

**Summerset City Commission
Regular Meeting
Summerset Municipal Building
7055 Leisure Lane
Thursday, September 4th, 2025, 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:05 p.m. Commissioners Hirsch, Osten, Markham, and Pulscher were present. The City Administrator was also present. The City Finance Officer and City Attorney were absent.

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 Hirsch to approve the agenda of the regular meeting of the Summerset City Commission for September 4th, 2025 as presented. Motion carried.

Citizen Input

No citizen input.

Consent Calendar

Approval of the Minutes

Motion by Pulscher, second by Markham to approve the minutes of the regular meeting held on August 21st, 2025. Motion carried.

Approval of the Claims

Motion by Markham, second by Osten to approve the claims in the amount of \$66,616.81 from August 21st, 2025 to September 3rd, 2025. Motion carried.

A&B Business Solutions	542.46
Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
Birgen, Nicholin	50.00
Black River Contracting	1,000.00
Diamond Water Company	202.35
Doty, Jason	50.00
Evergreen Office Products	7,787.19
Greenapsis	350.00
Hermanson Egge Engineering Inc	120.00
Hirsch, Clyde	50.00
Garcia, Jaeson	50.00
Kayl, Anthony	50.00
Kitzmiller, Michael	50.00
Markham, Gwenn	50.00
Osten, Michael	50.00
Pulscher, Jordan	50.00
Rapid Rooter	1,000.00
RCS Construction	1,000.00

Schieffer, Lisa	50.00
Schrock, Brielle	50.00
SD Public Assurance Alliance	388.74
SD Secretary of State	60.00
A&J Screening	1,094.00
AVI Systems Inc	1,450.37
Delta Dental	970.80
Health Pool of SD	14,660.84
Nasser, Rich	266.18
SD State Treasurer	1,149.79
SDRS	11,945.98
SDRS Supplemental Retirement Plan	790.00
United States Treasury	21,138.11

Approval of Payroll – August 2025 (SDCL 6-1-10)

Motion by Hirsch, second by Pulscher to approve the following payroll. Motion carried.

- Dept. 4000 - \$12,516.92 Wastewater
- Dept. 4110 - \$2,333.32 Commission
- Dept. 4120 - \$1,916.67 Mayor
- Dept. 4140 - \$12,039.70 Finance
- Dept. 4210 - \$46,010.11 Police
- Dept. 4310 - \$14,558.61 Streets
- Dept. 4652 - \$500.00 Planning

Utility Billing Adjustments

Motion by Osten, second by Markham, to approve the utility billing adjustments of \$239.44 for the period of August 1st – August 31st, 2025. Motion carried.

****Noted For the Record – Commission Reports are in the packet for viewing.**

Acceptance Letter of Audit Report Ending December 31, 2024

Motion by Pulscher, second by Hirsch to open discussion. Motion carried. City Administrator Lisa Schieffer explained that the South Dakota Auditor General had received the 2024 Audit for the City of Summerset and has accepted the same.

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

Motion by Markham, second by Pulscher to accept the Year End Audit Letter Report. Motion carried.

Text My Gov Survey Feedback

Motion by Osten, second by Markham to open discussion. Motion carried. Commissioner Pulscher gave an overview of the results of the Facebook survey he had conducted. Pulscher explained that the survey showed a majority who wished to keep Text My Gov. City Administrator Lisa Scheiffer explained that Finance Officer Brielle Schrock had created a new process on Text My Gov for paperless billing. Schieffer explained that the cost of Text My Gov was already in the 2026 budget.

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

Motion by Markham, second by Osten to keep Text My Gov. Motion carried.

MyGov Location Record Integration- Beacon

Motion by Markham, second by Pulscher to open discussion. Motion carried. City Administrator Lisa Schieffer explained that the Location Record Integration was needed for the MyGov software database. The cost of the location record would be approximately \$5,300 annually. Schieffer felt that the location record was not necessary

at this time. Schieffer explained that there was a one-time use option she felt would not be useful. Schieffer notified the Board that they could speak with Finance Officer Brielle Schrock, who is the Project Manager, on any other questions they may have.

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

Payroll Change

City Administrator Lisa Schieffer from 23D \$7,251.17 to 23E \$7,432.45 effective December 26th, 2025

Motion by Hirsch, second by Pulscher to open discussion. Motion carried. Mayor Kitzmiller explained that he was requesting the payroll change, prior to Schieffer's annual review, due to the additional duties she has assumed.

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

Motion by Markham, second by Pulscher to approve the payroll change effective December 26, 2025. Motion carried.

First Reading of Ordinance 2026 Fiscal Year Budget

Motion by Osten, second by Markham to open discussion. Motion carried. City Administrator Lisa Schieffer gave an overview of the finalized budget. The budget was amended to include a part-time employee for public works. The budget also includes revenue and expense for the Leisure Lane Park Grant.

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

Motion by Markham, second by Hirsch to approve the First Reading and set the Second Reading for September 18th, 2025. Motion carried.

Upcoming Events- none

Executive Session- none

Adjournment

Motion by Osten, second by Pulscher to adjourn at 6:32 p.m. Motion carried.

(SEAL)

ATTEST:

Brielle Schrock
Finance Officer

Michael Kitzmiller
Mayor

Published once September 13th, 2025 at the total approximate cost of \$297.18.



City of Summerset, SD

Payable Register

Payable Detail by Vendor Name

Packet: APPKT00229 - 09.18.2025

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: 0021 - Black Hawk Water Users District									Vendor Total:	194.85
2025.09	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	194.85	0.00	0.00	0.00	194.85
Monthly usage	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly usage	NA		0.00	0.00	39.25	0.00	0.00	0.00	39.25	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4192-42800	Utility Expense		39.25	100.00%						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly usage- park	NA		0.00	0.00	155.60	0.00	0.00	0.00	155.60	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4520-42800	Utility Expense		155.60	100.00%						
Vendor: 1665 - Cardmember Services									Vendor Total:	12,546.54
2025.09	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	12,546.54	0.00	0.00	0.00	12,546.54
Monthly charges	BANKW - BANK WEST				No	Payment Date: 9/10/2025			Bank Draft:	DFT0000374

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		
Monthly charges	NA	0.00	0.00	12,546.54	0.00	0.00	0.00	12,546.54		
Distributions										
Account Number	Account Name	Project	Account Key	Amount	Percent					
101-4110-42300	Publishing Exp			811.11	6.46%					
101-4140-42850	Uniform Expense			169.27	1.35%					
101-4140-42201	Dues/Subscriptions			24.00	0.19%					
101-4140-42300	Publishing Exp			83.40	0.66%					
101-4140-42600	Supply/Material Exp			335.59	2.67%					
101-4140-42700	Travel/Conf Expense			272.82	2.17%					
101-4140-42850	Uniform Expense			44.97	0.36%					
101-4192-42600	Supply/Material Exp			130.34	1.04%					
101-4192-42200	Prof Fees Expense			130.24	1.04%					
101-4192-42800	Utility Expense			1,163.12	9.27%					
101-4210-42150	Postage			65.65	0.52%					
101-4210-42200	Prof Fees Expense			200.00	1.59%					
101-4210-42500	Repair/Maint Expense			757.75	6.04%					
101-4210-42600	Supply/Material Exp			10.60	0.08%					
101-4210-42601	Evidence - Supply/Materials			288.91	2.30%					
101-4210-42800	Utility Expense			29.82	0.24%					
101-4210-42810	Phone			652.99	5.20%					
101-4210-42851	Duty Equipment			95.00	0.76%					
101-4310-42300	Publishing Exp			67.97	0.54%					
101-4310-42600	Supply/Material Exp			49.65	0.40%					
101-4310-42530	Landscape&Mowing Expense			621.98	4.96%					
101-4310-42600	Supply/Material Exp			403.38	3.22%					
101-4320-42500	Repair/Maint Expense			1,127.26	8.98%					
101-4520-42900	Other Expense			620.43	4.95%					
101-4520-42600	Supply/Material Exp			288.00	2.30%					
101-4520-42900	Other Expense			1,441.90	11.49%					
101-4520-42800	Utility Expense			101.04	0.81%					
101-4652-42300	Publishing Exp			121.09	0.97%					
604-4000-42150	Postage			784.56	6.25%					
604-4000-42600	Supply/Material Exp			226.30	1.80%					
604-4000-42610	Auto Expense			872.19	6.95%					
604-4000-42620	Testing Expense			368.25	2.94%					
604-4000-42800	Utility Expense			186.96	1.49%					

Vendor: [1504 - CBH CO-OP](#)

Vendor Total: 4,875.25

2025.09	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	4,875.25	0.00	0.00	0.00	4,875.25
Monthly usage		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly usage	NA	0.00	0.00	4,875.25	0.00	0.00	0.00	4,875.25	
Distributions									
Account Number	Account Name	Project	Account Key	Amount	Percent				
101-4210-42611	Fuel Expense			3,058.48	62.73%				
101-4310-42611	Fuel Expense			1,816.77	37.27%				

Vendor: [2092 - Central States Radar](#)

Vendor Total: 366.00

10405	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	366.00	0.00	0.00	0.00	366.00
PD ACI Stalker		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total	
PD ACI Stalker	NA	0.00	0.00	366.00	0.00	0.00	0.00	366.00	
Distributions									
Account Number	Account Name	Project	Account Key	Amount	Percent				
101-4210-42200	Prof Fees Expense			366.00	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					
Vendor: 0036 - City of Rapid City										Vendor Total: 7,409.40
2509005	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	7,409.40	0.00	0.00	0.00	7,409.40
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	7,409.40	0.00	0.00	0.00	7,409.40		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4320-43230	Solid Waste Collection		7,409.40	100.00%						

Vendor: 0120 - City of Sturgis										Vendor Total: 55.00
17133	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	55.00	0.00	0.00	0.00	55.00
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	55.00	0.00	0.00	0.00	55.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4410-43350	Humane Society		55.00	100.00%						

Vendor: 0765 - Demersseman Jensen Tellinghuisen & Huffman, LLP										Vendor Total: 3,665.00
40093	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	3,665.00	0.00	0.00	0.00	3,665.00
Professional Services	BANKW - BANK WEST				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly	NA	0.00	0.00	3,665.00	0.00	0.00	0.00	3,665.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4141-42200	Prof Fees Expense		3,665.00	100.00%						

Vendor: 0246 - Golden West Technologies										Vendor Total: 4,692.93
40001110	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	4,152.93	0.00	0.00	0.00	4,152.93
Comprehensive services	BANKW - BANK WEST				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Comprehensive services	NA	0.00	0.00	4,152.93	0.00	0.00	0.00	4,152.93		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4192-42201	Dues/Subscriptions		4,152.93	100.00%						

INV-8438	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	540.00	0.00	0.00	0.00	540.00
Leisure Lane Park Cameras	BANKW - BANK WEST				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Leisure Lane Park Cameras	NA	0.00	0.00	540.00	0.00	0.00	0.00	540.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4520-42500	Repair/Maint Expense		540.00	100.00%						

Vendor: 1133 - HDR Engineering, Inc										Vendor Total: 15,743.89
1200752998	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	4,538.19	0.00	0.00	0.00	4,538.19
2025 General Engineering Services	BANKW - BANK WEST				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total	
Payable Description		Bank Code	On Hold								
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
2025 General Engineering Services	NA		0.00	0.00	4,538.19	0.00	0.00	0.00	4,538.19		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
101-4196-42200	Prof Fees Expense				4,538.19	100.00%					
1200752999	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	4,268.48	0.00	0.00	0.00	4,268.48	
2025 NR Professional Services	BANKW - BANK WEST				No						
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
2025 NR Professional Services	NA		0.00	0.00	4,268.48	0.00	0.00	0.00	4,268.48		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
101-4196-42200	Prof Fees Expense				4,268.48	100.00%					
1200754598	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	2,182.50	0.00	0.00	0.00	2,182.50	
WWTP Reed Bed Project	BANKW - BANK WEST				No						
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP Reed Bed Project	NA		0.00	0.00	2,182.50	0.00	0.00	0.00	2,182.50		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
604-4000-42200	Prof Fees Expense				2,182.50	100.00%					
1200754702	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	4,754.72	0.00	0.00	0.00	4,754.72	
WWTP Reed Bed Project	BANKW - BANK WEST				No						
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP Reed Bed Project	NA		0.00	0.00	4,754.72	0.00	0.00	0.00	4,754.72		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
604-4000-42200	Prof Fees Expense				4,754.72	100.00%					

Vendor: [2087 - Karl Chevrolet](#) Vendor Total: 17,384.56

13029	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	1,117.92	0.00	0.00	0.00	1,117.92
2025 Tahoe Ref 143056	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
2025 Tahoe Install	NA		0.00	0.00	1,117.92	0.00	0.00	0.00	1,117.92	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4210-43400	Equip Expense				1,117.92	100.00%				
13091	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	16,266.64	0.00	0.00	0.00	16,266.64
2025 Tahoe Ref 13091	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
2025 Tahoe Build	NA		0.00	0.00	16,266.64	0.00	0.00	0.00	16,266.64	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4210-43400	Equip Expense				16,266.64	100.00%				

Vendor: [1101 - Meade County Auditor](#) Vendor Total: 2,748.58

2025.09	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	2,748.58	0.00	0.00	0.00	2,748.58
Dispatch Expenses	BANKW - BANK WEST				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Dispatch Expenses	NA		0.00	0.00	2,748.58	0.00	0.00	0.00	2,748.58	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
101-4210-42820	Dispatch Expense				2,748.58	100.00%				

Vendor: [1110 - Mid-American Research Chemical](#) Vendor Total: 1,024.39

0857291-IN	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	1,024.39	0.00	0.00	0.00	1,024.39
WWTP Supplies	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Underground line repair	NA	0.00	0.00	1,024.39	0.00	0.00	0.00	1,024.39
Distributions								
Account Number	Account Name		Project	Account Key	Amount	Percent		
604-4000-42630	Chemicals and Lab Supplies				1,024.39	100.00%		

Vendor: [1157 - Midcontinent Testing Laboratories, Inc.](#) Vendor Total: 368.25

135463	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	368.25	0.00	0.00	0.00	368.25
Monthly testing	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly testing	NA	0.00	0.00	368.25	0.00	0.00	0.00	368.25
Distributions								
Account Number	Account Name		Project	Account Key	Amount	Percent		
604-4000-42620	Testing Expense				368.25	100.00%		

Vendor: [2088 - Midstates Group](#) Vendor Total: 68.00

N483482	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	68.00	0.00	0.00	0.00	68.00
Kayl business cards	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Kayl business cards	NA	0.00	0.00	68.00	0.00	0.00	0.00	68.00
Distributions								
Account Number	Account Name		Project	Account Key	Amount	Percent		
101-4310-42600	Supply/Material Exp				68.00	100.00%		

Vendor: [2097 - Schneider Geospatial](#) Vendor Total: 750.00

2025.09GIS	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	750.00	0.00	0.00	0.00	750.00
MyGov GIS	BANKEFT - BANK WEST EFT				No	Payment Date: 9/11/2025		Bank Draft: DFT0000375		

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
MyGov GIS	NA	0.00	0.00	750.00	0.00	0.00	0.00	750.00
Distributions								
Account Number	Account Name		Project	Account Key	Amount	Percent		
101-4140-42200	Prof Fees Expense				750.00	100.00%		

Vendor: [0018 - SD One Call](#) Vendor Total: 26.25

SD25-02496	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	26.25	0.00	0.00	0.00	26.25
Monthly Messages	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
19 Messages for Mar 2025	NA	0.00	0.00	26.25	0.00	0.00	0.00	26.25
Distributions								
Account Number	Account Name		Project	Account Key	Amount	Percent		
101-4232-42900	Other Expense				26.25	100.00%		

Payable Register

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

Vendor: [1245 - SD State Treasurer](#)

Vendor Total: 1,152.00

2025.09	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	1,152.00	0.00	0.00	0.00	1,152.00
Sales tax payable		BANKEFT - BANK WEST EFT			No			Payment Date: 9/18/2025	Bank Draft:	DFT0000373

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Jan sales tax collected	NA	0.00	0.00	1,152.00	0.00	0.00	0.00	1,152.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-0000-21700	Sales Tax Payable		1,152.00	100.00%

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

Vendor Total: 206.70

1102037	Invoice	9/18/2025	9/18/2025	9/18/2025	9/18/2025	206.70	0.00	0.00	0.00	206.70
Monthly services		BANKW - BANK WEST			No					

Items

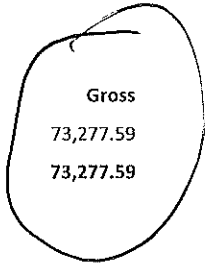
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly services	NA	0.00	0.00	206.70	0.00	0.00	0.00	206.70

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-42200	Prof Fees Expense		206.70	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	23	73,277.59	0.00	0.00	0.00	73,277.59	14,448.54	58,829.05
Grand Total:		73,277.59	0.00	0.00	0.00	73,277.59	14,448.54	58,829.05



Account Summary

Account	Name	Amount
101-0000-21700	Sales Tax Payable	1,152.00
101-4110-42300	Publishing Exp	811.11
101-4140-42200	Prof Fees Expense	750.00
101-4140-42201	Dues/Subscriptions	24.00
101-4140-42300	Publishing Exp	83.40
101-4140-42600	Supply/Material Exp	335.59
101-4140-42700	Travel/Conf Expense	272.82
101-4140-42850	Uniform Expense	214.24
101-4141-42200	Prof Fees Expense	3,665.00
101-4192-42200	Prof Fees Expense	336.94
101-4192-42201	Dues/Subscriptions	4,152.93
101-4192-42600	Supply/Material Exp	130.34
101-4192-42800	Utility Expense	1,202.37
101-4196-42200	Prof Fees Expense	8,806.67
101-4210-42150	Postage	65.65
101-4210-42200	Prof Fees Expense	566.00
101-4210-42500	Repair/Maint Expense	757.75
101-4210-42600	Supply/Material Exp	10.60
101-4210-42601	Evidence - Supply/Materials	288.91
101-4210-42611	Fuel Expense	3,058.48
101-4210-42800	Utility Expense	29.82
101-4210-42810	Phone	652.99
101-4210-42820	Dispatch Expense	2,748.58
101-4210-42851	Duty Equipment	95.00
101-4210-43400	Equip Expense	17,384.56
101-4232-42900	Other Expense	26.25
101-4310-42300	Publishing Exp	67.97
101-4310-42530	Landscape&Mowing Expense	621.98
101-4310-42600	Supply/Material Exp	521.03
101-4310-42611	Fuel Expense	1,816.77
101-4320-42500	Repair/Maint Expense	1,127.26
101-4320-43230	Solid Waste Collection	7,409.40
101-4410-43350	Humane Society	55.00
101-4520-42500	Repair/Maint Expense	540.00
101-4520-42600	Supply/Material Exp	288.00
101-4520-42800	Utility Expense	256.64
101-4520-42900	Other Expense	2,062.33
101-4652-42300	Publishing Exp	121.09
Total:		62,509.47

Account	Name	Amount
604-4000-42150	Postage	784.56
604-4000-42200	Prof Fees Expense	6,937.22
604-4000-42600	Supply/Material Exp	226.30
604-4000-42610	Auto Expense	872.19
604-4000-42620	Testing Expense	736.50
604-4000-42630	Chemicals and Lab Supplies	1,024.39
604-4000-42800	Utility Expense	186.96
Total:		10,768.12

AUGUST 2025 City Administrator Report

ECONOMIC DEVELOPMENT

- Visited with A. Anglin from SEDC on budget and future projects for the remainder of the year.
- Met with B. Block on SoDak Shops and moving forward without the discretionary formula.
- Met with B. Block on potential new commercial site on Lots 4 & 5 off of Norman Ave.
- Met with B. Block to go over the last of Summerset projects.

GRANTS

- Met with B. Block on potential LIPP Grant since new commercial property coming in on Norman Ave.
- Visited with K. Snyder on Park Grant and potential timeline.
- Reviewed Brownsfield Grant.

PLANNING & ZONING

- Completed plat work review for potential cell tower.
- Worked with A. Kayl and E. Jasper on bid specs for solar lights that are recommended in IDCM.
- Received new maps from HDR with up to date zoning and annexation – reviewed the same.
- Reviewed clarification from R. Crane Director of Equalization on discretionary formula.
- Visited with P. Olsen regarding his lots and the sale to SoDak Shops.
- Visited with L. Shagla regarding an annexation study.
- Visited with P. Olsen regarding the change in discretionary formula and what it will do for building in Summerset.
- Visited with S. Delbridge on final inspection on Apartment Building.
- Issued occupancy permit for Apartment Building to J. Scull along with return of erosion control deposit.
- Visited with E. Jasper to go over timeline on lighting specs.
- Visited with A. Kayl on construction management and items needed or not needed on lighting specs.
- Visited with L. Berg on Marso property and preliminary plat.
- Email exchange with J. Rudland regarding putting a shop house on a lot off Anderson Road.
- Drafted letter regarding zoning on a property.
- Received preliminary plat from Baseline on Marso property, sent to HDR for review.
- Visited with S. Salvetti on property on Infinity Dr and Commercial Building Checklist.
- Visited with S. Delbridge on final inspection on Black River Contracting along with return of erosion control deposit.
- Issued certificate of occupancy for Black River Contracting.
- Visited with M. Wheeler regarding section line vacation for Norman Ranch.
- Visited with K. Chleborad about fence and decorative rock – A. Kayl went to view the site.
- Zoom meeting on Exit 48 with SDDOT, HDR and others.
- Visited with K. Callahan regarding a variance on Lot 3 off of Norman Ave. Drafted the Notice.

*See next page

MISC.

- Visited with S. Rost on email on claims for Norman Ranch.
- Compiled three agenda (2) commission, (1) planning and zoning.
- Worked on quotes for smart board and computers to comply with Windows 11.
- Attended bid opening on Reed Beds.
- Put together levy calculations for the City of Summerset and its splits for Mayor Kitzmiller.
- Drafted letter for ***
- Reviewed documents with M. Wheeler on small claims action.
- Helped with getting ACH letter out updating utility records.
- Received complaint from M. Vetch will set up meeting regarding the same.
- Visited with M. Wheeler regarding cell phone tower regulations.
- Reviewed ordinance on budget.
- Met with C. Hirsch to go over items of concern.
- Visited with G. Markham on agenda items and upcoming meeting.
- Met with J. Pulscher to go over items.
- B. Schrock visited with me on text my gov add-ons.
- Zoom meeting – regarding MyGov training.
- Visited with G. Markham on SEDC Meeting/Budget.
- Visited with Mayor Kitzmiller on complaint on drainage ditch.
- Met with M. Kitzmiller, A. Kayl, M. Vetch, M. Martin and others regarding drainage ditch.
- Visited with A. Newhouse and other participants on I.T. Bid information.
- Visited with I.T. staff regarding implementing MyGov and how to get REST or FTP from Meade County/Beacon.
- Reviewed the bid and specs on lights.
- Visited with A. Kayl, M. Wheeler on cell towers.
- Researched South Dakota Department of Labor Laws on exempt/non exempt employees.
- Reached out to M. Wheeler regarding legal opinion on exempt/non exempt and FLSA.
- Visited with G. Markham regarding budget.
- New smart board put in commission room. Brief setup and will meet later on training.
- Several follow-up attempts on MyGov and location software. With Beacon, Meade County, I.T. and MyGov.
- Visited with Tyler Incode to update new computer with ERP Pro 10 Software.
- Helped R. Nasser with notary applications.
- Meeting with M. Carlson SDDOT and A. Kayl regarding land disposal swap.
- Visited with M. Wheeler regarding items on Norman Ranch.
- Input the FY2026 Budget into Incode Software, had B. Schrock double check all the figures.
- Zoom – A.I. Basics for Today's business.
- Meeting with GoldenWest to go over quarterly reports.

- Zoom meeting on Corridor Climate Resiliency Plan.
- Visited with S. Reade regarding his mailbox being knocked over.
- Complaint from citizen – sent the same to the police department.



SUMMERSET POLICE DEPARTMENT

Monthly Report-August 2025

Calls for service

- 459

Highway Safety Report

	<i>Arrests</i>
Speeding	42
DUI	15
Alcohol	4
Drug	28
Seatbelt	5
Other Violations	47
Warrants	4
Recovered Stolen	1
Saturation Patrol	4
Injury Crash	1
Reportable PDO	4

Court appearances

- Inv Regan
- Officer Hamelin
- Officer Leveque
- Officer Johnson
- Officer Geigle

Training

- Hamelin-Glock Armorer

Grants

- Traffic Safety
- Homeland Security

Special Events

- Drive Sober or Get Pulled Over Campaign
- Public Safety Day
- Radio Interview
- Pizza in the Park

Daily

- Regular meetings with Commissioner Markham
- Covering patrol shifts and responding to calls for service
- Evidence.com management
- Citizen Meetings
- Public Safety Day Meeting
- MOCIC Meeting
- Golden West Phone Calls
- Created Central Square Modules
- Updated department policies
- Portable Radios
- Pick up H&L
- WestComm Radio Meeting
- Animal Shelter Calls/Ordinance
- Travel to pick up new patrol vehicle
- Rally Meeting
- Registration Training for Acadis
- Axon Training Meeting
- Expenses/Receipts
- Cradlepoint Troubleshooting
- July Mobilization Report
- Axon Zoom Meeting
- Flock Safety Zoom Meeting
- PD Maintenance
- Fleet Management
- New Hire Onboarding
- Records Requests
- Upfitting Phone Calls
- Submitted Traffic Safety Report
- Submitted reimbursement requests for highway safety grants
- NIBRS Submissions
- Department Budget
- Payroll

Aug 2025 Finance Department

Meetings Attended

- ❖ 2 Commission meetings
- ❖ Check-in with Commissioner Pulscher
- ❖ Check-in with City Administrator
- ❖ Follow up and check-ins with utility billing clerk
- ❖ Bid Meeting for Solar Lighting
- ❖ MyGov

Utility Billing

- ❖ Communications with residents on delinquent accounts
- ❖ Overdue account tracking
- ❖ Processing late fees
- ❖ Delinquent account lists to PW
- ❖ Move-in/out reconciliation and tracking
- ❖ ACH draft update form filing
- ❖ Preparing unclaimed deposit returns to send to Unclaimed Property
- ❖ TextMyGov paperless billing flow creation

Financial

- ❖ Sales tax payable
- ❖ Detail and Rev/Exp reports sent to Commission and DH's
- ❖ Bank recon
- ❖ Payroll process with payables and reporting
- ❖ Invoice review and claims prepared
- ❖ Credit card reconciliation
- ❖ Unclaimed deposit refund to unclaimed process continued
- ❖ Tracking of code enforcement fines, prep for assessments
- ❖ Bank account information annual updating
- ❖ PW phone migration
- ❖ SDML renewal worksheet
- ❖ Impound invoice created and mailed
- ❖ TIF tracking spreadsheet

Resident Interactions

- ❖ Overdue accounts
- ❖ Late penalty removals
- ❖ ACH update billing

Staff

- ❖ Assisted staff with HR and benefit topics
- ❖ New employee onboarding
- ❖ Updating employee files and migrating to Incode
- ❖ Payroll, reporting, and incurred payables
- ❖ ACH updating for direct deposit
- ❖ Start creation of onboarding system
- ❖ Contact list updating
- ❖ New hire employee information page creation
- ❖ DL expiration tracking

Budget

- ❖ Finalizing 2026 FY budget

Miscellaneous

- ❖ Preparing information for Commission meeting agenda items
- ❖ Commission meeting minutes prepared and submitted for publication
- ❖ Continued work on FO operations manual
- ❖ MyGov planning and emails
- ❖ Social media and LED post creation
- ❖ MyGov U
- ❖ File drawer archiving

August 2025 Wastewater Department report

Daily Operations

8-4 Conducted interviews for open Wastewater Operator position.
8-5 Submitted DMR report to DANR.
8-5 DPI removed debris from Main Lift Pump #2.
8-5 Offered Wastewater Operator position to Jaeson Garcia. Set to start Monday 8-11-25.
8-7 Conference with Commissioner Hirsch.
8-7 Attended City Commission meeting.
8-8 Summerset Lift Station pump #1 inop.
8-11 Dakota Pump replaced Summerset Lift pump #1.
8-11 Dakota Pump reprogrammed filter building controls.
8-18 Rapid Rooter investigated 8" pipe at Constitution Manhole (Con 3).
8-18 Replaced safety switch on auger lid.
8-18 Phone conference with Commissioner Hirsch.
8-19 Discovered bad bearing on Air Handler. Complete HVAC will order and replace parts.
8-19 Oil change for Plant Truck.
8-21 Attended City Commission meeting.
8-25 DPI replaced relays and timers for SBR #2 decanter.
Treated 4.9 million gallons of wastewater with an average of 160 thousand gallons per day.
Responded to 17 requests for utility location.

Special Projects

Misc



COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset
7055 Leisure Lane, Summerset, SD 57718
Phone: (605) 718-9858 Fax: (605) 718-9883

Web: www.summerset.us

APPLICATION FOR DEVELOPMENT REVIEW

REQUEST (please check all that apply)

- Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
 - Designation
 - Initial Plan Final Plan
 - Major Amendment
 - Minimal Amendment
- Subdivision
 - Layout Plan
 - Preliminary Plat
 - Final Plat
 - Minor Plat
- Rezoning
- Road Name Change

- Conditional Use Permit
 - Major Amendment
 - Minimal Amendment
- Vacation
 - Utility / Drainage Easement
 - R.O.W. / Section Line Highway
 - Access / Non-Access
 - Planting Screen Easement
- OTHER (specify) _____

LEGAL DESCRIPTION (Attach additional sheets as necessary)

EXISTING Parcel ID # 20.89.01
Tract 1 of Gilby's Mountain Subdivision, Meade Co.

PROPOSED _____

LOCATION 7884 Erickson Ranch Road

Size of Site-Acres <u>1-2 acre</u>	Square Footage _____	Proposed Zoning _____
DESCRIPTION OF REQUEST: <u>To plat 4, 1-2 acre lots. Said 1</u>		Utilities: Private / Public
<u>lots will be served by Blackhawk Water & WREA.</u>		Water
		Sewer

APPLICANT

Name Carol Marso Phone 605-787-4363
 Address 7884 Erickson Ranch Road E-mail _____
 City, State, Zip Rapid City, SD 57702 Signature _____ Date _____

PROJECT PLANNER - AGENT

Name Baseline Surveying Inc. Phone 605-490-1401
 Address 2305 Junction Ave. E-mail office@sturgisurveying.com
 City, State, Zip Sturgis, SD 57785 Signature _____ Date _____

OWNER OF RECORD (If different from applicant)

Name _____ Phone _____
 Address _____ E-mail _____
 City, State, Zip _____

x Carol Marso 8-20-08
 Property Owner Signature _____ Date _____ Property Owner Signature _____ Date _____

Signature _____ Date _____ Signature _____ Date _____
 Print Name: Carol Marso _____
 Title*: _____ Title*: _____

*required for Corporations, Partnerships, etc.

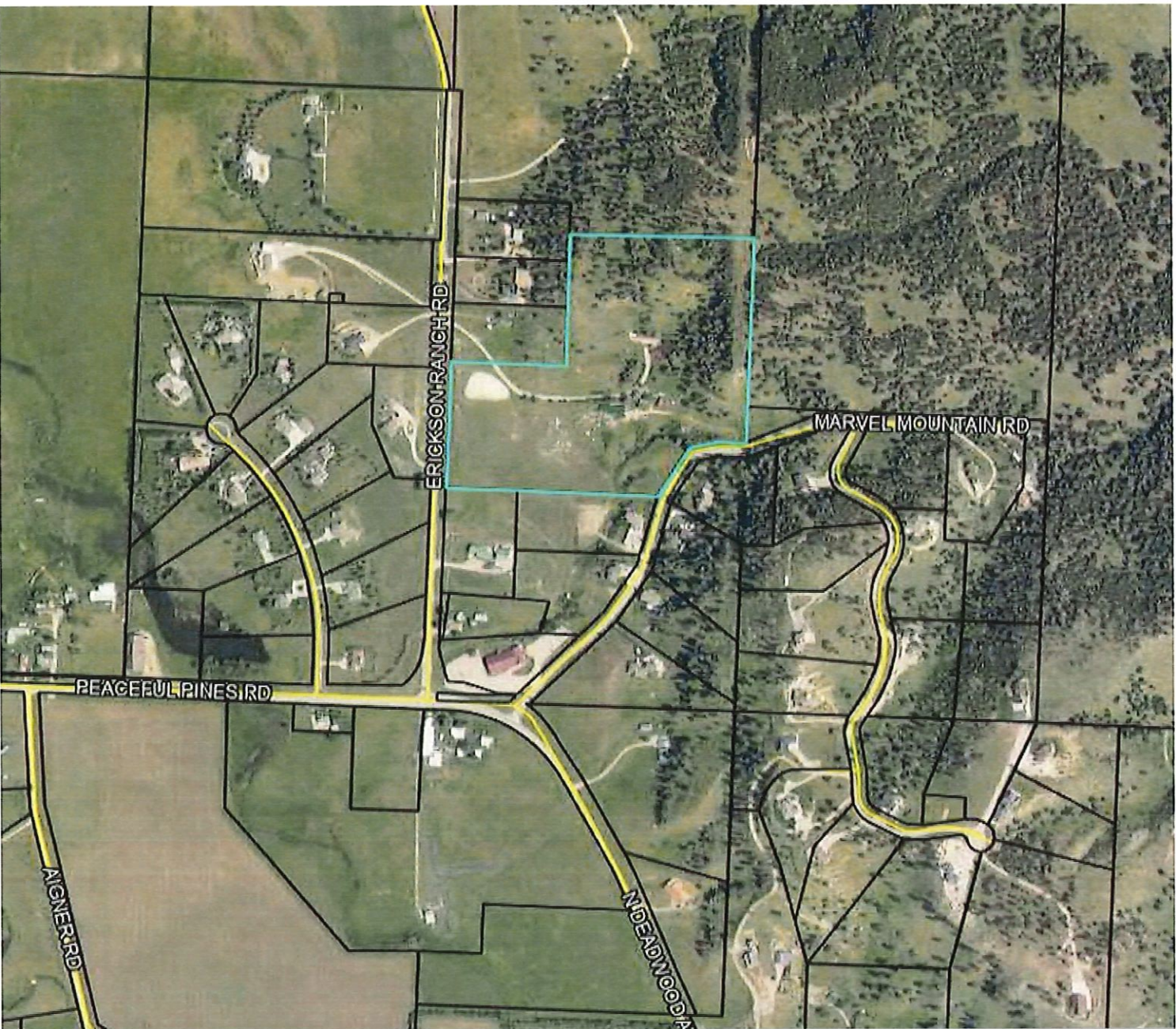
FOR STAFF USE ONLY

ZONING
Current
North
South
East
West
Planner
File No.
Comp Plan
Received By:

- Sewer Utility
- Fire Department
- Public Works
- Planning
- Building Inspector
- Engineering
- City Code Enforcement
- Police
- City Attorney
- BHP&L
- Finance Officer
- Register of Deeds
- County - Planning
- SD DOT
- SD DENR
- Auditor - Annexation
- Drainage
- Parks & Recreation
- Diamond D Water
- Black Hills Water
- Quaal Road District
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Planning and Zoning Meeting Date: _____
 Commission Meeting Date: _____
 Date Paid: _____

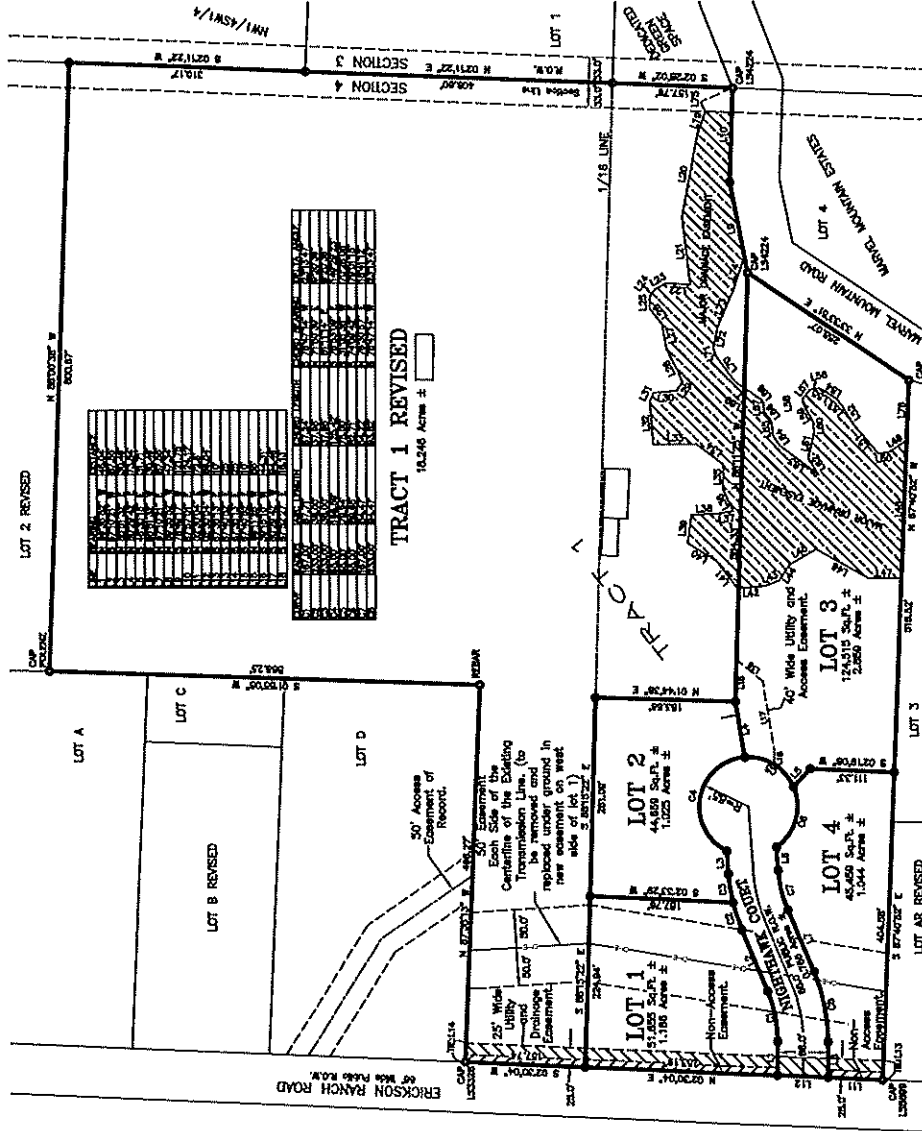
Payment Type: Cash Check Credit Card



Alternate ID n/a
Class NACS
Acreage n/a

Owner Address GILBY'S MOUNTAIN TRUST
7884 ERICKSON RANCH RD
RAPID CITY SD 57702

**Plat of
Lots 1-4 and Tract 1 Revised of Gilby's Mountain Subdivision
and Dedicated Public Right-of-Way of Nighthawk Court.**
(Formerly Tract 1 of Gilby's Mountain Subdivision)
All Located in the S81/4 of Section 4, Township 2 North, Range 7 East,
Black Hills Meridian, Meade County, South Dakota.



- LEGEND**
- Found or Set 3/4" Iron with Cop
 - Found Vicinity 1/2" 1/4"
 - Found Survey Monument As Noted.
 - EASEMENT LINE
 - OVERHEAD POWER

Per FEMA Map 1704, FEMA Panel 460001200P Designated Located in an Area Outside the 0.2% Annual Chance Floodplain, Zone X. Effective Date 09/16/2011

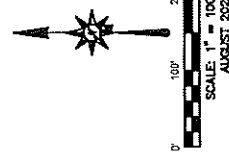
DRAINAGE NOTES

All major drainage easements shown shall be in place at the time of construction. The plat shows the buildings, walls, fences, hedges, trees and shrubs. These easements apply to all public utilities. The plat shows the location of all public utilities. The plat shows the location of all public utilities. The plat shows the location of all public utilities.

PLATTED ACRES

LOT 1, 11.850 ACRES ±
LOT 2, 4.850 ACRES ±
LOT 3, 12.610 ACRES ±
LOT 4, 1.044 ACRES ±
TRACT 1, 18.245 ACRES ±
NIGHTHAWK COURT 1/18 MILE WIDE

Sharon E. Vetterick
Registered Land Surveyor No. 7710



Reference Documents as shown on:
1. Plat Book 9 of Page 26
2. Plat Book 22 of Page 235
3. Plat Book 229 of Page 410
4. Meade County Register of Deeds Office

SURVEYOR'S NOTES

- 1) URSY & Mace Inc. has been retained to provide all utility and other easements. A hereby granted on the plat showing all easements. The plat shows the location of all public utilities. The plat shows the location of all public utilities. The plat shows the location of all public utilities.
- 2) Building Restrictions per the most recently adopted International Building Code and Building Subcode Requirements per the City of Summit, Colorado.
- 3) Date of Platting Using Geoids North Determined from Global Positioning System (GPS).

PREPARED BY:
BASELINE SURVEYING, INC.,
2906 JUNCTION AVENUE,
STURGEON, S.D. 57786,
PHONE: 605-490-1401
JOB NUMBER: 24-121

**Plat of
Lots 1-4 and Tract 1 Revised of Gilby's Mountain Subdivision
and Dedicated Public Right-of-Way of Nighthawk Court.**
(Formerly Tract 1 of Gilby's Mountain Subdivision)
All Located in the SE1/4 of Section 4, Township 2 North, Range 7 East,
Black Hills Meridian, Meade County, South Dakota.

COUNTY TREASURER'S CERTIFICATE

I, Treasurer of Meade County, South Dakota, do hereby certify that all taxes which are liens upon the land described herein, as shown by the records of my office, are fully paid.
Dated this _____ day of _____, 20____.

Meade County Treasurer

CERTIFICATE OF CITY FINANCE OFFICER

I, Finance Officer of the City of Summit, South Dakota, do hereby certify that the taxes which are liens upon the land described herein, as shown by the records of my office, are fully paid according to the records of my office.
Dated this _____ day of _____, 20____.

Finance Officer of the City of Summit

CERTIFICATE OF CITY FINANCE OFFICER

I, Finance Officer of the City of Summit, South Dakota, do hereby certify that all taxes which are liens upon the land described herein, as shown by the records of my office, are fully paid according to the records of my office.
Dated this _____ day of _____, 20____.

Finance Officer of the City of Summit

CERTIFICATE OF PLANNING COMMISSION

The City of Summit Planning and Zoning Commission certifies that it has reviewed the final plat and hereby recommends approval to the City Commission of the City of Summit, South Dakota.
Dated this _____ day of _____, 20____.

Planning Commission Member

OFFICE OF REGISTER OF DEEDS

Meade County Register of Deeds

RESOLUTION OF CITY COMMISSION

Whereas there has been presented to the City Commission of the City of Summit, South Dakota, a plat of the land described herein, as shown by the records of my office, and it appears to the Board of Commissioners that:

- The system of streets and lots shown conforms to the system of streets and lots shown on the plat of the City and Subdivision.
- All provisions of the City Subdivision Regulations have been complied with, and
- All assessments upon the Tract or Subdivision have been fully paid.
- And such plat and survey thereof have been examined according to law.

NOW THEREFORE, BE IT RESOLVED that said plat is hereby approved in all respects.
Dated at Summit, South Dakota
this _____ day of _____, 20____.

Mayer of the City of Summit

CERTIFICATE OF HIGHWAY OR STREET AUTHORITY

The location of the proposed access to the Highway or Street on which this land is situated is hereby approved. Any change in the location of the proposed access shall require additional approval.
Dated this _____ day of _____, 20____.

Highway or Street Authority

CERTIFICATE OF DIRECTOR OF EVALUATION

I, Director of Evaluation of Meade County, South Dakota, do hereby certify that I have on record in my office a copy of the plat of the land described herein.
Dated this _____ day of _____, 20____.

Meade County Director of Evaluation

SURVEYOR'S CERTIFICATE

I, Sharon L. Vashetz, 2305 Junction Avenue, Sully, SD, being a Registered Land Surveyor in the State of South Dakota, do hereby certify that I have personally examined the plat of the land described herein, and that the same conforms to the plat of the land described herein, and that the same is in accordance with the provisions of the Subdivision Regulations or Restrictions of Miscellaneous Record or Private Agreements that are not known to me are not shown herein.

IN WITNESS WHEREOF
I hereunto set my hand and seal
this _____ day of _____, 20____.

Sharon L. Vashetz
Registered Land Surveyor No. 7719

OWNER'S CERTIFICATE

I, Carol Ann Meron, do hereby certify that I am the owner of the land shown and described herein, and that the plat of the land described herein is in accordance with the plat of the land described herein, and that the same is in accordance with the provisions of the Subdivision Regulations or Restrictions of Miscellaneous Record or Private Agreements that are not known to me are not shown herein. I have dedicated right-of-way on shown herein is dedicated to public use.
IN WITNESS WHEREOF
I hereunto set our hands this _____ day of _____, 20____.

Carol Ann Meron, Owner

ACKNOWLEDGEMENT OF OWNERS

STATE OF SOUTH DAKOTA }
COUNTY OF _____ } SS

On this _____ day of _____, 20____, before me, the undersigned officer, personally appeared Carol Ann Meron and Sharon L. Vashetz, known to me to be the persons whose names are subscribed to the foregoing instrument, and they acknowledged to me that they executed the same for the purposes therein contained.
IN WITNESS WHEREOF, I hereby set my hand and official seal.

Notary Public _____ My commission expires _____

DRAINAGE LINE TABLE

LINE	BEARING	DISTANCE	LINE	BEARING	DISTANCE
1	S 70° 00' 00" E	111.50	1	S 70° 00' 00" E	111.50
2	S 70° 00' 00" E	111.50	2	S 70° 00' 00" E	111.50
3	S 70° 00' 00" E	111.50	3	S 70° 00' 00" E	111.50
4	S 70° 00' 00" E	111.50	4	S 70° 00' 00" E	111.50
5	S 70° 00' 00" E	111.50	5	S 70° 00' 00" E	111.50
6	S 70° 00' 00" E	111.50	6	S 70° 00' 00" E	111.50
7	S 70° 00' 00" E	111.50	7	S 70° 00' 00" E	111.50
8	S 70° 00' 00" E	111.50	8	S 70° 00' 00" E	111.50
9	S 70° 00' 00" E	111.50	9	S 70° 00' 00" E	111.50
10	S 70° 00' 00" E	111.50	10	S 70° 00' 00" E	111.50
11	S 70° 00' 00" E	111.50	11	S 70° 00' 00" E	111.50
12	S 70° 00' 00" E	111.50	12	S 70° 00' 00" E	111.50
13	S 70° 00' 00" E	111.50	13	S 70° 00' 00" E	111.50
14	S 70° 00' 00" E	111.50	14	S 70° 00' 00" E	111.50
15	S 70° 00' 00" E	111.50	15	S 70° 00' 00" E	111.50
16	S 70° 00' 00" E	111.50	16	S 70° 00' 00" E	111.50
17	S 70° 00' 00" E	111.50	17	S 70° 00' 00" E	111.50
18	S 70° 00' 00" E	111.50	18	S 70° 00' 00" E	111.50
19	S 70° 00' 00" E	111.50	19	S 70° 00' 00" E	111.50
20	S 70° 00' 00" E	111.50	20	S 70° 00' 00" E	111.50
21	S 70° 00' 00" E	111.50	21	S 70° 00' 00" E	111.50
22	S 70° 00' 00" E	111.50	22	S 70° 00' 00" E	111.50
23	S 70° 00' 00" E	111.50	23	S 70° 00' 00" E	111.50
24	S 70° 00' 00" E	111.50	24	S 70° 00' 00" E	111.50
25	S 70° 00' 00" E	111.50	25	S 70° 00' 00" E	111.50
26	S 70° 00' 00" E	111.50	26	S 70° 00' 00" E	111.50
27	S 70° 00' 00" E	111.50	27	S 70° 00' 00" E	111.50
28	S 70° 00' 00" E	111.50	28	S 70° 00' 00" E	111.50
29	S 70° 00' 00" E	111.50	29	S 70° 00' 00" E	111.50
30	S 70° 00' 00" E	111.50	30	S 70° 00' 00" E	111.50
31	S 70° 00' 00" E	111.50	31	S 70° 00' 00" E	111.50
32	S 70° 00' 00" E	111.50	32	S 70° 00' 00" E	111.50
33	S 70° 00' 00" E	111.50	33	S 70° 00' 00" E	111.50
34	S 70° 00' 00" E	111.50	34	S 70° 00' 00" E	111.50
35	S 70° 00' 00" E	111.50	35	S 70° 00' 00" E	111.50
36	S 70° 00' 00" E	111.50	36	S 70° 00' 00" E	111.50
37	S 70° 00' 00" E	111.50	37	S 70° 00' 00" E	111.50
38	S 70° 00' 00" E	111.50	38	S 70° 00' 00" E	111.50
39	S 70° 00' 00" E	111.50	39	S 70° 00' 00" E	111.50
40	S 70° 00' 00" E	111.50	40	S 70° 00' 00" E	111.50
41	S 70° 00' 00" E	111.50	41	S 70° 00' 00" E	111.50
42	S 70° 00' 00" E	111.50	42	S 70° 00' 00" E	111.50
43	S 70° 00' 00" E	111.50	43	S 70° 00' 00" E	111.50
44	S 70° 00' 00" E	111.50	44	S 70° 00' 00" E	111.50
45	S 70° 00' 00" E	111.50	45	S 70° 00' 00" E	111.50
46	S 70° 00' 00" E	111.50	46	S 70° 00' 00" E	111.50
47	S 70° 00' 00" E	111.50	47	S 70° 00' 00" E	111.50
48	S 70° 00' 00" E	111.50	48	S 70° 00' 00" E	111.50
49	S 70° 00' 00" E	111.50	49	S 70° 00' 00" E	111.50
50	S 70° 00' 00" E	111.50	50	S 70° 00' 00" E	111.50
51	S 70° 00' 00" E	111.50	51	S 70° 00' 00" E	111.50
52	S 70° 00' 00" E	111.50	52	S 70° 00' 00" E	111.50
53	S 70° 00' 00" E	111.50	53	S 70° 00' 00" E	111.50
54	S 70° 00' 00" E	111.50	54	S 70° 00' 00" E	111.50
55	S 70° 00' 00" E	111.50	55	S 70° 00' 00" E	111.50
56	S 70° 00' 00" E	111.50	56	S 70° 00' 00" E	111.50
57	S 70° 00' 00" E	111.50	57	S 70° 00' 00" E	111.50
58	S 70° 00' 00" E	111.50	58	S 70° 00' 00" E	111.50
59	S 70° 00' 00" E	111.50	59	S 70° 00' 00" E	111.50
60	S 70° 00' 00" E	111.50	60	S 70° 00' 00" E	111.50
61	S 70° 00' 00" E	111.50	61	S 70° 00' 00" E	111.50
62	S 70° 00' 00" E	111.50	62	S 70° 00' 00" E	111.50
63	S 70° 00' 00" E	111.50	63	S 70° 00' 00" E	111.50
64	S 70° 00' 00" E	111.50	64	S 70° 00' 00" E	111.50
65	S 70° 00' 00" E	111.50	65	S 70° 00' 00" E	111.50
66	S 70° 00' 00" E	111.50	66	S 70° 00' 00" E	111.50
67	S 70° 00' 00" E	111.50	67	S 70° 00' 00" E	111.50
68	S 70° 00' 00" E	111.50	68	S 70° 00' 00" E	111.50
69	S 70° 00' 00" E	111.50	69	S 70° 00' 00" E	111.50
70	S 70° 00' 00" E	111.50	70	S 70° 00' 00" E	111.50
71	S 70° 00' 00" E	111.50	71	S 70° 00' 00" E	111.50
72	S 70° 00' 00" E	111.50	72	S 70° 00' 00" E	111.50
73	S 70° 00' 00" E	111.50	73	S 70° 00' 00" E	111.50
74	S 70° 00' 00" E	111.50	74	S 70° 00' 00" E	111.50
75	S 70° 00' 00" E	111.50	75	S 70° 00' 00" E	111.50
76	S 70° 00' 00" E	111.50	76	S 70° 00' 00" E	111.50
77	S 70° 00' 00" E	111.50	77	S 70° 00' 00" E	111.50
78	S 70° 00' 00" E	111.50	78	S 70° 00' 00" E	111.50
79	S 70° 00' 00" E	111.50	79	S 70° 00' 00" E	111.50
80	S 70° 00' 00" E	111.50	80	S 70° 00' 00" E	111.50
81	S 70° 00' 00" E	111.50	81	S 70° 00' 00" E	111.50
82	S 70° 00' 00" E	111.50	82	S 70° 00' 00" E	111.50
83	S 70° 00' 00" E	111.50	83	S 70° 00' 00" E	111.50
84	S 70° 00' 00" E	111.50	84	S 70° 00' 00" E	111.50
85	S 70° 00' 00" E	111.50	85	S 70° 00' 00" E	111.50
86	S 70° 00' 00" E	111.50	86	S 70° 00' 00" E	111.50
87	S 70° 00' 00" E	111.50	87	S 70° 00' 00" E	111.50
88	S 70° 00' 00" E	111.50	88	S 70° 00' 00" E	111.50
89	S 70° 00' 00" E	111.50	89	S 70° 00' 00" E	111.50
90	S 70° 00' 00" E	111.50	90	S 70° 00' 00" E	111.50
91	S 70° 00' 00" E	111.50	91	S 70° 00' 00" E	111.50
92	S 70° 00' 00" E	111.50	92	S 70° 00' 00" E	111.50
93	S 70° 00' 00" E	111.50	93	S 70° 00' 00" E	111.50
94	S 70° 00' 00" E	111.50	94	S 70° 00' 00" E	111.50
95	S 70° 00' 00" E	111.50	95	S 70° 00' 00" E	111.50
96	S 70° 00' 00" E	111.50	96	S 70° 00' 00" E	111.50
97	S 70° 00' 00" E	111.50	97	S 70° 00' 00" E	111.50
98	S 70° 00' 00" E	111.50	98	S 70° 00' 00" E	111.50
99	S 70° 00' 00" E	111.50	99	S 70° 00' 00" E	111.50
100	S 70° 00' 00" E	111.50	100	S 70° 00' 00" E	111.50



Plat Review

Lot 1-4 and Tract 1 of Gilby's Mountain Subdivision and Dedicated Public Right-of-Way of Nighthawk Court

All Located in the SE1/4 of Section 4, Township 2 North, Range 7 East, Black Hills Meridian, Meade County, South Dakota

Prepared By:	Shannon Vasknetz, Baseline Surveying, Inc.
Submitted On:	Wednesday, August 20, 2025
Reviewed By:	Eric Jasper, HDR Engineering, Inc.
Review Date:	Wednesday, September 3, 2025

The contents of this checklist are based upon the content outlined in the City's Subdivision Ordinances 151 and 155.

The following items have been reviewed for the Plat as defined above:

Plat Content

<input checked="" type="checkbox"/>	Subdivision name shall not duplicate, be the same in spelling, or alike in pronunciation with the name of any other recorded subdivision, unless it is an extension of or adjacent to said subdivision
Comments	
<input checked="" type="checkbox"/>	Includes a Scale & North Arrow
Comments	
<input checked="" type="checkbox"/>	All Lot and Block Lines are illustrated
Comments	
<input type="checkbox"/>	Bearing & Distances check
Comments	
<input checked="" type="checkbox"/>	Lot & Block numbering pattern is systematic (not scattered)
Comments	
<input checked="" type="checkbox"/>	Areas of all Lots is identified in both square footage and acres
Comments	
<input checked="" type="checkbox"/>	Lots meet lot width and area requirements
Comments	
<input type="checkbox"/>	For R-3 zoned properties, all required greenspaces are provided
Comments	Zoned as R-1.
<input checked="" type="checkbox"/>	All Easements are identified & Include Dimensions
Comments	
<input type="checkbox"/>	Right-of-Ways are dimensioned and widths meet Summerset IDCM requirements
Comments	Right-of-ways determined by Meade county covenants. Current right of way off of arterial is shown as 66'. Via email, proposed extension of right of way on each side of 33' to make a total of 116'. Larger than 100' Summersets requirement but just less than Mead counties 120'.



Plat Review

Names of all adjoining subdivisions, other unplatted properties, and easements are labeled
Comments

Boundary Lines of the area being subdivided are tied to the nearest established street line, section corner, other previously described subdivision, or other recognized permanent monuments accurately described per SDCL-43-18, 43-20, and 43-21
Comments

Location of all monuments and permanent control points, and all survey pins, either set or located as required by SDCL 43-18, 43-20, and 43-21.
Comments

Plat identifies and delineates any portions of the property intended to be dedicated or granted for public use such as drainage facilities, schools or park land.
Comments

All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision lots, streets/roads, alleys, easements, and other areas for public or private use are shown to the nearest 1/100 of a foot.
Comments

Dimensions are identified for the radii, chords, length of curve, point of tangency, and central angles for all curvilinear streets/roads and radii for rounded corners.
Comments

The boundary lines of the floodway and 100-year flood zones, along with the base flood elevation on each lot as delineated on the Flood Insurance Rate Maps (FIRM) are illustrated.
Comments N/A

Certifications

Acknowledgment of the Owner or Owners of the plat of any restrictions, including dedication to public use of all streets/roads, alleys, parks or other open spaces shown thereon and the granting of easements required; as well as the use of any required common areas is included.
Comments

Acknowledgement of Registered Land Surveyor
Comments

Acknowledgement of City Finance Officer
Comments

Acknowledgement of County Treasurer
Comments

Acknowledgement of County Official of Equalization
Comments

Acknowledgement of all relevant Street and/or Highway Authorities
Comments

Acknowledgement of Planning Commission
Comments

Board of Commissioners Resolution, signed by the Mayor and the Finance Officer
Comments

Register of Deeds Recording area



Plat Review

Comments

Comments from the City Council and the Planning & Zoning Committee may also be included with this review.

The next City Council Meeting is scheduled for: Thursday, August 15, 2024

The next Planning & Zoning Meeting is scheduled for: Tuesday, August 13, 2024

The following additional comments have been shared by various members of the City's Planning & Zoning Committee and City Council:



September 15, 2025

Ms. Lisa Schieffer
Summerset City Administrator
7055 Leisure Lane
Summerset, SD 57718

Dear Lisa,

We have evaluated the bids received on September 12, 2025 for the 2025, Summerset Street Lighting project. The project consists of installing 17 additional solar powered street lights throughout the city of Summerset, SD.

Three unit price bids were received for the project as listed below.

Contractor	Bid Amount
Wescom, Inc.	\$188,564.00
Muth Electric, Inc.	\$177,673.12
GenPro Energy Solutions	\$117,602.43.
Engineer's Estimate	\$155,000.00

The low bid was submitted by GenPro Energy Solutions in the amount of \$117,602.43. Our evaluation of the experience and reputation of GenPro Energy Solutions indicates that they can complete the required work. We recommend award of a contract for construction of the 2025, Summerset Street Lighting project to GenPro Energy Solutions in the amount of \$117,602.43.

Sincerely,
HDR Engineering

Eric Jasper, PE
Project Manager



Bid Tabulation

Project Owner: City of Summerset, SD
Project Name: 2025, Summerset Street Lighting
Bid Opening: September 12, 2025

Bidder	Lump Sum Bid Amount
Wescom Inc.	\$188,564.00
Muth Electric, Inc.	\$177,673.12
GenPro Energy Solutions	\$117,602.43
Engineer's Estimate	\$155,000.00

I certify that the mathematics of the bids received for the project named and reference above have been checked, and that this bid tabulation, to the best of my knowledge, accurately represents all bids received for the project.



Eric Jasper, PE
HDR Engineering

WORK ORDER/CONTRACT FOR PROFESSIONAL SERVICES

Date Ordered:	9/10/2025	Taken By:	Luke Hinton	Job #:	Phase:
CLIENT:	City of Summerset, SD			Tel. #:	
Representative:	Lisa Schieffer		Tel. #:	(605) 718-2189	
Title:	City Administrator	E-mail Add.	lschieffer@summerset.us		
Billing Address:	7055 Leisure Lane		FAX #:		
City:	Summerset	State:	SD	Zip Code:	57718
Job Location (Sec-Twp-Rng):	PID:		County:		
Subdivision:	Lot #s:				
Project Name:	Basic Parcel Data – Meade Co, SD				
Common Location:					
SCOPE OF SERVICES					
Prepare a digital data file containing land parcels in Meade County, South Dakota. Data will be provided to CLIENT by email or copied to CLIENT'S FTP folder, and the file will include the following selected data sets:					
Desired Attributes: ParcelNumber, OwnerName, Situs address					
(Please select each data set to be included with this order below)					
Parcel Geometry					
1 Services					
PROFESSIONAL agrees to provide CLIENT with services consisting of data delivery in previously agreed upon formats. It is understood that the data provided does not belong to the PROFESSIONAL, nor is PROFESSIONAL transferring ownership of data to CLIENT. The role of PROFESSIONAL is to obtain data from many sources and "homogenize" this data into a common format, to manipulate this data and make certain parts of the data available as requested. No Warranties or Guarantees are made as to the completeness or accuracy of the data.					
2 Confidentiality					
The relationship between PROFESSIONAL and CLIENT shall be kept strictly confidential by PROFESSIONAL and BUYER.					
Number of Copies To Be Provided:	1	Date To Be Completed:	Within 10 days of receipt of payment		
Mail Additional Copy To:					
Cost of Professional Services:	\$750.00	Client Order/P.O. #:			

TERMS AND CONDITIONS

- A **Scope of Services.** Professional shall provide Client with services in connection with the Project as described in the Scope of Services.
- B **Schedule of Services.** Professional shall start and complete its services in accordance with the Scope of Services. Professional shall conduct the service in an expeditious manner subject to limitations such as weather, information acquisition, communications and other factors outside of Professional's control. Both parties recognize that the schedule of services is subject to factors that may be unknown or unforeseen at the time of executing this Agreement. If modifications, changes or adjustments of these terms and conditions become necessary, such modifications shall be made. Upon acceptance of this Work Order, Professional shall be given a reasonable time in which to commence and complete the performance of the services to be Performed. Professional shall not be responsible for delays or defaults where occasioned by any causes of any kind and extent beyond its control, including but not limited to delays caused by the Client.

The following is a list of assessments that remain unpaid as of October 1, 2025. The following properties will be submitted to Meade County for Special Assessment for the upcoming tax year, 2025 pay 2026, on behalf of the City of Summerset.

Parcel No.	Reason	Invoice Date	Amount
0C.50.04.03	50.07 Violation and Mitigation- Snow	01.13.2025	232.77
0C.50.05.08	50.07 Violation and Mitigation- Snow	01.13.2025	232.77
0C.50.03.24	50.07 Violation and Mitigation- Snow	01.13.2025	232.77
0C.50.03.05	50.07 Violation and Mitigation- Snow	01.13.2025	232.77
0C.50.03.04	50.07 Violation and Mitigation- Snow	01.13.2025	232.77
0C.50.03.39	50.07 Violation and Mitigation- Snow	01.13.2025	232.77
0C.50.09.E11	50.07 Violation and Mitigation- Snow	01.13.2025	232.77

SDCL 9-30-5. Snow removal--Weed removal--Expense paid by special assessment.

Every municipality shall have power to require the owner of abutting property to remove snow and ice from sidewalks and weeds from parking, and to provide for their removal and for taxing the expense thereof by special assessment against the abutting property.

Source: RPolC 1903, § 1229, subdiv 14; SL 1907, ch 95; SL 1913, ch 119, § 53, subdiv 15; RC 1919, § 6169 (46); SDC 1939, § 45.0201 (45).

City of Summerset- § 50.11 CERTIFICATION.

If any of the said assessments are not paid to the city, the Finance Officer shall certify any such delinquent assessments to the County Auditor on or before October 1st, and the same proceeding shall be had for the collection of said assessments as are or may hereafter be provided by statute for the collection of special assessments.

CITY OF SUMMERSET

ORDINANCE 2026

AN ORDINANCE APPROPRIATING FUNDS FOR THE FISCAL YEAR 2026

SECTION ONE

Be it ordained by the City of Somerset that the following sums are appropriated to meet the fiscal needs of the municipality for the fiscal year 2024.

<u>EXPENDITURES</u>	General Fund (Fund 101)	BBB Fund (Fund 211)	TIF # 1 Fund (Fund 302)	TIF # 2 Fund (Fund 305)
410 <u>GENERAL GOVERNMENT</u>				
411 Legislative	\$ 52,092			
411.5 Contingency	\$ 170,522			
412 Executive	\$ 28,310			
413 Election	\$ 4,100			
414 Financial & Administration	\$ 334,705			
419 Government Bldg & Engineering	<u>\$ 345,300</u>			
Total General Government	<u>\$ 935,029</u>			
420 <u>PUBLIC SAFETY</u>				
421 Police	\$ 1,085,087			
422 Fire	\$ 35,257			
423 Inspection	<u>\$ 21,500</u>			
Total Public Safety	<u>\$ 1,141,844</u>			
430 <u>PUBLIC WORKS</u>				
431 Streets & Drainage	\$ 886,784			
432 Sanitation	<u>\$ 197,800</u>			<u>\$ 400,000.00</u>
Total Public Works	<u>\$ 1,084,584</u>			
440 <u>HEALTH & WELFARE</u>				
441 Animal Control	<u>\$ 2,000</u>			
Total Health & Welfare	<u>\$ 2,000</u>			
450 <u>CULTURE & RECREATION</u>				
452 Parks	<u>\$ 390,957</u>			
Total Culture & Recreation	<u>\$ 390,957</u>			
460 <u>CONSERVATION & DEVELOPMENT</u>				
465 Economic Development		<u>\$ 72,250</u>		
465.2 Planning & Zoning	<u>\$ 25,650</u>			
Total Consv & Development	<u>\$ 25,650</u>	<u>\$ 72,250</u>		
470 <u>DEBT SERVICE</u>				
470 Debt Service			<u>\$ 296,800</u>	<u>\$ 486,116.00</u>
Total Debt Service	<u>\$ -</u>		<u>\$ 296,800</u>	<u>\$ 486,116.00</u>
485 <u>CAPITAL OUTLAY</u>				
485 Capital Outlay				
Total Capital Outlay				
490 <u>MISCELLANEOUS OTHER</u>				

499 Liquor	\$	900
Total Miscellaneous	\$	900

510	<u>OTHER FINANCE USES</u>			
	510 Transfer Out	\$	-	\$ 886,116.00

<u>TOTAL 2025 APPROPRIATIONS</u>	\$	3,580,964	\$	72,250	\$	1,182,916	\$	886,116.00
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SECTION TWO

The following designates the fund or funds to which the money derived from the following sources is applied.

<u>REVENUE</u>	General Fund (Fund 101)	BBB Fund (Fund 211)	TIF # 1 Fund (Fund 302)	TIF # 2 Fund (Fund 305)				
300	<u>GENERAL GOVERNMENT</u>							
	Undesignated Fund Balance	\$ 592,235	\$ (750)	\$ 30,116.00	\$ (290,000.00)			
	310 Taxes	\$ 2,042,180	\$ 73,000	\$ 1,100,000	\$ 290,000.00			
	320 Licenses & Permits	\$ 223,250						
	330 Intergovernmental Revenue	\$ 268,089						
	340 Charges for Goods and Services	239,760						
	350 Fines & Forfeits	\$ 100.00						
	360 Miscellaneous Revenue	\$ 215,350		\$ 52,800	\$ -			
	390 Other Sources	\$ -		-	886,116			
<u>TOTAL MEANS OF FINANCE</u>	\$	3,580,964	\$	72,250	\$	1,182,916	\$	886,116.00

ENTERPRISE FUNDS

604	<u>SEWER ENTERPRISE FUND</u>	
	Estimated Revenue	\$ 1,183,501
	Total Available	\$ 1,183,501
	Less Estimated Appropriations	\$ 991,229
	Estimated Surplus	\$ 192,272
	Est Surplus For Future Expansion	\$ 192,272

SECTION THREE

That there is hereby levied upon all taxable property within the City of Summerset, for the fiscal year 2025, a tax sufficient to raise the following funds:

For General Purposes \$ 840,430

SECTION FOUR

The City Finance Officer is hereby authorized and directed to certify said tax levy to the Meade County Auditor, of Meade County, State of South Dakota, to the end that the same may be spread and assessed as provided by law.

Dated this 18th day of September, 2025.

ATTEST:

Brielle Schrock, Finance Officer

Michael Kitzmiller, Mayor

Vote: Kitzmiller:
 Osten:
 Hirsch:
 Pulscher:
 Markham:

First Reading: 09.04.2025
Second Reading: 09.18.2025
Publication:

Published once _____ at the approximate cost of \$ _____.

COMMUNITY FORESTRY GRANT

For assistance with applications and grant questions please contact your [local service forester](#).

The Resource Conservation & Forestry Division created the Community Forestry Grant to distribute a portion of the Urban and Community Forestry Program funds from the US Forest Service to communities within South Dakota. Through this program, communities are awarded grants to help with a specific forestry problem, along with promoting community forests and their importance. The grant must be matched by the community or organization that receives the award. Communities in South Dakota are challenged to increase their commitment to community trees and achieve a higher effort in conservation."

"Through the Urban & Community Forestry Program, the division has provided financial assistance to our communities each year since 1991. A portion of the division's annual allocation of Urban and Community Forestry Assistance funds from the US Forest Service is awarded to communities in the form of Community Forestry grants.

These grants are used to fund community forestry projects that solve a specific community forestry problem or demonstrate the importance of trees in our communities. The community or service organization must match Community Forestry grants.

The Division has developed the Community Forestry grant program to require increased commitment and effort from a community. The criteria for the Community Forestry grant are outlined below:

1. Professional Services — (\$5,000)
2. Tree Inventory/Assessment — (\$5,000)
3. Existing Tree Care & Maintenance — (\$5,000)
4. Education/Training — (\$5,000)
5. New Tree Planting — (\$5,000)
6. Urban Food Forest (\$5,000)
7. Other Activities — (\$5,000)

Grants have a maximum limit of \$5,000. The required match may be met through volunteer labor, donated and/or purchased supplies, or actual cash expenditures.

Grant applications will be accepted at any time during the year. Applications will only be considered in the current or upcoming grant round dependent on the date of your application. The annual grant round will begin September 1st each year and will be open for approximately 1 month. Application forms are available below, or by contacting the DANR Resource Conservation and Forestry Division."

ADDITIONAL RESOURCES

Application Documents

[Community Forestry Grant Requirements](#)

[Grant Application Form](#)

[Community Forestry Grant Supplemental Questionnaire - Required](#)

[Application Scoring System](#)

[W-9 Form](#)

Related Documents

[Complete Sample Application](#)

[Tree Planting Guide](#)


Maps


[Urban & Community Foresters Map \(PDF\)](#)

[Urban & Community Foresters Map \(JPEG\)](#)

Contact Us

Department Secretary:
Hunter Roberts

 523 E Capitol Ave,
Pierre, SD 57501-3182

 605-773-5559

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SOUTH DAKOTA DEPARTMENT OF AGRICULTURE & NATURAL RESOURCES

RESOURCE CONSERVATION AND FORESTRY DIVISION

523 East Capitol Avenue
Pierre, SD 57501
Phone: 605.773.3623
danr.sd.gov

GRANT APPLICATION FORM

Applicant Information

Organization: _____ Mailing Address: _____
Telephone: _____ City: _____ State: ____ Zip: _____
Tax Status: _____

Project Contact

Project Officer: _____ Telephone: _____
Fax: _____ Email: _____

Project Information

Project Name: _____
Start Date: _____ End Date: _____
Legal description: County: _____
Township: _____ Range: _____
Section: _____ Qtr: _____

Type of Grant

- Conservation Grant
- Community Forestry
- Insect/Disease
- Invasive Species
- Forest Stewardship
- Mountain Pine Beetle
- Other (specify): _____

Financial Information

Grant funds requested: _____ Partner contributions (total): _____ Total project cost: _____

Please provide a brief, descriptive summary of the project:

I hereby certify that to the best of my knowledge and belief, this application is true and correct. I further agree to comply with the provisions of the Civil Rights Act of 1964 and regulations issued thereunder relating to nondiscrimination in federally assisted programs.

Applicant Signature _____ Title _____ Date _____

A copy of the state required [W-9 form](#) must be attached to this application.

OFFICE USE ONLY

Signature of Reviewer _____ Title _____ Date _____

Signature of Approval _____ Title _____ Date _____

BUDGET SHEET

The total for each of these three sections should equal the "Total Project Cost" on page 1.

A. Operating Budget

- 1. Salary/Benefits _____
- 2. Travel _____
- 3. Contractual Services _____
- 4. Supplies _____
- 5. Equipment (list major equipment) _____
- 6. Consultation Services _____

Total Project Costs _____ This total must equal _____

B. Activity Budget

Activity	Grant Funds	Local Funds	Local In-Kind	Other Funds	Total
1. _____	_____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____	_____
6. _____	_____	_____	_____	_____	_____
7. _____	_____	_____	_____	_____	_____
8. _____	_____	_____	_____	_____	_____
Totals	_____	_____	_____	_____	_____

This total must equal _____

C. Project Partners

Partners	Amount Cash	Amount In-Kind	Total
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
Totals	_____	_____	_____

This total must equal _____

Resource Conservation and Forestry

Grant Application Guidelines

In addition to a completed application, please provide a project narrative. The narrative should not exceed three pages of single-spaced text. Please attach any maps, figures, and photographs that you feel are valuable in explaining the project. The project narrative must include:

Project Partners

- Please list any project partners and quantify their contribution to the project.
- Any practice funded by the Coordinated Natural Resources Conservation Grant funds must meet one or more goals of the Coordinated Plan for the Natural Resources Conservation.

Project Descriptions and Need

- Explain who will be the primary beneficiaries of this project.
- Define who will be responsible for the implementation, maintenance, and follow-up stages of the project.
- Indicate where this project will be located (district, watershed, community, etc.). Attach maps as relevant.
- Describe the specific environmental, natural resource, ecological, educational, and/or socio-economic need(s) that the project will address.
- Briefly describe the specific on-the-ground restoration activities to be undertaken on-site to achieve the project objectives and why it is needed.
- Explain if this project is part of a larger regional and/or local watershed effort.
- Describe provisions to ensure long-term management and protection of the project (e.g., conservation easements on private land, long-term monitoring program).
- Please indicate if any federal, state, or local permits are required to complete the project and the status of efforts to secure necessary authorization.

Final Products

- Describe the anticipated benefits of the project from an ecological, educational, and/or socio-economic perspective (e.g., number of acres of wetlands or stream miles restored, target audience and how they will benefit).
- Identify how you will measure the success of the project.

Partner Justification

- Describe the strengths, qualifications, and nature of the contribution of your organization and other collaborating organizations.

In addition to the application and project narrative, applications for Conservation Commission Grants also must include:

- A copy of the motion of official action by the board of the sponsoring district to approve the project and the grant application.

Applicants also should review Chapter 12:03:05 of Administrative Rules, especially regarding format of application, project costs, length of grant periods, ineligible grant purposes, and required prior reports (including annual financial and progress reports for the prior fiscal year).

In addition to the application and project narrative, applications for Urban and Community Forestry Challenge Grants must also include:

- Completed sub-grant questionnaire.
- Submit a work plan outlining the activities you wish to accomplish through this grant.

Tree species selected must be at least 1¼ inch caliper and at least 10 feet tall in accordance with the American Standard for Nursery Stock (ANSI Z60.1 – 2006).



2 Common Hackberry 2 Elm Hybrids (Discovery, Triumph, Prairie Expedition)



Prairie Stature Oak or Bur Oak



Redmond Linden or Boulevard Linden

All trees should be planted roughly 25 feet from each other the fence and the basketball court.

Adjustments may be needed to better fit the space.

Date: 09-15-25

Chief Nasser,

After working in law enforcement for over 25 years, I have made the decision to end my career in law enforcement and pursue a completely different line of work for the remaining years of my working life. Though I have thoroughly enjoyed my career and the camaraderie with my fellow law enforcement officers, I feel that I have reached a point both personally and financially that tells me it is time for me to step away.

Please accept this as my two-week notice of resignation from my position of Police Officer for the Summerset Police Dept. My final day of employment with the Summerset Police Dept. will be at the conclusion of my scheduled shift on Thursday September 25, 2025.

I want to thank you personally, as well as the City of Summerset for the opportunity to provide for my family and me. I wish you and the entire Summerset Police Department my best wishes for continued prosperity and success moving forward.

Sincerely,



Joe Leveque