

**SUMMERSET CITY COMMISSION REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, MARCH 2nd, 2023 6:00 P.M.**

Mayor Torno called the Regular Meeting to order at 6:00 p.m. via telephone. Commissioners Hirsch, Kitzmiller, Nasser and Butler were present. The City Attorney, City Administrator, and Interim Finance Officer were also present.

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Nasser, second by Butler to approve the agenda for the Regular Meeting of the Summerset City Commission for March 2nd, 2023. Motion carried.

CONSENT CALENDAR

Motion by Kitzmiller, second by Hirsch to approve the minutes of the Regular Meeting of February 16th, 2023. Motion carried.

APPROVAL OF CLAIMS

Motion by Kitzmiller, second by Nasser to approve the claims and hand checks in the amount of \$308,703.49 from February 2nd, 2023 through March 1st, 2023 as presented or amended. Motion carried.

A&B BUSINESS SOLUTIONS	Monthly Contract	385.54
AMBROSE, JONATHAN	March Cell Phone Stipend	50.00
ANGLIN, MITCH	March Cell Phone Stipend	50.00
BAUMEISTER, STEPHANY	March Cell Phone Stipend	50.00
BLACK HILLS ENERGY	01/12/2023 - 02/13/2023	5,915.99
BLACK HILLS OVERHEAD DOORS	Fix Garage Door @ City Hall BI	165.49
BLUEPEAK	Fax/Phone/Internet expenses	1,126.64
Butler, Dave	March Cell Phone Stipend	50.00
CMS SERVICES	WWTP Repair Air	273.57
City of Sturgis	Dec 2022 Dispatch Expenses	2,193.44
DAVIS, OWEN	March Cell Phone Stipend	50.00
DELTA DENTAL	March 2023 Emp. Dental Ins.	901.40
HARVEY'S LOCK & SECURITY	Duplicate City Hall Keys	451.79
HAWKINS INC.	Defoamer	1,578.76
HEALTH POOL OF SD	March Health & Life Insurance	15,536.57
HIRSCH, CLYDE	March Cell Phone Stipend	50.00
IBM	MSSS360 Devise Overage	26.84
JJ'S ENGRAVING AND SALES	Name Plate Baumeister	10.45
KITZMILLER, MICHAEL	March Cell Phone Stipend	50.00
Kayl, Anthony	March Cell Phone Stipend	50.00
McLeod's Printing & Office Sup	Election Supplies	176.58
NASSER, ALEXIS	march Cell Phone Stipend	50.00
O'GRADY, BRENDA	March Cell Phone Stipend	50.00
RAMKOTA HOTEL & CONFERENCE	Conference Lodging - Torno	101.00
ROYAL WHEEL ALIGNMENT	2020 Ford Explorer Brake Check	33.00

SANITATION PRODUCTS	Elgin Pelican Sweeper	248,425.00
SCHIEFFER, LISA	March Cell Phone Stipend	50.00
SDRS-SUPPLEMENTAL	March Contribution	540.00
SMITH, JEFF	March Cell Phone Stipend	50.00
STOPSTICK, LTD.	(3) 12' Stop Stick Kit	1,745.00
TORNO, MELANIE	March Cell Phone Stipend	50.00
TYLER TECHNOLOGIES, INC	Fund Balance Migration-Finance	520.00
UEBEL, DEREK	Per diem Pm Feb 26 - Pm Mar 3	220.00
Verizon Wireless	LE Voice and Mobile	312.73
SDRS	February 2023	9,578.36
UNITED STATES TREASURY	February 2023	16,791.21
South Dakota State Treasurer	January 2023	1044.13

APPROVAL OF PAYROLL – FEBRUARY 2023 – SDCL 6-1-10

Motion by Nasser, second by Butler to approve the February 2023 payroll. Motion carried.

- Dept. 4000 - \$20,949.04 Wastewater/Public Works
- Dept. 4110 - \$2,333.32 Commission
- Dept. 4120 - \$1,916.67 Mayor
- Dept. 4140 - \$10,864.90 Finance
- Dept. 4210 - \$34,715.13 Police
- Dept. 4652 - \$300.00 Planning & Zoning

COMMISSION REPORTS

Kitzmilller, Butler, Nasser, Hirsch, and Torno gave monthly reports.

FINANCE OFFICER /ASSISTANT FINANCE OFFICER POSITIONS - HIRING

Motion by Kitzmilller, second by Nasser to open discussion. Motion carried.

Mayor Torno informed the Board that they have the choice to promote from within, transfer from another department or open the position and accept applications. Torno had stated that she had discussed the position with other staff and with consultant Cathy Haveman and felt Interim Finance Officer Stephany Baumeister was knowledgeable in accounting procedures and had background in the same.

Commissioner Kitzmilller expressed that he would like it to be consistent and open the position up to take applications which had been done before and stated that this was no ill-will towards Ms. Baumeister just a matter of keeping it consistent.

Commissioner Hirsch agreed that it had nothing to do with Ms. Baumeister but would like to see consistency.

Mayor Torno then asked City Attorney for proper procedure, which was to nominate to the position.

Motion by Butler, second by Hirsch, to close the discussion. Motion carried.

Motion by Butler, second by Nasser, to approve a nomination appointing Stephany Baumeister as Finance Officer. A roll call vote was then taken. Nasser: yes; Kitzmilller: nay; Torno: yes; Hirsch: nay; Butler: yes. Motion carried.

POLICE CHIEF DON ALLEN – RETIREMENT RESIGNATION

Mayor Torno read the resignation of Police Chief Don Allen

Motion by Hirsch, second by Butler to approve accepting the resignation of Don Allen effective 3/3/2023.

APPOINTMENT OF INTERIM POLICE CHIEF

Commissioner Alexia Nasser abstained.

Motion by Kitzmiller, second by Hirsch to open discussion. Motion carried.

Discussion was had regarding pay increase for the position, which further review needed to be done. Said increase will be put on the March 16th agenda after further review. Discussion also took place on whether the position needed to be open to take applications. City Administrator Lisa Schieffer asked if the job description was up to date, reviewed and approved by the Board before they make that decision. Said job description will be put on the March 16th agenda to be reviewed. The Board was advised by the City Attorney Mike Wheeler that the only motion to be made was for the item on the agenda to appoint an Interim Police Chief.

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

Motion by Hirsch, second by Kitzmiller to approve Rich Nasser as Interim Police Chief. Motion carried.

NEW HIRE – POLICE DEPARTMENT

Motion by Hirsch, second by Butler to approve the hire of Anthony Spencer, contingent upon his background check, passing his physical fitness test before going to academy and signed contract. Motion carried.

PAYROLL CHANGE

Motion by Kitzmiller, second by Hirsch to approve Scott Johnson -Temporary/Certified Police Officer FT @ \$23.00 effective 2/26/2023.

TRAFFIC CONTROL DEVICE GRANT

Motion by Kitzmiller, second by Butler to open discussion. Motion carried.

City Administrator Lisa Schieffer informed the Board that there is a \$2,500.00 Street Maintenance Traffic Control Device Grant that is available to the cities. Commissioner Hirsch stated that Public Works Director Anthony Kayl had located a BlinkerStop Flashing LED Stop Sign @ \$1,675.00. The Board discussed various areas that the signs could be located at.

Motion by Kitzmiller, second by Nasser to close discussion. Motion carried.

Motion by Butler, second by Kitzmiller to move forward with applying for the grant and issuing a letter of support approving the purchase of two BlinkerStop Flashing LED Stop Signs. Motion carried.

Mayor Torno left the meeting via telephone at 6:44 p.m.

APPOINTMENT OF ELECTION BOARD

Motion by Butler, second by Kitzmiller to open discussion. Motion carried.

City Administrator Lisa Schieffer presented the following names to the Commission for appointment to the election board: Pam Martin, Patricia Rasmussen and Connie Guptill-Cuny. Said rate of pay will be \$225.00 for the Superintendent, \$200.00 for Election Worker, \$25.00 for Election School, and \$10.00 for cell phone use.

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

Motion by Kitzmiller, second by Butler to approve the appointment of the election board. Motion carried.

ADDITION OF VOLUNTEERS TO WORKER'S COMPENSTION

Yvonne Carter, Tom Zimmerman, Mike Martin, Kelly McIntosh, and Sidney Reade.

DATES FOR LOCAL REVIEW BOARD

May 20th – 24th, 2023.

PRELIMINARY PLAT – NEW LEAF

Motion by Butler, second by Kitzmiller, to approve the preliminary plat of New Leaf, contingent upon all items being addressed on the reviews. Motion carried.

WASTEWATER TREATMENT PLANT EXPANSION – CHANGE ORDER #3

Motion by Butler, second by Hirsch, to approve Change Order #3 to the Wastewater Treatment Plant Expansion. Motion carried.

2022 YEAR END FINANCIALS – JANUARY 2023 REV./EXP. REPORT *INFORMATION ONLY

City Administrator Lisa Schieffer gave an overview of year ending financials for 2022.

CITIZENS INPUT

Jim Guthrie asked on the status of High Meadows Road. Commissioner Kitzmiller stated that he will be trying to get ahold of Meade County regarding the same.

UPCOMING EVENTS:

None.

ITEMS FROM CITY ATTORNEY

None.

ADJOURNMENT

Motion by Kitzmiller, second by Butler, to adjourn at 6:55 p.m. Motion carried.

(SEAL)

ATTEST:

Stephany Baumeister
Finance Officer

Melanie Torno
Mayor

Published once _____, 2023 at a cost of \$_____.

**SUMMERSET CITY COMMISSION
SPECIAL MEETING
TUESDAY, FEBRUARY 28th, 2023 @ 5:30 P.M.
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE**

Mayor Torno called the Special Meeting to order at 5:30 p.m. Commissioners Butler, Hirsch, Kitzmiller, and Nasser were present.

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

CALL FOR CHANGES

Motion by Hirsch, second by Nasser to approve the agenda of February 28th, 2023. Motion carried.

ITEMS FROM CITY ATTORNEY

Motion by Nasser, second by Hirsch, to enter into Executive Session at 5:31 p.m. per SDCL 1-25-2 for discussing legal, economic development, and personnel issues. Motion carried.

Motion by Butler, second by Nasser, to come out of executive session at 7:58 p.m. Motion carried.

ADJOURNMENT

Motion by Kitzmiller, second by Nasser, to adjourn at 7:58 p.m. Motion carried.

(SEAL)

ATTEST:

Stephany Baumeister
Interim Finance Officer

Melanie Torno
Mayor

Published once _____, 2023 at a cost of \$_____.

Edit List of Invoices - Detail w/GL

Date: 03/14/2023

Time: 1:30 pm

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City of Summerset

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
10608	BLACK HAWK WATER USERS DIS	03/16/2023	BANKW	February monthly usage	39.25
	PO BOX 476	03/16/2023	N		0.00
0021	BLACK HAWK	03/16/2023	N	N	0.00
	SD 57718	03/16/2023	0.00	0	0.00
	<Emailing Stub Disabled>	03/16/2023			39.25

GL Number	Account Name	Pay Amount	Relieve Amount
101-4192-4280	Utility Expense	39.25	0.00
Distribution Total		39.25	0.00

Vendor Total: 39.25

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
10576	CARDMEMBER SERVICES	03/16/2023	BEFT	PD Vehicle - February 2023	90.47
	PO BOX 306005	03/16/2023	N		0.00
1665	NASHVILLE	03/16/2023	N	N	0.00
	TN 37230-6005	03/16/2023	0.00	0	0.00
	<Emailing Stub Disabled>	03/16/2023	february2023		90.47

GL Number	Account Name	Pay Amount	Relieve Amount
101-4210-4261	Auto Expense	7.98	0.00
101-4210-4250	Repair/Maint Expense	82.49	0.00
Distribution Total		90.47	0.00

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
10577	CARDMEMBER SERVICES	03/16/2023	BEFT	February 2023 cc charges	7,470.06
	PO BOX 306005	03/16/2023	N		0.00
1665	NASHVILLE	03/16/2023	N	N	0.00
	TN 37230-6005	03/16/2023	0.00	0	0.00
	<Emailing Stub Disabled>	03/16/2023	february2023-2		7,470.06

GL Number	Account Name	Pay Amount	Relieve Amount
604-4000-4250	Repair/Maint Expense	1,124.71	0.00
604-4000-4260	Supply/Material Exp	785.37	0.00
604-4000-4260	Supply/Material Exp	19.06	0.00
101-4140-4260	Supply/Material Exp	76.63	0.00
101-4140-4270	Travel/Conf Expense	289.60	0.00
101-4140-4215	Postage	14.04	0.00
101-4140-4260	Supply/Material Exp	1,112.79	0.00
101-4320-4250	Repair/Maint Expense	2,113.38	0.00
101-4110-4290	Other Expense	11.50	0.00
101-4310-4260	Supply/Material Exp	152.25	0.00
101-4320-4250	Repair/Maint Expense	643.37	0.00
101-4310-4250	Repair/Maint Expense	230.00	0.00
101-4310-4250	Repair/Maint Expense	83.40	0.00
101-4320-4260	Supply/Material Exp	173.98	0.00
101-4210-4215	Postage	18.75	0.00
101-4210-4273	Training Expense	259.00	0.00
101-4210-4290	Other Expense	221.95	0.00
101-4210-4215	Postage	123.35	0.00
101-4210-4260	Supply/Material Exp	128.10	0.00
101-4210-4261	Auto Expense	43.74	0.00
101-4210-4273	Training Expense	-250.00	0.00
101-4210-4261	Auto Expense	38.09	0.00
101-4210-4261	Auto Expense	57.00	0.00
Distribution Total		7,470.06	0.00

Vendor Total: 7,560.53

Edit List of Invoices - Detail w/GL

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City of Summerset

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date			
	CBH CO-OP	03/16/2023	BANKW	Govt fuel Feb 2023	
	2030 MAIN STREET	03/16/2023	N		4,042.48
10597	STURGIS	03/16/2023	N	N	0.00
1504	SD 57785	03/16/2023	N	0	0.00
	<Emailing Stub Disabled>	03/16/2023		412253	4,042.48

GL Number	Account Name	Pay Amount	Relieve Amount
101-4320-4260	Supply/Material Exp	2,114.32	0.00
101-4210-4261	Auto Expense	1,928.16	0.00
Distribution Total		4,042.48	0.00

Vendor Total: 4,042.48

	DAKOTA PUMP, INC	03/16/2023	BANKW	Blower Roots 56 URAI	
	PO BOX 947	03/16/2023	N		6,599.00
10588	MITCHELL	03/16/2023	N	N	0.00
1093	SD 57301	03/16/2023	N	0	0.00
	<Emailing Stub Disabled>	03/16/2023		16604	6,599.00

GL Number	Account Name	Pay Amount	Relieve Amount
604-4000-4250	Repair/Maint Expense	6,599.00	0.00
Distribution Total		6,599.00	0.00

	DAKOTA PUMP, INC	03/16/2023	BANKW	Transducer to keep on hand	
	PO BOX 947	03/16/2023	N		2,500.00
10589	MITCHELL	03/16/2023	N	N	0.00
1093	SD 57301	03/16/2023	N	0	0.00
	<Emailing Stub Disabled>	03/16/2023		16603	2,500.00

GL Number	Account Name	Pay Amount	Relieve Amount
604-4000-4250	Repair/Maint Expense	2,500.00	0.00
Distribution Total		2,500.00	0.00

Vendor Total: 9,099.00

	DEMERSSEMAN JENSEN	03/16/2023	BANKW	Legal Services February 2023	
	PO BOX 1820	03/16/2023	N		1,455.00
10586	RAPID CITY	03/16/2023	N	N	0.00
0765	SD 57709-1820	03/16/2023	Y	0	0.00
	<Emailing Stub Disabled>	03/16/2023		36484	1,455.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-4141-4220	Prof Fees Expense	1,455.00	0.00
Distribution Total		1,455.00	0.00

Vendor Total: 1,455.00

	GOLDEN WEST INDUSTRIAL SUP	03/16/2023	BANKW	managed services 03/01-03/31	
	2180 AGATE COURT	03/16/2023	N		2,954.50
10595	SIMI VALLEY	03/16/2023	N	N	0.00
1407	CA 93065	03/16/2023	N	0	0.00
	<Emailing Stub Disabled>	03/16/2023		408584	2,954.50

GL Number	Account Name	Pay Amount	Relieve Amount
101-4192-4220	Prof Fees Expense	2,954.50	0.00
Distribution Total		2,954.50	0.00

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City of Somerset

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Req. No.	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Disc. %	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		
	GOLDEN WEST INDUSTRIAL SUP	03/16/2023	BANKW	Microsoft Office 365 Subscript	
	2180 AGATE COURT	03/16/2023	N		559.00
10596	SIMI VALLEY	03/16/2023	N	N	0.00
1407	CA 93065	03/16/2023	0.00	N	0
	<Emailing Stub Disabled>	03/16/2023	408583		559.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-4192-4220	Prof Fees Expense	559.00	0.00
Distribution Total		559.00	0.00

Vendor Total: 3,513.50

	GREENAPSYS	03/16/2023	BANKW	Feb. Janitorial Svcs - 2 clean	
	PO BOX 24	03/16/2023	N		320.00
10591	BLACK HAWK	03/16/2023	N	N	0.00
1369	SD 57718	03/16/2023	0.00	Y	0
	<Emailing Stub Disabled>	03/16/2023	66		320.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-4192-4250	Repair/Maint Expense	320.00	0.00
Distribution Total		320.00	0.00

Vendor Total: 320.00

	Gunderson & Palmer	03/16/2023	BANKW	Legal Fees February 2023	
	PO Box 8045	03/16/2023	N		325.00
10590	Rapid City	03/16/2023	N	N	0.00
0544	SD	03/16/2023	0.00	N	0
	<Emailing Stub Disabled>	03/16/2023	123560		325.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-4141-4220	Prof Fees Expense	325.00	0.00
Distribution Total		325.00	0.00

Vendor Total: 325.00

	HAWKINS INC.	03/16/2023	BANKW	Defoamer	
	PO BOX 860263	03/16/2023	N		2,467.20
10602	MINNEAPOLIS	03/16/2023	N	N	0.00
0698	MN 55486-0263	03/16/2023	0.00	N	0
	<Emailing Stub Disabled>	03/16/2023	6411563		2,467.20

GL Number	Account Name	Pay Amount	Relieve Amount
604-4000-4263	Chemicals and Lab Supplies	2,467.20	0.00
Distribution Total		2,467.20	0.00

Vendor Total: 2,467.20

	HDR ENGINEERING, INC	03/16/2023	BANKW	Engineering Fees	
	PO BOX 74008202	03/16/2023	N		3,136.97
10578	CHICAGO	03/16/2023	N	N	0.00
1133	IL 60674	03/16/2023	0.00	N	0
	<Emailing Stub Disabled>	03/16/2023	1200506690		3,136.97

GL Number	Account Name	Pay Amount	Relieve Amount
101-4196-4220	Prof Fees Expense	3,136.97	0.00
Distribution Total		3,136.97	0.00

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Ref. No.	Vendor Name Vendor Address City	Post Date Pay. Date Disc. Date	PO Number Req. No.	Bank Hold? Sep. Ck.?	Invoice Description Line 2 Invoice Description Line 2 Use Description 1 On Check	Gross Amount Taxes Withheld
Vendor No.	State/Province Zip/Postal Email Address	Due Date Inv. Date	Disc. % Invoice No.	1099?	Hand Check Number/Date	Discount Net Amount
10579	HDR ENGINEERING, INC PO BOX 74008202 CHICAGO	03/16/2023 03/16/2023 03/16/2023		BANKW N N	WWTP Engineering Fees	13,185.00 0.00
1133	IL 60674 <Emailing Stub Disabled>	03/16/2023 03/16/2023	0.00 1200507319	N	0	0.00 <u>13,185.00</u>

GL Number	Account Name	Pay Amount	Relieve Amount
604-4000-4220	Prof Fees Expense	13,185.00	0.00
Distribution Total		13,185.00	0.00

10580	HDR ENGINEERING, INC PO BOX 74008202 CHICAGO	03/16/2023 03/16/2023 03/16/2023		BANKW N N	WWTP Final Design & Bidding	2,964.98 0.00
1133	IL 60674 <Emailing Stub Disabled>	03/16/2023 03/16/2023	0.00 1200507320	N	0	0.00 <u>2,964.98</u>

GL Number	Account Name	Pay Amount	Relieve Amount
604-4000-4220	Prof Fees Expense	2,964.98	0.00
Distribution Total		2,964.98	0.00

Vendor Total: 19,286.95

10609	MCCOMB SERVICES PO BOX 9457 RAPID CITY	03/16/2023 03/16/2023 03/16/2023		BANKW N N	IT Support February 2023	925.00 0.00
1894	SD 57709 <Emailing Stub Disabled>	03/16/2023 03/16/2023	0.00 2301	N	0	0.00 <u>925.00</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-4120-4220	Prof Fees Expense	200.00	0.00
101-4140-4220	Prof Fees Expense	100.00	0.00
101-4192-4220	Prof Fees Expense	250.00	0.00
101-4210-4220	Prof Fees Expense	375.00	0.00
Distribution Total		925.00	0.00

Vendor Total: 925.00

10575	MEADE COUNTY AUDITOR 1300 SHERMAN STREET STURGIS	03/16/2023 03/16/2023 03/16/2023		BANKW N N	December 2023 Dispatch Fees	2,193.44 0.00
1101	SD 57785 <Emailing Stub Disabled>	03/16/2023 03/16/2023	0.00 december2023	N	0	0.00 <u>2,193.44</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-4210-4282	Dispatch Expense	2,193.44	0.00
Distribution Total		2,193.44	0.00

Vendor Total: 2,193.44

10603	MID-AMERICAN RESEARCH CHEI PO BOX 927 COLUMBUS	03/16/2023 03/16/2023 03/16/2023		BANKW N N	WWTP supplies	416.05 0.00
1110	NE 68602-0927 <Emailing Stub Disabled>	03/16/2023 03/16/2023	0.00 0784732-IN	N	0	0.00 <u>416.05</u>

GL Number	Account Name	Pay Amount	Relieve Amount
604-4000-4250	Repair/Maint Expense	416.05	0.00
Distribution Total		416.05	0.00

Edit List of Invoices - Detail w/GL

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City of Summerset

Ref. No.	Vendor Name	Post Date	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date	Invoice No.		

Vendor Total: 416.05

10593	MIDCONTINENT COMMUNICATIO	03/16/2023	BANKW	WWTP telephone Feb 2023	193.38
	PO BOX 5010	03/16/2023	N		0.00
1433	SIOUX FALLS	03/16/2023	N	N	0.00
	SD 57117-0510	03/16/2023	0.00	N	0
	<Emailing Stub Disabled>	03/16/2023	167317301-02		193.38

GL Number	Account Name	Pay Amount	Relieve Amount
604-4000-4280	Utility Expense	193.38	0.00
Distribution Total		193.38	0.00

Vendor Total: 193.38

10607	MIDCONTINENT TESTING LABS	03/16/2023	BANKW	February 2023 WWTP testing	175.50
	PO BOX 3388	03/16/2023	N		0.00
1157	RAPID CITY	03/16/2023	N	N	0.00
	SD 57709	03/16/2023	0.00	N	0
	<Emailing Stub Disabled>	03/16/2023	121459		175.50

GL Number	Account Name	Pay Amount	Relieve Amount
604-4000-4262	Tesing Expense	175.50	0.00
Distribution Total		175.50	0.00

Vendor Total: 175.50

10594	PCS MOBILE	03/16/2023	BANKW	Vehicle laptop dock and adapte	1,124.20
	7300 N VIA PASEO DEL SUR	03/16/2023	N		0.00
1721	SCOTTSDALE	03/16/2023	N	N	0.00
	AZ 85258-3844	03/16/2023	0.00	N	0
	<Emailing Stub Disabled>	03/16/2023	INV-20422		1,124.20

GL Number	Account Name	Pay Amount	Relieve Amount
101-4210-4340	Equip Expense	1,124.20	0.00
Distribution Total		1,124.20	0.00

Vendor Total: 1,124.20

10599	PRINT MARKET	03/16/2023	BANKW	Business Cards November 2022	200.60
	404 SAINT ONGE ST	03/16/2023	N		0.00
0007	RAPID CITY	03/16/2023	N	N	0.00
	SD 57702	03/16/2023	0.00	N	0
	<Emailing Stub Disabled>	03/16/2023	82229		200.60

GL Number	Account Name	Pay Amount	Relieve Amount
101-4110-4260	Supply/Material Exp	46.40	0.00
101-4120-4260	Supply/Material Exp	23.20	0.00
101-4140-4260	Supply/Material Exp	131.00	0.00
Distribution Total		200.60	0.00

10600	PRINT MARKET	03/16/2023	BANKW	Notary Seal - C. Sealey	80.05
	404 SAINT ONGE ST	03/16/2023	N	My commission expires C Sealey	0.00
0007	RAPID CITY	03/16/2023	N	N	0.00
	SD 57702	03/16/2023	0.00	N	0
	<Emailing Stub Disabled>	03/16/2023	82395		80.05

GL Number	Account Name	Pay Amount	Relieve Amount
101-4140-4260	Supply/Material Exp	80.05	0.00

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Ref. No.	Vendor Name Vendor Address City	Post Date Pay. Date Disc. Date	PO Number Req. No.	Bank Hold? Sep. Ck.?	Invoice Description Line 2 Invoice Description Line 2 Use Description 1 On Check	Gross Amount Taxes Withheld
Vendor No.	State/Province Zip/Postal Email Address	Due Date Inv. Date	Disc. % Invoice No.	1099?	Hand Check Number/Date	Discount Net Amount

Distribution Total						80.05	0.00
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10606	PRINT MARKET 404 SAINT ONGE ST RAPID CITY SD 57702	03/16/2023 03/16/2023 03/16/2023 03/16/2023		BANKW N N N	Business Cards S. Baumeister		73.00 0.00 0.00
0007	<Emailing Stub Disabled>	03/16/2023	0.00 83490				0.00 <u>73.00</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-4140-4260	Supply/Material Exp	73.00	0.00
Distribution Total		73.00	0.00

Vendor Total: 353.65

10581	RAPID CITY JOURNAL P O BOX 80528 LINCOLN NE 68501	03/16/2023 03/16/2023 03/16/2023 03/16/2023		BANKW N N N	P&Z Meeting minutes		57.70 0.00 0.00
0008	<Emailing Stub Disabled>	03/16/2023	0.00 41259				0.00 <u>57.70</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-4652-4230	Publishing Exp	57.70	0.00
Distribution Total		57.70	0.00

10582	RAPID CITY JOURNAL P O BOX 80528 LINCOLN NE 68501	03/16/2023 03/16/2023 03/16/2023 03/16/2023		BANKW N N N	P&Z Resolution 2023-05		59.98 0.00 0.00
0008	<Emailing Stub Disabled>	03/16/2023	0.00 41263				0.00 <u>59.98</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-4652-4230	Publishing Exp	59.98	0.00
Distribution Total		59.98	0.00

10583	RAPID CITY JOURNAL P O BOX 80528 LINCOLN NE 68501	03/16/2023 03/16/2023 03/16/2023 03/16/2023		BANKW N N N	Special Commission Mtg 2/04		79.98 0.00 0.00
0008	<Emailing Stub Disabled>	03/16/2023	0.00 41261				0.00 <u>79.98</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-4110-4230	Publishing Exp	79.98	0.00
Distribution Total		79.98	0.00

10584	RAPID CITY JOURNAL P O BOX 80528 LINCOLN NE 68501	03/16/2023 03/16/2023 03/16/2023 03/16/2023		BANKW N N N	Commission Mtg 02/02		215.35 0.00 0.00
0008	<Emailing Stub Disabled>	03/16/2023	0.00 41262				0.00 <u>215.35</u>

GL Number	Account Name	Pay Amount	Relieve Amount
101-4110-4230	Publishing Exp	215.35	0.00
Distribution Total		215.35	0.00

10585	RAPID CITY JOURNAL P O BOX 80528 LINCOLN NE 68501	03/16/2023 03/16/2023 03/16/2023 03/16/2023		BANKW N N N	Chapter 54 collection & Dispos		135.38 0.00 0.00
0008	<Emailing Stub Disabled>	03/16/2023	0.00 41260				0.00 <u>135.38</u>

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Ref. No.	Vendor Name Vendor Address City	Post Date Pay. Date Disc. Date	PO Number Req. No.	Bank Hold? Sep. Ck.?	Invoice Description Line 2 Invoice Description Line 2 Use Description 1 On Check	Gross Amount Taxes Withheld Discount Net Amount
Vendor No.	State/Province Zip/Postal Email Address	Due Date Inv. Date	Disc. % Invoice No.	1099?	Hand Check Number/Date	

GL Number	Account Name	Pay Amount	Relieve Amount
101-4110-4230	Publishing Exp	135.38	0.00
Distribution Total		135.38	0.00

Vendor Total: 548.39

10587	RCS CONSTRUCTION INC PO BOX 9337 RAPID CITY	03/16/2023 03/16/2023 03/16/2023		BANKW N N	Erosion Cntl Dpst Refund 11700 Constitiution St N	1,000.00 0.00
1291	SD 57709 <Emailing Stub Disabled>	03/16/2023 03/16/2023	0.00 2022-05	N	0	0.00 1,000.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-0000-3206	Erosion Control Deposit Fee	1,000.00	0.00
Distribution Total		1,000.00	0.00

10612	RCS CONSTRUCTION INC PO BOX 9337 RAPID CITY	03/16/2023 03/16/2023 03/16/2023		BANKW N N	2022 WWTP Greenhouse Repairs N	98,500.00 0.00
1291	SD 57709 <Emailing Stub Disabled>	03/16/2023 03/16/2023	0.00 final	N	0	0.00 98,500.00

GL Number	Account Name	Pay Amount	Relieve Amount
604-4000-4250	Repair/Maint Expense	98,500.00	0.00
Distribution Total		98,500.00	0.00

Vendor Total: 99,500.00

10592	SD ONE CALL PO BOX 1605 SIOUX FALLS	03/16/2023 03/16/2023 03/16/2023		BANKW N N	14 notifications Febuary 2023 N	14.70 0.00
0018	SD 57101 <Emailing Stub Disabled>	03/16/2023 03/16/2023	0.00 SD23-00408	N	0	0.00 14.70

GL Number	Account Name	Pay Amount	Relieve Amount
101-4232-4290	Other Expense	14.70	0.00
Distribution Total		14.70	0.00

Vendor Total: 14.70

10611	SERVALL UNIFORM & LINEN SUP 312 MAIN ST RAPID CITY	03/16/2023 03/16/2023 03/16/2023		BANKW N N	February monthly services N	162.89 0.00
1328	SD 57701 <Emailing Stub Disabled>	03/16/2023 03/16/2023	0.00 0743028	N	0	0.00 162.89

GL Number	Account Name	Pay Amount	Relieve Amount
101-4192-4250	Repair/Maint Expense	162.89	0.00
Distribution Total		162.89	0.00

Vendor Total: 162.89

10601	SIGNS NOW 1161 DEADWOOD AVE #7 RAPID CITY	03/16/2023 03/16/2023 03/16/2023		BANKW N N	Rest of wrap for SRO Vehicle N	1,445.70 0.00
1546	SD 57702 <Emailing Stub Disabled>	03/16/2023 03/16/2023	0.00 1-4025-2	N	0	0.00 1,445.70

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Ref. No.	Vendor Name	Post Date	PO Number	Bank	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Req. No.	Hold?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Disc. %	Sep. Ck.?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Invoice No.	1099?	Hand Check Number/Date	Net Amount
	Email Address	Inv. Date				

GL Number	Account Name	Pay Amount	Relieve Amount
101-4210-4340	Equip Expense	1,445.70	0.00
Distribution Total		1,445.70	0.00

Vendor Total: 1,445.70

10610	SOUTH DAKOTA STATE TREASUF	03/16/2023		BEFT	Feb 2023 Sales Tax Collected	
		03/16/2023		N		976.37
1245		03/16/2023	0.00	N	N	0.00
	<Emailing Stub Disabled>	03/16/2023		N	0	0.00
						976.37

GL Number	Account Name	Pay Amount	Relieve Amount
101-0000-2170	Sales Tax Payable	976.37	0.00
Distribution Total		976.37	0.00

Vendor Total: 976.37

10604	TYLER TECHNOLOGIES, INC	03/16/2023		BANKW	fund balance migration	
	PO BOX 203556	03/16/2023		N		157.50
1023	DALLAS	03/16/2023		N	N	0.00
	TX 75320-3556	03/16/2023	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/16/2023	025-414040			157.50

GL Number	Account Name	Pay Amount	Relieve Amount
101-4192-4340	Equip Expense	157.50	0.00
Distribution Total		157.50	0.00

Vendor Total: 157.50

10613	WASTEQUIP MANUFACTURING C	03/16/2023		BANKW	waste cont., recycle cont.,	
	PO BOX 603008	03/16/2023		N		24,413.00
1895	CHARLOTTE	03/16/2023		N	N	0.00
	NC 28260	03/16/2023	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/16/2023				24,413.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-4320-4260	Supply/Material Exp	24,413.00	0.00
Distribution Total		24,413.00	0.00

Vendor Total: 24,413.00

10605	WEIDENBACK, JEFF	03/16/2023		BANKW	Erosion Control Dpst Refund	
	7259 NORPEK COURT	03/12/2023		N		1,000.00
1893	SUMMERSET	03/16/2023		N	N	0.00
	SD 57718	03/16/2023	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/16/2023	2020-43			1,000.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-0000-3206	Erosion Control Deposit Fee	1,000.00	0.00
Distribution Total		1,000.00	0.00

Vendor Total: 1,000.00

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Ref. No.	Vendor Name	Post Date	PO Number	Bank Hold?	Invoice Description Line 2	Gross Amount
Vendor No.	Vendor Address	Pay. Date	Req. No.	Sep. Ck.?	Invoice Description Line 2	Taxes Withheld
	City	Disc. Date	Disc. %	1099?	Use Description 1 On Check	Discount
	State/Province Zip/Postal	Due Date	Invoice No.		Hand Check Number/Date	Net Amount
	Email Address	Inv. Date				
10598	WESTERN COMMUNICATIONS IN	03/16/2023		BANKW	reprogramming radios	1,500.00
	3106 CABBELL STREET	03/16/2023		N		0.00
0202	RAPID CITY	03/16/2023		N	N	0.00
	SD	03/16/2023	0.00	N	0	0.00
	<Emailing Stub Disabled>	03/16/2023	18298			1,500.00

GL Number	Account Name	Pay Amount	Relieve Amount
101-4210-4250	Repair/Maint Expense	1,500.00	0.00
Distribution Total		1,500.00	0.00

Vendor Total: 1,500.00

Total Invoices: 39

Grand Total:	183,208.68
Less Credit Memos:	0.00
Net Total:	183,208.68
Less Hand Check Total:	0.00
Outstanding Invoice Total:	183,208.68

February

Sanitation

Hauled 95820 lbs of Solid waste, 3380 lbs of recycling, 3560 lbs of cardboard, 8160 Lbs of Yard Waste to Landfill. Repaired/cleaned/ and delivered cans as needed. Serviced and cleaned solid waste equipment. Mack is still down for repairs.

Public works

Plowed Snow. Sanded intersections. Repaired plow equipment. Attended council meeting. Prepped Snow removal equipment. Performed maintenance on public works equipment. Hauled away snow piles. Attended a Meeting with FEMA. Attended a Preconstruction Meeting and groundbreaking ceremony for the WWTP. Street Sweeper was delivered.

Code enforcement

Transferred a few issues to law enforcement for assistance concerning snow removal.

Parks

Plowed parking lot and sidewalks

FEBRUARY 2023 CITY ADMINISTRATOR REPORT

ECONOMIC DEVELOPMENT

- Updated properties on realtor page for economic development.

GRANTS

- Reviewed grants and scholarships for Finance, HR, Code Enforcement and City Manager for training.
- Reviewed Department of Health Walkability Grant.
- Completed Street Maintenance Grant for Public Works.
- Drafted letter of support to accompany Street Maintenance Grant.

PLANNING & ZONING

- Visited with M. Cotton on Final Plat.
- Visited with residents at 6936 Emerald Heights regarding ordinances, covenants and whether they can rent in their homeowners association.
- Went over items with D. Hirsch regarding Planning & Zoning meeting on 2/15/23.
- Visited with C. Boyer regarding off-premise sign permit.
- Visited with L. Shagla regarding wind turbines on R-1 Residential lots.
- M. Cotton visited via telephone regarding mylar from Brosz Engineering.
- Visited with M. Leon regarding New Leaf preliminary plat set for 2/15/2023.
- Visited with L. Shagla on task order for scope on sewer.
- Visited with S. Delbridge regarding inspections on wind turbines.
- Visited with RCS on building permit for WWTP.
- Visited with K. Harris regarding Niche Sanitation and wanting a meeting to discuss coming on to Summerset sewer.
- Set up a meeting with John Milliron regarding putting up a second building.
- Attended one (1) Planning & Zoning meeting.
- Completed minutes for one (1) Planning & Zoning Meeting and sent to paper for publication.
- Received building permit on WWTP. Sent to engineers for review.

*See next page

FINANCE DEPT

- Closed out accounts.
- Processed the draft for SDRS that was for January payroll.
- Got Handbooks and Acknowledgments out to all employees to get signed and put in their personnel file.
- Pulled job descriptions to see if updating was needed.
- Worked with Dolan to get computer backup and all documents reinstated for FO.
- Helped with checking petitions.
- Inventory done on election supplies, ordered supplies, drafted notices to the paper for publishing according to administrative code.
- Drafted ballot according to administrative code and had City Attorney review the same.
- Contacted Meade County Auditor to get up to date voter list for Summerset.
- Sent out letters to citizens who had wrong addresses or who were not registered when reviewing the petitions.
- Sent letters to Board of Elections and presented the same to Commission for appointment and rate of pay.
- Worked on new hire packet with new forms.
- Meeting with N. Brady from Tyler Tech on next steps to take over Project Manager.
- Named Project Manager for Incode 10 Migration.
- Completed Incode 10 Financials questionnaire.
- Zoom training on Incode 10 Financials Security
- Zoom training on Incode 10 Basics
- Completed Overview for Training Administrators
- Zoom training on Incode 10 Financials Solutions
- Worked with Tyler Tech to download Fund Balance software onto my computer.
- Worked in Fund Balance to add positions and job classes to payroll as directed by Tyler Tech.
- Completed three sets of Commission minutes, sent to Stephany to publish/website.
- Reviewed reports from Tyler Tech that are needed for financials in Incode 10.
- Reviewed banking information with BankWest needed for Incode 10 Forms Guide.
- Contact with L. O'Neill and R. Rowan from BankWest enabling full access to all four (4) bank accounts.
- Met with Secretary of State Monae Johnson, along with M. Torno to discuss easier access to Total Vote Software for city entities. I was asked to sit in on a summer study regarding elections.
- Zoom meeting with N. Brady with Incode 10.
- Zoom meeting with D. Garretson regarding pulling reports from Fund Balance software.
- Zoom training classes Incode 10 – User Transcripts, Assigning Training to Users, Removing Training from User, and overview of the same.
- Completed first report of injury for employee and sent the same to Claims Associates.

FEBRUARY 2023 CITY ADMINISTRATOR REPORT CONT.

- Followed up on another report of injury to make sure all bills had been paid through worker's compensation. Re-sent bills to them for payment.
 - Zoom meeting with J. Hackforth with Incode 10. Set up five digit codes for project numbers and reviewed the Chart of Accounts for Financials.
 - Sent election sign ordinance to A. Kienast.
 - Visited with J. Olson from Meade County Director of Equalization on upcoming items needed for local boards.
 - Sent notice to the paper on local boards for March 20th.
 - Sent notices to the Meade 46-1 and 51-4 School Districts regarding local boards.
 - Sent letters to commission candidates regarding drawing for position on the ballot. Visited with C. Haveman regarding TIFS and items that are needed to be moved in Financials for Fund Balance.
- Worked on annual report and prepared a year end review to the Board regarding status of financials.
- Completed 2022 D.A.N.R. Financial Report – Loan Agreement Reporting.

MISC. CONT

- Received complaint from S. Triggs on noise.
- Meeting with HDR, C. Sealey and M. Torno on sewer rate study.
- Posted two (2) job openings on web page and SD Dept. of Labor.
- Received accident report and filled out the paperwork to send to SDPAA on trailer hit.
- Attended Municipal Day at Pierre along with the Legislative Supper.
- Attended hearings at the Capitol.
- Attended a staff meeting with employees of Summerset.
- Posted items for N. Hilding on Facebook regarding cracker barrel.
- Confirmed items. With K. Brady on RESPEC questionnaire.
- Sent all paperwork to SDPAA regarding CIV 23-20 for insurance purposes.
- Sent all documents & recordings to T. Wieczorek on CIV. 23-20 and discussed the same on the phone with him and M. Torno.
- Attended preconstruction meeting on Wastewater Treatment Plant Expansion.
- Attended groundbreaking ceremony at WWTP.
- Visited with SDPAA regarding coverage on CIV23-20.
- Visited with D. Brenneman and set up an appointment with Mayor.
- Met with GoldenWest regarding our quarterly review. D. McComb present via zoom.
- Renewed Membership in GOSMA.
- Visited with J. Herz from GenPro regarding pricing and setting up a meeting.
- Visited with T. Wieczorek regarding CIV23-20 and coverage from SDPAA.
- Reviewed lighting agreement with SDDOT.
- Visited with M. Wheeler City Attorney on agenda items for 2/16/2023.
- Visited with C. Hirsch on various matters.
- Visited with C. Banker regarding FEMA report.
- Met with S. Reade on various items.
- Conference call with M. Torno, T. Wieczorek and Assistant on moving forward with CIV23-20.
- Met with M. Torno on various matters.
- Visited with D. Butler/ordered flowers.
- Visited with Midco and J. Ambrose on updated contract.
- Visited with D. Allen and B. O'Grady on job descriptions.
- Sent wastewater standards to J. Ambrose from RESPEC questionnaire.
- Followed up with NOC to get three computers updated.
- Visited with D. McComb regarding sound system and moving forward.
- Visited with M. Gustafson regarding switch plates for security and that they are back ordered.
- Visited with W. Wormstadt from Meade 46-1 regarding open enrollment on social media and if we would put the same on our site.
- Zoom – Incode Project update.

FEBRUARY 2023 CITY ADMINISTRATOR REPORT CONT.

- Sat in on interviews for police officer.
- Visited with T. Peterson regarding burn permit.
- Worked on SD Department of Labor information.
- Sent out Parks Board letter with Personnel Handbook, acknowledgement and contact information.
- Follow up on code enforcement issue with K. McIntosh.
- Added new street sweeper to insurance.
- Visited with J. Herz from Gen Pro wants to set up meeting with A. Kayl from the Public Works Department.
- Visited with M. Martin regarding paperwork for Parks and Recreation Board.
- Visited with S. Reade – dropped off paperwork for Parks and Recreation Board.



SUMMERSET POLICE DEPARTMENT

7055 Leisure Ln
Summerset, SD 57718
Don Allen, Chief of Police

Summerset Police Department Monthly Report- February 2023

Grants: Currently operating under the COPS and Highway Safety Grant. In compliance, nothing to note.

Calls for Service: 335

Traffic stops: 124

Examples of some calls for service:

DUI-6

Drugs-7

Disturbances-6

Assaults-3

Pursuits-3

Weapons violations-2

Death investigation- 1

Suicide Threats-3

MV Crashes-7

Thefts- 3

Medical responses- 6

Assist-other-agency-49

Animal complaints- 14

Welfare checks- 5

Assist persons- 8

Suspicious persons: 9

Sex offender registrations: 2

Warrants served-3

Community Service: Officer Uebel performed 3 community policing related events at Our Lady of the Black Hills.

Department Training: Sgt. Nasser attended training for managing police reports.

February 2023 Finance Department Monthly Recap

- Attended 1 Commission Meeting and 1 Special Committee Meeting
- Business license renewals
- Contractor license renewals
- 5 snow removal abatement 3 have been paid
- Petition verification
- Training with Roberta from Bankwest
- Notary services for residents of Summerset
- Training with Brielle Schrock
- Zoom Incode10 Data Collection Pull with Tyler Tech for migration
- Zoom Incode10 Migration Discovery follow up discussion
- Zoom Training: ERP Pro 10 Chart of Accounts with Jenna Hackfort
- Zoom Training: ERP Pro 10 Configuration Training: Learning the Basics
- Zoom Training: ERP Pro 10 Configuration Training: Security
- Utility Billing Data pull prior to and after wrap-up for Incode10 Migration
- Zoom with Nancy Brady to make sure done properly
- Bi-weekly status call with Nancy Brady on migration timelines
- Updated telephone calling tree with Golden West
- Fundbalance support to fix backup error
- Processed payroll for 26 employees
 - 941 filed electronically
 - SDRS filed electronically
 - SD Health Pool, Aflac, Delta Dental
- Submitted South Dakota Sales Tax
- Processed 98 invoices to be paid totaling \$250,982.84
- Processed 910 Utility Bills
 - Mailed out March 1, 2023
- Applied payments to accounts, created deposit and ran through scanner, took cash deposit into bank
- Emailed Commission meeting minutes to Rapid City Journal to publish
- Published Commission meeting minutes on website
- Ordered office supplies

February 2023 Wastewater Department report

Daily Operations

2-6 Filed monthly report with DANR
2-9 Attended all staff meeting
2-10 Attended preconstruction meeting
2-10 Attended groundbreaking ceremony for plant expansion project
2-10 Assisted locaters with locating of services at the plant
2-13 Assisted RCS with startup of plant expansion project
2-14 Called out for decanter failure SBR #1
2-16 Replaced limit switch for decanter #1
2-18 RCS finished repairs on greenhouse.
2-23 Meeting with Niche Sanitation District.
Treated 4.1 million gallons of wastewater with an average of 150k g/day
Responded to 7 requests for location services

Special Projects

Misc

Job Title: Police Chief

Department: Police
Reports To: Mayor and Commission
FLSA Status: Exempt
Salary POE

SUMMARY

Position is appointed by the City of Summerset Mayor and Commission
Position directs over-all operation of the police department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

1. Plans, directs, and supervises department operations in providing personnel, equipment, facilities to accomplish legal and ethical responsibilities of the department.
2. Responds to calls for assistance involving altercations between people, including but not limited to domestic disturbances, fighting and neighborhood disputes, performing crowd and traffic control; enforcing state and city ordinances relating to keeping the peace; providing motorized, foot and bicycle patrol to residential and business areas to maintain community relations; practice problem solving techniques in support of the department's demographic policing, community policing and problem solving strategies.
3. Responsible for strategic planning to insure proper delivery of services and efficient use of City resources.
4. Directs and supervises the enforcement of laws of the City, state, and federal government; and upholds the Constitution of the United States and the State of South Dakota.
5. Plans, prepares and administers the department budget. Approves all purchases for department operations, support, facilities and equipment.
6. Directs the grant application process for the department.
7. Advises the general public as well as the Mayor and City Council on matters related to public safety and administration of police personnel.
8. Investigates violations of state laws/city ordinances and arrests violators using degree of force necessary with state law and department policy. Enforces traffic laws to curtail violations.
9. Secures crime scenes to identify and collect any physical evidence present, and obtains descriptions of suspects/vehicles involved in crimes or criminal activity.
10. Prepares incident/accident reports, affidavits, citations, legal documents, memorandums, other job-related documents and prepares for court testimony.
11. Operates police vehicles in routine and emergency situations.
12. Participates in job-related training and courses to maintain skills, knowledge and abilities necessary to perform duties.
13. Enforces city ordinance and code violations.
14. Testify in court as needed, including grand jury, preliminary hearings, adjudication hearings, court trials and jury trials.
15. Assess department needs related to staffing, training, equipment, policies and procedures; advise and make recommendations to the City Administrator.
16. Assist other law enforcement agencies with cooperative aid as needed.

17. Assist with community events.
18. Work with legal counsel regarding any legal issues involving the department.
19. Attend staff meetings, Department Head meetings, City Council meetings and training as required.
20. Provide supervision and regular performance evaluation to direct reports.
21. Determine and implement corrective action, suspension and termination of employment when warranted.
22. Adjust employee responsibilities and update positions descriptions as needed.
23. Develop effective communication systems with staff, City Council, and other Department Heads.

SUPERVISORY RESPONSIBILITIES

Manages employees in the Police Department. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience: AA/AS or BA/BS degree in Criminal Justice, or related field preferred. 10+ years of law enforcement experience with advanced law enforcement training required. Must have experience with budgets, financial statements, and grants. Must have previous supervisory experience.

Communication Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer and Administrative Skills: To perform this job successfully, an individual will have knowledge of Microsoft Office products.

Certificates, Licenses, Registrations: Must obtain and possess a valid South Dakota driver's license. Must possess a South Dakota Law Enforcement Standards and Training certification, and other licenses required by law. Must complete State of South Dakota qualifying continuing education as required.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. Required to meet the department's physical fitness standards.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

OTHER SKILLS AND ABILITIES

Demonstrate knowledge of effective methods of supervision and administration, police command policies and procedures, of civil and criminal codes and city ordinances, of methods, techniques of investigations, surveillance and apprehension, of training methods; ability to command, supervise and administer police programs, to maintain effective community relations, to express oneself orally and in writing. Must be proficient in Firearms.



Summerset Police Department Policy and Procedures

POLICY NO: 23-1	SECTION: Physical Fitness Standards	PAGE NO: 1 OF 3
SUBJECT: Physical Fitness Testing		
SUPERCEDES: N/A	EFFECTIVE: TBD	APPROVED BY:

PURPOSE: The Summerset Police Department has established a program for measuring an individual officer's level of physical fitness. It is intended to encourage officers to improve or maintain their fitness level without causing injury.

23.1.0 POLICY: Physical fitness is every officer's individual responsibility. Regular, vigorous exercise can increase muscle strength, tone, and endurance; improve the respiratory and cardiovascular function; improve the flexibility of joints; promote a feeling of mental and physical wellbeing; and control or reduce body weight. With these characteristics, an officer would possess the means to accomplish daily tasks, both occupational and recreational, without undue fatigue or risk of injury.

ADMINISTRATION OF FITNESS TESTING

23.1.1 -All sworn, full-time police officers will be required to maintain a physical level which will guarantee individual performance of at least the minimum standards in testing twice each year. The tests will be administered during the months of September and April (subject to change) and should be accomplished as department function.

23.1.2 - Chief of Police or Sergeant will serve as testing officers and will conduct all testing sessions uniformly and impartially. They shall be responsible for recording the results of each event for each officer.

23.1.3 - Any officer who is unable to perform or performs below the minimum standard on any test(s) will have one additional opportunity to pass the PT test by the end of the following month. No extensions to this timeframe will be authorized.

23.1.4 - If an officer fails the PT test two times within the authorized timeframe, the following will ensue:

The officer will immediately be scheduled for a medical exam:

- If the medical exam reveals no apparent reason for the officer's inability to perform the test, the officer may be disciplined to include suspension or termination.
- If the medical exam reveals a health condition that may cause the officer's poor performance, the officer will be placed on sick leave until the medical doctor signs a "Return to Work" document for the officer. Once a "Return to Work" document is provided to the Summerset Police Department, the officer will be required to take the PT test within 4 weeks of their return.

- If the officer passes, excellent.
- If the officer performs the test below the minimum standard again, in absence of an additional health condition, they may be disciplined to include suspension or termination.

23.2.0 - FITNESS TESTS

A. The Summerset Police Department follows the Cooper single norm standards for Police Officers. The single norm standards which is regardless of your age or gender, will be as follows:

B. 30 sit-ups in sixty seconds

C. 18 push-ups in sixty seconds

D. 1.5-mile run in 16:30 minutes

23.3.0 - FITNESS STANDARDS AND PROCEDURES

23.3.1 - Sit-up - this test measures the abdominal muscular endurance.

A. The officer starts by lying on their back, knees bent, and heels flat on the floor. Arms will be crossed over the chest. The arms and hands should not be used to pull or jerk the upper torso in a sit-up exercise.

B. A partner holds the feet firmly. A correct sit-up is counted when the officer's shoulder blades come off the ground and the elbows touch his/her knees. The testing officer then performs as many correct sit-ups as possible in one minute. If the officer needs to rest, they are required to do so in an up position.

C. The score is the total number of correct sit-ups completed in 60 seconds.

23.3.2 - Push-up - this test measures the muscular endurance of the upper body (anterior deltoid, pectorals major and triceps).

A. The officer places their hands about shoulder-width apart, with fingers pointing forward. Starting from the up position, with the elbows extended. The officer's back is straight at all times during the exercise.

B. The officer lowers the body to the floor until the upper arm and back form a line that is parallel with the floor or until the elbow has a 90-degree bend. Returning to the up position from this point is one repetition of the exercise.

C. The score is the total number of repetitions performed. Resting is allowed in the up position with both hands on the ground. The counting of repetitions ceases when either of the knees touch the ground or one or the other hand is lifted off the ground.

23.3.4 – 1.5- mile run. - This test is a measure of aerobic power (cardiovascular endurance).

A. The objective of the 1.5-mile run is to cover the distance as fast as possible.

B. Test location should be as flat as possible and allow for the distance to be covered with minimal directional changes. Tracks or other circular courses with few 90-degree turns are acceptable.

C. While taking part in the 1.5-mile run, officers may, without limit, stop to walk and re-start running.

D. During the administration of the test, officers may be informed of the lap or distance times. The score will be the time the officer crosses the finish line. Finish times shall be called out for the officer.

E. Upon test completion, a mandatory cool down period is enforced. The officers should walk slowly for approximately five minutes immediately after the run to prevent venous pooling.



EXHIBIT A

TASK ORDER

This Task Order pertains to an Agreement by and between City of Summerset, South Dakota, ("OWNER"), and HDR Engineering, Inc. ("ENGINEER"), dated December 15, 2022, ("the Agreement"). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 2023-03

PROJECT NAME: Astoria Court and Astoria Lane Drainage and Roadway Improvements

PART 1.0 Project Description: Final design, bidding, and construction administration for the Astoria Court and Astoria Lane Drainage and Roadway Improvements project.

PART 2.0 Scope of services to be performed by engineer under this task order includes the following engineering services:

GENERAL

Astoria Court has large cracks in the roadway surface caused by water saturating the subgrade. There is an existing curb cut that will be replaced with a curb inlet and storm sewer pipe. Astoria Court will be milled and receive an asphalt overlay. The intersection of Astoria Lane, Cambridge Court, and Cambridge Place will be reconstructed including new drain pans, concrete fillets, and ADA compliant ramps. HDR will provide topographic survey, final design, bidding services and construction administration services for the project.

SCOPE OF SERVICES

Activity 1. Project Management

Objective

Coordinate task activities among the various HDR and City staff involved in completing the design. Manage the scope, schedule, and budget.

Consultant Services

1. Conduct financial and project record system setup, develop schedule, and monitor budget for project staff.
2. Routine communications among the project team.
3. Monitor internal costs, work products, quality control process, and schedule performance over the course of the project.
4. Prepare and submit monthly invoices. Prepare brief written progress reports each month to accompany the invoice.



City Responsibilities

1. Review monthly progress reports and respond to issues identified, if applicable.
2. Process monthly invoices. Communicate questions or issues to HDR Project Manager.

Assumptions

- Eight (8) monthly cost invoices.

Deliverables

- Monthly invoice and progress report.

Activity 2. Topographic Survey

Objective

Provide existing location of utilities and the location and elevation of the existing roadway.

Consultant Services

1. Survey of existing utility and roadway.
2. Survey of found ROW monuments.
3. Coordination with SD One-Call for utility locates.
4. Establish project survey control points adequate for the purpose of construction staking by HDR or contractor selected surveyors.

Assumptions

- There will not be a need to acquire any temporary or permanent easements, therefore a complete Right of Way survey will NOT be performed.

Activity 3. Final Design & Bidding

Objective

HDR will provide final design for the Astoria Court and Astoria Lane improvements including plan and profile for storm improvements and intersection design, typical sections, demolition & surfacing plans, general notes, erosion control, traffic control and bidding documents.

Consultant Services

1. Geotechnical recommendations will be used to complete final design of the Astoria Court roadway.
2. Provide 90% design plans as described above for City review, incorporate comments, and provide final stamped drawings for bidding.
3. Provide engineer's opinion of probable cost.
4. Provide information for City to file NOI for stormwater discharge with SD DANR.



5. Bidding documents including instruction to bidders, advertisement to bidders, notice to proceed, etc. will be put together for the Owner to bid the project.
6. Provide Pre-bid meeting agenda and minutes.
7. Provide addendums.
8. Review received bids for accuracy, provide bid tabulation, and provide contract recommendation.

Assumptions

- The City of Summerset will provide geotechnical recommendations from American Engineering Testing, Inc.
- Sheets to be included in the plans
 - Title Sheet
 - Estimate of Quantities
 - General Notes
 - Survey Control
 - Traffic Control
 - Erosion Control
 - Typical Section
 - Demo & Surfacing
 - Plan & Profile Sheets
 - Curb & Gutter Layout
 - Details

Deliverables

- 90% plans, specifications, and engineer's opinion of probable cost for review. (PDF)
- Final plans, specifications, and engineer's opinion of probable cost for bidding. (6 printed sets & PDF)
- Pre-bid Meeting minutes (PDF)
- Addendums (PDF)
- Contract recommendation letter (PDF)

Activity 4. Construction Administration

Objective

HDR will provide construction administration including, review of shop drawings, processing changes orders, and pay applications.

City Responsibilities

1. City will provide construction inspection.



Consultant Services

1. Review shop drawings, pay applications and change orders.
2. Answer design and specification questions

Schedule

Task Order Approval	March 2023
Site Survey	April 2023
90% Review Submittal	May 2023
Final Plans for Bid	June 2023
Bid Opening	July 2023
Construction Administration	July – October 2023

PART 3.0 OWNER’S RESPONSIBILITIES: The OWNER shall provide the information set forth in paragraph 6 of the “HDR Engineering, Inc. Terms and Conditions for Professional Services.”

PART 4.0 PERIODS OF SERVICE: March 2023 – October 2023

PART 5.0 PAYMENTS TO ENGINEER:

The proposed fee is \$25,025.60. Compensation for ENGINEER’S services under this Agreement shall be based on Direct Labor Per Schedule of Pay Rates per the Employee discipline identified and attached herein, plus Reimbursable Expenses, and Engineer’s technology charges. Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, computer usage, telephone, telex, shipping and express, and other incurred expense.

This Task Order is executed this _____ day of _____, 20____.

CITY OF SUMMERSET, SOUTH DAKOTA
“OWNER”

HDR ENGINEERING, INC.
“ENGINEER”

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

ADDRESS: _____

ADDRESS: _____

HDR Engineering 2023 Hourly Billing Rates

Enclosed are the 2023 Hourly Billing Rates for HDR Engineering. These rates shall be adjusted annually to reflect any salary adjustments incurred by employees. The rates listed below do not include reimbursable expenses or hourly rates for equipment as defined below.

<u>Description</u>	<u>Billing Rate/Hour</u>
Managing Principal	225
Senior Project Manager	215
Project Manager III	195
Project Manager II	180
Project Manager I	170
Engineer VI	195
Engineer V	180
Engineer IV	170
Engineer III	145
Engineer II	130
Engineer I	120
Senior ASME Engineer	195
ASME Engineer	180
System Integrator Engineer III	195
System Integrator Engineer II	155
System Integrator Engineer I	115
Engineering/Field Services Technician V	175
Engineering/Field Services Technician IV	160
Engineering/Field Services Technician III	135
Engineering/Field Services Technician II	115
Engineering/Field Services Technician I	105
Cadd/GIS Technician V	155
Cadd/GIS Technician IV	135
Cadd/GIS Technician III	115
Cadd/GIS Technician II	105
Cadd/GIS Technician I	95
Right of Way IV	195
Right of Way III	175
Right of Way II	155
Right of Way I	120
Right of Way Coordinator	95
Environmental Scientist V	180
Environmental Scientist IV	160
Environmental Scientist III	140
Environmental Scientist II	125
Environmental Scientist I	110

Senior Land Surveyor	155
Land Surveyor	135
Survey Technician III	125
Survey Technician II	110
<u>Survey Technician I</u>	<u>95</u>
Senior Construction Manager	195
Construction Manager	185
Construction Engineer III	175
Construction Engineer II	160
Construction Engineer I	135
<u>Construction Inspector</u>	<u>105</u>
Strategic Communications/Graphic Designer IV	165
Strategic Communications/Graphic Designer III	145
Strategic Communications/Graphic Designer II	130
<u>Strategic Communications/Graphic Designer I</u>	<u>100</u>
Project Controller	95
Project Assistant	95
Admin Assistant	70

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

Direct Expenses

Drone	\$275.00 per day
Traffic Counting Equipment	\$120.00 per hour
Survey/GPS Equipment	\$50.00 per hour
Robotic Total Station	\$50.00 per hour
Side-by-Side Utility Vehicle	\$25.00 per hour
Handheld GPS	\$20.00 per hour
Mileage	\$0.75 per mile
Printing:	
B&W 8.5x11	\$0.041 each
Color 8.5x11	\$0.138 each
B&W 11x17	\$0.079 each
Color 11x17	\$0.273 each
Plots Bond	\$0.459 per sq. ft.

OTHER REIMBURSABLE EXPENSES

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for travel, meals, subconsultants, shipping, and other incurred expense. Unless negotiated otherwise in the contract, HDR will add 10% to invoices received from subconsultants to cover administrative expenses and vicarious liability. Specialty equipment charges apply to specific equipment used on the project.

ATTACHMENT 2

City of Summerset - Astoria Court & Astoria Lane Drainage and Roadway Improvements Task Order Manhour Estimate - 2023 Task Order #3 - Astoria Court & Astoria Lane Drainage and Roadway Improvements											
Personnel	Dustin Hamilton	Lindsay Shaglia	Stacie Slowey	Gary Anderson	Nolan Fraser	Chris Bailey	Carla Schwebach	Christy Henze	Total		
									Hours	Cost	
Rate Category/Description	Managing Principal	Project Manager/Engineer III	Engineer IV	Senior Land Surveyor	Land Surveyor	Engineer V QA/QC	Project Controller	Project Assistant	Hours	Cost	
Billing Rate	\$225.00	\$145.00	\$170.00	\$155.00	\$135.00	\$180.00	\$95.00	\$95.00			
Activity 1 - Project Management	2	20					12	4	38	\$4,870	
Activity 2 - Topographic Survey				20	30				50	\$7,150	
Activity 3 - Final Design & Bidding		45	4			2			51	\$7,565	
Activity 4 - Construction Administration		25							25	\$3,625	
Subtotals	2	90	4	20	30	2	12	4	164	\$23,210	
Task Order 2023-#3 Totals	2	90	4	20	30	2	12	4	164	\$23,210	
<i>Average Hours Per Week</i>	0.0	1.7	0.1	0.4	0.6	0.0	0.2	0.1			

Activity 5 - Expenses	
Travel/mileage	\$ 970.00
Printing	\$ 45.60
Survey/GPS Equipment	\$ 800.00
Total Direct Costs	\$ 1,815.60

Total Cost Summary	
Total Hours	164
Total Labor	\$23,210.00
Direct Costs	\$1,815.60
Total Cost	\$25,025.60

REVENUE/EXPENDITURE REPORT

City of Summerset

For the Period: 1/1/2023 to 2/28/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - General Fund							
Revenues							
Dept: 0000							
3111 Current Year Property Tax	718,614.00	718,614.00	2,654.20	0.00	0.00	715,959.80	0.4
3112 Current Year Minus 1 Prop Tax	10,000.00	10,000.00	5.02	0.00	0.00	9,994.98	0.1
3131 Sales Tax Revenue	900,000.00	900,000.00	85,821.45	0.00	0.00	814,178.55	9.5
3140 GrossReceipts&BusTax-Utilities	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
3190 Penalties&Interest/DelinqTax	0.00	0.00	100.13	0.00	0.00	-100.13	0.0
3206 Erosion Control Deposit Fee	0.00	0.00	-2,000.00	-1,000.00	0.00	2,000.00	0.0
3207 Building Permits Revenue	50,000.00	50,000.00	13,403.65	0.00	0.00	36,596.35	26.8
3212 Business/Contractor License	4,000.00	4,000.00	3,000.00	600.00	0.00	1,000.00	75.0
3214 Plat Fee Revenue	6,000.00	6,000.00	1,840.00	0.00	0.00	4,160.00	30.7
3240 Fence Permit Fee Revenue	500.00	500.00	150.00	0.00	0.00	350.00	30.0
3310 Federal Grants	125,000.00	125,000.00	0.00	0.00	0.00	125,000.00	0.0
3321 Malt Beverage Revenue	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.0
3322 Liquor License Revenue	6,100.00	6,100.00	0.00	0.00	0.00	6,100.00	0.0
3323 Lottery Machine Revenue	1,400.00	1,400.00	0.00	0.00	0.00	1,400.00	0.0
3349 State Grants	13,000.00	13,000.00	35,525.98	0.00	0.00	-22,525.98	273.3
3353 Liquor Reversion	12,000.00	12,000.00	5,268.23	0.00	0.00	6,731.77	43.9
3354 Motor Vehicle License 5%	29,000.00	29,000.00	1,148.41	0.00	0.00	27,851.59	4.0
3381 Cty Road Revenue	1,310.00	1,310.00	0.00	0.00	0.00	1,310.00	0.0
3441 Refuse Collection Charges	180,000.00	180,000.00	16,052.45	-20.69	0.00	163,947.55	8.9
3610 Interest Revenue	250.00	250.00	0.00	0.00	0.00	250.00	0.0
3635 Street Lights Fee Revenue	3,200.00	3,200.00	0.00	-150.00	0.00	3,200.00	0.0
3640 Code Enf Assmnt Fee Revenue	0.00	0.00	450.00	450.00	0.00	-450.00	0.0
3690 Other Revenue	371,034.00	371,034.00	6,980.15	2,596.08	0.00	364,053.85	1.9
3691 Cable Television Franchise Fee	16,800.00	16,800.00	1,938.42	701.74	0.00	14,861.58	11.5
Dept: 0000	2,453,008.00	2,453,008.00	172,338.09	3,177.13	0.00	2,280,669.91	7.0
Revenues	2,453,008.00	2,453,008.00	172,338.09	3,177.13	0.00	2,280,669.91	7.0
Expenditures							
Dept: 4110 Commission Expenses							
4110 Wage Expense	28,000.00	28,000.00	2,333.32	0.00	0.00	25,666.68	8.3
4120 PR Tax Expense	2,142.00	2,142.00	178.52	0.00	0.00	1,963.48	8.3
4210 Other Ins Expense	500.00	500.00	0.00	0.00	0.00	500.00	0.0
4230 Publishing Exp	3,000.00	3,000.00	2,322.05	711.78	0.00	677.95	77.4
4260 Supply/Material Exp	200.00	200.00	0.00	0.00	0.00	200.00	0.0
4270 Travel/Conf Expense	100.00	100.00	0.00	0.00	0.00	100.00	0.0
4281 Phone	2,400.00	2,400.00	350.00	200.00	0.00	2,050.00	14.6
4290 Other Expense	500.00	500.00	0.00	0.00	0.00	500.00	0.0
Commission Expenses	36,842.00	36,842.00	5,183.89	911.78	0.00	31,658.11	14.1
Dept: 4115 Contingency Expense							
4415 Contingency Expense	160,794.00	160,794.00	0.00	0.00	0.00	160,794.00	0.0
Contingency Expense	160,794.00	160,794.00	0.00	0.00	0.00	160,794.00	0.0
Dept: 4120 Mayoral Expense							
4110 Wage Expense	23,000.00	23,000.00	1,916.67	0.00	0.00	21,083.33	8.3
4120 PR Tax Expense	1,760.00	1,760.00	146.62	0.00	0.00	1,613.38	8.3
4210 Other Ins Expense	100.00	100.00	0.00	0.00	0.00	100.00	0.0
4220 Prof Fees Expense	800.00	800.00	0.00	0.00	0.00	800.00	0.0
4260 Supply/Material Exp	50.00	50.00	0.00	0.00	0.00	50.00	0.0
4270 Travel/Conf Expense	100.00	100.00	71.95	71.95	0.00	28.05	72.0
4281 Phone	600.00	600.00	100.00	50.00	0.00	500.00	16.7
4290 Other Expense	1,500.00	1,500.00	541.50	541.50	0.00	958.50	36.1
Mayoral Expense	27,910.00	27,910.00	2,776.74	663.45	0.00	25,133.26	9.9
Dept: 4130 Election Expense							
4110 Wage Expense	600.00	600.00	0.00	0.00	0.00	600.00	0.0
4230 Publishing Exp	200.00	200.00	53.12	53.12	0.00	146.88	26.6
4260 Supply/Material Exp	100.00	100.00	0.00	0.00	0.00	100.00	0.0
4270 Travel/Conf Expense	50.00	50.00	0.00	0.00	0.00	50.00	0.0

REVENUE/EXPENDITURE REPORT

City of Summerset

For the Period: 1/1/2023 to 2/28/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - General Fund							
Expenditures							
Dept: 4130 Election Expense							
4290 Other Expense	50.00	50.00	0.00	0.00	0.00	50.00	0.0
Election Expense							
	1,000.00	1,000.00	53.12	53.12	0.00	946.88	5.3
Dept: 4140 Finance Office Expense							
4110 Wage Expense	56,574.00	56,574.00	4,667.85	0.00	0.00	51,906.15	8.3
4115 Wage Expense - Hourly	19,474.00	19,474.00	1,516.16	0.00	0.00	17,957.84	7.8
4116 Admin Wages	35,721.00	35,721.00	2,947.30	0.00	0.00	32,773.70	8.3
4120 PR Tax Expense	8,550.00	8,550.00	679.69	0.00	0.00	7,870.31	7.9
4130 SDRS Expense	6,706.00	6,706.00	547.88	0.00	0.00	6,158.12	8.2
4140 Workers Comp Expense	800.00	800.00	0.00	0.00	0.00	800.00	0.0
4170 Med Ins Expense	22,444.00	22,444.00	8,340.29	8,212.19	0.00	14,103.71	37.2
4210 Other Ins Expense	4,000.00	4,000.00	0.00	0.00	0.00	4,000.00	0.0
4215 Postage	700.00	700.00	246.36	243.60	0.00	453.64	35.2
4220 Prof Fees Expense	25,140.00	25,140.00	6,708.67	315.00	0.00	18,431.33	26.7
4230 Publishing Exp	500.00	500.00	399.60	110.55	0.00	100.40	79.9
4250 Repair/Maint Expense	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
4260 Supply/Material Exp	3,500.00	3,500.00	1,540.98	1,239.07	0.00	1,959.02	44.0
4261 Auto Expense	200.00	200.00	159.63	122.95	0.00	40.37	79.8
4270 Travel/Conf Expense	5,000.00	5,000.00	329.95	298.00	0.00	4,670.05	6.6
4281 Phone	1,800.00	1,800.00	300.00	150.00	0.00	1,500.00	16.7
4290 Other Expense	3,250.00	3,250.00	140.00	140.00	0.00	3,110.00	4.3
4340 Equip Expense	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.0
Finance Office Expense							
	201,159.00	201,159.00	28,524.36	10,831.36	0.00	172,634.64	14.2
Dept: 4141 City Attorney Expense							
4220 Prof Fees Expense	25,000.00	25,000.00	19,210.00	7,780.00	0.00	5,790.00	76.8
City Attorney Expense							
	25,000.00	25,000.00	19,210.00	7,780.00	0.00	5,790.00	76.8
Dept: 4192 General Government Buildings							
4210 Other Ins Expense	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.0
4220 Prof Fees Expense	18,450.00	18,450.00	9,693.85	5,700.15	0.00	8,756.15	52.5
4250 Repair/Maint Expense	4,940.00	4,940.00	1,692.70	874.00	0.00	3,247.30	34.3
4260 Supply/Material Exp	1,000.00	1,000.00	127.49	0.00	0.00	872.51	12.7
4280 Utility Expense	12,600.00	12,600.00	3,088.97	1,771.47	0.00	9,511.03	24.5
4281 Phone	13,440.00	13,440.00	2,241.97	0.00	0.00	11,198.03	16.7
4290 Other Expense	30,000.00	30,000.00	216.09	0.00	0.00	29,783.91	0.7
4340 Equip Expense	72,775.00	72,775.00	887.05	45.00	0.00	71,887.95	1.2
General Government Buildings							
	156,705.00	156,705.00	17,948.12	8,390.62	0.00	138,756.88	11.5
Dept: 4196 City Engineer Expense							
4220 Prof Fees Expense	25,000.00	25,000.00	2,225.00	2,225.00	0.00	22,775.00	8.9
City Engineer Expense							
	25,000.00	25,000.00	2,225.00	2,225.00	0.00	22,775.00	8.9
Dept: 4210 Law Enforcement							
4110 Wage Expense	66,927.00	66,927.00	5,522.13	0.00	0.00	61,404.87	8.3
4115 Wage Expense - Hourly	286,835.00	286,835.00	28,977.79	0.00	0.00	257,857.21	10.1
4117 Safety Grant Wages	21,133.00	21,133.00	422.34	0.00	0.00	20,710.66	2.0
4118 Other Wages	25,105.00	25,105.00	2,691.00	0.00	0.00	22,414.00	10.7
4120 PR Tax Expense	30,795.00	30,795.00	2,832.79	0.00	0.00	27,962.21	9.2
4130 SDRS Expense	29,399.00	29,399.00	2,718.73	0.00	0.00	26,680.27	9.2
4140 Workers Comp Expense	10,420.00	10,420.00	0.00	0.00	0.00	10,420.00	0.0
4170 Med Ins Expense	86,393.00	86,393.00	6,412.12	6,070.52	0.00	79,980.88	7.4
4210 Other Ins Expense	23,000.00	23,000.00	0.00	0.00	0.00	23,000.00	0.0
4215 Postage	400.00	400.00	50.00	39.80	0.00	350.00	12.5
4220 Prof Fees Expense	22,140.00	22,140.00	875.24	0.00	0.00	21,264.76	4.0
4250 Repair/Maint Expense	15,000.00	15,000.00	2,708.02	2,708.02	0.00	12,291.98	18.1
4260 Supply/Material Exp	3,500.00	3,500.00	528.08	528.08	0.00	2,971.92	15.1
4261 Auto Expense	36,000.00	36,000.00	5,628.90	3,497.07	0.00	30,371.10	15.6
4270 Travel/Conf Expense	2,000.00	2,000.00	599.00	0.00	0.00	1,401.00	30.0
4273 Training Expense	4,000.00	4,000.00	925.00	925.00	0.00	3,075.00	23.1

REVENUE/EXPENDITURE REPORT

City of Summerset

For the Period: 1/1/2023 to 2/28/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - General Fund							
Expenditures							
Dept: 4210 Law Enforcement							
4281 Phone	7,158.00	7,158.00	626.37	50.00	0.00	6,531.63	8.8
4282 Dispatch Expense	32,000.00	32,000.00	4,296.24	2,069.18	0.00	27,703.76	13.4
4285 Uniform Expense	6,400.00	6,400.00	2,450.00	0.00	0.00	3,950.00	38.3
4290 Other Expense	8,440.00	8,440.00	7,493.43	3,601.28	0.00	946.57	88.8
4340 Equip Expense	114,166.00	114,166.00	71,513.31	69,597.61	0.00	42,652.69	62.6
Law Enforcement	831,211.00	831,211.00	147,270.49	89,086.56	0.00	683,940.51	17.7
Dept: 4220 Fire Department Expense							
4290 Other Expense	35,257.00	35,257.00	31,114.43	0.00	0.00	4,142.57	88.3
Fire Department Expense	35,257.00	35,257.00	31,114.43	0.00	0.00	4,142.57	88.3
Dept: 4232 Proactive Inspection Admin							
4232 Building Inspection Expense	7,500.00	7,500.00	0.00	0.00	0.00	7,500.00	0.0
4290 Other Expense	500.00	500.00	38.85	9.45	0.00	461.15	7.8
Proactive Inspection Admin	8,000.00	8,000.00	38.85	9.45	0.00	7,961.15	0.5
Dept: 4310 Street Expense							
4115 Wage Expense - Hourly	150,656.00	150,656.00	12,971.50	0.00	0.00	137,684.50	8.6
4120 PR Tax Expense	11,525.00	11,525.00	922.99	0.00	0.00	10,602.01	8.0
4130 SDRS Expense	6,248.00	6,248.00	778.29	0.00	0.00	5,469.71	12.5
4140 Workers Comp Expense	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
4170 Med Ins Expense	38,809.00	38,809.00	5,212.28	5,084.18	0.00	33,596.72	13.4
4210 Other Ins Expense	12,000.00	12,000.00	0.00	0.00	0.00	12,000.00	0.0
4220 Prof Fees Expense	26,000.00	26,000.00	6,036.95	6,036.95	0.00	19,963.05	23.2
4230 Publishing Exp	300.00	300.00	192.59	2.32	0.00	107.41	64.2
4250 Repair/Maint Expense	480,000.00	480,000.00	91,116.63	3,162.83	0.00	388,883.37	19.0
4251 Street Snow Removal	30,000.00	30,000.00	16,337.85	0.00	0.00	13,662.15	54.5
4253 Landscape&Mowing Expense	6,000.00	6,000.00	0.00	0.00	0.00	6,000.00	0.0
4255 Street Light Repair	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
4260 Supply/Material Exp	44,500.00	44,500.00	4,599.63	1,647.12	0.00	39,900.37	10.3
4261 Auto Expense	15,500.00	15,500.00	708.91	454.01	0.00	14,791.09	4.6
4280 Utility Expense	21,000.00	21,000.00	3,566.89	1,908.46	0.00	17,433.11	17.0
4281 Phone	1,800.00	1,800.00	300.00	150.00	0.00	1,500.00	16.7
4290 Other Expense	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
4340 Equip Expense	250,000.00	250,000.00	0.00	0.00	0.00	250,000.00	0.0
Street Expense	1,126,338.00	1,126,338.00	142,744.51	18,445.87	0.00	983,593.49	12.7
Dept: 4320 Code Enforcement & Sanitation							
4115 Wage Expense - Hourly	16,952.00	16,952.00	0.00	0.00	0.00	16,952.00	0.0
4120 PR Tax Expense	1,297.00	1,297.00	0.00	0.00	0.00	1,297.00	0.0
4215 Postage	1,500.00	1,500.00	537.23	537.23	0.00	962.77	35.8
4250 Repair/Maint Expense	15,000.00	15,000.00	2,779.34	2,601.40	0.00	12,220.66	18.5
4260 Supply/Material Exp	48,000.00	48,000.00	4,496.32	1,553.64	0.00	43,503.68	9.4
4273 Training Expense	7,000.00	7,000.00	4,120.45	4,120.45	0.00	2,879.55	58.9
4290 Other Expense	25,000.00	25,000.00	0.00	0.00	0.00	25,000.00	0.0
4323 Solid Waste Collection	70,000.00	70,000.00	8,615.41	4,008.69	0.00	61,384.59	12.3
4340 Equip Expense	12,000.00	12,000.00	1,920.00	1,920.00	0.00	10,080.00	16.0
Code Enforcement & Sanitation	196,749.00	196,749.00	22,468.75	14,741.41	0.00	174,280.25	11.4
Dept: 4410 Animal Control Dept							
4335 Humane Society	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Animal Control Dept	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Dept: 4520 Parks and Recreation							
4210 Other Ins Expense	500.00	500.00	0.00	0.00	0.00	500.00	0.0
4250 Repair/Maint Expense	10,000.00	10,000.00	60.00	0.00	0.00	9,940.00	0.6
4253 Landscape&Mowing Expense	600.00	600.00	0.00	0.00	0.00	600.00	0.0
4260 Supply/Material Exp	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
4280 Utility Expense	600.00	600.00	110.67	55.15	0.00	489.33	18.4
4290 Other Expense	5,800.00	5,800.00	0.00	0.00	0.00	5,800.00	0.0

REVENUE/EXPENDITURE REPORT

City of Summerset

For the Period: 1/1/2023 to 2/28/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - General Fund							
Expenditures							
Dept: 4520 Parks and Recreation							
4300 Capital Expense	350,000.00	350,000.00	0.00	0.00	0.00	350,000.00	0.0
Parks and Recreation							
	376,000.00	376,000.00	170.67	55.15	0.00	375,829.33	0.0
Dept: 4652 P & Z Expense							
4110 Wage Expense	9,000.00	9,000.00	1,050.00	0.00	0.00	7,950.00	11.7
4120 PR Tax Expense	689.00	689.00	80.31	0.00	0.00	608.69	11.7
4210 Other Ins Expense	200.00	200.00	0.00	0.00	0.00	200.00	0.0
4215 Postage	600.00	600.00	0.00	0.00	0.00	600.00	0.0
4220 Prof Fees Expense	5,000.00	5,000.00	2,025.00	475.00	0.00	2,975.00	40.5
4230 Publishing Exp	3,000.00	3,000.00	573.86	388.20	0.00	2,426.14	19.1
4260 Supply/Material Exp	250.00	250.00	0.00	0.00	0.00	250.00	0.0
4270 Travel/Conf Expense	0.00	0.00	2,000.00	0.00	0.00	-2,000.00	0.0
4290 Other Expense	500.00	500.00	0.00	0.00	0.00	500.00	0.0
P & Z Expense							
	19,239.00	19,239.00	5,729.17	863.20	0.00	13,509.83	29.8
Expenditures							
	3,228,204.00	3,228,204.00	425,458.10	154,056.97	0.00	2,802,745.90	13.2
Fund: 211 - Liquor, Lodging and Dining							
Revenues							
Dept: 0000							
3132 Bed & Booze Tax	24,378.00	24,378.00	4,296.81	0.00	0.00	20,081.19	17.6
Dept: 0000							
	24,378.00	24,378.00	4,296.81	0.00	0.00	20,081.19	17.6
Revenues							
	24,378.00	24,378.00	4,296.81	0.00	0.00	20,081.19	17.6
Expenditures							
Dept: 4650 Economic Development Expense							
4116 Admin Wages	17,861.00	17,861.00	1,473.65	0.00	0.00	16,387.35	8.3
4120 PR Tax Expense	1,366.00	1,366.00	111.42	0.00	0.00	1,254.58	8.2
4130 SDRS Expense	1,072.00	1,072.00	88.42	0.00	0.00	983.58	8.2
4170 Med Ins Expense	2,499.00	2,499.00	444.04	433.36	0.00	2,054.96	17.8
4270 Travel/Conf Expense	1,580.00	1,580.00	0.00	0.00	0.00	1,580.00	0.0
Economic Development Expense							
	24,378.00	24,378.00	2,117.53	433.36	0.00	22,260.47	8.7
Expenditures							
	24,378.00	24,378.00	2,117.53	433.36	0.00	22,260.47	8.7
Fund: 302 - USDA/TIF #1 Fund							
Revenues							
Dept: 0000							
3110 TIF Tax Revenue	500,000.00	500,000.00	4,466.39	0.00	0.00	495,533.61	0.9
3610 Interest Revenue	600.00	600.00	633.27	0.00	0.00	-33.27	105.5
Dept: 0000							
	500,600.00	500,600.00	5,099.66	0.00	0.00	495,500.34	1.0
Revenues							
	500,600.00	500,600.00	5,099.66	0.00	0.00	495,500.34	1.0
Expenditures							
Dept: 4700 Swr Debt Service							
4420 Debt Service Expense	500,600.00	500,600.00	0.00	0.00	0.00	500,600.00	0.0
Swr Debt Service							
	500,600.00	500,600.00	0.00	0.00	0.00	500,600.00	0.0
Expenditures							
	500,600.00	500,600.00	0.00	0.00	0.00	500,600.00	0.0
Fund: 604 - Sanitary Sewer Fund							
Revenues							
Dept: 0000							
3211 Sewer Tap Fees	4,500.00	4,500.00	6,000.00	0.00	0.00	-1,500.00	133.3

REVENUE/EXPENDITURE REPORT

City of Somerset

For the Period: 1/1/2023 to 2/28/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 604 - Sanitary Sewer Fund							
Revenues							
Dept: 0000							
3610 Interest Revenue	0.00	0.00	13.50	0.00	0.00	-13.50	0.0
3630 sewer late fees	10,000.00	10,000.00	750.67	0.00	0.00	9,249.33	7.5
3631 NSF fees	0.00	0.00	-30.00	0.00	0.00	30.00	0.0
3810 Swr Residential Charge	383,616.00	383,616.00	33,470.14	24.82	0.00	350,145.86	8.7
3820 Swr Commercial Revenue	52,800.00	52,800.00	3,786.82	0.00	0.00	49,013.18	7.2
3830 Swr Pine Hills Revenue	49,680.00	49,680.00	4,140.00	0.00	0.00	45,540.00	8.3
3840 Swr Stagebarn San Dist Rev	77,711.00	77,711.00	6,475.95	0.00	0.00	71,235.05	8.3
3850 Swr Maintenance Charge	47,952.00	47,952.00	4,691.68	-5.48	0.00	43,260.32	9.8
3860 Swr Debt Reserve Fee	31,200.00	31,200.00	2,686.37	-2.68	0.00	28,513.63	8.6
3865 CWSRF Surcharge	97,360.00	97,360.00	9,156.67	-9.63	0.00	88,203.33	9.4
3880 Swr Misc Revenue	100.00	100.00	44.10	0.00	0.00	55.90	44.1
Dept: 0000	754,919.00	754,919.00	71,185.90	7.03	0.00	683,733.10	9.4
Revenues	754,919.00	754,919.00	71,185.90	7.03	0.00	683,733.10	9.4
Expenditures							
Dept: 4000 General Expense							
4110 Wage Expense	67,570.00	67,570.00	5,679.61	0.00	0.00	61,890.39	8.4
4113 Sewer City Admin Wages	17,861.00	17,861.00	1,473.65	0.00	0.00	16,387.35	8.3
4115 Wage Expense - Hourly	41,113.00	41,113.00	3,659.59	0.00	0.00	37,453.41	8.9
4116 Admin Wages	19,474.00	19,474.00	1,516.16	0.00	0.00	17,957.84	7.8
4120 PR Tax Expense	11,170.00	11,170.00	852.61	0.00	0.00	10,317.39	7.6
4130 SDRS Expense	8,761.00	8,761.00	739.75	0.00	0.00	8,021.25	8.4
4140 Workers Comp Expense	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
4170 Med Ins Expense	40,273.00	40,273.00	6,020.23	5,860.11	0.00	34,252.77	14.9
4210 Other Ins Expense	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00	0.0
4213 Collection&Filing Fees	500.00	500.00	0.00	0.00	0.00	500.00	0.0
4215 Postage	4,500.00	4,500.00	1,000.00	0.00	0.00	3,500.00	22.2
4220 Prof Fees Expense	4,650.00	4,650.00	15,780.25	14,626.25	0.00	-11,130.25	339.4
4230 Publishing Exp	0.00	0.00	281.04	0.00	0.00	-281.04	0.0
4250 Repair/Maint Expense	94,500.00	94,500.00	20,679.40	5,866.66	0.00	73,820.60	21.9
4260 Supply/Material Exp	15,000.00	15,000.00	816.03	45.00	0.00	14,183.97	5.4
4261 Auto Expense	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.0
4262 Tesing Expense	3,000.00	3,000.00	726.00	175.50	0.00	2,274.00	24.2
4263 Chemicals and Lab Supplies	5,000.00	5,000.00	1,822.40	1,186.28	0.00	3,177.60	36.4
4264 Permits/Penalties	3,000.00	3,000.00	2,500.00	0.00	0.00	500.00	83.3
4270 Travel/Conf Expense	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
4280 Utility Expense	72,000.00	72,000.00	12,742.08	7,151.57	0.00	59,257.92	17.7
4281 Phone	4,200.00	4,200.00	700.00	100.00	0.00	3,500.00	16.7
4290 Other Expense	1,000.00	1,000.00	500.00	0.00	0.00	500.00	50.0
4300 Capital Expense	410,000.00	410,000.00	0.00	0.00	0.00	410,000.00	0.0
4340 Equip Expense	30,000.00	30,000.00	0.00	0.00	0.00	30,000.00	0.0
General Expense	871,572.00	871,572.00	77,488.80	35,011.37	0.00	794,083.20	8.9
Dept: 4700 Swr Debt Service							
4712 Swr SRF Interest	99,903.00	99,903.00	0.00	0.00	0.00	99,903.00	0.0
Swr Debt Service	99,903.00	99,903.00	0.00	0.00	0.00	99,903.00	0.0
Expenditures	971,475.00	971,475.00	77,488.80	35,011.37	0.00	893,986.20	8.0
Grand Total Net Effect:	-991,752.00	-991,752.00	-252,143.97	-186,317.54	0.00	-739,608.03	