

Michael Kitzmiller,  
Mayor

Commission:  
Clyde Hirsch  
Gwenn Markham  
Michael Osten  
Jordan Pulscher

City of  
SUMMERSET



City Hall  
7055 Leisure lane  
Summerset, SD 57718

Tel: 605.718.9858  
Fax: 605.718.9883

[www.summerset.us](http://www.summerset.us)

# New Resident WELCOME PACKET

Welcome to the City of Summerset! We welcome all visitors, new residents and businesses who choose to become a part of this great community.

Summerset began as the Summerset and Sun Valley Subdivisions. Incorporated in July 2005, Summerset has a small-town atmosphere and is one of the best places to raise a family. Summerset's population in the 2020 census was 2,972 and is steadily growing. Once you visit our City and meet its residents and business owners, we think you will agree!

Summerset City Hall is open weekdays from 8:00 a.m. to 4:00 p.m. City Hall is located at 7055 Leisure Lane.

Summerset operates under a commission form of government. Summerset's Commission are elected positions, which are of a 3-year term. These individuals put forth their best efforts to ensure a quality standard of living for every citizen who lives in Summerset.

We are pleased to welcome you to our city and look forward to helping you become acquainted with your new community. Moving can be a difficult and an overwhelming experience, whether it is across town or across the country.

**www.summerset.us**



Our City website is where you can find more useful information including our code of ordinances, forms, and much more.

**CITY OF SUMMERSET MUNICIPAL INFORMATION:**

Mayor:

Michael Kitzmiller

[mkitzmiller@summerset.us](mailto:mkitzmiller@summerset.us)

Commissioners:

Clyde Hirsch

[chirsch@summerset.us](mailto:chirsch@summerset.us) Public Utility Commissioner

Gwenn Markham

[gmarkham@summerset.us](mailto:gmarkham@summerset.us) Public Safety Commissioner

Michael Osten

[mosten@summerset.us](mailto:mosten@summerset.us) Public Works Commissioner

Jordan Pulscher

[jpulscher@summerset.us](mailto:jpulscher@summerset.us) Finance Commissioner

Staff:

City Administrator: Lisa Schieffer

[lschieffer@summerset.us](mailto:lschieffer@summerset.us)

Finance Officer: Brielle Schrock

[bschrock@summerset.us](mailto:bschrock@summerset.us)

Public Works Director: Anthony Kayl

[akayl@summerest.us](mailto:akayl@summerest.us)

Chief of Police: Rich Nasser

[rnasser@summersetpd.org](mailto:rnasser@summersetpd.org)

Waste Water Superintendant: Jon Ambrose

[jambrose@summerset.us](mailto:jambrose@summerset.us)

All City Departments can be reached by calling City Hall at (605)718-9858, Monday through Friday 8:00 a.m. to 4:00 p.m.

For emergencies, please call 911.

For the City Police Department call (605)721-6806.



## Helpful Information

### ESSENTIAL MONTHLY DATES

#### Commission meetings

- Regular meetings are held the first and the third Thursday of each month. Meetings begin at 6:00 p.m. at City Hall.

#### Planning and Zoning Meetings

- Regular meetings are held the second and fourth Tuesday of each month. Meetings begin at 6:00 p.m. at City Hall.

### AREA UTILITY INFORMATION

#### **Water:**

Black Hawk Water (Summerset Subdivision Residents).....(605)787-5777  
Diamond D Water (Sun Valley Subdivision Residents) .....(605)716-7771

#### **Phone & Internet:**

Blue Peak.....(605)721-2000  
Midcontinent Communications .....(800)888-1300

#### **Electric:**

Black Hills Energy.....(888)890-5554

#### **Gas:**

Montana Dakota Utilities.....(800)638-3278

#### **Area Schools:**

Meade 46-1 School District Business Office.....(605)347-2523  
Rapid City Area 51-4 School District Officer.....(605)394-4031

#### **Sun Valley Residents**

Meade 46-1 School District  
Legislative District 29  
Meade County Commissioner Dist. #3

#### **South Summerset Residents**

Rapid City 51-4 School District  
Legislative District 33  
Meade County Commissioner Dist. #4

# Sewer Services and Garbage Collection



## **Security Deposits:**

Per City Ordinance 30, Article IV, Section 30.01.440(C)- Services will not be initiated until the deposit requirement is paid in full, based on the type of service required.

- Residential Owners- \$50.00
- Residential Rental- \$100.00
- Commercial- \$100.00

## **Billing and Late Fees:**

The sewer use and solid waste disposal billing shall be monthly and shall be based on the current rate as set forth by the City Commission. Per City Ordinance 30, Article IV, Section 30.01.450, the City shall assess a fifteen dollar (\$15.00) penalty for payments received after the 20th of each month. Each customer shall be notified by mail of the delinquent account after the 1st of the month. Overdue accounts are subject to solid waste disposal services being discontinued until the account is brought current. During the time of the disconnection the full fee will still continue to be billed.

## **Rates and Monthly Charges:**

Per City Ordinance 30, Article IV, Section 30.01.440(A), all wastewater and industrial waste discharged to the wastewater facilities shall be paid by the tenant or owner of the premises served, according to the following schedule:

- Sewer Service Charge- \$36.00
- Sewer Maintenance Reserve Fee- \$4.50
- Sewer Debt Reserve Fee- \$2.20
- SRF Fee- \$7.90
- Solid Waste Collection Fee- \$18.00
- Tax-\$1.12
- Total- \$69.72

Bills will be mailed by the 1st of each month.

**We offer paperless billing as well as automated ACH withdrawal. Contact City Hall to sign up.**

If you leave for the winter we do offer a discounted “snow bird rate.” Please contact City Hall for more information.

## Important Ordinance Information- SNOW

### § 50.05 DEPOSITING DEBRIS IN PUBLIC RIGHT-OF-WAY.

It is unlawful for any person to shovel or deposit snow or ice, leaves, material, or other substances of any kind and description from private property onto any public street, alley, or public right-of-way. Such conduct or action is declared to be a nuisance.

(Ord. 18.2017, passed 2-16-2017) Penalty, see § 10.99

### § 50.06 PUBLIC NUISANCE.

Snow and ice permitted to gather and remain upon the sidewalks of the city is dangerous to the safety of its citizens and others using said sidewalks and is hereby declared a public nuisance.

(Ord. 18.02, passed 4-19-2018)

### § 50.07 REMOVAL BY OWNER.

The owner or occupant of any building or any lot, parcel or plot of ground fronting or abutting on any sidewalk in the snow removal as hereinafter described, shall clear said sidewalk of snow or ice to the full width of the sidewalk within 24 hours after the same shall have fallen or formed. The Public Works Department of the city may waive this requirement in the event of an extended snowstorm.

(Ord. 18.02, passed 4-19-2018)

### § 50.08 REMOVAL BY CITY; COST.

The Finance Officer shall to cause to be published in the legal section of the official newspaper the requirements of this chapter, which notice shall be published for two weeks after the first meeting of the City Commission in October of each year, which publication shall constitute notification by the property owner of the contents of this chapter. In the event the property owner or person so notified fails to remove the snow or ice as required by the notice prescribed by this section, the Code Enforcement Officer may cause the snow or ice to be removed so that the property is in compliance with this chapter. The actual costs of the removal of the snow, ice and administrative fees may be adopted by resolution. The Board of Commissioners may revise the fees as set forth herein from time to time by resolution, which fees shall be assessed upon the lots or parcel of ground fronting or abutting said sidewalk, as provided for in § 50.09 of this chapter.

(Ord. 18.02, passed 4-19-2018)

### § 50.09 NOTICE; ASSESSMENT.

(A) The Code Enforcement Officer shall maintain an accurate account of the amount to be assessed against each lot or parcel of ground subject to assessment pursuant to § 50.08 of this chapter. On or before May 1 of each year, the Code Enforcement Officer shall cause this account to be delivered to the Finance Officer. The Finance Officer shall prepare an estimate of an assessment against such lot, for the removal of snow and ice for the preceding fall and winter and shall submit the same to the City Commission for approval on or before the second meeting in June of each year. The Finance Officer shall prepare a notice of said meeting, which notice shall contain the name of the property owner, the legal description of the property to be assessed and the time and place for hearing. Notice of this meeting shall be given by publishing a true and correct copy of this notice in the official newspaper of the city at least one week prior to the date set for hearing, and further, by mailing a true and correct copy of said notice to the property owner, as shown by the records of the County Assessor, at least ten days prior to the date set for hearing. Said mailing shall be by first-class mail, postage prepaid.

(B) At the time specified in the notice, the City Commission shall meet and, if they find the assessments correct, shall approve the same with or without modification or amendment as they may deem proper.

(Ord. 18.02, passed 4-19-2018)

## Important Ordinance Information- WEEDS, TREES, BUSHES

### § 92.035 WEEDS AND NOXIOUS VEGETATION.

(A) All weeds and plants declared to be dangerous or noxious weeds by the state's Department of Agriculture or the Commission of State Weed Control or the Board of Commissioners, and all other weeds suffered or allowed to grow during the growing season which are declared noxious, dangerous, or unhealthy vegetation, are hereby declared a public nuisance. It shall be the duty of the property owner of any lot within the city to cut such noxious vegetation at such time as necessary to prevent its growth.

(B) No landowner shall allow domestic grass, weeds, or noxious vegetation to grow to a height or length of more than eight inches.

(Ord. 1.90A, passed 5-15-2014; Ord. passed 9-19-2019) Penalty, see § 92.999

### § 92.036 OVERHANGING TREE LIMBS AND BUSHES.

(A) The limbs of trees or bushes hanging less than 12 feet in height above the driving surface of all streets within the city limits shall be declared a public nuisance and shall be removed as stated in §§ 92.052 and/or 92.053.

(B) Due to public safety concerns, the full width of sidewalks shall be kept clear of all vegetation between the walking surface and eight feet above the walking surface.

(C) All limbs of trees or bushes which are hanging less than eight feet in height above the walking surface of all sidewalks within the city shall be declared a public nuisance and shall be removed as stated in §§ 92.052 and/or 92.053.

(D) The Police Chief may declare all trees or bushes which cause or may in the future cause a traffic or visibility problem a public nuisance; in addition, the Police Chief may, because of public safety, order said vegetation removed immediately.

(E) It shall be the duty of all landowners to keep all overhanging trees and bushes herein described cut down and removed on all lots owned or occupied by them, and to the middle of the street abutting the land owned or occupied by them.

(Ord. 1.90A, passed 5-15-2014)

### § 92.037 NOTICE TO CUT VEGETATION.

(A) The Code Enforcement Officer, at any time during the growing season, shall notify landowners in writing by certified mail or in person with a return of service. Upon service, the landowner shall have ten days in which to remove the violation, unless the city determines that a shorter period of time is necessary, in which case the notice shall so state.

(B) This notice shall, in addition, inform the landowner that she or he is required to keep all vegetation cut and in compliance with the city's ordinances throughout the growing season.

(C) After receiving the initial notice to cut any grass, overhanging limbs, weeds, trees, and the like, the landowner shall be required to abate any similar nuisance within five days of written notification. Nothing in this subchapter shall be construed as requiring the city to give subsequent notices and the city may proceed to abate similar nuisances without giving subsequent notices if deemed appropriate in its discretion.

(D) Notices shall include the following information:

- (1) Landowner's name and address;
- (2) Address of property in violation;
- (3) Legal description of property;
- (4) Ordinance section violated;
- (5) Requirements of the ordinance; and
- (6) Required completion date.

## Important Ordinance Information- WEEDS, TREES, BUSHES CONT.

(E) The landowner may appeal the case in writing to the Finance Officer within the time frame set for removal of the nuisance. If the landowner fails to make a written appeal within this time frame, the nuisance may be abated as stated in § 92.038.

(Ord. 1.90A, passed 5-15-2014; Ord. 2023-09, passed 7-20-2023)

### § 92.038 REMOVAL.

(A) If the owner of said property fails to remove or cut vegetation within the given time allowed by ordinance, the Code Enforcement Coordinator may cause such vegetation to be removed.

(B) The city or its designee may enter upon the property for the purpose of removing or cutting vegetation which is in violation of this subchapter, with or without notice as determined by the city.

(Ord. 1.90A, passed 5-15-2014)

### § 92.039 DUTY OF OWNER, MANAGER, LESSEE OR TENANT.


(A) It shall be unlawful for any owner, manager, lessee, tenant, or other person occupying or having charge or control of any lot in the city to permit unmaintained vegetation and weeds to remain upon said city lot. This requirement shall apply not only to the lot but also to the area between the lot line and the street surface within the right-of-way adjoining the lot. All weeds as hereinafter defined are hereby declared a nuisance and are subject to abatement as hereinafter provided.

(B) "Weeds" as used herein, means any of the following:

- (1) Brush and woody vines;
- (2) Vegetation and grasses, categorized as weeds, and any growth of the soil which attains such growth as to become, when dry, a fire menace to adjacent property;
- (3) Any growth or product of the soil which bear or may bear seeds of a down or wing type nature;
- (4) Vegetation which is located in an area which harbors rats, insects, animals, reptiles, or any other creature which either may or does constitute a menace to health, public safety or welfare;
- (5) Vegetation and grasses on or about property which would be categorized as weeds, having a negative appearance on the neighborhood.

(C) "Vegetation" as used herein, means any growth or product of the soil except a vegetable garden, ornamental flowers or shrubs, trees, grain or food crops, if kept and maintained free of weeds and grass.

(Ord. 2023-16, passed 10-5-2023)





*City of*  
**SUMMERSET**  
*A GREAT PLACE TO CALL HOME*

**CITY UTILITY APPLICATION**  
**TRASH COLLECTION SERVICE & SEWER/WASTEWATER SERVICE**

**General Information (Please Print)**

Move in Date: \_\_\_\_\_

Customer Name \_\_\_\_\_ Phone # \_\_\_\_\_

Business Name if applicable \_\_\_\_\_ Business FEIN# \_\_\_\_\_

☐ Spouse

☐ Significant Other

☐ Roommate \_\_\_\_\_ Phone # \_\_\_\_\_

Service Address \_\_\_\_\_

Mailing Address \_\_\_\_\_ ☐ Same as above

☐ Yes! Paperless Billing (E-billing)

☐ Yes! Text for alerts

Email for E-billing \_\_\_\_\_ Phone # \_\_\_\_\_

I am the ☐ Owner ☐ Agent ☐ Tenant (if you are renting, please complete the following)

Name of Property Owner/Landlord \_\_\_\_\_ Landlord's Phone \_\_\_\_\_

Landlord's Address \_\_\_\_\_ Landlord's Email \_\_\_\_\_

**Deposit:**

A deposit is required for all customers (see fee schedule). This deposit will be held by the City until the account is closed. If the account is current at the time of closing, the deposit will be refunded to the customer upon approval of the claim by the City Commission. If there is a balance on the account, this deposit will be applied to the outstanding balance. A \$15 late fee will be assessed to your account each month payment is not received by the due date. A \$30 return check fee will apply.

**Fee Schedule:**

- |   |       |
|---|-------|
| <input type="checkbox"/> Commercial Account         | \$100 |
| <input type="checkbox"/> Residential Owner Account  | \$50  |
| <input type="checkbox"/> Residential Rental Account | \$100 |

**Acknowledgement:**

I have read and understand the above billing process summary.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Amount of Deposit \_\_\_\_\_ Date Paid \_\_\_\_\_ Payment Type: ☐ Cash ☐ Check ☐ Credit Card

Account Changes/Disconnect:

Forwarding Address \_\_\_\_\_ Effective Date \_\_\_\_\_

Notes:



*City of*  
**SUMMERSET**  
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**ACH DEBIT AUTHORIZATION FOR  
AUTOMATIC PAYMENTS OF SUMMERSET UTILITY BILL**

I authorize **BankWest Bank**, on behalf of the City of Summerset Finance Department to initiate a monthly ACH automatic debit from my account for the payment of my City Utility Bill: trash service, and wastewater/sewer fee rate charges. The amount withdrawn will be the total amount due as reflected on the billing statement prepared by the City of Summerset Finance Department. The debit entry will have an effective date the 20<sup>th</sup> of the month during which the bill is due. If this day falls on a non-business day, the effective date will be the following business day. If all or any portion of the ACH Debit should be returned or dishonored by my bank for any reason, I understand that I must submit that payment along with any applicable fees and interest to the City of Summerset by check, cash, or money order. I further understand that I can revoke this authorization through my bank and the City of Summerset at any time within a 10-day notification.

*I have provided the appropriate bank information by attaching a copy of a voided check.*

**PLEASE PRINT**

☐ Yes! Text for alerts

Customer Name \_\_\_\_\_ Phone # \_\_\_\_\_

Service Address \_\_\_\_\_

☐ Yes! Email my City Utility Bill (E-billing)

Email Address \_\_\_\_\_  
\_\_\_\_\_

Bank Name \_\_\_\_\_

Bank Address \_\_\_\_\_

Checking Account Information:

Bank Routing/Transit Number \_\_\_\_\_

Bank Account Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Please attach a voided check or deposit slip to this form. Personal and Financial information provided herein will be kept strictly confidential. Thank you!*