invoices. Printed and mailed such.
 - Credit Card statement reconciliation
 - SRO Invoice created and sent

Utility Billing

- ❖ Daily payment processing of cash, credit cards, ach, checks
- ❖ Ensure resident billing is current, with move-in, move-outs, deposits, refunds
- ❖ Processed monthly ACH utility payments and late fees

Miscellaneous

- ❖ Preparing information for Commission meeting agenda items
- ❖ Commission meeting minutes to Rapid City Journal and website
- ❖ Continued training and education
- ❖ Continued work on FO operations manual
- ❖ Preparing overdue utility account to be sent to collections
- ❖ Assisted staff with HR and benefit topics
- ❖ Code enforcement violation invoicing
- ❖ Staff cell stipend ACH migration
- ❖ Policy review and updating to be submitted later in year
- ❖ Bank Recon Dec
- ❖ Liquor License follow up and distribution
- ❖ Communication on behalf of former employee for job application
- ❖ Communication with City Attorney on Unemployment Claim

December Wastewater Department report

Daily Operations

12-2 Air-handler failed to run. Complete HVAC replaced vent fan and door switch.
12-2 DANR completed compliance inspection.
12-2 Submitted DMR report to DANR.
12-2 Attended meeting to discuss Norman Ranch Development force main.
12-3 Attended meeting to discuss Norman Ranch Development with Vanocker group.
12-5 Midwest Assistance Program delivered updated VA and ERP reports.
12-5 SBR #4 decant weir failed to open. Reset contactor.
12-5 Attended City Commission meeting.
12-11 Assisted DPI with evaluation of Digester #4 pump efficiency.
12-31 Supplied DANR with information to complete compliance inspection.
Responded to 5 requests for utility location.
Treated 5.4 million gallons of wastewater with a monthly average of 180 thousand gallons per day

Special Projects

Misc



SUMMERSET POLICE DEPARTMENT

Monthly Report-December 2024

Calls for service

- 389

Court appearances

- Officer Siferd
- Officer Jonas
- Officer Geigle

Training

- Siferd: Narcotics Enforcement, Current Drug Trends, Interview & Interrogation
- Juso: Narcotics Enforcement
- Johnson: Pursuit Driving, Written Communication & Report Writing
- Departmentwide: Firearms Simulator Training & Use of Force
- Departmentwide: Squad Meeting

Grants

- Homeland Security Application

Special Events

- Cops & Kids Shopping Event
- Lakota National Invitational Motorcade & Red-Carpet Welcome
- Drive Sober or Get Pulled Over Mobilization

Daily

- Regular meetings with Commissioner Markham
- Covering patrol shifts and responded to calls for service
- Evidence.com management
- Managed LEOS
- Department of Corrections Survey
- IT Meeting
- Meeting with Dispatch Supervisor
- Brother Printer updates
- Inventory Management
- Uniform Crime Reporting System reporting
- Flock Safety Teams meeting
- Flock Safety MOU
- Highway Safety Grant Mobilization Report Submitted
- Imported policies to Central Square

- Submitted traffic safety report for highway safety grant
- Submitted reimbursement requests for highway safety grant
- NIBRS submissions
- Axon CEW Zoom Meeting

DECEMBER 2024 City Administrator Report

ECONOMIC DEVELOPMENT

- Met with B. Block on building that will be up for sale and new business tenant.
- Met with B. Block to go over updates within the city and open house for doctors coming in.
- Signed up for GOED Conference to be held the end of February.
- Visited with J. Rhodes on economic development funding. Forward the same to B. Block.

GRANTS

- Updated SAMS.GOV in order to stay active on grants.
- Grant search on handicapped accessible Play ground equipment – SD Community Foundation and Christopher Reeve Foundation.

PLANNING & ZONING

- Visited with L. French regarding subdividing within the 3 mile jurisdiction. Reached out to Meade County by phone and/email.
- Met with engineers and city officials on Norman Ranch.
- Visited with K. Lebron from Black Hawk Water regarding Tom Norman Lots 4 & 5.
- Visited with S. Delbridge on property owned by L. French and what is being requested. Checked on firewall.
- Completed Camping World Sign permit.
- Visited with J. Scull on sign permit.
- Visited with T. Norman on preliminary plat and the next steps.
- Reviewed street designs on Freedom Trail (Lyon LLC) and sent them onto HDR for review.
- Sent corrections into Meade County on City zoning.
- Received final plat of T. Norman. Sent onto HDR.
- Received voluntary annexation petition from T. Norman.
- Met with S. Passanante regarding abatement.
- Visited with T. Blair on drainage.
- In contact with Baseline Engineering regarding annexation plat map.
- Met with Meade Co. real estate specialist C. Selting on annexation maps and resolutions.
- Completed staff report on variance for Lyon LLC.
- Visited with Planning Members to see if they would like to serve another 3 year term.

*See next page

MISC.

- Visited with E. Herz regarding parking on streets/snow and speeding.
- Zoom webinar on Municipal Elections Training.
- Met with G. Markham regarding expectations on developing the website.
- Met with G. Markham and A. Wolter on questions regarding Dot Marketing Services.
- Visited with H. Yantis regarding decorative light poles. Forward the same to Public Works.
- Sent out 262 letters to residents in Sun Valley regarding parking/snow.
- Set up new funds and interfund transfer accounts in Incode 10 Financials.
- Visited with S. Reade regarding setting up in the park (radio transmitting).
- Attended second election training webinar for 2025 elections.
- Received a call from T. Cornelison, Hermosa Finance Officer, on how to close out TIFs after they are dissolved.
- Meeting with G. Markham to go over final items for website.
- Met with A. Kayl to visit about snow removal and abatements.
- Visited with C. Hirsch regarding cyber security training.
- Put Facebook post up for SEDC on our new doctor's clinic for it to be shared and open house information.
- Completed interfund transfer codes to move cash.
- Visited with M. Kitzmiller and A. Kayl regarding park signs and posts. A. Kayl will be taking care of the same.
- Visited with C. Hirsch on computer issues.
- Switched to new agenda format, no longer need packets printed per B. Schrock.
- Visited with P. Anderson regarding upcoming legislation that affects both Piedmont and Summerset.
- Visited with Go Daddy regarding any signed contracts.
- Visited with M. Wheeler regarding resolution of fees, bulk sewer rates and items needed for FY 2025.
- Sent in paperwork to get new loader insured at SDPAA.
- Quarterly report on FEMA completed and sent into the State.

DECEMBER

Sanitation

Hauled Solid Waste, Recycling, Cardboard and yard waste. Placed Christmas Tree Bins. Installed battery cutoff on 203. Discussed route expansions. Returned several trash cans to residents.

Public works

Performed maintenance on public works equipment. Had numerous conversations with the Public Works Commissioner, City Staff and Mayor. Sanded City streets and City Hall. Installed Snow Route signs on updated snow route. Removed old lights, and bases streets where needed. Met with Genpro about lighting install in 2025. Received SL15 mini loader. Attended two commission meetings and a developers meeting.

Code enforcement

Discovered 107 snow violations on sidewalks.

Parks

Collected posts for new signs.

Miscellaneous

Replaced last remaining new air release valve. Fixed toilet at PD. Hauled several loads of contaminated WWTP soil to Belle Fource as time allowed. Fixed WWTP gate. Attended virtual training for USGS software.

SERVICES AVAILABLE

INFRASTRUCTURE GIS TRAINING

Don't know where to begin? Our GIS training courses are designed to help you understand the basics of GIS and how to use it in your infrastructure management. We offer a variety of courses, from basic GIS to advanced GIS, and we can tailor our training to your specific needs. Our courses are available in both classroom and online formats, and we offer flexible scheduling options to fit your busy schedule.

FIELD DATA COLLECTION

We provide a variety of field data collection solutions for your infrastructure. Our field data collection solutions are designed to help you collect and manage your field data more efficiently. We offer a variety of field data collection solutions, from basic field data collection to advanced field data collection, and we can tailor our solutions to your specific needs.

ONLINE DATA COLLECTION

We provide a variety of online data collection solutions for your infrastructure. Our online data collection solutions are designed to help you collect and manage your online data more efficiently. We offer a variety of online data collection solutions, from basic online data collection to advanced online data collection, and we can tailor our solutions to your specific needs.

GIS TECHNOLOGY SOLUTIONS THAT WORK FOR YOUR COMMUNITY

Our GIS program focus is providing "No-Cost" and "Low-Cost" 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.



Lisa Schieffer

From: Anthony Kayl
Sent: Friday, January 3, 2025 11:43 AM
To: Lisa Schieffer; Michael Kitzmiller
Subject: Asset Management

Good morning. After another call to MAP from questions that arose last night. The data is collected and stored on the ARC-GIS servers that are purchased with our licensing. They did mention that if we were to run out of storage, we would have the availability to purchase more storage, but they haven't seen anyone use as much storage as provided.

As for multiple users, One mobile user fee also covers the desktop version for that. And it can be used by a user on the mobile and the desktop simultaneously. But they found issues if two people try to use the same mobile login at the same time. Mobile User costs. 400.00

The Data logger is called the Bad Elf Flex Mini. The cost is 500.00. Has an accuracy of 2 meters. The Bad Elf Mini Extreme has an accuracy of 1meter, but costs 1500.00. this would be a one time purchase on our end.

The First year covers one Mobile user Fee, and one License fee with Setup and support for 1 year. That will be covered under the grant that MAP would be using to get us set up and using.

We would not have to purchase anything on year one and try it with the one mobile user and license fee that would be covered under the grant if we would like. We could add things as needed, but still have the build the system/ dashboard and maps to do work orders and grow it as we see fit.

If you have any other questions, please don't hesitate to let me know.

Tony

**DEMERSSEMAN JENSEN
TELLINGHUISEN & HUFFMAN, LLP**

L A W Y E R S

P.O. Box 1820, RAPID CITY SD 57709-1820
516 FIFTH STREET, RAPID CITY SD 57701-2703
TELEPHONE 605-342-2814 FAX 605-342-0732

MICHAEL B. DEMERSSEMAN
CURTIS S. JENSEN
ROGER A. TELLINGHUISEN
RICHARD E. HUFFMAN

January 3, 2025

MICHAEL V. WHEELER
GREGORY G. STROMMIEN
NATHAN R. CHICOINE

VIA CERTIFIED MAIL
Stagebarn Sanitary District
PO Box 703
Black Hawk, SD 57718-0703

RE: Sewer Rate Adjustment – Stagebarn District

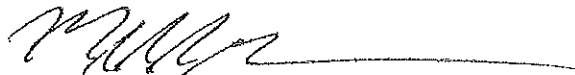
Dear Stagebarn District:

Please be advised that the City of Summerset is adjusting the sewer rates, and will be considering said adjustment at the next regular meeting of the Board of Commissioners to be held on Thursday, January 16, 2025 at 6:00 p.m.. At that time, the City Commission will consider raising the rates applicable to the Stagebarn District by up to 8 % per residence as allowed by Summerset Ordinances, to include the rate adjustment and surcharge. It is anticipated that the rate change will be effective January 1st, 2025, and will be reflected in January's billing.

Stagebarn District is not located within the City limits and executed a contract for sewer services with Summerset on or about September 23, 2010. The contract expressly allows for annual sewer rate adjustments. Please note that despite the provision for annual rate adjustments, there has been no rate change since 2022.

The City is forwarding this notice to you so that you can advise your residents accordingly. Thank you for your attention to this matter.

Sincerely,



Michael V. Wheeler (mvw@demjen.com)
DEMERSSEMAN JENSEN
TELLINGHUISEN & HUFFMAN, LLP

MVW/ag
cc: Client

SEWER SERVICES CONTRACT BETWEEN
THE CITY OF SUMMERSET
&
STAGEBARN SUBDIVISION SANITARY DISTRICT

PARTIES:

The parties to this agreement are the City of Summerset, a South Dakota Municipality located in Meade County, South Dakota, hereinafter called "Summerset" and Stagebarn Subdivision Sanitary District, an organized sanitary district under the laws of the State of South Dakota located in Meade County, South Dakota, hereinafter called "Stagebarn."

PURPOSE:

Summerset has a developed a sewage treatment plant facility. Stagebarn desires to be connected to the sewage treatment plant for treatment of its sewage effluent. Summerset has plant capacity to treat the sewage from the Stagebarn District and has agreed to contract with the Stagebarn District for sewage treatment. Stagebarn desires to enter into a contract with Summerset for the treatment of sewage. The purpose of this agreement is to set forth the terms and conditions under which Summerset will accept sewage effluent from Stagebarn and process and treat the same in accordance with the rules and regulations of the Department of Environment and Natural Resources of the State of South Dakota.

In consideration of the mutual covenants herein set forth and the considerations required herein, the parties have entered into this agreement.

1. Plant.

Summerset sewage treatment facility located in Meade County, South Dakota has been constructed according to design requirements that meet all requirements of the State of South Dakota and Meade County for sewage treatment. The plant is operated by Summerset.

2. Sewage Treatment.

RECEIVED
SEP 23 2010

Summerset will accept and treat sewage effluent from Stagebarn and shall process the sewage through its treatment facility in such manner as is reasonably intended to comply with the laws, rules and regulations of the State of South Dakota, Department of Environment and Natural Resources and the County of Meade for sewage disposal and attendant water quality of final discharge. Summerset shall take such steps reasonable required in order to comply with such laws, rules and regulations.

3. Term.

This agreement shall commence on the signing hereof and shall continue until August 31st, 2011 unless extended pursuant to the terms hereof.

4. Fees.

Stagebarn has paid an initial lump sum connection fee for all residential lots presently connected to the system to be included in such initial hook-up. New hook-ups from and after the initial hook-up date will be assessed at One Thousand Dollars (\$1,000), per hook-up due Summerset. Stagebarn shall be responsible for collection and payment of such hook-ups as the same occur and shall certify the same to Summerset with commencement of this Agreement. The hook-up fee provided for herein shall be in addition to any charge by Stagebarn. Stagebarn shall further pay unto Summerset a monthly fee, due on the first day of each month in a sum equal to the monthly residential rate per residential hook-up times the number of residences connected to the system. The rates shall be based on a flat rate per use. All rates are subject to annual adjustment, the same to be completed annually. Additional fees can be charged for a sewer service charge and/or a sewer repair and maintenance charge as Summerset deems a need necessary to maintain the sewer plant for sewage treatment and required to be paid as part of the monthly billing.

In addition, Stagebarn shall pay the costs for the construction, installation and

maintenance of the sewage lines and any connections necessary in order to move the sewage effluent from Stagebarn to the main collection lines of Summerset.

Additional hook-ups, following initial connection, may be established and paid for at the rate provided within this contract. Summerset reserves the right to limit or refuse hook-ups or to charge additional fees for the same to the extent that the same may create unique treatment problems or place burdens upon the treatment facilities of Summerset.

5. Maintenance.

Summerset shall maintain the plant, its equipment and facilities in such a manner as to cause the same to reasonably comply with all regulations of the State of South Dakota and Meade County. Summerset shall further maintain its trunk sewer lines. Stagebarn shall maintain its lines and mains and the sewer main constructed for connection to the Summerset main.

6. Compliance with Rules and Regulations.

Summerset has adopted such regulations deemed necessary in order to require that its sanitary sewer be used only for the disposal of residential domestic waste and not for any materials or detergents that may be determined to be hazardous or dangerous or that may cause the sewer lines, mains or plant to malfunction. Violations shall be subject to a fine of up to Fifteen Hundred and 00/100 Dollars (\$1,500.00) per month until corrected, which shall be assessed against Stagebarn and required to be paid as part of the monthly billing. Throughout the period of this contract, both Summerset and Stagebarn shall cooperate with each other to trace down any contaminants that may be detected at the plant or within the system in order to eliminate the cause of the same. Stagebarn agrees to abide by Summerset Ordinances for the enforcement of these rules, including a shut off and property lien ordinance.

7. Costs of Operation.

All costs of operation of the plant, including utilities, supplies, chemicals, labor and

equipment, maintenance and repairs, testing and monitoring of plant operations and effluent quality shall be the obligation of Summerset.

8. Renewal.

The parties agree that the contract shall be renewed for three (3) additional terms of ten (10) years each subject to adjustment for rates and charges as provided herein and subject to South Dakota DENR regulations.

9. Termination.

This agreement may be terminated in writing by either party in the event of default of the other, which default is not reasonably cured within one hundred eighty (180) days of written notice of the same. In the event that a default is of a nature that requires additional time within which to cure, such time shall be granted provided that the party making the cure has taken reasonable steps to cure the default and the same is in progress at the time the initial one hundred eighty (180) day period expires.

10. Notices.

Notices when required under this agreement shall be deemed sufficiently given if done by certified mail, return receipt or courier delivery requiring receipt and shall be deemed delivered as of the date of receipt when delivered to the parties at the following address:

City of Summerset
PO Box 783
Black Hawk, SD 57718

Stagebarn agrees to hold harmless and indemnify the City of Summerset, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of performing services hereunder. This section does not require Consultant to be responsible for or defend against claims or damages arising solely from errors or omissions of the City, its officers, agents or employees.

Dated this 23rd day of September, 2010.

CITY OF SUMMERSET

By: _____
Its: Mayor

STATE OF SOUTH DAKOTA)
COUNTY OF meade)SS:

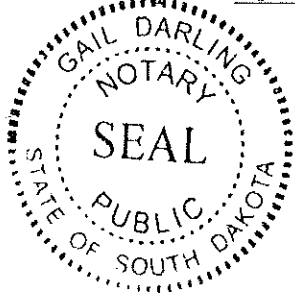
On this the 23 day of Sept, 2010, before me the undersigned officer, personally appeared Duane K. Fink, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

In Witness Whereof, I hereunto set my hand and official seal.

Gail Darling
Notary Public

My Commission Expires: 2-18-15

SEAL



Stagebarn Subdivision Sanitary District

By: Neil Eichstadt
Its: President

STATE OF SOUTH DAKOTA)
COUNTY OF meade)SS:

On this the 21 day of Sept, 2010, before me the undersigned officer, personally appeared, Neil Eichstadt known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

In Witness Whereof, I hereunto set my hand and official seal.

Cindy Lundin von Swanson
Notary Public

My Commission Expires: 4-11-2011

SEAL

**DEMERSSEMAN JENSEN
TELLINGHUISEN & HUFFMAN, LLP**

L A W Y E R S

P.O. Box 1820, RAPID CITY SD 57709-1820
516 FIFTH STREET, RAPID CITY SD 57701-2703
TELEPHONE 605-342-2814 FAX 605-342-0732

MICHAEL B. DEMERSSEMAN
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RICHARD E. HUFFMAN

MICHAEL V. WHEELER
GREGORY G. STROMMEN
NATHAN R. CHICOINE
ELLIE BASTIAN

January 14, 2025

Diane Bauer
3628 Parkview Drive
Rapid City, SD 57701

Re: City of Summerset – Sports Shack Notice of Violation

Dear Ms. Bauer:

I am the City Attorney for Summerset. I am writing to you regarding the property location known as the Sports Shack with the address of 9540 Sturgis Road. Although the Sports Shack property is not within the city limits of the City of Summerset, SDCL 9-21-1 provides that a municipality has the authority to abate public nuisances within one mile of its corporate borders and to enforce ordinance regulations intended to promote health, safety and welfare. See also, *City of Aberdeen v. Wellman*, 352 N.W.2d 204 (S.D. 1984). Moreover, a lapse of time cannot legalize or validate a public nuisance.

The City of Summerset has determined that the present condition of the Sports Shack property described above violates the applicable City ordinances in that it constitutes a public nuisance. It presents a health and safety hazard to the area and surrounding residents. Specifically, I direct your attention to *Summerset Code of Ordinances, Title IX, Chapter 92, §92.105(E)* among other provisions of that ordinance.

The City of Summerset demands that you bring the above property into compliance. I ask that you provide a plan to the City of Summerset within the next thirty days as to how you intend to accomplish abating the nuisance condition of the property and your proposed time frame for doing so. Please contact me with any questions or concerns.

January 14, 2025

Page 2

Thank you for your attention in this matter.

Sincerely,

Michael V. Wheeler
DEMERSSEMAN JENSEN
TELLINGHUISEN & HUFFMAN, LLP

MVW/ag

WATER SERVICE AGREEMENT

This Agreement is made this 9th day of January, 2009, by and between the City of Summerset, a municipal corporation, hereinafter ACity@ and the Black Hawk Water Users District, hereinafter ADistrict.@

RECITALS

WHEREAS, the District recognizes that the City of Summerset is a South Dakota municipal corporation and has the authority to regulate utilities within its corporate boundaries; and

WHEREAS, the parties recognize that the Black Hawk Water District is a duly organized Water District pursuant to SDCL Chapter 46A and bears all rights and responsibilities as provided by law; and

WHEREAS, the City acknowledges that the District=s water distribution lines extend through the public rights-of-ways and road system of Summerset; and

WHEREAS, the District acknowledges the City=s recent acquisition of a waste water treatment plant, which will require the City to implement a regular billing and collection system. The parties acknowledge that each can provide valuable, ongoing billing information to the other, including, but not limited to water usage; and

WHEREAS, both the City and the District acknowledge and agree that it is in the best interest of all utility users that each cooperate with the other in the distribution and administration of public utility services and that such cooperation is good and satisfactory consideration for this Agreement.

NOW THEREFORE, it is the desire of the parties to mutually agree and covenant as

follows:

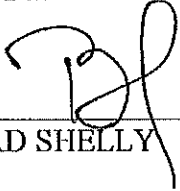
1. Information Exchange. The District agrees that it will provide ongoing monthly information regarding the metered water usage of any household, business or other entity that is or may be connected to the Summerset Sanitary Treatment Plant. The parties mutually agree to provide information to the other as may be requested, including water usage and billing address information of sewer users. As additional consideration for providing such information on a regular basis, the City shall pay to District One Hundred Dollars (\$100.00) per month. The City and the District mutually warrant and represent that all information exchanged between the two entities shall be held confidential and used only for City or District purposes.
- 2.. Obligation to Restore Surfaces. The District acknowledges and agrees that it is responsible for the installation, maintenance and repair of water mains and other associated infrastructure, and in the event that such maintenance or repair of a water line requires excavation or other disturbance of the surface above and around the subject location, the District agrees that it shall replace and restore any disturbed surface, including streets, sidewalks, driveways, concrete, asphalt, sod, sprinkler systems, to the same or superior condition. Fencing, trees, shrubs and other landscaping in the right of way are not included in the restoration. This provision does not apply to any water service lines to homes or businesses from and including the corporation cock, which is the responsibility of a particular user.

3. The City also agrees that should it allow development to occur where no public easement or utility right of way exists causing water mains to be allowed to be installed under pavement or other surfacing or under city directed landscaping, and should a main line break occur under these surfaces, that surface restorations for these areas will be the responsibility of the City.
4. Term / Termination. This is an Agreement for the provision of a public utility and may only be terminated by mutual consent of the parties. This Agreement shall remain in full force and effect for a period of ten (10) years from the date of execution.

Dated this 9 day of ~~December~~ ^{January}, 2008.

CITY OF SUMMERSET,
a South Dakota Municipal Corporation

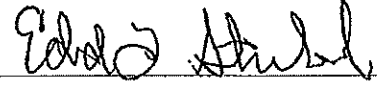
BY: _____


BRAD SHELLY

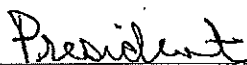
ITS: Mayor

BLACK HAWK WATER
USERS DISTRICT

BY: _____



ITS: _____


President

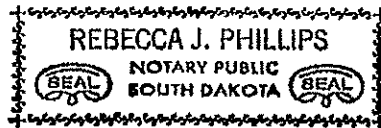
State of South Dakota)
County of Meade) ss.

On this the 5 day of January, 2009, before me, the undersigned officer, personally appeared BRAD SHELLY, who acknowledged himself to be the Mayor of the City of Summerset, South Dakota, and that he, as such Mayor, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the City of Summerset by himself as Mayor.

In Witness Whereof, I have hereunto set my hand and official seal.

Rebecca J. Phillips
Notary Public
My commission expires: 2/22/09

(SEAL)



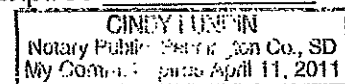
State of South Dakota)
County of Meade) ss.

On this the 9 day of January, 2009, before me, the undersigned officer, personally appeared Edmund Striebel, who acknowledged himself to be the President of Black Hawk Water Users District, and that he, as such President, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of Black Hawk Water Users District by himself as President.

In Witness Whereof, I have hereunto set my hand and official seal.

Cindy Lundin now Swanson
Notary Public
My commission expires:

(SEAL)





16th

September 18, 2024

Brielle Schrock, Finance Officer
City of Summerset
7055 Leisure Lane
Summerset, SD 57718

Dear Brielle,

It was a pleasure meeting with you to review the loss control program. I appreciate your cooperation in providing important and necessary information to complete my survey.

Improvement recommendations have been developed and are enclosed in this letter. These recommendations are to assist you in your loss control efforts. When reviewing the Recommendations for Improvement, please read the disclaimer at the bottom of the attached instruction/disclaimer document. You should note that this survey was a general survey and does not replace your own internal loss control surveys and practices.

We ask that you review the recommendations with members of the board and inform us within 60 days of any actions the board decides to take for each recommendation. Both the SDML Workers' Compensation Fund and the South Dakota Public Assurance Alliance Boards of Trustees and Directors have approved giving a Loss Control Credit to pool members who respond to our Recommendations for Improvement.

If you have any questions or need more information regarding the improvement recommendations, please call me (888) 313-0839. I look forward to continuing working with you and other employees on your loss control efforts. Thank you again for your time and allowing me to be of assistance.

Sincerely,

Matt Petersen, Loss Control Representative
South Dakota Public Assurance Alliance
SDML Workers' Compensation Fund
mpetersen@safety-benefits.com
Cell Phone: 605-660-1231

Enclosure

Contact Person Instructions

- Step 1** Give this instruction sheet and recommendation form (s) to the applicable department.
- Step 2** Follow up with departments to ensure forms are completed within 60 days.
- Step 3** Once forms are returned to you, make copies for your files and return the originals to:

*Safety Benefits, Inc.,
602 E State St
Plankinton, SD 57368*

OR

Email to: smueller@safety-benefits.com

Department Instructions

- Step 1** Enter your name and title on the top of the form.
- Step 2** For each completed recommendation, fill in the "Date Completed" line.
- Step 3** For recommendations that will be completed in the future, enter the anticipated completion date on the "Target Date" line.
- Step 4** Add any comments about the recommendations on the "Comment" line.
- Step 5** After filling out the form, return it to the person who gave it to you. Forms must be turned in within 60 days.

About Recommendations

Improvement recommendations have been developed to assist you in your loss control efforts. Each recommendation is rated with one of the priority levels below:

- **"A" PRIORITY** - Items which should be addressed immediately; hazards which could result in serious accident, injury, or death or items that are needed to prevent a substantial liability exposure.
- **"B" PRIORITY** - Hazards which could result in an accident or injury and should be addressed as part of an ongoing safety observation/hazard abatement program or items needed to prevent potential liability.
- **"C" PRIORITY** - Minor hazards which should be addressed as time and resources allow or items needed as part of a pro-active risk management program.

Disclaimer

This Loss Control Survey does not intend, and Safety Benefits, Inc. is not expected to identify every possible hazardous situation, risk deficiency, code violation, potential area of liability or violation of safe practices. The purpose of the Survey is to identify general areas where improvements can be made. For this reason, no party should rely on the Survey as being a comprehensive identifier of each and every potential workers' compensation or liability situation.

Loss Control Surveys affect neither the Member's responsibilities nor the scope of the coverage provided by the Pool(s), which is determined solely by the provisions of the coverage documents and the I.G.C.

This Survey does not guarantee, assure, or warrant in any way that the Member is in compliance with any Federal, State or Local laws, statutes or regulations or that compliance with the recommendations of this report will eliminate any or all hazards or prevent or eliminate accidents.

Questions, Comments, Suggestions

Please direct any questions, comments or suggestions about these recommendation(s) to Safety Benefits Inc., at the address above or call (888) 313-0839.

Improvement Recommendations - SDPAA/SDML WC

for Summerset (9/10/2024)

Administrative - Brielle Schrock

Name of Person _____

Completing Form: _____

Title: _____

Priority A

It is recommended that this entity contact the Government Practices Hotline (1-888-313-0839) for civil legal issues that a local government may encounter. This service is intended to support, not replace, the existing legal advisor. Topics that can be addressed through this service include: elections, planning/zoning, Tax Increment Financing, regulatory compliance, conflicts of interest for public officials and public employees, open meetings, public records requests and other general governmental issues. Please see the GPH brochure for more information.

Date Completed: _____

If Not, Target Date (Please Explain) _____

Priority A

It is recommended that this entity contact the Employment Practices Hotline (1-888-313-0839) for questions that concern employment practices. Topics that can be addressed through this service include hiring, discipline, FMLA, discrimination, sexual harassment, and termination of an employee or group of employees, as well as questions concerning personnel policies, employee manuals or any actions that could impact an employee's terms of employment. SDPAA will waive the \$5,000 employment practices deductible if: 1) prior to taking action regarding employment issues, contact is made to the EPH lawyer; and 2) the advice provided by the EPH lawyer is followed. Please see the EPH brochure for more information.

Date Completed: _____

If Not, Target Date (Please Explain) _____

Improvement Recommendations - SDPAA/SDML WC

for Summerset (9/10/2024)

Parks & Recreation - Anthony Kayl

Name of Person _____

Completing Form: _____

Title: _____

Priority A

It is recommended all playground equipment be inspected on at least a bi-weekly basis, especially throughout the summer months. The inspections can be changed to monthly or quarterly during low use periods.

The documentation should be reviewed by the supervisor and any items which need repaired or improved upon should be accomplished immediately. There should be a follow up system to ensure that these items are completed.

This is to help reduce the potential for claims arising from inadequate, poor, or broken equipment. SBI sample checklists are available upon request.

Date Completed: _____

If Not, Target Date (Please Explain) _____

Priority A

It is recommended you upgrade the swings to meet current standards. I refer you to the "Handbook for Public Playground Safety" published by the U.S. Consumer Product Safety Commission.

Date Completed: _____

If Not, Target Date (Please Explain) _____

**CITY OF
HIGH FREQUENCY PLAYGROUND INSPECTION FORM**

1/2/2025

Site: _____

Inspector: _____

Date: _____

Start/Finish Times: _____

Repairer: _____

Date: _____

Start/Finish Times: _____

Use the following codes: 1 = Okay 2 = Needs Mtc 3 = Request for Repair
O = Supervisor Notified and W/O Written X = Corrective Action Completed

Inspection Items	Code	Inspection Comments	Repair Comments
Vandalism: damage, graffitti, glass, trash			
Remove Foreign Objects: rope, litter, wood			
Loose or Missing Hardware			
Chains: kinked, twisted, broken			
Guardrails / Handrails Secure			
Seats: cut, cracked, missing			
Wood: rotten, cracked, missing			
Sweep Walkways, Platforms, Steps			
Footers Exposed			
Standing Water			
Objects in Surfacing Material			
Rake / Level Surfacing Material			
Need Surfacing Material For...			
Swings			
Climbers			
Slide			
Fire Pole			
Other			
Other			
Other Items (please specify)			
Other Items (please specify)			

For Office Use Only:

Reviewed by Maintenance Supervisor: _____ Date: _____

Reviewed by Manager of Park Operations: _____ Date: _____

Reviewed by Director fo Park Services: _____ Date: _____

NOTE: This information has been prepared to assist the Elmhurst Park District's attorney in defending potential litigation. Do not release to any person except a District official, designated PDRMA representative, or an investigating police officer.

USE BACK OF FORM FOR ADDITIONAL COMMENTS
REPORT VANDALISM TO THE MANAGER OF PARK OPERATIONS OR YOUR MAINTENANCE SUPERVISOR

Loss Control Recommendations

It is imperative that every supervisor, manager and elected official in your organization understands that harassment is counterproductive and can be a violation of state and federal law. Every entity is encouraged to have policies prohibiting harassment, retaliation, and discrimination.

Procedures for employees to report inappropriate behaviors and policy violations should be developed and implemented.

As an employer, your first line of defense is to have sound written personnel policies and procedures.

Second, your employees and supervisors should receive regular documented training on your entity's personnel policies and procedures.

Third, it is very important for supervisors to understand their roles and responsibilities in the daily administration of these personnel policies and procedures.

Finally, legal counsel should always be consulted before taking an adverse employment action against an employee.

**SOUTH DAKOTA PUBLIC
ASSURANCE ALLIANCE**



208 Island Dr., Ft. Pierre, SD 57532

SATELLITE OFFICE:

5024 Bur Oak Place, Suite 103, Sioux Falls, SD 57108

www.sdpaonline.org

**SOUTH DAKOTA PUBLIC
ASSURANCE ALLIANCE**



**EMPLOYMENT
PRACTICES HOTLINE**

**EMPLOYMENT PRACTICES
HOTLINE:**

Call Toll Free: 1-888-313-0839

**Know the law....It's
good business.**

Employment Practices Hotline

- 1 Who is eligible for this service?**
SDPAA Member entities currently carrying Government Officials Liability coverage.
- 2 Who will furnish the service?**
The SDPAA has contracted with two South Dakota law firms with expertise in employment law.
- 3 How do you contact the hotline service?**
Call toll free: 1-888-313-0839
- 4 Who may act for the entity in using this service?**
 - For counties, the State's Attorney's Office and all other elected officials, in conjunction with the State's Attorney's Office, may make inquiries.
 - For municipalities, the City Attorney and/or a city-designated SDPAA contact person may make inquiries.
 - For special districts, the special district chairperson and/or a district's designated SDPAA contact person may make inquiries.
- 5 What topics can be addressed through this service?**
Only questions that concern employment practices will be taken, i.e. hiring, discipline, FMLA, discrimination, sexual harassment, and termination of an employee or group of employees. This would include questions concerning personnel policies, employee manuals or any actions that could affect an employee's terms of employment.

6 How will this service work?

The initial call will be answered by Safety Benefits, Inc. on behalf of the SDPAA. The caller will be asked a series of questions to determine their location, who is calling, and the exact nature of the call. SDPAA will determine if the caller is authorized and if the issue is appropriate. Once this has been determined, an attorney from one of the approved law firms will return the call and consult with the caller about the inquiry. The entire procedure will be carried out as promptly as possible.

7 What is the extent of the service?

A Member is entitled to 1 hour of legal service for each separate matter. If the response requires more than 1 hour, the Member may extend the use of the service at the Member's own expense.

8 What about the ineligible questions?

If the question is not within the scope of the service as determined by the SDPAA, every attempt will be made to assist the caller with the inquiry.

9 What is the relationship between the Member and the selected lawyer?

When a call is accepted, the Member entity (not the individual) becomes a client of the firm for the purpose of the call and the attorney/client privilege is activated. Only information about the call that is necessary for billing purposes will be given to the SDPAA.

10 What type of inquiries will not be accepted?

The question must pertain to employment practices. However, this can sometimes lead to a question of coverage, which is not an eligible inquiry. Questions on coverage or contract language should be referred to the SDPAA at 800-658-3633 (opt. 2) or www.sdpaaonline.org.

Waiver of Deductible

SDPAA will waive the \$5,000 employment practices deductible if:

- 1** Prior to taking actions regarding employment issues, contact is made to the Employment Practices Hotline lawyer.
- and**
- 2** The advice provided by the Employment Practices Hotline lawyer is followed.

Employment Practices Hotline

South Dakota Public Assurance Alliance

208 Island Dr., Ft. Pierre, SD 57532

SATELLITE OFFICE:

5024 Bur Oak Place, Suite 103, Sioux Falls, SD 57108

www.sdpaaonline.org

EMPLOYMENT PRACTICES
HOTLINE:

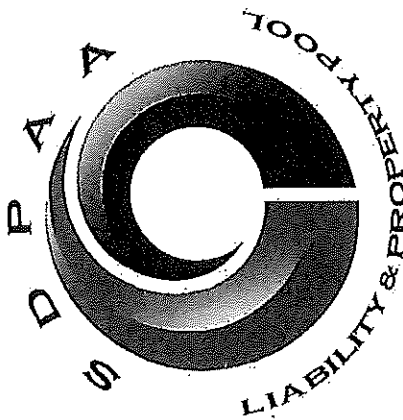
1-888-313-0839

**We are here to help.
Please call before you act.**

Loss Control Recommendations

As the trends and exposures our Members face continue to change and evolve, the SDPAA will enhance and expand the opportunities for Members to effectively address those trends and exposures. The success of the SDPAA is directly linked to the ability of our Members to effectively manage their risks. The more tools the SDPAA can provide to enhance our Members' Loss Control and Risk Management arsenal, the greater the likelihood that losses will either be avoided or minimized. When Members work to reduce or minimize loss exposures, the SDPAA is able to continue to offer stable rates, which is a win for everyone. The Government Practices Hotline is not intended to replace the advice of local counsel, but rather to assist in areas where there may be additional questions, or where the subject matter is outside the scope of local counsels' general expertise. Counsel who are retained to assist with the Government Practices Hotline calls will work with you and your local counsel. Through the use of the Hotline, Members are afforded free access to the most up-to-date advice on those trends and issues which could become the next claim or suit. If you have other questions regarding Loss Control opportunities afforded by the SDPAA, please contact our office.

SOUTH DAKOTA PUBLIC ASSURANCE ALLIANCE



208 Island Dr., Ft. Pierre, SD 57532

SATELLITE OFFICE:

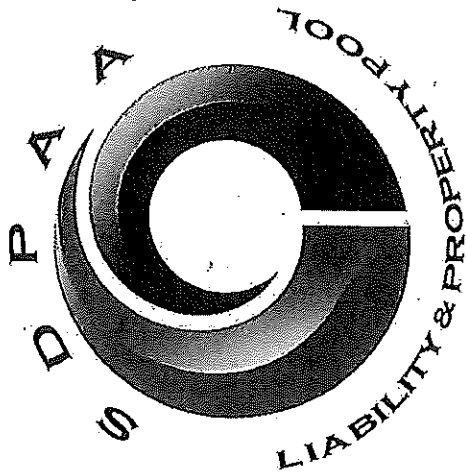
5024 Bur Oak Place, Suite 103, Sioux Falls, SD 57108

www.sdpaaonline.org

GOVERNMENT PRACTICES HOTLINE:

Call Toll Free: 1-888-313-0839

SOUTH DAKOTA PUBLIC ASSURANCE ALLIANCE



GOVERNMENT PRACTICES HOTLINE

Know the law...It's
good business.

Government Practices Hotline

1 Who is eligible for this service?
SDPAA Member entities currently carrying Government Liability coverage.

2 Who will furnish the service?
The SDPAA has contracted with South Dakota attorneys with local government expertise on many government-related topics. This service is intended to support, not replace, your existing legal advisor.

3 How do you contact the hotline service?
Call toll free: 1-888-313-0839

4 Who may act for the entity in using this service?

- For counties, the State's Attorney's Office and all other elected officials, in conjunction with the State's Attorney's Office; may make inquiries.
- For municipalities, the City Attorney and/or a city designated SDPAA contact person may make inquiries.
- For special districts, the special district chairperson and/or a district's designated SDPAA contact person may make inquiries.

5 What topics can be addressed through this service?

Government Practices can concern any civil legal issue other than employment practices that a local government may encounter, including but not limited to: elections, planning/zoning, Tax Increment Financing (TIFs); regulatory compliance, conflicts of interest for public officials and public employees, open meetings, public records requests, and other general governmental issues.

6 How will this service work?

The initial call will be answered by Safety Benefits, Inc. on behalf of the SDPAA. The caller will be asked a series of questions to determine their location, who is calling, and the exact nature of the call. SDPAA will determine if the caller is authorized and if the issue is appropriate for the service. Once this has been determined, an attorney from the approved panel counsel list will return the call and consult with the caller about their inquiry. The entire procedure will be carried out as promptly as possible.

7 What is the extent of the service?

A Member is entitled to one hour of legal service for each separate matter. If the response requires more than one hour, the Member may extend the use of the service at the Member's own expense.

8 What about the ineligible questions?

If the question is not within the scope of the service as determined by the SDPAA, then every attempt will be made to assist the caller with the inquiry.

9 What is the relationship between the Member and the selected lawyer?

When a call is accepted, the Member entity, not the individual, becomes a client of the lawyer for the purpose of the call and the attorney/client privilege is activated. Only information about the call that is necessary for billing purposes will be given to the SDPAA.

10 What type of inquiries will not be accepted?

Consultation on criminal prosecution of statutory or ordinance violations is not included with this service. Any calls related to employment practices will be forwarded to the SDPAA Employment Practices Hotline.

Government Practices Hotline

South Dakota Public Assurance Alliance
208 Island Dr., Ft. Pierre, SD 57532

SATELLITE OFFICE:

5024 Bur Oak Place, Suite 103, Sioux Falls, SD 57108
www.sdpaaonline.org

GOVERNMENT PRACTICES HOTLINE:

1-888-313-0839



Outlook

Loss Control Survey Results Reminder

From Carla Snedeker <csnedeker@safety-benefits.com>

Date Thu 1/2/2025 1:18 PM

To Brielle Schrock <bschrock@summerset.us>

 3 attachments (2 MB)

2024 Summerset Multi Department Recommendations Letter.pdf; 2024 Summerset Administrative PDF Handouts.pdf; 2024 Summerset Parks_Recreation Excel Handouts.xlsx;

You don't often get email from csnedeker@safety-benefits.com. [Learn why this is important](#)

Good Afternoon,

This is a reminder of the improvement recommendations that were made as a result of the loss control survey completed in September 2024.

Please let us know if we can be of further assistance.

Thank you and have a great day!

Carla Snedeker
Administrative Assistant
Safety Benefits Inc.
C: (605) 770-4768 | O: 605-334-9567
Toll Free: 888-313-0839



602 E State St
Plankinton SD 57368