

**SUMMERSET CITY COMMISSION  
REGULAR MEETING  
ZOOM MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY DECEMBER 17, 2020 6:00 P.M.**

**AGENDA**

**1) ROLL CALL**

Kitzmilller, McCoy, Butler, Lutz, Hirsch

**2) PLEDGE OF ALLEGIANCE**

**3) CALL FOR CHANGES**

Approval of the Agenda of the Regular Meeting of the Summerset City Commission for December 17, 2020 as presented or amended.

**4) CONSENT CALENDAR**

**APPROVAL OF THE MINUTES**

- 4A)** Approval of the minutes of the Regular Meeting December 3, 2020 as presented or amended.

**APPROVAL OF THE CLAIMS**

- 4B)** Approval of claims, hand checks in the amount of \$49,259.43 from December 2, 2020 to December 16, 2020 as presented or amended.

**5) DISCUSSION OF POLICY MANUAL UPDATES**

- 5a)** Approval of updates

**6) MASTER AGREEMENT**

Approval of Master Short Form Agreement for Professional Services for HDR Engineering, Inc Task order 2021-01.

**7) FINANCE OFFICER MONTHLY UPDATE**

**8) CITIZENS INPUT**

**9) ITEMS FROM CITY ATTORNEY**

Executive Session per SDCL 1-25-2 for discussing legal, economic development, and personnel issues.

**10) ADJOURNMENT**

*Information regarding accessibility for the disabled may be obtained by calling the Somerset City Finance Officer at 605-718-9858. Individuals needing special accommodations are asked to call at least 48 hours prior to the meeting.*

***ALL MEETINGS OF THE SOMERSET CITY COMMISSION ARE OPEN TO THE PUBLIC***

Topic: Commission Meeting

Time: Dec 17, 2020 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81702359928?pwd=QkkybTIWVG9VUUc2Q0taN1VkSmNJUT09>

Meeting ID: 817 0235 9928

Passcode: 803702

One tap mobile

+12532158782,,81702359928#,,,,,0#,,803702# US (Tacoma)

+13462487799,,81702359928#,,,,,0#,,803702# US (Houston)

Meeting ID: 817 0235 9928

Passcode: 803702

Find your local number: <https://us02web.zoom.us/j/81702359928?pwd=QkkybTIWVG9VUUc2Q0taN1VkSmNJUT09>

**SUMMERSET CITY COMMISSION  
REGULAR MEETING  
ZOOM MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY DECEMBER 3, 2020 6:00 P.M.**

Mayor Lutz called the Regular Meeting to order at 6:00 p.m. Commissioners Kitzmiller, Hirsch, McCoy and Butler were present. The Finance Officer and City Administrator were present. The City attorney was absent.

Mayor Lutz led the Pledge of Allegiance.

**Motion** by Butler, second by McCoy to approve the agenda for the Regular Meeting of the Summerset City Commission for December 3, 2020. Motion carried

**Motion** by Kitzmiller, second by Butler to approve the November 19, 2020 minutes as presented. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by McCoy, second by Kitzmiller to approve the claims and hand checks in the amount of \$73,675.16 from November 19, 2020 through December 2, 2020 as presented or amended. Motion carried.

A&B BUSINESS SOLUTIONS	Monthly Contract	\$227.35
Allen, Don	Phone Stipend	\$50.00
Ambrose, Jonathan	Phone Stipend	\$50.00
Applied Concepts, Inc	Equipment Expense	\$155.00
Butler, Dave	Phone Stipend	\$50.00
Candace Sealey	Phone Stipend	\$50.00
Delta Dental	Employee Dental Insurance	\$603.70
First Interstate Bank	Payment Leisure Lane	\$4,911.76
Ford Motor Credit	2020 Explorer	\$1,479.21
Greenapsis	Professional Fees	\$930.00
Harmon, Lonnie	Phone Stipend	\$50.00
Hawkins	Defoamer	\$2,412.00
Health Pool Of SD	December Health Insurance	\$9,862.88
Hermanson Egge	Building Inspections	\$1,615.00
Hirsch, Clyde	Cell Phone Stipend	\$50.00
Jarvis, Erin	WWDEP Refund	\$50.00
Juso, Colton	Phone Stipend	\$50.00
Kiesler Police Supply	Glock 9MM	\$1,317.00
Kitzmiller, Michael	Phone Stipend	\$50.00
Kayl, Anthony	Phone Stipend	\$50.00
Lutz, Bryce	Phone Stipend	\$50.00
M & W Towing	Roll Off Tow Bill	\$220.00
Mastercard	Mastercard Bill	\$95.00

Mid- American Research	Nitrite Gloves	\$269.01
Newman, John	WWDEP Refund	\$50.00
Northern Truck	Proximity Switch & harness	\$139.54
Palmer, Brandy	Phone Stipend	\$50.00
Print Market	Business Cards	\$134.20
Rapid City Journal	Publications	\$271.32
Reclamation Services	Base Course	\$360.00
Sandine, Jacob	WWDEP Refund	\$55.02
SD Department Of Transportation	Bridge Inspection	\$668.96
SD Municipal Street Maint.	Annual Dues	\$35.00
SDRS- Supplemental	November Contributions	\$425.00
Stephanie McCoy	Phones Stipend	\$50.00
Stout, Agelia	WWDEP Refund	\$50.00
Tanner Fenenga	Phone Stipend	\$50.00
Taylor, Justin	Phone Stipend	\$50.00
Textmygov	Textmygov Subscription	\$1,800.00
United States Postal Service	Postage	\$1,000.00
Valandra, Morgan	Phone Stipend	\$50.00
Vast	Fax/phone/internet	\$754.42
Verizon Wireless	LE Voice & Mobile	\$200.11
Wells Fargo Financial Services	Bobcat Payment	\$1,079.30
Westech	Cleanflo Spiral Screen	\$24,150.00
Western communications	Repair Radios	\$100.00
White, Rick	WWDEP Refund	\$50.00
SDRS	November Retirement	\$5,993.29
United States Treasury	Payroll Taxes	\$11,461.09

#### **UTILITY BILLING ADJUSTMENTS**

**Motion** by Butler, second by McCoy to approve utility billing adjustments for the period of November 1, 2020 to November 30, 2020 in the amount of \$677.37. Motion carried.

#### **RESOLUTION 2020-17**

**Motion** by Kitzmiller, second by Butler to approve Resolution 2020-17. A resolution approving an agreement between the City of Summerset and Meade County for the cost sharing of maintenance of the Summerset portion of High Meadows Road. Roll call vote. All ayes. Motion carried.

#### **DISCUSSION OF POLICY MANUAL UPDATES**

**Motion** by Hirsch, second by Butler to table the discussion of policy manual updates. Motion carried.

#### **CITY ADMINISTRATOR MONTHLY REPORT**

The City Administrator gave an update on things going on around the City.

#### **CITIZENS INPUT**

A citizen inquired about the new City provided solid waste hauling service.

#### **ITEMS FROM CITY ATTORNEY**

**Motion** by McCoy, second by Hirsch to enter Executive Session per SDCL 1-25-2 for discussing legal, economic development and personnel issues at 6:6:25 p.m.

**Motion** by Butler, Second by Hirsch to exit executive session at 6:51 p.m.

**ADJOURNMENT**

**Motion** for adjournment at 6:52 p.m. by Kitzmiller, second McCoy. Motion carried.

(SEAL)

ATTEST:

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Candace Sealey  
Finance Officer

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Bryce Lutz  
Mayor

Published December XXth, 2020 at a cost of \$XX.XX.

Check Register Report

Date: 12/16/2020

Time: 10:55 am

Page: 1

City of Summerset

BANK: BANKWEST

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>BANKWEST Checks</b>								
24259	12/16/2020	Printed			1098	A&B BUSINESS SOLUTIONS	Ricoh Collaboration Board	4,850.00
24260	12/16/2020	Printed			0322	AFLAC REMITTANCE PROCESSING	Employee Insurance	581.74
24261	12/16/2020	Printed			1683	ARTISTIC CUSTOM BADGES	Badges LE	391.50
24262	12/16/2020	Printed			1693	BATCHELDER, NED	WWDEP Refund	50.00
24263	12/16/2020	Printed			1692	BINGHAM, TONY	WWDEP REFUND	50.00
24264	12/16/2020	Printed			0021	BLACK HAWK WATER USERS DISTRICT	Monthly Usage	30.00
24265	12/16/2020	Printed			1691	BRADT, JARED	WWDEP Refund	100.00
24266	12/16/2020	Printed			1690	BURGARD, MATT	WWDEP Refund	100.00
24267	12/16/2020	Printed			1115	C HAVEMAN BUSINESS SERVICES	September/ October Billing	1,368.75
24268	12/16/2020	Printed			1689	CAPELLI, ANTHONY	WWDEP Refund	50.00
24269	12/16/2020	Void	12/16/2020				Void Check	0.00
24270	12/16/2020	Printed			1665	CARDMEMBER SERVICES	November Credit Card Charges	4,823.72
24271	12/16/2020	Printed			1504	CBH CO-OP	Govt Fuel	1,327.15
24272	12/16/2020	Printed			0036	CITY OF RAPID CITY	Solid Waste Disposal	3,778.36
24273	12/16/2020	Printed			0765	DEMERSSEMAN JENSEN	Legal Services	842.50
24274	12/16/2020	Printed			1033	DENR-CERTIFICATION	Class 2 Certification-Ambrose	24.00
24275	12/16/2020	Printed			1669	EXCEL TRUCK	PW Equipment Exp	1,532.76
24276	12/16/2020	Printed			1407	GOLDEN WEST INDUSTRIAL SUPPLY	Managed Services	1,855.50
24277	12/16/2020	Printed			0929	High Tech Mechanical	Service Call	170.00
24278	12/16/2020	Printed			1694	IBM	IBM Mass 360 Essentials	864.00
24279	12/16/2020	Printed			1686	J & S HEATING & SHEETMETAL	WWTP 440 V Elements	382.50
24280	12/16/2020	Printed			1674	JARVIS, ERIN	WWDEP Refund	50.00
24281	12/16/2020	Printed			1370	JOHNSON TREE COMPANY	2 Elm Trees	2,000.00
24282	12/16/2020	Printed			0937	MDU	Utilities	628.07
24283	12/16/2020	Printed			1101	MEADE COUNTY AUDITOR	Dispatch	1,934.79
24284	12/16/2020	Printed			1433	MIDCONTINENT COMMUNICATIONS	WWTP Phone	194.79
24285	12/16/2020	Printed			1157	MIDCONTINENT TESTING LABS	Testing	140.00
24286	12/16/2020	Printed			1413	NORTHERN TRUCK EQUIPMENT CO	Repair Parts	466.07
24287	12/16/2020	Printed			1659	POSTUPACK, MATTHEW	WWDEP Refund	50.00
24288	12/16/2020	Printed			0008	RAPID CITY JOURNAL	Meeting Minutes	101.67
24289	12/16/2020	Printed			1688	RED ROAD INC.	12 days of Pizza	972.00
24290	12/16/2020	Printed			1684	SANDER SANITATION	Roll Offs	1,350.00
24291	12/16/2020	Printed			0018	SD ONE CALL	November Notifications	16.80
24292	12/16/2020	Printed			1328	SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	130.51
24293	12/16/2020	Printed			1432	TNT CONSTRUCTION	Erosion Control Deposit	1,000.00
24294	12/16/2020	Printed			0085	TRUFORM CONSTRUCTION	Replace Sidewalk Govt Building	13,918.37
24295	12/16/2020	Printed			1685	WAMCO	Full Chronic Toxicity	1,800.00
24296	12/16/2020	Printed			1687	WESTERN FIRST AID AND SAFETY	WWTP First Aid	378.67

Total Checks: 38

Checks Total (excluding void checks):

48,304.22

Total Payments: 38

Bank Total (excluding void checks):

48,304.22

Check Register Report

Date: 12/16/2020

Time: 10:55 am

Page: 2

City of Summerset

BANK: BANKWEST EFT

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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**BANKWEST EFT Checks**

11	12/16/2020	Printed			1245	SOUTH DAKOTA STATE TREASURER	Sales Tax November	955.21
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**Total Checks: 1** **Checks Total (excluding void checks): 955.21**

**Total Payments: 1** **Bank Total (excluding void checks): 955.21**

**Total Payments: 39** **Grand Total (excluding void checks): 49,259.43**

**EXHIBIT A**  
**TASK ORDER**

This Task Order pertains to an Agreement by and between The City of Summerset, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated December 19, 2019, (“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: 2021-01

PROJECT NAME: 2021 General Engineering Services

PART 1.0 PROJECT DESCRIPTION: General City Engineering Services

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

- Activity 1 – On-Call Engineering Services
  - Contract Management
  - City Coordination Meetings
  - Drainage Reviews
  - Funding/Grant Application Support
  - Other items as directed by the OWNER, not covered under other project specific Task Order.
- Activity 2 – On-Call CADD Services
- Activity 3 – Minor Plat Review
- Activity 4 – Preliminary/Final Plat and Plan Review
  - Layout Plat Review
  - Preliminary Plat Review
  - Preliminary and Final Development plan reviews and coordination with Developer’s Engineer.
  - Committee and Commission Meeting Attendance (as requested)
  - Final Plat Review
- Activity 5 – Commercial Plat Review
- Activity 6 – Expenses
  - Direct Expenses associated with various Task Order activities.

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: January 2021 – December 2021

PART 5.0 ENGINEER'S FEE: The proposed fee is \$25,171.00. 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: Jason L. Kjenstad

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

NAME: Jason Kjenstad

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

TITLE: Vice President

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

ADDRESS: 703 Main St. Suite 200  
Rapid City, SD 57701

## HDR Engineering 2021 Hourly Billing Rates

Enclosed are the 2021 Hourly Billing Rates for HDR Engineering. These rates shall be adjusted annually to reflect any salary adjustments incurred by employees. The rates listed below do not include reimbursable expenses or hourly rates for equipment as defined below.

<b>Description</b>	<b>Billing Rate/Hour</b>
Managing Principal	225
Senior Project Manager	205
Project Manager III	195
Project Manager II	180
Project Manager I	165
Engineer VI	195
Engineer V	180
Engineer IV	165
Engineer III	145
Engineer II	130
Engineer I	115
<u>ASME Disciplines</u>	180
Engineering/Field Services Technician IV	155
Engineering/Field Services Technician III	125
Engineering/Field Services Technician II	105
Engineering/Field Services Technician I	95
Cadd/GIS Technician IV	135
Cadd/GIS Technician III	115
Cadd/GIS Technician II	105
Cadd/GIS Technician I	95
Right of Way IV	195
Right of Way III	175
Right of Way II	155
Right of Way I	120
Right of Way Coordinator	95
Environmental Scientist V	175
Environmental Scientist IV	160
Environmental Scientist III	140
Environmental Scientist II	125
Environmental Scientist I	110
Senior Land Surveyor	150
Land Surveyor	130
Survey Technician III	120
Survey Technician II	110
Survey Technician I	95
Senior Construction Manager	195
Construction Manager	155
Construction Engineer	125
Construction Inspector	95
Strategic Communications/Graphic Designer IV	165
Strategic Communications/Graphic Designer III	145
Strategic Communications/Graphic Designer II	125
Strategic Communications/Graphic Designer I	95
Project Controller	95
Project Assistant	90
Admin Assistant	70

HDR has technical experts in various geographic locations that may be utilized based on specific project need. This specialized expertise is not subject to the above rates and associated billing rates are to be determined at the time of contract negotiation.

**Direct Expenses**

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
Mileage	\$0.75 per mile
Printing:	
B&W 8.5x11	\$0.041 each
Color 8.5x11	\$0.138 each
B&W 11x17	\$0.079 each
Color 11x17	\$0.273 each
Plots Bond	\$0.459 per sq. ft.

**OTHER REIMBURSABLE EXPENSES**

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, computer usage, telephone, telex, shipping and express, and other incurred expense. Unless negotiated otherwise in the contract, ENGINEER will add 10% to invoices received by ENGINEER from subconsultants and subcontractors to cover administrative expenses and vicarious liability. Hourly equipment charges apply to specific equipment used on the project.

## ATTACHMENT 2

City of Summerset - General Engineering Services Task Order Manhour Estimate - 2021 Task Order #1 - General Engineering Services											
Personnel	Dustin Hamilton	Lindsay Shagla	Chris Bailey	Gary Anderson	Nolan Fraser	TJ Yerdon	Rich Liggett	Carla Schwebach	Ellen Erickson	Total Hours	Total Cost
Rate Category/Description	Senior Project Manager	Project Manager/ Engineer II	Engineer IV	Senior Land Surveyor	Survey Tech III	Engineer IV	CADD/GIS Tech IV	Project Controller	Project Assistant		
Billing Rate	\$205.00	\$130.00	\$165.00	\$150.00	\$120.00	\$165.00	\$135.00	\$95.00	\$90.00		
Activity 1 - On-Call Engineering	6	40	2	10	8			14	6	86	\$11,090
Activity 2 - On-Call CADD							16			16	\$2,160
Activity 3 - Minor Plat Review		8		10						18	\$2,540
Activity 4 - Prelim/Final Plat & Plan Review		30	2	15		2				49	\$6,810
Activity 5 - Commercial Permit Review		10								10	\$1,300
Activity 6 - Expenses											
<b>Subtotals</b>	6	88	4	35	8	2	16	14	6	179	\$23,900
<b>Task Order 2021-#1Totals</b>	<b>6</b>	<b>88</b>	<b>4</b>	<b>35</b>	<b>8</b>	<b>2</b>	<b>16</b>	<b>14</b>	<b>6</b>	<b>179</b>	<b>\$23,900</b>
<i>Average Hours Per Week</i>	0.1	1.7	0.1	0.7	0.2	0.0	0.3	0.3	0.1		

  

<b>Activity 6 - Expenses</b> Travel/mileage           \$ 600.00 Printing                   \$ 171.00 Survey/GPS Equipment   \$ 500.00 <b>Total Direct Costs \$ 1,271.00</b>	<b>Total Cost Summary</b> Total Hours               179 Total Labor               \$23,900.00 Direct Costs               \$1,271.00 <b>Total Cost               \$25,171.00</b>
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