



Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [1098 - A&B Business Solutions](#) Vendor Total: 45.00

IN1113512	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	45.00	0.00	0.00	0.00	45.00
Monthly water machine usage	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly water machine 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
101-4192-43400	Equip Expense		45.00	100.00%

Vendor: [1107 - Applied Concepts, Inc](#) Vendor Total: 415.00

429350	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	415.00	0.00	0.00	0.00	415.00
Antenna Cable and Cable Kit	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Antenna Cable and Cable Kit	NA	0.00	0.00	415.00	0.00	0.00	0.00	415.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4210-43400	Equip Expense		415.00	100.00%

Vendor: [1363 - Axon Enterprise, Inc.](#) Vendor Total: 6,147.60

INUS127440	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	6,147.60	0.00	0.00	0.00	6,147.60
Axon Subscription	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Axon Subscription	NA	0.00	0.00	6,147.60	0.00	0.00	0.00	6,147.60

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4210-42200	Prof Fees Expense		6,147.60	100.00%

Vendor: [0808 - BH Energy](#) Vendor Total: 6,311.88

12.14.2023	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	6,311.88	0.00	0.00	0.00	6,311.88
Monthly Usage	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly Usage	NA	0.00	0.00	6,311.88	0.00	0.00	0.00	6,311.88

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4310-42800	Utility Expense		1,642.09	26.02%
101-4520-42800	Utility Expense		54.54	0.86%
604-4000-42800	Utility Expense		4,087.24	64.75%
101-4192-42800	Utility Expense		528.01	8.37%

Vendor: [0021 - Black Hawk Water Users District](#) Vendor Total: 59.70

Dec 2023	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	59.70	0.00	0.00	0.00	59.70
7055 Leisure Lane Monthly Usage	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	
7055 Leisure Lane Monthly Usage	NA		0.00	0.00	59.70	0.00	0.00	0.00	59.70	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-42800	Utility Expense				59.70	100.00%				

Vendor: [1504 - CBH CO-OP](#) Vendor Total: 3,164.63

Nov 2023	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	3,164.63	0.00	0.00	0.00	3,164.63
Gov't Fuel	BANKW - BANK WEST				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Gov't Fuel	NA		0.00	0.00	3,164.63	0.00	0.00	0.00	3,164.63	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4210-42600	Supply/Material Exp				944.13	29.83%				
604-4000-43400	Equip Expense				1,091.95	34.50%				
101-4310-42600	Supply/Material Exp				1,128.55	35.66%				

Vendor: [0036 - City of Rapid City](#) Vendor Total: 5,641.65

2312001	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	5,641.65	0.00	0.00	0.00	5,641.65
Solid Waste Disposal	BANKW - BANK WEST				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Solid Waste Disposal	NA		0.00	0.00	5,641.65	0.00	0.00	0.00	5,641.65	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4320-43230	Solid Waste Collection				5,641.65	100.00%				

Vendor: [1954 - Colliers Securities LLC](#) Vendor Total: 35,000.00

TIF #2	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	35,000.00	0.00	0.00	0.00	35,000.00
TIF #2 services complete	BANKW - BANK WEST				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
TIF #2 services complete	NA		0.00	0.00	35,000.00	0.00	0.00	0.00	35,000.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4110-42200	Prof Fees Expense				35,000.00	100.00%				

Vendor: [0544 - Gunderson & Palmer LLP](#) Vendor Total: 4,302.07

129501	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	4,302.07	0.00	0.00	0.00	4,302.07
Legal Servies	BANKW - BANK WEST				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Legal Servies	NA		0.00	0.00	4,302.07	0.00	0.00	0.00	4,302.07	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4141-42200	Prof Fees Expense				4,302.07	100.00%				

Vendor: [1133 - HDR Engineering, Inc](#) Vendor Total: 38,382.65

1200578515	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	28,981.40	0.00	0.00	0.00	28,981.40
2022-04 WWTP Expansion	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	
2022-04 WWTP Expansion	NA		0.00	0.00	28,981.40	0.00	0.00	0.00	28,981.40	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
604-4000-42200	Prof Fees Expense				28,981.40	100.00%				
1200578517	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	5,045.00	0.00	0.00	0.00	5,045.00
2023-02 Southside Sanitary Prelim Study		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
2023-02 Southside Sanitary Prelim Stu	NA		0.00	0.00	5,045.00	0.00	0.00	0.00	5,045.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
604-4000-42200	Prof Fees Expense				5,045.00	100.00%				
1200579647	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	3,031.25	0.00	0.00	0.00	3,031.25
2023-004 Siouxland Road Reconstruction		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
2023-004 Siouxland Road Reconstructio	NA		0.00	0.00	3,031.25	0.00	0.00	0.00	3,031.25	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4196-42200	Prof Fees Expense				3,031.25	100.00%				
1200579650	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	1,325.00	0.00	0.00	0.00	1,325.00
2023-01 General Engineering Services		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
2023-01 General Engineering Services	NA		0.00	0.00	1,325.00	0.00	0.00	0.00	1,325.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4196-42200	Prof Fees Expense				1,325.00	100.00%				

Vendor: [1506 - Hermanson Egge Engineering, Inc.](#) Vendor Total: 110.00

2023.268	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	110.00	0.00	0.00	0.00	110.00
1 inspection		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
1 inspection	NA		0.00	0.00	110.00	0.00	0.00	0.00	110.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4232-42320	Building Inspection Expense				110.00	100.00%				

Vendor: [1953 - I&S Group, Inc.](#) Vendor Total: 3,500.00

99677	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	3,500.00	0.00	0.00	0.00	3,500.00
Capital Improvement Planning Work		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Capital Improvement Planning Work	NA		0.00	0.00	3,500.00	0.00	0.00	0.00	3,500.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4110-42200	Prof Fees Expense				3,500.00	100.00%				

Vendor: [1694 - IBM](#) Vendor Total: 8.92

4306609	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	8.92	0.00	0.00	0.00	8.92
MaasS360 Essential Suite Overage		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	
MaasS360 Essential Suite Overage	NA		0.00	0.00	8.92	0.00	0.00	0.00	8.92	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4192-42200	Prof Fees Expense				8.92	100.00%				

Vendor: [0937 - MDU](#) Vendor Total: 1,011.39

Dec 2023	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	202.74	0.00	0.00	0.00	202.74
Gov't Building Utilites	BANKW - BANK WEST		No							

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Gov't Building Utilites	NA		0.00	0.00	202.74	0.00	0.00	0.00	202.74	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4192-42800	Utility Expense				202.74	100.00%				

Dec 2023-02	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	54.76	0.00	0.00	0.00	54.76
Glenwood Dr Lift Station	BANKW - BANK WEST		No							

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Glenwood Dr Lift Station	NA		0.00	0.00	54.76	0.00	0.00	0.00	54.76	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42800	Utility Expense				54.76	100.00%				

Dec 2023-03	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	58.93	0.00	0.00	0.00	58.93
PW Building Utilities	BANKW - BANK WEST		No							

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW Building Utilities	NA		0.00	0.00	58.93	0.00	0.00	0.00	58.93	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4310-42800	Utility Expense				58.93	100.00%				

Dec 2023-04	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	52.04	0.00	0.00	0.00	52.04
Rec. Dr. Sewer Generator	BANKW - BANK WEST		No							

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Rec. Dr. Sewer Generator	NA		0.00	0.00	52.04	0.00	0.00	0.00	52.04	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42800	Utility Expense				52.04	100.00%				

Dec 2023-05	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	642.92	0.00	0.00	0.00	642.92
Farm Tap	BANKW - BANK WEST		No							

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Farm Tap	NA		0.00	0.00	642.92	0.00	0.00	0.00	642.92	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42800	Utility Expense				642.92	100.00%				

Vendor: [1433 - Midcontinent Communications](#) Vendor Total: 177.98

16731730113729	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	177.98	0.00	0.00	0.00	177.98
WWTP Phone 605.787.6851	BANKW - BANK WEST		No							

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
125489	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	177.98	0.00	0.00	0.00	177.98
Payable Description WWTP Phone 605.787.6851 Bank Code BANKW - BANK WEST On Hold No										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP Phone 605.787.6851	NA		0.00	0.00	177.98	0.00	0.00	0.00	177.98	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42800	Utility Expense				177.98	100.00%				

Vendor: [1157 - Midcontinent Testing Laboratories, Inc.](#) Vendor Total: 175.50

125489	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	175.50	0.00	0.00	0.00	175.50
Payable Description Monthly Testing Bank Code BANKW - BANK WEST On Hold No										

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly Testing	NA		0.00	0.00	175.50	0.00	0.00	0.00	175.50	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42620	Tesing Expense				175.50	100.00%				

Vendor: [1955 - Milliron Granite & Quartz](#) Vendor Total: 1,000.00

refund	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	1,000.00	0.00	0.00	0.00	1,000.00
Payable Description Erosion Control #2 storage Bank Code BANKW - BANK WEST On Hold No										

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Erosion Control #2 storage	NA		0.00	0.00	1,000.00	0.00	0.00	0.00	1,000.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-0000-32060	Erosion Control Deposit Fee				1,000.00	100.00%				

Vendor: [1905 - New Leaf LLC](#) Vendor Total: 90.00

Dec 2023	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	90.00	0.00	0.00	0.00	90.00
Payable Description Recording Fees Bank Code BANKW - BANK WEST On Hold No										

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Recording Fees	NA		0.00	0.00	90.00	0.00	0.00	0.00	90.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4652-42300	Publishing Exp				90.00	100.00%				

Vendor: [1956 - Public Safety Equipment Company LLC](#) Vendor Total: 26,184.00

23-1212-1	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	26,184.00	0.00	0.00	0.00	26,184.00
Payable Description Siren Activation Equipment Bank Code BANKW - BANK WEST On Hold No										

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Siren Activation Equipment	NA		0.00	0.00	26,184.00	0.00	0.00	0.00	26,184.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4192-42900	Other Expense				26,184.00	100.00%				

Vendor: [1291 - RCS Construction Inc](#) Vendor Total: 217,260.00

09	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	217,260.00	0.00	0.00	0.00	217,260.00
Payable Description WWTP Pay Application #09 Bank Code BANKW - BANK WEST On Hold No										

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP Pay Application #09	NA		0.00	0.00	217,260.00	0.00	0.00	0.00	217,260.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
502-4850-48500	Construction Costs				217,260.00	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					

Vendor: [0018 - SD One Call](#)

Vendor Total: 25.20

SD23-03501	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	25.20	0.00	0.00	0.00	25.20
24 Notifications for November 2023	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
24 Notifications for November 2023	NA	0.00	0.00	25.20	0.00	0.00	0.00	25.20

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4232-42900	Other Expense		25.20	100.00%

Vendor: [1245 - SD State Treasurer](#)

Vendor Total: 965.12

Nov 2023	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	965.12	0.00	0.00	0.00	965.12
Sales Tax Nov 2023	BANKEFT - BANK WEST EFT				No					
						Payment Date: 12/21/2023			Bank Draft:	DFT0000082

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Sales Tax Nov 2023	NA	0.00	0.00	965.12	0.00	0.00	0.00	965.12

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-0000-21700	Sales Tax Payable		965.12	100.00%

Vendor: [1328 - Servall Uniform & Linen Supply](#)

Vendor Total: 184.26

0854159	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	184.26	0.00	0.00	0.00	184.26
Monthly services	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly services	NA	0.00	0.00	184.26	0.00	0.00	0.00	184.26

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-42200	Prof Fees Expense		184.26	100.00%

Vendor: [1023 - Tyler Technologies](#)

Vendor Total: 262.50

025-447420	Invoice	12/21/2023	12/21/2023	12/21/2023	12/21/2023	262.50	0.00	0.00	0.00	262.50
Go Live follow up	BANKW - BANK WEST				No					

Items

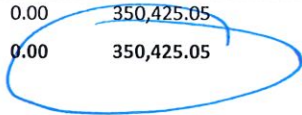
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Go Live follow up	NA	0.00	0.00	262.50	0.00	0.00	0.00	262.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-43400	Equip Expense		262.50	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	31	350,425.05	0.00	0.00	0.00	350,425.05	965.12	349,459.93
Grand Total:		350,425.05	0.00	0.00	0.00	350,425.05	965.12	349,459.93



November 2023 Finance Department Monthly Recap

- Attended the Safety Conference in Pierre this year
- Several meetings with Sidney Reade, Finance Commissioner
- Zoom meeting with Gerri-Gale, additional utility billing training
- Zoom meeting with Toby Morris and HDR to review information for Summerset Rate Study
- Requested Final draw for ASAP/DOJ; noticed that all the funds had not been requested, we audited the reports and found that they were not being done properly and was able to request the final \$70,765.06.
- Conference call with Toby Morris regarding TIFs
- Worked on preparing Supplemental Budget
- Prepared and submitted SRO invoice to Meade School District
- Mailed Liquor Licenses to State
- Prepared and mailed out renewal information for 2024 Business Licenses
- Prepared and mailed out renewal for 2024 Contractor Licenses
- Payroll processing, benefit's deduction review, process human resource updates for payroll Filed corresponding reports for payroll
 - 941 filed electronically
 - SDRS filed electronically
 - SD Health Pool, Aflac, Delta Dental
 - Quarterly State unemployment
 - Quarterly 941
- Accounts Payable
 - Prepared and submitted South Dakota Sales Tax
 - Invoice processing, process checks for corresponding invoices to be paid and mailed out.
 - Journal entries in GL
 - Bank reconciliation
- Utility Billing
 - Daily
 - Post payments in Cash Receipts, process online credit card payments through lockbox, reconcile all payments to report, print reports and wrap up your work so that all payments post to the individual accounts
 - Deposit checks with BankWest scanner
 - Take cash deposits to bank
 - Process new resident applications
 - Process residents move out paperwork and process deposit refunds once account is at a zero balance
 - General customer service
 - Adjustments to resident accounts
 - Monthly
 - Post penalties to past due accounts
 - Process and mail out utility bills
- Emailed Commission meeting minutes to Rapid City Journal to publish
- Published Commission meeting minutes on website
- Ordered office supplies
- Notary services for residents of Summerset
- Licensing, Permitting, Inspection upload to one drive

Nov 2023 Wastewater Department report

Daily Operations

11-1 Construction meeting with HDR and RCS
11-6 Submitted DMR to DANR
11-7 Dakota Pump replaced both check valves in Sun Valley lift station.
11-8 Attended Norman Ranch development meeting.
11-14 Replaced Digester #2 decant pump hose and check valve
11-15 Construction meeting with HDR and RCS.
11-16 Owen sat for his Wastewater Collection I test
11-16 Owen attended City Commission meeting
11-21 Coordinated decant line hookup with RCS
11-27 Replaced battery backup on PLC
11-28 Owen received word from DANR that he'd passed his level 1 collection test.
11-29 Construction meeting with HDR and RCS
Treated 5.2 million Gallons of Wastewater with a monthly average of 170,000 gallons per day
Responded to 15 requests for utility location

Special Projects

Misc

November

Sanitation

Hauled Solid Waste, Recycling, Cardboard and Yard waste. Removed yard waste containers for the season. Repaired/cleaned/ and delivered cans as needed. Serviced and cleaned solid waste equipment.

Public works

Attended council meeting. Performed maintenance on public works equipment. repaired streetlights. Had numerous conversations with the Public Works Commissioner, Mayor and City Staff. Met with Genpro concerning backup generator for City Hall. Worked on cleaning drainage behind Glenwood. Received road salt. Salted roads twice.

Code enforcement

Issued 2 notices of violation that were reported to the Code Enforcement Officer.

Parks

Troubleshoot inoperative cameras at Leisure Lane Park

Miscellaneous

Conducted road maintenance at the Waste water treatment plant. Assisted Wastewater in removing and replacing a digester pump. Repaired lights on Telehandler. Constructed a plate for mounting Holms snowplow on telehandler. Built winch system for telehandler. Repaired exterior lighting on City Hall.



SUMMERSET POLICE DEPARTMENT

Monthly Report-November 2023

Calls for service

- 343

Court appearances

- Sgt. Macrander
- Officer Juso
- Officer Johnson

Training

- Officer Siferd attended DUI Instructor School at LET Academy
- Rich Nasser completed ICS training
- Officer Weist completed Bomb Threats in Schools training
- Officers Twite and Weist received State Handgun Qualification

Special Events

- Sgt. Macrander and Rich Nasser attended a hiring event at Box Elder City Hall
- Rich Nasser attended a fundraising event for the Children's Miracle Network at NewsCenter1

Daily

- Regular meetings with Commissioner Hirsch
- Covering patrol shifts and responded to calls for service
- Wrote search warrants for criminal investigation
- Requested warrants for criminal cases
- Evidence.com management
- LEOS reports
- LexisNexis reports
- Multiple policy updates
- Submitted performance report for COPS grant
- Submitted traffic safety report for highway safety grant
- Submitted reimbursement requests for highway safety grant
- Attended E911 user board meeting
- Zoom meeting with DOJ
- Attended ALICE training/ school tour at Stagebarn Middle School
- Zoom meeting with Axon discussing ALPR integration
- Discussion with SDHP
- Discussions with State's Attorney
- Meetings with citizens
- Meeting with Sontech
- Discussions with potential upfitters
- Repaired Cradlepoint/ Wi-Fi issues in fleet

- Ordered and replaced batteries in fleet AED's
- Troubleshooting with Stalker reference radar cables
- NIBRS submissions
- Implemented new software/ technology to assist with criminal investigations
- Preliminary steps to implement Community Camera Registry Program
- NCIC validations
- Implemented new procedures following CJIS audit
- Discussions regarding gauntlet Radio Project
- Worked on recruiting efforts/ video

NOVEMBER 2023 CITY ADMINISTRATOR REPORT

ECONOMIC DEVELOPMENT

- Met with A. Anglin on contract and clarification of duties.

GRANTS

- Meeting with ISG on Capital Improvement Projects Grant.
- Gathered data for items needed for the CIP Grant and sent them off to ISG.
- Follow up on Justice Grant/ASAP to see why suspended.
- Visited with B. Prowdy on support letter for grant SDDOT.
- Set up meeting with D. Lewis @ GenPro regarding purchase of generator.

PLANNING & ZONING/BUILDING

- Contacted Vanocker Development regarding timeline and developer's agreement.
- Conversation with J. Hanson on contractor's licensing on property.
- Visited with A. Kayl on maps for detention ponds that are located in Summerset.
- Visited with Vanocker Development on setting up a meeting regarding a proposed TIF.
- Drafted P & Z Agenda and noticed the same on web/text my gov.
- Followed up with J. Hanson on release of grading permit and developer's agreement.
- Visited with D. Nelson on lots for affordable housing.
- In contact with J. Schram regarding plat and filing.
- Visited with H. Keough on platting and three-mile jurisdiction.
- Visited with Renner & Associates on final plat of Tru-Form.
- Visited with Keller Williams Realty on platting.
- Visited with F. Wendt – Realtor on Tru-Form lots.
- Visited with S. Benne with First American Mortgage on plat filed and recording date.
- Discussion with Renner and Associates on what was needed on final plat.
- Visited with L. Shagla on final plat of Tru-Form.
- Visited with K. Scott with Scott Surveying on D. Gilby plat.
- Visited with surveyor on T. Norman property.
- Visited with B. Vasknetz on filing of Schram plat.
- Visited with L. Shagla on Vanocker, Tru-Form and FEMA.
- Received preliminary plat on D. Gilby.
- Received sign permits form Dakotamart and RCS Storage.
- Received traffic study on Norman Ranch and reviewed the same.
- Worked on air quality permit. Remainder to be completed by Gen Pro.
- Visited with T. Lockner on three-mile jurisdiction.
- Drafted notice for P & Z Members for opening.
- Visited with T. Norman on preliminary plat
- Visited with Meade County Highway on T. Norman plat
- Visited with SDDANR on portal access and permitting.

*See next page

MISC.

- Zoom – SD Municipal League – From Conflict to Conversation Webinar.
- Discussion with T. Morris on sewer rate study.
- Visited with D. Jones from BankWest on mortgage on property in Summerset
- Reviewed easement sent to us from BHPL and visited with A. Kayl regarding the same.
- Zoom meeting with GOSMA Planning.
- Met with M. Torno and went over various items that were upcoming on agendas.
- Conversation with T. Morris on items that need to be sent to HDR and to set up a meeting to go over the rate study.
- Received a complaint on building, sent the items to engineers.
- Visited with L. Shagla on Simon Contracts.
- Reviewed Commission minutes.
- Visited with Golden West NOC on update when employees are not using the software.
- Reviewed notice for paper on Supplementing.
- Visited with M. Wheeler regarding Developer's Agreement.
- Attended meeting with Piedmont Valley Chamber, SEDC and M. Torno on economic development position.
- Sent professional services agreement to M. Wheeler for review.
- Visited with K. Gossard on how city elections work.
- Visited with M. Wilson First Net on other devices that could be rolled over to ATT.
- Came in and worked on lawsuit paperwork needed.
- Visited with S. Reade on items that fell off truck on Sturgis Road.
- Worked on Commission agenda and reports.
- Contacted by C. Patenode about my continued leadership with NACO's leadership program and if anyone else would like to sign up for it.
- Call from D. Guggeheim from ATT to set up meeting with I.T. – sent him to Golden West.
- Reviewed SDPAA insurance for 2024 and renewed the same.
- Visited with J. Brown on business license.
- Visited with L. Reindl on explosions near her place. I sent her to Meade County Planning.
- Updated Facebook page on Cops and Kids.
- Zoom meeting with US Department of Treasury on Fiscal Recovery Fund.
- Sent updated comments to Vanocker Development on Developer's Agreement.
- Zoom meeting on sewer rate study with T. Morris, S. Baumeister & HDR.
- Discussion with T. Morris, S. Baumeister regarding final TIF numbers for TIF 1 and TIF 2.
- Received complaint on Castlewood, referred it to the correct office.
- Visited with T. Wiczorek on filing of complaint.
- Visited with S. McFarland on Manager's Meeting.
- Meeting with A. Kayl and Gen Pro on ordering generator.
- Drafted resolution 2024-01 on wages.

- Attended the Legislative Breakfast.
- Visited with G. Cox on setting up meeting on National Fitness.
- Visited with P. Olsen on ordinances.
- Sent reimbursements on loans to BHCLG, and followed up on #7 and #8.
- Rescheduled meeting with GoldenWest to do audit.

**CITY OF SUMMERSET
ORDINANCE NO. 2023.20
SUPPLEMENTAL APPROPRIATION ORDINANCE**

Be it ordained by the City of Somerset 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	\$38,500
Publishing Expense	\$4,500
Total Commission	<u>\$ 43,000.00</u>
4120 <u>Mayoral</u>	
Professional Fees	\$ 1,830.00
Travel/Conference	\$ 170.00
Total Mayoral	<u>\$ 2,000.00</u>
4130 <u>Election</u>	
Publishing Expense	\$ 96.00
Supply/Material	\$ 85.00
Total Election	<u>\$ 181.00</u>
4141 <u>City Attorney</u>	
Professional Fees	\$ 26,000.00
Total Legal Fees	<u>\$ 26,000.00</u>
4192 <u>General Government Buildings</u>	
Professional Fees	\$ 54,000.00
Equipment Expense	\$ 11,000.00
Total General Gov. Building	<u>\$ 65,000.00</u>
4196 <u>City Engineer Expense</u>	
Professional Fees	\$ 61,000.00
Total City Engineer	<u>\$ 61,000.00</u>
4210 <u>Law Enforcement</u>	
Wages	\$ 10,000.00
Wages-Hourly	\$ 22,000.00
Total Law Enforcement	<u>\$ 32,000.00</u>
4320 <u>Code Enforcement & Sanitation</u>	
Equipment Expense	\$ 325,000.00
Total Code Enforcement & Sanitation	<u>\$ 325,000.00</u>
4900 <u>Miscellaneous</u>	
Miscellaneous	\$ 2,100.00
Total Miscellaneous	<u>\$ 2,100.00</u>
Total Appropriations	<u>\$ 556,281.00</u>

<u>EXPENDITURES</u>	Liquor, Lodging and Dining Fund 211
---------------------	--

4650 Economic Development

Medical Ins. Expense	\$ 2,500.00
Total Economic Development	<u>\$ 2,500.00</u>

Total Appropriations \$ 2,500.00

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

<u>REVENUE</u>	General Fund Fund 101
<u>SOURCE OF FUNDING</u>	
Unassigned Fund Balance	<u>\$ 556,281.00</u>
<u>TOTAL MEANS OF FINANCE</u>	<u>\$ 556,281.00</u>

<u>REVENUE</u>	Liquor, Lodging and Dining Fund 211
<u>SOURCE OF FUNDING</u>	
Unassigned Fund Balance	<u>\$ 2,500</u>
<u>TOTAL MEANS OF FINANCE</u>	<u>\$ 2,500.00</u>

Dated this 21st day of December, 2023.

ATTEST:

Melanie Torno, Mayor

Stephany Baumeister, Finance Officer

First Reading: December 7, 2023
Second Reading: December 21, 2022
Publication:

Vote: Kitzmiller:
Reade:
Torno:
Butler:

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of Summerset
7055 Leisure Lane
Summerset, SD 57718

PROJECT: Summerset WWTP Expansion

APPLICATION No. #09

DISTRIBUTION TO:

11/29/23	X	OWNER
202257		ARCHITECT
		CONTRACTOR
		ENGINEER

PERIOD TO: 1/6/2023

FROM CONTRACTOR: RCS Construction, Inc
PO Box 9337
Rapid City, SD 57709
46-0418677

ARCHITECT: HDR Engineering
703 Main St, Suite 200
Rapid City, SD 57701

CONTRACT DATE: 1/6/2023

FED ID #

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the attached Contract Continuation Sheet


- 1 ORIGINAL CONTRACT SUM \$ 10,322,000.00
- 2 Net Change by Change Orders \$ 10,857.49
- 3 CONTRACT SUM TO DATE (Line 1 +/- 2) \$ 10,332,857.49
- 4 TOTAL COMPLETED & STORED TO DATE \$ 5,201,250.00
(Column G on G703)
- 5 RETAINAGE on COMPLETED WORK:

10% Retainage \$ 520,125.00


State of: South Dakota
County of: Pennington

CONTRACTOR: 
By:  Date: November 29, 2023

Subscribed and sworn to before me this 29th day of November, 2023

Notary Public: 
My Commission expires: April 7, 2027

- 6 TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total) \$ 4,463,865.00
- 7 LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 217,260.00
- 8 CURRENT PAYMENT DUE \$ 4,681,125.00
- 9 BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 5,651,732.49

Payment of: \$ 217,260.00
(Line 8 or other - attach explanation of the other amount)
is recommended by:  (Engineer) 11/30/23 (Date)

Payment of: \$ _____
(Line 8 or other - attach explanation of the other amount)
is approved by: _____ (Owner)
Approved by: _____ (Funding or Financing Entity (if applicable)) (Date)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	10,857.49	0.00
Total approved this Month	0.00	0.00
TOTALS	10,857.49	0.00
NET CHANGES by Change Order		10,857.49

***** Contract Total Reduced by Change Order #01 as Valued Engineering during Contract Approval Process

**OFFICIAL MINUTES
SUMMERSET PLANNING AND ZONING COMMISSION
REGULAR MEETING
NOVEMBER 14th, 2023 @ 6:00 P.M.**

The meeting was called to order by Chairman Oldfield at 6:00 p.m.

ROLL CALL: Brody Oldfield, Dustin Hirsch, Mike Martin, and Casey Kenrick were present. Absent: John Hough. Also present was the City Administrator.

CALL FOR CHANGES: Motion by Kenrick, second by Hirsch to approve the agenda of the meeting for November 14th, 2023. Motion carried.

CONSENT CALENDAR: Motion by Martin, second by Kenrick to approve the minutes of the regular meeting of October 24th, 2023. Motion carried.

MINOR PLAT – G. COLASARDO

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

City Administrator Lisa Schieffer presented the minor plat to the Board and stated that the same was within the city's three-mile platting jurisdiction. This plat had originally come before the Board splitting the lot between two neighbors. After the process was completed, the neighbors wanted to have the lot line changed again to reflect more of a 2/3rds & 1/3rd split.

The Board had reviewed the same and had no further questions.

Motion by Martin, second by Kenrick to close discussion. Motion carried.

Motion by Kenrick, second by Martin to recommend approval of the minor plat of Garry Colasardo to the Board of Commissioners. Motion carried.

ADJOURNMENT

Motion by Hirsch, second by Martin to adjourn the meeting at 6:03 p.m. Motion carried.

Stephany Baumeister, Finance Officer

Brody Oldfield, Chairman

Published once _____ at a cost of \$ _____.

COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset
 12150 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
- 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: NOV 15 2023

LEGAL DESCRIPTION (Attach additional sheets as necessary)

EXISTING Tract 1 of Richardson Subdivision less Lot H1, less Lot H2 & less Lot H3 of Tract 1 of Richardson Subdivision. Located in Section 31, T3N, R7E, BHM, City of Summerset, Meade County, South Dakota		
PROPOSED Lots 1-6 & Dedicated Heather Lane Right-of-Way, New Leaf Subdivision		
LOCATION Section 31, T3N, R7E, BHM, City of Summerset, Meade County, South Dakota		
Size of Site-Acres 21.6	Square Footage 940,896	Proposed Zoning N/A C-1
DESCRIPTION OF REQUEST: Final Plat		Utilities: Private / Public
		Water BHWUD
		Sewer N/A

APPLICANT

Name New Leaf, LLC Phone 605-787-5187
 Address PO Box 742 / 7875 Black Hawk Road E-mail _____
 City, State, Zip Black Hawk, SD 57718 Signature *Matthew Leon*

PROJECT PLANNER - AGENT

Name Renner Associates, LLC Phone 605-721-7310
 Address 3231 Teewinot Dr E-mail eric@rennerassoc.com
 City, State, Zip Rapid City, SD 57703 Signature *Eric Renner*

OWNER OF RECORD (if different from applicant)

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

Matthew Leon 11-10-23
 Property Owner Signature Date Property Owner Signature Date

Signature Date Signature Date
 Print Name: Matthew Leon Print Name: _____
 Title*: Member Title*: _____

*required for Corporations, Partnerships, etc.

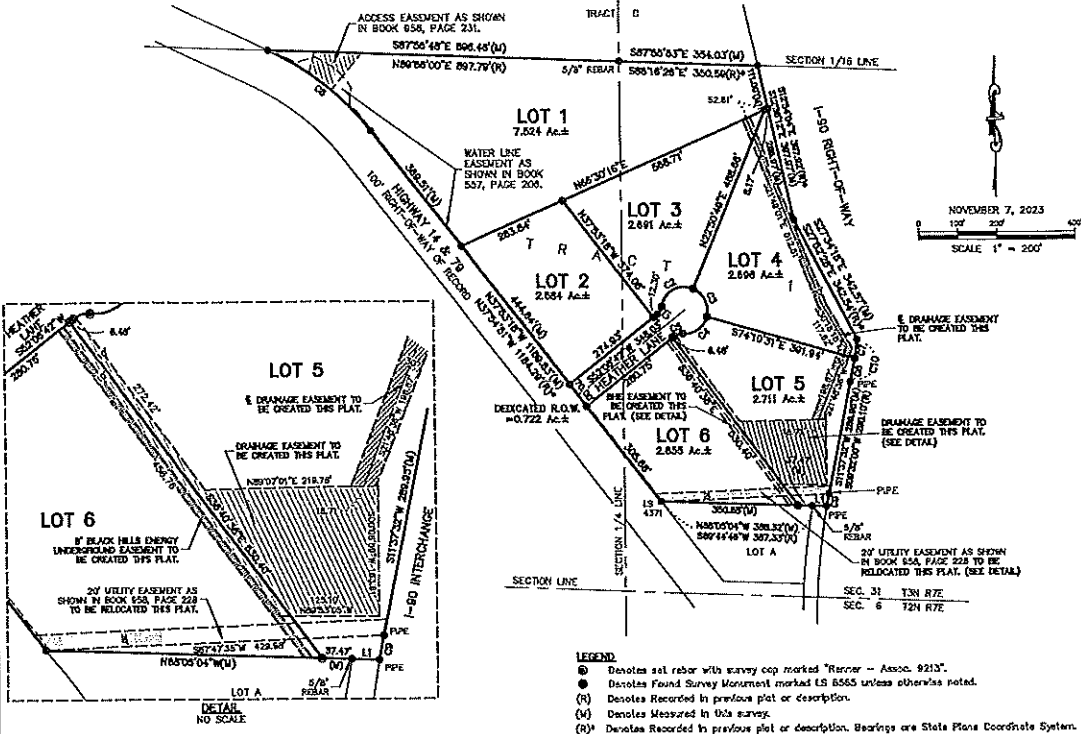
FOR STAFF USE ONLY

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

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

Planning and Zoning Meeting Date: _____ Covenants filing fee? Yes No
 Commission Meeting Date: _____ Payment Type: Cash Check Credit Card
 Date Paid: _____

**PLAT OF
LOTS 1-6 & DEDICATED HEATHER LANE RIGHT-OF-WAY, NEW LEAF SUBDIVISION**
(formerly Tract 1 of Richardson Subdivision less Lot H1, less Lot H2 & less Lot H3 of Tract 1 of Richardson Subdivision)
LOCATED IN SECTION 31, T3N, R7E, BHM,
CITY OF SUMMERSET, MEADE COUNTY, SOUTH DAKOTA



LINE	BEARING	DISTANCE
L1(A)	N85°11'22"W	35.57
L1(B)	S89°44'48"W	35.59

CURVE	ARC LENGTH	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1(U)	222.56	36.00	4330.07'	N55°13'02"E	22.03
C2(U)	106.41	58.00	10349.15'	N62°52'12"E	82.50
C3(V)	85.43	58.00	8138.40'	S25°39'51"E	76.17
C4(V)	81.73	58.00	7922.20'	N55°30'39"E	75.35
C5(U)	22.56	36.00	4330.07'	N71°52'15"E	22.03
C6(U)	56.13	1760.00	01°57'22"	S32°44'23"W	60.13
C7(U)	47.78	1760.00	01°33'20"	S08°59'05"W	47.78
C8(U)	331.99	724.00	2818.10'	N51°21'23"W	328.08
C9(S)	348.78	724.00	2741.07'	S11°04'17"W	31.24
C10(S)	31.25	1582.50	01°08'06"	S09°54'49"W	102.62
C11(S)	102.62	1760.00	03°30'47"	S29°57'49"W	102.62
C12(S)	108.00	1760.00			

CERTIFICATE OF OWNERSHIP
 I, the undersigned, do hereby certify that I am the owner of the tract of land shown and described herein, that said land is free from any encumbrance, that I do authorize and do hereby approve the survey and within plot of said land for the purposes indicated herein. I further certify that the development of this land shall conform to all existing applicable zoning, subdivision, erosion and sediment control regulations.

Any land shown on the within plat as dedicated to public right-of-way is hereby dedicated to public use and public utility use as such forever, but such dedication shall not be construed to be a donation of the fee of such land.

In witness whereof, I have set my hand and seal.
 OWNER: NEW LEAF, LLC
 By: Matthew J. Leon, Member

ACKNOWLEDGMENT OF OWNERSHIP
 State of South Dakota
 County of Pennington S.S.
 On the _____ day of _____, 20____, before me, a Notary Public, personally appeared Matthew J. Leon, Member of NEW LEAF, LLC, known to me to be the person described in the foregoing instrument and acknowledged to me that he signed this form.

NOTARY PUBLIC: _____
 My commission expires _____

CERTIFICATE OF PLANNING COMMISSION
 The City of SummerSet Planning and Zoning Commission certifies it has reviewed the first plat and hereby recommends approval to the City Commission of the City of SummerSet, South Dakota.
 Dated this _____ day of _____, 20____
 Planning Commission Member

CERTIFICATE OF DIRECTOR OF EQUALIZATION
 I, Director of Equalization of Meade County, South Dakota, do hereby certify that I have an record in my office a copy of the within described plat.
 Dated this _____ day of _____, 20____
 Meade County Director of Equalization

CERTIFICATE OF CITY FINANCE OFFICER
 I, Finance Officer of the City of SummerSet, South Dakota, do hereby certify that the foregoing instrument is a true and correct copy of the resolution adopted by the City Commission of City of SummerSet, South Dakota, at a meeting held on the _____ day of _____, 20____
 Finance Officer Date

CERTIFICATE OF CITY FINANCE OFFICER
 I, Finance Officer of the City of SummerSet, South Dakota, do hereby certify that all special assessments which are levied upon the within described lands are fully paid according to the records of my office.
 Dated this _____ day of _____, 20____
 Finance Officer



CERTIFICATE OF SURVEYOR
 State of South Dakota
 County of Pennington S.S.
 I, Eric D. Howard, Registered Land Surveyor No. 9213 in the State of South Dakota, do hereby certify that of the result of the camera tilted traverse, I have surveyed the tract of land shown, and to the best of my knowledge and belief, the within plat is a representation of said survey. Easements or reservations of miscellaneous record or private easements that are not known to me are not shown herein.
 In witness whereof, I have hereunto set my hand and seal.
 Eric D. Howard, Registered Land Surveyor Date: _____

RESOLUTION OF CITY COMMISSION
 Whereas there has been presented to the City Commission of the City of SummerSet, South Dakota, the within plat of the above described lands, and it appears to the Council of Commissioners that:
 a. the system of streets set forth therein conforms to the system of streets of the existing plots of the City,
 b. all provisions of the City subdivision regulations have been complied with,
 c. all taxes and special assessments upon the tract or subdivision have been fully paid, and
 d. such plat and survey thereof have been executed according to law,
 NOW THEREFORE, BE IT RESOLVED that said plat is hereby approved in all respects,
 Dated at SummerSet, South Dakota this _____ day of _____, 20____
 Mayor Date

APPROVAL BY HIGHWAY OR STREET AUTHORITY
 The location of the proposed access to the Highway or Street as shown herein is hereby approved. Any change in the location of the proposed access shall require additional approval.
 Dated this _____ day of _____, 20____
 Highway or Street Authority
 Department of Transportation

CERTIFICATE OF COUNTY TREASURER
 I, Treasurer of Meade County, South Dakota, do hereby certify that all taxes, which are levied upon the within described lands are fully paid according to the records in my office.
 Dated this _____ day of _____, 20____
 Meade County Treasurer

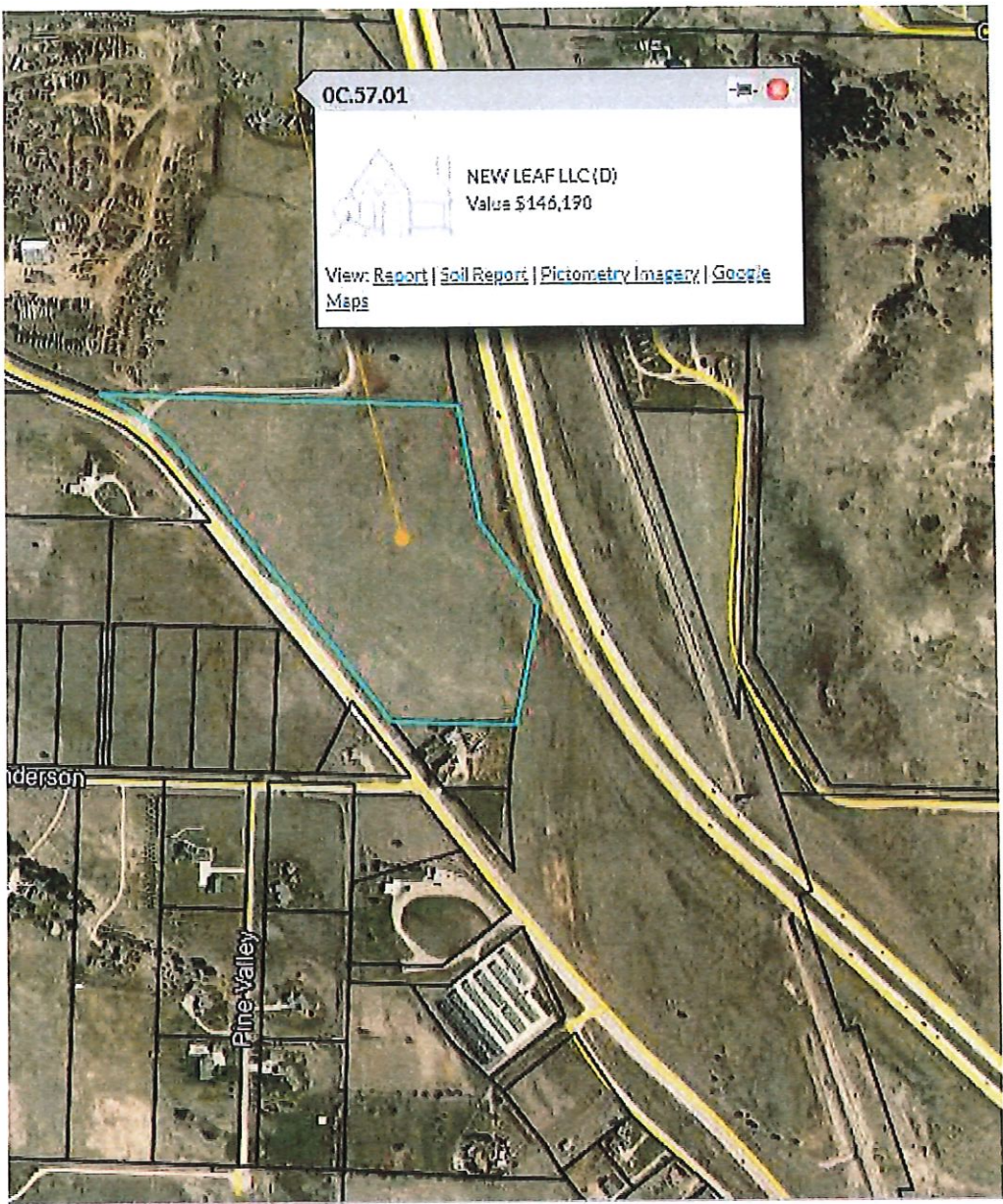
CERTIFICATE OF REGISTER OF DEEDS
 State of South Dakota
 County of Meade S.S.
 I, Register of Deeds of Meade County, South Dakota, do hereby certify that the within described lands are fully paid according to the records in my office.
 Dated this _____ day of _____, 20____
 Register of Deeds

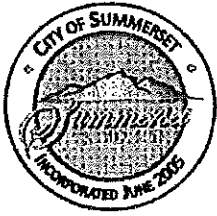
0C.57.01



NEW LEAF LLC (D)
Value \$146,190

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





City of

SUMMERSET

A GREAT PLACE TO CALL HOME

FINAL REVIEW & ACCEPTANCE

DEVELOPER: Matt Leon
 ADDRESS: 3975 Sturgis Rd, Rapid City, SD 57702
 PROJECT: New Leaf Subdivision

On this Date, October 25, 2023, a final review of the project as constructed was made.

The Developer hereby certifies that the construction has been performed in accordance with the plans and adopted City specifications.

The undersigned City of Summerset does hereby agree that all construction and engineering work on the project is complete and does satisfy all terms of appropriate construction or engineering agreements.

City of Summerset and the Developer do hereby acknowledge that the two (2) year warranty period will begin on October 25, 2023.

The warranty shall be against defective workmanship or materials by the Contractor. The Contractor shall make all needed repairs to improvements at the direction, inspection, and approval of the Public Works Official. The Public Works Department is hereby authorized to make such repairs at the subdivider's expense if, within ten (10) days after the first-class mailing of a notice in writing to the subdivider, the subdivider neglects to make or undertake with due diligence to make the directed repairs. However, in the case of an emergency where, in the judgment of the Public Works Official, delay would cause serious loss or damage, repairs may be made immediately after the mailing of said notice and the subdivider shall pay the cost of such repairs.

(CITY OF SUMMERSET)

By: Meloni Torneo

Date: 11/29/23

(DEVELOPER)

By: Matt Leon

 11/29/23

WITNESSED BY:
HDR Engineering

 [Signature]
(CITY OF SUMMERSET ENGINEER)

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: 2024-01

PROJECT NAME: 2024 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:

- 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 Services
- Activity 3 – Minor Plat Review
- Activity 4 – 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 5 – Commercial Plat Review
- Activity 6 – 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 2024 – December 2024

PART 5.0 ENGINEER'S FEE: The proposed fee is \$54,892.75. 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 2024 Hourly Billing Rates

Enclosed are the 2024 Hourly Billing Rates for HDR Engineering. These rates shall be adjusted annually.

<u>Description</u>	<u>Billing Rate/Hour</u>
Managing Principal	235
Senior Project Manager	225
Project Manager III	205
Project Manager II	190
Project Manager I	170
Engineer VI	205
Engineer V	190
Engineer IV	170
Engineer III	145
Engineer II	130
Engineer I	120
Senior ASME Engineer	195
ASME Engineer	180
System Integrator Engineer IV	195
System Integrator Engineer III	175
System Integrator Engineer II	155
System Integrator Engineer I	115
Engineering/Field Services Technician V	180
Engineering/Field Services Technician IV	160
Engineering/Field Services Technician III	135
Engineering/Field Services Technician II	115
Engineering/Field Services Technician I	105
Cadd/GIS Technician V	160
Cadd/GIS Technician IV	140
Cadd/GIS Technician III	120
Cadd/GIS Technician II	110
Cadd/GIS Technician I	100
Right of Way IV	190
Right of Way III	175
Right of Way II	155
Right of Way I	120
Right of Way Coordinator	95
Environmental/Hydrologist/Geologist VI	200
Environmental/Hydrologist/Geologist V	180
Environmental/Hydrologist/Geologist IV	160
Environmental/Hydrologist/Geologist III	140
Environmental/Hydrologist/Geologist II	125
Environmental/Hydrologist/Geologist I	110
Senior Land Surveyor	155
Land Surveyor	135
Survey Technician III	125
Survey Technician II	110
Survey Technician I	95



Senior Construction Manager	205
Construction Manager	195
Construction Engineer III	180
Construction Engineer II	160
Construction Engineer I	135
Construction Inspector	105
Strategic Communications/Graphic Designer IV	165
Strategic Communications/Graphic Designer III	145
Strategic Communications/Graphic Designer II	130
Strategic Communications/Graphic Designer I	100
Project Controller	95
Project Assistant	95
Admin Assistant	70

HDR has technical experts in various geographic locations that may be utilized based on specific project need. This specialized expertise will be billed at the below rates.

<u>Description</u>	<u>Billing Rate/Hour</u>
Technical Expert VI	315
Technical Expert V	305
Technical Expert IV	285
Technical Expert III	265
Technical Expert II	245
Technical Expert I	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.

<u>Direct Expenses</u>	
Drone	\$275.00 per day
Traffic Counting Equipment	\$120.00 per hour
Survey/GPS Equipment	\$50.00 per hour
Robotic Total Station	\$50.00 per hour
Side-by-Side Utility Vehicle	\$25.00 per hour
Handheld GPS	\$20.00 per hour
HDR Vehicle Mileage	\$0.75 per mile
Personal Vehicle Mileage	IRS rate per mile
<u>Printing (in-house)</u>	
B&W 8.5x11	\$0.0857 each
Color 8.5x11	\$0.1801 each
B&W 11x17	\$0.1228each
Color 11x17	\$0.2397 each
Plots Bond	\$0.55 per sq. ft.

ATTACHMENT 2

City of Summerset - General Engineering Services Task Order Manhour Estimate - 2024 Task Order #1 - General Engineering Services												
Personnel	Dustin Hamilton	Lindsay Shagia	Chris Bailey	Gary Anderson	Nolan Fraser	T.J Yerton	Gunnar Ensz	Josh Hellman	Carla Schwabach	Christina Henze	Total Hours	Total Cost
	Senior Project Manager	Project Manager/Engineer III	Engineer V	Senior Land Surveyor	Land Surveyor	Engineer V	Engineer I	CADD/GIS Tech III	Project Controller	Project Assistant		
Rate Category/Description	\$225.00	\$145.00	\$190.00	\$155.00	\$135.00	\$190.00	\$120.00	\$120.00	\$95.00	\$95.00		
Billing Rate												
Activity 1 - On-Call Engineering	8	20	2	10	8		50		16	8	122	\$15,990
Activity 2 - On-Call CADD								24			24	\$2,880
Activity 3 - Minor Plat Review		8		20			20				48	\$6,660
Activity 4 - Prelim/Final Plat & Plan Review		20	2	30		8	100				160	\$21,450
Activity 5 - Commercial Permit Review		20					30				50	\$6,500
Activity 6 - Expenses												
Subtotals	8	68	4	60	8	8	200	24	16	8	404	\$53,480
Task Order 2024-#1 Totals	8	68	4	60	8	8	200	24	16	8	404	\$53,480
<i>Average Hours Per Week</i>	0.2	1.3	0.1	1.2	0.2	0.2	3.8	0.5	0.3	0.2		

Activity 6 - Expenses	
Travel/mileage	\$ 600.00
Printing	\$ 312.75
Survey/GPS Equipment	\$ 500.00
Total Direct Costs	\$ 1,412.75

Total Cost Summary	
Total Hours	404
Total Labor	\$53,480.00
Direct Costs	\$1,412.75
Total Cost	\$54,892.75