

**SUMMERSET CITY COMMISSION
REGULAR MEETING
ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY MARCH 18, 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 18, 2021 as presented or amended.

4) CONSENT CALENDAR

APPROVAL OF THE MINUTES

- 4A)** Approval of the minutes of the Regular Meeting March 04, 2021 as presented or amended.

APPROVAL OF THE CLAIMS

- 4B)** Approval of claims, hand checks in the amount of \$328,388.54 from March 4, 2021 to March 17, 2021 as presented or amended.

5) CASEY PETERSON AUDIT PRESENTATION

Audit presentation for fiscal years 2018 and 2019

6) PRELIMINARY AND FINAL PLAT APPLICATION

Plat of Tract 1A and Tract 1B of Pine Hills Subdivision. Formerly Tract 1 of Pine Hills Subdivision. All located in the NE ¼ of the SE ¼ of Section 36, Township 3 North Range 6 East, Black Hills Meridian, City of Summerset, Meade County South Dakota.

5a) Action item: Motion for approval

7) RESOLUTION 2021-04

6a) Action item: Motion to approve Resolution 2021-04 for plat of Tract 1A and Tract 1B of Pine Hills Subdivision.

8) **APPOINTMENT OF ELECTION BOARD**

Appointment of Election Board for April 13, 2021 Election.

Pam Martin

Mike Martin

9) **SET MEETING DATE TO CANVAS MUNICIPAL ELECTION VOTE**

Set Meeting Date to Canvass Municipal Election Vote - Thursday, April 15, 2021

@ 5:30 p.m.

10) **FINANCE OFFICER MONTHLY UPDATE**

11) **CITIZENS INPUT**

12) **ITEMS FROM CITY ATTORNEY**

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

13) **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 18, 2021 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81348199425?pwd=SjV2Y25lT0VHMG1FVWm1kaUdVakNwQT09>

Meeting ID: 813 4819 9425

Passcode: 040507

One tap mobile

+12532158782,,81348199425#,,,,*040507# US (Tacoma)

+13462487799,,81348199425#,,,,*040507# US (Houston)

Meeting ID: 813 4819 9425

Passcode: 040507

Find your local number: <https://us02web.zoom.us/j/keH88BD4ER>

**SUMMERSET CITY COMMISSION
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SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY March 04, 2021 6:00 P.M.**

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

Mayor Lutz led the Pledge of Allegiance.

Motion by Butler, second by Kitzmiller to approve the agenda for the Regular Meeting of the Summerset City Commission for March 04, 2021. Motion carried

Motion by Kitzmiller, second by Butler to approve the February 18, 2021 minutes as presented. Motion carried.

APPROVAL OF CLAIMS

Motion by Butler, second by Kitzmiller to approve the claims and hand checks in the amount of \$88,162.74 from February 12, 2021 through March 03, 2021 as presented or amended. Motion carried.

A&B Business Solutions	Monthly Contract	\$335.00
Aflac Remittance Processing	Feb. Employee Accident Ins.	\$290.87
Allen, Don	Phone Stipend	\$50.00
Ambrose, Jonathan	Phone Stipend	\$50.00
Auto Owner Ins.	Public Official Bond	\$100.00
Axon Enterprises	Body Cams	\$1,584.00
Black Hills Council of Local	2021 Assessment- Annual Fees	\$940.00
Black Hills Energy	Monthly Utilities	\$5,861.01
Buntain, Joshua	Phone Stipend	\$50.00
Butler, Dave	Phone Stipend	\$50.00
C Haveman Business Service	January Billing	\$768.75
Candace Sealey	Phone Stipend	\$50.00
Clark, Andrew	WWDEP	\$100.00
Decheneaux, Halayna	Uniform Allowance	\$400.00
Demersseman Jensen	Legal Services	\$472.50
First Interstate Bank	Leisure Lane Payment	\$4,911.76
Ford Motor Credit Company	Ford Interceptor	\$1,479.21
Golden West Technologies	376261	\$10.00
Greenapsis	Janitorial Fees	\$320.00
Harmon, Lonnie	Phone Stipend	\$50.00
Hawkins	Aqua Hawk	\$2,412.00
HDR Engineering	Engineering	\$1,193.75

Health Pool of SD	March Health Insurance	\$14,132.17
Hermanson Egge Engineering	Residential Inspections	\$210.00
Hirsch, Clyde	Phone Stipend	\$50.00
Hydro-Klean, Inc.	Clean & Televis	\$18,868.15
Juso, Colton	Phone Stipend	\$50.00
Kitzmilller, Michael	Phone Stipend	\$50.00
Kayl, Anthony	Phone Stipend	\$50.00
Lutz, Bryce	Phone Stipend	\$50.00
Lighting Maintenance Co.	Lights- Sturgis Rd	\$377.50
MBFS USA LLC	Freightliner Payment	\$6,136.64
MDU	Utilities	\$903.48
Montileaux, Casey	Phone Stipend	\$50.00
Palmer, Brandy	Phone Stipend	\$50.00
Rapid City Journal	P&Z Minutes	\$126.24
SD Dept of Revenue	Plates and Vehicles Tags	\$21.20
SD One Call	January Notifications	\$17.85
SD Sheriff's Assoc.	Police Chief's Conference	\$115.00
SDRS-Supplement	Supplement Retirement	\$500.00
Servall Uniform & Linen	March	\$137.03
Stephanie McCoy	Phone Stipend	\$50.00
Tanner Fenenga	Phone Stipend	\$50.00
USA Bluebook	WWTP Supplies	\$286.82
Valandra, Morgan	Phone Stipend	\$50.00
Verizon Wireless	Le Voice & Mobile Broadband	\$200.09
Wells Fargo Financial Service	Bobcat Payment	\$1,079.30
SDRS	February Retirement	\$7,537.48
United States Treasury	Special Pay Taxes	\$14,436.00
Vast	Fax/Phone/Internet	\$1,048.94

UTILITY BILLING UPDATES

Motion by Butler, second by Kitzmilller to approve the utility billing adjustments of \$356.91 for the period of February 01, 2021 to February 28, 2021.

APPROVAL OF NEW POLICE OFFICER

Motion by Kitzmilller, second by Butler to approve the new officer Halayna Ducheneux.

APPROVAL OF WAGE SCALE FOR NEW POLICE OFFICERS

Motion by Kitzmilller, second by Butler for approval of wages for new Police Officers at \$19.00 per hour for Officers Casey Montileaux, Josh Buntain, and Halayna Ducheneaux. Roll call vote, all ayes. Motion carried.

RESOLUTION 2021-03

Motion by Butler, second by Kitzmilller to approve Resolution 2021-03 Fee Resolution. Roll call vote, all ayes. Motion carried.

CITY ADMINISTRATOR MONTHLY UPDATE

City Administrator updated the City on current development.

CITIZENS INPUT

One resident had concerns about speeding in residential areas and what can be done to fix this issue, along with putting in another park.

ITEMS FROM CITY ATTORNEY

Motion by Kitzmiller, second by Butler to enter Executive Session per SDCL 1-25-2 for discussing legal, economic development and personnel issues at 6:22 p.m.

Motion by Kitzmiller, Second by Butler to exit executive session at 6:28 p.m.

ADJOURNMENT

Motion for adjournment at 6:29 p.m. by Butler, second Kitzmiller. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

Published March 13, 2021 at a cost of \$114.24.



RECEIVED

FEB 23 2021

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, 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: TRACT 1 of Pine Hills Subdivision
PROPOSED: TRACT 1A & TRACT 1B of Pine Hills Subdivision
LOCATION: Intersection of Emerald Heights Rd. & STURGIS RD.
Size of Site-Acres: 5.214 Square Footage: Proposed Zoning:
DESCRIPTION OF REQUEST: To split existing lot up to create 2 lots.
Utilities: Private Public
Water Public
Sewer SEPTIC

APPLICANT

Name, Address, City, State, Zip, Phone, E-mail, Signature, Date

PROJECT PLANNER - AGENT
Name: Baseline Surveying, Inc
Address: 2305 Junction Ave.
City, State, Zip: STURGIS, SD 57785
Phone: 605-490-1401
E-mail: Shannonve.rushmore.com
Signature: Shannon Vashel
Date: 2/23/2021

OWNER OF RECORD (if different from applicant)
Name: NEW LEAF LLC
Address: P.O. Box 742 / 7875 Black Hawk Rd.
City, State, Zip: Black Hawk, SD 57718
Phone: 605-787-5187
E-mail:

Property Owner Signature, Date, Property Owner Signature, Date

Signature, Date, Signature, Date
Print Name: MATTHEW LEON
Title*: MEMBER

*required for Corporations, Partnerships, etc.

FOR STAFF USE ONLY

Table with columns: 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, Other:

Planning and Zoning Meeting Date: 03-09-21
Commission Meeting Date: 03-18-21
Date Paid: 02/23/21
Covenants filing fee? Yes No
Payment Type: Cash Check Credit Card

#2544

COUNTY TREASURER'S CERTIFICATE

I, Treasurer of Meade County, South Dakota, do hereby certify that all taxes which are liens upon the land described hereon, 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 Summerset, South Dakota, do hereby certify that the foregoing instrument is a true and correct copy of the resolution adopted by the City Commission of the City of Summerset, South Dakota at a meeting held on the _____ Day of _____, 20____.

Finance Officer of the City of Summerset

CERTIFICATE OF CITY FINANCE OFFICER

I, Finance Officer of the City of Summerset, do hereby certify that all special assessments which are liens upon the within described lands are fully paid according to the records of my office.

Dated this _____ day of _____, 20____.

Finance Officer of the City of Summerset

CERTIFICATE OF PLANNING COMMISSION

The City of Summerset Planning and Zoning Commission certifies it has reviewed the final plat and hereby recommends approval to the City Commission of the City of Summerset, South Dakota.

Dated this _____ day of _____, 20____.

Planning Commission Member

RESOLUTION OF CITY COMMISSION

Whereas there has been presented to the City Commission of the City of Summerset, South Dakota, the within Plat of the above described lands, and it appears to this Council of Commissioners that:

- a. The system of streets set forth therein conforms to the system of streets of the existing plats of the City, and
b. All provisions of the City Subdivision Regulations have been complied with, and
c. All taxes and special assessments upon the Tract or Subdivision have been fully paid
d. And such plat and survey thereof have been executed according to law.

NOW THEREFORE, BE IT RESOLVED that said plat is hereby approved in all respects.

Dated at Summerset, South Dakota

this _____ day of _____, 20____.

Mayor of the City of Summerset

PREPARED BY: BASELINE SURVEYING, INC., 2305 JUNCTION AVENUE, STURGIS, S.D. 57785

PLAT OF Tract 1A and Tract 1B of Pine Hills Subdivision. Formerly Tract 1 of Pine Hills Subdivision. All Located in the NE 1/4 of the SE 1/4 of Section 36, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota.

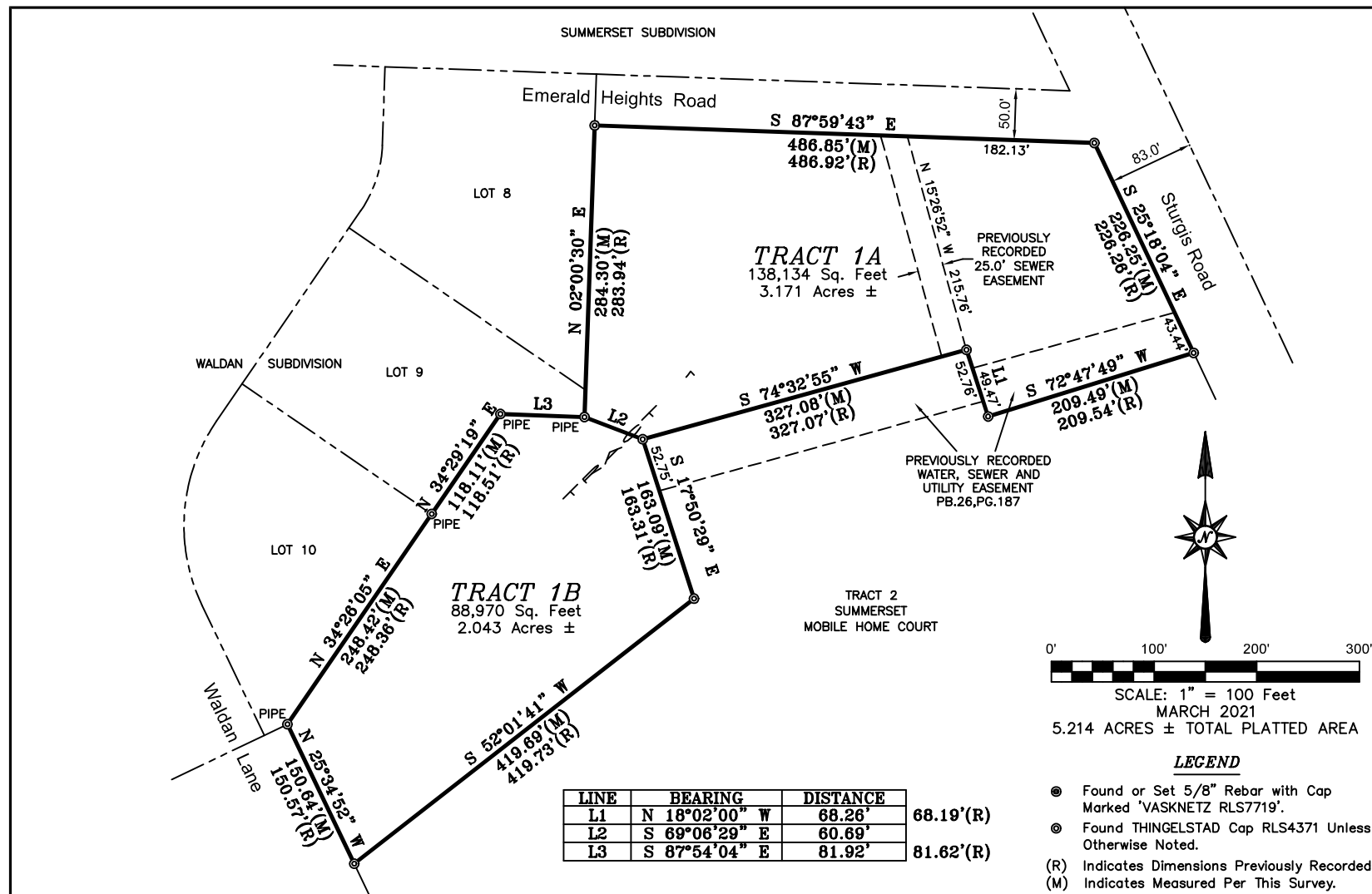


Table with 3 columns: LINE, BEARING, DISTANCE. It lists lines L1, L2, and L3 with their respective bearings and distances, and right-angle indicators.

APPROVAL BY HIGHWAY OR STREET AUTHORITY

The location of the proposed access to the Highway or Street as shown hereon is hereby approved. Any change in the location of the proposed access shall require additional approval.

Dated this _____ day of _____, 20____.

City of Summerset Highway or Street Authority

APPROVAL BY ROAD DISTRICT AUTHORITY

The location of the proposed access to the Highway or Street as shown hereon is hereby approved. Any change in the location of the proposed access shall require additional approval.

Dated this _____ day of _____, 20____.

Emerald Heights Road and Waldan Lane Road District Authority

CERTIFICATE OF DIRECTOR OF EQUALIZATION

I, Director of Equalization of Meade County, South Dakota, do hereby certify that I have on record in my office a copy of the within described plat.

Dated this _____ day of _____, 20____.

Meade County Director of Equalization

SURVEYOR'S NOTES

- 1) Utility & Minor Drainage Easements: An eight foot (8') wide utility and minor drainage easement is hereby granted on the interior side of all lot lines. Removal or modification of any obstruction or impediment to such an easement shall be the financial responsibility of landowners.
2) Plats of Record as Reference: Plat Book 26 at Page 187 as previously recorded with Meade County Register of Deeds in Sturgis, SD.
3) Building Restrictions per the most recently adopted International Building Code and Building Setback Requirements per the City of Summerset Ordinances.
4) Basis of Bearings Using Geodetic North Determined from Global Positioning System (GPS).
5) Per FEMA Mapping, FIRM Panel 46093C 1787F, Areas of Minimal Flood Hazards, Zone X, Effective Date 9/16/2011.

SURVEYOR'S CERTIFICATE

I, Shanon E. Vasknetz, 2305 Junction Avenue, Sturgis, SD, being a Registered Land Surveyor in the State of South Dakota, do hereby state that at the request of the Owners listed hereon, I have surveyed and platted the property shown and described hereon. I have marked upon the ground the boundaries in the manner shown, and that the plat is correct to the best of my knowledge, information and belief. Easements or Restrictions of Miscellaneous Record or Private Agreements that are not known to me are not shown hereon.

IN WITNESS WHEREOF I hereunto set my hand and seal

this _____ day of _____, 20____.

Shanon E. Vasknetz Registered Land Surveyor No. 7719

OWNER'S CERTIFICATE

We, New Leaf, LLC., A South Dakota Limited Liability Company, Jon LaFramboise, Managing Member, do hereby certify that we are the owners of the land shown and described hereon, and that we did authorize and do join in and approve the survey and plat. We further certify that the development of this land shall conform to all existing applicable zoning, subdivision, and erosion and sediment control regulations. Dedicated right-of-way as shown hereon is dedicated to public use.

IN WITNESS WHEREOF We hereunto set our hands this _____ day of _____, 20____.

New Leaf, LLC.; Owner Jon LaFramboise, Managing Member

ACKNOWLEDGEMENT OF OWNERS

STATE OF SOUTH DAKOTA } SS COUNTY OF _____ }

On this _____ day of _____, 20____, before me, the undersigned officer, personally appeared Jon LaFramboise, designated as Managing Member for New Leaf LLC., known to me to be the person who executed the foregoing Owner's Certificate and acknowledged to me that he executed the same for purposes therein contained.

IN WITNESS WHEREOF, I hereby set my hand and official seal.

Notary Public My commission expires: _____

OFFICE OF REGISTER OF DEEDS

Meade County Register of Deeds

PHONE: 605-490-1401 JOB NUMBER: 20-133 EMAIL: baseline7719@gmail.com

