

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, DECEMBER 5th, 2024 5:30 P.M**

Mayor Kitzmiller called the regular meeting to order at 5:30 p.m. Commissioners Osten, Markham, and Reade were present. Commissioner Hirsch was absent. The City Attorney and City Administrator were also present.

EXECUTIVE SESSION SDCL 1-25-2 – LEGAL/CONTRACTUAL

Motion by Osten, second by Markham to enter Executive Session per SDCL 1-25-2 for discussing legal, contractual at 5:30 p.m. Mayor Kitzmiller also motioned to include City Administrator Lisa Schieffer, HDR’s Lindsay Shagla and Chris Robinson, Public Works Director Tony Kayl, and Waste Water Director Jon Ambrose in executive session. Motion carried.

Motion by Reade, second by Markham to exit Executive Session at 6:03pm. Motion carried.

Mayor Kitzmiller led in the Pledge of Allegiance.

Commissioner Osten gave the invocation.

CALL FOR CHANGES

Motion by Osten, second by Reade to approve the agenda of the regular meeting of the Summerset City Commission for December 5th, 2024 as presented or amended. Motion carried.

CONSENT CALENDAR

Motion by Reade, second by Markham approve the minutes of the regular meeting on November 21st, 2024 as presented or amended. Motion carried.

APPROVAL OF CLAIMS

Motion by Reade, second by Osten to approve the claims and hand checks in the amount of \$207,725.82 from November 21st, 2024, through December 4th, 2024, as presented or amended. Motion carried.

A&B Business Solutions	534.31
AFLAC Remittance Processing	96.72
Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
Axon Enterprise, Inc.	4,116.00
Birgen, Nicholin	50.00
Child Support Payment Center	442.00
Delta Dental	1,177.40
Greenapsis	350.00
Health Pool of SD	17,203.57
Hirsch, Clyde	50.00
JR's BBQ	736.40
Kayl, Anthony	50.00
Kitzmiller, Michael	50.00
Markham, Gwenn	50.00
Osten, Michael	50.00
Rapid Rooter	1,520.45
Schieffer, Lisa	50.00
Schmagel, David	50.00
SCHROCK, BRIELLE	50.00
SDRS	11,665.22

SDRS-SUPPLEMENTAL	775.00
Smith, Jeff	50.00
Tech Sales Company	830.00
United States Treasury	19,278.75
USDA	148,400.00

APPROVAL OF PAYROLL – November 2024 (SDCL 6-1-10)

Motion by Reade, second by Osten, to approve the following payroll. Motion carried.

- Dept. 4000 - \$12,929.07 Wastewater
- Dept. 4110 - \$1,749.99 Commission
- Dept. 4120 - \$1,916.67 Mayor
- Dept. 4140 - \$11,634.74 Finance
- Dept. 4210 - \$44,385.77 Police
- Dept. 4310 - \$13,921.05 Streets
- Dept. 4652 - \$500.00 Planning & Zoning

****NOTED FOR THE RECORD – COMMISSION REPORTS ARE IN THE PACKET FOR VIEWING.**

UTILITY BILLING ADJUSTMENTS

Motion by Reade, second by Osten, to approve the utility billing adjustments of \$75.57 for the period November 1 through November 30, 2024. Motion carried.

DESIGN EXCEPTION REQUEST/PRELIMINARY PLAT FOR NORMAN RANCH – VANOCKER DEVELOPMENT

Motion by Osten, second by Markham to open discussion on Design Exception Request and Preliminary Plat. Motion carried. City Attorney Mike Wheeler expressed his concerns on contingencies A & B to Kyle Treloar from Vanocker. Wheeler suggested that these both be removed. Tony Thompson with TNT Homes came forward and discussed his concerns with protection of capacity for the development. Wheeler and Treloar discussed this and ultimately agreed the concerns would be addressed by the Cost Sharing Agreement that is to come in the future.

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

Motion by Markham, second Osten to approve the Design Exception Request and Preliminary Plat for Norman Ranch with the contingencies, as listed below, presented by Attorney Mike Wheeler. Mayor Kitzmiller called for a roll-call vote. Commissioner Osten, aye. Commissioner Markham, aye. Commissioner Reade, aye. Mayor Kitzmiller, aye:

- A. Norman Ranch Subdivision, LLC, the developer, agrees to construct a force main that meets the 2 ft/sec minimum City of Summerset IDCM requirement. The force main is anticipated to be an HDPE 4" line for the use of Norman Ranch Subdivision, LLC. The design and layout of the offsite sewer shall be constructed prior to issuance of any Certificates of Occupancy to Norman Ranch Subdivision, LLC. The force main and lift station flow rate will be limited to 80 gal/min or less for phases 1A and 1B to allow City of Summerset lift station to operate as currently designed and confirmed by the City staff.
- B. The Norman Ranch Subdivision, LLC lift station will be designed to meet City of Summerset IDCM requirements.
- C. Power plans, instrumentation, and control plans will be developed by a licensed engineer and submitted to the City for approval.
- D. Any building constructed for dedication to the City of Summerset for Norman Ranch Subdivision, LLC will be designed to current adopted City building code. Building plans require approval from the City's Building Review Authority.
- E. The Norman Ranch Subdivision, LLC lift station will be provided to the City with pump alarms, high level alarms, generator alarms and all other requirements defined in the City of Summerset IDCM. All alarms and operating outputs will be integrated into the City's SCADA system. The City will have the opportunity to review and approve alarm strategies.
- F. The developer will provide an odor control evaluation as required by the IDCM and address any potential odor issues with the design. Any odor control design will include and consider O&M costs. Odor control is

not proposed to be provided with phase one. Any odor complaints that arise as a result, will be resolved by Norman Ranch.

G. A flow meter will be provided on the discharge line of the Norman Ranch Subdivision, LLC lift station and flow data will be integrated into the City's SCADA system.

H. Proper air valves will be specified.

I. Project specifications will be provided to the City for review and approval. The following requirements will be included at a minimum.

1. Equipment startup services will be provided by a manufacturer authorized representative.
2. Equipment training services will be provided to City staff by manufacturer authorized representatives.
3. As-built construction drawings will be provided to the City.
4. Equipment O&M manuals will be provided to the City.
5. The City's standard warranty period will be provided for all equipment (two years).

J. Any proposed equipment and building materials not covered by the standard specifications will be submitted to the City for review and approval. Any equipment or building materials not approved by the City are subject to rejection.

K. USACE approval is required for work in the existing drainage.

BLACK HILLS COUNCIL OF LOCAL GOVERNMENTS – PERFORMANCE AGREEMENT

Motion by Reade, second by Osten to open discussion. Motion carried. City Administrator Schieffer presented the Comprehensive Plan agreement with cost. She stated there are grants available which she will apply for. The Comprehensive Plan will be budgeted in 2025 to be paid in 2026. The plan would begin in January or February of 2025 and would take approximately 1 year. Throughout the year there will be items brought to the Commission as well as Planning and Zoning Board.

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

Motion by Markham, second by Reade to approve the Mayor signing the agreement and to move forward with the Comprehensive Plan. Motion carried.

FIRST READING FOR SUPPLEMENTAL ORDINANCE 2024-13

Motion by Osten, second by Markham to open discussion. Motion carried. Finance Officer Schrock presented the Supplemental Ordinance for 2024.

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

Motion by Osten, second by Markham to approve Supplemental Ordinance 2024-13 and set the second reading for December 19th @ 6:00 p.m. Motion carried.

FIRST READING FOR ORDINANCE 2024-14 APPENDIX A: ROUTE MAP – CHAPTER 50 SNOW AND ICE REMOVAL ROUTES AND POLICIES

Motion by Markham, second by Reade to open discussion. Motion carried. City Administrator Schieffer presented the information that was to be corrected as the outdated ordinance did not match the newest resolution.

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

Motion by Reade, second by Osten to approve the first reading and set the second reading for December 19th @ 6:00 p.m. Motion carried.

SUMMERSET CITY WEBSITE – GWENN MARKHAM/LISA SCHIEFFER

*Agenda item was tabled until the Commission Meeting set for December 19th @ 6:00 p.m.

PARKS AND RECREATION BOARD APPLICATION

*Shawn was unable to attend the Commission meeting. City Administrator Schieffer felt he would be a great addition.

Motion by Markham, second by Reade to approve Shawn Kohl to the Parks and Recreation Board. Motion carried.

SET LAST MEETING IN DECEMBER FOR BILLS

Motion by Markham, second by Osten to set meeting for December 30th at 5:30 p.m. Motion carried.

CITIZENS INPUT

Eddie Herz, a resident in Sun Valley, spoke on his concerns for speeding, stop sign violations, and parking violations in the subdivision.

UPCOMING EVENTS:

City Offices are closed December 23 – 25th, 2024 for Christmas per Governor Kristi Noem

ITEMS FROM CITY ATTORNEY: NONE

ADJOURNMENT

Motion by Markham, second by Reade to adjourn at 6:43p.m. Motion carried.

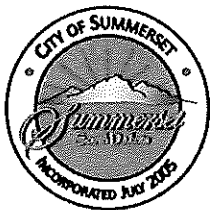
{SEAL}

Michael Kitzmiller, Mayor

ATTEST:

Brielle, Schrock, Finance Officer

Published once _____, 2024, at a cost of \$_____.



Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: <u>1098 - A&B Business Solutions</u>										Vendor Total: 45.00
<u>IN1217313</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	45.00	0.00	0.00	0.00	45.00
Monthly water	BANKW - BANK WEST				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly usage	NA	0.00	0.00	45.00	0.00	0.00	0.00	45.00		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4192-43400</u>	Equip Expense				45.00	100.00%				
Vendor: <u>1633 - A&B Welding Supply</u>										Vendor Total: 124.16
<u>Q1102876</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	124.16	0.00	0.00	0.00	124.16
3 yr cylinder lease	BANKW - BANK WEST				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
3 yr cylinder lease	NA	0.00	0.00	124.16	0.00	0.00	0.00	124.16		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4310-42600</u>	Supply/Material Exp				124.16	100.00%				
Vendor: <u>0021 - Black Hawk Water Users District</u>										Vendor Total: 38.50
<u>12.2024</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	38.50	0.00	0.00	0.00	38.50
Monthly usage	BANKW - BANK WEST				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly usage	NA	0.00	0.00	2.50	0.00	0.00	0.00	2.50		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4520-42800</u>	Utility Expense				2.50	100.00%				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly usage	NA	0.00	0.00	36.00	0.00	0.00	0.00	36.00		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4192-42800</u>	Utility Expense				36.00	100.00%				
Vendor: <u>0808 - Black Hills Energy</u>										Vendor Total: 7,131.84
<u>12.2024</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	7,131.84	0.00	0.00	0.00	7,131.84
Monthly usage	BANKW - BANK WEST				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly usage	NA	0.00	0.00	551.37	0.00	0.00	0.00	551.37		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4192-42800</u>	Utility Expense				551.37	100.00%				
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly usage	NA	0.00	0.00	1,566.22	0.00	0.00	0.00	1,566.22		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4310-42800</u>	Utility Expense				1,566.22	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly usage Distributions	NA		0.00	0.00	50.24	0.00	0.00	0.00	50.24	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4520-42800</u>	Utility Expense				50.24	100.00%				

Vendor: 1665 - Cardmember Services

Vendor Total: 16,371.53

12.2024	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	16,198.46	0.00	0.00	0.00	16,198.46
December 2024 Charges	BANKEFT - BANK WEST EFT				No	Payment Date: 12/13/2024		Bank Draft:		DFT0000216

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
December 2024 Charges Distributions	NA	0.00	0.00	404.41	0.00	0.00	0.00	404.41
Account Number	Account Name		Project Account Key		Amount	Percent		
<u>101-4110-42300</u>	Publishing Exp				404.41	100.00%		

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
December 2024 Charges Distributions	NA	0.00	0.00	114.24	0.00	0.00	0.00	114.24
Account Number	Account Name		Project Account Key		Amount	Percent		
<u>101-4140-42300</u>	Publishing Exp				114.24	100.00%		

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
December 2024 Charges Distributions	NA	0.00	0.00	281.40	0.00	0.00	0.00	281.40
Account Number	Account Name		Project Account Key		Amount	Percent		
<u>101-4140-42600</u>	Supply/Material Exp				281.40	100.00%		

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
December 2024 Charges Distributions	NA	0.00	0.00	249.95	0.00	0.00	0.00	249.95
Account Number	Account Name		Project Account Key		Amount	Percent		
<u>101-4192-42201</u>	Dues/Subscriptions				249.95	100.00%		

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
December 2024 Charges Distributions	NA	0.00	0.00	535.49	0.00	0.00	0.00	535.49
Account Number	Account Name		Project Account Key		Amount	Percent		
<u>101-4192-42600</u>	Supply/Material Exp				535.49	100.00%		

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
December 2024 Charges Distributions	NA	0.00	0.00	28.20	0.00	0.00	0.00	28.20
Account Number	Account Name		Project Account Key		Amount	Percent		
<u>101-4210-42150</u>	Postage				28.20	100.00%		

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
December 2024 Charges Distributions	NA	0.00	0.00	24.68	0.00	0.00	0.00	24.68
Account Number	Account Name		Project Account Key		Amount	Percent		
<u>101-4210-42500</u>	Repair/Maint Expense				24.68	100.00%		

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	297.50	0.00	0.00	0.00	297.50	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4210-42600</u>	Supply/Material Exp				297.50	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	1,523.84	0.00	0.00	0.00	1,523.84	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4210-42610</u>	Auto Expense				1,523.84	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	141.45	0.00	0.00	0.00	141.45	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4210-42611</u>	Fuel Expense				141.45	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	368.01	0.00	0.00	0.00	368.01	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4210-42700</u>	Travel/Conf Expense				368.01	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	368.01	0.00	0.00	0.00	368.01	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4210-42730</u>	Training Expense				368.01	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	228.15	0.00	0.00	0.00	228.15	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4310-42510</u>	Street Snow Removal				228.15	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	1,588.81	0.00	0.00	0.00	1,588.81	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4310-42600</u>	Supply/Material Exp				1,588.81	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	205.23	0.00	0.00	0.00	205.23	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4320-42610</u>	Auto Expense				205.23	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	672.25	0.00	0.00	0.00	672.25	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4320-42730</u>	Training Expense				672.25	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	2,023.63	0.00	0.00	0.00	2,023.63	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4520-42500</u>	Repair/Maint Expense				2,023.63	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	101.71	0.00	0.00	0.00	101.71	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4520-42900</u>	Other Expense				101.71	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	148.51	0.00	0.00	0.00	148.51	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4652-42300</u>	Publishing Exp				148.51	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	538.00	0.00	0.00	0.00	538.00	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>604-4000-42150</u>	Postage				538.00	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	5,263.57	0.00	0.00	0.00	5,263.57	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>604-4000-42500</u>	Repair/Maint Expense				5,263.57	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	635.66	0.00	0.00	0.00	635.66	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>604-4000-42600</u>	Supply/Material Exp				635.66	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	455.76	0.00	0.00	0.00	455.76	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4140-42200</u>	Prof Fees Expense				455.76	100.00%				
Vendor: <u>1504 - CBH CO-OP</u>										
										Vendor Total: 3,105.75
<u>12.2024</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	3,105.75	0.00	0.00	0.00	3,105.75
December 2024 Charges	BANKEFT - BANK WEST EFT				No	Payment Date: 12/13/2024		Bank Draft:	DFT0000217	
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
December 2024 Charges Distributions	NA		0.00	0.00	173.07	0.00	0.00	0.00	173.07	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4210-42611</u>	Fuel Expense				173.07	100.00%				

Vendor: 1504 - CBH CO-OP

Vendor Total: 3,105.75

<u>12.2024</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	3,105.75	0.00	0.00	0.00	3,105.75
Govt Fuel	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Govt Fuel	NA		0.00	0.00	969.72	0.00	0.00	0.00	969.72	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4320-42611</u>	Fuel Expense				969.72	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Govt Fuel	NA		0.00	0.00	454.33	0.00	0.00	0.00	454.33	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<u>101-4320-42611</u>	Fuel Expense				454.33	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Govt Fuel	NA		0.00	0.00	1,681.70	0.00	0.00	0.00	1,681.70	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<u>101-4210-42611</u>	Fuel Expense				1,681.70	100.00%				

Vendor: 0036 - City of Rapid City Vendor Total: 4,445.91

<u>2412002</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	4,445.91	0.00	0.00	0.00	4,445.91
Solid waste Disposal										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Solid waste Disposal	NA		0.00	0.00	4,445.91	0.00	0.00	0.00	4,445.91	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<u>101-4320-43230</u>	Solid Waste Collection				4,445.91	100.00%				

Vendor: 1989 - Coleman Moore Company Vendor Total: 2,473.34

<u>0034596-IN</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	2,473.34	0.00	0.00	0.00	2,473.34
Erosion Control										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Erosion Control	NA		0.00	0.00	2,473.34	0.00	0.00	0.00	2,473.34	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<u>101-4310-42600</u>	Supply/Material Exp				2,473.34	100.00%				

Vendor: 0765 - Demersseman Jensen Tellinghuisen & Huffman, LLP Vendor Total: 4,695.00

<u>12.2024</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	4,695.00	0.00	0.00	0.00	4,695.00
Professional Services										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Professional Services	NA		0.00	0.00	4,695.00	0.00	0.00	0.00	4,695.00	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<u>101-4141-42200</u>	Prof Fees Expense				4,695.00	100.00%				

Vendor: 1648 - GenPro Energy Solutions Vendor Total: 87,256.67

<u>INV10006</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	87,256.67	0.00	0.00	0.00	87,256.67
Solar lighting										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Solar lighting	NA		0.00	0.00	87,256.67	0.00	0.00	0.00	87,256.67	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<u>101-4310-42550</u>	Street Light Repair				87,256.67	100.00%				

Vendor: 0246 - Golden West Technologies Vendor Total: 3,983.98

<u>431127</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	572.00	0.00	0.00	0.00	572.00
E1/ E3 licenses										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
E1/ E3 licenses	NA		0.00	0.00	572.00	0.00	0.00	0.00	572.00	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<u>101-4310-42550</u>	Street Light Repair				87,256.67	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
<u>Payable Description</u>	<u>Bank Code</u>				<u>On Hold</u>					
<u>Item Description</u>	<u>Commodity</u>		<u>Units</u>	<u>Price</u>	<u>Amount</u>	<u>Tax</u>	<u>Shipping</u>	<u>Discount</u>	<u>Total</u>	
E1/ E3 licenses Distributions	NA		0.00	0.00	572.00	0.00	0.00	0.00	572.00	
<u>Account Number</u>	<u>Account Name</u>		<u>Project Account Key</u>		<u>Amount</u>	<u>Percent</u>				
<u>101-4192-42201</u>	Dues/Subscriptions				572.00	100.00%				

<u>431128</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	3,411.98	0.00	0.00	0.00	3,411.98
Comprehensive managed services	BANKW - BANK WEST				No					
<u>Item Description</u>	<u>Commodity</u>		<u>Units</u>	<u>Price</u>	<u>Amount</u>	<u>Tax</u>	<u>Shipping</u>	<u>Discount</u>	<u>Total</u>	
Comprehensive managed services Distributions	NA		0.00	0.00	3,411.98	0.00	0.00	0.00	3,411.98	
<u>Account Number</u>	<u>Account Name</u>		<u>Project Account Key</u>		<u>Amount</u>	<u>Percent</u>				
<u>101-4192-42201</u>	Dues/Subscriptions				3,411.98	100.00%				

Vendor: <u>1506 - Hermanson Egge Engineering, Inc.</u>										Vendor Total:	360.00
<u>2024.340</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	360.00	0.00	0.00	0.00	360.00	
Inspections	BANKW - BANK WEST				No						
<u>Item Description</u>	<u>Commodity</u>		<u>Units</u>	<u>Price</u>	<u>Amount</u>	<u>Tax</u>	<u>Shipping</u>	<u>Discount</u>	<u>Total</u>		
Inspections Distributions	NA		0.00	0.00	360.00	0.00	0.00	0.00	360.00		
<u>Account Number</u>	<u>Account Name</u>		<u>Project Account Key</u>		<u>Amount</u>	<u>Percent</u>					
<u>101-4232-42320</u>	Building Inspection Expense				360.00	100.00%					

Vendor: <u>0124 - Kieffer Sanitation</u>										Vendor Total:	350.00
<u>13577131T035</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	350.00	0.00	0.00	0.00	350.00	
Park Temp Toilets	BANKW - BANK WEST				No						
<u>Item Description</u>	<u>Commodity</u>		<u>Units</u>	<u>Price</u>	<u>Amount</u>	<u>Tax</u>	<u>Shipping</u>	<u>Discount</u>	<u>Total</u>		
Park Temp Toilets Distributions	NA		0.00	0.00	350.00	0.00	0.00	0.00	350.00		
<u>Account Number</u>	<u>Account Name</u>		<u>Project Account Key</u>		<u>Amount</u>	<u>Percent</u>					
<u>101-4520-42500</u>	Repair/Maint Expense				350.00	100.00%					

Vendor: <u>0937 - MDU</u>										Vendor Total:	1,092.54
<u>12.2024</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	1,092.54	0.00	0.00	0.00	1,092.54	
Monthly usage	BANKW - BANK WEST				No						
<u>Item Description</u>	<u>Commodity</u>		<u>Units</u>	<u>Price</u>	<u>Amount</u>	<u>Tax</u>	<u>Shipping</u>	<u>Discount</u>	<u>Total</u>		
Monthly usage Distributions	NA		0.00	0.00	25.52	0.00	0.00	0.00	25.52		
<u>Account Number</u>	<u>Account Name</u>		<u>Project Account Key</u>		<u>Amount</u>	<u>Percent</u>					
<u>604-4000-42800</u>	Utility Expense				25.52	100.00%					
<u>Item Description</u>	<u>Commodity</u>		<u>Units</u>	<u>Price</u>	<u>Amount</u>	<u>Tax</u>	<u>Shipping</u>	<u>Discount</u>	<u>Total</u>		
Monthly usage Distributions	NA		0.00	0.00	61.83	0.00	0.00	0.00	61.83		
<u>Account Number</u>	<u>Account Name</u>		<u>Project Account Key</u>		<u>Amount</u>	<u>Percent</u>					
<u>101-4310-42800</u>	Utility Expense				61.83	100.00%					
<u>Item Description</u>	<u>Commodity</u>		<u>Units</u>	<u>Price</u>	<u>Amount</u>	<u>Tax</u>	<u>Shipping</u>	<u>Discount</u>	<u>Total</u>		
Monthly usage Distributions	NA		0.00	0.00	29.04	0.00	0.00	0.00	29.04		
<u>Account Number</u>	<u>Account Name</u>		<u>Project Account Key</u>		<u>Amount</u>	<u>Percent</u>					
<u>604-4000-42800</u>	Utility Expense				29.04	100.00%					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly usage Distributions	NA		0.00	0.00	243.10	0.00	0.00	0.00	243.10	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4192-42800</u>	Utility Expense				243.10	100.00%				

Vendor: 1433 - Midcontinent Communications **Vendor Total: 186.92**

<u>16731730114423</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	186.92	0.00	0.00	0.00	186.92
WWTP Phone	BANKW - BANK WEST				No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP Phone Distributions	NA		0.00	0.00	186.92	0.00	0.00	0.00	186.92	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>604-4000-42800</u>	Utility Expense				186.92	100.00%				

Vendor: 1157 - Midcontinent Testing Laboratories, Inc. **Vendor Total: 182.50**

<u>130502</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	182.50	0.00	0.00	0.00	182.50
WWTP Monthly Testing	BANKW - BANK WEST				No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP Monthly Testing Distributions	NA		0.00	0.00	182.50	0.00	0.00	0.00	182.50	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>604-4000-42630</u>	Chemicals and Lab Supplies				182.50	100.00%				

Vendor: 1677 - NTEC **Vendor Total: 1,131.04**

<u>RCI04246</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	161.20	0.00	0.00	0.00	161.20
Check valve	BANKW - BANK WEST				No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Check valve Distributions	NA		0.00	0.00	161.20	0.00	0.00	0.00	161.20	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4320-42610</u>	Auto Expense				161.20	100.00%				

<u>RCI04257</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	969.84	0.00	0.00	0.00	969.84
Curb guard kit	BANKW - BANK WEST				No					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Curb guard kit Distributions	NA		0.00	0.00	969.84	0.00	0.00	0.00	969.84	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4310-42510</u>	Street Snow Removal				969.84	100.00%				

Vendor: 0018 - SD One Call **Vendor Total: 64.05**

<u>SD24-03353</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	36.75	0.00	0.00	0.00	36.75
Messages for Oct 2024	BANKW - BANK WEST				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Messages for Oct 2024 Distributions	NA		0.00	0.00	36.75	0.00	0.00	0.00	36.75	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4232-42900</u>	Other Expense				36.75	100.00%				
<u>SD24-03625</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	27.30	0.00	0.00	0.00	27.30
26 Messages for Nov 2024	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
26 Messages for Nov 2024 Distributions	NA		0.00	0.00	27.30	0.00	0.00	0.00	27.30	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4232-42900</u>	Other Expense				27.30	100.00%				

Vendor: 1245 - SD State Treasurer **Vendor Total: 976.03**

<u>12.2024</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	976.03	0.00	0.00	0.00	976.03
November 2024 Sales Tax	BANKFT - BANK WEST EFT				No	Payment Date: 12/20/2024		Bank Draft:	DFT0000218	
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
November 2024 Sales Tax Distributions	NA		0.00	0.00	976.03	0.00	0.00	0.00	976.03	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-0000-21700</u>	Sales Tax Payable				976.03	100.00%				

Vendor: 0073 - SDML WORK COMPENSATION FUND **Vendor Total: 21,377.00**

<u>24360</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	21,377.00	0.00	0.00	0.00	21,377.00
Workers Compensation Fund	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Workers Compensation Fund Distributions	NA		0.00	0.00	12,151.44	0.00	0.00	0.00	12,151.44	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4210-41400</u>	Workers Comp Expense				12,151.44	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Workers Compensation Fund Distributions	NA		0.00	0.00	5,579.34	0.00	0.00	0.00	5,579.34	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4310-41400</u>	Workers Comp Expense				5,579.34	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Workers Compensation Fund Distributions	NA		0.00	0.00	3,254.95	0.00	0.00	0.00	3,254.95	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>604-4000-41400</u>	Workers Comp Expense				3,254.95	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Workers Compensation Fund Distributions	NA		0.00	0.00	391.27	0.00	0.00	0.00	391.27	
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4140-41400</u>	Workers Comp Expense				391.27	100.00%				

Vendor: 1328 - Servall Uniform & Linen Supply **Vendor Total: 195.16**

<u>0995295</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	195.16	0.00	0.00	0.00	195.16
Monthly services	BANKW - BANK WEST				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly services	NA		0.00	0.00	195.16	0.00	0.00	0.00	195.16	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4192-42200</u>	Prof Fees Expense				195.16	100.00%				

Vendor: 1966 - Sturgis Economic Development Corp Vendor Total: 200.00

<u>2024.MKT1</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	200.00	0.00	0.00	0.00	200.00
Open House Marketing	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Open House Marketing	NA		0.00	0.00	200.00	0.00	0.00	0.00	200.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>211-4650-42901</u>	Allocation				200.00	100.00%				

Vendor: 1162 - Tech Sales Company Vendor Total: 5,171.00

<u>328454</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	5,171.00	0.00	0.00	0.00	5,171.00
WWTP Equipment	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP Equipment	NA		0.00	0.00	5,171.00	0.00	0.00	0.00	5,171.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>604-4000-42600</u>	Supply/Material Exp				5,171.00	100.00%				

Vendor: 1707 - USGS Vendor Total: 21,800.00

<u>90065422</u>	Invoice	12/19/2024	12/19/2024	12/19/2024	12/19/2024	21,800.00	0.00	0.00	0.00	21,800.00
Joint funding agreement costs	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Joint funding agreement costs	NA		0.00	0.00	21,800.00	0.00	0.00	0.00	21,800.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4310-42200</u>	Prof Fees Expense				21,800.00	100.00%				

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	28	182,757.92	0.00	0.00	0.00	182,757.92	17,347.56	165,410.36
	Grand Total:	182,757.92	0.00	0.00	0.00	182,757.92	17,347.56	165,410.36

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>101-0000-21700</u>	Sales Tax Payable	976.03
<u>101-4110-42300</u>	Publishing Exp	404.41
<u>101-4140-41400</u>	Workers Comp Expense	391.27
<u>101-4140-42200</u>	Prof Fees Expense	455.76
<u>101-4140-42300</u>	Publishing Exp	114.24
<u>101-4140-42600</u>	Supply/Material Exp	281.40
<u>101-4141-42200</u>	Prof Fees Expense	4,695.00
<u>101-4192-42200</u>	Prof Fees Expense	195.16
<u>101-4192-42201</u>	Dues/Subscriptions	4,233.93
<u>101-4192-42600</u>	Supply/Material Exp	535.49
<u>101-4192-42800</u>	Utility Expense	830.47
<u>101-4192-43400</u>	Equip Expense	45.00
<u>101-4210-41400</u>	Workers Comp Expense	12,151.44
<u>101-4210-42150</u>	Postage	28.20
<u>101-4210-42500</u>	Repair/Maint Expense	24.68
<u>101-4210-42600</u>	Supply/Material Exp	297.50
<u>101-4210-42610</u>	Auto Expense	1,523.84
<u>101-4210-42611</u>	Fuel Expense	1,996.22
<u>101-4210-42700</u>	Travel/Conf Expense	368.01
<u>101-4210-42730</u>	Training Expense	368.01
<u>101-4232-42320</u>	Building Inspection Expense	360.00
<u>101-4232-42900</u>	Other Expense	64.05
<u>101-4310-41400</u>	Workers Comp Expense	5,579.34
<u>101-4310-42200</u>	Prof Fees Expense	21,800.00
<u>101-4310-42510</u>	Street Snow Removal	1,197.99
<u>101-4310-42550</u>	Street Light Repair	87,256.67
<u>101-4310-42600</u>	Supply/Material Exp	4,186.31
<u>101-4310-42800</u>	Utility Expense	1,628.05
<u>101-4320-42610</u>	Auto Expense	366.43
<u>101-4320-42611</u>	Fuel Expense	1,424.05
<u>101-4320-42730</u>	Training Expense	672.25
<u>101-4320-43230</u>	Solid Waste Collection	4,445.91
<u>101-4520-42500</u>	Repair/Maint Expense	2,373.63
<u>101-4520-42800</u>	Utility Expense	52.74
<u>101-4520-42900</u>	Other Expense	101.71
<u>101-4652-42300</u>	Publishing Exp	148.51
Total:		161,573.70

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>211-4650-42901</u>	Allocation	200.00
Total:		200.00

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>604-4000-41400</u>	Workers Comp Expense	3,254.95
<u>604-4000-42150</u>	Postage	538.00
<u>604-4000-42500</u>	Repair/Maint Expense	5,263.57
<u>604-4000-42600</u>	Supply/Material Exp	5,806.66
<u>604-4000-42630</u>	Chemicals and Lab Supplies	182.50
<u>604-4000-42800</u>	Utility Expense	5,938.54
Total:		20,984.22

NOVEMBER

Sanitation

Hauled Solid Waste, Recycling, Cardboard and yard waste. Removed yard waste for season. Repaired/cleaned/ and delivered cans as needed. Serviced and cleaned solid waste equipment. Replaced leaking hydraulic check valve on Pete. Replaced fuel filters on Mack.

Public works

Performed maintenance on public works equipment. Had numerous conversations with the Public Works Commissioner, City Staff and Mayor. Attended SDPAA Conference in Pierre with City Administrator. Worked with Genpro on solar lighting installation. Met with BHP to disconnect power to remove power on streetlights. Attended P&Z meeting and Council Meeting. Broomed snow from Sturgis Road and city property sidewalks. Took complaints about street lighting. Rewired engine block heater on Oshkosh.

Code enforcement

Spoke with City Attorney on two properties mitigation/ abatement.

Parks

Worked with Parks board and developers on Castlewood parks improvements. Installed meter pit and power rack for sprinkler system, assisted contractor with sprinkler install and hydroseed. Installed barricade fence around Castlewood park.

Miscellaneous

Replaced 3 Air release valves for WWTP at force main. Cleaned AC units and replaced air filters on City Hall Building. Went over end of year Budget with Finance Officer and City Administrator.

December 2024 Finance Department

Meetings Attended

- ❖ 2 Commission meetings
- ❖ Met with Dept Heads individually on EOY fiscals and planning
- ❖ Website with Lisa, Gwenn, and Angela
- ❖ Check-ins with Commissioner Reade

Trainings

- ❖ 2 Election webinars

End of Year

- ❖ Preparing and updating employee benefit rate changes
- ❖ Closing out payables
- ❖ Completing Journal Entries
- ❖ ERP set up for 2025 new funds and transfers
- ❖ Created vouchers and invoices
- ❖ Contractors and Business Licensing

Payroll and Accounts Payable

- ❖ Payroll
 - Payroll processing to include deduction of benefits
 - Processed and filled 941, SDRS, SD Health Pool, Aflac and Delta Dental as well as Quarterly unemployment
 - Set-up of new pay systems for benefits
- ❖ Accounts Payable
 - Prepared and submitted SD sales tax
 - Invoice processing, checks created for corresponding invoices. Printed and mailed such.
 - Credit Card statement reconciliation
 - SRO Invoice created and sent
 - Rev/ exp reports to Department Heads
 - WWTP power billing review

Utility Billing

- ❖ Daily payment processing of cash, credit cards, ach, checks
- ❖ Ensure resident billing is current, with move-in, move-outs, deposits, refunds
- ❖ Processed monthly ACH utility payments and late fees

Miscellaneous

- ❖ Preparing information for Commission meeting agenda items
- ❖ Research in to fuel taxing and SDCL hwy roads and bridges
- ❖ Commission meeting minutes to Rapid City Journal and website
- ❖ Continued training and education
- ❖ Continued work on FO operations manual
- ❖ Preparing overdue utility account to be sent to collections
- ❖ Assisted staff with HR and benefit topics
- ❖ Christmas party planning and prep
- ❖ Conversations with business owner and directed to Brenna with SEDC
- ❖ Preparations for Lighting Contest 12-20
- ❖ Shopping with Cops and Kids
- ❖ 2025 City Schedule magnets



SUMMERSET POLICE DEPARTMENT

Monthly Report-November 2024

Calls for service

- 303

Court appearances

- Officer Siferd
- Officer Jonas
- Officer Juso
- Officer Johnson

Training

- Johnson: Warrantless Blood Draw Procedure, Advanced Driving Techniques
- Wiest: Domestic Violence, Social Media in LE, BWC's, Courtroom Preparation, Conduct, & Presentation, Missing Persons,

Grants

- Radio project

Special Events

- LET Graduation

Daily

- Regular meetings with Commissioner Markham
- Covering patrol shifts and responded to calls for service
- Evidence.com management
- Managed LEOS
- Axon CEW & Fleet Zoom meeting
- Uniform Crime Reporting System audit
- Flock Safety Teams meeting
- Updated Fleet management procedures in Central Square
- Personnel matters
- Imported policies to Central Square
- Completed Gauntlet Radio Project survey
- Submitted traffic safety report for highway safety grant
- Submitted reimbursement requests for highway safety grant
- Commission meeting
- NIBRS submissions
- Axon Fleet troubleshooting

November Wastewater Department report

Daily Operations

11-7 Decanter #3 failed to open. Bad relay.
11-7 Sent DMR report the DANR.
11-12 Attended P&Z meeting.
11/13-14 Worked with Tony replacing #2 air release valve on Summerset Lift Station force main.
11-14 Conducted drawdown rate test on Summerset Lift Station.
11/19-21 David attended Wastewater Treatment class by SDARWS.
11-21 Attended City Council meeting.
11-22 Assisted Street Department with replacement of #3 air release valve for Summerset Lift Station force main.
11-27 Conducted drawdown test Summerset Lift Station. Found lift station pump are pumping at a rate of 275 gpm.
Treated 5.5 million gallons of Wastewater. With a daily average of 180 thousand gpd
Responded to 17 requests for utility location

Special Projects

Misc

NOVEMBER 2024 City Administrator Report

ECONOMIC DEVELOPMENT

- Met with B. Block on updates for the City of Summerset and future businesses and discussed open house.

GRANTS

- Worked on worker's compensation grant – opens on January 1, 2025.
- Looked into Homeland Security grants that open in 2025.

PLANNING & ZONING

- Discussion on grading permit with L. Shagla @ Castlewood Park.
- Visited with P. Olsen regarding nuisance notices on properties.
- Visited with T. Vig on Summerset zoning and 911 addressing.
- Review came back on building permit for Black River. Examined the same and sent it to all the parties.
- Visited with L. Shagla on Lyons LLC preliminary/final plat.
- Sent TSO's to Meade County to have them update Beacon with Summerset data.
- Visited with L. Shagla on Geo Tech report for T. Norman lots 4 & 5.
- Sent reviews to K. Lyon on Lyon LLC.
- Visited with S. Delbridge regarding R49 insulation and ordinance.
- Visited with T. Vig on nuisances in the county and city laws.
- Contacted Meade County regarding approach permits on Norman Ranch.
- Contacted BH Water regarding agreement on Norman Ranch.
- Visited with D. Broberg on building permits for Camping World.
- Visited with A. Dyce, realtor, on property subdividing and annexation.
- Visited with Baseline surveying on title of plat.
- Visited with S. Reade on High Meadows Road. A. Kayl and I went out to inspect the same.
- Visited with S. Crittenden on floor plan layout of building. For now it will be a shell.
- Visited with R. Waugh on retaining wall.
- Visited with L. Shagla and M. Wheeler on ordinances and surety bonds.
- Sent paperwork to K. Lyon for variance on a setback.
- Contact with Norman Ranch on various matters for upcoming meetings.
- Visited with T. Lockner on building questions and nuisance questions.
- Visited with L. French on preliminary plat in Summerset jurisdiction. Will visit with Meade County regarding the same.
- Visited with G. Niekum on variance notice and what it was for.
- Received update from M. Wheeler on Planning & Zoning Matters.

*See next page

MISC.

- Meeting with A. Wolter, G. Markham going over website design Dot Marketing
- Visited with T. Kayl on locates for Castlewood Park
- Set up election room for General Election on November 5th
- Drafted notice for supplement/put in paper
- Contacted neighbors that had adjoining property to Castlewood regarding future work on the park.
- Visited with D. Brenneman regarding closing out Summerset property listings.
- Contacted caterers for Christmas Party.
- Numerous calls on general election, information and absentee voting.
- Met with L. Potthoff regarding setting up a puzzle box exchange at City Hall.
- Met with S. Reade on roof permitting and complaints.
- Worked on insurance renewals with SDPAA.
- Worked on Firewall with Go Daddy – one year.
- Visited with M. Kitzmiller on several issues.
- Received an update from A. Newhouse on software and cameras.
- Received complaint from citizen, sent it onto Code Enforcement.
- Visited with J. Nelson SDDOT on study for pedestrian crossing.
- Drafted Parks and Recreation Agenda until Secretary is named.
- Worked with B. Schrock on interfund transfers and setting up codes.
- Visited with B. Schrock and A. Kayl on budget items for year end 2024.
- Met with G. Markham regarding the needs for the website.
- Visited with S. Reade regarding email not working. I contacted NOC to see what was going on with the same.
- Visited with M. Wheeler regarding legal matters.
- Received a complaint about a street light. I forwarded the complaint onto Public Works.
- Finished scale for 2025, drafted the 2025 resolution for payroll.
- Visited with A. Kayl on how to surplus items and the rules.
- Visited with J. Ambrose regarding flow data.
- Posted Facebook notices/information.

**Application for Abatement and/or Refund of Property Taxes
Board of County Commissioners of Meade County, South Dakota**

Tax Year (payable following year) _____ Parcel# 0C.50.03.36 Phone# _____
 Owner Name Fred W and Sherry L. Passananti Email _____
 Street Address _____ City Summerset State SD Zip Code 57718

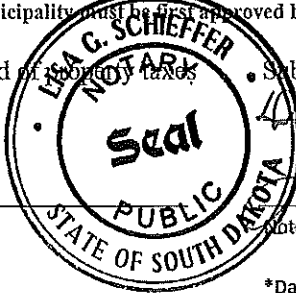
Application for an abatement/refund of taxes is being presented due to the following Reason (s):

<input type="checkbox"/>	An error has been made in any identifying entry or description of the real property, in entering the valuation of the real property or in extension of the tax, to the injury of the complaint. SDCL 10-18-1 (1)
<input type="checkbox"/>	Improvements on any real property were considered or included in the valuation of the real property, which did not exist on the real property at the time fixed by law for making the assessment. SDCL 10-18-1 (2)
<input type="checkbox"/>	The property is exempt from taxes. SDCL 10-18-1 (3)
<input type="checkbox"/>	The complainant had no taxable interest in the property assessed against the complainant at the time fixed by law for making the assessment. SDCL 10-18-1 (4)
<input type="checkbox"/>	Taxes have been erroneously paid or error made in noting payment or issuing receipt for the taxes paid. SDCL 10-18-1 (5)
<input type="checkbox"/>	The same property has been assessed against the complainant more than once in the same year, and the complainant produced satisfactory evidence that the taxes for the year have been paid. SDCL 10-18-1 (6)
<input type="checkbox"/>	A loss occurred because of flood damage, fire, storm or other unavoidable casualty. SDCL 10-18-2 (4) Date and Time of Loss: _____
<input type="checkbox"/>	Structures have been removed after the assessment date (upon verification by the Director of Equalization). SDCL 10-18-2 (7) Date Structures Removed: _____
<input type="checkbox"/>	Applicant, having otherwise qualified for the Assessment Freeze for the Elderly and Disabled, but missed the deadline prescribed in § 10-6A-4. SDCL 10-18-2 (8)
<input type="checkbox"/>	Applicant, having otherwise qualified for classification of owner-occupied single family dwelling, but missed the deadline as prescribed by law due to a temporary duty assignment for the military. SDCL 10-18-2 (9)
<input checked="" type="checkbox"/>	Applicant is a veteran who would otherwise qualify for an exemption under SDCL 10-4-40, but failed to comply with the application deadline for either owner occupied classification or the disabled veteran's exemption. SDCL 10-18-2 (10)
	Other/ Comments: <u>Received VA Award Letter Dec 1, 2024 backdated Oct 1 2023</u>

(No tax may be abated on any real property which has been sold for taxes, while the tax certificate is outstanding. Any abatement on property within corporate limits of a municipality must be first approved by the governing body of the municipality.)

I hereby apply for an abatement/refund of property taxes. Subscribed and sworn to, before me on this 12 day for the above reason (s) December, 2024

[Signature]
Applicant signature



[Signature]
Notary/Auditor/Deputy Auditor/Treasurer

My Commission Expires August 23, 2029

County Commission Signature _____

*Date Received by Auditor's Office: _____

**Total Valuation: _____

Received By: _____

**Valuation/Amount Abated/Refunded: _____

Auditor/Deputy Auditor

 City Approval CERTIFICATION Tax District SC51-4 City Name: City of Summerset
 The contents of the within petition, having been before the governing body of the above-named municipality, and having been considered by same, the undersigned hereby certifies that

_____ FAVORABLE _____ UNFAVORABLE action was taken thereon at its meeting on the 19th day of December, 2024.

_____ Brielle Schrock/City Finance Officer



Applicant must contact the municipality for date and time this abatement/refund request will be considered.



DEPARTMENT OF VETERANS AFFAIRS

December 11, 2024

Fred Passananti
Summerset, SD 57718

In Reply Refer to:
27/eBenefits

Dear Mr. Passananti:

This letter is a summary of benefits you currently receive from the Department of Veterans Affairs (VA). We are providing this letter to disabled Veterans to use in applying for benefits such as state or local property or vehicle tax relief, civil service preference, to obtain housing entitlements, free or reduced state park annual memberships, or any other program or entitlement in which verification of VA benefits is required. Please safeguard this important document. This letter is considered an official record of your VA entitlement.

Our records contain the following information:

Personal Claim Information

Your VA claim number is: [REDACTED]

You are the Veteran.

Military Information

Your most recent, verified periods of service (up to three) include:

Branch of Service	Character of Service	Entered Active Duty	Released/Discharged
Air Force	Honorable	August 24, 1992	August 31, 2016

(There may be additional periods of service not listed above.)

VA Benefit Information

You have one or more service-connected disabilities:	Yes
Your combined service-connected evaluation is:	90%
You are being paid at the 100 percent rate because you are unemployable due to your service-connected disabilities:	Yes
You are considered to be totally and permanently disabled due solely to your service-connected disabilities:	Yes
The effective date of when you became totally and permanently disabled due to your service-connected disabilities:	October 01, 2023
You are in receipt of special monthly compensation due to the type and severity of	Yes

your service-connected disabilities:

You should contact your state or local office of Veterans' affairs for information on any tax, license, or fee-related benefits for which you may be eligible. State offices of Veterans' affairs are available at <http://www.va.gov/statedva.htm>.

How You Can Contact Us

- If you need general information about benefits and eligibility, please visit us at <https://www.ebenefits.va.gov> or <http://www.va.gov>.
- Call us at 1-800-827-1000. If you use a Telecommunications Device for the Deaf (TDD), the number is 1-800-829-4833.
- Ask a question on the Internet at <https://www.va.gov/contact-us>.

Sincerely Yours,

Regional Office Director

10-18-6. Concurrence of municipal governing body required for abatement of tax within municipal corporation.

No tax on property within a municipal corporation shall be abated without the approval of the governing body of said municipal corporation, duly filed with said application.

Source: SL 1919, ch 101; SDC 1939, § 57.0803.

10-18-7. Certification of municipal action where concurrence required--Failure to file certificate as concurrence.

In any case where the concurrence of a municipality in the granting of any abatement or refund is required, the action of the municipality shall be certified to and filed with the county auditor of the county within thirty days after an application for such concurrence shall have been filed with the clerk or the presiding officer of the governing body of such municipality, and if not so filed with said county auditor within such time, the municipality shall be deemed to have concurred in granting the application.

Source: SDC 1939, § 57.0806.



Digital Marketing Report Focused on Results

Prepared For:

City of Summerset - summerset.us
On November 5, 2024
By Angela Wolter

About Dot Marketing and Design



Dot Marketing and Design is a full-service digital marketing agency that specializes in providing top-notch digital marketing strategy, website design, digital marketing, and advertising services. Established in 2017, our team of local experts combine creativity and technical know-how to deliver exceptional results.

At Dot Marketing, we believe in providing quality marketing services with integrity and great customer service. Our vision is to help businesses achieve their goals by providing them with the marketing and advertising they need to succeed.

With our knowledgeable team, we work tirelessly to deliver results that exceed our clients' expectations. Whether it's designing a new website, developing a marketing strategy, or executing a digital marketing campaign, we have the expertise and experience to get the job done right. At Dot Marketing, we are passionate about helping our clients succeed and are dedicated to providing the best possible service to every client, every time.

Our Dot Marketing Services

- WordPress Website Design and SEO Optimization
- WordPress Hosting and Maintenance
- Social Media Marketing (Facebook, Instagram, NextDoor, X, LinkedIn)
- Digital Advertising (Hulu, Google Search, Bing, Youtube, Spotify, Pandora)
- Digital Marketing Strategy
- Data Analytics and Reporting
- Email Marketing
- Digital Listing and Review Management
- Graphic Design, Photography and Videography

Examples of Work

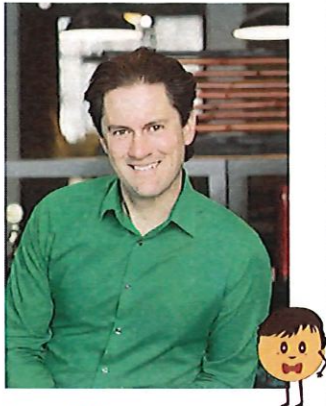
Dot Marketing has built 100's of websites for businesses in and around Rapid City. For more samples, visit dotmarketingsd.com/rapid-city-website-design/



Dot Marketing Key Team Members



Angela Wolter



Jason Silver



Russell Fielder

Angela Wolter - Owner/Marketing Strategist 100% Woman Owned

Meet Angela, an experienced marketing and advertising professional with over 25 years of experience in the industry. As the owner of Dot Marketing and Design, Angela is committed to delivering exceptional results for her clients. She is highly experienced in all areas of marketing and advertising and is known for her ability to develop creative and effective solutions to complex problems for future clients. Her expertise and leadership have helped Dot Marketing and Design become a trusted partner to businesses of all sizes.

Jason Silver - Production Manager

Meet Jason, combining 20+ years of creative expertise with a passion for problem-solving, he helps clients elevate their brand and stand out in their industry. With a degree in graphic design, Jason has developed a keen eye for aesthetics and a deep understanding of how to create effective marketing materials that resonate with audiences. Jason is the leader of the production team where they work on website design, search engine optimization, brand design, photography, email and social media marketing.

Russell Fielder - Account Manager

Meet Russell, he uses thoughtful creativity to develop custom solutions for clients at Dot Marketing. His greatest strength is his ability to work collaboratively with clients and media partners to achieve success and deliver exceptional, measurable outcomes. He spent twenty years immersed in the advertising sector in a variety of roles including client management, team development and leadership. One of Russell's key responsibilities is onboarding new clients. He takes the time to understand their unique needs and goals, and works closely with them to develop customized strategies that will help them achieve success.

Client References

Anyone of these clients on our client testimonial page can be contacted.

<https://dotmarketingsd.com/client-testimonials/>

Your Situational Analysis

At Dot Marketing and Design, we pride ourselves on being able to understand your business, your current challenges and offer the best solutions.

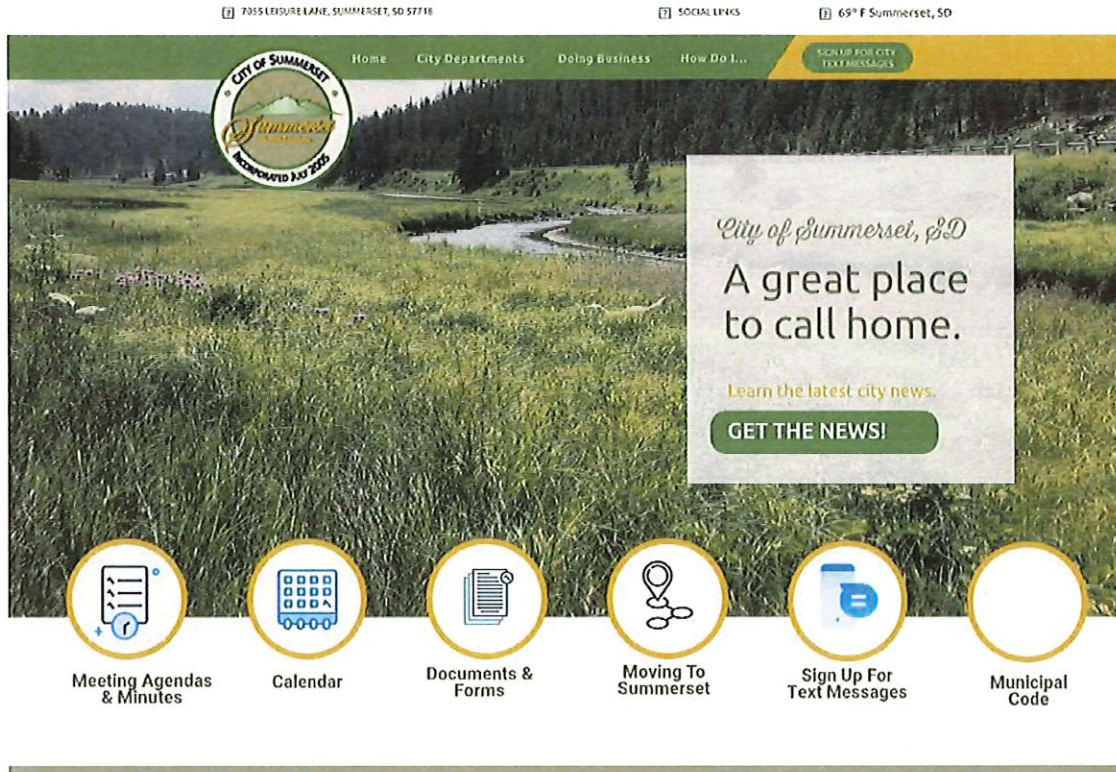
Current Challenges

1. Needing a way to communicate with current residents easily and consistently. A way to opt in to receive emails for a monthly newsletter.
2. Search function for the entire site.
3. Make a better functioning calendar.
4. Making it easier to setup garbage/sewer service with auto pay form online.
5. Adding local pictures to the website instead of stock photos
6. Adding links to important information like DMV, voting, business info, etc.

In the future possibly even...

7. An employee portal for employee resources and links to things they use for work. Different viewing for managers vs others.
 8. Would like to be able to put an address in and it spit out what services are available at your house.
-

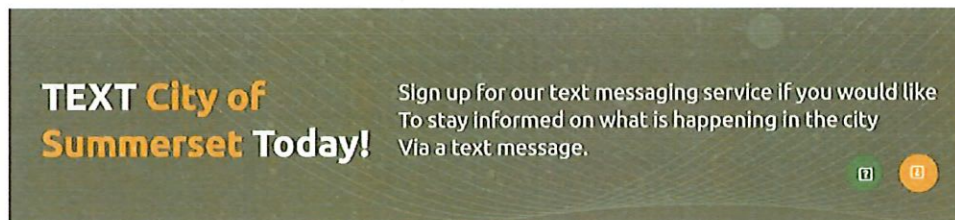
Website Design and Development



Sample of what the top of the website could look like. Full home page layout will be shown during meeting.

summeret.us

- We may start new or may start with the existing website and upgrade to the WordPress Neve Theme and Elementor Builder to give us more creative freedom.
- Install our plugins that help improve the website security and speed.
- Give the site a fresh new professional look that would be easy to navigate for residents.
- **Home Page** will be laid out in an easy way for residents to navigate and find the information they are looking for on both desktop and mobile devices.
- Important Items on the home page:
- Sign up For Text



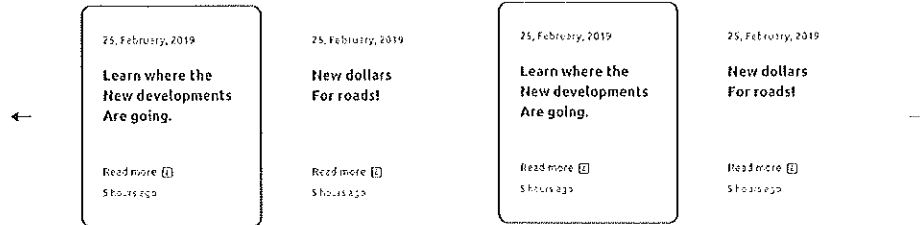
- Calendar linking with Office 360 but with a more friendly view than the current one.



- Meeting Agendas and Minutes
 - Add by Creating a **Post** and categorizing it *Meeting Agendas and Minutes*
 - Agenda Item Request FORM linked from this page.
- Weather & Links to Social Media platforms you are utilizing
- YOUR GOVERNMENT - Similar amounts of content included in cost (In the menu at the top).
 - City Commission
 - Code Enforcement
 - Finance
 - Utilities
 - Voting
 - Government Administration
 - Planning and Zoning - also linked under DOING BUSINESS
 - Police Department
 - Public Works
 - Recycling
 - Parks
 - Trash Collection
 - WasteWater Treatment Plant
- Newsletter (place to upload newsletters and OPT-In to receive newsletter in your email. If you setup MailChimp or Constant Contact and we can integrate into website)
- Code of Ordinances . possibly list in one of the circles in the header sample above, but currently this is a link that goes to another site, so we assume it will stay like that.

- News Blog - Setup as a **post**, categorized as *News*. You can also share these posts to social media from the website to drive traffic back to the website.

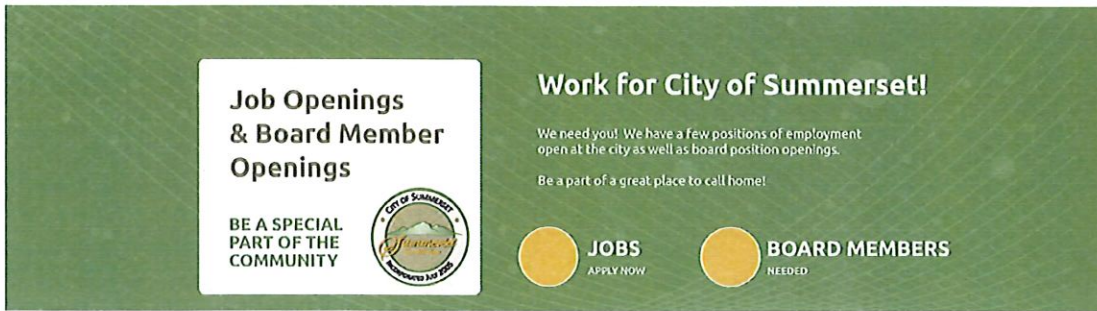
City of Summerset News



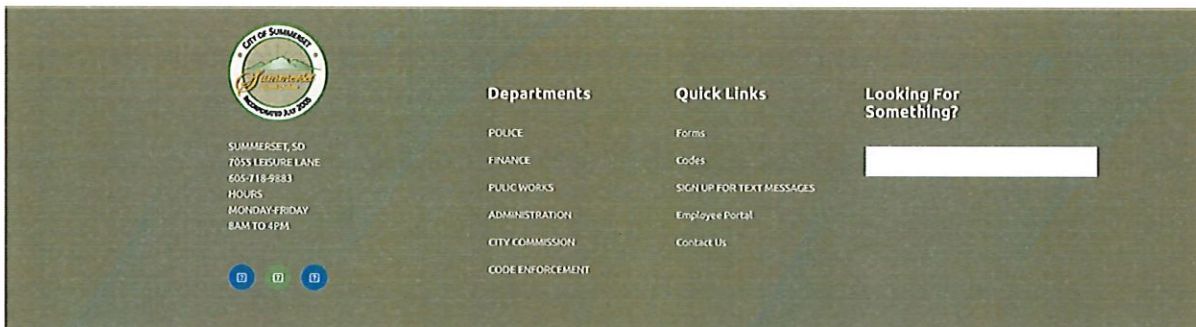
In the Menu at Top

DOING BUSINESS (all FORMS you can fill out online and submit)

- Utilities Page - Link from Finance Department to this page
 - City Utility Application FORM
 - City Utility Auto Pay (a FORM that you can run auto pay how you do other ones; can you it secure email or may have to integrate something like docusign) this quote includes email auto pay form way.
 - Planning and Zoning Page
 - Contractors License
 - Roof Permit
 - Building Permit
 - Conditional Use Permit
 - Sign Permit
 - Fence Permit
 - Minor Plat App
 - Final Plat App
 - Public Complaint Form
 - Park Shelter Reservation Form
 - Business License
 - Peddlers License
 - Temporary Vendor License
- To Make the FAQ's searchable they will be set up as **posts** and categorized as *FAQ*
 - Job Openings. Link to a page with application for employment FORM and linked to actual Indeed job listing or similar.
 - Create jobs as **posts** and categorize as *Jobs*. Create board members jobs as **posts** also and categorize as *Board Member Positions*. This will make it all searchable.



- DISCOVER SUMMERSET (In menu at the top and a section toward the bottom of the home page to easily find this info)
 - Living in Summerset, climate and links to things like Voter Registration Info, DMV info, Recreational Activities links
 - Embed Google Map of Summerset
 - Relocation Information like Housing Information links or data you provide us, School Info, Job Info
 - Community Events links and show items from calendar that we labeled events
- Sun Valley Monitoring Data (Should it stay there where it is in the menu, how important?)
- Footer - Nicely laid out footer and a search bar so you can search if you didn't find what you needed on the home page.



Web Development Price for Items Above \$8,900

(½ due when starting and ½ due when complete)

Add On Options

- Local photo and video to website. 2 shooters 3 hours each + editing time. - \$1500
Photo/Video shot list ideas:
 - City building exterior
 - City meeting room
 - Local park
 - Drone footage
 - Pictures down a couple of streets

- Black Hills tree line images behind Summerset
- Business Services - List Summerset businesses. Making single pages for each business and allowing it all to be searchable. Minimum info for a page would be business name, phone number, category of business to make it searchable. If we only add this info to each page to get them up live, it would ad \$30 a page. We could make spaces to add logos, or really anything. Businesses could pay you to get more on their pages? A page with images and content could cost \$150 a page from us.



- Employee Portal
 - Need more information on what kind of information would need to be in this area to give a price.
- Find Services for Your Home
 - Type in your address and Get info on who your electric, gas, water etc are for utilities
 - This would be pretty time consuming because we may have to have a spreadsheet with every address so we can map who has what service. If we could get the information on what address has what services, we could play with the sample data and give a price.

Recurring Monthly Service

WordPress Website Site Live, Hosting and Maintenance - \$100 mo.

Our Hosting and Maintenance Service is the best thing you can do for your website functionality.

- On site live we will activate licenses for the advanced WordPress theme we build on. We also install a base of plugins we use including for security, SEO, anti-spam, back ups and analytics.
- On site live, each page is given a Meta Title and Meta Description and utilizes a <H1> tag to

help the search engines know what each page is about.
<ul style="list-style-type: none">● On site live, Images are named and ALt text is added for ADA Compliance and Search Engine Optimization purposes. Images are optimized for faster loading times.
<ul style="list-style-type: none">● On site live, we setup the delivery of your forms. Emails are unique and so too are the email programs that send them. We utilize Mailgun on your website so ensure emails are being received with a high delivery rate. 97.4% delivery rate (industry standard is 85%)
<ul style="list-style-type: none">● On site live, we set up a 404 redirect page that directs to your home page in case an internal page URL changes to prevent the site from looking broken.
<ul style="list-style-type: none">● On site live, we setup Google Analytics so you will get a report each month on who is visiting your site and from where.
<ul style="list-style-type: none">● Our website hosting is a dedicated CPU, memory and IP for your website. You'll never be impacted by other sites or shared resources. Web Application Firewall and dynamic malware defense with optimized rule sets / blocklists for elite security.
<ul style="list-style-type: none">● When doing maintenance work for a high functioning website. Some work we do is testing forms and making sure everything is working and updating any plugins that can not be auto updated. Minor updates to content like updating dates or fix a price, etc. (15 min a month included in cost)
<ul style="list-style-type: none">● Website daily backups with 30 days of storage of those backups.
<ul style="list-style-type: none">● Image compression for when you load too big of images
<ul style="list-style-type: none">● Full admin access to your website and can move it to another hosting provider if you choose.

Website Monthly Work - \$600 mo.

4 hours per month ideas:

- Add content to the website that you need assistance with.
- Any new content added to the website, we could share on social media.
- Help residents when they are having issues with the website.
- Additional photography to keep the website fresh or seasonal.
- Assist with whatever is needed to keep the website user friendly for the residents.

Or pay as you go, \$150 hr.

The issue with going this route is that we are not reaching out to see what help you need, but are waiting for you to reach out letting us know what you would like done.

Thank you for the opportunity to bid on your project.



NOV 20 2024

COMMUNITY PLANNING & DEVELOPMENT SERVICES
 City of Summerset
 42450 Siouxland Dr., Summerset, SD 57718
 Phone: (605) 718-9858 Fax: (605) 718-9883 Web: www.summerset.us

APPLICATION FOR DEVELOPMENT REVIEW

REQUEST (please check all that apply)

- Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
 - Designation
 - Initial Plan Final Plan
 - Major Amendment
 - Minimal Amendment

- Subdivision
 - Layout Plan
 - Preliminary Plat
 - Final Plat
 - Minor Plat
- Variance
- Rezoning
- Road Name Change

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

LEGAL DESCRIPTION (Attach additional sheets as necessary)

EXISTING LOT 4 BLK 10 Summerset USA LOT 3 LOT 3A OF LOT 4 BLK 10		
PROPOSED		
LOCATION		
Size of Site-Acres .20	Square Footage	Proposed Zoning
DESCRIPTION OF REQUEST:		Utilities: Private / Public
		Water
HARDSHIP: Variance for setback on Freedom Tr side		Sewer

APPLICANT

Name Lyon LLC Phone 605-390-9173
 Address 13169 Bethlehem Rd. E-mail cusinco@rapidnet.com
 City, State, Zip Piedmont SD 57769

PROJECT PLANNER - AGENT

Name Lyon LLC Phone 605-390-9173
 Address 13169 Bethlehem Rd. E-mail cusinco@rapidnet.com
 City, State, Zip Piedmont SD 57769

OWNER OF RECORD (if different from applicant)

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

<u>Kristi Lyon</u> Property Owner Signature	11-20-24 Date		
<u>Kristi Lyon</u> Signature	11-20-24 Date		
Print Name: <u>Kristi Lyon</u>		Print Name: _____	
Title*: <u>manager</u>		Title*: _____	

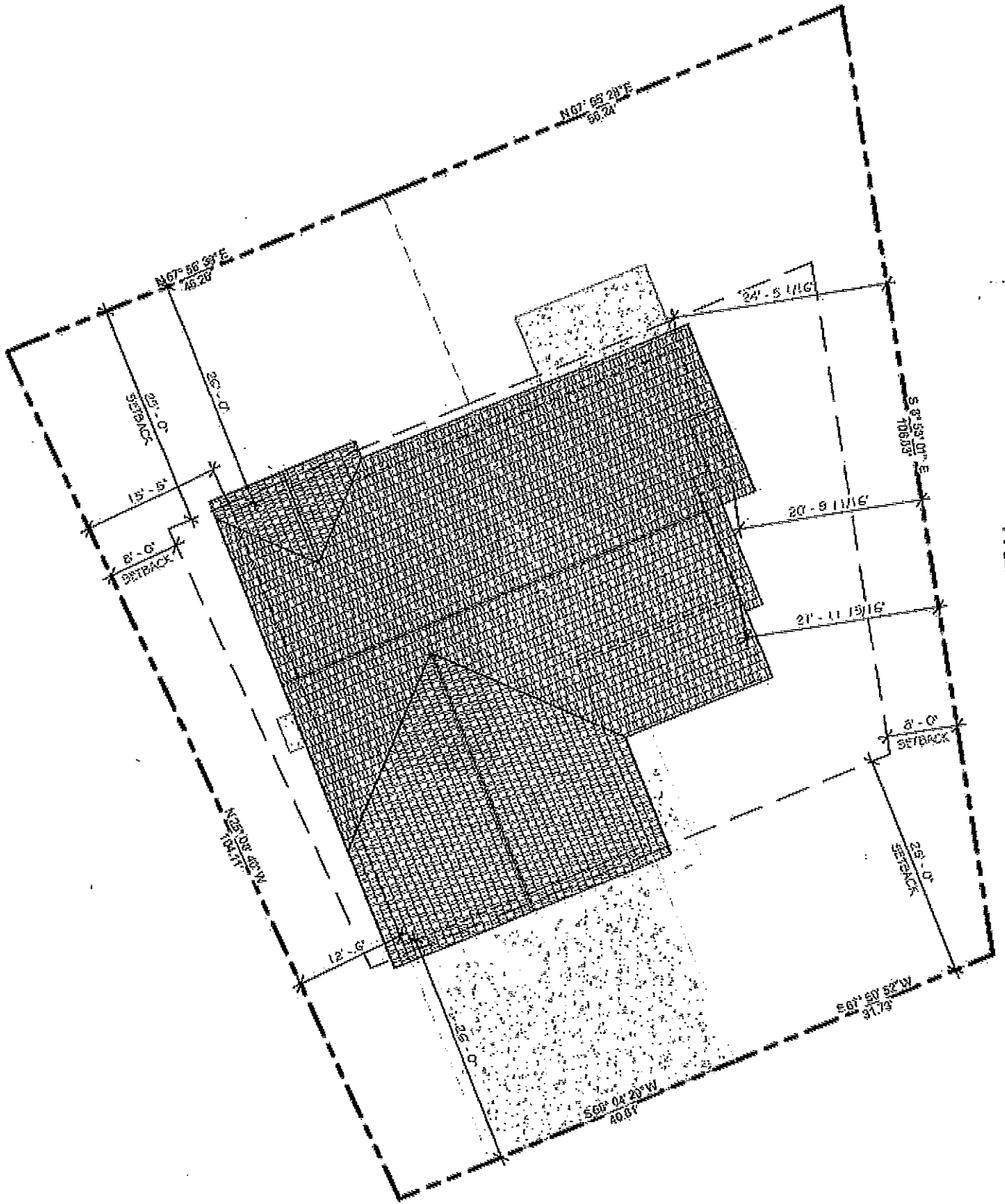
*required for Corporations, Partnerships, etc.

FOR STAFF USE ONLY

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

- | | | |
|--|---|--|
| <input type="checkbox"/> Sewer Utility | <input type="checkbox"/> BHP&L | <input type="checkbox"/> Diamond D Water |
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> Finance Officer | <input type="checkbox"/> Black Hills Water |
| <input type="checkbox"/> Public Works | <input type="checkbox"/> Register of Deeds | <input type="checkbox"/> |
| <input type="checkbox"/> Planning | <input type="checkbox"/> County - Planning | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Building Inspector | <input type="checkbox"/> SD DOT | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> SD DENR | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> City Code Enforcement | <input type="checkbox"/> Auditor - Annexation | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Police | <input type="checkbox"/> Drainage | <input type="checkbox"/> |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Parks & Recreation | |

Board of Adjustments Meeting Date: _____
 Date Paid: _____
 Sign Deposit Received: _____ Amount: _____ Sign returned: _____ Payment Type: Cash Credit Check 06/2015



N67° 58' 34" E
48.28'

N67° 58' 24" E
50.24'

21'-0"
SETBACK

15'-5"

8'-0"
SETBACK

20'-0"

24'-5 1/16"

S 31° 53' 01" E
108.03'

20'-9 1/16"

21'-11 13/16"

8'-0"
SETBACK

21'-5'-0"
SETBACK

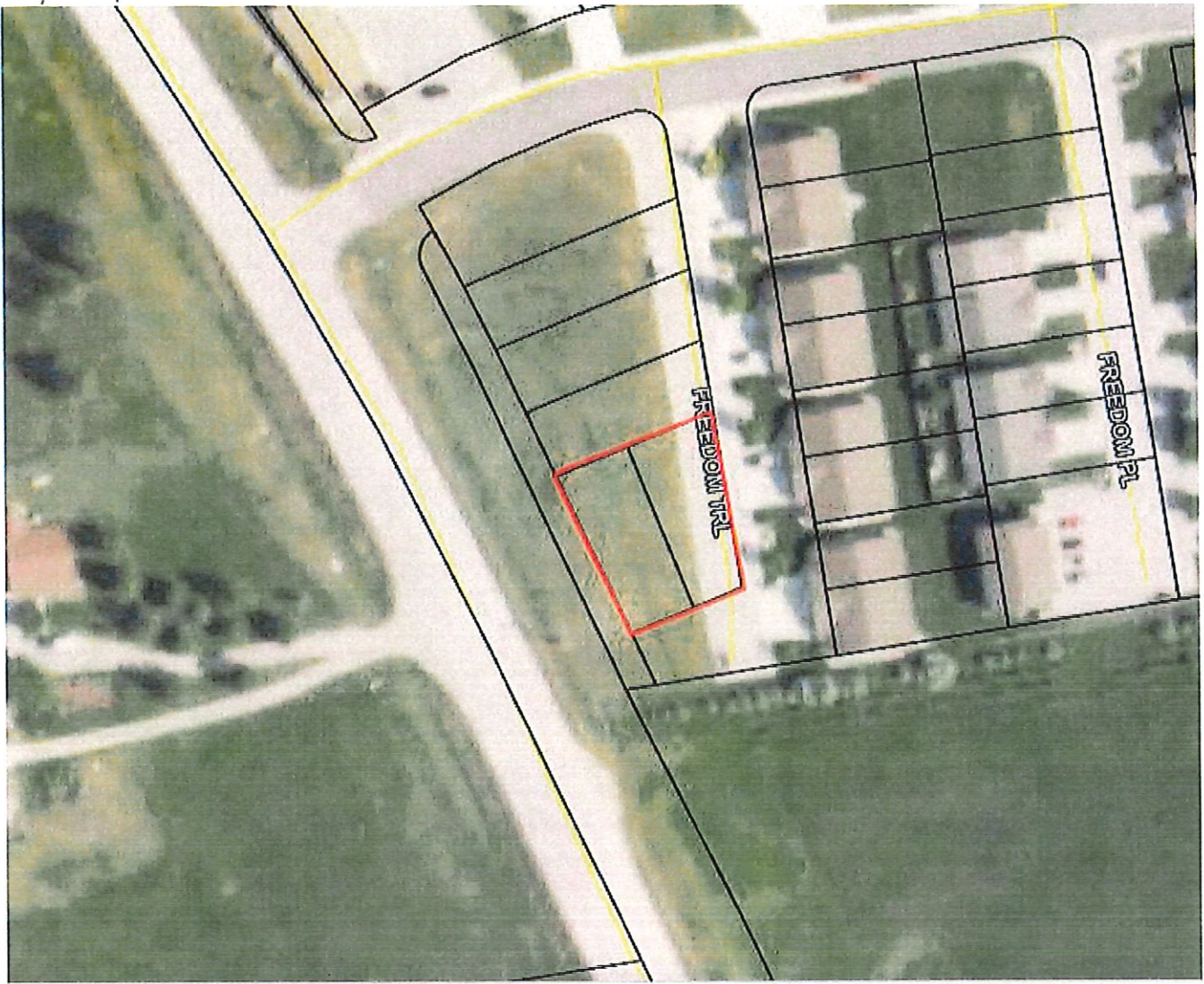
N 23° 02' 49" W
15.11'

12'-6"

N 28° 55' 19" E
91.16'

S 61° 04' 20" W
40.81'

FREEDOM TRAIL



NOTICE OF PUBLIC HEARING

NOTICE OF HEARING APPLICATIONS FOR VARIANCE BEFORE THE CITY OF SUMMERSET BOARD OF PLANNING & ZONING

Notice is hereby given that the following petitioner has applied to the City of Summerset Board of Adjustments under the provisions of the City of Summerset Zoning Ordinance as follows:

Applicant: LYON LLC

Legal Description:

Plat of Lot 3A Revised of Lot 4 of Block 10 of Summerset USA. (Formerly Lot 3A and Lot 3B of Lot 4 of Block 10) Located in the SE1/4 of Section 25, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota.

Variance:

Variance request for ordinance 155.058 Area Regulations on setbacks. Setbacks are currently for a single-family residential lot.

*Lot corner is defined as a lot on which at least two adjoining sides abut for their full length on a street, provided that the interior angle at the intersection of two such sides is less than 135 degrees. A corner lot shall be deemed to have two front lot lines and two side lot lines.

Notice is further given that said applications will be heard and considered by the City of Summerset Planning & Zoning Board at Summerset City Hall, 7055 Leisure Lane, Summerset, SD 57718 at 6:00 p.m. on the 10th day of December 2024. At that time, any person, persons, or their attorney who are interested in the approval or rejection of said application may appear and be heard at said scheduled public hearing.

Dated this 18th day of November, 2024.

City of Summerset

COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset

7055 Lelsure Lane, Summerset, SD 57718

Phone: (605) 718-9858

Fax: (605) 718-9883

Web: www.summerset.us

APPLICATION FOR DEVELOPMENT REVIEW

REQUEST (please check all that apply)

- Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
 - Designation
 - Initial Plan Final Plan
 - Major Amendment
 - Minimal Amendment

- Subdivision
 - Layout Plan
 - Preliminary Plat
 - Final Plat
 - Minor Plat
- Rezoning
- Road Name Change

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

RECEIVED
BY: _____
JUL 09 2024

LEGAL DESCRIPTION (Attach additional sheets as necessary)

EXISTING <i>N 1/2 of the SE 1/4 of Section 5, T2N, RTE, BHM City of Summerset, Meade County, South Dakota</i>	
PROPOSED <i>Plat of Lot 4 & 5 of the Norman Estates</i>	
LOCATION <i>NO ADDRESS LISTED</i>	
Size of Site-Acres <i>2.7 acres</i>	Square Footage <i>117,458</i>
Proposed Zoning _____	
DESCRIPTION OF REQUEST: <i>Plat out two lots from the unplatted portion of the parcel</i>	Utilities: Private / Public
	Water
	Sewer

APPLICANT

Name Thomas Norman Phone (605) 430-9839
 Address PO Box 767 E-mail norman.ranch@gmail.com
 City, State, Zip Black Hawk SD 57718 *Signature _____ Date _____

PROJECT PLANNER - AGENT

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

OWNER OF RECORD (If different from applicant)

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

Thomas W. Norman 7/4/2024
 Property Owner Signature _____ Date _____ Property Owner Signature _____ Date _____

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

*required for Corporations, Partnerships, etc.

FOR STAFF USE ONLY

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

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

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

Payment Type: Cash Check Credit Card



Plat Review

Lot 4 & Lot 5 Norman Estates

Located in the NW ¼ SE ¼ of Section 5, Township 2 North, Range 7 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota

Prepared By: Baseline Surveying
Submitted On: Tuesday, November 19, 2024
Reviewed By: HDR Engineering, Inc., Lindsay Shagla
Review Date: Friday, December 6, 2024

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

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

Plat Content

Subdivision name shall not duplicate, be the same in spelling, or alike in pronunciation with the name of any other recorded subdivision, unless it is an extension of or adjacent to said subdivision

Comments

Includes a Scale & North Arrow

Comments

All Lot and Block Lines are illustrated

Comments

Bearing & Distances check

Comments

Lot & Block numbering pattern is systematic (not scattered)

Comments

Areas of all Lots is identified in both square footage and acres

Comments

Lots meet lot width and area requirements

Comments

For R-3 zoned properties, all required greenspaces are provided

Comments N/A, proposed zoning is C1 Commercial.

All Easements are identified & Include Dimensions

Comments

Right-of-Ways are dimensioned and widths meet Summerset IDCM requirements
Driveway inside right of way is not dimensioned. If improvements are planned for the approach approval from Meade County is needed.

Comments

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

Comments



Plat Review

<input checked="" type="checkbox"/>	Boundary Lines of the area being subdivided are tied to the nearest established street line, section corner, other previously described subdivision, or other recognized permanent monuments accurately described per SDCL-43-18, 43-20, and 43-21
Comments	
<input checked="" type="checkbox"/>	Location of all monuments and permanent control points, and all survey pins, either set of located as required by SDCL 43-18, 43-20, and 43-21.
Comments	
<input checked="" type="checkbox"/>	Plat identifies and delineates any portions of the property intended to be dedicated or granted for public use such as drainage facilities, schools or park land.
Comments	Permanent utility Easement shown
<input checked="" type="checkbox"/>	All dimensions, both linear and angular, necessary for locating the boundaries of the subdivision lots, streets/roads, alleys, easements, and other areas for public or private use are shown to the nearest 1/100 of a foot.
Comments	
<input checked="" type="checkbox"/>	Dimensions are identified for the radii, chords, length of curve, point of tangency, and central angles for all curvilinear streets/roads and radii for rounded corners.
Comments	
<input checked="" type="checkbox"/>	The boundary lines of the floodway and 100-year flood zones, along with the base flood elevation on each lot as delineated on the Flood Insurance Rate Maps (FIRM) are illustrated.
Comments	Note on plat indicates these properties are in the Zone X, minimal flood hazard area.
<input checked="" type="checkbox"/>	If existing buildings are present, building outline(s) must be illustrated to verify setbacks and lot area requirements and ensure current and proposed easements are clear of obstructions.
Comments	N/A
<input checked="" type="checkbox"/>	Water and sewer plan for the lots.
Comments	Water and sewer plan was not indicated on the plat application but based on location and size of proposed lots septic systems are assumed for sewer service. There is a letter from Black Hawk Water User District indicating they will serve the lots. Currently water main does not go by the proposed lots, but it is our understanding the owner and Black Hawk Water are discussing how to get service. A timeframe on this is not known.
Certifications	
<input checked="" type="checkbox"/>	Acknowledgment of the Owner or Owners of the plat of any restrictions, including dedication to public use of all streets/roads, alleys, parks or other open spaces shown thereon and the granting of easements required; as well as the use of any required common areas is included.
Comments	
<input checked="" type="checkbox"/>	Acknowledgement of Registered Land Surveyor
Comments	
<input checked="" type="checkbox"/>	Acknowledgement of City Finance Officer
Comments	
<input checked="" type="checkbox"/>	Acknowledgement of County Treasurer
Comments	
<input checked="" type="checkbox"/>	Acknowledgement of County Official of Equalization
Comments	



Plat Review

- Acknowledgement of all relevant Street and/or Highway Authorities

Comments

- Acknowledgement of Planning Commission

Comments

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

Comments

- Register of Deeds Recording area

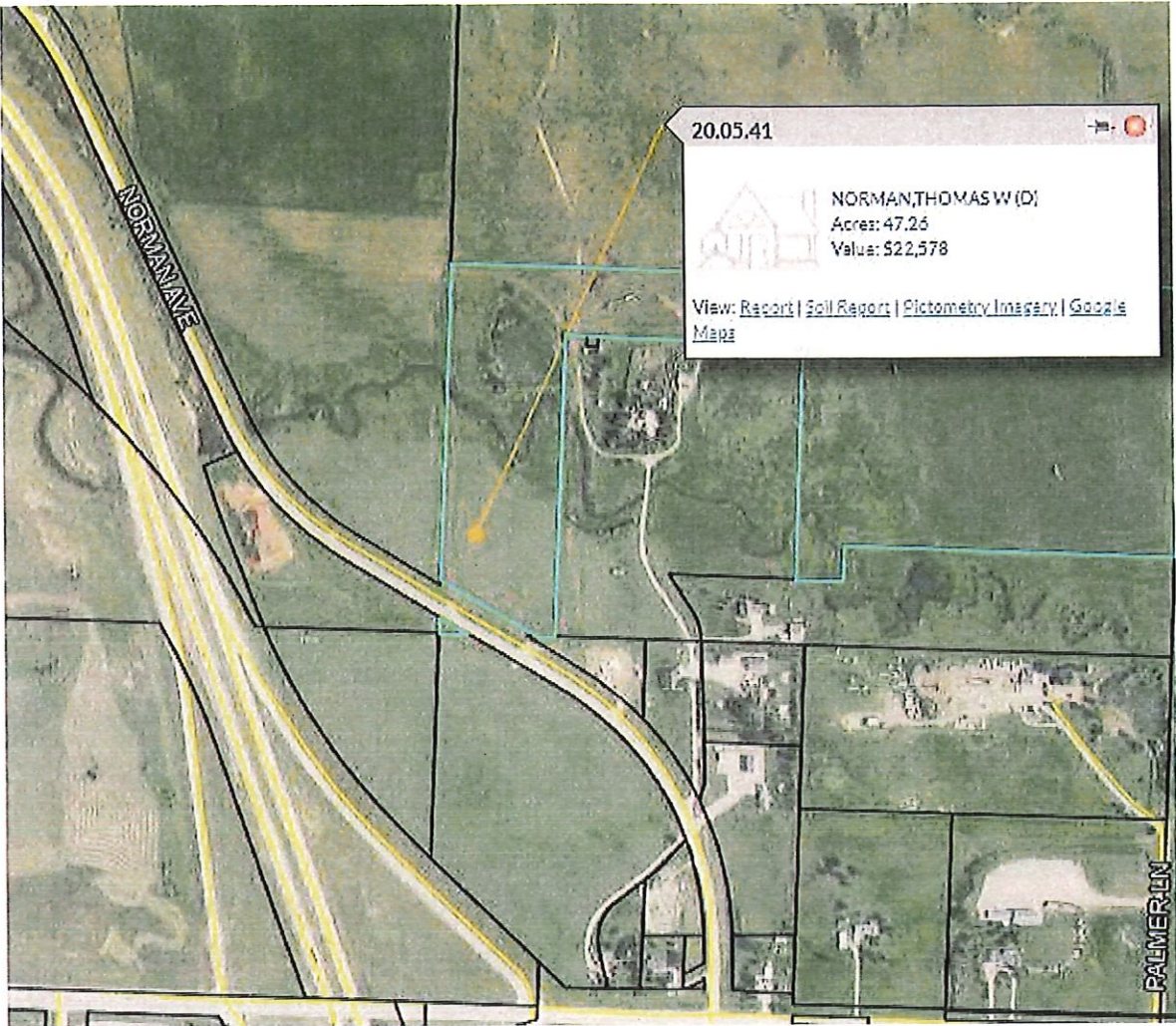
Comments

Comments from the Board of Commissioners and the Planning and Zoning Board may also be included with this review.

The next City Commission Meeting is scheduled for: Thursday, December 19, 2024

The next Planning & Zoning Meeting is scheduled for: Tuesday, December 10, 2024

The following additional comments have been shared by various members of the City's Planning and Zoning Board and Board of Commissioners:



20.05.41



NORMAN, THOMAS W (D)

Acres: 47.26

Value: \$22,578

[View: Report](#) | [Soil Report](#) | [Sictometry Imagery](#) | [Google Maps](#)

EXHIBIT A

TASK ORDER

This Task Order pertains to an Agreement by and between The City of Somerset, (“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: 2025-01

PROJECT NAME: 2025 General Engineering Services

PART 1.0 PROJECT DESCRIPTION: General City Engineering Services

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT:

Task 1 – On-Call Engineering

- Activity 1 – On-Call Engineering Services
 - Contract Management
 - City Coordination Meetings
 - Drainage Reviews
 - Funding/Grant Application Support
 - Survey Support
 - Other items as directed by the OWNER, not covered under other project specific Task Order.

- Activity 2 – On-Call CADD/GIS Services

Task 2 – Engineering Reviews

- Activity 1 – Minor Plat Review

- Activity 2 – Preliminary/Final Plat and Plan Review
 - Layout Plat Review
 - Preliminary Plat Review
 - Preliminary and Final Development plan reviews and coordination with Developer’s Engineer.
 - Committee and Commission Meeting Attendance (as requested)
 - Final Plat Review

- Activity 3 – Commercial Plan Review

Task 3 – Expenses

- Activity 1 - Expenses
 - Direct Expenses associated with various Task Order activities.

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: January 2025 – December 2025

PART 5.0 ENGINEER'S FEE: The proposed fee is \$49,978.55. Compensation for ENGINEER'S services under this Agreement shall be on the basis of Direct Labor Per Schedule of Pay Rates per the Employee discipline identified and attached herein, plus Reimbursable Expenses.

Reimbursable Expense shall mean the actual expenses incurred directly in connection with the Project for transportation travel, subconsultants, subcontractors, printing and other incurred expense.

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

The City of Summerset
"OWNER"

HDR ENGINEERING, INC.
"ENGINEER"

BY: _____

BY: _____

NAME: _____

NAME: _____

TITLE: _____

TITLE: _____

ADDRESS: _____

ADDRESS: _____



HDR Engineering 2025 Hourly Billing Rates

Billing Title	Billing Rate
Managing Principal	280
Project Manager 7	280
Project Manager 6	260
Project Manager 5	240
Project Manager 4	225
Project Manager 3	210
Project Manager 2	195
Project Manager 1	180
Engineer 11	280
Engineer 10	260
Engineer 9	240
Engineer 8	225
Engineer 7	210
Engineer 6	195
Engineer 5	180
Engineer 4	165
Engineer 3	150
Engineer 2	135
Engineer 1	125
System Integrator 4	225
System Integrator 3	195
System Integrator 2	175
System Integrator 1	155
CADD/GIS Technician 6	185
CADD/GIS Technician 5	165
CADD/GIS Technician 4	145
CADD/GIS Technician 3	125
CADD/GIS Technician 2	115
CADD/GIS Technician 1	105
Technician 5	170
Technician 4	150
Technician 3	135
Technician 2	115
Technician 1	105

Billing Title	Billing Rate
Right of Way 4	195
Right of Way 3	175
Right of Way 2	155
Right of Way 1	120
Right of Way Coordinator	105
Environmental/Hydrologist/Geologist 6	210
Environmental/Hydrologist/Geologist 5	195
Environmental/Hydrologist/Geologist 4	170
Environmental/Hydrologist/Geologist 3	150
Environmental/Hydrologist/Geologist 2	130
Environmental/Hydrologist/Geologist 1	110
Surveyor 5	190
Surveyor 4	170
Surveyor 3	150
Surveyor 2	130
Surveyor 1	110
Construction Manager 5	245
Construction Manager 4	235
Construction Manager 3	215
Construction Manager 2	205
Construction Manager 1	185
Strategic Comm/Graphic Designer 4	165
Strategic Comm/Graphic Designer 3	145
Strategic Comm/Graphic Designer 2	130
Strategic Comm/Graphic Designer 1	105
Project Controller	120
Project Accountant	110
Project Assistant	105
Admin Assistant	85



Rates shall be adjusted annually. HDR may hire contract workers that will be assigned a billing rate based on this rate sheet. HDR has technical experts in various geographic locations that may be utilized based on specific project need. This specialized expertise will be billed at the below rates.

Billing Title	Billing Rate
Technical Expert 9	375
Technical Expert 8	355
Technical Expert 7	335
Technical Expert 6	315
Technical Expert 5	305
Technical Expert 4	285
Technical Expert 3	265
Technical Expert 2	245
Technical Expert 1	225

REIMBURSABLE EXPENSES

Reimbursable Expense shall mean actual expenses incurred for travel, meals, subconsultants, shipping, and other incurred expense. If negotiated with Owner in the contract, HDR will add an agreed to percentage mark-up to subconsultant invoices to cover administrative expenses and vicarious liability. Specialty equipment charges apply to specific equipment used on the project.

Expense	Rate
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
Drone	\$275.00 per day
HDR Vehicle Mileage	\$0.75 per mile
Personal Vehicle Mileage	IRS rate per mile
Printing (in-house)	
B&W 8.5x11	\$0.0857 each
Color 8.5x11	\$0.1801 each
B&W 11x17	\$0.1714 each
Color 11x17	\$0.3602 each
Plots Bond	\$0.55 per sq. ft.

ATTACHMENT 2

City of Summerset - General Engineering Services Task Order Manhour Estimate - 2025 Task Order #1 - General Engineering Services																																																																												
Personnel	Dustin Hamilton Project Manager 5	Eric Jasper Project Manager/ Engineer 2	Lindsay Shagle Engineer 3	Gary Anderson Surveyor 4	Chris Robinson Engineer 6	TJ Yordon Engineer 7	Gunnar Ensz Engineer 2	Josh Hollman CADD/GIS Tech 4	Brooke Feinor Project Accountant	Chiditra Henze Project Assistant	Total Hours	Total Cost																																																																
													Rate Category/Description	Rate	Hours	Cost																																																												
Task 1 - On-Call Engineering																																																																												
Activity 1 - On-Call Engineering	8	48	16	10	4		16		12	8	122	\$17,600																																																																
Activity 2 - On-Call CADD/GIS	8	48	10	10	4		26	8	12	8	140	\$20,260																																																																
Subtotals												\$20,260																																																																
Task 2 - Engineering Reviews																																																																												
Activity 1 - Minor Plat Review		12	6								18	\$2,640																																																																
Activity 2 - Prelim/Final Plat & Plan Review		60	24	10	22	6	10				132	\$20,300																																																																
Activity 3 - Commercial Permit Review		30	12								42	\$5,850																																																																
Subtotals												\$18,790																																																																
Task 3 - Expenses																																																																												
Activity 1 - Expenses (Summary Below)																																																																												
Task Order 2024-#1 Totals																																																																												
Average Hours Per Week																																																																												
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">8</td> <td style="width: 10%;">150</td> <td style="width: 10%;">62</td> <td style="width: 10%;">26</td> <td style="width: 10%;">26</td> <td style="width: 10%;">6</td> <td style="width: 10%;">6</td> <td style="width: 10%;">26</td> <td style="width: 10%;">8</td> <td style="width: 10%;">12</td> <td style="width: 10%;">8</td> <td style="width: 10%;">332</td> <td style="width: 10%;">\$49,050.00</td> </tr> <tr> <td>0.2</td> <td>2.9</td> <td>1.2</td> <td>0.5</td> <td>0.5</td> <td>0.1</td> <td>0.1</td> <td>0.5</td> <td>0.2</td> <td>0.2</td> <td>0.2</td> <td>0.2</td> <td>\$928.55</td> </tr> </table>													8	150	62	26	26	6	6	26	8	12	8	332	\$49,050.00	0.2	2.9	1.2	0.5	0.5	0.1	0.1	0.5	0.2	0.2	0.2	0.2	\$928.55																																						
8	150	62	26	26	6	6	26	8	12	8	332	\$49,050.00																																																																
0.2	2.9	1.2	0.5	0.5	0.1	0.1	0.5	0.2	0.2	0.2	0.2	\$928.55																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="12" style="text-align: center;">Activity 6 - Expenses</td> </tr> <tr> <td style="width: 10%;">Travel/mileage</td> <td style="width: 10%;">\$</td> <td style="width: 10%;">300.00</td> <td colspan="10"></td> </tr> <tr> <td>Printing</td> <td>\$</td> <td>128.55</td> <td colspan="10"></td> </tr> <tr> <td>Survey/GPS Equipment</td> <td>\$</td> <td>500.00</td> <td colspan="10"></td> </tr> <tr> <td colspan="2"></td> <td>Total Direct Costs</td> <td>\$</td> <td colspan="9">928.55</td> </tr> </table>													Activity 6 - Expenses												Travel/mileage	\$	300.00											Printing	\$	128.55											Survey/GPS Equipment	\$	500.00													Total Direct Costs	\$	928.55								
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		Total Direct Costs	\$	928.55																																																																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="12" style="text-align: center;">Total Cost Summary</td> </tr> <tr> <td style="width: 10%;">Total Hours</td> <td colspan="11"></td> </tr> <tr> <td>Total Labor</td> <td colspan="11">\$49,050.00</td> </tr> <tr> <td>Direct Costs</td> <td colspan="11">\$928.55</td> </tr> <tr> <td>Total Cost</td> <td colspan="11">\$49,978.55</td> </tr> </table>													Total Cost Summary												Total Hours												Total Labor	\$49,050.00											Direct Costs	\$928.55											Total Cost	\$49,978.55														
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Total Cost	\$49,978.55																																																																											

**CITY OF SUMMERSET
ORDINANCE NO. 2024.13
SUPPLEMENTAL APPROPRIATION ORDINANCE**

Be it ordained by the City of Summerset that the following sums are supplementally appropriated to meet obligations of the municipality.

<u>EXPENDITURES</u>	General Fund Fund 101	
4110 <u>Commission</u>		
Professional Fees	\$15,000	Capital Improvements Grant
Total Commission	<u>\$ 15,000.00</u>	
4140 <u>Finance</u>		
Professional Fees	\$ 53,940.00	Two year audit
Total Finance	<u>\$ 53,940.00</u>	
4141 <u>City Attorney</u>		
Professional Fees	\$ 25,000.00	Lawsuits, NR
Total Legal Fees	<u>\$ 25,000.00</u>	
4192 <u>General Government Buildings</u>		
Repairs and Maintenance	\$ 119,350.00	Hail roof replacement, Three phase power generator
Total General Gov. Building	<u>\$ 119,350.00</u>	
4196 <u>City Engineer Expense</u>		
Professional Fees	\$ 26,000.00	General engineering fees, NR
Total City Engineer	<u>\$ 26,000.00</u>	
4410 <u>Animal Control</u>		
Humane Society	\$ 1,100.00	Increased sheltering
Total Code Enforcement & Sanitation	<u>\$ 1,100.00</u>	
<u>Total Appropriations</u>	<u>\$ 240,390.00</u>	

<u>EXPENDITURES</u>	Swr Debt Service Fund 305	
4700 <u>Swr Debt Service</u>		
Debt Service Expense	\$ 166,670.00	New to budget in this year
Total Swr Debt Service	<u>\$ 166,670.00</u>	
<u>Total Appropriations</u>	<u>\$ 166,670.00</u>	

<u>EXPENDITURES</u>	Capital Outlay Fund 502	
---------------------	----------------------------	--

4850 Capital Outlay

Construction Costs	\$	1,734,006.00	SRF Grant Reimbursement
Total Swr Debt Service	\$	<u>1,734,006.00</u>	

Total Appropriations \$ 1,734,006.00

EXPENDITURES

Sanitary Sewer
Fund 604

4000 General Expense

Other Expense	\$	445,000.00	ARPA Funding
Total Swr Debt Service	\$	<u>445,000.00</u>	

Total Appropriations \$ 445,000.00

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

REVENUE

General Fund
Fund 101

SOURCE OF FUNDING

Unassigned Fund Balance	\$	<u>240,390.00</u>
-------------------------	----	-------------------

TOTAL MEANS OF FINANCE \$ 240,390.00

REVENUE

Swr Debt Service
Fund 305

SOURCE OF FUNDING

Unassigned Fund Balance	\$	166,670.00
-------------------------	----	------------

TOTAL MEANS OF FINANCE \$ 166,670.00

REVENUE

Capital Outlay
Fund 502

SOURCE OF FUNDING

Unassigned Fund Balance	\$	1,734,006.00
-------------------------	----	--------------

TOTAL MEANS OF FINANCE \$ 1,734,006.00

REVENUE

Sanitary Sewer
Fund 604

SOURCE OF FUNDING

Unassigned Fund Balance	\$	445,000.00
-------------------------	----	------------

TOTAL MEANS OF FINANCE \$ 445,000.00

Dated this 5th day of December, 2024.

ATTEST:

Mike Kitzmiller, Mayor

Brielle Schrock, Finance Officer

First Reading: December 5, 2024
Second Reading: December
Publication:

Vote: Kitzmiller:
Reade:
Markham:
Osten:
Hirsch:

Published once at the approximate cost of \$_____.

NOTICE FOR PUBLICATION

ORDINANCE 2024-14

**AN ORDINANCE AMENDING TITLE V- PUBLIC WORKS; CHAPTER 50- SNOW
AND ICE REMOVAL ROUTES AND POLICIES; APPENDIX A: ROUTE MAP**

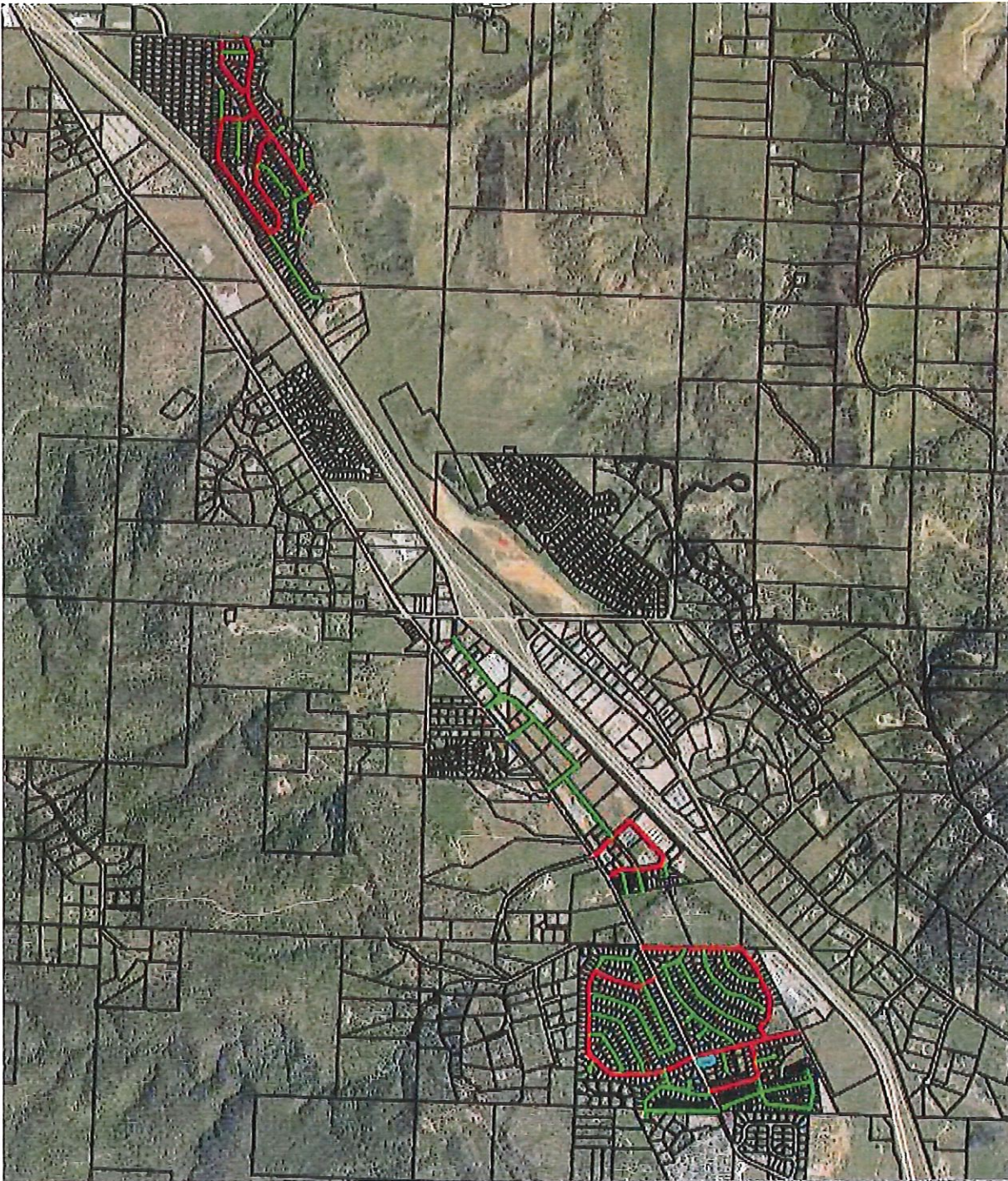
NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2024-14 Amending Appendix A: Route Map. Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on December 5th, 2024 @ 6:00 p.m. The purpose of the public hearing is to 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.

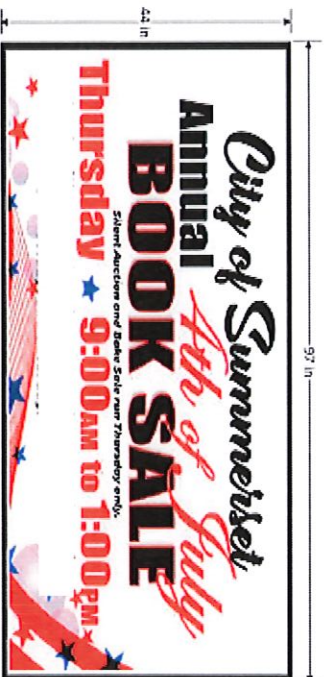
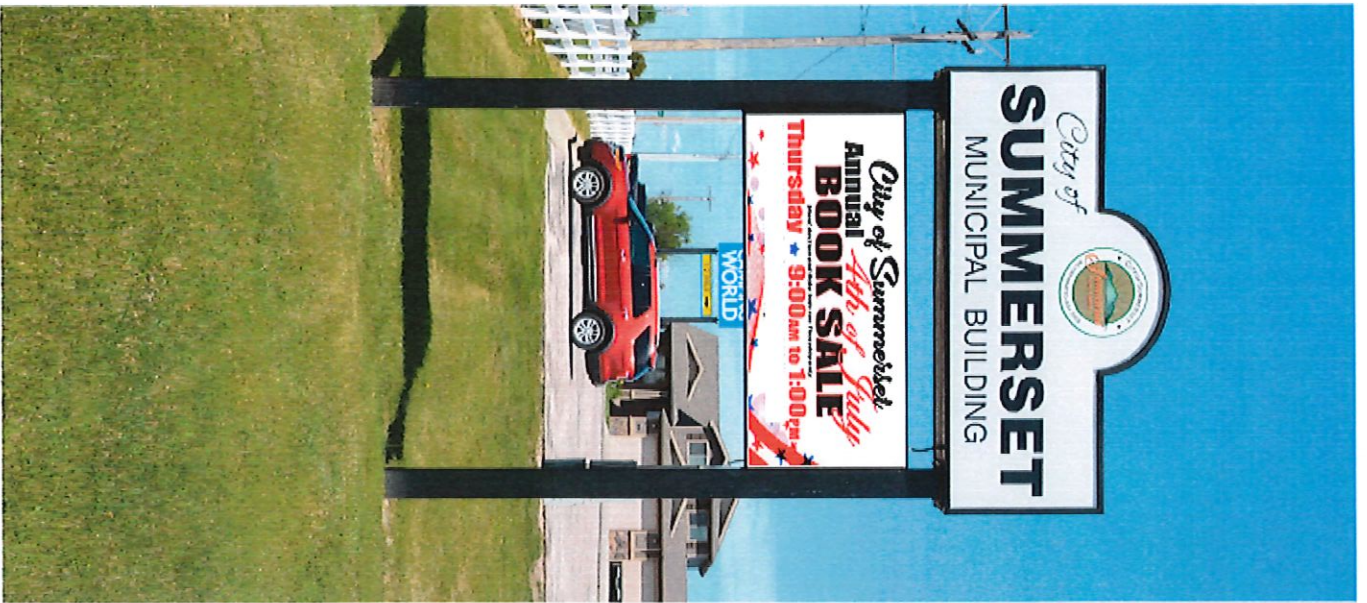
Dated this 7th day of November, 2024.

City of Summerset

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

APPENDIX A: ROUTE MAP





A Daktronics Electronic Message Center
 Installing into existing double pole MID

- HIGHER RESOLUTION**
 1100 dpi
 4.4" x 7" panel from 15.55 mm to 62"
- ALL-STEEL COMPONENTS**
 All steel construction for long life and durability. The sign panel is made of aluminum for better weather resistance.
- QUICK CONNECTIONS**
 Easy to install and remove. No need for special tools or equipment.
- SINGLE-STEP MODULE REMOVAL**
 A single step to remove the module for maintenance.
- MOUNTING CAPS**
 Mounting caps for a clean, professional appearance.

TECHNICAL SPECIFICATIONS

Display Module	4.4" x 7" panel from 15.55 mm to 62"
Panel Configuration	Maximum 1 row and 1 column (28.1" wide, 1.55" high)
Maximum Resolution	Maximum resolution: 4,500 dpi
Maximum Weight	Maximum weight: 12,000 lbs
Maximum Wind Speed	4,700 mph or higher
LED Color Capability	28.1" width visible
Optical Viewing Angle	160 degrees horizontal x 70 degrees vertical
Weather Rating	IP65

MODEL NUMBER GUIDE

CS6 - 100 x 250 - 15.55 - 626 - SF	Single-line 150 Resolution - all sizes
CS6 - 100 x 250 - 15.55 - 626 - SF	Two-line 150 Resolution - all sizes



This is an original, unaltered drawing created by Lighting Maintenance Co. It is submitted for your approval. It shall be shown to anyone outside your organization in print or copy in any form. Ownership of this design shall be Lighting Maintenance Co. Authorization to use this design must be obtained by Lighting Maintenance Co.

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Lighting Maintenance Co.
 ELECTRICAL SIGNS & GRAPHICS
 2221 Bridge View Dr.
 Rapid City, SD 57701
 605.343.1386

Client: City of Summerset

Contact:

Project:

Project Description: EMC

Location: Summerset, SD

Date: 06/28/2024

Sales: Paul W.
 Designer: Daniel L

Customer Approval:

Customer Signature:

Date:

Lighting Maintenance Co.

2221 Bridge View Drive
Rapid City SD 57701

(P) 605-343-1386
(F) 605-343-1836

QUOTATION

DATE
11/18/2024

QUOTE
32237

Name / Address
CITY OF SUMMERSET
7055 LEISURE LANE
SUMMERSET SD 57718

DESCRIPTION	SALESPERSON	DD	TOTAL
PER MIKE K. PROVIDE AND INSTALL NEW LED DISPLAY SIGNS AT THE CITY HALL OFFICE.			48,168.48
<p>LOT PRICE TO PROVIDE AND INSTALL ONE NEW DOUBLE FACED SIGN AT THE CITY OFFICES. - Includes any and all applicable use taxes, labor, equipment, mileage, and disposal charges.</p>			
TOTAL			\$48,168.48

(P) 605-343-1386

(F) 605-343-1836

Sales@solarsoundcorp.com

BY SIGNING TO THE RIGHT, PURCHASER ACCEPTS THE QUOTATION ABOVE AND AGREES TO PAY THE TOTAL PURCHASE PRICE STATED AND IN ACCORDANCE WITH THE TERMS ABOVE.

SIGNATURE _____

PRINTED NAME _____

Organization Information:

Applicant/Member: City of Somerset

Address: 7055 Leisure Lane, Somerset SD 57718

Department Involved: Public Works

Project Contact: Anthony Kayl Phone: 605 593-8902 Fax: _____

Email: akayl@somerset.us

Alternate Contact (if any): Lisa Schieffer Phone: 605 718 2189
Fax: _____

Email: lschieffer@somerset.us

Please fully describe the equipment to be purchased:
Please include manufacturer and model number if applicable or submit a detailed quote & specs with the application.

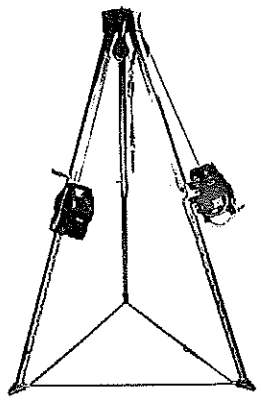
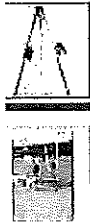
*see attached

Signature of applicant: Lisa Schieffer Date: _____

Project and application authorized by: (governing body) _____

Signature (Authorizing Person): _____ Date: _____

Print Name (Authorizing Person): _____ Title: _____



MSA Confined Space Kit: 5 ft to 8 ft Ht, 3 1/8 ft to 4 7/8 ft Base, 400 lb Wt Capacity, Includes SRL

Item 60UJ29 Mfr. Model 10163033

Your Price ⓘ
\$4,936.84 / each

This item requires special shipping, additional charges may apply.

Qty
1

Add to Cart

Setup Auto Reorder

Ship

Pickup

Enter a ZIP Code.

ZIP Code

Save

Shipping Weight 143.3 lbs
Ship Availability Terms

Add to List

Add to Quote

Compliance & Restrictions

This item is restricted for international sale.

Documents

Product Guide

Product Details

Catalog Page N/A

Brand MSA

Confined Space Component Tripod System

Height Range 5 ft to 8 ft

Base Radius 3-1/8 ft to 4-7/8 ft

Entry Orientation Vertical

Tripod Material Aluminum

Weight Capacity 400 lb

Winch Weight Capacity 400 lb

Winch Cable Length 65 ft

Winch Cable Material Stainless Steel

SRL Cable Length 50 ft

SRL Cable Material Stainless Steel

SRL Weight Capacity 400 lb

For Use With

Carabiner

Pulley

Workman Rescuer

Workman Winch

Includes SRL Yes

Includes Winch Yes

Includes Carabiner; Carry Bag; Pulley

System includes

Rescuer

Winch

JNPSPC 46182301

Country of Origin USA (subject to change)

Product Description

Confined space tripod system kits include components and a winch or self-retracting lifeline (SRL) that work together to raise, lower, and retrieve workers. Tripods have three legs to stabilize the base and are positioned over a vertical entry point.



City of Summerset
Regular Commission Meeting
Agenda

7055 Leisure Lane
Summerset, SD 57718
(605)718-9858

Date: December 19th, 2024; 6pm

- 1) **Roll call**
Osten, Markham, Reade, Hirsch, and Kitzmiller.
- 2) **Pledge of Allegiance**
- 3) **Invocation**
- 4) **Call for Changes**
 - a) **Declaration of any potential Conflict of Interest**
 - b) Approval of the Agenda of the regular meeting of the Summerset City Commission for December 19th, 2024 as presented or amended.
- 5) **Public Comment**
Speakers must submit the Public Comment Form to the City Administrator or Finance Officer prior to the start of the meeting. Speakers must stand at the microphone stand to address the Commission. No action will be taken.
- 6) **Consent Calendar**
 - a) **Approval of the Minutes**
Approval of the Minutes of the regular meeting held on December 5th, 2024 as presented or amended.
 - b) **Approval of the Claims**
Approval of the **claims in** the amount of \$ _____ from December 2nd, 2024 through December 16th 2024.
- 7) **Noted for the record- Department Head Reports are in the packet for viewing.**
- 8) **Application for Abatement/ Refund of Property Taxes- Fred and Sherry Passananti**
 - a) Motion to open discussion
 - b) Motion to close discussion
 - c) Motion to approve or deny the application
- 9) **SEDC Update- Brenna Block**
- 10) **DOT Marketing Website Design**
 - a) Motion to open discussion
 - b) Motion to close discussion
 - c) Motion to (TBD)
- 11) **Variance- Lyon LLC**
*Planning and Zoning Board Recommended unanimously a do pass.
 - a) Motion to open discussion
 - b) Motion to close discussion
 - c) Motion to approve or deny the variance
- 12) **Preliminary Plat- Tom Norman**
*Planning and Zoning Board Recommended unanimously a do pass.
 - a) Motion to open discussion
 - b) Motion to close discussion
 - c) Motion to approve or deny the preliminary plat

- Header with Logo
- Conflict of interest declaration
- Public Comment to beginning of meeting
- "Claims and hand checks" to "claims"
- Reworded ADA Compliance statement
- Narrow margins for less paper usage
- Zoom Meeting format condensed
- Whole document in black and white
- Removed capitalized headings for accessibility
- Easier to transpose to minutes

13) HDR 2025 General Engineering Services- Task Order

14) Second Reading for Supplemental Ordinance 2024-13

- a) Motion to approve or deny the Second Reading of Ordinance 2024-13.
- b) Motion to adopt Ordinance 2024-13.

15) Second Reading of Ordinance 2024-14 Appendix A: Route Map- Chapter 50 Snow and Ice Removal Routes and Policies

- a) Motion to approve or deny the Second Reading of Ordinance 2024-14.
- b) Motion to adopt Ordinance 2024-14.

16) Lighting Maintenance- Mike Kitzmiller

- a) Motion to open discussion
- b) Motion to close discussion
- c) Motion to (TBD)

17) 2025 SDML Workers Compensation Fund- Trenching and Confined Space Entry Safety Equipment Grant Application- Lisa Schieffer

- a) Motion to open discussion
- b) Motion to close discussion
- c) Motion to (TBD)

18) Summerset City Agenda Template- Brielle Schrock

- a) Motion to open discussion
- b) Motion to close discussion
- c) Motion to (TBD)

19) Grant Award Community Forestry- Beautification City Hall Campus

20) Upcoming Events

- a) City Offices are closed December 23rd-25th for Christmas.
- b) Year End Commission Meeting- bills only- will be held December 30th at 5:30pm.

21) Executive Session

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

22) Adjournment

*ADA Compliance: The City of Summerset fully subscribes to the provisions of the Americans with Disabilities Act. If you desire to attend this public meeting and are in need of special accommodations, please notify the City Finance Officer at least 24 hours prior to the meeting. Notification can be done in person, by phone, or by email as listed below.

Phone: (605)718-2164

Email: bschrock@summerset.us

Topic: City of Summerset's Zoom Meeting

Time: Dec 19, 2024 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82380237038?pwd=iZBd977d3Fqzh7XnAAegURU47Nbvsvy.1>

Meeting ID: 823 8023 7038

Passcode: 856743

Lisa Schieffer

From: Anthony Kayl
Sent: Monday, December 9, 2024 11:24 AM
To: Lisa Schieffer
Subject: Fw: Grant Conditional Award Packet
Attachments: 2023-24 Assistance Listing Number (CFDA - ALN) 10.664.pdf; ATTACHMENT A - Forest Service Award Provisions (003).pdf; ATTACHMENT B - 2 CFR Part 170 (003).pdf; FORM - AD-1048.pdf; FORM - SAM Verification Info.docx; FS 1500-22 Financial Capability Questionnaire.docx; FS 1500-22A Financial Capability Checklist.docx; UCF-Community-Forestry-Grant-Requirements.pdf; Summerset - CFG - Award.pdf; Summerset Signed Award Letter.pdf

Get [Outlook for iOS](#)

From: Hartland, John <John.Hartland@state.sd.us>
Sent: Monday, December 9, 2024 11:22:34 AM
To: Anthony Kayl <akayl@summerset.us>
Cc: Larson, Joshua <Joshua.Larson@state.sd.us>; Marschie, Patrick <Patrick.Marschie@state.sd.us>
Subject: Grant Conditional Award Packet

Hello Anthony,

Your application for the Community Forestry Grant has been conditionally approved! Please fill out the attached paperwork and return it to your regional forester for review. Do NOT begin work until you have received a signed begin work letter AND your grant working period has begun, any work done outside those two parameters will not be reimbursable. A signed begin work letter will be executed upon completion of these documents once submitted to us.

If you have any questions or need any assistance, please do not hesitate to contact your regional forester.

Thank you,



John Hartland
Staff Forester
South Dakota Department of Agriculture and Natural Resources
Resource Conservation and Forestry Division
4305 S Louise Ave, Suite 107
Sioux Falls, SD 57106
Direct: 605.362.2830 / Cell: 605.933.9650
<https://danr.sd.gov/>