

**SUMMERSET CITY COMMISSION  
REGULAR MEETING  
ZOOM MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY MARCH 04, 2021 6:00 P.M.**

**AGENDA**

**1) ROLL CALL**

Kitzmiller, McCoy, Butler, Lutz, Hirsch

**2) PLEDGE OF ALLEGIANCE**

**3) CALL FOR CHANGES**

Approval of the Agenda of the Regular Meeting of the Summerset City Commission for March 04, 2021 as presented or amended.

**4) CONSENT CALENDAR**

**APPROVAL OF THE MINUTES**

- 4A)** Approval of the minutes of the Regular Meeting February 18, 2021 as presented or amended.

**APPROVAL OF THE CLAIMS**

- 4B)** Approval of claims, hand checks in the amount of \$88,162.74 from February 12, 2021 to March 03, 2021 as presented or amended.

**5) UTILITY BILLING ADJUSTMENTS**

Approval of utility billing adjustments of \$356.91 for the period of February 01, 2021 to February 28, 2021

**5) APPROVAL OF NEW POLICE OFFICER HIRES**

Halayna Ducheneux

**6) APPROVAL OF WAGE SCALE FOR NEW POLICE OFFICERS**

Action item: Approval of wage for new Police Officers at \$19.00 per hour

Casey Montileaux  
Justin Buntain  
Halayna Ducheneaux

7) **RESOLUTION 2021-03**  
Action item: Approval of Resolution 2021-03 Fee Resolution

8) **CITY ADMINISTRATOR MONTHLY REPORT**

9) **CITIZENS INPUT**

10) **ITEMS FROM CITY ATTORNEY**

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

11) **ADJOURNMENT**

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

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

Topic: Commission Meeting  
Time: Mar 4, 2021 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/86054181856?pwd=NkUwdERkazolZdlR6eXExd2Q0M29LUT09>

Meeting ID: 860 5418 1856  
Passcode: 139359  
One tap mobile  
+16699009128,,86054181856#,,, \*139359# US (San Jose)  
+12532158782,,86054181856#,,, \*139359# US (Tacoma)

Meeting ID: 860 5418 1856  
Passcode: 139359  
Find your local number: <https://us02web.zoom.us/j/86054181856?pwd=NkUwdERkazolZdlR6eXExd2Q0M29LUT09>

**SUMMERSET CITY COMMISSION  
REGULAR MEETING  
ZOOM MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY February 18, 2021 6:00 P.M.**

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

Mayor Lutz led the Pledge of Allegiance.

**Motion** by Butler, second by McCoy to approve the agenda for the Regular Meeting of the Summerset City Commission for February 18, 2021. Motion carried

**Motion** by McCoy, second by Butler to approve the February 04, 2021 minutes as presented. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Hirsch, second by McCoy to approve the claims and hand checks in the amount of \$78,993.58 from February 04, 2021 through February 11, 2021 as presented or amended. Motion carried.

Axon Enterprise, INC	Evidence License	\$1,728.00
Black Hawk Water Users District	Monthly Usage Charges	\$32.00
Cardmember services	CC Charges	\$4,528.55
Cardmember services	PD CC Charges	\$46.54
CBH CO-OP	Govt Fuel	\$1,360.13
City of Rapid City	Solid Waste Disposal	\$3,605.49
Denny Menholt Chevrolet	2021 Chevy Silverado	\$37,536.00
Electrical Engineering	Repair Generator/Fuel Heater	\$7,413.22
EMW Solutions	Rebuild Cylinder Trash Truck	\$784.17
Golden West Technologies	Managed Services/ Fix Card Read	\$2,024.50
Hamms Welding & Services	Fabrication of Manhole Covers	\$170.00
HDR Engineering	2021 General Engineering	\$1,578.75
Meade County Auditor	January Dispatch	\$2,093.18
Midcontinent Communication	WWTP	\$196.71
Midcontinent Testing Lab	Testing WWTP	\$140.00
North Central Supply	Belt/Rollers/Curb Guard	\$963.22
Pressure Services INC	Pressure Washer	\$5,600.00
Rapid City Journal	Publications	\$178.22
Rushmore Equipment LLC	Equipment Rental	\$200.00
SD Sheriff's Association	Police Chief's Conference	\$115.00
USGS	USGS Contract	\$8,700.00
SD State Treasure	Sales Tax	\$958.25

## **PRELIMINARY AND FINAL PLAT APPLICATION**

Plat of Lot 4, Block 2 of Summerset USA. Formerly the Un-Platted Remainder of Block 2 of Summerset USA Located in the NW ¼ of the SE ¼ of the NW ¼ of Section 25, Township 3 North Range 6 East, Black Hills Meridian, City of Summerset, Meade County South Dakota. Motion by Butler, second by Hirsch, roll call vote all aye. Motion passed.

### **RESOLUTION 2021-02**

**Motion** by Hirsch, second by McCoy to approve Resolution 2021-02 for plat of Lot 4, Block 2 of Summerset USA. Roll call vote, all ayes. Motion carried.

### **APPROVAL OF NEW PLANNING AND ZONING MEMBER**

**Motion** by Hirsch, second by McCoy to approve the Planning and Zoning Board member Dustin Hirsch for a term of 3 years.

## **CITY ADMINISTRATOR MONTHLY UPDATE**

### **CITIZENS INPUT**

### **ITEMS FROM CITY ATTORNEY**

**Motion** by Butler, second by Hirsch to enter Executive Session per SDCL 1-25-2 for discussing legal, economic development and personnel issues at 6:15 p.m.

**Motion** by Hirsch, Second by Butler to exit executive session at 6:41 p.m.

### **ADJOURNMENT**

**Motion** for adjournment at 6:42 p.m. by McCoy, second Hirsch. Motion carried.

(SEAL)

ATTEST:

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Candace Sealey  
Finance Officer

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Bryce Lutz  
Mayor

Published February 26, 2021 at a cost of \$83.40.

Check Register Report

Date: 03/03/2021

Time: 11:55 am

Page: 1

City of Summerset

BANK: BANKWEST

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>BANKWEST Checks</b>								
24438	03/03/2021	Printed			1098	A&B BUSINESS SOLUTIONS	Monthly Contract	335.00
24439	03/03/2021	Printed			0322	AFLAC REMITTANCE	February Employee Accident Ins	290.87
24440	03/03/2021	Printed			0962	ALLEN, DON	Phone Stipend	50.00
24441	03/03/2021	Printed			1111	AMBROSE, JONATHAN	Phone Stipend	50.00
24442	03/03/2021	Printed			1191	AUTO OWNERS INSURANCE	Public Official Bond	100.00
24443	03/03/2021	Printed			1363	AXON ENTERPRISE, INC	Body Cams	1,584.00
24444	03/03/2021	Printed			1334	BLACK HILLS COUNCIL OF LOCAL	2021 Assessment-Annual Fees	940.00
24445	03/03/2021	Printed			0808	BLACK HILLS ENERGY	Monthly Utilities	5,861.01
24446	03/03/2021	Printed			1697	BUNTAIN, JOSHUA	phone Stipend	50.00
24447	03/03/2021	Printed			0095	Butler, Dave	Phone Stipend	50.00
24448	03/03/2021	Printed			1115	C HAVEMAN BUSINESS SERVICES	January Billing	768.75
24449	03/03/2021	Printed			1268	CANDACE SEALEY	Phone Stipend	100.00
24450	03/03/2021	Printed			1713	CLARK, ANDREW	WWDEP	100.00
24451	03/03/2021	Printed			1714	DECHENEAUX, HALAYNA	UNIFORM ALLOWANCE	400.00
24452	03/03/2021	Printed			0765	DEMERSSEMAN JENSEN	Legal Services	472.50
24453	03/03/2021	Printed			1251	FIRST INTERSTATE BANK	Leisure Lane Payment	4,911.76
24454	03/03/2021	Printed			1120	FORD MOTOR CREDIT COMPANY, LLC	Ford Interceptor	1,479.21
24455	03/03/2021	Printed			0246	GOLDEN WEST TECHNOLOGIES	376261	10.00
24456	03/03/2021	Printed			1369	GREENAPSIS	Janitorial Fees	320.00
24457	03/03/2021	Printed			0274	HARMON, LONNIE	Phone Stipend	50.00
24458	03/03/2021	Printed			0698	HAWKINS INC.	Aqua Hawk	2,412.00
24459	03/03/2021	Printed			1133	HDR ENGINEERING, INC	Engineering	1,193.75
24460	03/03/2021	Printed			0041	HEALTH POOL OF SD	March Health Insurance	14,132.17
24461	03/03/2021	Printed			1506	HERMANSON EGGE ENGINEERING	Residential Inspections	210.00
24462	03/03/2021	Printed			1513	HIRSCH, CLYDE	Phone Stipend	50.00
24463	03/03/2021	Printed			1510	HYDRO-KLEAN, INC	Clean & Televis	18,868.15
24464	03/03/2021	Printed			1566	JUSO, COLTON	Phone Stipend	50.00
24465	03/03/2021	Printed			1103	KITZMILLER, MICHAEL	Phone Stipend	50.00
24466	03/03/2021	Printed			0324	Kayl, Anthony	Phone Stipend	50.00
24467	03/03/2021	Printed			0052	LUTZ, BRYCE	Phone Stipend	50.00
24468	03/03/2021	Printed			0949	Lighting Maintenance Co.	Lights On Sturgis Rd	377.50
24469	03/03/2021	Printed			1411	MBFS USA LLC	Freightliner Payment	6,136.64
24470	03/03/2021	Printed			0937	MDU	Utilities	903.48
24471	03/03/2021	Printed			1698	MONTILEAUX, CASEY	Phone Stipend	50.00
24472	03/03/2021	Printed			1408	PALMER, BRANDY	Phone Stipend	50.00
24473	03/03/2021	Printed			0008	RAPID CITY JOURNAL	P&Z Minutes	126.24
24474	03/03/2021	Printed			0167	SD DEPARTMENT OF REVENUE	PLates and Vehicle Tags	21.20
24475	03/03/2021	Printed			0018	SD ONE CALL	January Notifications	17.85
24476	03/03/2021	Printed			0901	SD Sheriff's Assoc.	Police Chief's Conference	115.00
24477	03/03/2021	Printed			1022	SDRS-SUPPLEMENTAL	Supplemental Retirement	500.00
24478	03/03/2021	Printed			1328	SERVALL UNIFORM & LINEN SUPPLY	March	137.03
24479	03/03/2021	Printed			1346	STEPHANIE MCCOY	Phone Stipend	50.00
24480	03/03/2021	Printed			0983	TANNER FENENGA	Phone Stipend	50.00
24481	03/03/2021	Printed			1024	USA BLUEBOOK	WWTP Supplies	286.82
24482	03/03/2021	Printed			1662	VALANDRA, MORGAN	Phone Stipend	50.00
24483	03/03/2021	Printed			0203	Verizon Wireless	LE Voice & Mobile Broadband	200.09
24484	03/03/2021	Printed			1434	WELLS FARGO FINANCIAL SERVICES	Bobcat Payment	1,079.30

Total Checks: 47

Checks Total (excluding void checks):

65,140.32

Total Payments: 47

Bank Total (excluding void checks):

65,140.32

# Check Register Report

Date: 03/03/2021

Time: 11:55 am

Page: 2

City of Summerset

BANK: BANKWEST EFT

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

19	03/03/2021	Printed			0011	SDRS	February Retirement	7,537.48
20	03/03/2021	Printed			0128	UNITED STATES TREASURY	Special Pay Taxes	14,436.00
21	03/03/2021	Printed			1189	VAST	Fax/Phone/Interenet	1,048.94

<b>Total Checks: 3</b>	<b>Checks Total (excluding void checks):</b>	<b>23,022.42</b>
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<b>Total Payments: 3</b>	<b>Bank Total (excluding void checks):</b>	<b>23,022.42</b>
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<b>Total Payments: 50</b>	<b>Grand Total (excluding void checks):</b>	<b>88,162.74</b>
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ACCOUNT HISTORY REPORT

Date: 03/01/2021

Time: 12:52pm

Page: 1

City of Summerset

\*\*\*\*\*  
 Trans Date Transaction Type Mult Usage Prev Read TAX Other  
 Entry Date Note Meter No. Curr Read GARBAGE Total  
 Record No. XTRA TRASH New Bal  
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 Acct No: MAECI Cust Name: CINDY MAENDEL Cycle: 1 Seq #: 000000000  
 Loc ID: GLEN-014865-0000-02 Svc Addr: 14865 GLENWOOD DRIVE Section: SV Class: RESIDENTIAL  
 -----

02/02/2021	A	Adjustment	0.0000	0		0.00	-247.99
02/02/2021		Moved		0		0.00	0.00
179576						0.00	0.00

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 ACCOUNT TOTALS: 0.00 0.00 0.00 0.00 0.00 -247.99  
 0.00 0.00 0.00 0.00 0.00 0.00  
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 Acct No: HOTEL Cust Name: SUMMERSET HOTEL LLC Cycle: 1 Seq #: 000000000  
 Loc ID: STAG-007900-0000-01 Svc Addr: 7900 STAGE STOP ROAD Section: USA Class: RESIDENTIAL  
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02/25/2021	A	Adjustment	0.0000	0		0.00	-108.92
02/25/2021		Adjustment		0		0.00	0.00
180461						0.00	-108.92

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 ACCOUNT TOTALS: 0.00 0.00 0.00 0.00 0.00 -108.92  
 0.00 0.00 0.00 0.00 0.00 0.00  
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 GRAND TOTALS: 0.00 0.00 0.00 0.00 0.00 0.00 -356.91  
 0.00 0.00 0.00 0.00 0.00 0.00 0.00  
 0.00 0.00 0.00 0.00 0.00 0.00 0.00  
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RESOLUTION 2021-03

A RESOLUTION SETTING CERTAIN FEES AND CHARGES FOR SERVICES PROVIDED BY THE CITY OF SUMMERSET FOR 2021

BE IT RESOLVED that the following schedule of rates shall be effective as of January 1, 2021 for the following services provided by the City of Summerset.

DESCRIPTION OF FEE:	AMOUNT OF FEE:	
Adult Orientated Business License Application Annual License Additional Fees	\$500 \$300 \$50\Employee Annual Fee	
Amusement Ride Licensing Fee	\$50 per day \$150 per week \$300 per month	
<u>Building Permits: Residential Valuation</u> \$0 – 1,600 \$1,601 - 2,000 \$2,001 - 25,000 \$25,001 - 50,000 \$50,001 - 100,000 \$100,001 - 500,000 \$500,001 - 1,000,000 \$1,000,001 and up	\$37 \$69.25 \$45 + \$9/\$1,000 over \$2,000 \$252 + \$6.50/\$1,000 over \$25,000 \$414.50 + \$4.50/\$1,000 over \$50,000 \$639.50 + \$3.50/\$1,000 over \$100,000 \$2039.50 + \$3/\$1,000 over \$500,000 \$3,539.50 + \$2.50/\$1000 over 1,000,000	
<u>Building Permits: Commercial Valuation</u> \$1 - \$1,600 \$1,600 - \$2,000 \$2,001 - \$25,000 \$25,001 - \$50,000 \$50,001 - \$100,000 \$100,001 - \$500,000 \$500,001 - \$1,000,000 \$1,000,001 and up	\$37 \$69.25 \$69.25 + \$14/\$1,000 over \$2,000 \$391.25 + \$10.10/\$1,000 over \$25,000 \$643.75 + \$7/\$1,000 over \$50,000 \$993.75 + \$5.60/\$1,000 over \$100,000 \$3,233.75 + \$4.75/\$1,000 over \$500,000 \$5,608.75 + \$3.15/\$1,000 over \$1,000,000	
<u>Building Permit Flat Fees</u> Accessory Structures over 120sf Basement Remodels Decks Driveways/Sidewalks/platforms Retaining Walls Replacement of Doors and Windows Reroofing with new unlike material Swimming Pools Fences Erosion Control Deposit Failure to obtain inspection Occupancy prior to final inspection  Street Light Fee  Commercial Plan Review  Building Investigation Fee	Determined upon review Determined upon review Determined upon review \$100 \$200 \$100 \$100 \$100 \$25 \$1000 \$500 per violation \$500  \$150  50% of Permit  \$65/hr	
Business License New Renewal Late Fee	\$100 per year \$25 per year \$50 if not paid by January 1 <sup>st</sup>	
Code Enforcement Fees: First Violation Second Violation Third Violation  Nuisance Violations  Code Enforcement Appeal Fee	\$100 in any rolling 12-month period \$200 in any rolling 12-month period \$300 in any rolling 12-month period  Civil Penalty of \$200 per day may be imposed  \$100	
Contractors Licensing Fee	\$100/Annual based on calendar year	
Copies	\$0.10 each	
Circuses, Carnivals or other such shows Licensing Fee	\$25 per day	
Convenience Fee – Credit and Debit card payments	No more than 2% of transaction	

Drainage Permit	Application Application W/Board Action Routine Maintenance Work Performed w/o application	\$50 \$100 \$25 \$500	
Fax		\$2	
Filing Fees		As per Meade County	
Grading Permit Fee Grading Permit Review Fee		As per Table 100-D As per Table 100-E	
Horse Drawn Carriage Licensing Fee		\$25 per day	
Liquor Licenses Special One Day On-Sale Malt Beverage and Wine License Application Transfer Fee 24 Hour Brown Bag Permit-City Parks Sidewalk Café/Beer Garden Permit		Fees Set by State Statute \$5 per day up to 15 days plus publication fee \$30 \$150 \$25 per day \$100	
Notary Fee		\$5	
Police Support	Accident Reports Fee False Alarm 1-5 Incidents 6-7 Incidents 8 or more incidents	\$5.00 \$50.00 \$75.00 \$100.00	
Parking/Storage Violation Fee if paid City within 72 hours Parking/Storage Violation Fee not paid City within 72 hours Parking/Storage Violation Fee if paid to City within 72 hours-Handicap Stall Parking/Storage Violation Fee not paid City within 72 hours--Handicap Stall		\$10 \$20 \$100 \$110	
Pawnbrokers Licensing Fee		\$50 per Year due on 1 <sup>st</sup> of January	
Peddler Licensing Fee		\$25 per day \$75 per week \$200 per month	
Planning and Zoning Fees	Rezoning Conditional Use Permit Conditional Use Appeals Variances Planned Development Tax Incremental District  Minimum Plat Fees Layout Plat Fee Preliminary Plat Fee Minor Plat Fee Final Fee Minor Boundary Change	\$300 \$300 \$100 \$300 \$300 \$1,000  \$1,000 \$1,000 \$250.00 \$750 \$250	
Plat and Resolution Filing Fees		\$90	
Sewer:	Sewer Tap Fee-Residential Sewer Tap Fee Commercial  Residential: Sewer Service Charge Sewer Maintenance Reserve Fee Sewer Debt Reserve CWSRF Surcharge Deposit  Commercial and Residential Apartment Dwelling 5 or More Units: Sewer Service Charge  Sewer Maintenance Reserve Fee Sewer Debt Reserve CWSRF Surcharge Deposit	\$1,500 \$3,000  \$36 per month \$4.50 per month \$2.20 per month \$7.90 per month \$50 owner/\$100 renter  Base Fee \$ 20.15 .0525 per 1000 Surcharge \$15.85 \$4.50 Per Month \$2.20 Per Month \$7.90 per month \$100	

Private Wastewater Disposal System: Permit and Inspection Fee-Tap Fee	\$1,000	
Sewer Late Payment Penalty	\$5	
Sewer Delinquent Account Deposit	\$100	
Industrial Waste Permit	\$ 500 Annual Administrative Fee	
Wastewater Treatment System Service Fee	Set by resolution to fund expansion and emergency need-none currently	
Sign Permit-New	IRC Ordinance Table 100-A	
Temporary Sign Permit	\$35	
Off Premise Sign Permit – Renewal	\$100	
Annual Banner Sign Renewal	\$100	
Sign Permit Extension Fee	½ the cost of initial permit fee	
Solid Waste Collection – Residential	\$ 16.98\month\resident plus sales tax	
Extra Garbage Totes	\$10 per tote per month plus sales tax	
Collection Charges excess garbage	Charge as billed by solid waste hauler plus sales tax	
Illegal Dumping Fee	\$1,000 per Occurrence	
Storm Sewer Maintenance Fees	Set by resolution-currently none	
Garbage Container Return Fee	\$250	
Wireless Telecommunication Siting Fees		
Administrative Review Fee	\$300	
Special Permit Fee	\$300	
Appeal Fee	\$100	
Amendment Application Fee	\$300	
Vendor-Temporary	\$100 Two Days \$500 Twelve Days	
Vendor on Commercial Property-Temporary	\$100 per Year	
Video Lottery License	\$50 per machine per year	
Wind Generation Facilities-Commercial Permit Fee	\$85	

Note: Sales tax may be required on some of the fees within this resolution.

**BE IT FURTHER RESOLVED** that these fees shall remain in place until changed by an act of the City Commission.

ATTEST:

\_\_\_\_\_  
Candace Sealey  
Finance Officer

\_\_\_\_\_  
Bryce Lutz  
Mayor