

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, November 3rd, 2022 6:00 P.M.**

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

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Butler, second by Hirsch to approve the agenda, with the amendment of adding 5C.1 to the claims category, for the regular meeting of the Summerset City Commission for November 3rd, 2022. Motion carried.

CONSENT CALENDAR

Motion by Nasser, second by Butler to approve the minutes of the Regular meeting of October 6th, 2022 as presented or amended. Motion carried.

Motion by Hirsch, second by Butler to approve the minutes of the Special meeting of October 11th, 2022 as presented or amended. Motion carried.

APPROVAL OF CLAIMS

Motion by Nasser, second by Hirsch to approve the claims and hand checks in the amount of \$207,668.16 from October 6th, 2022 through November 2nd, 2022 as presented or amended. Motion carried.

A&B BUSINESS SOLUTIONS	Water Machine	45.00
ARTISTIC CUSTOM BADGES	PD Badges	204.30
AXON ENTERPRISE, INC	5 Yr. Axon Subscription	6,147.60
BLACK HAWK WATER USERS DISTRIC	Monthly Usage	41.00
CBH CO-OP	Govt Fuel	6,289.97
CITY OF RAPID CITY	Solid Waste Disposal	4,925.75
COMPTON, JOSH	WWTP Deposit Refund	50.00
DEMERSSEMAN JENSEN	Legal Services	3,210.00
DEPEW, ANGELINA	WWTP Deposit Refund	50.00
DIAMOND D WATER	Monthly Usage Sun Valley	122.30
EXCEL TRUCK	Repair Mack Garbage Truck	2,278.39
GOLDEN WEST TECHNOLOGIES	Office 365 Licenses	4,788.50
GREENAPSI	Govt Building Janitorial	475.00
Gunderson & Palmer	Legal Fees	75.00
H&S UNIFORMS	PD Patches	470.40
HART, JONATHAN	WWTP Deposit Refund	50.00
HAWKINS INC.	Aqua Hawk	2,467.20
HDR ENGINEERING, INC	Engineering Fees	7,871.25
KIEFFER SANITATION	Portable Toilets	300.00
KIWANIS OF THE FOOTHILLS	Annual Dues	112.00
LANE, JULIE	WWTP Deposit Refund	100.00
MDU	Utilities	234.40
MIDCONTINENT COMMUNICATIONS	WWTP Phone	202.21

MIDCONTINENT TESTING LABS	Mid Continent Testing WWTP	321.00
NORTHERN TRUCK EQUIPMENT CO	2022 F-150 Mats & Seat Protect	381.06
PCS MOBILE	Vehicle Laptop Dock	974.03
RAPID CITY JOURNAL	Publications	706.58
SANITATION PRODUCTS	Covers	2,719.83
SCHERER,AMY	WWTP Deposit Refund	50.00
SCHIEFFER, LISA	SDML Conference	388.22
SD Federal Property Agency	Tire chains, Wheelbarrow	105.00
SD ONE CALL	September Notifications	21.00
SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	162.89
TC ENGESSER ENTERPRISES LLC	Degrease City Streets	532.50
THIESZEN, GLENDEN	WWTP Deposit Refund	50.00
VACCA, MICHAEL	WWTP Deposit Refund	50.00
Verizon Wireless	LE VOICE/ MOBILE BROADBAND	190.06
MEADE COUNTY REG OF DEEDS	Smith CE Property Assessment Recording Fee	30.00
MEADE COUNTY REG OF DEEDS	Smith CE Assessment Recording Fee	30.00
MEADE COUNTY REG OF DEEDS	Mason CE Assessment Recording Fee	30.00
MEADE COUNTY REG OF DEEDS	Backer CE Assessment Recording Fees	30.00
A&B BUSINESS SOLUTIONS	Monthly Contract	329.70
AMBROSE, JONATHAN	Per Diem	90.00
ANGLIN, MITCH	Phone Stipend	50.00
BLUEPEAK	Fax/Phone/Internet	1,120.57
BUTLER MACHINERY	Telehandler	69,227.93
Butler, Dave	Phone Stipend	50.00
CANDACE SEALEY	Phone Stipend	50.00
City of Sturgis	Ryder	100.00
DAKOTA PUMP, INC	Summerset Lift Station Control Updates	49,957.60
DAVIS, OWEN	Phone Stipend	50.00
DELTA DENTAL	Employee Dental Insurance	904.90
GREAT NORTHERN ENVIRONMENTAL	Lamp UV 6414	724.89
GREENAPSIS	Janitorial Services	320.00
HAWKINS INC.	Aqua Hawk	2,911.60
HIRSCH, CLYDE	Phone Stipend	50.00
KITZMILLER, MICHAEL	Phone Stipend	50.00
Kayl, Anthony	Phone Stipend	90.00
NASSER, ALEXIS	phone Stipend	50.00
NEBRASKA SALT & GRAIN CO	RED/WHITE TOTE	504.00
O'GRADY, BRENDA	Phone Stipend	50.00
SCHIEFFER, LISA	Phone Stipend	50.00
SDRS-SUPPLEMENTAL	November Suppl	520.00
SMITH, JEFF	Phone Stipend	50.00

TORNO, MELANIE	Phone Stipend	50.00
USA BLUEBOOK	WWTP Supplies	360.92
WILD WEST SCREEN PRINTING	Business Cards	105.00
AFLAC REMITTANCE PROCESSING	Employee Accident Insurance	94.25
CARDMEMBER SERVICES	September Credit Card Charges	7,527.42
SOUTH DAKOTA STATE TREASURER	Sales Tax	974.66
SDRS	Employee Retirement	9,209.26
UNITED STATES TREASURY	Payroll Taxes	14,763.02

Motion by Butler, second by Nasser to approve the claim and hand check in the amount of \$400.00 to Jhamel Smith for Uniform Allowance. Motion carried.

APPROVAL OF PAYROLL – OCTOBER 2022 – SDCL 6-1-10

Motion by Kitzmiller, second by Butler to approve the following payroll. Motion carried.

- Dept. 4000 - \$19,122.18 Wastewater/Public Works
- Dept. 4110 - \$2,333.32 Commission
- Dept. 4120 - \$1,083.33 Mayor
- Dept. 4140 - \$13,051.32 Finance
- Dept. 4210 - \$28,394.13 Police
- Dept. 4652 - \$0.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Butler, second by Nasser to approve the utility billing adjustments of \$113.68 for the period October 1st thru October 31st, 2022. Motion carried.

COMMISSION REPORTS

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

NEW HIRES

Derek Uebel – certified police officer \$20.00 starting date 8/25/2022

Motion by Hirsch, second by Nasser to approve new hire Derek Uebel at \$20.00 per/hr. Motion carried.

Jhamel Smith – certified police officer \$20.00 starting date 9/29/2022

Motion by Butler, second by Hirsch to approve new hire Jhamel Smith at \$20.00 per/hr. Motion carried.

Rochelle Kennedy – assistant finance officer \$17.00 starting date 10/24/2022

Motion by Nasser, second by Kitzmiller to approve new hire Rochelle Kennedy at \$17.00 per/hr. Motion carried.

PAYROLL CHANGE- PART TIME POLICE DEPARTMENT

Currently \$16.50 per/hr. to \$19.00 per/hr.

Motion by Hirsch, second by Butler to approve the payroll change for part-time police officers to \$19.00. Motion carried.

CYBER SECURITY CREDIT PROGRAM – GOLDEN WEST CYBER SECURITY REPRESENTATIVE

Motion by Hirsch, second by Nasser to approve Golden West as the City of Summerset’s Cyber Security Representative. Motion carried.

SURPLUS CITY PROPERTY

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

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

Motion by Buter, second by Nasser to surplus the following Summerset property. Motion carried.

Parcel #OC.50.07.24R – 1.078 acre – Summerset Sub. Revised Lot 24R, Block 7, Section 31, Township 3 North, Range 7 East, BHM, City of Summerset, Meade County SD
Parcel #OC.50.07.36 – .175 acre - Summerset Sub. Lot 36, Block 7, Section 31, Township 3 North, Range 7 East, BHM, City of Summerset, Meade County SD
Parcel #OC.50.07.35 – .172 acre - Summerset Sub. Lot 35, Block 7, Section 31, Township 3 North, Range 7 East, BHM, City of Summerset, Meade County SD
Parcel #OC.50.07.34 – .173 acre - Summerset Sub. Lot 34, Block 7, Section 31, Township 3 North, Range 7 East, BHM, City of Summerset, Meade County SD
Parcel #OC.50.07.33 – .181 acre - Summerset Sub. Lot 33, Block 7, Section 31, Township 3 North, Range 7 East, BHM, City of Summerset, Meade County SD
Parcel #OC.50.07.32 – .189 acre - Summerset Sub. Lot 32, Block 7, Section 31, Township 3 North, Range 7 East, BHM, City of Summerset, Meade County SD
Parcel #OC.50.13.PARK – .15 acre - Summerset Sub. Picnic Park Lot/Block 13, Section 31, Township 3 North, Range 7 East, BHM, City of Summerset, Meade County SD

APPOINTMENT OF THREE APPRAISERS – DISCUSSION/ACTION

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

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

No action taken.

SET HEARING FOR FIRST READING OF REVISED ORDINANCE 2022-10 FEE

Motion by Butler, second by Nasser to set first reading for December 1st, 2022. Motion carried.

SET FIRST READING OF REVISED ORDINANCE 2022-11 CITY PARKS & RECREATION

Motion by Butler, second by Nasser, to set first reading for December 1st, 2022. Voting yes: Torno, Nasser, Hirsch and Butler. Voting no: Kitzmiller. Motion carried.

SET FIRST READING OF REVISED ORDINANCE 2022-12 BIDDING CONTRACTS

Motion by Butler, second by Hirsch to set first reading for December 1st, 2022. Motion carried.

SET FIRST READING OF REVISED ORDINANCE 2022-13 EXEMPTIONS FROM BIDDING

Motion by Butler, second by Nasser, to set first reading for December 1st, 2022. Motion carried.

SET FIRST READING OF REVISED ORDINANCE 2022-14 – CONTRACTOR’S LICENSE FEE

Motion by Butler second by Nasser, to set first reading for December 1st, 2022. Motion carried.

LIQUOR LICENSING RENEWALS– RESOLUTION 2022-19

Motion by Hirsch, second by Kitzmiller to approve Resolution 2022-19 for the following renewals. Motion carried.

Renewal of a Package Off Sale Liquor License #PL-4993 for 2021 with Sunday Sales, from Eaglecav, LLC., 8031 Stagestop Rd., Summerset, SD 57718, DBA Hagggar’s Grocery, 8031 Stagestop Rd., Lot 2R of Tract 1R, 25-3-6, Siouxland Estates, City of Summerset, Meade County, South Dakota.

Renewal of a Retail On Sale Liquor License #RL-5278 for 2021 with Sunday Sales and Ten Video Lottery Terminals, from MG Oil, 8074 Stagestop Rd., Summerset, SD 57718, DBA Happy Jacks – Summerset 2, at 8074 Stagestop Rd., Lot SC4 & SC5, 23-3-6, Siouxland Estates, City of Summerset, Meade County, South Dakota.

Renewal of a Package Off Sale Liquor License #PL-19301 for 2021 with Sunday Sales, from The Pit Stop LLC, 8034 Stagestop Rd., Summerset, SD 57718, at Lot 2R, 23-3-6, Stagestop Subdivision, City of Summerset, Meade County, South Dakota.

Renewal of a Retail On Sale Liquor License #RL-20903 for 2021 with Sunday Sales and Eight Video Lottery Terminals, from The Pit Stop LLC, 8034 Stagestop Rd., Summerset, SD 57718, at Lot 2R, 23-3-6, Stagestop Subdivision, City of Summerset, Meade County, South Dakota.

Renewal of Retail On-Off Sale Wine License #RW-24486 for 2021 with Sunday Sales, from Dollar General Store #18299, 12000 Sturgis Road, Summerset, SD 57718, Lot C of Tract 1R of Siouxland Estates Subdivision, City of Summerset, Meade County, South Dakota.

Renewal of On Sale Liquor License #RL-26888 for 2021 with Sunday Sales, from Aces LLC, 12340 Jenter Road Summerset SD 57718, DBA Angel's Catering and Receptions, at 12340 Jenter Road, Summerset SD, 57718, Stage Stop Sub. Lot B of LW-1 24-3-6, City of Summerset, Meade County South Dakota

Renewal of Retail On Sale Liquor License #RL-24438 for 2022 with Sunday Sales, from Neighbors, 7280 Freedom Lane, Summerset, SD 57718, at Lot 24 BLK 9, Summerset USA Subdivision, City of Summerset, Meade County, South Dakota.

HDR TASK ORDER 2022-04/CONSTRUCTION PHASE SERVICES FOR WASTEWATER TREATMENT PLANT

Motion by Butler, second by Hirsch, to approve task order 2022-04 with the amendment of HDR putting in the November 3rd, 2022 date. Motion carried.

PICTOMETRY COST SHARE FUNDING

Motion by Butler, second by Hirsch, to move forward with Meade County on the cost-sharing. Motion carried.

CITIZENS INPUT

Will Lind discussed the upcoming bid date on the Wastewater Expansion Project and the possibility of an addendum to move the bid letting back a few days because of the Holidays.

Angie Lutz expressed her concern regarding how things are being run at the City, and not being able to hear with the lack of audio.

Lauri Potthoff expressed the same concerns as Ms. Lutz and concern about the upcoming Parks/Recreation Ordinance.

Mark Shriner expressed he wants the city to be progressive and in favor of amenities, so they do not have to drive to Rapid City.

UPCOMING EVENTS:

City Offices will be closed on Friday, November 11th in observance of Veteran's Day.

Coffee with the Commission is Saturday, November 5th @ 10:00 a.m. at Summerset City Hall.

City Offices will be closed Thursday, November 24th, and Friday, November 25th for Thanksgiving.

ITEMS FROM CITY ATTORNEY

No executive session.

ADJOURNMENT

Motion by Nasser, second by Hirsch, to adjourn at 7:17 p.m. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

Check Register Report

Date: 11/15/2022

Time: 12:41 pm

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City of Summerset

BANK: BANKWEST

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
BANKWEST Checks								
25945	11/15/22	Printed			0322	AFLAC REMITTANCE PROCESSING	Accident Insurance	94.25
25946	11/15/22	Printed			1816	AT&T MOBILITY	FirstNet Summerset PD	346.73
25947	11/15/22	Printed			0021	BLACK HAWK WATER USERS DISTRICT	Monthly Usage	57.50
25948	11/15/22	Printed			0808	BLACK HILLS ENERGY	Utilities	5,959.40
25949	11/15/22	Printed			1865	BLACK HILLS GOLF CARTS	Erosion Control	1,000.00
25950	11/15/22	Printed			1504	CBH CO-OP	Solid Waste Disposal	4,344.61
25951	11/15/22	Printed			0036	CITY OF RAPID CITY	Solid Waste Disposal	3,691.72
25952	11/15/22	Printed			1093	DAKOTA PUMP, INC	Replace VFD	5,163.99
25953	11/15/22	Printed			0765	DEMERSSEMAN JENSEN	Legal Fees	2,087.50
25954	11/15/22	Printed			1669	EXCEL TRUCK	Truck Repairs	2,179.24
25955	11/15/22	Printed			0246	GOLDEN WEST TECHNOLOGIES	Managed Services	3,592.00
25956	11/15/22	Printed			0041	HEALTH POOL OF SD	Employee Health Insurance	16,146.82
25957	11/15/22	Printed			0124	KIEFFER SANITATION	Temp Portable Toilets	300.00
25958	11/15/22	Printed			0324	Kayl, Anthony	Per Diem	60.00
25959	11/15/22	Printed			1656	LEGENDARY ELECTRIC	S.V. Lift Upgrade	834.19
25960	11/15/22	Printed			1101	MEADE COUNTY AUDITOR	Dsipatch September	2,338.57
25961	11/15/22	Printed			1433	MIDCONTINENT COMMUNICATIONS	WWTP Telephone	210.00
25962	11/15/22	Printed			1157	MIDCONTINENT TESTING LABS	WWTP Testing	163.50
25963	11/15/22	Printed			1413	NORTHERN TRUCK EQUIPMENT CO		1,644.81
25964	11/15/22	Printed			1826	ON-SITE FIRST AID & SAFETY	First Aid Supplies	121.35
25965	11/15/22	Printed			1339	REDWOOD TOXICOLOGY LABORATORY	Testing	75.00
25966	11/15/22	Printed			0018	SD ONE CALL	September Notifications	23.10
25967	11/15/22	Printed			1245	SOUTH DAKOTA STATE TREASURER	Sales Tax- October	983.64
25968	11/15/22	Printed			1355	STURDEVANT'S AUTO PARTS	Floordry	321.16
25969	11/15/22	Printed			1825	TALLGRASS LANDSCAPE ARCH	Schematic Design	1,470.00
25970	11/15/22	Printed			1681	TEXTMYGOV	Text My Gov	1,800.00
					Total Checks: 26	Checks Total (excluding void checks):		55,009.08
					Total Payments: 26	Bank Total (excluding void checks):		55,009.08
					Total Payments: 26	Grand Total (excluding void checks):		55,009.08

Finance Department Monthly Recap October

Week by Week Essential Functions

- Cash Receipting & Reports
- Monthly Cash and Account Reconciliation Reports (Journal Entries to General Ledger after review as needed)
- Accounts Payable (Beginning & Mid Month): Voucher creation, invoice processing, entering expenditures into General Ledger and creating checks for corresponding vouchers.
- Revenue/Expenditure review and correspondence with department heads to ensure correct classification of expenditures.
- Sales Tax, Payroll Tax, Retirement and Quarterly Reporting. Monthly invoicing on SRO contract to the County is done at this time. DOJ reporting and submission for reimbursement and other grant reporting as requested by department heads.
- Utility Billing (a daily process but month end and day due is most time sensitive) posting payments in Cash Receipts, processing credit card payments to accounts through lockbox, reconciling and adjusting customer accounts, posting late fees and sending penalty and collection notifications, general customer service, monthly billing procedures and statement production and disbursement.
- Time sheet review, payroll processing, employee cost and deduction review and implementation, human resource updates in Payroll system. Reconciliation of Accounts pertaining to employees and trial balances.

Financial Matters/Notable Highlights

- Monthly Revenue/Expenditure Report: Questions? Comments?
- Utility Billing Adjustments to Customer Accounts. Questions?
- Interviews
- Hired New Assistant FO
- Special Commission Meeting
- Draw Down On DOJ
- Rate Study Stuff
- Liens

Administrative Operations

- General Customer Service
- Website Management
- Newsletter and Community Updates
- Document and Records Management and Retention
- Licensing, Permitting, Inspections
- Application processing & customer account tracking

Utility Billing Adjustments

- Customer Courtesy Late Fee Removal: our system can do a late fee on an unpaid late fee.
- Morton & Angels every month
- NSF Returned Payments
- Reverse and Adjust Lockbox that didn't post
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SUMMERSET POLICE DEPARTMENT

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

Summerset Police Department Monthly Report- October 2022

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

Calls for Service: 229

Traffic stops: 57

Examples of calls for service:

DUI-3

Drugs-1

Disturbances-5

Assaults-3

Suicide attempts- 0

Death investigation- 2

MV Crashes-6

Hit & Run- 0

Burglary alarms- 2

Thefts- 6

Medical responses- 12

Welfare checks- 7

Assist other agency-30

Animal complaints- 7

Traffic complaints- 13

Assist persons-4

Saturation patrols: 0

Community Service: School Resource Officer Juso is doing a great job with the COPS & KIDS fundraising/campaign.

Department Training: Sgt. Nasser attended Use of Force training, Officer Uebel attended Fourth Amendment/Search and Seizure training, and Leadership training

OCTOBER 2022 CITY ADMINISTRATOR REPORT

ECONOMIC DEVELOPMENT

- Met with A. Anglin, M. Torno on potential proposal of land and new business.
- Set up meeting with SD DOT on proposal of land.
- Attended the Sturgis Economic Development Corporation bi-annual meeting.
- Reviewed the Governor's Office of Economic Development Community Plan through the Planning District.

GRANTS

- A. Kayl and I met and applied for the SD Forestry Grant.
- Researched Implementing your Community Plans & Grant information.
- Researched Black Hills Energy Economic Development Grant Program – potential display board.
- Reviewed grant funding from US DOT - SMART for signs.
- Visited with K. Snyder regarding permissions and removal of the same on FEMA GO.

PLANNING & ZONING

- Researched Quaal Road – Meade County Transportation Plan.
Visited with R. Fried and M. Barkl regarding three lane proposal on Quaal in transportation plan
- Visited with Janet Van Nyes on property located at Niche Drive – not in the City limits of Summerset.
- Visited with L. Berg regarding platting question on extraterritorial property and geo-tech requirements.
- Visited with S. Delbridge regarding RCS Apartments and partial early access. Access will be given once the whole project is complete.
- Reviewed letter from N. Konda regarding septic issues on Infinity @ BH Golf Cars.
- Sent sewer rate study received by HDR to C. Sealey to answer the financial questions.
- Researched campus fence in the minutes and found variance on 3/17/22.
- Sent back questionnaire to RESPEC on their regionalization study of sewer.
- Visited with P. Olsen regarding road district address.
- Visited with S. Rost regarding any updates on the sewer.
- Email from B. Conway regarding framing inspection on Milliron. Followed up with S. Delbridge.
- L. Berg – requested a plat application.
- Visited with B. Ackerman regarding encroachment issue.
- Received call about having exotic animals in the city limits.
- Received preliminary plat on property on Capt. Solezer. Forwarded the same to HDR for review.
- Set up an account in D.A.N.R for N.O.I. Permit.
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*See next page

MISC. CONT

- Attended the 2022 SD Municipal League Conference in Watertown
- Attended the Municipal Managers Board Meeting.
- Attended speaker Shane Davis – Collective Bargaining/Negotiating Best Practices.
- Visited with Rochelle from Piedmont Valley Chamber of Commerce – 2023 Food Truck schedule. Will put it on the agenda for January 2023.
- Attended the bid opening for Infinity Dr.
- Sent out award for contract on Infinity Dr. and Notice to Proceed to Simon.
- Sent bid award to Consent Specialist who tracks bid lettings.
- Visited with Ken from BH Water regarding meeting and update.
- Researched bid laws.
- Attended zoom bi-weekly update on Incode 10.
- Sent draft questions on handbook to M. Wheeler and the City Commission Board.
- Zoom – meeting on Meade County section line permit submitted by SDEDA.
- Visited with M. Whalen on property that was located in Piedmont.
- Visited with A. Kayl regarding bus stops that were damaged.
- Follow-up with M. Wheeler on ordinances and surplus property.
- L. Shagla, M. Torno, A. Kayl met with regarding future roads, connectors, etc.
- Set up time to fix software issues on Camera software, smart tvs, access to drives with Golden West.
- Research on road improvements, taxation, special taxes, etc.
- Attended two commission meetings (1 cancelled) and one special meeting.
- Rewriting and reviewing ordinances that do not match with SD State Laws.
- Visited w/ M. Torno regarding WWTP Bid dates and notices.
- Sent wheelchair ramp codes to D. Salway.
- Updated Facebook on information and happenings.
- Set up postings for Coffee with Commission.
- Visited with S. Johnson and information regarding P25 compliance.
- Set up meeting with Superintendent of Meade 46-1 regarding youth activity space.
- Visited with D. Allen regarding wage studies.
- Sent bid information on Infinity to Construct Connect – regional survey on bids.
- Researched proclamations from the City of Summerset.
- Set up Department Head meeting for November 7th to discuss supplements.
- Visited with J. Livingston from ATF on permits.
- Sent letter to R. Asscherick regarding business license and ATF permit.
- Received complaint from M. Christensen regarding garbage. I forwarded the complaint to Public Works.
- Met with J. Wernel from Western First Air & Safety.
- Emailed response to J. Steiner regarding Code Enforcement and forward the same to Public Works.

- Attended the BH Council of Local Governments Meeting.
- Visited with J. Tiegen regarding fire specs on Milliron. I forwarded them to S. Delbridge.
- A. Kayl, R. Crane, and I visited about Sioux Land Road and frontage.
- Attended pre-construction meeting on Infinity Drive.
- Received complaint from S. Triggs. Forwarded to City Attorney and Mayor for review.
- Visited with J. Herz from GenPro on setting up a follow-up meeting.

October

Sanitation

Hauled 128170 lbs of Solid waste, 6440 lbs of recycling, 4860 lbs of cardboard, and 42060 lbs of yard waste to the Landfill. Serviced equipment and repaired/cleaned/ and delivered cans as needed. Serviced and cleaned solid waste equipment. Retrieved Mack from repair. Took Mack back in for hydraulic repairs. Coordinated Hydraulic spill cleanup, Wastewater assisted. Prepared the new yard waste area in Sun Valley.

Public works

Fixed Street lights. Held bid letting and preconstruction meeting on Infinity Dr. worked on Public Works, WWTP road and fences. Attended council meeting. Prepped Snow removal equipment. removed small branches out of right away on Dover. Equipped new Pickup. Removed graffiti from storm drain on Glenwood Dr. Cleaned up broken glass at Sun Valley Bus stop, and ordered replacement glass for bus stop enclosure.

Code enforcement

Transferred a few issues to law enforcement for assistance. Answered multiple questions about ordinances. Met with a homeowner about the ordinances and how unclear and vague they are. Spoke with other homeowners about violations that they had received.

Parks

Mowed parks. Cleaned shelters, maintained park grounds and playground surfaces. Repaired sprinkler line at Leisure lane park. Winterized sprinkler systems at both parks. Trimmed trees at Phoenix Park and in the drainage basin in Sun Valley. Applied for a grant with Urban Forestry. Edged parks.

Miscellaneous

Went with Wastewater to look at new equipment that they purchased. Repaired a few lights at City Hall. Took the admin vehicle in for service. Repaired doors and toilets at City Hall.

October 2022 Wastewater Department report

Daily Operations

10-3 Shut down and removed UV from effluent.
10-6 Called out for SBR #1 Decanter failed to open.
10-7 Adjusted limit switch for SBR #1 Decanter no further issues.
10-12 Looked at Telehandlers with Tony Kayl.
10-17 Went to Dickenson ND with Tony to look at a used telehandler.
10-18 DPI Replaced control panel for Sun Valley Lift Station
10-19 Talked to Mr. Wheeler about ongoing litigation against Water Warriors. He is working on a settlement package.
10-26 Danny Ayers with SDRWA stopped for a visit.
10-26 Chris Robinsen dropped off bid document book and final project blueprints
10-31 Telehandler was delivered by Butler Caterpillar
Treated 5,277,000 gallons of waste water with an average of 170,000 gallon/day

Special Projects

10-17 Went to Dickenson ND to look at a Telehandler.
10-17 Set bid dates with HDR. Bid dates are as follows: Pre bid meeting Nov 14, Bid opening Nov 28, approval Dec 1

Misc

Executive Proclamation

Summerset, South Dakota

Office of the Mayor

WHEREAS, there are over 117,000 children and youth in the United States waiting to be adopted who are at risk of aging out of foster care without permanent family connections; and

WHEREAS, during National Adoption Month, the Children's Bureau within the US Department of Health and Human Services urges us to focus on how small steps open doors for youth along their journey toward permanency; and

WHEREAS, in fiscal year 2022, two hundred sixty-seven (267) children in South Dakota were placed with an adoptive family through the Department of Social Services. Many other adoptions took place through independent and private adoptions.

WHEREAS, it does not take a time-intensive intervention to make a major difference in a young person's life. Small steps can have a large impact on engaging youth in permanency planning and can help lead to positive outcomes. These steps can help build trust and ultimately guide a young person toward a brighter future.

WHEREAS, adoption is a positive way to grow families and transition children out of foster care.

WHEREAS, the month of November is recognized as National Adoption Month. It is the month when the broader community acknowledges the efforts of those whose lives that have been impacted by adoption and who facilitate the process. This month helps spread awareness and encourages all of us to learn about adoption. It also recognizes the journey of the many children who are still waiting for their destined families.

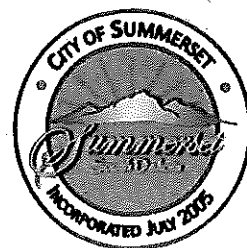
NOW, THEREFORE, I, Melanie Torno, Mayor of Summerset, do hereby recognize the month of November, as

National Adoption Month

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Summerset this 17th day of November 2022.

_____, Mayor

Melanie Torno
Summerset, South Dakota



9-21-14.2. Vote required for capital outlay accumulation--Time of expenditure--Reversion of unused funds.

The resolution authorized by § 9-21-14.1 shall be enacted by a two-thirds vote of the governing body and shall set forth clearly the purposes for which the funds are to be accumulated and the maximum amount that may be accumulated. The funds to be accumulated shall be expended within sixty months from the date of the resolution. If the specific purposes for which the funds are accumulated are deemed no longer necessary, these funds shall revert to the general fund.

CITY OF SUMMERSET

RESOLUTION 2022-18

**RESOLUTION TO ESTABLISH CAPITAL OUTLAY FOR
PARK IMPROVEMENTS**

WHEREAS, the City of Summerset, Meade County, a South Dakota Municipal Corporation, has the authority to enforce all statutes and ordinances within its corporate boundaries, and to pass resolutions regarding policies and procedures; and

WHEREAS, it the City of Summerset's duty to protect the health, safety, and general welfare of its citizens; and

WHEREAS, the City of Summerset is authorized to maintain and improve public parks and playgrounds within its corporate boundaries; and

WHEREAS, pursuant to SDCL 9-21-14.1 the governing body of a municipality may by resolution authorized the accumulation of funds for a period longer than one (1) year for specific capital outlay purposes otherwise authorized by law. Capital outlay purposes means purposes which result in the acquisition or additions to equipment and land and the improvement of grounds, construction of and additions to facilities, or for the purchase of equipment; and

WHEREAS, the governing body of the municipality shall establish a maximum amount allowed to be accumulated in the fund; and

WHEREAS, pursuant to SDCL 9-21-14.2 said Resolution shall be enacted by a two-thirds (2/3) vote of the governing body and shall set forth clearly the purposes for which the funds are to be accumulated and the maximum amount that may be accumulated, and that any funds so accumulated shall be expended within sixty months from the date of the resolution. If the specific purposes for which the funds are accumulated are deemed no longer necessary, these funds shall revert to the general fund.

NOW THEREFORE BE IT RESOLVED that the City of Summerset Board of Commissioners does hereby establish for the 2022 budget purposes a capital outlay for park and playground improvements within the municipal boundaries of the City of Summerset.

IT IS FURTHER RESOLVED, that the maximum amount that may be accumulated for this capital outlay is Three Hundred Fifty Thousand Dollars (\$350,000); and

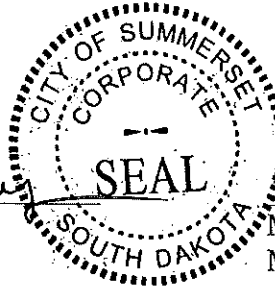
IT IS FURTHER RESOLVED, that Three Hundred Fifty Thousand Dollars (\$350,000) will be set aside and budgeted on the capital outlay line of the Budget Ordinance for the year 2022 and

will remain on the capital outlay line for the next five (5) years intended for park and playground recreation improvement projects. If the specific purpose for which the funds are accumulated are deemed no longer necessary, at any time, or are not expended within the next five (5) years these funds shall revert to the general fund in accordance with SDCL 9-21-14.2

Dated this 29th day of September, 2022.

ATTEST:

Carla Sealy
Finance Officer



Melanie Torno
Melanie Torno
Mayor

CITY OF SUMMERSET

RESOLUTION 2022-20

**RESOLUTION TO ESTABLISH CAPITAL OUTLAY FOR
PARK IMPROVEMENTS**

WHEREAS, the City of Summerset, Meade County, a South Dakota Municipal Corporation, has the authority to enforce all statutes and ordinances within its corporate boundaries, and to pass resolutions regarding policies and procedures; and

WHEREAS, it the City of Summerset’s duty to protect the health, safety, and general welfare of its citizens; and

WHEREAS, the City of Summerset is authorized to maintain and improve public parks and playgrounds within its corporate boundaries; and

WHEREAS, pursuant to SDCL 9-21-14.1 the governing body of a municipality may by resolution authorized the accumulation of funds for a period longer than one (1) year for specific capital outlay purposes otherwise authorized by law. Capital outlay purposes means purposes which result in the acquisition or additions to equipment and land and the improvement of grounds, construction of and additions to facilities, or for the purchase of equipment; and

WHEREAS, the governing body of the municipality shall establish a maximum amount allowed to be accumulated in the fund; and

WHEREAS, pursuant to SDCL 9-21-14.2 said Resolution shall be enacted by a two-thirds (2/3) vote of the governing body and shall set forth clearly the purposes for which the funds are to be accumulated and the maximum amount that may be accumulated, and that any funds so accumulated shall be expended within sixty months from the date of the resolution. If the specific purposes for which the funds are accumulated are deemed no longer necessary, these funds shall revert to the general fund.

NOW THEREFORE BE IT RESOLVED that the City of Summerset Board of Commissioners does hereby establish for the 2022 budget purposes a capital outlay for park and playground improvements within the municipal boundaries of the City of Summerset.

IT IS FURTHER RESOLVED, that the maximum amount that may be accumulated for this capital outlay is _____ (\$0.00); and

IT IS FURTHER RESOLVED, that _____ (\$0.00) will be set aside and budgeted on the capital outlay line of the Budget Ordinance for the year 2023 and will remain on

the capital outlay line for the next five (5) years intended for park and playground recreation improvement projects. If the specific purpose for which the funds are accumulated are deemed no longer necessary, at any time, or are not expended within the next five (5) years these funds shall revert to the general fund in accordance with SDCL 9-21-14.2

Dated this _____ day of _____, 2022.

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

Published once _____ for the total approximate cost of \$_____.

**ADDENDUM TO SEWER SERVICES CONTRACT
BETWEEN THE CITY OF SUMMERSET AND
BREZEL RANCH FOR THE PINE HILLS MOBILE HOME PARK**

Parties:

The parties to this Addendum are the City of Summerset, a South Dakota Municipality located in Meade County, South Dakota, hereinafter called "Summerset" and Brezel Ranch for the Pine Hills Mobile Home Park, hereinafter called "Brezel." This Addendum is executed on and effective the _____ day of _____, 2022.

Purpose/Recitals:

WHEREAS, Summerset maintains its wastewater treatment plant to which the Pine Hills Mobile Home Park is connected pursuant to and in accordance with the *Sewer Services Contract* ("Contract") entered into on or about _____, 2010 (attached);

WHEREAS, the parties have operated pursuant to that Contract since its execution;

WHEREAS, the Contract, at Paragraph 5, specifically requires that Summerset shall maintain the plant, its equipment and facilities in such a manner as to cause the same to reasonably comply with all regulations of the State of South Dakota and Meade County, and that Summerset shall maintain its trunk sewer lines;

WHEREAS, the Contract at Paragraph 5, further states that "Brezel shall maintain its lines and mains and the sewer main constructed for connection to the Summerset main."

WHEREAS, issues and problems have arisen concerning Brezel's maintenance obligations pursuant to the terms of the Contract;

WHEREAS, the parties desire to amend the Contract with this Addendum to set forth in more detail specific requirements relating to scheduled maintenance of the lines and mains that are constructed for connection to the Summerset wastewater treatment plant;

WHEREAS, the parties are therefore entering into Addendum to the existing Contract which is incorporated herein by this reference.

IT IS NOW HEREBY AGREED:

1. Pursuant to its obligations under the Contract, Brezel will complete the following **annual basis**:
 - a. An application of granular or liquid line cleaner acceptable to Summerset.
 - b. Flush the system with water to remove buildup.

2. Brezel shall also on an **annual basis** conduct an inspect of its system which shall include a visual inspection of the entire system including any lift stations. Brezel shall repair any deficiencies found during the annual inspection within ninety (90) days.
3. Brezel further agrees that **every five (5) years** it will:
 - a. Have the entire system videoed and jetted by a reputable business acceptable to Summerset.
 - b. Repair within one year any deficiencies found during videoing.
 - c. Brezel will provide proof of the annual maintenance requirements and five-year maintenance requirements to the City of Summerset in writing within seven (7) days of completion.
4. If maintenance is not performed in accordance with this Addendum, the City of Summerset may exercise any remedies authorized pursuant to the terms of the Contract including, but not limited to, terminating the Contract for material breach. Summerset may also, in addition to other remedies, perform said maintenance itself at the expense of Brezel who shall reimburse Summerset promptly, but no later than thirty (30) days upon submission of invoices and/or expense reports related to said work.
5. In addition, any sanitary sewer overflows must be fixed by Brezel and cleaned up within twenty-four hours of discovery. In the event said overflows are not resolved by repair and cleanup within 24 hours, then Summerset may complete the repairs and cleanup itself at the expense of Brezel, who shall promptly submit reimbursement of all costs associated with this same no later than thirty (30) days after submission of invoices and/or expense reports detailing said work and expenses.

CITY OF SUMMERSET, a South Dakota
municipality

Melanie Torno, Mayor

BREZEL RANCH FOR THE PINE HILLS
MOBILE HOME PARK

By: _____
Its: _____

SEWER SERVICES CONTRACT BETWEEN
THE CITY OF SUMMERSET
&
BREZEL RANCH
FOR THE PINE HILLS MOBILE HOME PARK

PARTIES:

The parties to this agreement are the City of Summerset, a South Dakota Municipality located in Meade County, South Dakota, hereinafter called "Summerset" and Brezel Ranch for the Pine Hills Mobile Home Park, hereinafter called "Brezel."

PURPOSE:

Summerset developed a sewage treatment plant facility. Brezel desires to be connected to the sewage treatment plant for treatment of its sewage effluent. Summerset has plant capacity to treat the sewage from Pine Hills Mobile Home Park (Brezel) and has agreed to contract with Pine Hills Mobile Home Park (Brezel) for sewage treatment. Brezel desires to enter into a contract with Summerset for the treatment of sewage. The purpose of this agreement is to set forth the terms and conditions under which Summerset will accept sewage effluent from Brezel and process and treat the same in accordance with the rules and regulations of the Department of Environment and Natural Resources of the State of South Dakota.

In consideration of the mutual covenants herein set forth and the considerations required herein, the parties have entered into this agreement.

1. Plant.

Summerset sewage treatment facility located in Meade County, South Dakota has been constructed according to design requirements that meet all requirements of the State of South Dakota and Meade County for sewage treatment. The plant is operated by Summerset.

2. Sewage Treatment.

Summerset will accept and treat sewage effluent from Brezel and shall process the

sewage through its treatment facility in such manner as is reasonably intended to comply with the laws, rules and regulations of the State of South Dakota, Department of Environment and Natural Resources and the County of Meade for sewage disposal and attendant water quality of final discharge. Summerset shall take such steps reasonable required in order to comply with such laws, rules and regulations.

3. Term.

This agreement shall commence on the signing hereof and shall continue until August 31st, 2011 unless extended pursuant to the terms hereof.

4. Fees.

Brezel has paid an initial lump sum connection fee for all rental lot spaces presently connected to the system to be included in such initial hook-up. New hook-ups from and after the initial hook-up date will be assessed at One Thousand Dollars (\$1,000), per hook-up due Summerset. Brezel shall be responsible for collection and payment of such hook-ups as the same occur and shall certify the same to Summerset with commencement of this Agreement. The hook-up fee provided for herein shall be in addition to any charge by Brezel. Brezel shall further pay unto Summerset a monthly fee, due on the first day of each month in a sum equal to the monthly residential user rate per residential hook-up times the number of lot rental spaces connected to the system. The rates shall be based on a flat rate per use. All rates are subject to annual adjustment, the same to be completed annually. Additional fees can be charged for a sewer service charge and/or a sewer repair and maintenance charge as Summerset deems a need necessary to maintain the sewer plant for sewage treatment and required to be paid as part of the monthly billing.

In addition, Brezel shall pay the costs for the construction, installation and maintenance of the sewage lines and any connections necessary in order to move the sewage effluent from

Brezel to the main collection lines of Summerset.

Additional hook-ups, following initial connection, may be established and paid for at the rate provided within this contract. Summerset reserves the right to limit or refuse hook-ups or to charge additional fees for the same to the extent that the same may create unique treatment problems or place burdens upon the treatment facilities of Summerset.

5. Maintenance.

Summerset shall maintain the plant, its equipment and facilities in such a manner as to cause the same to reasonably comply with all regulations of the State of South Dakota and Meade County. Summerset shall further maintain its trunk sewer lines. Brezel shall maintain its lines and mains and the sewer main constructed for connection to the Summerset main.

6. Compliance with Rules and Regulations.

Summerset has adopted regulations deemed necessary in order to require that its sanitary sewer be used only for the disposal of residential domestic waste and not for any materials or detergents that may be determined to be hazardous or dangerous or that may cause the sewer lines, mains or plant to malfunction. Violations shall be subject to a fine of up to Fifteen Hundred and 00/100 Dollars (\$1500.00) per month until corrected, which shall be assessed against Brezel and required to be paid as part of the monthly billing. Throughout the period of this contract, both Summerset and Brezel shall cooperate with each other to trace down any contaminants that may be detected at the plant or within the system in order to eliminate the cause of the same. Brezel agrees to abide by Summerset Ordinances for the enforcement of these rules, including a shut off and property lien ordinance.

7. Costs of Operation.

All costs of operation of the plant, including utilities, supplies, chemicals, labor and

equipment, maintenance and repairs, testing and monitoring of plant operations and effluent quality shall be the obligation of Summerset.

8. Renewal

The parties agree that the contract shall be renewed for three (3) additional terms of ten (10) years each subject to adjustment for rates and charges as provided herein and subject to South Dakota DENR regulations.

9. Termination.

This agreement may be terminated in writing by either party in the event of default of the other, which default is not reasonably cured within one hundred eighty (180) days of written notice of the same. In the event that a default is of a nature that requires additional time within which to cure, such time shall be granted provided that the party making the cure has taken reasonable steps to cure the default and the same is in progress at the time the initial one hundred eighty (180) day period expires.

10. Notices.

Notices when required under this agreement shall be deemed sufficiently given if done by certified mail, return receipt or courier delivery requiring receipt and shall be deemed delivered as of the date of receipt when delivered to the parties at the following address:

City of Summerset
PO Box 783
Black Hawk, SD 57718

Brezel agrees to hold harmless and indemnify the City of Summerset, its officers, agents and employees, from and against any and all actions, suits, damages, liability or other proceedings that may arise as the result of performing services hereunder. This section does not require Consultant to be responsible for or defend against claims or damages arising solely from errors or omissions of the City, its officers, agents or employees.

Dated this _____ day of _____, 2010.

CITY OF SUMMERSET

By: _____
Its: Mayor

STATE OF SOUTH DAKOTA)
COUNTY OF _____)SS:

On this the _____ day of _____, 2010, before me the undersigned officer, personally appeared Duane K. Fink, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

In Witness Whereof, I hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____

SEAL

Brezel Ranch, Inc.

By: _____
Its: President

STATE OF SOUTH DAKOTA)
COUNTY OF _____)SS:

On this the _____ day of _____, 2010, before me the undersigned officer, personally appeared, _____ known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purposes therein contained.

In Witness Whereof, I hereunto set my hand and official seal.

Notary Public

My Commission Expires: _____

SEAL

NOTICE FOR PUBLICATION

Ordinance 2022-16

**AN ORDINANCE AMENDING ORDINANCE TITLE XI BUSINESS REGULATIONS,
CHAPTER 116- AMUSEMENTS, SUBSECTION 116.17 -SUPPEMENTAL ITEMS; LICENSE
FEE**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2022-16 Amending Title XI - Chapter 116, Subsection 116.17 – Supplemental items; license fee.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on December 15th, 2022 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

Individuals needing assistance related to the American Disabilities Act should contact the Summerset City Finance Officer no less than 24 hours prior to this hearing to make necessary arrangements.

Dated this 17th day of November 2022.

City of Summerset

Published once on _____, at the total approximate cost of \$_____.

Ordinance 2022-16

**AN ORDINANCE AMENDING ORDINANCE TITLE XI BUSINESS REGULATIONS,
CHAPTER 116- AMUSEMENTS, SUBSECTION 116.17 -SUPPEMENTAL ITEMS; LICENSE**

FEE

§ 116.17 SUPPLEMENTAL ITEMS; LICENSE FEE.

(A) The license applicant, in addition to the application, shall submit at the same time a certificate or other proof of liability insurance in the amount(s) and coverage(s) that the governing board (or Municipal Park and Recreation Board) may require; and shall also submit at the same time a security, damage, cleanup, and reimbursement deposit in the form of a bond in favor of the municipality, or a cashier's check or money order made payable to the municipality, or cash, in the amount required by the governing board (or Municipal Recreation Board).

(B) The applicant may also be required to submit additional documents or items in support of or in verification of the application.

(C) Finally, the applicant shall, ~~at the same time, submit an application/license fee of \$100.~~ pay an application fee. Refer to fee schedule adopted by resolution. The Board of Commissioners may revise the fees as set forth herein from time to time by resolution.

Passed and adopted this _____ day of _____ 2023.

Melanie Torno, Mayor

ATTEST:

Candance Sealey, Finance Officer

VOTE:

Torno:

Kitzmilller:

Butler:

Hirsch:

Nasser:

First Reading:

Second Reading:

Adoption:

Publication:

Effective:

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

NOTICE FOR PUBLICATION

**AN ORDINANCE AMENDING ORDINANCE TITLE XI BUSINESS REGULATIONS,
CHAPTER 113- REGULATION AND LICENSING OF LIQUOR OPERATIONS, SUBSECTION
113.15 -PERMANENT LICENSES.**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2022-17 Amending Title XI - Chapter 113, Subsection 113.15 – Permanent Licenses.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on December 15th, 2022 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

Individuals needing assistance related to the American Disabilities Act should contact the Summerset City Finance Officer no less than 24 hours prior to this hearing to make necessary arrangements.

Dated this 17th day of November 2022.

City of Summerset

Published once on _____, at the total approximate cost of \$ _____.

Ordinance 2022-17

**AN ORDINANCE AMENDING ORDINANCE TITLE XI BUSINESS REGULATIONS,
CHAPTER 113- REGULATION AND LICENSING OF LIQUOR OPERATIONS, SUBSECTION
113.15 -PERMANENT LICENSES.**

§ 113.15 PERMANENT LICENSES.

The following are the fees to be paid for the various classes of licenses:

- (2) Wholesalers of alcoholic beverages--five thousand dollars;
- (3) Off-sale--not more-less than three hundred dollars. The renewal fee for the license may not exceed five hundred dollars;
- (4) On-sale--not less than one dollar for each person residing within the municipality as measured by the last preceding federal census. The renewal fee for the license may not exceed fifteen hundred dollars;
- (5) Off-sale licenses issued to municipalities under local option--not less than two hundred fifty dollars;
- (6) On-sale licenses issued outside municipalities--not less than the amount the nearest municipality to the applicant is charging for a like license. The renewal fee shall be the same as is charged for a like license in the nearest municipality. If the municipality to which the applicant is nearest holds an on-sale license, pursuant to § 35-3-13 and does not charge a specified fee, then the fee shall be the minimum amount that could be charged as if the municipality had not been authorized to obtain on-sale licenses pursuant to § 35-3-13. The renewal fee shall be the same as could be charged for a like license in the nearest municipality;
- (8) Transportation companies--twenty-five dollars;
- (9) Carrier--one hundred dollars. The fee licenses all conveyances the licensee operates in this state;
- (11) On-sale dealers at publicly operated airports--two hundred fifty dollars;
- (12) Wine and cider retailers, being both package dealers and on-sale dealers--five hundred dollars;
- (13) Convention facility on-sale--not less than one dollar for each person residing within the municipality as measured by the last preceding federal census. The renewal fee for the license may not exceed fifteen hundred dollars;
- (15) Wholesalers of malt beverages--four hundred dollars;
- (16) Malt beverage and wine produced by a farm winery licensee, being both package dealers and on-sale dealers--three hundred dollars;
- (21) Retail on premises manufacturer--two hundred fifty dollars;
- (23) Off-sale delivery--one hundred fifty dollars.

Commented [LS1]: Add: (23) SDCL 35-4-2

Passed and adopted this _____ day of _____ 2023.

Melanie Torno, Mayor

ATTEST:

Candance Sealey, Finance Officer

VOTE:

Torno:

Kitzmilller:

Butler:

Hirsch:

Nasser:

First Reading:

Second Reading:

Adoption:

Publication:

Effective:

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

COMMISSION – DISCUSSION ITEMS

Mission Statement.

Approve the disclaimer.

Performance Evaluations.

10.5.3 10.5.3 Post-Accident

2.22 Inclement Weather.

4.9 Appointment of City Employees.

4.10 Employment Offers.

5.5 Comp-Time.

7.6 Jury Duty.

7.10 Personal.

7.12 Holidays.

8.2 Voluntary Separation.

8.4 Exit interviews.

10.5 Testing for Drugs or Alcohol.

Mission Statements Received –

Mike Kitzmiller - The City of Summerset delivers fiscally responsible, highly dependable services to the citizens.

Don Allen – Members of the Summerset Police Department are committed to excellence in public safety and are dedicated to the people, traditions, and diversity of our city. We will provide community-enhancing services, foster a positive relationship with the community , and develop our agency and officers with an emphasis on professionalism, integrity, and service.

**could be revised to fit the overall scope*

Melanie Torno - THE MISSION OF THE CITY OF SUMMERSET IS TO ASSURE A SENSE OF COMMUNITY, SAFETY AND NEIGHBORHOOD INTEGRITY BY PROVIDING dependable MUNICIPAL SERVICES, FISCAL RESPONSIBILITY AND A Progressive, QUALITY ATMOSPHERE IN WHICH TO WORK AND PLAY, WITH AN EMPHASIS ON BALANCED, EQUITABLE GROWTH IN WHICH THE CITY PROMOTES A BELIEF IN OPEN AND ACCESSIBLE GOVERNMENT FOR ALL CITIZENS.

Alexis Nasser – The City of Summerset’s mission is to provide its citizens and businesses effective services while maintaining the community values.

Handbook Disclaimer

This handbook is intended to provide general information to the City of Somerset employees. The policies and information described in this handbook are not conditions of employment, and the language is not intended to, nor does it, create a contract between the City of Somerset and the employee. The City of Somerset reserves the right to change or eliminate any of the policies or information in this manual at its discretion with or without notice. Also, some of the statements in this handbook are general in nature and should not be read as including all the details on the subject discussed.

Any employee handbook or manuals previously distributed by the City of Somerset are revoked and rescinded, and the provisions are null and void.

This handbook is not a list of all employee obligations. In addition to the handbook, employees must also abide by federal and state laws, regulations, and administrative rules as well as internal agency orders, policies, guidelines, directives, and instructions.

If you have questions about the employee handbook or this disclaimer, please contact your human resource representative.

(Old Form)

EMPLOYEE NAME: _____
 JOB TITLE: _____
 HIRE DATE: _____
 EVALUATION YEAR: _____
 COMPLETED BY: _____

BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	IN TRAINING

ESSENTIAL DUTIES & RESPONSIBILITIES
 RELIABILITY
 RELATIONSHIP WITH PEERS & SUPERVISOR
 CUSTOMER/CITIZEN SERVICE

AREAS OF STRENGTH: _____

AREAS OF IMPROVEMENT: _____

OTHER COMMENTS: _____

ACTION PLAN FOR NEXT EVALUATION : _____

PAY INCREASE ASSOCIATED WITH EVALUATION PERIOD: _____

EMPLOYEE SIGNATURE: _____ Date: _____

SUPERVISOR SIGNATURE: _____ Date: _____

Interactive (New)

City of Summerset
Annual Employee Evaluation

Supervisor's Name: _____
 Department: _____
 Review Period: _____
 Name of Employee: _____
 Department/Division: _____
 Hire Date: _____
 Current Salary: _____
 Total Overall Score : (Out of 100 points) **0**

FUNCTIONAL SKILLS	Maximum Points	SCORE	SUB-TOTAL
CRITERIA	50		0
Quality of Work (Out of 15 Points)			
Accuracy, neatness and timeliness of work			
Adherence to duties and procedures in Job Description and Work Instructions			
Synchronization with organizations/functional goals			
Work Habits (Out of 20 Points)			0
Punctuality to workplace			
Attendance			
Does the employee stay busy, look for things to do, takes initiatives at workplace			
Submits reports on time and meets deadlines			
Job Knowledge (Out of 15 Points)			0
Skill and ability to perform job satisfactorily			
Shown interest in learning and improving			
Problem solving ability			
TOTAL			0

INTERPERSONAL SKILLS	Maximum Points	SCORE	SUB-TOTAL
CRITERIA	25		0
Interpersonal relations/ behaviour (Out of 25 Points)			
Responds and contributes to team efforts			
Responds positively to suggestions and instructions and criticism			
Keeps supervisor informed of all details			
Adapts well to changing circumstances			
Seeks feedback to improve			
LEADERSHIP SKILLS			25
CRITERIA			0
Leadership (Out of 25 Points)			
Aspirant to climb up the ladder, accepts challenges, new responsibilities and roles. (out of 10)			
Innovative thinking - contribution to organizations and functions and personal growth. (out of 10)			
Work motivation. (out of 5)			
TOTAL			0

OVERALL PROGRESS
 Employee performance and learning is unsatisfactory and is failing to improve at a satisfactory rate
 Employee performance and learning is acceptable and is improving at a satisfactory rate
 Employee has successfully demonstrated outstanding overall performance

Scoring System	Score
Outstanding	5
Exceeds Requirements	4
Meets Requirements	3
Need Improvement	2
Unsatisfactory	1

FINAL COMMENTS

Supervisor's Name: _____
 Signature: _____
 Date: _____

Employee Name (Print) _____
 Signature: _____
 Date: _____

1. What Is Employee Performance Evaluation?

Employee Performance Evaluation is a key process to ensure that employees are performing as expected and to identify areas that they can improve on. In addition, performance reviews can be used as a basis for legal, ethical, and visible evidence of employee performance. It helps an employee and a manager to know your employees and how much they understand their job requirements. The overall goal is to develop employees and an overall improvement for the City of Summerset.

2. Purpose Of Employee Performance Evaluation

A performance evaluation serves several purposes. The main objective is to identify potential performance issues or recognize exemplary performance as well as assisting with making employment decisions such as promotions, pay raises, and layoffs.

3. Goal of the Employee Evaluation

The goal of this evaluation is to improve the way our organization functions and to provide high levels of customer satisfaction to the community we serve. have consistency with budgeting purposes. organization functions. It is a key process that helps in achieving higher levels of customer satisfaction.

4. Benefits to Employer and Employee

Employee evaluations provide the employer with an opportunity to review the employees' strengths and weaknesses and to arrange employee training and skill development opportunities if needed. In addition, the basis of the employee evaluation will assist with annual budgeting purposes.

Advantages of Performance Evaluation

- Regular, timely, and unbiased evaluations help employers to match employee qualifications to job assignments.
- It provides an assessment of individual strengths and weaknesses of employees and gives a brief idea about the collective talents by department or team.
- For training and development of employee skills, evaluations are necessary.
- It helps the employee to perform their job duties to meet their employer's expectations.
- In many organizations, salary/wage increment or promotion depends on the performance. Thus, it helps in the recognition of employee efforts and defines their growth prospects.
- It gives the management an opportunity to recognize employee's hard work, dedication as well as commitment.
- This allows the management to segregate highly proficient workers to assign additional duties and responsibilities, or even promote to a leadership role.

5. When and how to conduct the employee evaluation?

- Ideally, a performance evaluation should be conducted twice a year but at least once per year.
- To prepare for the evaluation, it is recommended that the employee keeps a log of their accomplishments, training, and other issues that take place throughout the year. In addition, have a copy of the employee's evaluation from the prior year available for them to review and ascertain areas of improvement that have been made and goals achieved.
- Schedule a minimum of one hour to meet with each employee to discuss their review.

6. How To Evaluate Employee Performance?

The employee performance is based on three different skill areas: Functional Skills, Interpersonal Skills, and Leadership Skills.

a. Functional Skills

Evaluation of Functional Skills includes the quality of work, work habits, and job knowledge of the employee.

- i. Quality of Work consists of the following:
 - o Accuracy, neatness, and timeliness of work
 - o Adherence to duties and procedures in Job Description and Work Instructions
 - o Synchronization with organizations/functional goals
- ii. Work Habits consists of the following:
 - o Punctuality to workplace
 - o Attendance
 - o Taking initiatives at the workplace
 - o Submits reports on time and meets deadlines
- iii. Job Knowledge consists of the following:
 - o Skill and ability to perform the job satisfactorily
 - o Shown interest in learning and improving
 - o Problem-solving ability

b. Interpersonal Skills

Interpersonal skills evaluation consists of the following:

- Response and contribution to team efforts.
- Positive response to suggestions, instructions, and criticism.
- Coordination with supervisors.
- Adaption to changing circumstances.
- Seeking feedback for improvement.

c. Leadership Skills

Leadership skills evaluation consists of the following:

- An aspiration to grow
- Accepting challenges.
- Adhere to new responsibilities and roles.
- Innovative thinking.
- Work motivation.

7. Employee Performance Evaluation Document

The evaluation consists of 7 sections: Employee Details Section, Evaluation Section, Score System Section, Overall Progress Section, Recommendations Section, Final Comments Section, and Signature Section.

a. Employee Details Section

This section consists of the employee details as follows:

- Supervisor's Name
- Department
- Current Salary
- Name of employee
- Evaluation Purpose
- Commissioner's Name
- Department/Division
- Hire Date
- Review Period
- Total Score

b. Evaluation Section

Evaluation section consists of 3 areas of evaluation:

- **Functional Skills:** It includes evaluations related to the quality of work, work habits, and job knowledge.
- **Interpersonal Skills:** Interpersonal skill includes behavior and internal relation evaluations.
- **Leadership Skills:** Leadership qualities of the employee are evaluated in this section.

Score totals display next to the respective skill headings. Below the headings of each skill, you can find different questions based on the evaluation process. Enter the score relevant to the employee performance in the blue boxes.

Totals are calculated automatically and added to the total score. The total score is displayed in the employee section.

c. **Score System Section**

The score system section has the scoring number from 1 to 5 for performance. 5 means outstanding and 1 means unsatisfactory.

The following scale should be used in evaluating the employee's performance when compared to the norm of their position.

Outstanding (5)- Employee consistently meets and, in many instances, exceeds established standards and desired results

Very Good (4)- Employee consistently meets established standards; sometimes exceeds and never falls short of desired results

Satisfactory (3)- Employee meets established standards; usually meets and seldom falls short of desired results

Development Needed (2)- Employee meets established standards in some instances but lacks consistence; seldom exceeds and frequently falls short of desired results from time to time.

Unsatisfactory (1)-Employee has failed to meet, over a reasonable period, the standard of performance expected in the position they occupy.

Scoring System		
Attribute	Score	
Outstanding	5	
Exceeds Requirements	4	
Meets Requirements	3	
Need Improvement	2	
Unsatisfactory	1	

Note: In the leadership skills section the first and second question scores are out of 10.

d. **Overall Progress Section**

The overall progress section consists of the overall performance of an employee in the organization.

OVERALL PROGRESS	
Employee performance and learning is unsatisfactory and is failing to improve at a satisfactory rate	Yes
Employee performance and learning is acceptable and is improving at a satisfactory rate	No
Employee has successfully demonstrated outstanding overall performance	

Depending on the total scores of an employee, management can select a yes or no from the drop-down list against the questions.

e. Recommendations Section

In the Recommendation section, the evaluator can put any recommendations for the employee.

RECOMMENDATIONS

f. Final Comments Section

You can input the final comments related to the evaluation in this section.

FINAL COMMENTS

g. Management Signature Section

The signature section consists of the signatures of the employee and the supervisor.

Self-Evaluation Employee Form

EMPLOYEE INFORMATION	
Name	Job Title
Review Date	Reviewed by
Hire Date	Last review

1. Do you understand the requirements of your job? Yes ___ No ___ If no, what aspects of your job need clarification? Please list your job responsibilities, as you understand them.

2. What changes in duties or priorities did you face during the review period and how did you handle them?

3. What are your strengths (the things you do well) and how do you put them to use in your position?

4. What are your weaknesses (the things you don't do so well) and how do they impact your job?

5. What would help you enhance your performance (training, equipment, etc.)?

6. What goals have you established for yourself to accomplish before your next review?

7. How would you rate your overall performance for this review period?

Outstanding _____

Exceeds Expectations _____

Meets Expectations _____

Below Expectations _____

Unsatisfactory _____

VERIFICATION OF REVIEW

By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.

Employee Signature

Date

Manager Signature

Date