

**SUMMERSET CITY COMMISSION  
REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
Thursday, February 20, 2025, 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Hirsch, Markham, Osten, and Reade was 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**

There were no declarations of Conflict of Interest.

**Motion** by Hirsch, second by Reade to approve the agenda of the regular meeting of the Summerset City Commission for February 20, 2025, as presented or amended. Motion carried.

**CITIZEN INPUT**

Black Hawk Post Office Post Master, Kristen Westling, addressed citizens and requested everyone ensure their house numbers are on their mailboxes. If you have issues or questions, please contact the post office for possible solutions.

**CONSENT CALENDAR**

**APPROVAL OF THE MINUTES**

**Motion** by Osten, second by Hirsch to approve the minutes of the meeting held on February 6th, 2025, as presented or amended. Motion carried.

**APPROVAL OF THE CLAIMS**

**Motion** by Reade, second by Markham to approve the claims in the amount of \$44,177.12 from February 6th, 2025, to February 19th, 2025. Motion carried.

Cardmember Services	188.95
SD State Treasurer	980.78
3RD EYE	3042.00
A&B Business Solutions	45.00
Axon Enterprise, Inc.	3367.04
Black Hawk Water Users District	40.00
Black Hills Energy	7131.80
City of Rapid City	5171.67
City of Sturgis	60.00
CNA Surety	50.00
Demersseman Jensen Tellinghuisen & Huffman, LLP	2622.14
Evergreen Office Products	119.99
Golden West Technologies	3983.98
HDR Engineering, Inc	4763.27
James Steele	8758.29
MDU	1823.93
MG Oil Company	732.60
Midcontinent Communications	197.08
On-Site First Aid & Safety	131.35
Print Market	92.00
SD One Call	1.05

SD Secretary of State  
USA Bluebook

30.00  
844.20

**NOTED FOR THE RECORD** - Department Head Reports are in the packet for viewing.

#### **SEDC UPDATE**

Brena Block gave her monthly update to the board. SEDC is now partnered with Black Hills Home Builder Association. SEDC also had a successful Open House for the Fireside Clinic opening in Summerset. The next Business Connections meeting will be held on March 4<sup>th</sup>, 2025. Amanda Anglin, Executive Director, then presented SEDC's annual report. A few highlights from 2024 included the SEDC and City of Summerset partnership. As well as the hiring of Ms. Block. Commissioner Gwenn Markham was also approved by the SEDC Board as an ex officio member.

#### **SNOW REMOVAL ABATEMENTS/PENALTY**

**Motion** by Reade, second by Osten to open discussion. Motion carried. Mayor Kitzmiller gave a brief overview to the public on the snow ordinance having been published in the Rapid City Journal, Facebook, Text My Gov, City Website and City Newsletter.

The Board then opened up public comment. Several citizens expressed their concerns regarding the violations:

Angy Lutz asked for clarification on the fee amounts included in the snow violation invoice and if the ordinance only covers the sidewalks and not the driveways. Public Works Director Anthony Kayl explained that the fees were set by resolution along with the 2023 FEMA rates that are used for the abatements. Kayl went onto to answer that the ordinance only covers sidewalks. Ms. Lutz asked about warnings being issued in lieu of the fine. Kayl stated that attempts had been made in the past were unsuccessful and became a safety issue for his staff. Ms. Lutz asked why the streets are not on the same 24-hour timeline as the ordinance. Kayl stated that policy is to plow when there is accumulation of four (4) inches of snow.

Curtis Frain expressed his concern about the snowplow coming through after the sidewalks had been shoveled. Kayl explained that the same can be difficult and unavoidable at times. Kayl explained that the equipment has been investigated that would alleviate the problem, but it is very spendy.

Ryan Tullis explained he had been on vacation during the snowstorm. Mr. Tullis felt he should have received a warning first before being fined. Mr. Tullis stated he did not feel the amount being collected in fines was the amount it cost to clear the sidewalks by the Public Works Department. Mayor Kitzmiller reminded citizens homeowners are responsible for the removal of the snow whether they are on vacation or not. Mayor Kitzmiller gave a reminder that citizens, even while on vacation, are responsible for having their sidewalks cleaned or a plan in place where they are gone.

Cody Peterson informed the Board he was also on vacation and was told by neighbors that there was no removal by the city. Finance Officer Brielle Schrock brought up the before and after pictures for viewing and the time stamp of the same. Mr. Peterson asked why code enforcement violations are being given more frequently this year. Kayl answered that the Public Works Department does not want to have shovel everyone's sidewalk. City Attorney Mike Wheeler stated it is the homeowner's responsibility.

Laurie Hanson came forward to thank Public Works Director Anthony Kayl for the work that his department does. Ms. Hanson asked if in the future could there be a way to know when the plows will be coming through. Kayl explained that the city is looking into different options to make that work.

Danette Schuman expressed to the Board that she was ill at the time of the storm and whether her violation could be forgiven.

Darrick Schuman asked about insurance for the City as far as liability coverage and would like to have a copy of the City's declaration page. Mayor Kitzmiller stated that a copy would be sent out to him.

**Motion** by Osten, second by Reade to close discussion. Motion carried. No action taken.

#### **SECOND READING OF ORDINANCE 2025-01**

**Motion** by Hirsch, second by Osten to approve the second reading of Ordinance 2025-01. Motion carried.

**Motion** by Osten, second by Markham to adopt Ordinance 2025-01. Motion carried.

#### **LAND AND WATER CONSERVATION FUND GRANT APPLICATION FY2025/HAZARD MITIGATION GRANT FY2025 – LISA SCHIEFFER/TONY KAYL**

**Motion** by Osten, second by Reade to open discussion. Motion carried. City Administrator Lisa Schieffer spoke on the topic. Information was given regarding the Land and Water Conservation Grant. Jordan Pulscher from the Parks and Recreation Board will be assisting in the process. Schieffer then presented the Hazard Mitigation Grant. This would help fund a generator for the Wastewater Treatment Plant.

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

**Motion** by Markham, second by Osten move forward with the Hazard Mitigation Grant FY2025. Motion carried.

#### **SAFETY STANDARDS ON LEISURE LANE PARK – ANTHONY KAYL**

**Motion** by Reade, second by Osten to open discussion. Motion carried. Public Works Director Anthony Kayl explained that the parks lack subgrade requirements for fall protection. He explained there are no materials to be found in the state, so engineered wood fill would need to be shipped. He estimated the cost to be \$7300 and would be satisfactory for approximately three to five years. Kayl explained that the current chips have been in place for approximately 25 years.

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

**Motion** by Osten, second by Markham to approve moving forward with the engineered wood fill order for shipping. Motion carried.

#### **USGS JOINT FUNDING AGREEMENT**

**Motion** by Osten, second by Markham to open discussion. Motion carried. Public Works Director Anthony Kayl explained that the City maintains monitoring wells in Sun Valley as well as Stagebarn Canyon Creek. These wells are a joint project together with USGS to collect information on water discharge. In the future they hope to use them for weather service as well.

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

**Motion** by Osten, second by Markham to approve the USGS Joint Funding Agreement. Motion carried.

#### **TRASH SERVICE FOR SUMMERSET MOBILE HOME PARK – ANTHONY KAYL**

**Motion** by Markham, second by Osten to open discussion. Motion carried.

City Attorney Mike Wheeler requested this agenda item be moved to the next meeting to allow him time to call Kieffer and review the ordinance. Public Works Director Anthony Kayl spoke on the ordering of the trash cans. Kayl explained that the correct cans would need to be ordered from a company out of state. Kayl explained that the cans can be picked up or shipped and it would save costs to go pick them up. Commissioner Osten asked Kayl if he would be able to cancel the order if, once the item is brought back up, it is decided the cans are not needed. Kayl stated he was unsure but could find out. The board then discussed that the can would still be needed for Norman Ranch once it is online.

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

**Motion** by Osten, second by Markham to approve moving forward with the trash can manufacturer to clarify the cancellation policy, and to table further contract discussion until the next meeting. Motion carried.

#### **DOUBLE BILLING ON TRASH CANS/REFUND – BRIELLE SCHROCK - REFUND**

**Motion** by Osten, second by Reade to open discussion. Motion carried.

Finance Officer Brielle Schrock explained that the January mailer had included the price breakdown for the sewer and garbage billing. From this letter several residents had discovered that they had been billed for two trash cans,

since inception, but have only had one. Schrock explained that investigation and documentation had been completed to verify the amount of over payment for each account.

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

**Motion** by Markham, second by Osten to approve refunds by check. Motion carried.

#### **INCREASE ON LIMITS OF CREDIT CARD – BRIELLE SCHROCK**

**Motion** by Hirsch, second by Osten to open discussion. Motion carried. Finance Officer Brielle Schrock explained the credit card limits broken out by staff type. Schrock also discussed inflation and explained that the current limit had been in place for many years. Commissioner Markham inquired as to what limit seemed reasonable. Schrock explained that due to current costs on goods and services that \$75,000 would be reasonable.

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

**Motion** by Osten, second by Reade to approve the credit limit of \$75,000. Motion carried.

#### **CREDIT CARD REWARDS – BRIELLE SCHROCK**

**Motion** by Osten, second by Markham to open discussion. Motion carried.

Finance Officer Brielle Schrock explained that the City currently had \$1,927.23. The City has the option to direct deposit these funds back into the checking account or to apply the amount to the credit card balance. Schrock explained that trying to apply it to the credit card balance would be difficult to break out for each department. Mayor Kitzmiller clarified to the Board that the funds would then return to the general fund. The use of the funds will be decided at another time.

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

**Motion** by Markham, second by Hirsch to approve depositing of rewards amounts into the General Fund. Motion carried.

#### **CREDIT COLLECTIONS BUREAU WRITE-OFF IN THE AMOUNT OF \$57.36 – BRIELLE SCHROCK**

**Motion** by Osten, second by Hirsch to open discussion. Motion carried.

Finance Officer Brielle Schrock explained that the account was a utility account from 2019 that was sent to collections. Collections were then unable to collect on the account and recommended writing off the account in the amount of \$57.36.

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

**Motion** by Hirsch, second by Markham to approve the write off in the amount of \$57.36. Motion carried.

#### **ZONING HEARING/C1 COMMERCIAL – TOM NORMAN**

\*Planning and Zoning recommended a unanimous do pass.

**Motion** by Osten, second by Markham to open discussion. Motion carried.

City Administrator Lisa Schieffer explained that this was in regard to Lots 4 & 5 of Norman Avenue. This area is across from Black River Construction and C1 Commercial zoning would fit the surrounding lots.

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

**Motion** by Osten, second by Markham to approve the C-1 Commercial Zoning designation. Motion carried.

#### **SET FIRST READING OF TSO 2025-01 – ZONING ORDINANCE MAP CHANGE FOR TOM NORMAN**

**Motion** by Osten, second by Hirsch to set the first reading for March 20, 2025, at 6:00 p.m. Motion carried.

#### **UPCOMING EVENTS**

Local Boards of Equalization will be held on Monday, March 17<sup>th</sup> at 6:00 p.m. The last day to get your appeal is March 13<sup>th</sup> to the City of Summerset.

#### **EXECUTIVE SESSION**

**Motion** by Osten, second by Markham to enter into executive session at 8:07 p.m. The Board asked that City Administrator Lisa Schieffer, Public Works Director Anthony Kayl, and Police Chief Rich Nasser be present in executive session. Motion carried.

**Motion** by Markham, second by Hirsch to exit executive session at 9:35 p.m. Motion carried.

**CONTRACTUAL SERVICES FOR SUMMERSET POLICE DEPARTMENT**

**Motion** by Markham, second by Osten to table the matter until the March 6, 2025, Commission Meeting. Motion carried.

**SET FIRST READING OF ORDINANCE 2025-02 REGARDING CHAPTER 92**

**Motion** by Osten, second by Markham to set the first reading for Ordinance 2025-02 for March 20<sup>th</sup> at 6:00 p.m. Motion carried.

**RESTRUCTURING OF CITY OFFICES**

**Motion** by Markham, second by Osten to approve the restructuring of the Finance Department to be overseen by the City Administrator. Motion carried.

**ADJOURNMENT**

**Motion** by Hirsch, second by Markham to adjourn at 9:36 p.m. Motion carried.

(SEAL)

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

ATTEST:

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

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



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

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

<u>INV0000209</u>	Invoice	2/27/2025	2/27/2025	2/27/2025	2/27/2025	96.72	0.00	0.00	0.00	96.72
AFLAC Disability		BANKEFT - BANK WEST EFT			No	Payment Date: 3/4/2025			Bank Draft:	DFT0000282

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
AFLAC Disability	NA	0.00	0.00	96.72	0.00	0.00	0.00	96.72		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<u>998-0000-21840</u>	Accident Insurance		96.72	100.00%						

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

<u>2025.03</u>	Invoice	3/7/2025	3/7/2025	3/7/2025	3/7/2025	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKEFT - BANK WEST EFT			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>2025.03</u>	Invoice	3/7/2025	3/7/2025	3/7/2025	3/7/2025	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKEFT - BANK WEST EFT			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:** 652.99

<u>2025.03</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	652.99	0.00	0.00	0.00	652.99
FirstNet SSPD		BANKW - BANK WEST			No					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
FirstNet SSPD	NA	0.00	0.00	652.99	0.00	0.00	0.00	652.99		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<u>101-4210-42810</u>	Phone		652.99	100.00%						

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

<u>2025.03</u>	Invoice	3/7/2025	3/7/2025	3/7/2025	3/7/2025	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKEFT - BANK WEST EFT			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 - Blue Peak** **Vendor Total:** 1,247.79

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
<u>03.2025</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	1,247.79	0.00	0.00	0.00	1,247.79
Payable Description		Bank Code		On Hold						
Phone, fax, internet		BANKEFT - BANK WEST EFT		No		Payment Date: 3/5/2025		Bank Draft:		DFT0000291

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Phone, fax, internet	NA	0.00	0.00	1,247.79	0.00	0.00	0.00	1,247.79

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4192-42800</u>	Utility Expense		1,247.79	100.00%

Vendor: 1504 - CBH CO-OP

Vendor Total: 4,680.54

<u>2025.03</u>	Invoice	3/7/2025	3/7/2025	3/7/2025	3/7/2025	4,680.54	0.00	0.00	0.00	4,680.54
Govt fuel		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Govt fuel	NA	0.00	0.00	4,680.54	0.00	0.00	0.00	4,680.54

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4320-42611</u>	Fuel Expense		2,136.03	45.64%
<u>101-4210-42611</u>	Fuel Expense		2,544.51	54.36%

Vendor: 1952 - Child Support Payment Center

Vendor Total: 442.00

<u>INV0000210</u>	Invoice	2/27/2025	2/27/2025	2/27/2025	2/27/2025	442.00	0.00	0.00	0.00	442.00
Child Support Garnishment		BANKW - BANK WEST		No						

Items

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

Distributions

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

Vendor: 2024 - City of Belle Fourche

Vendor Total: 4,452.90

<u>559</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	4,452.90	0.00	0.00	0.00	4,452.90
Bio-solids disposal		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Bio-solids disposal	NA	0.00	0.00	4,452.90	0.00	0.00	0.00	4,452.90

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>604-4000-42650</u>	Sludge Hauling		4,452.90	100.00%

Vendor: 0120 - City of Sturgis

Vendor Total: 60.00

<u>16685</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	60.00	0.00	0.00	0.00	60.00
Jan 2025 animal shelter fees		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Jan 2025 animal shelter fees	NA	0.00	0.00	60.00	0.00	0.00	0.00	60.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4410-43350</u>	Humane Society		60.00	100.00%

Vendor: 1093 - Dakota Pump, Inc

Vendor Total: 532.65

<u>03.2025</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	532.65	0.00	0.00	0.00	532.65
WWTP Maintenance		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							
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
INV 19022	NA		0.00	0.00	382.65	0.00	0.00	0.00	382.65	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42500	Repair/Maint Expense				382.65	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
INV 19021	NA		0.00	0.00	150.00	0.00	0.00	0.00	150.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42500	Repair/Maint Expense				150.00	100.00%				

Vendor: 0468 - Delta Dental

Vendor Total: 1,289.20

<u>2025.03</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	1,289.20	0.00	0.00	0.00	1,289.20
Emp Dental	BANKW - BANK WEST		No							
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Jan 2025 Emp Dental	NA		0.00	0.00	1,289.20	0.00	0.00	0.00	1,289.20	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
998-0000-21800	Dental & Vision Ins Payable				1,289.20	100.00%				

Vendor: 2023 - Franckowiak, Titus

Vendor Total: 100.00

<u>03.2025</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	100.00	0.00	0.00	0.00	100.00
Reimbursement	BANKW - BANK WEST		No							
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Reimbursement	NA		0.00	0.00	100.00	0.00	0.00	0.00	100.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4210-42900	Other Expense				100.00	100.00%				

Vendor: 1369 - Greenapsis

Vendor Total: 350.00

<u>03.2025</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	350.00	0.00	0.00	0.00	350.00
Govt building janitorial	BANKW - BANK WEST		No							
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Govt building janitorial	NA		0.00	0.00	350.00	0.00	0.00	0.00	350.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4192-42200	Prof Fees Expense				350.00	100.00%				

Vendor: 0041 - Health Pool of SD

Vendor Total: 18,575.05

<u>2025-0222</u>	Invoice	2/28/2025	2/28/2025	2/28/2025	2/28/2025	18,575.05	0.00	0.00	0.00	18,575.05
Feb 2025 Medical Insurance	BANKW - BANK WEST		No							
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Feb 2025 Medical Insurance	NA		0.00	0.00	18,575.05	0.00	0.00	0.00	18,575.05	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
998-0000-21830	Medical Ins Payable				18,575.05	100.00%				

Vendor: 1506 - Hermanson Egge Engineering, Inc.

Vendor Total: 245.00

<u>2025.015</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	245.00	0.00	0.00	0.00	245.00
Jan 2025 Inspections	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							
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total	
Inspections		NA	0.00	0.00	245.00	0.00	0.00	0.00	245.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4232-42320	Building Inspection Expense				245.00	100.00%				

Vendor: 1513 - Hirsch, Clyde Vendor Total: 50.00

2025.03	Invoice	3/7/2025	3/7/2025	3/7/2025	3/7/2025	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKEFT - BANK WEST EFT			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Phone stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4110-42810	Phone				50.00	100.00%				

Vendor: 0324 - Kavl, Anthony Vendor Total: 50.00

2025.03	Invoice	3/7/2025	3/7/2025	3/7/2025	3/7/2025	50.00	0.00	0.00	0.00	50.00
Phones Stipend		BANKEFT - BANK WEST EFT			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Phones Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4310-42810	Phone				50.00	100.00%				

Vendor: 1103 - Kitzmiller, Michael Vendor Total: 50.00

2025.03	Invoice	3/7/2025	3/7/2025	3/7/2025	3/7/2025	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKEFT - BANK WEST EFT			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Phone stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4110-42810	Phone				50.00	100.00%				

Vendor: 1970 - Markham, Gwenn Vendor Total: 50.00

2025.03	Invoice	3/7/2025	3/7/2025	3/7/2025	3/7/2025	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKEFT - BANK WEST EFT			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Phone stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4110-42810	Phone				50.00	100.00%				

Vendor: 1101 - Meade County Auditor Vendor Total: 1,748.48

03.2025	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	1,748.48	0.00	0.00	0.00	1,748.48
Jan 2025 dispatch expenses		BANKW - BANK WEST			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Dec 2024 dispatch expenses	NA	0.00	0.00	1,748.48	0.00	0.00	0.00	1,748.48		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4210-42820	Dispatch Expense				1,748.48	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: 1157 - Midcontinent Testing Laboratories, Inc. Vendor Total: 187.00

<u>132244</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	187.00	0.00	0.00	0.00	187.00
Monthly testing		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly testing	NA	0.00	0.00	187.00	0.00	0.00	0.00	187.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>604-4000-42620</u>	Testing Expense		187.00	100.00%

Vendor: 1971 - Osten, Michael Vendor Total: 50.00

<u>2025.03</u>	Invoice	3/7/2025	3/7/2025	3/7/2025	3/7/2025	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKEFT - BANK WEST EFT			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: 0008 - Rapid City Journal Vendor Total: 373.93

<u>69869-1</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	373.93	0.00	0.00	0.00	373.93
Publishing		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Publishing	NA	0.00	0.00	373.93	0.00	0.00	0.00	373.93

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4110-42300</u>	Publishing Exp		373.93	100.00%

Vendor: 1732 - Schieffer, Lisa Vendor Total: 376.66

<u>2025.03</u>	Invoice	3/7/2025	3/7/2025	3/7/2025	3/7/2025	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKEFT - BANK WEST EFT			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%

2025TVO0001 Invoice 3/7/2025 3/7/2025 3/7/2025 3/7/2025 326.66 0.00 0.00 0.00 326.66  
 Pierre, SD GOED BANKEFT - BANK WEST EFT No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Pierre, SD GOED	NA	0.00	0.00	326.66	0.00	0.00	0.00	326.66

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>211-4650-42700</u>	Travel/Conf Expense		326.66	100.00%

Vendor: 1976 - Schmagel, David Vendor Total: 50.00

<u>2025.03</u>	Invoice	3/7/2025	3/7/2025	3/7/2025	3/7/2025	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKEFT - BANK WEST EFT			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 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					
604-4000-42810	Phone			50.00	100.00%					

Vendor: 1746 - Schrock, Brielle Vendor Total: 50.00

<u>2025.03</u>	Invoice	3/7/2025	3/7/2025	3/7/2025	3/7/2025	50.00	0.00	0.00	0.00	50.00
Phone stipend		BANKEFT - BANK WEST EFT			No					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Phone stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
101-4140-42810	Phone			50.00	100.00%					

Vendor: 0853 - SD DEPT OF TRANSPORTATION FINANCE OFFICE Vendor Total: 384.73

<u>S00140007</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	384.73	0.00	0.00	0.00	384.73
2024 Bridge Inspections		BANKW - BANK WEST			No					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
2024 Bridge Inspections	NA	0.00	0.00	384.73	0.00	0.00	0.00	384.73		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
101-4310-42500	Repair/Maint Expense			384.73	100.00%					

Vendor: 2025 - SDDOL Reemployment Division Vendor Total: 901.16

<u>2024</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	901.16	0.00	0.00	0.00	901.16
Q4 charges		BANKW - BANK WEST			No					

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Q4 charges	NA	0.00	0.00	901.16	0.00	0.00	0.00	901.16		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
101-4140-42900	Other Expense			901.16	100.00%					

Vendor: 0011 - SDRS Vendor Total: 12,253.08

<u>INV0000211</u>	Invoice	2/27/2025	2/27/2025	2/27/2025	2/27/2025	4,784.62	0.00	0.00	0.00	4,784.62
SDRS 6%		BANKEFT - BANK WEST EFT			No	Payment Date: 2/27/2025		Bank Draft: DFT0000283		

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SDRS 6%	NA	0.00	0.00	4,784.62	0.00	0.00	0.00	4,784.62		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
211-0000-21910	SDRS Payable			211.40	0%					
101-0000-21910	SDRS Payable			2,939.38	0%					
604-0000-21910	SDRS Payable			1,633.84	0%					

<u>INV0000212</u>	Invoice	2/27/2025	2/27/2025	2/27/2025	2/27/2025	7,468.46	0.00	0.00	0.00	7,468.46
SDRS 8%		BANKEFT - BANK WEST EFT			No	Payment Date: 2/27/2025		Bank Draft: DFT0000284		

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SDRS 8%	NA	0.00	0.00	7,468.46	0.00	0.00	0.00	7,468.46		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
101-0000-21910	SDRS Payable			7,468.46	0%					

Payable Register

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

Vendor: 1022 - SDRS-Supplemental Retirement Plan (SDSRP) Vendor Total: 810.00

<u>INV0000213</u>	Invoice	2/27/2025	2/27/2025	2/27/2025	2/27/2025	810.00	0.00	0.00	0.00	810.00
SDRS Supplemental		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SDRS Supplemental Distributions	NA	0.00	0.00	810.00	0.00	0.00	0.00	810.00

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-0000-21910</u>	SDRS Payable		530.01	0%
<u>604-0000-21910</u>	SDRS Payable		279.99	0%

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

<u>03.2025</u>	Invoice	3/6/2025	3/6/2025	3/6/2025	3/6/2025	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

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4192-42200</u>	Prof Fees Expense		195.16	100.00%

Vendor: 0128 - United States Treasury Vendor Total: 20,273.45

<u>INV0000214</u>	Invoice	2/27/2025	2/27/2025	2/27/2025	2/27/2025	6,741.65	0.00	0.00	0.00	6,741.65
Federal W/H		BANKEFT - BANK WEST EFT			No	Payment Date: 2/27/2025				Bank Draft: DFT0000285

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Federal W/H	NA	0.00	0.00	6,741.65	0.00	0.00	0.00	6,741.65

Account Number	Account Name	Project Account Key	Amount	Percent
<u>604-0000-21710</u>	Payroll Tax Payable		1,086.36	0%
<u>211-0000-21710</u>	Payroll Tax Payable		186.49	0%
<u>101-0000-21710</u>	Payroll Tax Payable		5,468.80	0%

<u>INV0000215</u>	Invoice	2/27/2025	2/27/2025	2/27/2025	2/27/2025	10,966.92	0.00	0.00	0.00	10,966.92
Social Security		BANKEFT - BANK WEST EFT			No	Payment Date: 2/27/2025				Bank Draft: DFT0000286

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Social Security	NA	0.00	0.00	10,966.92	0.00	0.00	0.00	10,966.92

Account Number	Account Name	Project Account Key	Amount	Percent
<u>211-0000-21710</u>	Payroll Tax Payable		216.08	1.97%
<u>604-0000-21710</u>	Payroll Tax Payable		1,605.18	14.64%
<u>101-0000-21710</u>	Payroll Tax Payable		9,145.66	83.39%

<u>INV0000216</u>	Invoice	2/27/2025	2/27/2025	2/27/2025	2/27/2025	2,564.88	0.00	0.00	0.00	2,564.88
Medicare		BANKEFT - BANK WEST EFT			No	Payment Date: 2/27/2025				Bank Draft: DFT0000287

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Medicare	NA	0.00	0.00	2,564.88	0.00	0.00	0.00	2,564.88

Account Number	Account Name	Project Account Key	Amount	Percent
<u>211-0000-21710</u>	Payroll Tax Payable		50.54	0%
<u>101-0000-21710</u>	Payroll Tax Payable		2,138.94	0%
<u>604-0000-21710</u>	Payroll Tax Payable		375.40	0%

### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	37	70,728.49	0.00	0.00	0.00	70,728.49	33,871.04	36,857.45
<b>Grand Total:</b>		<b>70,728.49</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>70,728.49</b>	<b>33,871.04</b>	<b>36,857.45</b>

### Account Summary

Account	Name	Amount
<u>101-0000-21710</u>	Payroll Tax Payable	16,753.40
<u>101-0000-21910</u>	SDRS Payable	10,937.85
<u>101-4110-42300</u>	Publishing Exp	373.93
<u>101-4110-42810</u>	Phone	200.00
<u>101-4140-42810</u>	Phone	150.00
<u>101-4140-42900</u>	Other Expense	901.16
<u>101-4192-42200</u>	Prof Fees Expense	545.16
<u>101-4192-42800</u>	Utility Expense	1,247.79
<u>101-4210-42611</u>	Fuel Expense	2,544.51
<u>101-4210-42810</u>	Phone	652.99
<u>101-4210-42820</u>	Dispatch Expense	1,748.48
<u>101-4210-42900</u>	Other Expense	100.00
<u>101-4232-42320</u>	Building Inspection Expense	245.00
<u>101-4310-42500</u>	Repair/Maint Expense	384.73
<u>101-4310-42810</u>	Phone	100.00
<u>101-4320-42611</u>	Fuel Expense	2,136.03
<u>101-4410-43350</u>	Humane Society	60.00
	<b>Total:</b>	<b>39,081.03</b>

Account	Name	Amount
<u>211-0000-21710</u>	Payroll Tax Payable	453.11
<u>211-0000-21910</u>	SDRS Payable	211.40
<u>211-4650-42700</u>	Travel/Conf Expense	326.66
	<b>Total:</b>	<b>991.17</b>

Account	Name	Amount
<u>604-0000-21710</u>	Payroll Tax Payable	3,066.94
<u>604-0000-21910</u>	SDRS Payable	1,913.83
<u>604-4000-42500</u>	Repair/Maint Expense	532.65
<u>604-4000-42620</u>	Testing Expense	187.00
<u>604-4000-42650</u>	Sludge Hauling	4,452.90
<u>604-4000-42810</u>	Phone	100.00
	<b>Total:</b>	<b>10,253.32</b>

Account	Name	Amount
<u>998-0000-21800</u>	Dental & Vision Ins Payable	1,289.20
<u>998-0000-21810</u>	Garnishment Payable	442.00
<u>998-0000-21830</u>	Medical Ins Payable	18,575.05
<u>998-0000-21840</u>	Accident Insurance	96.72
	<b>Total:</b>	<b>20,402.97</b>

## Required Report

February 2024 Mayor Kitzmiller

### MEETINGS

### ATTENDED

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

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

Contingency fund

Possible garbage rate increase.

Possible sewer rate increase.

Vanocur payback for engineering fees.

Installation of new street lights.

Review and modification of Castlewood drainage.

Business Permits

Parks.... Castlewood electrical is in and signs will be installed

City Building maintenance..... Finishing pillars

Snow removal from sidewalks

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

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

***Month of:*** February, 2025

***Meetings:***

- Attended two regular Commission meetings

***Contacts:***

- Several updates with City Finance Officer
- Several visits with City Administrator



# **FEBRUARY COMMISSION REPORT**

## **COMMISSIONER MARKHAM**

### **MEETINGS:**

- 2 – COMMISSION MEETING
- 1 – FIRESIDE OPEN HOUSE
- 1 – DOT MARKETING WEBSITE MEETING

### **POLICE DEPARTMENT:**

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

### **OTHER BUSINESS:**

- WORKING WITH L. SCHIFFER ON CONTRACTS
- VARIOUS EMAILS WITH:
  - CHIEF NASSER
  - LISA SCHIFFER
  - MAYOR KITZMILLER
  - ANGELA WOLTER – DOT MARKETING
  - ADAM VOLLMER – DOT MARKETING
  - BRIELLE SCHROCK
  - BRENNA BLOCK
- 1 – PARKS BOARD MEETING – NOT A QUORUM
  - VISITED WITH NEW BOARD MEMBER AND VICE- CHAIRMAN

**Flock Safety + SD - Summerset PD**

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Flock Group Inc.  
10770 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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MAIN CONTACT:  
Phillip Mann  
phlmanni@flocksafety.com  
8459156816

**flock safety**

# flock safety

## EXHIBIT A ORDER FORM

Customer: SD - Summerset PD  
 Legal Entity Name: SD - Summerset PD  
 Accounts Payable Email: masser@summersetpd.org  
 Address: 7055 Leisure Lane Summerset, South Dakota  
 57718

Initial Term: 24 Months  
 Renewal Term: 24 Months  
 Payment Terms: Net 30  
 Billing Frequency: Annual Plan - First Year Invoiced at Signing.  
 Retention Period: 30 Days

### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$16,500.00</b>
<b>Flock Safety LPR Products</b>			
Solar Long-Range LPR, fka Solar Falcon LR	Included	3	Included
<b>Flock Safety Video Products</b>			
Solar Power Boost	Included	3	Included

### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	3	\$450.00

Subtotal Year 1:	\$16,950.00
Annual Recurring Subtotal:	\$16,500.00
Estimated Tax:	\$0.00
<b>Contract Total:</b>	<b>\$33,450.00</b>

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

*The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.*

## Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$16,950.00
Annual Recurring after Year 1	\$16,500.00
Contract Total	\$33,450.00

\*Tax not included



**Flock Safety + SD - SummerSet PD**

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Flock Group, Inc.  
1170 Howell Mill Rd, Suite 210  
Atlanta, GA 30318

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**MAIN CONTACT:**  
Philip Nanni  
pnanni@flocksafety.com  
8159156316

flock safety

# flock safety

## EXHIBIT A ORDER FORM

Customer: SD - Summerset PD  
 Legal Entity Name: SD - Summerset PD  
 Accounts Payable Email: masser@summersetpd.org  
 Address: 7055 Leisure Lane Summerset, South Dakota  
 57718

Initial Term: 24 Months  
 Renewal Term: 24 Months  
 Payment Terms: Net 30  
 Billing Frequency: Annual Plan - First Year Invoiced at Signing.  
 Retention Period: 30 Days

### Hardware and Software Products

Annual recurring amounts over subscription term

Item	Cost	Quantity	Total
<b>Flock Safety Platform</b>			<b>\$6,000.00</b>
<b>Flock Safety Flock OS</b>			
FlockOS™ - Essentials	Included	1	Included
<b>Flock Safety LPR Products</b>			
Flock Safety LPR, fka Falcon	Included	2	Included

### Professional Services and One Time Purchases

Item	Cost	Quantity	Total
<b>One Time Fees</b>			
<b>Flock Safety Professional Services</b>			
Professional Services - Existing Infrastructure Implementation Fee	\$150.00	2	\$300.00

Subtotal Year 1: \$6,300.00  
 Annual Recurring Subtotal: \$6,000.00  
 Estimated Tax: \$0.00  
 Contract Total: \$12,300.00

*The Term for Flock Hardware shall commence upon first installation and validation, except that the Term for any Flock Hardware that requires self-installation shall commence upon execution of the Agreement. In the event a Customer purchases more than one type of Flock Hardware, the earliest Term start date shall control. In the event a Customer purchases software only, the Term shall commence upon execution of the Agreement.*

*Taxes shown above are provided as an estimate. Actual taxes are the responsibility of the Customer. This Agreement will automatically renew for successive renewal terms of the greater of one year or the length set forth on the Order Form (each, a "Renewal Term") unless either Party gives the other Party notice of non-renewal at least thirty (30) days prior to the end of the then-current term.*

## Billing Schedule

Billing Schedule	Amount (USD)
Year 1	
At Contract Signing	\$6,300.00
Annual Recurring after Year 1	\$6,000.00
<b>Contract Total</b>	<b>\$12,300.00</b>

\*Tax not included

**RESOLUTION NO. 2025-05**

**CITY OF SUMMERSET  
RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE  
LAND AND WATER CONSERVATION FUND FOR THE  
LEISURE LANE PARK PLAYGROUND PROJECT**

**WHEREAS**, the United States of America and the State of South Dakota have authorized the making of grants from the Land and Water Conservation Fund (LWCF) to public bodies to aid in financing the acquisition and/or construction of specific public outdoor recreation projects;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Mayor of Summerset, Michael Kitzmiller, is hereby authorized to execute and file an application on behalf of the City of Summerset with the National Park Service, U.S. Department of the Interior, through the State of South Dakota, Department of Game, Fish and Parks, Division of Parks and Recreation, for an LWCF grant to aid in financing the Leisure Lane Park Playground Project for the City of Summerset, South Dakota and its Environs.
2. That the City Administrator of Summerset, Lisa Schieffer, is hereby authorized and directed to furnish such information as the above-mentioned federal and/or state agencies may reasonably request in connection with the application which is hereby authorized to be filed.
3. That the City of Summerset shall provide a minimum of 50% of the total cost of the project; and will assume all responsibility in the operation and maintenance of the project upon completion of construction, for the reasonable life expectancy of the facility.

**CERTIFICATION OF RECORDING OFFICER**

The undersigned duly qualified and acting Finance Officer of the City of Summerset does hereby certify: That the attached Resolution is a true and correct copy of the Resolution, authorizing the filing of application with the National Park Service as regularly adopted at a legally convened meeting of the City of Summerset City Commission duly held on the 6th day of March, 2025, and further that such Resolution has been fully recorded in the journal of proceedings and records in my office.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 6th day of March, 2025.

ATTEST:  
(SEAL)

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Brielle Schrock,  
Finance Officer

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Michael Kitzmiller,  
Mayor







## EXHIBIT A

### TASK ORDER #2

This Task Order pertains to an Agreement by and between The City of Summerset, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated February 27, 2024, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 2025-02

PROJECT NAME: 2025 Norman Ranch Subdivision CA

PART 1.0 PROJECT DESCRIPTION: Construction Administration for Norman-Ranch Phase 1A, including force main and lift station construction

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

#### Task 1 – Project Management

- Activity 1 – Contract Management
  - HDR will compile all field-testing results, review, and flag any test results that do not meet the requirements.
  - Setup construction inspection files, documents, etc.
- Activity 2 – Submittal Review
  - HDR will review developer’s engineer provided final submittals as required for acceptance.

#### Task 1 Assumptions

- HDR accounting for the project will be for 9 months, during / from March 2025 – November 2025
- HDR assumes submittal review for 15 submittals at 2hrs each.

#### Task 2 – Construction Administration

- Activity 1 – Construction Administration
  - Witness Testing
  - On-Site Documentation via daily reports provided for days on-site observation occurs
  - Assist city with testing procedures
  - Attend internal and developer meetings
- Activity 2 – On-Call Field Requests
  - Additional site visits as requested by the owner.

#### Task 3 – Expenses

- Activity 1 - Expenses
  - Direct Expenses associated with various Task Order activities.

### Contract Assumptions



The following is assumed by HDR for completion of this Construction Administration contract:

- HDR has assumed construction administration services based upon one on-site staff member for two 4 hour days per week for 39 weeks in 2025.
- HDR staff will attend tri-weekly to bi-weekly internal progress meetings remotely/via phone and attend contractor bi-weekly progress meetings or in person.

PART 3.0 OWNER’S RESPONSIBILITIES: The OWNER shall provide the information set forth in paragraph 6 of the “HDR Engineering, Inc. Terms and Conditions for Professional Services.

PART 4.0 PERIODS OF SERVICE: March 2025 – November 2025

- o Contract may be extended for Norman Ranch Phase 1B with additional hours if requested by the owner.

PART 5.0 ENGINEER’S FEE: The proposed fee is \$74,720.71. Compensation for ENGINEER’S services under this Agreement shall be on the basis of Direct Labor Per Schedule of Pay Rates per the Employee discipline identified and attached herein, plus Reimbursable Expenses.

Reimbursable Expense shall mean the actual expenses incurred directly in connection with the Project for transportation travel, subconsultants, subcontractors, printing and other incurred expense.

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

The City of Summerset  
“OWNER”

HDR ENGINEERING, INC.  
“ENGINEER”

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# ATTACHMENT 2



City of Summerset - Developer Construction Services  
Task Order Manhour Estimate - 2025 Norman Ranch Subdivision CA

Personnel	Dustin Hamilton Project Manager 7	Eric Jasper Project Manager/ Engineer 2	Lindsey Shagla Engineer 3	Chris Robinson Engineer 6	Brooke Feiner Project Accountant	Christina Henze Project Assistant	Total Hours	Total Cost
<b>Task 1 - Project Management</b>								
Activity 1 - Contract Management	8	15			16	10	49	\$7,075
Activity 2 - Submittal Review		10	10	10			30	\$4,800
<b>Subtotals</b>	<b>8</b>	<b>25</b>	<b>10</b>	<b>10</b>	<b>16</b>	<b>10</b>	<b>79</b>	<b>\$11,875</b>
<b>Task 2 - Construction Observation</b>								
Activity 1 - Construction Admin		257	55	50			362	\$52,695
On-Call Field Requests		50	10				60	\$8,250
<b>Subtotals</b>		<b>307</b>	<b>65</b>	<b>50</b>			<b>422</b>	<b>\$60,945</b>
<b>Task 3 - Expenses</b>								
Activity 1 - Expenses (Summary Below)								
<b>Task Order 2025-#2 Totals</b>								
Average Hours Per Week	0.3	12.8	2.9	2.3	0.6	0.4	19.3	2,800.8
<b>Activity 6 - Expenses</b>								
Travel/mileage				\$ 1,875.00				501
Printing				\$ 25.71				\$72,820.00
Survey/GPS Equipment				\$ -				\$1,900.71
<b>Total Direct Costs</b>				<b>\$ 1,900.71</b>				<b>\$74,720.71</b>
<b>Total Cost Summary</b>								
							Total Hours	501
							Total Labor	\$72,820.00
							Direct Costs	\$1,900.71
							<b>Total Cost</b>	<b>\$74,720.71</b>



## HDR Engineering 2025 Hourly Billing Rates

Billing Title	Billing Rate
Managing Principal	280
Project Manager 7	280
Project Manager 6	260
Project Manager 5	240
Project Manager 4	225
Project Manager 3	210
Project Manager 2	195
Project Manager 1	180
Engineer 11	280
Engineer 10	260
Engineer 9	240
Engineer 8	225
Engineer 7	210
Engineer 6	195
Engineer 5	180
Engineer 4	165
Engineer 3	150
Engineer 2	135
Engineer 1	125
System Integrator 4	225
System Integrator 3	195
System Integrator 2	175
System Integrator 1	155
CADD/GIS Technician 6	185
CADD/GIS Technician 5	165
CADD/GIS Technician 4	145
CADD/GIS Technician 3	125
CADD/GIS Technician 2	115
CADD/GIS Technician 1	105
Technician 5	170
Technician 4	150
Technician 3	135
Technician 2	115
Technician 1	105

Billing Title	Billing Rate
Right of Way 4	195
Right of Way 3	175
Right of Way 2	155
Right of Way 1	120
Right of Way Coordinator	105
Environmental/Hydrologist/Geologist 6	210
Environmental/Hydrologist/Geologist 5	195
Environmental/Hydrologist/Geologist 4	170
Environmental/Hydrologist/Geologist 3	150
Environmental/Hydrologist/Geologist 2	130
Environmental/Hydrologist/Geologist 1	110
Surveyor 5	190
Surveyor 4	170
Surveyor 3	150
Surveyor 2	130
Surveyor 1	110
Construction Manager 5	245
Construction Manager 4	235
Construction Manager 3	215
Construction Manager 2	205
Construction Manager 1	185
Strategic Comm/Graphic Designer 4	165
Strategic Comm/Graphic Designer 3	145
Strategic Comm/Graphic Designer 2	130
Strategic Comm/Graphic Designer 1	105
Project Controller	120
Project Accountant	110
Project Assistant	105
Admin Assistant	85



Rates shall be adjusted annually. HDR may hire contract workers that will be assigned a billing rate based on this rate sheet. HDR has technical experts in various geographic locations that may be utilized based on specific project need. This specialized expertise will be billed at the below rates.

<b>Billing Title</b>	<b>Billing Rate</b>
Technical Expert 9	375
Technical Expert 8	355
Technical Expert 7	335
Technical Expert 6	315
Technical Expert 5	305
Technical Expert 4	285
Technical Expert 3	265
Technical Expert 2	245
Technical Expert 1	225

### **REIMBURSABLE EXPENSES**

Reimbursable Expense shall mean actual expenses incurred for travel, meals, subconsultants, shipping, and other incurred expense. If negotiated with Owner in the contract, HDR will add an agreed to percentage mark-up to subconsultant invoices to cover administrative expenses and vicarious liability. Specialty equipment charges apply to specific equipment used on the project.

<b>Expense</b>	<b>Rate</b>
Traffic Counting Equipment	\$120.00 per hour
Survey/GPS Equipment	\$50.00 per hour
Robotic Total Station	\$50.00 per hour
Side-by-Side Utility Vehicle	\$25.00 per hour
Handheld GPS	\$20.00 per hour
Drone	\$275.00 per day
HDR Vehicle Mileage	\$0.75 per mile
Personal Vehicle Mileage	IRS rate per mile
<b>Printing (in-house)</b>	
B&W 8.5x11	\$0.0857 each
Color 8.5x11	\$0.1801 each
B&W 11x17	\$0.1714 each
Color 11x17	\$0.3602 each
Plots Bond	\$0.55 per sq. ft.

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**Kaleb Siferd**

[REDACTED]  
Rapid City, SD 57703  
[REDACTED]  
[REDACTED]

February 26th, 2025

**Rich Nasser**

Chief, Summerset Police Department  
7055 Leisure Lane  
Summerset, SD 57718

**Dear Chief Nasser,**

I am writing to formally announce my resignation from my position as a Police Officer with the Summerset Police Department, effective March 25th, 2025. This decision has come after careful consideration, as I will be relocating back to Wisconsin and pursuing an opportunity with the Gurnee Police Department in Illinois, which will have a positive impact on my family.

I want to express my sincere gratitude for the opportunity to serve under your leadership. The training, guidance, and mentorship provided by both you and Sergeant Macrander have been instrumental in my professional growth, and I am truly appreciative of the trust you placed in me during my tenure with the department.

I wish you and the department continued success, and I will always look back with great appreciation for the fresh start and valuable experiences I gained here.

Thank you again for the opportunity you gave me, and I look forward to staying in touch.

**Sincerely,**

**Kaleb Siferd**

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FEB 13 2025

BY: \_\_\_\_\_  
**Meade County Auditor**

1300 Sherman St, Ste 126

Sturgis, SD 57785

(605)347-2360

auditor@meadecounty.org

February 10, 2025

To: Townships &amp; Municipalities in Meade County

Re: Consumer Price Index, Opt-Out Info, and Levy Request

Enclosed you will find the 2025 payable 2026 Consumer Price Index (CPI) letter from the SD Department of Revenue, indicating CPI of 2.9%.

The index factor is the percent a taxing district may raise the taxes payable the following year according to SDCL 10-13-35. The total amount of tax increase is CPI plus growth. Accurate growth numbers are not available until we receive the growth of utilities by the fourth Monday in August.

Also enclosed is the Tax Limitations and Opt Outs pamphlet produced by Department of Revenue. Please refer to this manual if you are considering a new opt out, or if you are one of the few districts that have not levied recently. This has information that will help guide you through the necessary processes.

Please submit your levy request to the Auditor's office, for 2025 payable 2026, **before Oct 1, 2025**, to be considered for levying taxes.

Please reach out to our office if you have questions.

Regards,

Rhea Crane

Meade County Auditor





**SOUTH DAKOTA DEPARTMENT OF REVENUE**

445 East Capitol Avenue • Pierre, SD 57501  
(605) 773-3311 • dor.sd.gov

**TO: County Auditors**

**RE: Consumer Price Index for 2025 – Taxes Payable 2026**

**DATE: January 22, 2025**

SDCL 10-13-38 states that the Department of Revenue shall notify the County Auditor by February 1 of each year of the CPI. This statute also states that the County Auditor shall notify each taxing district, except school districts, within the county by March 1 of this index factor.

**The CPI to be used for taxes payable in 2026 is 2.9%**

The index factor is the percentage used in calculating a taxing district's annual increase in the taxes payable in the following year (SDCL 10-13-35). The total amount of increase is the CPI plus growth.

You may want to caution the taxing districts that accurate growth numbers will not be available until you receive the growth of utilities by the fourth Monday in August.

**REMINDERS**

- Opt Outs cannot receive the growth + CPI increase.
- Township Road & Bridge must be passed annually at the Annual Meeting.
- Even with the increase from growth and CPI, all taxing entities must remain within the levy statute limits.
- Please advise your taxing entities to double-check that their Opt Outs are still valid for the Pay 2025 tax year before they submit their request.
- Deadline to pass a new Opt Out is July 15.
- All new Township Road & Bridge levies, New Tax Impositions, and new Opt Outs (including supporting documentation for each) must be reported to our office in a timely manner!

Questions? Contact Melissa at 773-2136