

**Summerset City Commission  
Special Budget Meeting  
Summerset Municipal Building  
7055 Leisure Lane  
Tuesday, July 15th, 2025, 6:00 P.M.**

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

Mayor Kitzmiller led in the Pledge of Allegiance.

Commissioner Osten gave the invocation.

**Call For Changes**

There were no declarations of conflict of interest.

**Motion** by Hirsch, second by Osten to approve the agenda of the special meeting of the Summerset City Commission for July 17th, 2025 as presented or amended. Motion carried.

**Citizen Input**

No citizen input.

**Overview of the FY 2026 Budget**

Finance Officer Brielle Schrock gave an overview of the budget as presented. Schrock explained that the numbers represent the department heads' preliminary requests.

**Cost of Living Wages**

City Administrator Lisa Schieffer notified the Board that the wage numbers presented were factored to include steps, for employees who were scheduled to receive them, as well as the Consumer Price Index increase listed in March of 2025 at 2.9% for 2026. Schieffer notified the Board that changes could be made should they wish to amend the annual wage increase for employees.

**Public Works Director- Anthony Kayl**

Department head gave overview of requested items and general budget for the following:

- General Government Buildings (Department 4192)
- Public Works – Streets (Department 4310)
- Code Enforcement & Sanitation (Department 4320)
- Parks and Recreation (Department 4520)

**Law Enforcement – Rich Nasser**

Department head gave overview of requested items and general budget for the following:

- Law Enforcement (Department 4210)
- Animal Control (Department 4410)

**Wastewater Superintendent – Jon Ambrose**

Department head gave overview of requested items and general budget for the following:

- Wastewater (Fund 604/Department 4000)

**Finance Department- Brielle Schrock**

Department head gave overview of requested items and general budget for the following:

- Finance (Department 4140)
- Elections (Department 4130)

**Commission and Mayor Budget**

City Administrator gave overview of requested items and general budget for the following:

- Commission (Department 4110)
- Mayor (Department 4120)

**Planning & Zoning and Miscellaneous – Lisa Schieffer**

City Administrator gave overview of requested items and general budget for the following:

- Planning & Zoning (Department 4652)
- City Attorney (Department 4141)
- City Engineer (Department 4196)
- Inspections (Department 4232)
- Fire Department (Department 4220)
- Miscellaneous (Department 4900)
- Contingency (Department 4115)

**Funds 302, 305 Loan Payments – Brielle Schrock**

Finance Officer gave overview of the same.

**Revenue Funds 101, 211, 302, 305, 604 – Brielle Schrock**

City Administrator and City Finance Officer gave overview of the same.

City Administrator requested that department heads and Commissioners review budgets prior to next meeting. No action taken at this meeting.

**Adjournment**

**Motion** by Osten, second by Markham to adjourn at 7:48 pm. Motion carried.

(SEAL)

ATTEST:

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

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

Published once \_\_July 24th\_\_, 2025 at the total approximate cost of \_\_\$98.82\_\_.

**Summerset City Commission  
Regular Meeting  
Summerset Municipal Building  
7055 Leisure Lane  
Thursday, July 17th, 2025, 6:00 P.M.**

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

Mayor Kitzmiller led in the Pledge of Allegiance.

Commissioner Osten gave the invocation.

**Call For Changes**

There were no declarations of conflict of interest.

**Motion** by Osten, second by Markham to approve the agenda of the regular meeting of the Summerset City Commission for July 17th, 2025, as presented. Motion carried.

**Citizen Input**

No citizen input.

**Consent Calendar**

**Approval of the Minutes**

**Motion** by Pulscher, second by Hirsch to approve the minutes of the meeting held on July 3rd, 2025, as presented or amended. Motion carried.

**Approval of the Claims**

**Motion** by Hirsch, second by Pulscher to approve the claims in the amount of \$33,895.98 from July 3<sup>rd</sup>, 2025, to July 16<sup>th</sup>, 2025. Motion carried.

Cardmember Services	5947.04
Harland Clark - Check Order	551.85
SD State Treasurer	1105.85
Black Hawk Water Users District	851.70
Demersseman Jensen Tellinghuisen & Huffman, LLP	3752.66
Golden West Technologies	4173.58
Greenapsis	381.62
HDR Engineering, Inc	8838.50
Meade County Auditor	1101.68
MG Oil Company	127.75
Mid-American Research Chemical	686.16
Richter's Tire & Exhaust	3647.05
SD One Call	25.20
TextMyGov	750.00
Tyler Technologies	458.75
USA Bluebook	1496.59

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

**SEDC Update- Brenna Block/ Amanda Anglin**

Brenna Block gave updates on recent SEDC happenings. Block explained that the LIP Grant was not approved for Black Hawk Water as GOED declined at this time. Block explained that she, along with the City Administrator and Public Works Director Anthony Kayl had toured SoDak in Belle Fourche. These units are coming to the area off Constitution Street and American Eagle Road in Summerset. Block completed 22 Business Retention Visits. Block

also spoke about the Regional Marketing tool that will be available soon. Amanda Anglin then gave the SEDC budget overview. Anglin stated SEDC is requesting \$50,000 from City of Summerset for the year 2026. Anglin explained that second interviews for Block's replacement will be conducted next Friday. SEDC Hopes to have the new hire started before the end of August. Anglin gave an overview of the items Block has completed relevant to City of Summerset in 2024 and to date in 2025.

#### **Piedmont Library**

Piedmont Trustee Bruce Lutz, along with Megan Stietz of the Piedmont Library gave an overview on the patronage that the Piedmont library receives. Lutz explained that the library serves 3,074 patrons from Piedmont, Summerset, and Black Hawk. Lutz explained that the Piedmont Board is requesting \$4000 from the City of Summerset. If granted, the Piedmont Board would submit monthly reports to the City of Summerset.

#### **Annexation Norman Ranch 158'**

\*Planning and Zoning Board recommended a unanimous do pass.

**Motion** by Osten, second by Pulscher to open discussion. Motion carried. City Administrator Lisa Schieffer explained the voluntary annexation made by Norman Ranch for the 158 foot section. A legal description was needed and has since been obtained.

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

**Motion** by Osten, second by Markham to approve the Voluntary Annexation for Norman Ranch as presented. Motion carried.

#### **School Resource Officer Program Agreement**

**Motion** by Hirsch, second by Osten to open discussion. Motion carried. City Administrator Lisa Schieffer explained that this agreement will renew the partnership between City of Summerset and Meade 46-1 School District. Schieffer explained that a 2.9% increase on wages and benefit reimbursement was originally submitted. The final agreement was for 2%.

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

**Motion** by Markham, second by Osten to approve the School Resource Officer Program Agreement. Motion carried.

#### **USGS Agreement**

**Motion** by Osten, second by Pulscher to open discussion. Motion carried. City Administrator Lisa Schieffer explained that the presented document was an amendment to the original agreement for testing with USGS.

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

**Motion** by Osten, second by Markham to approve the USGS agreement. Motion carried.

#### **ADA Door Openers Quote**

**Motion** by Markham, second by Pulscher to open discussion. Motion carried. Public Works Director Anthony Kayl explained that two quotes had been obtained for installing automatic door openers for City Hall. Kayl explained that he wishes to have openers installed on both the Police Department door and the City Administrative Office's door. Kayl explained that door openers are not a requirement for ADA. City Finance Officer Brielle Schrock added that door handles must be easy to open and there is a weight limit on the pull force. Schrock also explained that there are citizens who need to knock on the window to request assistance for entering the building. A door bell was also discussed as an option. Schrock also added that City Hall is a place of polling. Mayor Kitmilller asked Police Chief Rich Nasser if he felt a door opener was necessary on the Police Department door. Nasser stated that the door is always secured so he felt it unnecessary at this time.

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

**Motion** by Osten, second by Markham to approve the quote by Hagen glass for installation of a door opener on the entry door of the City Administrative Offices. Motion carried.

#### **Joint Powers Maintenance and Encroachment Agreement**

**Motion** by Pulscher, second by Osten to open discussion. Motion carried. Public Works Director Anthony Kayl refreshed the Board on the agreement between SD DOT, Piedmont, Meade County, and the City of Summerset.

Currently Kayl is still working on the lighting portion. He has identified lights that would be Summerset's responsibility that do not fall within the City's boundary.

**Motion** by Hirsch, second by Pulscher to close discussion. Motion carried. No action taken.

#### **New Hire- Police Department**

**Motion** by Markham, second by Pulscher to approve the hiring of certified police officer at \$26.07, contingent upon background check and medical examination. Motion carried.

#### **Second Reading of Ordinance 2025-04**

**Motion** by Markham, second by Osten to approve the Second Reading of Ordinance 2025-04. Motion carried.

**Motion** by Pulscher, second by Hirsch to adopt Ordinance 2025-04. Motion carried.

#### **Change to Personnel Handbook**

**Motion** by Hirsch, second by Osten to open discussion. Motion carried. City Administrator Lisa Schieffer explained that the employee policy regarding weapons on City property was being revised to exclude the word firearms per new state law.

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

**Motion** by Osten, second by Markham to adopt the proposed changes. Motion carried.

#### **Draft Two-Year Road Work and Maintenance Agreement**

**Motion** by Markham, second by Osten to open discussion. Motion carried. City Administrator Lisa Schieffer presented the draft and explained that the City has met with Richard Ligget on the agreement. Public Works Director Anthony Kayl explained that he has concerns about the designated mowing and other small items.

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

#### **Resolution 2025-10- A Resolution Regarding Non- Sufficient Funds Policy and Delinquent Accounts Policy**

**Motion** by Markham, second by Pulscher to open discussion. Motion carried. Finance Officer Brielle Schrock and Public Works Director Anthony Kayl requested direction from the Board. In the past, Kayl explained, Public Works has taken calls from the Utility Billing Clerk if someone pays their delinquent bill while trash is still being collected. Often, Public Works would go back and service the trash can. Schrock explained that this had caused extra work for the utility billing clerk. The Board spoke on the growth of the City and the time that would be expended to continually return to pick up garbage for paid overdue accounts.

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

**Motion** by Markham, second by Osten to adopt Resolution 2025-10. Motion carried.

#### **AI Use Policy**

**Motion** by Osten, second by Hirsch to open discussion. Motion carried. Finance Officer Brielle Schrock gave an overview of the proposed policy.

**Motion** by Markham, second by Hirsch to close discussion. Motion carried. No action taken.

#### **Resignation of David Schmagel- WWTP**

**Motion** by Hirsch, second by Pulscher to approve the resignation of David Schmagel. Motion carried.

#### **Upcoming Events**

August 16<sup>th</sup> from 11:00 a.m. to 2:00 p.m. will be Public Safety Day at Summerset City Hall.

#### **Executive Session**

**Motion** by Osten, second by Markham to enter Executive Session per SDCL 1-25-2 for discussing negotiations. Requested to be present were City Administrator Lisa Schieffer and Public Works Director Anthony Kayl. Motion carried.

**Motion** by Osten, second by Markham to exit Executive Session at 7:33 p.m. Motion carried.

#### **Adjournment**

Motion by Hirsch, second by Markham to adjourn at 7:34 p.m. Motion carried.

(SEAL)

ATTEST:

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

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

Published once July, 26th, 2025 at the total approximate cost of \$278.75.

**Summerset City Commission  
Special Budget Meeting  
Summerset Municipal Building  
7055 Leisure Lane  
Wednesday, July 23rd, 2025, 6:00 P.M**

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

Mayor Kitzmiller led the Pledge of Allegiance.

Commissioner Osten gave the invocation.

**Call For Changes**

There were no declarations of conflict of interest.

**Motion** by Osten, second by Markham to approve the agenda for the special meeting of the Summerset City Commission for July 23<sup>rd</sup>, 2025, as presented or amended. Motion carried.

**Citizen Input**

No citizen input.

**Overview of the Second Review for the FY 2026 Budget**

Finance Officer Brielle Schrock gave an overview of the budget changes. Schrock explained the difference in totals for each department and the budget as a whole. The cash applied status was discussed.

**Cost of Living Wages**

**Motion** by Markham, second by Hirsch to open discussion. Motion carried. City Administrator Lisa Schieffer gave an overview of the cost difference for a 2% versus 2.9% cost of living wage increase for employees for the 2026 fiscal year. Schieffer explained that the 2026 wage increase would be on the Regular Meeting agenda August 7<sup>th</sup>, 2025.

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

**Department Review of Changes**

Police Chief Nasser, Public Works Director Anthony Kayl, Wastewater Superintendent Jon Ambrose, Finance Officer Brielle Schrock, and City Administrator Lisa Schieffer explained any changes they had made to their respective department 2026 FY budgets.

**Commission Discussion on Cash Applied**

This was discussed during the Budget Overview.

**Discussion on Follow Up Meeting**

Mayor Kitzmiller explained that once the updated figures were calculated he would review with the City Administrator to determine if another meeting was needed.

**Adjournment**

**Motion** by Pulscher, second by Hirsch to adjourn at 7:10p.m. Motion carried.

(SEAL)

ATTEST:

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

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

Published once July 31st, 2025 at the total approximate cost of \$71.40.



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

Vendor: [1111 - Ambrose, Jonathan](#) Vendor Total: 50.00

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	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
<a href="#">604-4000-42810</a>	Phone		50.00	100.00%

Vendor: [1808 - Anglin, Mitch](#) Vendor Total: 50.00

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	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
<a href="#">101-4310-42810</a>	Phone		50.00	100.00%

Vendor: [1906 - Birgen, Nicholin](#) Vendor Total: 50.00

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	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
<a href="#">101-4140-42810</a>	Phone		50.00	100.00%

Vendor: [1665 - Cardmember Services](#) Vendor Total: 8,787.42

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	8,787.42	0.00	0.00	0.00	8,787.42
Monthly charges		BANKEFT - BANK WEST EFT			No	Payment Date: 8/8/2025			Bank Draft:	DFT0000359

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Street signage	NA	0.00	0.00	223.00	0.00	0.00	0.00	223.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4310-42600</a>	Supply/Material Exp		223.00	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Sprinkler fittings	NA	0.00	0.00	75.04	0.00	0.00	0.00	75.04

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4520-42600</a>	Supply/Material Exp		75.04	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Fence post return	NA	0.00	0.00	-210.27	0.00	0.00	0.00	-210.27

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4310-42600</a>	Supply/Material Exp		-210.27	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					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Drainage fencing	NA		0.00	0.00	998.52	0.00	0.00	0.00	998.52	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4310-42600</a>	Supply/Material Exp		998.52	100.00%						
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Router for park cameras	NA		0.00	0.00	69.99	0.00	0.00	0.00	69.99	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4520-42600</a>	Supply/Material Exp		69.99	100.00%						
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Street patch	NA		0.00	0.00	145.86	0.00	0.00	0.00	145.86	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4310-42600</a>	Supply/Material Exp		145.86	100.00%						
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Post hole auger	NA		0.00	0.00	22.49	0.00	0.00	0.00	22.49	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4310-42600</a>	Supply/Material Exp		22.49	100.00%						
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Snow plow radios and snow fence	NA		0.00	0.00	233.98	0.00	0.00	0.00	233.98	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4310-42510</a>	Street Snow Removal		233.98	100.00%						
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Cable ties for fence	NA		0.00	0.00	39.98	0.00	0.00	0.00	39.98	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4310-42600</a>	Supply/Material Exp		39.98	100.00%						
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Post punch rental	NA		0.00	0.00	72.45	0.00	0.00	0.00	72.45	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4310-42600</a>	Supply/Material Exp		72.45	100.00%						
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
SD card	NA		0.00	0.00	21.59	0.00	0.00	0.00	21.59	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4520-42600</a>	Supply/Material Exp		21.59	100.00%						
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Training registration	NA		0.00	0.00	1,748.95	0.00	0.00	0.00	1,748.95	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4320-42730</a>	Training Expense		1,748.95	100.00%						
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Clamps	NA		0.00	0.00	6.21	0.00	0.00	0.00	6.21	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4310-42600</a>	Supply/Material Exp		6.21	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					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Sprinkler fittings	NA		0.00	0.00	30.53	0.00	0.00	0.00	30.53	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4520-42600</a>	Supply/Material Exp				30.53	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Mower parts	NA		0.00	0.00	90.48	0.00	0.00	0.00	90.48	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4310-42530</a>	Landscape&Mowing Expense				90.48	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Spray	NA		0.00	0.00	129.36	0.00	0.00	0.00	129.36	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4520-42600</a>	Supply/Material Exp				129.36	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Office supplies	NA		0.00	0.00	23.69	0.00	0.00	0.00	23.69	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4140-42600</a>	Supply/Material Exp				23.69	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Canopy weights	NA		0.00	0.00	93.57	0.00	0.00	0.00	93.57	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4520-42900</a>	Other Expense				93.57	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Party tents	NA		0.00	0.00	339.98	0.00	0.00	0.00	339.98	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4520-42900</a>	Other Expense				339.98	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Office supplies	NA		0.00	0.00	36.68	0.00	0.00	0.00	36.68	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4192-42600</a>	Supply/Material Exp				36.68	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Restroom signage	NA		0.00	0.00	79.97	0.00	0.00	0.00	79.97	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4192-42600</a>	Supply/Material Exp				79.97	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Office supplies	NA		0.00	0.00	22.29	0.00	0.00	0.00	22.29	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4140-42600</a>	Supply/Material Exp				22.29	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly subscription	NA		0.00	0.00	24.00	0.00	0.00	0.00	24.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4140-42201</a>	Dues/Subscriptions				24.00	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Office supplies	NA		0.00	0.00	186.10	0.00	0.00	0.00	186.10	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">101-4192-42600</a>	Supply/Material Exp			186.10	100.00%					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Postage	NA		0.00	0.00	3.60	0.00	0.00	0.00	3.60	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">604-4000-42150</a>	Postage			3.60	100.00%					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Publishings	NA		0.00	0.00	357.57	0.00	0.00	0.00	357.57	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">101-4110-42300</a>	Publishing Exp			294.74	82.43%					
<a href="#">101-4652-42300</a>	Publishing Exp			62.83	17.57%					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Publishings	NA		0.00	0.00	436.40	0.00	0.00	0.00	436.40	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">101-4110-42300</a>	Publishing Exp			157.65	36.13%					
<a href="#">101-4110-42300</a>	Publishing Exp			257.04	58.90%					
<a href="#">101-4310-42300</a>	Publishing Exp			21.71	4.97%					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Office supplies	NA		0.00	0.00	15.38	0.00	0.00	0.00	15.38	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">101-4140-42600</a>	Supply/Material Exp			15.38	100.00%					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Renewal	NA		0.00	0.00	130.24	0.00	0.00	0.00	130.24	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">101-4192-42200</a>	Prof Fees Expense			130.24	100.00%					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Phone, fax, int	NA		0.00	0.00	1,163.12	0.00	0.00	0.00	1,163.12	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">101-4192-42800</a>	Utility Expense			1,163.12	100.00%					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP Phone	NA		0.00	0.00	101.04	0.00	0.00	0.00	101.04	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">604-4000-42800</a>	Utility Expense			101.04	100.00%					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Supplies	NA		0.00	0.00	312.49	0.00	0.00	0.00	312.49	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">604-4000-42600</a>	Supply/Material Exp			312.49	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					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Supplies	NA		0.00	0.00	268.37	0.00	0.00	0.00	268.37	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">604-4000-42600</a>	Supply/Material Exp				268.37	100.00%				
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
HD Air Construction	NA		0.00	0.00	566.10	0.00	0.00	0.00	566.10	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">604-4000-42500</a>	Repair/Maint Expense				566.10	100.00%				
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Word press renewal	NA		0.00	0.00	287.47	0.00	0.00	0.00	287.47	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4192-42200</a>	Prof Fees Expense				287.47	100.00%				
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Postage	NA		0.00	0.00	11.45	0.00	0.00	0.00	11.45	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4210-42150</a>	Postage				11.45	100.00%				
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Postage	NA		0.00	0.00	11.45	0.00	0.00	0.00	11.45	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4210-42150</a>	Postage				11.45	100.00%				
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Postage	NA		0.00	0.00	29.00	0.00	0.00	0.00	29.00	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4210-42150</a>	Postage				29.00	100.00%				
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Postage	NA		0.00	0.00	16.80	0.00	0.00	0.00	16.80	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4210-42150</a>	Postage				16.80	100.00%				
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Postage	NA		0.00	0.00	10.05	0.00	0.00	0.00	10.05	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4210-42150</a>	Postage				10.05	100.00%				
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Maintenance	NA		0.00	0.00	80.18	0.00	0.00	0.00	80.18	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4210-42500</a>	Repair/Maint Expense				80.18	100.00%				
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Supplies	NA		0.00	0.00	54.35	0.00	0.00	0.00	54.35	
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4210-42600</a>	Supply/Material Exp				54.35	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					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Supplies	NA		0.00	0.00	105.75	0.00	0.00	0.00	105.75	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4210-42600</a>	Supply/Material Exp				105.75	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Security	NA		0.00	0.00	241.99	0.00	0.00	0.00	241.99	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4210-42900</a>	Other Expense				241.99	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Maintenance	NA		0.00	0.00	80.18	0.00	0.00	0.00	80.18	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4210-42500</a>	Repair/Maint Expense				80.18	100.00%				

Vendor: [2046 - Doty, Jason](#) Vendor Total: 50.00

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	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				
<a href="#">101-4310-42810</a>	Phone				50.00	100.00%				

Vendor: [1125 - First National Trust & Investment Management Services](#) Vendor Total: 24,975.77

<a href="#">2025.08E</a>	Invoice	8/15/2025	8/15/2025	8/15/2025	8/15/2025	24,975.77	0.00	0.00	0.00	24,975.77
Swr SRF Principal and Interest	BANKEFT - BANK WEST EFT			No	Payment Date: 8/15/2025	Bank Draft: DFT0000358				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Swr SRF Principal and Interest	NA		0.00	0.00	24,975.77	0.00	0.00	0.00	24,975.77	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">604-4700-47100</a>	Swr SRF Principal				20,676.25	82.79%				
<a href="#">604-4700-47120</a>	Swr SRF Interest				4,299.52	17.21%				

Vendor: [1369 - Greenapsis](#) Vendor Total: 690.00

<a href="#">95</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	690.00	0.00	0.00	0.00	690.00
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	690.00	0.00	0.00	0.00	690.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4192-42200</a>	Prof Fees Expense				690.00	100.00%				

Vendor: [1513 - Hirsch, Clyde](#) Vendor Total: 50.00

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	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				
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		
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4110-42810</a>	Phone				50.00	100.00%				

Vendor: [0324 - Kayl, Anthony](#)

Vendor Total: 50.00

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	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		
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4310-42810</a>	Phone				50.00	100.00%				

Vendor: [1103 - Kitzmiller, Michael](#)

Vendor Total: 50.00

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	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		
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4120-42810</a>	Phone				50.00	100.00%				

Vendor: [1970 - Markham, Gwenn](#)

Vendor Total: 50.00

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	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		
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4110-42810</a>	Phone				50.00	100.00%				

Vendor: [1971 - Osten, Michael](#)

Vendor Total: 50.00

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	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		
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4110-42810</a>	Phone				50.00	100.00%				

Vendor: [2047 - Pulscher, Jordan](#)

Vendor Total: 50.00

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	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		
<b>Distributions</b>										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4110-42810</a>	Phone				50.00	100.00%				

Payable Register

Packet: APPKT00194 - 08.07.2025

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

Vendor: [1274 - Rapid Rooter](#)

Vendor Total: 400.00

<a href="#">11132F</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	400.00	0.00	0.00	0.00	400.00
Tractor Camera Work		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Tractor Camera Work	NA	0.00	0.00	400.00	0.00	0.00	0.00	400.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-4000-42500</a>	Repair/Maint Expense		400.00	100.00%

Vendor: [1732 - Schieffer, Lisa](#)

Vendor Total: 50.00

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	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
<a href="#">101-4140-42810</a>	Phone		50.00	100.00%

Vendor: [1746 - Schrock, Brielle](#)

Vendor Total: 50.00

<a href="#">2025.08</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	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
<a href="#">101-4140-42810</a>	Phone		50.00	100.00%

Vendor: [1023 - Tyler Technologies](#)

Vendor Total: 4,981.34

<a href="#">025-519708</a>	Invoice	8/7/2025	8/7/2025	8/7/2025	8/7/2025	4,981.34	0.00	0.00	0.00	4,981.34
MyGov SaaS 8.1.25- 3.31.26		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
MyGov 8.1.25- 3.31.26	NA	0.00	0.00	4,981.34	0.00	0.00	0.00	4,981.34

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4140-42200</a>	Prof Fees Expense		4,981.34	100.00%

Vendor: [1988 - USBank](#)

Vendor Total: 121,528.82

<a href="#">2025.08E</a>	Invoice	8/15/2025	8/15/2025	8/15/2025	8/15/2025	121,528.82	0.00	0.00	0.00	121,528.82
CW SRF Loan 03 Qrtly Repayment		BANKEFT - BANK WEST EFT			No	Payment Date: 8/15/2025		Bank Draft:	DFT0000357	

Items

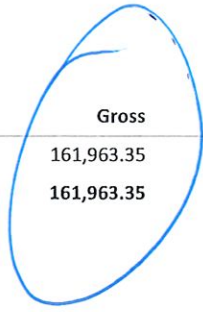
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
CW SRF Loan 03 Qrtly Repayment	NA	0.00	0.00	121,528.82	0.00	0.00	0.00	121,528.82

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">305-4700-44200</a>	Debt Service Expense		121,528.82	100.00%

### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	18	161,963.35	0.00	0.00	0.00	161,963.35	155,292.01	6,671.34
<b>Grand Total:</b>		<b>161,963.35</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>161,963.35</b>	<b>155,292.01</b>	<b>6,671.34</b>



### Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#">101-4110-42300</a>	Publishing Exp	709.43
<a href="#">101-4110-42810</a>	Phone	200.00
<a href="#">101-4120-42810</a>	Phone	50.00
<a href="#">101-4140-42200</a>	Prof Fees Expense	4,981.34
<a href="#">101-4140-42201</a>	Dues/Subscriptions	24.00
<a href="#">101-4140-42600</a>	Supply/Material Exp	61.36
<a href="#">101-4140-42810</a>	Phone	150.00
<a href="#">101-4192-42200</a>	Prof Fees Expense	1,107.71
<a href="#">101-4192-42600</a>	Supply/Material Exp	302.75
<a href="#">101-4192-42800</a>	Utility Expense	1,163.12
<a href="#">101-4210-42150</a>	Postage	78.75
<a href="#">101-4210-42500</a>	Repair/Maint Expense	160.36
<a href="#">101-4210-42600</a>	Supply/Material Exp	160.10
<a href="#">101-4210-42900</a>	Other Expense	241.99
<a href="#">101-4310-42300</a>	Publishing Exp	21.71
<a href="#">101-4310-42510</a>	Street Snow Removal	233.98
<a href="#">101-4310-42530</a>	Landscape&Mowing Expense	90.48
<a href="#">101-4310-42600</a>	Supply/Material Exp	1,298.24
<a href="#">101-4310-42810</a>	Phone	150.00
<a href="#">101-4320-42730</a>	Training Expense	1,748.95
<a href="#">101-4520-42600</a>	Supply/Material Exp	326.51
<a href="#">101-4520-42900</a>	Other Expense	433.55
<a href="#">101-4652-42300</a>	Publishing Exp	62.83
<b>Total:</b>		<b>13,757.16</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#">305-4700-44200</a>	Debt Service Expense	121,528.82
<b>Total:</b>		<b>121,528.82</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#">604-4000-42150</a>	Postage	3.60
<a href="#">604-4000-42500</a>	Repair/Maint Expense	966.10
<a href="#">604-4000-42600</a>	Supply/Material Exp	580.86
<a href="#">604-4000-42800</a>	Utility Expense	101.04
<a href="#">604-4000-42810</a>	Phone	50.00
<a href="#">604-4700-47100</a>	Swr SRF Principal	20,676.25
<a href="#">604-4700-47120</a>	Swr SRF Interest	4,299.52
<b>Total:</b>		<b>26,677.37</b>



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

Vendor: [0468 - Delta Dental](#) Vendor Total: 1,019.00

<a href="#">1953376</a>	Invoice	7/31/2025	7/31/2025	7/31/2025	7/31/2025	1,019.00	0.00	0.00	0.00	1,019.00
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	1,019.00	0.00	0.00	0.00	1,019.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">998-0000-21800</a>	Dental & Vision	Ins Payable	1,019.00	100.00%

Vendor: [0041 - Health Pool of SD](#) Vendor Total: 16,618.27

<a href="#">2025-0663</a>	Invoice	7/31/2025	7/31/2025	7/31/2025	7/31/2025	16,618.27	0.00	0.00	0.00	16,618.27
Emp health ins		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Emp health ins	NA	0.00	0.00	16,618.27	0.00	0.00	0.00	16,618.27

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">998-0000-21830</a>	Medical Ins Payable		16,618.27	100.00%

Vendor: [0011 - SDRS](#) Vendor Total: 11,351.06

<a href="#">INV0000257</a>	Invoice	7/29/2025	7/29/2025	7/29/2025	7/29/2025	4,935.72	0.00	0.00	0.00	4,935.72
SDRS 6%		BANKEFT - BANK WEST EFT			No	Payment Date: 7/29/2025				Bank Draft: DFT0000348

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SDRS 6%	NA	0.00	0.00	4,935.72	0.00	0.00	0.00	4,935.72

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">211-0000-21910</a>	SDRS Payable		211.40	0%
<a href="#">101-0000-21910</a>	SDRS Payable		3,089.20	0%
<a href="#">604-0000-21910</a>	SDRS Payable		1,635.12	0%

<a href="#">INV0000258</a>	Invoice	7/29/2025	7/29/2025	7/29/2025	7/29/2025	6,403.86	0.00	0.00	0.00	6,403.86
SDRS 8%		BANKEFT - BANK WEST EFT			No	Payment Date: 7/29/2025				Bank Draft: DFT0000349

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SDRS 8%	NA	0.00	0.00	6,403.86	0.00	0.00	0.00	6,403.86

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-0000-21910</a>	SDRS Payable		6,403.86	0%

<a href="#">INV0000263</a>	Invoice	7/29/2025	7/29/2025	7/29/2025	7/29/2025	11.48	0.00	0.00	0.00	11.48
SDRS 6%		BANKEFT - BANK WEST EFT			No	Payment Date: 7/29/2025				Bank Draft: DFT0000353

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SDRS 6%	NA	0.00	0.00	11.48	0.00	0.00	0.00	11.48

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-0000-21910</a>	SDRS Payable		11.48	0%

Vendor: [1022 - SDRS-Supplemental Retirement Plan \(SDSRP\)](#) Vendor Total: 865.00

My Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
<a href="#">INV0000259</a>	Invoice	7/29/2025	7/29/2025	7/29/2025	7/29/2025	865.00	0.00	0.00	0.00	865.00
SDRS Supplemental		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SDRS Supplemental	NA	0.00	0.00	865.00	0.00	0.00	0.00	865.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-0000-21910</a>	SDRS Payable		585.01	0%
<a href="#">604-0000-21910</a>	SDRS Payable		279.99	0%

Vendor: [0128 - United States Treasury](#)

Vendor Total: 20,050.99

<a href="#">INV0000260</a>	Invoice	7/29/2025	7/29/2025	7/29/2025	7/29/2025	7,084.61	0.00	0.00	0.00	7,084.61
Federal W/H		BANKEFT - BANK WEST EFT			No	Payment Date: 7/29/2025				Bank Draft: DFT0000350

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Federal W/H	NA	0.00	0.00	7,084.61	0.00	0.00	0.00	7,084.61

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">211-0000-21710</a>	Payroll Tax Payable		203.49	0%
<a href="#">101-0000-21710</a>	Payroll Tax Payable		5,776.57	0%
<a href="#">604-0000-21710</a>	Payroll Tax Payable		1,104.55	0%

<a href="#">INV0000261</a>	Invoice	7/29/2025	7/29/2025	7/29/2025	7/29/2025	10,488.08	0.00	0.00	0.00	10,488.08
Social Security		BANKEFT - BANK WEST EFT			No	Payment Date: 7/29/2025				Bank Draft: DFT0000351

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Social Security	NA	0.00	0.00	10,488.08	0.00	0.00	0.00	10,488.08

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">211-0000-21710</a>	Payroll Tax Payable		216.08	0%
<a href="#">604-0000-21710</a>	Payroll Tax Payable		1,606.50	0%
<a href="#">101-0000-21710</a>	Payroll Tax Payable		8,665.50	0%

<a href="#">INV0000262</a>	Invoice	7/29/2025	7/29/2025	7/29/2025	7/29/2025	2,452.90	0.00	0.00	0.00	2,452.90
Medicare		BANKEFT - BANK WEST EFT			No	Payment Date: 7/29/2025				Bank Draft: DFT0000352

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Medicare	NA	0.00	0.00	2,452.90	0.00	0.00	0.00	2,452.90

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">211-0000-21710</a>	Payroll Tax Payable		50.54	0%
<a href="#">101-0000-21710</a>	Payroll Tax Payable		2,026.68	0%
<a href="#">604-0000-21710</a>	Payroll Tax Payable		375.68	0%

<a href="#">INV0000264</a>	Invoice	7/29/2025	7/29/2025	7/29/2025	7/29/2025	10.78	0.00	0.00	0.00	10.78
Federal W/H		BANKEFT - BANK WEST EFT			No	Payment Date: 7/29/2025				Bank Draft: DFT0000354

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Federal W/H	NA	0.00	0.00	10.78	0.00	0.00	0.00	10.78

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-0000-21710</a>	Payroll Tax Payable		10.78	0%

<a href="#">INV0000265</a>	Invoice	7/29/2025	7/29/2025	7/29/2025	7/29/2025	11.86	0.00	0.00	0.00	11.86
Social Security		BANKEFT - BANK WEST EFT			No	Payment Date: 7/29/2025				Bank Draft: DFT0000355

My Payable Register

Packet: APPKT00191 - PYPKT00247 - July 2025

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
Social Security Distributions	NA	0.00	0.00	11.86	0.00	0.00	0.00	11.86

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-0000-21710</a>	Payroll Tax Payable		11.86	0%

<a href="#">INV0000266</a>	Invoice	7/29/2025	7/29/2025	7/29/2025	7/29/2025	2.76	0.00	0.00	0.00	2.76
Medicare	BANKEFT - BANK WEST EFT			No	Payment Date: 7/29/2025			Bank Draft:		DFT0000356

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Medicare	NA	0.00	0.00	2.76	0.00	0.00	0.00	2.76

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-0000-21710</a>	Payroll Tax Payable		2.76	0%

### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	12	49,904.32	0.00	0.00	0.00	49,904.32	31,402.05	18,502.27
<b>Grand Total:</b>		49,904.32	0.00	0.00	0.00	49,904.32	31,402.05	18,502.27

### Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#">101-0000-21710</a>	Payroll Tax Payable	16,468.75
<a href="#">101-0000-21910</a>	SDRS Payable	10,078.07
<b>Total:</b>		<b>26,546.82</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#">211-0000-21710</a>	Payroll Tax Payable	470.11
<a href="#">211-0000-21910</a>	SDRS Payable	211.40
<b>Total:</b>		<b>681.51</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#">604-0000-21710</a>	Payroll Tax Payable	3,112.13
<a href="#">604-0000-21910</a>	SDRS Payable	1,926.59
<b>Total:</b>		<b>5,038.72</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#">998-0000-21800</a>	Dental & Vision Ins Payable	1,019.00
<a href="#">998-0000-21830</a>	Medical Ins Payable	16,618.27
<b>Total:</b>		<b>17,637.27</b>



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

**Vendor: [1098 - A&B Business Solutions](#)** **Vendor Total: 524.60**

<a href="#">IN1279271</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	45.00	0.00	0.00	0.00	45.00
Water machine monthly usage	BANKW - BANK WEST				No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly water contract	NA	0.00	0.00	45.00	0.00	0.00	0.00	45.00

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4192-43400</a>	Equip Expense		45.00	100.00%

<a href="#">IN1279950</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	479.60	0.00	0.00	0.00	479.60
Monthly copier usage	BANKW - BANK WEST				No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly copier usage	NA	0.00	0.00	479.60	0.00	0.00	0.00	479.60

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4192-43400</a>	Equip Expense		479.60	100.00%

**Vendor: [0808 - Black Hills Energy](#)** **Vendor Total: 7,513.42**

<a href="#">2025.08</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	7,513.42	0.00	0.00	0.00	7,513.42
Monthly usage	BANKEFT - BANK WEST EFT				No	Payment Date: 7/25/2025		Bank Draft: DFT0000347		

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly usage	NA	0.00	0.00	7,513.42	0.00	0.00	0.00	7,513.42

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4192-42800</a>	Utility Expense		828.69	11.03%
<a href="#">101-4310-42800</a>	Utility Expense		1,030.78	13.72%
<a href="#">101-4520-42800</a>	Utility Expense		71.08	0.95%
<a href="#">604-4000-42800</a>	Utility Expense		5,582.87	74.31%

**Vendor: [1504 - CBH CO-OP](#)** **Vendor Total: 2,920.83**

<a href="#">2025.08</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	2,920.83	0.00	0.00	0.00	2,920.83
Govt Fuel	BANKW - BANK WEST				No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Govt Fuel	NA	0.00	0.00	2,920.83	0.00	0.00	0.00	2,920.83

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4210-42611</a>	Fuel Expense		1,711.93	58.61%
<a href="#">101-4310-42611</a>	Fuel Expense		1,208.90	41.39%

**Vendor: [0036 - City of Rapid City](#)** **Vendor Total: 6,684.48**

<a href="#">2507004</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	6,684.48	0.00	0.00	0.00	6,684.48
Solid waste disposal	BANKW - BANK WEST				No					

**Items**

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Solid waste disposal	NA	0.00	0.00	6,684.48	0.00	0.00	0.00	6,684.48

**Distributions**

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4320-43230</a>	Solid Waste Collection		6,684.48	100.00%

My 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: [0120 - City of Sturgis](#) Vendor Total: 100.00

<a href="#">2025.07</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	100.00	0.00	0.00	0.00	100.00
Animal shelter fees	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Animal shelter fees	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
<a href="#">101-4410-43350</a>	Humane Society		100.00	100.00%

Vendor: [1989 - Coleman Moore Company](#) Vendor Total: 2,482.88

<a href="#">0035337-IN</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	2,482.88	0.00	0.00	0.00	2,482.88
Street concrete edging	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Street concrete edging	NA	0.00	0.00	2,482.88	0.00	0.00	0.00	2,482.88

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4310-42500</a>	Repair/Maint Expense		2,482.88	100.00%

Vendor: [1133 - HDR Engineering, Inc](#) Vendor Total: 8,067.50

<a href="#">1200740338</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	8,067.50	0.00	0.00	0.00	8,067.50
WWTP Reed Bed Expansion	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP Reed Bed Expansion	NA	0.00	0.00	8,067.50	0.00	0.00	0.00	8,067.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-4000-42200</a>	Prof Fees Expense		8,067.50	100.00%

Vendor: [1506 - Hermanson Egge Engineering, Inc.](#) Vendor Total: 480.00

<a href="#">2025.07</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	480.00	0.00	0.00	0.00	480.00
Inspections	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Inspections	NA	0.00	0.00	480.00	0.00	0.00	0.00	480.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4232-42320</a>	Building Inspection Expense		480.00	100.00%

Vendor: [2052 - Hills Toilet Service](#) Vendor Total: 390.00

<a href="#">17955</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	390.00	0.00	0.00	0.00	390.00
Temp toilets	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Leisure lane temp toilets	NA	0.00	0.00	260.00	0.00	0.00	0.00	260.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4520-42830</a>	Temporary Toilets		260.00	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Steamboat Temp Toilets	NA	0.00	0.00	130.00	0.00	0.00	0.00	130.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4520-42830</a>	Temporary Toilets		130.00	100.00%

Vendor: [0949 - Lighting Maintenance Co.](#) Vendor Total: 807.64

My Payable Register

Packet: APPKT00190 - 07.31.2025

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
<a href="#">105883</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	807.64	0.00	0.00	0.00	807.64
Park electrical		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Park electrical	NA	0.00	0.00	807.64	0.00	0.00	0.00	807.64

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4520-42500</a>	Repair/Maint Expense		807.64	100.00%

Vendor: [0937 - MDU](#)

Vendor Total: 241.31

<a href="#">2025.08</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	241.31	0.00	0.00	0.00	241.31
Govt building utilities		BANKEFT - BANK WEST EFT		No		Payment Date: 7/25/2025		Bank Draft:		DFT0000346

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Sewer generator-10009	NA	0.00	0.00	63.35	0.00	0.00	0.00	63.35

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-4000-42800</a>	Utility Expense		63.35	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Pw building-35150	NA	0.00	0.00	23.95	0.00	0.00	0.00	23.95

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4310-42800</a>	Utility Expense		23.95	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Lift station-10002	NA	0.00	0.00	62.39	0.00	0.00	0.00	62.39

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-4000-42800</a>	Utility Expense		62.39	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
City hall-68274	NA	0.00	0.00	28.27	0.00	0.00	0.00	28.27

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4192-42800</a>	Utility Expense		28.27	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Farm tap	NA	0.00	0.00	63.35	0.00	0.00	0.00	63.35

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-4000-42800</a>	Utility Expense		63.35	100.00%

Vendor: [0664 - Meade County Register of Deeds](#)

Vendor Total: 30.00

<a href="#">2025VOMISC007</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	30.00	0.00	0.00	0.00	30.00
Annexation Norman Ranch Subdivision LLC		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Annexation Norman Ranch Subdivision	NA	0.00	0.00	30.00	0.00	0.00	0.00	30.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4652-42300</a>	Publishing Exp		30.00	100.00%

Vendor: [1328 - Servall Uniform & Linen Supply](#)

Vendor Total: 206.70

<a href="#">1080246</a>	Invoice	7/25/2025	7/25/2025	7/25/2025	7/25/2025	206.70	0.00	0.00	0.00	206.70
Monthly services		BANKW - BANK WEST		No						

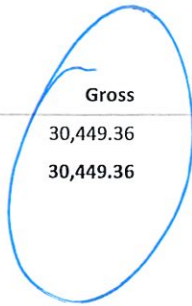
My Payable Register

Packet: APPKT00190 - 07.31.2025

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly services	NA		0.00	0.00	206.70	0.00	0.00	0.00	206.70	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<a href="#">101-4192-42200</a>	Prof Fees Expense				206.70	100.00%				

### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	14	30,449.36	0.00	0.00	0.00	30,449.36	7,754.73	22,694.63
<b>Grand Total:</b>		<b>30,449.36</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,449.36</b>	<b>7,754.73</b>	<b>22,694.63</b>



### Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#">101-4192-42200</a>	Prof Fees Expense	206.70
<a href="#">101-4192-42800</a>	Utility Expense	856.96
<a href="#">101-4192-43400</a>	Equip Expense	524.60
<a href="#">101-4210-42611</a>	Fuel Expense	1,711.93
<a href="#">101-4232-42320</a>	Building Inspection Expense	480.00
<a href="#">101-4310-42500</a>	Repair/Maint Expense	2,482.88
<a href="#">101-4310-42611</a>	Fuel Expense	1,208.90
<a href="#">101-4310-42800</a>	Utility Expense	1,054.73
<a href="#">101-4320-43230</a>	Solid Waste Collection	6,684.48
<a href="#">101-4410-43350</a>	Humane Society	100.00
<a href="#">101-4520-42500</a>	Repair/Maint Expense	807.64
<a href="#">101-4520-42800</a>	Utility Expense	71.08
<a href="#">101-4520-42830</a>	Temporary Toilets	390.00
<a href="#">101-4652-42300</a>	Publishing Exp	30.00
<b>Total:</b>		<b>16,609.90</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#">604-4000-42200</a>	Prof Fees Expense	8,067.50
<a href="#">604-4000-42800</a>	Utility Expense	5,771.96
<b>Total:</b>		<b>13,839.46</b>

## Required Report

June 2025 Mayor Kitzmiller

### MEETINGS

- Attended all required Commission Meeting
- Attended all special meetings

### PUBLIC WORKS

Almost daily calls or text messages with our City Administrator. Working directly with City department Commissioners and Department heads.

- Generators
- City Street Lighting
- TIFF
- Parks
- Roads
- Equipment
- Employment
- Budget
- Fence

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

# **JULY COMMISSION REPORT**

## **COMMISSIONER MARKHAM**

### **MEETINGS:**

- 2 – COMMISSION MEETINGS
- 2 – BUDGET MEETINGS
- MONTHLY SEDC BOARD MEETING
  - SPECIAL BOARD MEETING
- SEDC HIRING INTERVIEW FOR ECONOMIC DEVELOPMENT COORDINATOR
  - FOLLOW UP MEETING REGARDING HIRING
- 2 – PUBLIC SAFETY DAY MEETINGS

### **POLICE DEPARTMENT:**

- WEEKLY/ DAILY TOUCH BASE WITH CHIEF NASSER
  - DAY TO DAY OPERATIONS
  - HIRING INTERVIEWS
  - MANY BUDGET MEETINGS WITH CHIEF NASSER

### **OTHER BUSINESS:**

- WORKING WITH L. SCHIFFER ON CONTRACTS
- WEBSITE FOLLOW UP WITH BRIELLE SCHROCK
- VARIOUS EMAILS WITH:
  - CHIEF NASSER
  - MAYOR KITZMILLER
  - LISA SCHIFFER
  - BRIELLE SCHROCK
  - AMANDA ANGLIN
  - BOY CLUB FOR PUBLIC SAFETY DAY
  - BLACK HILLS ENERGY FOR PUBLIC SAFETY DAY
  - MONUMENT HEALTH FOR PUBLIC SAFETY DAY
  - TONY KAYL FOR PUBLIC SAFETY DAY
  - JORDAN PULSCHER FOR PUBLIC SAFETY DAY

**Michael Osten**  
**July**  
**Commission Report**

**07-28-25**

**Meetings:**

Attended the Summerset regular commission meetings on 07-03-2025, and 07-17-2025.

Attended budget meetings on 07-15-25 and 07-23-25.

Met with Public Works Director to discuss budget proposal.

Met with PWD to discuss budget cuts.

**Public Works:**

Phone conversations with/from Director of Public Works on multiple occasions to discuss daily operations, monthly expenditures, and upcoming budget.

Phone conversation with Mayor Kitzmiller on 07-02-25 regarding public works.

Phone conversation with Commissioner Markam on 07-03-25

Checked on status of the public works office/shop building on Sunday July 11th. Found everything too be in very good order.

Commissioner Pulscher

July 2025 Commission Report

- Attended 2 Commission Meetings
- Attended 2 Budget Planning Meetings
- Check-ins with the Finance Officer
- Check in with City Administrator
- Communication with Chief Nasser about Promotion of Public Safety Day
- Met with a citizen to discuss a question that they had
- Assisted Finance Officer with contacting Pitney Bowes for Postage Machine for the office.

Required Report

RECEIVED

JUL 30 2025

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

JULY ~~2024~~ Commissioner Clyde Hirsch  
2025

MEETINGS

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

~~POLICE~~ DEPARTMENT

Waste Water

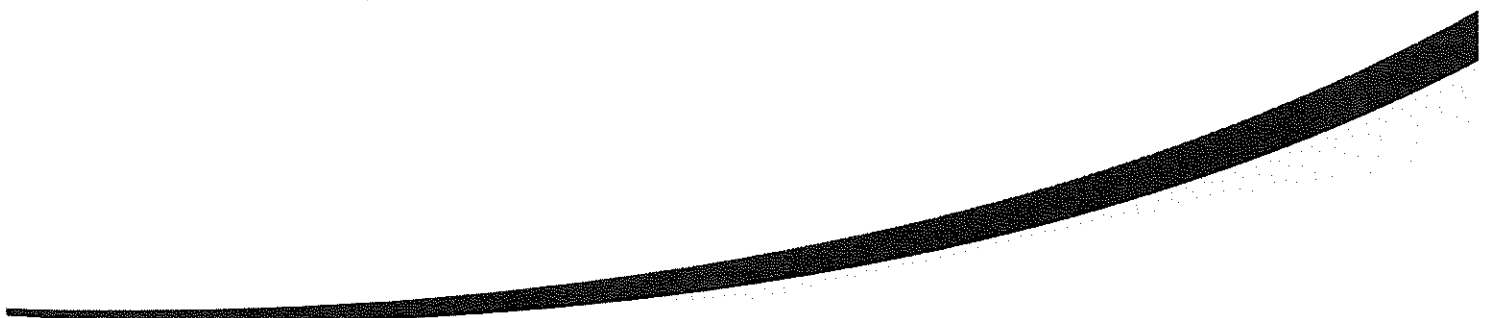
Weekly Visit with Jon

# CITY OF SUMMERSET, SOUTH DAKOTA



Communication with Those  
Charged with Governance

December 31, 2024





**CASEY PETERSON**  
CPAs & FINANCIAL ADVISORS

July 17, 2025

Honorable Mayor and City Commission  
City of Summerset, South Dakota

We have audited the modified cash basis financial statements of the City of Summerset, South Dakota (the City) as of and for the year ended December 31, 2024, and have issued our report thereon dated July 17, 2025. Professional standards require that we advise you of the following matters relating to our audit.

### **Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated January 14, 2025, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by Casey Peterson, LTD and reviewed in detail by management with your oversight are presented fairly, in all material respects, in accordance with the modified cash basis of accounting. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of the system of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, as part of our audit, we considered the system of internal control of the City solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our findings regarding significant control deficiencies over financial reporting, material weaknesses, material noncompliance, and other matters noted during our audit in a separate letter to you dated July 17, 2025.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

As requested, we prepared the financial statements and related notes from trial balances, schedules, and other supporting documents provided by management and proposed adjusting journal entries. The financial statements and related notes have been reviewed in detail by the City's management. An additional review was also performed by a member of our team who was not involved in the audit.

**WWW.CASEYPETERSON.COM**

### **Significant Risks Identified**

We are responsible for communicating the significant risk identified in our audit of the financial statements of the City. This communication is intended to inform you of such matters and to assist you in fulfilling your responsibility to oversee the financial reporting process. Significant risks are identified in the regular course of an audit engagement and align with the audit areas that deserve special audit consideration. We devote specific and additional attention to those areas to determine whether they are free from material misstatement. We did not identify any additional issues to report to the City Commission.

We identified the following significant risks:

- Improper revenue recognition.
- Budgetary compliance.
- New TIFs and long-term debt
- Management override of controls
- Staff turnover

### **Qualitative Aspects of the City's Significant Accounting Practices**

#### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the City is included in Note 1 to the financial statements. There was no initial selection of accounting policies and no changes in significant accounting policies or their application during 2024. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

#### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments. The City has no significant estimates.

#### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. There are no disclosures in the financial statements that are particularly sensitive.

The financial statements are neutral, consistent, and clear.

### **Significant Difficulties Encountered During the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards also require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following material misstatement that we identified as a result of our audit procedures were brought to the attention of, and corrected by, management:

- An entry was proposed to adjust equity to match the prior year's financial statements.
- An entry was proposed to remove accruals for cash basis presentation.
- Entries were proposed to adjust cash balances based on testing.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the City's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

### **Representations Requested from Management**

We have requested certain written representations from management, which are included in the attached letter dated July 17, 2025.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with the City, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the City, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the City's auditor.

This report is intended solely for the information and use of those charged with governance and management of the City of Summerset, South Dakota and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

*Casey Peterson, LTD*

Casey Peterson, LTD  
Rapid City, South Dakota

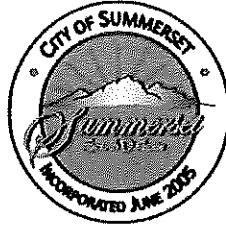
MICHAEL KITZMILLER,  
MAYOR

COMMISSION:  
CLYDE HIRSCH  
GWENN MARKHAM  
MICHAEL J. OSTEN  
SIDNEY READE

July 17, 2025

Casey Peterson, LTD  
909 Saint Joseph St  
Rapid City, South Dakota 57701

CITY OF  
**SUMMERSET**



CITY HALL  
7055 LEISURE LANE  
SUMMERSET, SD 57718

TEL: 605.718.9858  
FAX: 605.718.9883

WWW.SUMMERSET.US

This representation letter is provided in connection with your audit of the modified cash basis financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Summerset, South Dakota as of December 31, 2024, and for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions on whether the basic financial statements present fairly, in all material respects, the financial position and results of operations of the various opinion units of the City of Summerset, South Dakota in accordance with the modified cash basis of accounting.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information such that, in the light of surrounding circumstances, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Except where otherwise stated below, immaterial matters less than \$5,000 collectively are not considered to be exceptions that require disclosure for the purpose of the following representations. This amount is not necessarily indicative of amounts that would require adjustment to or disclosure in the financial statements.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of July 17, 2025:

**Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated January 14, 2025 for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with modified cash basis of accounting.
2. We acknowledge our responsibility for the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
3. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
4. We acknowledge our responsibility for compliance with laws, regulations, and provisions of contracts and grant agreements.
5. We have reviewed, approved, and taken responsibility for the financial statements and related notes.
6. We have a process to track the status of audit findings and recommendations.
7. We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
8. We have provided to you our views on reported audit findings, conclusions, and recommendations, as well as planned corrective actions.

9. The methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures, are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of the applicable financial reporting framework.
10. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the modified cash basis of accounting.
11. All events subsequent to the date of the financial statements and for which the modified cash basis of accounting requires adjustment or disclosure have been adjusted or disclosed.
12. There are no uncorrected misstatements.
13. We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements* (FASB Accounting Standards Codification™ (AAC) 450, *Contingencies*), and we have not consulted a lawyer concerning litigation, claims, or assessments.
14. All funds and activities are properly classified.
15. All funds meet the quantitative criteria in Government Accounting Standards Board (GASB) Statement No. 34 *Basic Financial Statements and Management's Discussions and Analysis-for State and Local Governments*, and GASB Statement No. 37, *Basic Financial Statements and Management's Discussion and Analysis-for State and Local Governments: Omnibus*, for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
16. All components of net position, nonspendable fund balance, and restricted, committed, assigned, and unassigned fund balance are properly classified and, if applicable, removed.
17. Our policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position/fund balance are available is appropriately disclosed and net position/fund balance is properly recognized under the policy.
18. All receipts within the Statement of Activities - Modified Cash Basis have been properly classified as program receipts, general receipts, contributions to term or permanent endowments, or contributions to permanent fund principal.
19. All disbursements have been properly classified in or allocated to functions and programs in the Statement of Activities - Modified Cash Basis, and allocations, if any, have been made on a reasonable basis.
20. All interfund and intra-entity transactions and balances have been properly classified and reported.
21. Deposit and investment risks have been properly disclosed.
22. All required supplementary information is measured and presented within prescribed guidelines.
23. With regard to the financial statement preparation and the proposal of adjusting journal entries, we have performed the following:
  - a. Made all management decisions and performed all management functions;
  - b. Assigned a competent individual to oversee the services;
  - c. Evaluated the adequacy of the services performed;
  - d. Evaluated and accepted responsibility for the result of the services performed; and
  - e. Established and maintained controls, including a process to monitor the system of internal control.

## Information Provided

24. We have provided you with:

- a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
- b. Additional information that you have requested from us for the purpose of the audit; and
- c. Unrestricted access to persons within the City and others from whom you determined it necessary to obtain audit evidence.

25. All transactions have been recorded in the accounting records and are reflected in the financial statements.

26. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

27. We have provided to you our evaluation of the City's ability to continue as a going concern, including significant conditions and events present, and we believe that our use of the going concern basis of accounting is appropriate. We have no knowledge of any fraud or suspected fraud that affects the City and involves:

- a. Management
- b. Employees who have significant roles in internal control; or
- c. Others where the fraud could have a material effect on the financial statements.

28. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the City's financial statements communicated by employees, former employees, vendors, regulators, or others.

29. We have disclosed to you all know actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.

30. We have disclosed to you the identity of all the City's related parties and the nature of all the related party relationships and transactions of which we are aware.

31. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.


32. The City has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.

33. We have disclosed to you all guarantees, whether written or oral, under which the City is contingently liable.

34. We have disclosed to you all nonexchange financial guarantees, under which we are obligated and have declared liabilities and disclosed properly in accordance with GASB Statement No. 70, *Accounting and Financial Reporting for Nonexchange Financial Guarantees*, for those guarantees where it is more likely than not that the City will make a payment on any guarantee.

35. For nonexchange financial guarantees where we have declared liabilities, the amount of the liability recognized is the discounted present value of the best estimate of the future outflows expected to be incurred as a result of the guarantee. Where there was no best estimate but a range of estimated future outflows has been established, we have recognized the minimum amount within the range.

36. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, markets, or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
37. We have identified and disclosed to you the laws, regulations, and provisions of contracts and grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
38. There are no:
- a. Violations or possible violations of laws or regulations or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations, except as disclosed to you.
  - b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
  - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
39. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
40. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
41. With respect to the budgetary comparison schedule, pension schedules, Notes to the Supplementary Information, and list of City Officials accompanying the financial statements:
- a. We acknowledge our responsibility for the presentation of the aforementioned supplementary information in accordance with the modified cash basis of accounting.
  - b. We believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting.
  - c. The methods of measurement or presentation have not changed from those used in the prior period.

Signature 

Title Finance Officer

Signature 

Title City Administration

**Adjusting Journal Entries  
For the Year Ended December 31, 2024**

Account	Description	Debit	Credit
<b>Adjusting Journal Entries JE # 1</b>			
To record interest revenue that was not initially recorded.			
302-0000-10400	Cash in Savings	2,386.00	
302-0000-36100	Interest Revenue		2,386.00
<b>Total</b>		<b>2,386.00</b>	<b>2,386.00</b>

<b>Adjusting Journal Entries JE # 3</b>			
To adjust equity to match PY FS.			
101-0000-25000	Fund Balance	37,622.00	
101-0000-34410	Refuse Collection Charges	1,354.00	
211-0000-10100	Cash	39,323.00	
302-0000-25000	Fund Balance	1,701.00	
101-0000-10100	Cash		37,622.00
101-0000-25000	Fund Balance		1,354.00
211-0000-25000	Fund Balance		39,323.00
302-0000-10100	Cash		1,701.00
<b>Total</b>		<b>80,000.00</b>	<b>80,000.00</b>

<b>Adjusting Journal Entries JE # 4</b>			
To adjust AP/AR balances to zero for cash basis presentation.			
101-0000-21000	Accounts Payable	15,145.00	
101-0000-21700	Sales Tax Payable	731.00	
604-0000-22000	Summerset W/water Util Payable	42,146.00	
604-0000-22000	Summerset W/water Util Payable	1,469.00	
604-0000-25000	Fund Balance	183,798.00	
101-0000-34410	Refuse Collection Charges		731.00
101-4192-42200	Prof Fees Expense		10,400.00
101-4192-42800	Utility Expense		1,239.00
101-4210-42810	Phone		653.00
101-4310-42610	Auto Expense		2,763.00
101-4652-42300	Publishing Exp		90.00
604-0000-11500	A/R Misc		183,798.00
604-0000-25000	Fund Balance		42,146.00
604-0000-38100	Swr Residential Charge		1,469.00
<b>Total</b>		<b>243,289.00</b>	<b>243,289.00</b>

<b>Adjusting Journal Entries JE # 6</b>			
To correct cash balances as of the end of the year.			
101-4192-42800	Utility Expense	1,904.00	
101-4210-42810	Phone	653.00	
101-4310-42800	Utility Expense	1,168.00	
101-4520-4280	Utility Expense	54.00	
604-4000-42800	Utility Expense	5,525.00	
101-0000-10100	Cash		3,779.00
604-0000-10100	Cash		5,525.00
<b>Total</b>		<b>9,304.00</b>	<b>9,304.00</b>

**Adjusting Journal Entries (Continued)**  
**For the Year Ended December 31, 2024**

Account	Description	Debit	Credit
<b>Adjusting Journal Entries JE # 9</b>			
To adjust debt proceeds recorded in the wrong fund in the prior year, and current year capital project expenses recorded in the wrong fund.			
502-0000-10100	Cash	443,871.00	
502-4850-48500	Construction Costs	443,871.00	
604-0000-10100	Cash	443,871.00	
604-0000-38800	Swr Misc Revenue	443,871.00	
502-0000-10100	Cash		443,871.00
502-3900-39150	Proceeds From Debt		443,871.00
604-0000-10100	Cash		443,871.00
604-4000-4290	Other Expense		443,871.00
<b>Total</b>		<b>1,775,484.00</b>	<b>1,775,484.00</b>

## STREET LIGHT SPECIFICATIONS – SOLAR STREET LIGHT

- 936 watt/hour
- 24 volt nickel metal hydride battery
- 1 to 270 watt solar module w/top pole assemble
- Twenty-five foot (25 ft.) tall tapered pole - direct bury
- Six foot (6 ft.) arm
- Color – black
- 4000 k temp LED light

If at any time thereafter, any party to a contract subject to § 5-18A-14, 5-18A-40, 5-18B-29, 5-18B-44, or 5-18D-17 becomes a prohibited entity, that party must provide written notification to the purchasing agency. Upon receiving the notification, the agency may terminate the contract.

The commissioner of the Bureau of Administration, or the commissioner's designee, or the governing board of a unit of local government, as applicable, may waive the prohibition set forth in § 5-18A-50 and the certification required in § 5-18A-51, except as prohibited by federal law, if:

- (1) Compliance is not possible;
- (2) The supplies or services subject to the contract are unique or would be otherwise unavailable; or
- (3) There is no other market participant.

### **When Bidding is Required**

There are currently two bid limits to consider when purchasing agencies enter into purchase contracts. If the purchasing agency intends to enter into a contract for any public improvement that involves the expenditure of one hundred thousand dollars or more, or a contract for the purchase of supplies or services, other than professional services, that involves the expenditure of fifty thousand dollars or more, the purchasing agency shall advertise for bids or proposals. (SDCL 5-18A-14)

Bidding is also required when the local entity anticipates expenditures in the following conditions, purposes or circumstances:

- a. Although no single expenditure for an item will exceed the amount requiring bidding, if the total amount purchased during a year (generally a fiscal year) will exceed the bid limit, then advertisement for competitive bids is required. (Fonder v. City of South Sioux Falls (1955) 76 SD 31, 71 NW 2d 618, 53 ALR 2d 493) (State ex rel. Small v. Hughes County Comm. (1965) 81 SD 238, 133 NW 2d 228) (AGR 1963-64, p. 333)
- b. Contracts for the collection and hauling of garbage and waste in excess of the bid limit are subject to the competitive bidding requirements. (Northern Hills Sanitation, Inc. v. Board of Comm., City of Lead (1978) 272 NW 2d 835) Garbage hauling and supply contracts may include a procedure for adjusting prices to meet changing market conditions not within the control of the vendor. (SDCL 5-18C-7)
- c. Even though only one bid is expected, advertisement for bids is still required. There is always a possibility an unknown bidder may be interested in the contract. (AGR 1967-68, p. 303)
- d. When the total acquisition price of an item will exceed the bid limit, and installment payments are made over a period of years, then advertisement for competitive bids is required. (AGR 1953-54, p. 271)

- e. The purchase of items that represent a homogeneous group means that items are "similar" or "of the same." For example, when the annual purchase of assorted tires can be estimated to exceed the bid limit, then competitive bidding is required.

On the other hand, if an entity purchased \$30,000 worth of tires and \$30,000 worth of oil from the same vendor during a fiscal year, and these were the only purchases of these types of items by the entity for the year, then these items would not need to be bid because they are not homogeneous. (AGR 83-18)

- f. When purchasing equipment, consideration should be given to the total value of the contract and not the net cash outlay after trade-in. For example, let's assume a political subdivision wishes to purchase a new vehicle. The actual cost of the new vehicle is \$55,000. However, the political subdivision receives a trade-in allowance of \$10,000 resulting in a cash expenditure of \$45,000. This would still require advertisement for bids as the total "contract cost" of \$55,000 exceeds the amount requiring bids.
- g. Portions of a single construction project may be awarded to several different bidders; however, the value of the total project must be considered when comparing to the bid limit to determine if it must be bid.

Further, when comparing to the bid limit to determine if a project is biddable, the total project value may be reduced for any portion of the project that is exempt from bidding, such as items acquired from federal surplus property or for costs incurred by an entity's own employees and equipment. But the total project value may not be reduced by any portion of the project that was previously bid by yourself or other entities.

### **Quote vs. Bid**

The bid process is a formalized open and competitive procedure utilizing two notices in the legal newspaper to secure proposals. Quotes, on the other hand, are an informal process utilizing phone contact, faxes or other methods to secure proposals. Quotes are used in special purchasing situations such as emergencies or the purchase of fuel and for purchases that are under the bid limit.

### **Competitive Sealed Proposals**

A contract may be entered into by competitive sealed proposals if the purchasing agency determines in writing that the use of competitive sealed bids is either not practicable or not advantageous. (SDCL 5-18-6)

Per SDCL 5-18A-7 the procedures for issuing a contract through competitive sealed proposals are as follows:

- (1) The proposals shall be solicited through a request for proposals. The request for proposals shall state the relative importance of price and other factors, if any;
- (2) Public notice of the request for proposals shall be given pursuant to § 5-18A-14;

## Lisa Schieffer

---

**From:** Rich Nasser  
**Sent:** Thursday, July 3, 2025 5:42 PM  
**To:** Lisa Schieffer  
**Subject:** Hail Damage

2016 black Ford Police Interceptor  
VIN: 1FM5K8AT1GGB73756

RICH NASSER  
CHIEF OF POLICE | SUMMERSET POLICE DEPARTMENT  
RNASSER@SUMMERSETPD.ORG  
7055 LEISURE LN ● SUMMERSET, SOUTH DAKOTA 57718  
P: 605.721.6806 | C: 605.391.5598 | F: 605.721.6381

Nothing within this policy is meant as a guarantee to the number of hours, either daily or weekly, that an employee may be required to work. However, it is the City's policy that every employee be treated equally and fairly when expected to work odd or extended hours.

## 5.2 **Standard Work Week:**

City of Summerset Administrative Offices are open for business from 8:00 a.m. to 4:00 p.m. Monday through Friday.

The standard 40-hour work week, unless otherwise stated, for the purpose of calculating pay and overtime shall begin at 12:00 a.m. Sunday and end on 11.59 p.m. Saturday. Police personnel, for the purpose of calculating overtime, shall follow an 80 hour/14 day pay period as provided for under the Federal Fair Labor Standards Act.

It is the policy of the City to allow employees a 15-minute rest period every four hours, if the work load permits. The break, however, is not guaranteed.

When an employee is called back to work (outside of standard workday), they will receive a minimum of two (2) hours of pay for the call-out.

## 5.3 **Flex time:**

The governing board reserves the right to authorize flexible work hours within the 40-hour work week in situations where it is appropriate or necessary. Employees must still adhere to the standard 40-hour work week unless flex time or overtime has been approved by their Supervisor/Department Head and Commissioner prior to leave being taken. Said request can be made in the form of a text, verbal, email or paper copy. Said Commissioner will have up to four (4) hours to respond to the request. In the absence or inability of a Commissioner, the Mayor shall temporarily take charge of the department of that Commissioner (SDCL 9-9-20). **\*Passed September 1, 2022.**

## 5.4 **Overtime:**

Employees may be required to work overtime when determined necessary by their Supervisor or the City. Overtime is defined as time that is worked in excess of the first 40 hours within the standard work week and does not include hours paid but not worked such as holidays, vacation days, sick days, personal leave, court/jury leave, and military leave. The employee shall have the option of selecting time off or overtime pay and the Department Head and Finance Officer shall be advised of that decision prior to the performance of any such work. Except in emergency situations, all overtime must be authorized by the employee's immediate Supervisor prior to the working of such hours. Overtime is to be authorized only if the work cannot be otherwise done during normal work hours. Insofar as possible, the opportunity to work overtime shall be distributed as equally as practicable by the City among the employees in each department.

Overtime compensation for all overtime eligible employees shall be at the rate of one and one-half (150%) of the employee's regular hourly rate. As stated above, time paid for but not worked (holidays etc.) does not count toward hours worked for the purpose of



## Uniform Stipend Policy- Public Works and Wastewater

The purpose of this policy is to provide Public Works and Wastewater employees with financial assistance for purchasing and maintaining their required clothing items, ensuring they meet department standards for professionalism and safety.

**ELIGIBILITY:** All full-time Public Works and Wastewater employees whose job duties require safety or specialized clothing are eligible to receive a uniform stipend.

**STIPEND AMOUNT:** Each eligible Public Works and Wastewater employee shall receive a stipend of \$500.00, annually in January, to offset the cost of clothing purchases, replacements, and maintenance.

### PAYMENT PROCESS:

- The uniform stipend shall be disbursed through regular payroll.
- The stipend shall be considered taxable income unless exempted by applicable laws.
- Employees receiving the stipend are responsible for ensuring their clothing complies with departmental standards.

### COMPLIANCE AND REVIEW:

- The Commission reserves the right to review and adjust the stipend amount based on budgetary considerations and uniform cost changes.
- Employees failing to adhere to uniform requirements may be subject to disciplinary action.
- City credit cards or other forms of payment may not be used to purchase clothing items to include, but not limited to coats, boots, gloves, pants, coveralls, or footwear.

**APPROVAL & AMENDMENTS:** This policy is subject to approval by the Summerset City Commission and may be amended as necessary to meet department and financial requirements.

By signing below, I affirm that I have read, understand, and will comply with the City of Summerset's Uniform Stipend Policy.

Employees Printed Name: \_\_\_\_\_ Position : \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Uniform Stipend Policy- Police Department

The purpose of this policy is to provide police officers with financial assistance for purchasing and maintaining their required uniforms, ensuring they meet department standards for professionalism and safety.

**ELIGIBILITY:** All full-time, sworn officers of the Summerset Police Department who are required to wear a uniform for duty are eligible to receive a uniform stipend.

**STIPEND AMOUNT:** Each eligible officer shall receive a stipend of \$500.00 for uniform and \$200.00 for boots, annually in January, to offset the cost of uniform purchases, replacements, and maintenance.

**NEW OFFICERS:** The City of Summerset will furnish the newly hired employee the required police equipment required in connection with official duties.

### PAYMENT PROCESS:

- The uniform stipend shall be disbursed through regular payroll.
- The stipend shall be considered taxable income unless exempted by applicable laws.
- Officers receiving the stipend are responsible for ensuring their uniforms comply with departmental standards.

### COMPLIANCE AND REVIEW:

- The Commission reserves the right to review and adjust the stipend amount based on budgetary considerations and uniform cost changes.
- Officers failing to adhere to uniform requirements may be subject to disciplinary action.
- City credit cards or other forms of payment may not be used to purchase clothing items to include, but not limited to coats, boots, gloves, pants, coveralls, or footwear.

**APPROVAL & AMENDMENTS:** This policy is subject to approval by the Summerset City Commission and may be amended as necessary to meet department and financial requirements.

By signing below, I affirm that I have read, understand, and will comply with the City of Summerset's Uniform Stipend Policy.

Employees Printed Name: \_\_\_\_\_ Position : \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## AI Use Policy

**Purpose:** This policy establishes guidelines for the responsible and ethical use of Artificial Intelligence (AI) technologies by City of Summerset employees. It ensures AI tools are used to support productivity, innovation, and compliance with legal, ethical, and professional standards. This policy applies to all employees, contractors, and third parties who use AI tools, whether proprietary or third-party, as part of their work with City of Summerset.

### Acceptable AI Use

Employees may use AI tools for the following purposes:

- Automating routine tasks to increase efficiency.
- Generating drafts, summaries, or ideas to support content creation or communication.
- Assisting in data analysis and business insights.
- Supporting decision-making with appropriate human oversight.
- Enhancing customer service (e.g., chatbots), provided oversight is in place.

### Prohibited Use

Employees are strictly prohibited from using AI tools for:

- Generating or disseminating false or misleading information.
- Making autonomous decisions without human review that impact employment, legal status, safety, or financial well-being.
- Creating or promoting discriminatory, biased, or offensive content.
- Circumventing compliance, security, or privacy policies.
- Sharing confidential, proprietary, or personally identifiable information (PII) with AI tools not explicitly approved by City of Summerset.

### Data Privacy and Confidentiality

- Do not input sensitive or confidential data into public or unvetted AI platforms.
- Only use AI tools approved by IT or Legal when handling customer data, employee information, or other confidential materials.
- Employees must follow all applicable data protection regulations (e.g., GDPR, HIPAA, CCPA).

### Human Oversight

- AI-generated content must be reviewed by a human before use, publication, or distribution.
- Final accountability for decisions and outputs remains with the employee or team.

### Intellectual Property

- Employees must respect intellectual property laws and ensure that AI-generated content does not infringe on third-party rights.
- Clarify the ownership of AI-assisted work with your supervisor when needed.

**Reporting Misuse**

- Suspected misuse of AI tools or breaches of this policy should be reported immediately to your Department Head or the City Administrator.
- Violations of this policy may result in disciplinary action, up to and including termination.

**Policy Review**

This policy will be reviewed and updated regularly to reflect technological, regulatory, and organizational changes.

By signing below, I affirm that I have read, understand, and will comply with the City of Summerset's AI Use Policy.

Employees Printed Name: \_\_\_\_\_ Position : \_\_\_\_\_


Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Summerset, SD | TextMyGov Demonstration Follow-Up

---

From: Madelyn Korpos <mkorpos@textmygov.com>  
Date: Tue 7/15/2025 9:47 AM  
To: Brielle Schrock <bschrock@summerset.us>; Lisa Schieffer <lschieffer@summerset.us>  
Cc: Tawni Jensen <tjensen@textmygov.com>

 1 attachment (537 bytes)  
Client Database Import Shell .csv;

Hi Brielle and Lisa,

Thanks so much for your time today! It was great meeting you both 😊

Below are the requirements for creating a Client Database that includes resident names, full addresses, cell phone numbers, and a unique identifier so we can add residents to the Map Selection tool. I've attached the **client database import shell** document to this email. Please use this exact format when producing the client database. If you can obtain this information, here are a few things to note when adding information to the spreadsheet:

- Apartment numbers cannot have # signs. Please write them as "Apartment 1" or "Apt 1"
- No P.O. Boxes will be accepted (needs to be a physical address)
- Unique ID: parcel number, utility bill number, water bill number, etc.) – this ties the resident exactly to their home address.
- If you are looking to add people who live in the same household, we need their unique IDs to be the same
- We need full addresses; example: 123 Main Street, Summerset, SD 57769
- No duplicate phone numbers will be accepted; if 2 residents share the same phone number, the first one listed on the import will be accepted
- Please remove any symbols, such as &, /, \*, etc.

We can also obtain a database of local phone numbers/addresses by using our federally approved open database third party service. I inquired about a quote, and we can obtain roughly **3,084** people to be added to the map. I will go into detail about pricing below:

Each add on is \$500:

Surveys: \$500 annually  
Voice Calls: \$500 annually  
Database: \$500 annually

Please let me know if you are interested in 1, 2, or all 3 Add-On options, and I will give you 2 separate proposal options for how we can work them into Summerset's TextMyGov contract.

Please let me know if you have any questions! Thank you!

Warm Regards,

	2025	2026	increase 2.9%	increase 2%
public works	181094.41	189722.89	8628.48	5879.9 *extra person is not added into this
wastewater	166240.6	171433.49	5192.89	2521.79
Economic Dev.	21140.43	22070.75	930.32	737.28
Finance	126031.08	131878.08	5847	4280.15
Police	542828	568120.55	16357.05	9190.98
	1037334.52	1083225.76	36955.74	22610.10 difference of 14,345.64

RECEIVED

JUL 28 2025

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



July 22, 2025

CITY OF SUMMERSET  
Attn: City Administrator Lisa Schieffer  
7055 LEISURE LN  
SUMMERSET SD 57718

**RE: Property in Meade County**  
**PID: 0C.61.03, 0C.61.02, 0C.61.01**

Dear CITY OF SUMMERSET  
Attn: City Administrator Lisa Schieffer:

My name is Ryan Streff, and I am working in partnership with Vertical Bridge to build a new telecommunications tower in your area. An ideal property will allow for a leased area of approximately 100' x 100' for the tower and associated ground equipment, as well as access to utilities (electric and fiber). In exchange for the leased area, the property owner can expect regular monthly rent payments. Alternatively, there is an option for a one-time lump sum payment in exchange for a perpetual easement.

My initial research indicates that you own property in our search area that may be suitable for this project. I, or someone from my team, expect to be in your area soon to conduct initial site visits for our candidate selection process.

If you are interested in hearing more about this opportunity, please contact me (my information is below) by , (or as soon as possible) as I will be in your area to meet with prospective landlords shortly thereafter. If I am unable to answer your call, please leave a voicemail, send me a text or an e-mail, and I will respond promptly.

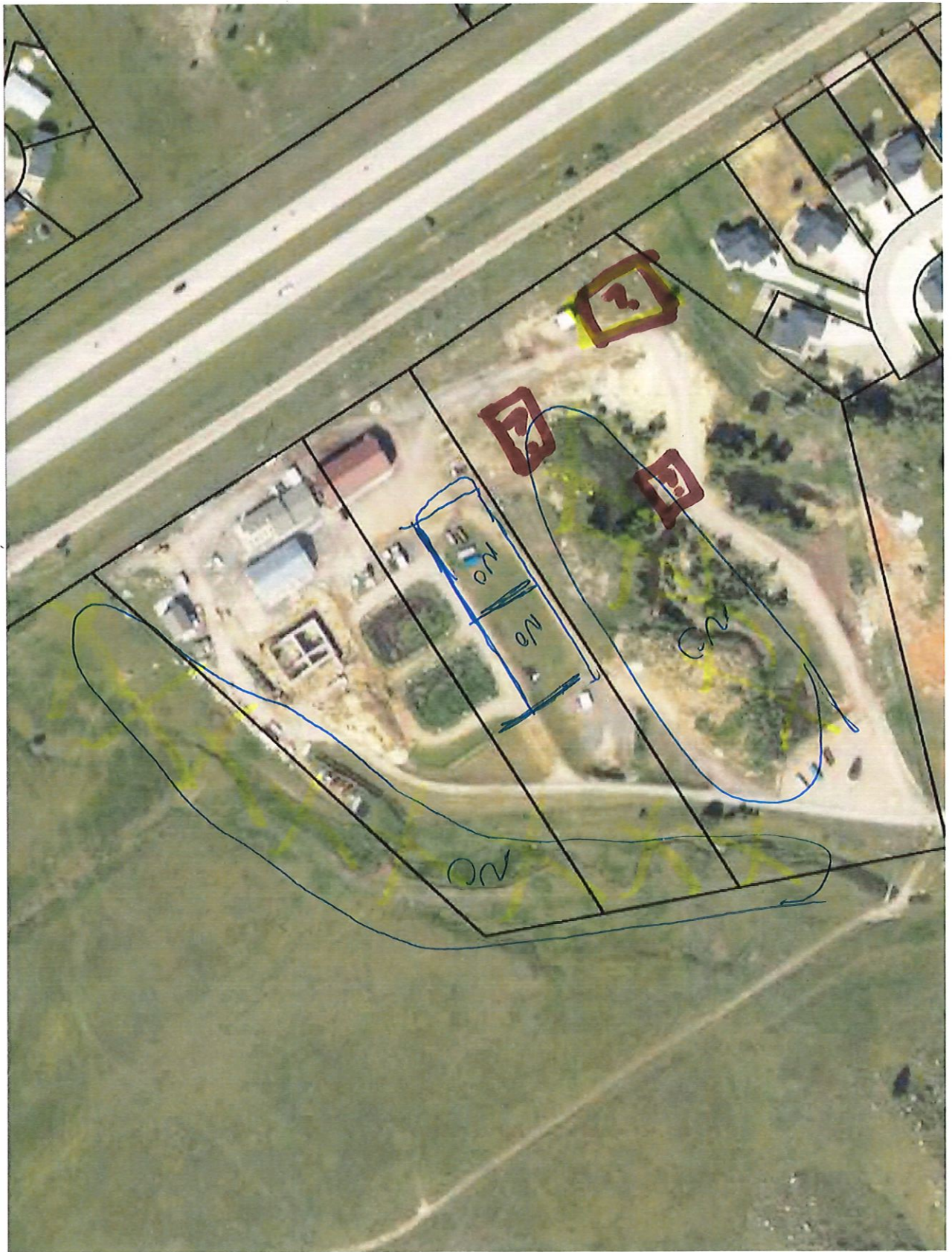
Respectfully,

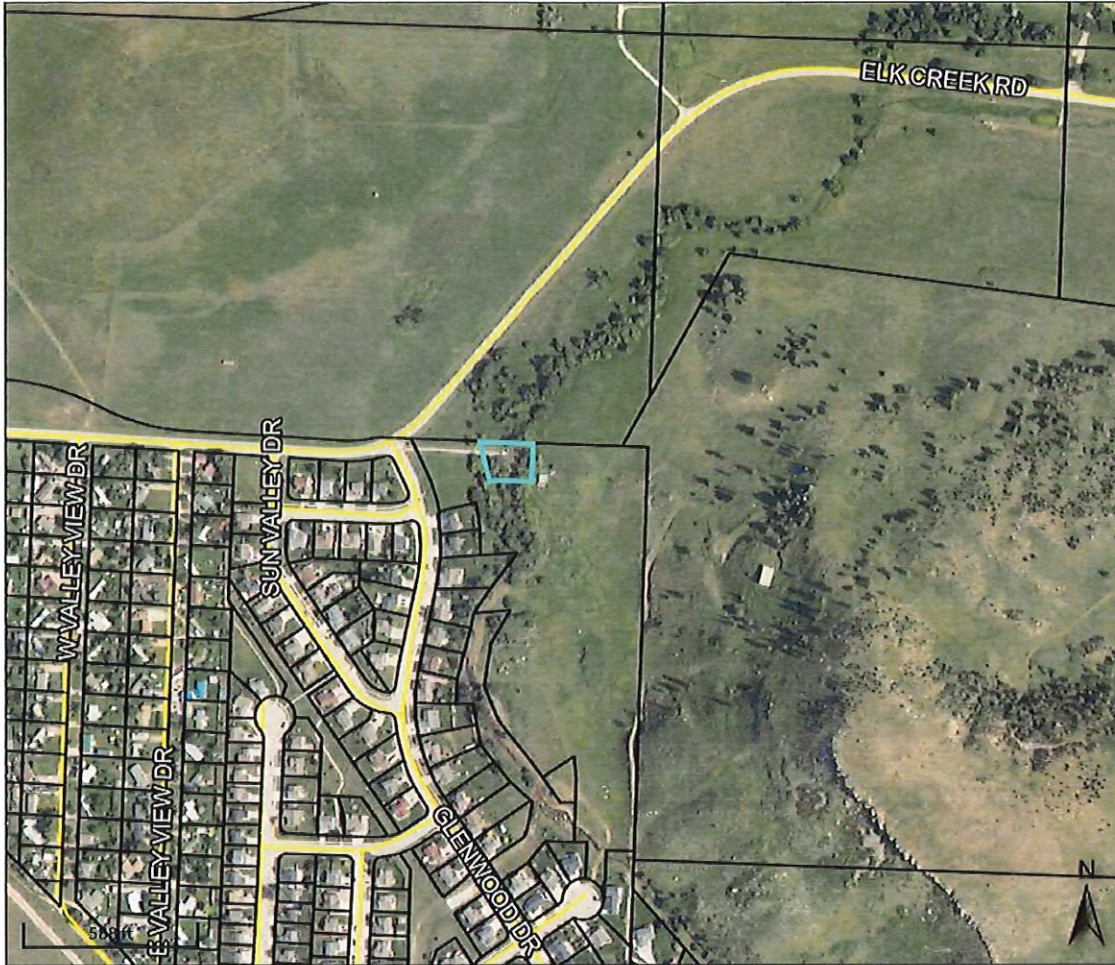
*Ryan Streff*

507-227-0129  
Ryan.Streff@SummitGroupSD.com



Reference: US-SD-5150 RCY ELK CREEK





Overview



Legend

-  Parcels 2025
-  Roads

Parcel ID	0C.63.LIFT	Alternate ID	n/a	Owner Address	CITY OF SUMMERSET
Sec/Twp/Rng	--	Class	EXEMPT		PO BOX 783
Property Address		Acreage	n/a		SUMMERSET SD 57718
District	SUM461				
Brief Tax Description	SUN VALLEY ESTATES LIFT STATION LOT 1, ACCESS EASEMENT 1, SEWER LINE EASEMENT				
	<b>(Note: Not to be used on legal documents)</b>				

Date created: 8/1/2025  
 Last Data Uploaded: 7/31/2025 9:20:52 PM

Developed by  **SCHNEIDER**  
 GEOSPATIAL

**CITY OF SUMMERSET  
ORDINANCE 14  
ORDINANCE FOR SITING OF WIRELESS  
TELECOMMUNICATION FACILITIES**

**Section 14.1. - Purpose**

The purpose of this ordinance is to ensure that the placement, construction and modification of Wireless Telecommunication Facilities is consistent with the City of Summerset's land use policies, to minimize the impact of Wireless Telecommunication Facilities, to encourage the collocation of Wireless Telecommunications Facilities on existing structures, to establish a fair and efficient process for review and approval of applications, to assure a comprehensive review of environmental impacts of such facilities, and to protect the health, safety and welfare of the City's citizens - while attempting to ensure access to reliable wireless communications services throughout the County.

**Section 14.2. - Authority and Jurisdiction**

South Dakota Codified Law 11-4-1 delegates the responsibility to the governing body of a municipality to adopt and enforce regulations designed for the purpose of promoting health, safety, and general welfare of the community.

**Section 14.3. - Definitions**

For the purposes of this ordinance, the following terms shall be defined as:

1. **Accessory Equipment** -- Any equipment serving or being used in conjunction with a Telecommunications Facility or Support Structure. This equipment includes, but is not limited to, utility or transmission equipment, power supplies, generators, batteries, cables, equipment buildings, cabinets and storage sheds, shelters or other structures.
2. **Administrator** -- The Planning & Zoning Board, administrator, or individual designated by the Board to conduct the Administrative Review referred to in this ordinance
3. **Administrative Approval** -- Zoning approval that the Administrator is authorized to grant after Administrative Review.

4. **Administrative Review** -- The procedures established in Section 14.5.-5 of this Ordinance.
5. **Antenna** -- Any structure or device used to collect or radiate electromagnetic waves for the provision of cellular, paging, personal communications services (PCS) and microwave communications. Such structures and devices include, but are not limited to, the following: directional antennas, such as panels, microwave dishes and satellite dishes; and omnidirectional antennas, such as whips.
6. **Board** -- The County Commission, City Commission, or other governmental body governing the district this ordinance refers to.
7. **Collocation** -- The act of siting Telecommunications Facilities in the same location on the same Support Structure as other Telecommunications Facilities. Collocation also means locating Telecommunications Facilities on an existing structure (for example: buildings, water tanks, towers, utility poles, etc.) without the need to construct a new support structure.
8. **Carrier on Wheels or Cell on Wheels or COW** -- A portable self-contained cell site that can be moved to a location and set up to provide personal wireless services on a temporary or emergency basis. A COW is normally vehicle-mounted and contains a telescoping boom as the Antenna support structure.
9. **Major Modifications** -- Improvements to existing Telecommunications Facilities or Support Structures that result in a substantial change to the Facility or Structure. Collocation of new Telecommunications Facilities to an existing Support Structure without Replacement of the structure shall not constitute a Major Modification. Major Modifications include, but are not limited to, extending the height of the Support Structure by more than twenty (20) feet or ten percent (10%) of its current height whichever is greater, and the Replacement of the structure.
10. **Minor Modifications** -- Improvements to existing Telecommunications Facilities and Support Structures that result in some material change to the Facility or Support Structure but of a level, quality or intensity that is less than a "substantial" change. Such Minor Modifications include, but are not limited to, extending the height of the Support Structure by less than twenty (20) feet or ten percent (10%) of its current height, whichever is greater, and the expansion of the compound area for additional Accessory Equipment.
11. **Monopole** -- A single, freestanding pole-type structure supporting one or more Antenna. For purposes of this Ordinance, a Monopole is not a Tower.
12. **Ordinary Maintenance** -- Ensuring that Telecommunications Facilities and Support Structures are kept in good operating condition. Ordinary Maintenance includes inspections, testing and modifications that maintain functional capacity

and aesthetic and structural integrity; for example the strengthening of a Support Structure's foundation or of the Support Structure itself. Ordinary Maintenance includes replacing Antennas and Accessory Equipment on a like-for-like basis within an existing Telecommunications Facility and relocating the Antennas of approved Telecommunications Facilities to different height levels on an existing Monopole or Tower upon which they are currently located. Ordinary Maintenance does not include Minor and Major Modifications.

13. **Replacement** -- Constructing a new Support Structure of proportions and of equal height or such other height as would be allowed under the definition of Minor Modification to a pre-existing Support Structure in order to support a Telecommunications Facility or to accommodate Collocation and removing the pre-existing Support Structure.
14. **Stealth Telecommunications Facility** -- Any Telecommunications Facility that is integrated as an architectural feature of a structure so that the purpose of the Facility for providing wireless services is not readily apparent to a casual observer.
15. **Support Structure(s)** – A structure designed to support Telecommunications Facilities including, but not limited to, Monopoles, Towers, Utility Poles and other freestanding self-supporting structures.
16. **Telecommunications Facility(ies)** -- Any unmanned facility established for the purpose of providing wireless transmission of voice, data, images or other information including, but not limited to, cellular telephone service, personal communications service (PCS), and paging service. A Telecommunication Facility can consist of one or more Antennas and Accessory Equipment or one base station.
17. **Tower** -- A lattice-type structure, guyed or freestanding, that supports one or more Antennas.

#### **Section 14.4. - Approvals Required for Telecommunications Facilities and Support Structures**

##### **1. Administrative Review**

Telecommunications Facilities located on any existing Support Structure shall be permitted in any zoning district after Administrative Review and Administrative Approval in accordance with the standards set forth in this ordinance. New Support Structures that are less than sixty (60) feet in height shall be permitted in any zoning district after Administrative Review and Administrative Approval in accordance with the standards set forth in this Ordinance. New Support Structures up to one hundred ninety-nine (199) feet in height shall be permitted in any Industrial District [or your equivalent] after Administrative Review and Administrative Approval in accordance with the standards set forth in this

ordinance. Monopoles or replacement poles located in utility easements or rights-of-way shall be permitted in any zoning district after Administrative Review and Administrative Approval in accordance with the standards set forth in this ordinance. Stealth Telecommunications Facilities shall be permitted in any zoning district after Administrative Review and Administrative Approval in accordance with the standards set forth in this ordinance.

**2. Special Permit**

Telecommunications Facilities and Support Structures not permitted by Administrative Approval shall be permitted in any district upon the granting of a Special Permit from the Board in accordance with the standards set forth in this ordinance.

**3. Exempt**

Ordinary Maintenance of existing Telecommunications Facilities and Support Structures, as defined herein, shall be exempt from zoning and permitting requirements. In addition, the following facilities are not subject to the provisions of this ordinance: (1) antennas used by residential households solely for broadcast radio and television reception; (2) satellite antennas used solely for residential or household purposes; (3) COWs placed for a period of not more than one hundred twenty (120) days at any location within the district after a declaration of an emergency or a disaster by the Governor or by the responsible official of the district; and (4) television and AM/FM radio broadcast towers and associated facilities.

**Section 14.5. - Telecommunications Facilities and Support Structures Permitted by Administrative Approval**

**1. Telecommunications Facilities Located on Existing Structures**

- (1) Antennas and Accessory Equipment are permitted in all zoning districts when located on any existing structure, including, but not limited to, buildings, water tanks, utility poles, broadcast towers or any existing Support Structure in accordance with the requirements of this Part.
- (2) Antennas and Accessory Equipment may exceed the maximum building height limitations, provided the Antenna and Accessory Equipment are in compliance with the requirements and standards of this Part.
- (3) Each Antenna mounted on existing structures and any Accessory Equipment shall meet the following standards:
  - (a) Omnidirectional or whip Antennas shall not exceed twenty (20) feet in length and not exceed seven (7) inches in diameter and shall be of a color that is identical or similar to the color of the supporting structure to make

the Antenna and related Accessory Equipment visually unobtrusive.

- (b) Directional or panel Antennas shall not exceed ten (10) feet in length and two (2) feet in width and shall be of a color that is identical or similar to the color of the supporting structure to make the Antenna and related Accessory Equipment visually unobtrusive.
- (c) Cylinder-type Antennas shall not exceed ten (10) feet in length and not exceed twelve (12) inches in diameter and shall be of a color that is identical or similar to the color of the supporting structure to make the Antenna and related Accessory Equipment visually unobtrusive.
- (d) Satellite and microwave dishes shall not exceed ten (10) feet in diameter. Dish antennas greater than three (3) feet in diameter shall be screened with an appropriate architectural treatment that is compatible with or integral to the architecture of the building to which they are attached. This screening requirement shall not apply to dishes located upon Towers or Monopoles.
- (e) Other Antenna types not specifically mentioned above shall be permitted if they are not significantly greater in size and will have a visual impact no greater than the Antennas listed above. This provision is specifically included in this Ordinance to allow for future technological advancements in the development of Antennas.
- (f) Accessory Equipment must comply with Section 14.7-5

## **2. New Support Structures**

- (1) New Support Structure less than sixty (60) feet in height shall be permitted in all zoning districts in accordance with the requirements of this Part.
- (2) New Support Structures up to one hundred ninety-nine (199) feet in height shall be permitted in all General Industrial Districts in accordance with the requirements of this Part. The height of any proposed support structure shall not exceed the minimum height necessary to meet the coverage objectives of the Facility. The setback of the structure shall be governed by the setback requirements of the underlying zone.
- (3) In the case of a monopoles or replacement poles that will support utility lines as well as a Telecommunications Facility shall be permitted within utility easements or rights-of-way, in accordance with requirements of this Part.
  - (a) The utility easement or right-of-way shall be a minimum of one hundred (100) feet in width.

- (b) The easement or right-of-way shall contain overhead utility transmission and/or distribution structures that are eighty (80) feet or greater in height.
- (c) The height of the Monopole or replacement pole may not exceed by more than thirty (30) feet the height of existing utility support structures.
- (d) Monopoles and the Accessory Equipment associated there with shall be set back a minimum of fifteen (15) feet from all boundaries of the easement or right-of-way.
- (e) Single carrier Monopoles may be used within utility easements and rights-of-way due to the height restriction imposed by Subsection (c) above.
- (f) Poles that use the structure of a utility tower for support are permitted under this Section. Such poles may extend up to twenty (20) feet above the height of the utility tower.
- (g) Monopoles or replacement poles located on public property or within public rights-of-way that will support public facilities or equipment in addition to Telecommunications Facilities shall be permitted in accordance with requirements of this Part. Examples include, but are not limited to, municipal communication facilities, athletic field lights, traffic lights, street lights, and other types of utility poles in the public right-of-way.

### **3. Stealth Telecommunications Facilities**

- (1) Stealth Telecommunications Facilities shall be permitted in all zoning districts after Administrative Review and Administrative Approval in accordance with the requirements below:
  - (a) Antennas must be enclosed, camouflaged, screened, obscured or otherwise not readily apparent to a casual observer.
  - (b) The structure utilized to support the Antennas must be allowed within the underlying zone district. Such structures may include, but are not limited to, flagpoles, bell towers, clock towers, crosses, monuments, smoke stacks, parapets, and steeples.
  - (c) Setbacks for the supporting structure shall be governed by the setback requirements of the underlying zoning district.

### **4. General Standards, Design Requirements, and Miscellaneous Provisions**

Unless otherwise specified herein, all Telecommunications Facilities and Support Structures permitted by Administrative Approval are subject to the applicable

general standards and design requirements of Section 14.7 and the provisions of Section 14.8.

## 5. Administrative Review Process

(1) All Administrative Review applications must contain the following:

- (a) Administrative Review application form signed by applicant
- (b) Copy of lease or letter of authorization from property owner evidencing applicant's authority to pursue zoning application
- (c) Zoning Drawings detailing proposed improvements. Drawings must depict improvements related to the requirements listed in this Part, including property boundaries, setbacks, topography, elevation sketch, and dimensions of improvements.
- (d) In the case of a new Support Structure:
  - i. Statement documenting why collocation cannot meet the applicant's requirements. Such statement may include such technical information and other justifications as are necessary to document the reasons why collocation is not a viable option.
  - ii. A list of all existing structures considered as alternatives to the proposed location. The applicant shall provide a written explanation why the alternatives considered were either unacceptable or infeasible due to technical, physical, or financial reasons. If an existing tower or monopole is listed among the alternatives, applicant must specifically address why the modification of such structure is not a viable option.
- (e) Administrative Review application fee. Applications for new Support Structures with proposed Telecommunications Facilities shall be considered together as one application requiring only a single application fee.

(2) Procedure

- (a) Within ten (10) business days of the receipt of an application for Administrative Review, the Administrator shall either: (1) inform the Applicant in writing the specific reasons why the application is incomplete and does not meet the submittal requirements; or (2) schedule an Administrative Review meeting with the Applicant within thirty (30) days of the receipt of a complete application. This meeting is not a public

hearing.

- (b) An applicant that receives notice of an incomplete application may submit additional documentation to complete the application. An applicant's failure to complete the application within sixty (60) business days after receipt of written notice shall constitute a withdrawal without prejudice of the application. An application withdrawn without prejudice may be resubmitted upon the filing of a new application fee.
- (c) The Administrative Review meeting will be conducted to confirm that the proposed application is consistent with this Ordinance. The Administrator must issue a written decision granting or denying the request within fifteen (15) days of the meeting unless an extension of time is agreed to by the Applicant. Failure to issue a written decision within (15) days shall constitute a denial of the application. The applicant may appeal such a denial as provided in this Ordinance or applicable State or Federal Law.
- (d) Should the Administrator deny the application, the Administrator shall provide written justification for the denial. The denial must be based on substantial evidence of inconsistencies between the application and this Ordinance.
- (e) Applicant may appeal any decision of the Administrator approving, approving with conditions, or denying an application or deeming an application incomplete, within thirty (30) days to the Board in accordance with this Ordinance.

## **Section 14.6. - Telecommunications Facilities and Support Structures Permitted by Special Permit**

### **1. Any Telecommunications Facility or Support Structures Not Meeting the Requirements of Section 14.5 Shall Be Permitted by Special Permit in all Zoning Districts Subject to:**

- (1) The submission requirements of Section 14.6-2 below;
- (2) The applicable standards of Sections 14.6-7 and 14.6-8 below; and
- (3) The requirements of the special permit general conditions within Zoning Ordinance 2.

### **2. Submission Requirements for Special Permit Applications**

- (1) All Special Permit applications for Telecommunications Facility and Support Structures must contain the following:

- (a) Special Permit application form signed by applicant.
- (b) Copy of lease or letter of authorization from the property owner evidencing applicant's authority to pursue zoning application.
- (c) Written description and scaled drawings of the proposed Support Structure, including structure height, ground and structure design, and proposed materials.
- (d) Number and type of proposed Antennas and their height above ground level, including the proposed placement of Antennas on the Support Structure.
- (e) When locating within a residential area, a written technical and operational analysis of why a Monopole or similar structure at a height of less than one hundred (100) feet cannot be used.
- (f) Line-of-sight diagram or photo simulation, showing the proposed Support Structure set against the skyline and viewed from at least four (4) directions within the surrounding areas.
- (g) A statement justifying why Collocation is not feasible. Such statement shall include:
  - i. Such technical information and other justifications as are necessary to document the reasons why collocation is not a viable option.
  - ii. A list of all existing structures considered as alternatives to the proposed location. The applicant shall provide a written explanation why the alternatives considered were either unacceptable or infeasible due to technical, physical, or financial reasons. If an existing tower was listed among the alternatives, applicant must specifically address why the modification of such tower is not a viable option.
- (h) A statement that the proposed Support Structure will be made available for Collocation to other service providers at commercially reasonable rates.
- (i) If required of other Special Permit applications, a property owner list that includes the name, address, and tax parcel information for each parcel entitled to notification of the application.
- (j) Special Permit application fee. Applications for new Support Structures with proposed Telecommunications Facilities shall be considered as one

application requiring only a single application fee.

(2) Procedure

- (a) Within ten (10) business days of the receipt of an Application for a Special Permit, the Administrator shall meet with the applicant to confirm that the application is complete or to inform the applicant in writing the specific reasons why the application is incomplete. This review meeting with staff is not a public hearing and is not subject to any public notification requirements.
- (b) If an application is deemed incomplete, an Applicant may submit additional materials to complete the application. An applicant's failure to complete the application within sixty (60) business days after receipt of written notice shall constitute a withdrawal without prejudice of the application. An application withdrawn without prejudice may be resubmitted upon the filing of a new application fee.
- (c) Once an application is deemed complete, a review meeting shall be held within ten (10) days.
- (d) A complete application for a Special Permit shall be scheduled for a hearing date at this review meeting in accordance with the requirements of this Ordinance.
- (e) The posting of the property and public notification of the application shall be accomplished in the same manner required for any Special Permit application under this Ordinance.

**Section 14.7. - General Standards and Design Requirements**

**1. Design**

(1) Monopoles shall be subject to the following:

- (a) Monopoles shall be designed to accommodate at least three (3) telecommunications providers.
- (b) The compound area surrounding the Monopole must be of sufficient size to accommodate Accessory Equipment for at least three (3) telecommunications providers.
- (c) Unless otherwise required by the Federal Communications Commission, the Federal Aviation Administration, or the Commission, Monopoles

shall have a galvanized silver or gray finish.

(2) Towers shall be subject to the following:

- (a) Towers shall be designed to accommodate at least four (4) telecommunications providers.
- (b) A compound area surrounding the Tower must be of sufficient size to accommodate Accessory Equipment for at least four (4) telecommunications providers.
- (c) Unless otherwise required by the Federal Communications Commission, the Federal Aviation Administration, or the Board, Towers shall have a galvanized silver or gray finish.

(3) Stealth Telecommunications Facilities shall be designed to accommodate the Collocation of other Antennas whenever economically and technically feasible or aesthetically appropriate, as determined by the Board or Administrator.

(4) Upon request of the Applicant, the Board or Administrator may waive the requirement that new Support Structures accommodate the collocation of other service providers if it finds that Collocation at the site is not essential to the public interest, or that the construction of a shorter support structure with fewer Antennas will promote community compatibility.

## **2. Setbacks**

(1) Property Lines.

Unless otherwise stated herein, Monopoles and Towers shall be setback from all property lines a distance equal to their height measured from the base of the structure to its highest point. Other Support Structures shall be governed by the setbacks required by the underlying zoning district.

(2) Residential Dwellings.

Unless otherwise stated herein, Monopoles, Towers and other Support Structures shall be setback from all off-site residential dwellings a distance equal to the height of the structure. There shall be no setback requirement from dwellings located on the same parcel as the proposed structure. Existing or Replacement utility poles shall not be subject to a set back requirement.

- (3) Unless otherwise stated herein, all Accessory Equipment shall be setback from all property lines in accordance with the minimum setback requirements in the underlying zoning district. Accessory Equipment associated with an existing or Replacement utility pole shall not be subject to a set back requirement.
- (4) The Board or Administrator shall have the authority to reduce or waive any required setback upon the request of the applicant if the Telecommunications Facility or Support Structure will be less visible as a result of the diminished setback. The Board or Administrator must also find that the reduction or waiver of the setback is consistent with the purposes and intent of this Ordinance. The structure must still meet the underlying setback requirements of the zone.

### **3. Height**

- (1) In non-residential districts, Support Structures shall not exceed a height of one hundred ninety-nine (199) feet from the base of the structure to the top of the highest point. Any proposed Support Structure shall be designed to be the minimum height needed to meet the service objectives of the applicant.
- (2) In residential districts, Support Structures shall not exceed a height equal to one hundred fifty (150) feet from the base of the structure to the top of the highest point. Any proposed Support Structure shall be designed to be the minimum height needed to meet the service objectives of the applicant.
- (3) In all districts, the Board shall have the authority to reduce or waive the height restrictions listed in this section upon the request of the applicant and a satisfactory showing of need for a greater height. With its waiver request, the Applicant shall submit such technical information or other justifications as are necessary to document the need for the additional height to the satisfaction of the Board.

### **4. Aesthetics**

- (1) Lighting and Marking.  
Telecommunications Facilities or Support Structures shall not be lighted or marked unless required by the Federal Communications Commission or the Federal Aviation Administration (FAA).
- (2) Signage.  
Signs located at the Telecommunications Facility shall be limited to ownership and contact information, FCC antenna registration number (if

required) and any other information as required by government regulation. Commercial advertising is strictly prohibited.

(3) Landscaping.

In all districts, the Board or Administrator shall have the authority to impose reasonable landscaping requirements surrounding the Accessory Equipment. Required landscaping shall be consistent with surrounding vegetation and shall be maintained by the facility owner. The Board or Administrator may choose to not require landscaping for sites that are not visible from the public right-of-way or adjacent property or in instances where in the judgment of the Board or Administrator, landscaping is not appropriate or necessary.

**5. Accessory Equipment, including any buildings, cabinets or shelters, shall be used only to house equipment and other supplies in support of the operation of the Telecommunication Facility or Support Structure. Any equipment not used in direct support of such operation shall not be stored on the site.**

(1) An equipment building, shelter or cabinet must not exceed five hundred sixty (560) square feet and twelve (12) feet in height, including the support structure for the equipment building.

(a) Exception to size restriction. A single equipment building or shelter may exceed five hundred sixty (560) square feet if it is located at ground level, is used by more than one telecommunication provider and does not exceed one thousand five hundred (1500) square feet.

(b) Exception to height restriction. Upon the Applicant's request, the Board or Administrator may waive the height restriction to allow for the stacking of equipment on top of each other. The Board or Administrator must find that there is a practical necessity for the stacking of the equipment and that any resulting impact on adjoining properties is minimal or may be minimized by the requiring of appropriate screening. The Board or Administrator may also waive the height restriction where a higher support structure is needed to raise the Equipment above a slope or flood plain.

(2) If the Accessory Equipment is at ground level in a residential zone, the Board or Administrator may require that the building or shelter be faced with brick or other suitable material on all sides and that the compound area be surrounded by landscaping providing a screen of at least three (3) feet in height at installation. The Accessory Equipment must conform to the setback standards of the applicable zone. In the situation of stacked equipment buildings, additional screening/landscaping measures may be required by the

Board or Administrator.

## **Section 14.8. - Miscellaneous Provisions**

### **1. Safety**

- (1) Ground-mounted Accessory Equipment and Support Structures shall be secured and enclosed with fence not less than six (6) feet in height, or as deemed appropriate by the Board or Administrator.
- (2) The Board or Administrator may waive the requirement of Subsection (1) above if it is deemed that a fence is not appropriate or needed at the proposed location.

### **2. Abandonment and Removal**

- (1) Abandonment. Any Telecommunications Facility or Support Structure that is not operated for a period of six (6) consecutive months shall be considered abandoned.
- (2) Removal. The owner of the Telecommunications Facility or Support Structure shall remove the Facility within six (6) months of its abandonment. The district authority shall ensure and enforce removal by means of its existing regulatory authority.

### **3. Multiple Uses on a Single Parcel or Lot**

Telecommunications Facilities and Support Structures may be located on a parcel containing another principal use on the same site.

## **Section 14.9. - Existing Telecommunications Facilities and Support Structures**

Telecommunications Facilities and Support Structures that were legally permitted on or before the date this Ordinance was enacted shall be considered a permitted and lawful use.

### **1. Non-Conforming Telecommunications Facility**

- (1) Non-conforming Antennas or Accessory Equipment. Ordinary Maintenance may be performed on Non-conforming Antennas and Accessory Equipment.
- (2) Minor Modifications to non-conforming Telecommunications Facilities may be permitted upon the granting of Administrative Approval by the Administrator.

- (3) Major Modifications to non-conforming Telecommunications Facilities may be permitted only upon the granting of Special Permit approval by the Board.

## **2. Non-Conforming Support Structures**

- (1) Ordinary Maintenance may be performed on a Non-conforming Support Structure.
- (2) Collocation of Telecommunications Facilities on an existing non-conforming Support Structure is permitted upon the granting of Administrative Approval by the Administrator.
- (3) Minor Modifications may be made to non-conforming Support Structures to allow for Collocation of Telecommunications Facilities. Such Minor Modifications shall be permitted by Administrative Approval granted by the Administrator.
- (4) Major Modifications may be made to non-conforming Support Structures only upon the granting of Special Permit approval by the Board.

### **Section 14.10. - Fees**

Fees for all permits required herein, and fees required for filing of appeals, and fees for application for amendments to this Ordinance shall be established by the Summerset City Commission as listed per the current fee schedule on file at the Summerset Finance Office.

### **Section 14.11. - Penalties**

It shall be unlawful to erect, construct, reconstruct, alter, maintain, or use any building or structure, or to use any land in violation of any regulation in this ordinance. Any person, firm, association, or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or resists, the enforcement of any of the provisions of this Ordinance shall upon conviction thereof, be subject to a fine of one hundred (\$100) dollars together with the cost of action; every day of violation shall constitute a separate offense. Fine shall not exceed one quarter of the assessed value of the property. Compliance therewith may also be enforced by an injunction order at the suit of the petitioner or the owner or owners of real estate within the district affected by the regulation of this Ordinance. Any non-compliance will stop construction, placement, or erection until corrected. All ordinances not covered specifically by Summerset ordinances must meet State Specifications or uniform building codes, whichever is more stringent.

### **Section 14.12. - Validity**

Should any section, clause or provision of this ordinance be declared by the court to be unconstitutional or invalid, this judgment shall not affect the validity of the Ordinance as a whole or any other part other than the part judged invalid.

**Section 14.13. - Conflicts with Other Laws**

In the interpretation and application of the provisions of this Ordinance, these provisions shall be held to minimum requirements adopted for the promotion of the public health, morals, safety, and the general welfare. Whenever the requirements of this Ordinance are at variance with the requirements of other lawfully adopted rules, regulations or Ordinances, the most restrictive, or that imposing the higher standards, shall govern.

**Section 14.14. - Effective Date**

This Ordinance shall take effect and be in full force after its passage and publication according to law.

**ATTEST:**

**CITY OF SUMMERSET**

\_\_\_\_\_  
Rebecca J. Phillips – Finance Officer

\_\_\_\_\_  
Brad Shelly - Mayor

(seal)

Vote:	Butler - Absent	First Reading:	June 4, 2009
	Shelly - Aye	Second Reading:	June 18, 2009
	Wagner - Aye	Published:	June 27, 2009

Published once at the approximate cost of \_\_\_\_\_