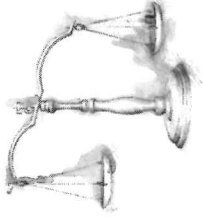


Oath of Office



State of South Dakota) SS.
County of Meade)

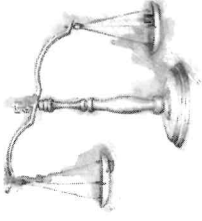
I, Gwenn Markham, having been elected to the Office of City Commissioner within and for said City of Summerset, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of South Dakota, and that I will faithfully and impartially, to the best of my knowledge and ability, perform all duties of my said Office of City Commissioner as provided by law. I am not under direct or indirect obligation to appoint or elect any person to any office, position, or employment under the government of the municipality.

Gwenn Markham

Subscribed and sworn to before me this 18th day of June, 2026.

Michael Kitzmiller, Mayor

Oath of Office



State of South Dakota) SS.
County of Meade)

I, Jordan Pulscher, having been elected to the Office of City Commissioner within and for said City of Summerset, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of South Dakota, and that I will faithfully and impartially, to the best of my knowledge and ability, perform all duties of my said Office of City Commissioner as provided by law. I am not under direct or indirect obligation to appoint or elect any person to any office, position, or employment under the government of the municipality.

Jordan Pulscher

Subscribed and sworn to before me this 18th day of June, 2026.

Michael Kitzmiller, Mayor

Summerset City Commission
Regular Meeting
Summerset Municipal Building
7055 Leisure Lane
Thursday, June 4th, 2026, 6:00 P.M.

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Pulscher, Markham were present, and Commissioner Hirsch was absent. The City Administrator, City Attorney and City Finance Officer were also present.

Mayor Kitzmiller led in the Pledge of Allegiance.

Commissioner Markham gave the invocation.

Call for Changes

There were no declarations of conflict of interest.

Motion by Pulscher, second by Markham to approve the agenda of the regular meeting of the Summerset City Commission for June 4th, 2026, as presented. Motion carried.

Citizen Input

There was no citizen input.

Consent Calendar

Approval of the Minutes

Motion by Markham, second by Pulscher to approve the minutes of the regular meeting held on May 21st, 2026, as presented or amended. Motion carried.

Approval of Claims

Motion by Pulscher, second by Markham to approve the claims to the amount of \$361,285.20 from May 21st, 2026, to June 3rd, 2026. Motion carried.

A&B Business \$523.08; Ambrose, Jonathon \$50.00; AT&T Mobility \$15.74; Birgen, Nicholin \$50.00; Black Hills Energy \$6,624.87; Black River Contracting \$228,687.50; Cardmember Services \$11,651.47; Complete HVAC \$38,839.90; Dakota Pump \$10,559.55; Doty, Jason \$50.00; Evergreen Office \$208.40; Fischer, Lisa \$50.00; Greenapsis \$550.00; HDR Engineering \$9,232.11; Hermanson Egge \$130.00 Hills Septic \$6,454.00; Hirsch, Clyde \$50.00; Garcia, Jaeson \$50.00; Kayl, Anthony \$50.00; Kitzmiller, Michael \$50.00; Kotermanski, Kevin \$50.00; Madison National Life \$38.50; Markham, Gwenn \$50.00; Matthew Erdman \$150.00; Pulscher, Jordan \$50.00; Race Wheels Consulting \$600.00; Richter's Tire \$911.47; Schieffer, Lisa \$50.00; Servall \$249.33; Delta Dental \$801.70; Health Pool of SD \$14,082.01; SDRS \$10,591.10; SDRS Supplemental \$440.00; US Treasury \$19,354.47

Approval of Payroll – May 2026 (SDCL 6-1-10)

Motion by Markham, second by Pulscher to approval Payroll for May 2026. Motion carried.

Dept. 4000 - \$14,086.00 Wastewater
Dept. 4110 - \$1,749.99 Commission
Dept. 4120 - \$1,916.67 Mayor
Dept. 4140 - \$12,601.18 Finance
Dept. 4210 - \$38,116.49 Police
Dept. 4310 - \$14,139.72 Streets
Dept. 4652 - \$500.00 Planning & Zoning

Utility Billing Adjustments

Motion by Pulscher, second by Markham to approve the utility adjustments of \$218.14 for the period of May 1st - May 31st, 2026. Motion carried.

***Noted For the Record – Commission Reports are in the packet for viewing.**

Joint Powers Agreement/Plats – SD Department of Transportation

Motion by Markham, second by Pulscher to open discussion. Motion carried.

City Administrator, Lisa Schieffer stated that this is to do with our disposal property. SDDOT had to make some changes to the one that was signed last month. City Attorney, Mike Wheeler stated that the State added some additional language along with the legal descriptions.

Motion by Pulscher, second by Markham to close discussion.

Motion by Markham, second by Pulscher to approve signing the Joint Powers Agreement for ownership, maintenance and jurisdictional transfer between the SD Department of Transportation and the City of Summerset. Motion carried.

Quit Claim Deed – SD department of Transportation

Motion by Pulscher, second by Markham to open discussion. Motion carried.

The City Administrator, Lisa Schieffer stated that an updated one was sent correcting the City's address. with our actual address on it. just wanted you guys to review this one. This is actually going to be signed by the State of South Dakota on the 25th.

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

Receipt and Waiver of Mechanic's Lien Rights – Norman Ranch Subdivision, LLC.

Motion by Pulscher, second by Markham to open discussion. Motion carried.

City Administrator, Lisa Schieffer stated that this document came along with the check from Norman Ranch. This was sent to Mr. Wheeler to review the same. Mr. Wheeler stated that he was shocked that we received this, as it is not necessary. Mr. Wheeler recommended that we table the matter.

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

Motion by Pulscher, second by Markham to table this matter. Motion carried.

Joint Funding Agreement with USGS

Motion by Pulscher, second by Markham to open discussion. Motion carried.

City Administrator, Lisa Schieffer stated that this is our Annual Agreement with USGS for our Climate Station and our Stream Gauge that is in Sun Valley. There is an overall increase of 2% to help with inflation.

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

Motion by Pulscher, second by Markham to approve signing the Joint Funding Agreement with USGS. Motion carried.

Application and Certification for Payment #8 – WWTP

Motion by Markham, second by Pulscher to open discussion. Motion carried.

City Administrator Lisa Schieffer stated that the Reed Bed Project is in the final stages. They are waiting for the Reeds to be planted, and that will be the final step, and the project will be complete.

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

Motion by Markham, second by Pulscher to approve Payment #8- WWTP. Motion carried.

Discussion on Fund Reserve Policy for the General Fund Dated 11/19/2015

Motion by Pulscher, second by Markham to open discussion. Motion carried.

City Administrator, Lisa Schieffer stated that during the post audit, the question was asked by Casey Peterson and Associates about a Fund Reserve Policy passed by the City in 2015 and whether or not it was still in effect. The question to the Board was whether this was being followed to date or needed to be rescinded.

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

Motion by Pulscher, second by Markham to rescind the Fund Reserve Policy for the General Fund Dated 11/19/2015. Motion carried.

Police Department Sergeant Position – Payroll

Sergeant Position/Roan Reiman – Grade 20/Step H @ \$34.33 an hour effective June 15, 2026.

Motion by Markham, second by Pulscher to accept the Police Department Sergeant Position of Roan Reiman at \$34.33 an hour effective June 15, 2026. Motion carried.

Resignation – Police Department

Motion by Pulscher, second by Markham to accept the resignation letter of Colton Juso effective June 15th, 2026. Motion carried.

Upcoming Events

- a) SD Municipal League – Human Resources School June 9th – 10th in Oacoma SD
- b) SD Municipal League – Finance Officer’s School June 10th – 12th in Oacoma SD
- c) Budget Training – June 17th in Rapid City SD
- d) Offices will be closed on Friday, June 19th in Honor of Juneteenth (Freedom Day).

Executive Session -None

Adjournment

Motion by Markham, second by Pulscher to adjourn at 6:16 p.m. Motion carried.

(SEAL)

ATTEST:

Lisa Fischer
Finance Officer

Michael Kitzmiller
Mayor

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



City of Summerset, SD

Payable Register

Payable Detail by Vendor Name

Packet: APPKT00311 - June 18 2026 AP

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: 0021 - Black Hawk Water Users District										Vendor Total: 408.20
<u>6.2.2026-1476</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	158.70	0.00	0.00	0.00	158.70
Monthly Water Usage	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly Water Usage	NA		0.00	0.00	158.70	0.00	0.00	0.00	158.70	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4520-42800</u>	Utility Expense				158.70	100.00%				
Vendor: 6.2.2026-1637										
Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	249.50	0.00	0.00	0.00	249.50	
Monthly Water usage	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly Water usage	NA		0.00	0.00	249.50	0.00	0.00	0.00	249.50	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4192-42800</u>	Utility Expense				249.50	100.00%				
Vendor: 1504 - CBH CO-OP										
Vendor Total: 4,263.02										
<u>5.31.26-200372</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	4,263.02	0.00	0.00	0.00	4,263.02
Government Fuel	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Government Fuel	NA		0.00	0.00	2,534.64	0.00	0.00	0.00	2,534.64	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4210-42611</u>	Fuel Expense				2,534.64	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Government Fuel	NA		0.00	0.00	1,728.38	0.00	0.00	0.00	1,728.38	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4310-42611</u>	Fuel Expense				1,728.38	100.00%				
Vendor: 0036 - City of Rapid City										
Vendor Total: 6,807.92										
<u>2606005</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	6,807.92	0.00	0.00	0.00	6,807.92
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	6,807.92	0.00	0.00	0.00	6,807.92	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4320-43230</u>	Solid Waste Collection				6,807.92	100.00%				
Vendor: 0120 - City of Sturgis										
Vendor Total: 40.00										
<u>17537</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	40.00	0.00	0.00	0.00	40.00
Animal Shelter Fees	BANKW - BANK WEST				No					

Payable Register

Packet: APPKT00311 - June 18 2026 AP

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	
Animal Shelter Fees	NA		0.00	0.00	40.00	0.00	0.00	0.00	40.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4410-43350</u>	Humane Society				40.00	100.00%				

Vendor: 1093 - Dakota Pump, Inc

Vendor Total: 204.08

<u>13364</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	204.08	0.00	0.00	0.00	204.08
WWTP-Unclog Pump		BANKW - BANK WEST			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP-Unclog Pump	NA		0.00	0.00	204.08	0.00	0.00	0.00	204.08	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>604-4000-42500</u>	Repair/Maint Expense				204.08	100.00%				

Vendor: 0765 - Demersseman Jensen Tellinghuisen & Huffman, LLP

Vendor Total: 1,717.50

<u>40903</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	1,717.50	0.00	0.00	0.00	1,717.50
Legal Fees		BANKW - BANK WEST			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Legal Fees	NA		0.00	0.00	1,717.50	0.00	0.00	0.00	1,717.50	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4141-42200</u>	Prof Fees Expense				1,717.50	100.00%				

Vendor: 0709 - Diamond Water Company

Vendor Total: 45.00

<u>6.2.26-DW355</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	45.00	0.00	0.00	0.00	45.00
Monthly Usage		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>101-4192-42800</u>	Utility Expense				45.00	100.00%				

Vendor: 2014 - DOT Marketing

Vendor Total: 360.00

<u>H14006</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	360.00	0.00	0.00	0.00	360.00
Website Updates		BANKW - BANK WEST			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Website Updates	NA		0.00	0.00	360.00	0.00	0.00	0.00	360.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4192-42200</u>	Prof Fees Expense				360.00	100.00%				

Vendor: 2102 - Fischer, Lisa

Vendor Total: 327.60

<u>6.2026-001</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	327.60	0.00	0.00	0.00	327.60
HR & FO Training-June 9-12-Oacoma SD		BANKEFT - BANK WEST EFT			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
HR & FO Training-June 9-12-Oacoma SD	NA		0.00	0.00	327.60	0.00	0.00	0.00	327.60	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4140-42700</u>	Travel/Conf Expense				327.60	100.00%				

Payable Register

Packet: APPKT00311 - June 18 2026 AP

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

Vendor: 0246 - Golden West Technologies

Vendor Total: 4,241.93

40002736	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	4,241.93	0.00	0.00	0.00	4,241.93
Comprehensive Services	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Comprehensive Services	NA	0.00	0.00	4,241.93	0.00	0.00	0.00	4,241.93

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-42201	Dues/Subscriptions		4,241.93	100.00%

Vendor: 1133 - HDR Engineering, Inc

Vendor Total: 16,057.56

1200831921	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	8,540.76	0.00	0.00	0.00	8,540.76
Summerset 2026 General Engineering Ser...	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Summerset 2026 General Engineering S	NA	0.00	0.00	8,540.76	0.00	0.00	0.00	8,540.76

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4196-42200	Prof Fees Expense		8,540.76	100.00%

1200832286	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	3,171.80	0.00	0.00	0.00	3,171.80
2025 Norman Ranch CA	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
2025 Norman Ranch CA	NA	0.00	0.00	3,171.80	0.00	0.00	0.00	3,171.80

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4196-42200	Prof Fees Expense		3,171.80	100.00%

1200835347	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	4,345.00	0.00	0.00	0.00	4,345.00
WWTP- Reed Bed Expansion Project	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP- Reed Bed Expansion Project	NA	0.00	0.00	4,345.00	0.00	0.00	0.00	4,345.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
604-4000-42200	Prof Fees Expense		4,345.00	100.00%

Vendor: 1287 - Hills Septic Service Go Pro

Vendor Total: 3,297.00

23810	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	3,297.00	0.00	0.00	0.00	3,297.00
WWTP-Pumped 6 loads	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-Pumped 6 loads	NA	0.00	0.00	3,297.00	0.00	0.00	0.00	3,297.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
604-4000-42640	Permits/Penalties		3,297.00	100.00%

Vendor: 2052 - Hills Toilet Service

Vendor Total: 222.30

23608	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	148.20	0.00	0.00	0.00	148.20
Temp Toilets-Leisure Lane	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Temp Toilets-Leisure Lane	NA	0.00	0.00	148.20	0.00	0.00	0.00	148.20

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4520-42830	Temporary Toilets		148.20	100.00%

Payable Register

Packet: APPKT00311 - June 18 2026 AP

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code		On Hold							
23609	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	74.10	0.00	0.00	0.00	74.10
Temp Toilets-Steamboat	BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Temp Toilets-Steamboat	NA	0.00	0.00	74.10	0.00	0.00	0.00	74.10

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4520-42830	Temporary Toilets		74.10	100.00%

Vendor: 0937 - MDU

Vendor Total: 289.05

14393310009-6.9.26	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	61.58	0.00	0.00	0.00	61.58
Recreational Dr.	BANKEFT - BANK WEST EFT		No			Payment Date: 7/1/2026	Bank Draft:		DFT0000520	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Recreational Dr.	NA	0.00	0.00	61.58	0.00	0.00	0.00	61.58

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
604-4000-42800	Utility Expense		61.58	100.00%

19146935150-6.9.26	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	31.69	0.00	0.00	0.00	31.69
PW Bldg	BANKEFT - BANK WEST EFT		No			Payment Date: 7/1/2026	Bank Draft:		DFT0000519	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW Bldg	NA	0.00	0.00	31.69	0.00	0.00	0.00	31.69

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4310-42800	Utility Expense		31.69	100.00%

33374310002-6.9.26	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	66.93	0.00	0.00	0.00	66.93
Sewer Lift Station	BANKEFT - BANK WEST EFT		No			Payment Date: 7/1/2026	Bank Draft:		DFT0000518	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Sewer Lift Station	NA	0.00	0.00	66.93	0.00	0.00	0.00	66.93

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
604-4000-42800	Utility Expense		66.93	100.00%

44803668274-6.9.26	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	64.00	0.00	0.00	0.00	64.00
City Hall	BANKEFT - BANK WEST EFT		No			Payment Date: 7/1/2026	Bank Draft:		DFT0000517	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
City Hall	NA	0.00	0.00	64.00	0.00	0.00	0.00	64.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-42800	Utility Expense		64.00	100.00%

70179331007-6.9.26	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	64.85	0.00	0.00	0.00	64.85
Farm Tap	BANKEFT - BANK WEST EFT		No			Payment Date: 7/1/2026	Bank Draft:		DFT0000516	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Farm Tap	NA	0.00	0.00	64.85	0.00	0.00	0.00	64.85

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
604-4000-42800	Utility Expense		64.85	100.00%

Vendor: 0167 - SD Department of Revenue

Vendor Total: 1,169.64

May 2026	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	1,169.64	0.00	0.00	0.00	1,169.64
May Sales Tax	BANKEFT - BANK WEST EFT		No			Payment Date: 6/25/2026	Bank Draft:		DFT0000521	

Payable Register

Packet: APPKT00311 - June 18 2026 AP

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	
May Sales Tax	NA		0.00	0.00	1,169.64	0.00	0.00	0.00	1,169.64	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
<u>101-0000-21700</u>	Sales Tax Payable				1,169.64	100.00%				

Vendor: 0018 - SD One Call **Vendor Total:** **23.10**

<u>SD26-01452</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	23.10	0.00	0.00	0.00	23.10
Message Fees-May		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Message Fees-May	NA	0.00	0.00	23.10	0.00	0.00	0.00	23.10

Distributions

Account Number	Account Name	Project	Account Key	Amount	Percent
<u>101-4232-42900</u>	Other Expense			23.10	100.00%

Vendor: 2131 - Thomas Flamboe **Vendor Total:** **600.00**

<u>05312026a</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	600.00	0.00	0.00	0.00	600.00
PD Candidate Evaluation		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD Candidate Evaluation	NA	0.00	0.00	600.00	0.00	0.00	0.00	600.00

Distributions

Account Number	Account Name	Project	Account Key	Amount	Percent
<u>101-4210-42200</u>	Prof Fees Expense			600.00	100.00%

Vendor: 1024 - USA Bluebook **Vendor Total:** **1,494.18**

<u>INV01059517</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	1,494.18	0.00	0.00	0.00	1,494.18
WWTP-Supplies		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP-Supplies	NA	0.00	0.00	1,494.18	0.00	0.00	0.00	1,494.18

Distributions

Account Number	Account Name	Project	Account Key	Amount	Percent
<u>604-4000-42600</u>	Supply/Material Exp			1,494.18	100.00%

Vendor: 1707 - USGS **Vendor Total:** **22,025.00**

<u>90131039a</u>	Invoice	6/18/2026	6/18/2026	6/18/2026	6/18/2026	22,025.00	0.00	0.00	0.00	22,025.00
USGS-Costs incurred 1/1/25-12/31/25		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
USGS-Costs incurred 1/1/25-12/31/25	NA	0.00	0.00	22,025.00	0.00	0.00	0.00	22,025.00

Distributions

Account Number	Account Name	Project	Account Key	Amount	Percent
<u>101-4310-42200</u>	Prof Fees Expense			22,025.00	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	27	63,593.08	0.00	0.00	0.00	63,593.08	1,458.69	62,134.39
Grand Total:		63,593.08	0.00	0.00	0.00	63,593.08	1,458.69	62,134.39

Account Summary

Account	Name	Amount
<u>101-0000-21700</u>	Sales Tax Payable	1,169.64
<u>101-4140-42700</u>	Travel/Conf Expense	327.60
<u>101-4141-42200</u>	Prof Fees Expense	1,717.50
<u>101-4192-42200</u>	Prof Fees Expense	360.00
<u>101-4192-42201</u>	Dues/Subscriptions	4,241.93
<u>101-4192-42800</u>	Utility Expense	358.50
<u>101-4196-42200</u>	Prof Fees Expense	11,712.56
<u>101-4210-42200</u>	Prof Fees Expense	600.00
<u>101-4210-42611</u>	Fuel Expense	2,534.64
<u>101-4232-42900</u>	Other Expense	23.10
<u>101-4310-42200</u>	Prof Fees Expense	22,025.00
<u>101-4310-42611</u>	Fuel Expense	1,728.38
<u>101-4310-42800</u>	Utility Expense	31.69
<u>101-4320-43230</u>	Solid Waste Collection	6,807.92
<u>101-4410-43350</u>	Humane Society	40.00
<u>101-4520-42800</u>	Utility Expense	158.70
<u>101-4520-42830</u>	Temporary Toilets	222.30
Total:		54,059.46

Account	Name	Amount
<u>604-4000-42200</u>	Prof Fees Expense	4,345.00
<u>604-4000-42500</u>	Repair/Maint Expense	204.08
<u>604-4000-42600</u>	Supply/Material Exp	1,494.18
<u>604-4000-42640</u>	Permits/Penalties	3,297.00
<u>604-4000-42800</u>	Utility Expense	193.36
Total:		9,533.62



City of Summerset, SD

Payable Register

Payable Detail by Vendor Name

Packet: APPKT00310 - June 2026 AP-Block

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

Vendor: 2104 - Block, Brenna Vendor Total: **2,812.90**

<u>6</u>	Invoice	6/18/2026	6/18/2026	7/18/2026	6/18/2026	2,812.90	0.00	0.00	0.00	2,812.90
Economic Development Consulting	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Economic Development Consulting	NA	0.00	0.00	2,587.50	0.00	0.00	0.00	2,587.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>211-4650-42200</u>	Prof Fees Expense		2,587.50	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Economic Development Consulting	NA	0.00	0.00	225.40	0.00	0.00	0.00	225.40

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>211-4650-42700</u>	Travel/Conf Expense		225.40	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	1	2,812.90	0.00	0.00	0.00	2,812.90	0.00	2,812.90
Grand Total:		2,812.90	0.00	0.00	0.00	2,812.90	0.00	2,812.90

Account Summary

Account	Name	Amount
<u>211-4650-42200</u>	Prof Fees Expense	2,587.50
<u>211-4650-42700</u>	Travel/Conf Expense	225.40
Total:		2,812.90

May 2026 City Administrator Report

ECONOMIC DEVELOPMENT

- Weekly updates from B. Block on businesses within the city.
- Met with B. Block to set up a meeting with M. Kitzmiller and potential new business coming on proposed disposal property.

GRANTS

- Visited with E. Jasper regarding generator specs on the FEMA Grant – will go out for bid soon.
- Reviewed ICMA grant that were available for the city.
- Met with A. Kayl to go over VFD needed for grant.

PLANNING & ZONING

- Meeting with Mayor, Heavy Contactors, and A. Kayl regarding Norman Ranch.
- Visited with F. Thompson regarding matters on Norman Ranch.
- Received Norman Ranch Timeline set up meeting with Norman Ranch Officials. Engineers and Attorneys present.
- Conference call with F. Thompson, K. Treloar, M. Kingsbury, E. Jasper, M. Kitzmiller, M. Wheeler, J. Collins, and M. Nadolski.
- Visited with M. Wheeler regarding Norman Ranch matters – preliminary plat.
- Conference call with Renner & Associates, F. Thompson, T. Thompson, A. Kayl and K. Lebon – go over water.
- B. Hagg sent in revisions on Summerset Business Park for review.
- Met with Rapid Construction on inspections.
- Exception Request reviewed and signed by Public Works Director and City Administrator.
- Posted P & Z Agenda and attended 1 P & Z Meeting.
- Visited with A. Rydquist on building permit for Summerset Business Park.
- Set up zoom meeting with Norman Ranch contractors.
- Issued building permit on Summerset Business Park.
- Answered questions on Erickson Ranch Road and if there were any variances city/county.
- Followed up with B. Hagg on the payment for his grading permit. R. Bundrick sent payment for us to process.
- Visited with E. Jasper regarding pigging of the Norman Ranch sewer. Visited on final plat 1A.
- Visited with M. Towey regarding additional square footage to be added on to the Memory Center and sent paperwork for the building permit.
- Set up bi-weekly meetings with Norman Ranch. Attended bi-weekly meetings.
- Received building plans from Friendly Horizons.
- Visited with R. Usera from BH Energy on Norman Ranch easement.
- Received SoDak shops building plans.
- Reviewed SDDOT Plats pertaining to the disposal property.

*See next page

MISC.

- S. Blotske had questions regarding laws, etc. – helped her with where to find the same.
- Worked on I.T. Sheets on cyber security and procedure updates.
- Put together invoices and documentation to send to the attorneys and Norman Ranch on engineering fees.
- Posted Agenda for 2 Commission meetings. Attended 2 Commission meetings.
- Received from Golden West an update on Genetec Software and the cost of the same. Sent it to R. Nasser to review the same.
- Visited with J. Parks regarding garbage services in Piedmont.
- A. Kayl and I met to go over a garbage questionnaire from Piedmont and filled out the same.
- Sent signed agreement to SDDOT for disposal property – waiting on deeds.
- Sent signed agreement to Attorneys for Norman Ranch regarding the engineering fees reimbursement.
- Worked on budget sheets for 2027.
- Worked on proposed wages for 2027 – CPI 2.5%
- Visited with M. Wheeler on Norman Ranch and agenda items.
- Reviewed and completed questionnaire from Casey Peterson and Associates/Andrew Roland and set up a meeting for us to all meet.
- Visited with M. Kitzmiller regarding the recycle bins and construction.
- Put out notices on the moving of the recycle bins on Facebook, Text My Gov, and Data Billboard.
- Followed up with SDDOT on cross walk and a timeline regarding the same.
- Reviewed parks equipment with A. Kayl and went over the specs and pricing regarding the same. Meets bid law since it is a sourcewell product.
- Visited with a real estate agent regarding parcel #0C.51.10.01 and whether there were any variances on the property.
- Visited with L. Fischer on 2027 budget and putting the formulas together on the worksheets.
- Hard drives were taken out of the printers. Alerted A & B to come pick up the same.
- Received a complaint from D. Fischer regarding Recreation Drive. Sent the complaint to A. Kayl.
- Visited with M. Wheeler regarding the surety bond on Norman Ranch.
- Added the new copiers to our SDPAA insurance.
- Visited with C. Morgan regarding the property with satellites on the same.
- Researched with A. Kayl the effects of hail on different playground surfaces.

- Drafted a letter to Secretary Jundt regarding the timeline and a possible meeting on getting the deeds for the disposal property.
- Reviewed five years of budgets, looked at revenue and visited with Nicky on low revenues in contractors licensing and waste haulers licensing. Made calls to contractors to get their licenses asap or it will be turned over to city attorney. Nicky to follow up on the remaining.
- Visited with A. Feldman on mining meeting flyer and put the same on the Summerset's Facebook page.
- Visited with J. Guthrie on recycle bins.
- Followed up with Simon Contracting on lots for possible sale.
- Had a meeting with A. Newhouse from Evergreen. Went over paperwork questions on software, security cameras, etc.
- Attended zoom meeting on District Security.
- Sent reply to Norman Ranch regarding their sharefile and access to the same.
- Trained L. Fischer on setting up zoom for meetings and going live on Facebook.
- Attended the GOSMA Conference in Deadwood SD. Trainings on Mental Health, Social Media, Governing Body Management, Recruiting, Contract Negotiations, and Gracious Space.
- Published the TSO Ordinances and sent them off to American Legal.
- Email with C. Robinson getting task order signed.
- Reviewed the USGS Agreement, had it signed and returned to B. Hanson.
- Visited with M. Carlson regarding disposal property.
- Visited with Golden West rep regarding the quote for updating Genetec software.
- Visited with R. Nasser and G. Markham on Public Safety Day and the date of the same.
- Followed up on business license on O'Reilly Auto Parts.
- Attended exit conference for audit with Casey Peterson and Associates.
- Reviewed wastewater pay application #8 for the reed beds.
- Visited with G. Morford regarding old light fixtures and buying the same. Sent to A. Kayl.
- Visited with 2 citizens regarding the recycle bins and why there were moved.
- Updated the digital board for month of May.
- Visited with D. Allen on SDRS paperwork.
- Met with G. Markham, N. Birgen regarding website.
- Attended Golden West quarterly meeting to go over our stats.



SUMMERSET POLICE DEPARTMENT

Monthly Report-May 2026

Calls for service

- 285

Court appearances

- Investigator Regan
- Lt. Macrander
- Officer Juso
-

Training

Grants

Special Events

Daily

- Regular meetings with Commissioner Markham
- Covering patrol shifts and responding to calls for service
- Evidence.com management
- Citizen Meetings
- Public Safety Day Meeting
- Golden West IT Problems
- Updated Department Policies
- Digital Radio Down
- Clerk of Court
- Axon Contracts
- Meeting with Dispatch Supervisor
- Central Square Form Updates
- Meeting with Upfitter
- Uniform Acquisition
- Call with Monument Ambulance
- Grant Risk Assessment
- WestComm Radio
- Reviewed E-bike/MC Issues
- Met with Evergreen
- Accident Records
- Department Instagram
- Computer Upgrade

- Police Management Survey
- Squad Meeting
- Narcan Contract
- Axon Pro License
- Axon Ticket Submission
- Department Banner
- Evidence Requests
- 2024-2026 SD LETS NCIC Inquiry
- Changed Callsigns
- CJIS Audit Responses
- Applicant Final Offer
- Evidence Destruction
- Meeting with Defense Attorney
- Commission Meeting
- Expenses/Receipts
- PD Maintenance
- Fleet Management
- Records Requests
- Upfitting Phone Calls
- NIBRS Submissions
- Department Budget
- Payroll

May

Sanitation

Hauled Solid Waste, Recycling, Cardboard Delivered cans to residents as needed. Performed maintenance on solid waste equipment. Washed trash cans as needed. Discussed Landfill updates with Rapid City Landfill staff.

Public works

Performed maintenance on public works equipment. Had numerous conversations with the City Staff and Mayor. Spoke with HDR about various issues. Attended Construction meetings on Norman Ranch. Mowed city owned right of ways.

Code enforcement

Investigated code enforcement complaint. Attended Code enforcement conference

Parks

Ordered new park equipment. Mowed and weeded.

Miscellaneous

Received complaint on dirt in roadway. Contacted owner to relocate. Received updated from DOT concerning crosswalks. Conducted interviews. Received quotes for City hall upgrades.

May 2026Wastewater Department report

Daily Operations

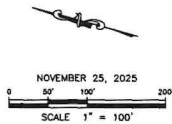
5-6 Jaeson attended reed bed construction meeting.
5-7 Phone conference with Commissioner Hirsch.
5-8 Sent DMR report to DANR.
5-13 Discussed Reed Bed project with Black River.
5/19-21 Attended Advanced Wastewater class.
5-19 Phone conference with Commissioner Hirsch.
5-20 Completed meter readings for sewer billing.
Treated 4.8 million gallons of wastewater with a daily average of 150 thousand gallons per day.
Responded to 13 requests for utility location.

Special Projects

Misc

PLAT OF
 LOTS 1-9 OF BLOCK 1, LOTS 1-10 OF BLOCK 2, LOTS 1A & 1B-13A & 13B OF BLOCK 3,
 LOTS 1-27 OF BLOCK 4, LOTS 1-3 OF BLOCK 5 &
 MACALLAN WAY, MORAY MIST LANE, HIGHLANDS WAY, & NORMAN AVENUE RIGHT-OF-WAYS
 UTILITY EASEMENT AND MAJOR DRAINAGE EASEMENT,
 NORMAN RANCH SUBDIVISION

(formerly a portion of the SW1/4 of SW1/4 of Section 32, T3N, R7E and the N158' of
 Gov't Lots 3 & 4 of Section 5, T2N, R7E, BHM)
 LOCATED IN SECTION 32, T3N, R7E AND SECTION 5, T2N, R7E, BHM,
 CITY OF SUMMERSET, MEADE COUNTY, SOUTH DAKOTA



NOTES:

Eight foot (8') utility and minor drainage easement is hereby granted on the interior of side of the side & rear lot lines. A ten foot (10') utility & minor drainage easement is hereby granted on the interior side of the front lot line. Removal or modification of any obstruction or impediment to such an easement shall be the financial responsibility of the landowner.

Major drainage easements shall be kept free of all obstructions, including fences, and that the major drainage easement provides the SummerSet Public Works Department, or their designee(s) the rights of entry, construction, and maintenance in order to facilitate drainage through these easements.

LEGEND

- Denotes set rebar with survey cap marked "Renner - Assoc. 9213".
- Denotes Found Survey Monument marked as noted.
- (R) Denotes Recorded in previous plat or description.
- (M) Denotes Measured in this survey.

Basis of Bearings: South Dakota State Plane
 Coordinate System North Zone, NAD 83 (2011)

THE SUBJECT PROPERTY FALLS IN FLOOD ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN) AS SHOWN IN THE FLOOD INSURANCE RATE MAP (FIRM), MAP NUMBER 46093C1791F, EFFECTIVE DATE OF SEPTEMBER 16, 2011.



Line Table		
Line #	Length	Direction
L1	33.00'	N87°38'37\"
L2	14.14'	N42°38'25\"
L3	89.25'	N02°00'38\"
L4	14.14'	S47°00'38\"
L5	24.99'	S43°03'53\"
L6	26.78'	S88°02'53\"
L7	10.00'	S02°00'37\"
L8	31.30'	S55°13'59\"
L9	57.39'	N50°14'00\"
L10	14.55'	N81°54'10\"
L11	14.42'	S10°55'15\"
L12	81.75'	N32°56'40\"
L13	88.68'	N58°13'59\"
L14	37.18'	S08°04'00\"
L15	44.08'	S87°52'20\"
L17	76.89'	N30°48'04\"

Curve Table				
Curve #	Length	Radius	Delta	Chord Direction
C1	54.85'	174.00'	17°59'37\"	S08°59'11\"
C2	199.82'	200.00'	57°14'37\"	N26°38'41\"
C3	184.71'	228.00'	46°49'43\"	N21°24'14\"
C4	119.20'	174.00'	39°15'00\"	S35°38'29\"
C5	174.70'	500.00'	20°01'07\"	N45°13'26\"
C6	7.86'	528.00'	0°50'04\"	N54°48'58\"
C7	65.02'	528.00'	7°04'55\"	S50°51'28\"
C8	41.08'	228.00'	10°24'54\"	N50°01'32\"
C9	15.81'	334.51'	1°54'38\"	N54°18'40\"
C10	55.74'	474.00'	6°44'14\"	S35°18'47\"
C11	112.85'	474.00'	13°38'28\"	N48°30'08\"
C12	75.09'	528.00'	8°10'47\"	S43°13'37\"
C13	16.55'	58.00'	18°04'21\"	N45°01'05\"
C14	19.81'	500.00'	2°18'12\"	N54°04'48\"
C15	23.70'	228.00'	6°00'30\"	N57°47'22\"
C16	63.36'	174.00'	20°51'49\"	S60°13'02\"
C17	129.94'	200.00'	37°13'30\"	S73°23'53\"
C18	63.94'	228.00'	18°12'35\"	N68°53'55\"
C19	59.19'	228.00'	15°00'25\"	N84°30'26\"
C20	49.69'	174.00'	18°21'42\"	S83°49'47\"
C21	26.71'	30.00'	51°00'28\"	N66°30'24\"
C22	14.50'	58.00'	14°04'47\"	N48°02'33\"
C23	67.04'	58.00'	60°06'17\"	N87°38'05\"
C24	58.60'	58.00'	57°52'26\"	S30°52'33\"
C25	58.97'	58.00'	57°15'52\"	S26°41'26\"
C26	73.75'	58.00'	71°37'13\"	N88°51'51\"
C27	26.71'	30.00'	51°00'28\"	N62°29'07\"
C28	109.04'	58.00'	7°39'07\"	N02°28'24\"
C29	160.88'	58.00'	9°57'42\"	N03°19'49\"
C30	167.99'	58.00'	1°00'18\"	N01°18'48\"

PLAT OF
LOTS 1-9 OF BLOCK 1, LOTS 1-10 OF BLOCK 2, LOTS 1A & 1B-13A & 13B OF BLOCK 3,
LOTS 1-27 OF BLOCK 4, LOTS 1-3 OF BLOCK 5 &
MACALLAN WAY, MORAY MIST LANE, HIGHLANDS WAY, & NORMAN AVENUE RIGHT-OF-WAYS
UTILITY EASEMENT AND MAJOR DRAINAGE EASEMENT,
NORMAN RANCH SUBDIVISION
(formerly a portion of the SW1/4 of SW1/4 of Section 32, T3N, R7E and the N 158' of
Gov't Lots 3 & 4 of Section 5, T2N, R7E, BHM)
LOCATED IN SECTION 32, T3N, R7E AND SECTION 5, T2N, R7E, BHM,
CITY OF SUMMERSET, MEADE COUNTY, SOUTH DAKOTA

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 did 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 plot 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: NORMAN RANCH SUBDIVISION, LLC.

By: _____

ACKNOWLEDGEMENT OF OWNERSHIP

State of South Dakota
County of Meade S.S.

On the _____ day of _____, 20____, before me, a Notary Public, personally appeared _____ of Norman Ranch Subdivision, LLC., known to me to be the person described in the foregoing instrument and acknowledged to me that he signed the same.

NOTARY PUBLIC: _____

My commission expires: _____

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

CERTIFICATE OF HIGHWAY OR STREET AUTHORITY

State of South Dakota
County of Meade S.S.

The location of the proposed access road to the County or State Highway or City 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

CERTIFICATE OF COUNTY TREASURER

I, Treasurer of Meade County, South Dakota, do hereby certify that all taxes, which are liens 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.

Filed for record this _____ day of _____, 20____, at

_____ o'clock _____ M. in Book _____ of Plots, Page _____

Fee: \$ _____

Register of Deeds



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 at the request of the owners listed herein, I have surveyed the tract of land shown, and to the best of my knowledge and belief, the within plot is a representation of said survey. Easements or restrictions 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: _____

CERTIFICATE OF PLANNING COMMISSION

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

Dated this _____ day of _____, 20____.

Planning Commission Member

CERTIFICATE OF DIRECTOR OF EQUALIZATION

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

Dated this _____ day of _____, 20____.

Meade County Director of Equalization

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 liens upon the within described lands are fully paid according to the records of my office.

Dated this _____ day of _____, 20____.

Finance Officer

RESOLUTION OF CITY COMMISSION

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

- The system of streets set forth therein conforms to the system of streets of the existing plat of the City;
- All provisions of the City subdivision regulations have been complied with;
- All taxes and special assessments upon the tract or subdivision have been fully paid; and
- Such plat and survey thereof have been executed according to law.

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

Dated at SummerSet, South Dakota this _____ day of _____, 20____.

Mayor

Date

Memo

Date: Friday, April 03, 2026

Project: Lots 1-9 of Block 1, Lots 1-10 of Block 2, Lots 1A & 1B-13A & 13B of Block 3, Lots 1-27 of Block 4, Lots 1-3 of Block 5 & Macallan Way, Moray Mist Lane, Highlands Way, & Norman Avenue Right-of-Ways Utility Easement and Major Drainage Easement, Norman Ranch Subdivision

To: Lisa Schieffer, City Administrator

From: HDR, Inc

Subject: Phase 1A Final Plat Review

A resubmittal of the Norman Ranch Final Plat Phase 1A documents dated March 2nd, 2026, has been received and reviewed by HDR. The previous submittal review comments are below with updates from the most recent review. Prior comments that have been adequately addressed were retained but text has been struck through to indicate resolution.

Norman Ranch Phase 1A Final Plat (4-2-26)

Preliminary Plat Document Phase 1A Norman Ranch

Review Comments (11-04-25) (See markups on plat)

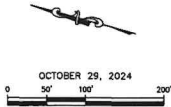
No comments were addressed or commented on from previous review.

1. It's not clear what the dimensions on the east end of Highland are labeling?
2. Update utility easement in lift station area to extend to edge of section line right-of-way so water and sewer to the lift station are located on private property.
3. Is section line right-of-way located in the lots on the south side of Highland being vacated?
4. Is the section line right-of-way located in the lots on the east side of Norman Ave being vacated?
5. What are the found monuments shown in the southwest corner of the plat related to?

1. The dimensions along the east end of Highlands way have been removed.
2. The lift station utility easement has been extended to the section line ROW.
3. The section line ROW along Highlands Way will be vacated after the plat via miscellaneous document.
4. The section line ROW along Norman Avenue will be vacated after the plat via miscellaneous document.
5. These are SDDOT monuments and have been labeled on the plat.

PLAT OF
 LOTS 1-9 OF BLOCK 1, LOTS 1-10 OF BLOCK 2, LOTS 1A & 1B-13A & 13B OF BLOCK 3,
 LOTS 1-27 OF BLOCK 4, LOTS 1-3 OF BLOCK 5 &
 MACALLAN WAY, MORAY MIST LANE, HIGHLANDS WAY, & NORMAN AVENUE RIGHT-OF-WAYS
 UTILITY EASEMENT AND MAJOR DRAINAGE EASEMENT,
 NORMAN RANCH SUBDIVISION

(formerly a portion of the SW1/4 of SW1/4 of Section 32, T3N, R7E and the N158' of
 Gov't Lots 3 & 4 of Section 5, T2N, R7E, BHM)
 LOCATED IN SECTION 32, T3N, R7E AND SECTION 5, T2N, R7E, BHM,
 CITY OF SUMMERSET, MEADE COUNTY, SOUTH DAKOTA



NOTES:

Eight foot (8') utility and minor drainage easement is hereby granted on the interior side of the side & rear lot lines. A 10' utility & minor drainage easement is hereby granted on the interior side of the front lot line. Removal or modification of any obstruction or impediment to such an easement shall be the financial responsibility of the landowner.

Major drainage easements shall be kept free of all obstructions, including fences, and that the major drainage easement provides the SummerSet Public Works Department, or their designee(s) the rights of entry, construction, and maintenance in order to facilitate drainage through these easements.

LEGEND

- Denotes set rebar with survey cap marked "Renner - Assoc. 9213".
- Denotes Found Survey Monument marked as noted.
- (R) Denotes Recorded in previous plat or description.
- (M) Denotes Measured in this survey.

Base of Bearings: South Dakota State Plane
 Coordinate System North Zone, NAD 83 (2011)

Easement should go to updated section line ROW.

What are these dimensions showing?

Dimensions removed.

Is this portion of Section Line ROW being vacated?
 Vacated by misc. document.



Line Table		
Line #	Length	Direction
L1	33.00'	N87°59'20"W
L2	14.14'	N42°58'25"W
L3	89.25'	N02°00'38"E
L4	14.14'	S47°00'38"E
L5	24.89'	S43°03'53"E
L6	28.78'	S80°03'53"E
L7	10.00'	S02°00'37"E
L8	31.30'	S55°13'59"E
L9	57.39'	N55°14'00"W
L10	14.55'	N81°54'10"W
L11	14.42'	S10°55'15"E
L12	81.75'	N32°58'40"W
L13	88.68'	N55°13'59"W
L14	37.16'	S09°04'00"E
L15	44.08'	S87°59'20"E
L17	78.89'	N30°48'56"W

Curve Table					
Curve #	Length	Radius	Delta	Chord Direction	Chord Length
C1	54.65'	174.00'	17°59'37"	S06°09'11"E	54.42'
C2	199.82'	200.00'	57°14'37"	N28°36'41"W	191.81'
C3	184.71'	228.00'	48°49'43"	N21°24'14"W	179.82'
C4	119.20'	174.00'	39°19'00"	S35°36'29"E	116.88'
C5	174.70'	200.00'	20°01'07"	N45°13'28"W	173.81'
C6	7.66'	326.00'	0°50'04"	N54°48'58"W	7.66'
C7	65.02'	326.00'	7°04'55"	S50°51'28"E	64.97'
C8	41.08'	228.00'	10°24'54"	N50°01'32"W	41.03'
C9	15.81'	324.51'	1°54'30"	N54°16'40"W	15.80'
C10	55.74'	474.00'	6°44'14"	S36°18'47"E	56.70'
C11	112.85'	474.00'	13°38'28"	N44°30'08"W	112.58'
C12	75.09'	326.00'	8°10'47"	S43°13'37"E	75.03'
C13	16.55'	58.00'	18°04'21"	N45°01'05"W	16.50'
C14	18.81'	500.00'	2°16'12"	N34°04'48"W	18.81'
C15	23.70'	228.00'	6°00'30"	N57°47'22"E	23.69'
C16	83.36'	174.00'	20°51'49"	S55°13'02"W	83.01'
C17	129.94'	200.00'	37°13'30"	S72°23'53"W	127.87'
C18	63.94'	228.00'	16°12'35"	N68°53'55"E	63.73'
C19	56.19'	228.00'	15°00'25"	N64°30'28"E	56.03'
C20	49.89'	174.00'	18°21'42"	S83°49'47"W	49.52'
C21	26.71'	30.00'	51°00'28"	N68°30'24"E	26.83'
C22	14.50'	58.00'	14°04'47"	N48°02'33"E	14.48'
C23	87.04'	58.00'	85°08'17"	N87°36'05"E	63.48'
C24	58.60'	58.00'	57°52'26"	S30°52'33"E	57.09'
C25	58.97'	58.00'	57°15'52"	S28°41'38"W	56.54'
C26	73.75'	58.00'	71°37'13"	N88°51'51"W	69.04'
C27	26.71'	30.00'	51°00'28"	N62°29'07"W	25.83'
C28	109.04'	582.70'	0°39'07"	N00°28'35"E	108.04'
C29	160.86'	582.70'	0°57'42"	N00°19'49"W	160.86'
C30	187.99'	582.70'	1°00'16"	N01°18'48"W	187.99'

Detail B added to plat to show measurements

Vacated by misc. document

Is this Section Line ROW being vacated?

Provide measurement for this line

What are these found monuments related to?

SDDOT monuments labeled

PLAT OF
LOTS 1-9 OF BLOCK 1, LOTS 1-10 OF BLOCK 2, LOTS 1A & 1B-13A & 13B OF BLOCK 3,
LOTS 1-27 OF BLOCK 4, LOTS 1-3 OF BLOCK 5 &
MACALLAN WAY, MORAY MIST LANE, HIGHLANDS WAY, & NORMAN AVENUE RIGHT-OF-WAYS
UTILITY EASEMENT AND MAJOR DRAINAGE EASEMENT,
NORMAN RANCH SUBDIVISION

(formerly a portion of the SW1/4 of SW1/4 of Section 32, T3N, R7E and the N 158' of
Gov't Lots 3 & 4 of Section 5, T2N, R7E, BHM)
LOCATED IN SECTION 32, T3N, R7E AND SECTION 5, T2N, R7E, BHM,
CITY OF SUMMERSET, MEADE COUNTY, SOUTH DAKOTA

THE SUBJECT PROPERTY FALLS IN FLOOD ZONE X (AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE
FLOOD PLAIN) AS SHOWN IN THE FLOOD INSURANCE RATE MAP (FIRM), MAP NUMBER 46093C1791F, EFFECTIVE DATE
OF SEPTEMBER 16, 2011.

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
did 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 plot 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: NORMAN RANCH SUBDIVISION, LLC.

BY: _____

ACKNOWLEDGEMENT OF OWNERSHIP

State of South Dakota
County of Meade S.S.

On the _____ day of _____, 20____, before me, a Notary
Public, personally appeared _____ of Norman Ranch Subdivision, LLC.,
known to me to be the person described in the foregoing instrument and
acknowledged to me that he signed the same.

NOTARY PUBLIC: _____

My commission expires: _____

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

CERTIFICATE OF HIGHWAY OR STREET AUTHORITY

State of South Dakota
County of Meade S.S.

The location of the proposed access road to the County or State Highway or City
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

CERTIFICATE OF COUNTY TREASURER

I, Treasurer of Meade County, South Dakota, do hereby certify that all taxes, which
are liens 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.

Filed for record this _____ day of _____, 20____, at

_____ o'clock _____ M. in Book _____ of Plots, Page _____

Fee: \$ _____

Register of Deeds



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 at the request of the owners listed hereon, I
have surveyed the tract of land shown, and to the best of my knowledge and
belief, the within plot is a representation of said survey. Easements or
restrictions of miscellaneous record or private easements that are not known
to me are not shown hereon.

In witness whereof, I have hereunto set my hand and seal.

Eric D. Howard, Registered Land Surveyor

Date: _____

CERTIFICATE OF PLANNING COMMISSION

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

Dated this _____ day of _____, 20____.

Planning Commission Member

CERTIFICATE OF DIRECTOR OF EQUALIZATION

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

Dated this _____ day of _____, 20____.

Meade County Director of Equalization

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 liens upon the within described lands are fully
paid according to the records of my office.

Dated this _____ day of _____, 20____.

Finance Officer

RESOLUTION OF CITY COMMISSION

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

- The system of streets set forth therein conforms to the system of streets of the
existing plots of the City;
- All provisions of the City subdivision regulations have been complied with;
- All taxes and special assessments upon the tract or subdivision have been fully paid;
and
- Said plot 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: _____



§ 151.066 REQUIRED IMPROVEMENTS.

The subdivider is required to install or construct the following improvements, or provide by appropriate surety for their construction or installation, prior to the review of the final plat application by the Board of Commissioners.

(A) (1) All soil erosion and sediment control materials and facilities as described in the approved soil erosion and sediment control plan.

(2) The subdivider is required to maintain these materials and facilities in a workmanlike manner until all grading, filling, and trenching has been completed and sufficient vegetation re-established to prevent further soil erosion or until released from this requirement by the Public Works Official.

(B) All water system mains, lines, and appurtenances described in the approved water distribution plan. The subdivider is required to maintain this system until the community water system accepts the public portions of this system.

(C) All sanitary sewer system mains and appurtenances described in the approved sanitary sewer plan. The subdivider is required to maintain this system until the Board of Commissioners accepts the public portions of this system.

(D) All stormwater management facilities and conveyances described in the approved stormwater management plan. The subdivider is required to maintain these facilities and conveyances until the Board of Commissioners accepts these facilities and conveyances.

(E) All street lights and utility lines and mains described in the approved utility distribution plan. The city shall assume responsibility for the street lights upon approval of the installation by the Public Works Official.

(F) All streets and streetscape features described in the approved street plan. The subdivider is required to maintain the streets and features until the Board of Commissioners accepts these streets and features or approves a street maintenance plan for said streets.

(Ord. #115, passed 2-16-2017)

OFFICIAL MINUTES
SUMMERSET PLANNING AND ZONING COMMISSION
REGULAR MEETING
MONDAY, JUNE 8th, 2026 @ 6:00 P.M.

The meeting was called to order by Vice-Chairman Casey Kenrick at 6:00 p.m.

Roll Call: Dustin Hirsch, David Brenneman, Casey Kenrick, and Mike Martin were present. Also present was City Administrator Lisa Schieffer and Public Works Director Anthony Kayl.

Call for Changes: Motion by Martin, second by Brenneman to approve the agenda of the regular meeting for June 8th, 2026. Motion carried.

Consent Calendar:

Motion by Hirsch, second by Martin to approve the minutes of the regular meeting held on May 12th, 2026. Motion carried.

Final Plat – Phase 1A Norman Ranch Subdivision

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

City Administrator Lisa Schieffer presented the final plat of Phase 1A of Norman Ranch Subdivision to the Board. Tony Thompson and Forrest Thompson were present to answer any questions. The Board reviewed the comments made by HDR Engineering and discussed the remaining item of the section line being vacated on Highlands Way. At this point in time Norman Ranch is investigating further the need to vacate the section line along Norman Avenue. That option will remain open until further notice. The question was asked regarding Lots 1 and 1A and how, if the section line was vacated along Norman, would that affect them. Thompson stated that the setbacks were accommodated for in the same. That is why they are bigger lots. The Board had no further questions.

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

Motion by Hirsch, second by Martin, to recommend approval of the final plat for Phase 1A of Norman Ranch, contingent upon the developer continuing with the section line vacation. Motion carried.

Adjournment

Motion by Hirsch, second by Martin to adjourn the meeting at 6:10 p.m. Motion carried.

Lisa Schieffer, City Administrator

Brody Oldfield, Chairman

MICHAEL KITZMILLER,
MAYOR

COMMISSION:
CLYDE HIRSCH
MICHAEL OSTEN
JORDAN PULSCHER
GWENN MARKHAM
JORDAN PULSCHER

CITY OF
SUMMERSET



CITY HALL
7055 LEISURE LANE
SUMMERSET, SD 57718

TEL: 605.718.9858
FAX: 605.718.9883

WWW.SUMMERSET.US

June 4, 2026

Casey Peterson, LTD
909 Saint Joseph Street, Ste 101
Rapid City, South Dakota 57701

This representation letter is provided in connection with your audit of the modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Summerset, South Dakota which comprise the statement of financial position as of December 31, 2025, and the respective changes in financial position for the period then ended, and the related notes to the financial statements, for the purpose of expressing an opinion on whether the financial statements of the various opinion units are presented fairly, in all material respects, in accordance with the modified cash basis of accounting.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information such that, in the light of surrounding circumstances, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Except where otherwise stated below, immaterial matters less than \$5,000 collectively are not considered to be exceptions that require disclosure for the purpose of the following representations. This amount is not necessarily indicative of amounts that would require adjustment to or disclosure in the financial statements.

We confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of June 4, 2026:

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated February 4, 2026 for the preparation and fair presentation of the financial statements of the various opinion units referred to above in accordance with the modified cash basis of accounting.
2. The financial statements referred to above have been fairly presented in accordance with the modified cash basis of accounting and include all properly classified funds, supplementary information, and notes to the basic financial statements.
3. We acknowledge our responsibility for the design, implementation, and maintenance of the system of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. The methods, data, and significant assumptions used by us in making accounting estimates and their related disclosures are appropriate to achieve recognition, measurement, or disclosure that is reasonable in the context of the modified cash basis of accounting.

6. All related-party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of the modified cash basis of accounting.
7. All events subsequent to the date of the financial statements and for which the modified cash basis of accounting requires adjustment or disclosure have been adjusted or disclosed.
8. There are no uncorrected misstatements.
9. We are not aware of any pending or threatened litigation, claims, or assessments, or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements* which codifies FASB Accounting Standards Codification™ (ASC) 450, *Contingencies*, and we have not consulted a lawyer concerning litigation, claims, or assessments.
10. All funds and activities are properly classified.
11. All funds that meet the quantitative criteria in Government Accounting Standards Board (GASB) Statement No. 34, *Basic Financial Statements and Management's Discussions and Analysis for State and Local Governments*, GASB Statement No. 37, *Basic Financial Statements and Management's Discussion and Analysis for State and Local Governments: Omnibus*, and GASB Statement No. 65, *Items Previously Reported as Assets and Liabilities* for presentation as major are identified and presented as such and all other funds that are presented as major are considered important to financial statement users.
12. All net position components and fund balance classifications have been properly reported and, if applicable, approved.
13. All receipts within the Statement of Activities - Modified Cash Basis have been properly classified as program receipts, general receipts, contributions to term or permanent endowments, or contributions to permanent fund principal.
14. All disbursements have been properly classified in or allocated to functions and programs in the Statement of Activities - Modified Cash Basis, and allocations, if any, have been made on a reasonable basis.
15. All interfund and intra-entity transactions and balances have been properly classified and reported.
16. Deposit and investment risks have been properly and fully disclosed.
17. We acknowledge our responsibility for compliance with laws, regulations, and provisions of contracts and grant agreements.
18. We have reviewed, approved, and taken responsibility for the financial statements and related notes.
19. We have a process to track the status of audit findings and recommendations.
20. We have identified and communicated to you all previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
21. We have conducted a comprehensive risk assessment and disclosed all material concentrations and constraints in accordance with GASB Statement No. 102, *Certain Risk Disclosures*. These disclosures provide sufficient detail to enable users of financial statements to understand the nature of the circumstances disclosed and the City's vulnerability to the risk of substantial impact associated with the concentration or constraint, if applicable.
22. We have evaluated the concentrations and constraints, including those that occur subsequent to the Statement of Net Position date but before the financial statements are issued and have been properly disclosed in the financial statements as subsequent events.

23. With regard to the financial statement preparation and the proposal of adjusting journal entries, we have performed the following:

- a. Made all management decisions and performed all management functions;
- b. Assigned a competent individual to oversee the services;
- c. Evaluated the adequacy of the services performed;
- d. Evaluated and accepted responsibility for the result of the services performed; and
- e. Established and maintained controls, including a process to monitor the system of internal control.

24. We have reviewed and approved the attached schedule of adjusting journal entries that were proposed by you for recording in our books and records and reflected in the financial statements.

Information Provided

25. We have provided you with:

- a. Access to all information of which we are aware that is relevant to the preparation and fair presentation of the financial statements of the various opinion units referred to above, such as records, documentation, meeting minutes, and other matters;
- b. Additional information that you have requested from us for the purpose of the audit; and
- c. Unrestricted access to persons within the City and others from whom you determined it necessary to obtain audit evidence.

26. All transactions have been recorded in the accounting records and are reflected in the financial statements.

27. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

28. We have provided to you our evaluation of the City's ability to continue as a going concern, including significant conditions, events present, concentrations, and constraints, and we believe that our use of the going concern basis of accounting is appropriate.

29. We have no knowledge of any fraud or suspected fraud that affects the City and involves:

- a. Management;
- b. Employees who have significant roles in internal control; or
- c. Others where the fraud could have a material effect on the financial statements.

30. We have no knowledge of any instances, that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance, whether communicated by employees, former employees, vendors (contractors), analysts, regulators, or others.

31. We have no knowledge of any instances that have occurred or are likely to have occurred of noncompliance with provisions of contracts and grant agreements that have a material effect on the determination of financial statement amounts or other financial statement data significant to the audit objectives.

32. We have no knowledge of any instances that have occurred or are likely to have occurred of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.

33. We have a process to track the status of audit findings and recommendations.

34. We have taken timely and appropriate steps to remedy fraud, noncompliance with provisions of laws, regulations, contracts, and grant agreements, abuse, or waste that you have reported to us.
35. We have provided views on your reported audit findings, conclusions, and recommendations, as well as our planned corrective actions, for the report.
36. We are not aware of any pending or threatened litigation, claims, or assessments whose effects should be considered when preparing the financial statements and we have not consulted legal counsel concerning litigation, claims, or assessments.
37. We have disclosed to you the identity of all the City's related parties and the nature of all the related-party relationships and transactions of which we are aware.
38. There have been no communications from regulatory agencies concerning noncompliance with or deficiencies in accounting, internal control, or financial reporting practices.
39. The City has no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
40. We have disclosed to you all guarantees, whether written or oral, under which the City is contingently liable.
41. We have disclosed to you all significant estimates and material concentrations known to management that are required to be disclosed in accordance with GASB Statement No. 62 (GASB-62), *Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements*. Significant estimates are estimates at the balance sheet date that could change materially within the next year. Concentrations refer to volumes of business, revenues, available sources of supply, markets, or geographic areas for which events could occur that would significantly disrupt normal finances within the next year.
42. We have identified and disclosed to you the laws, regulations, or provisions of contracts or grant agreements that could have a direct and material effect on financial statement amounts, including legal and contractual provisions for reporting specific activities in separate funds.
43. There are no:
 - a. Violations or possible violations of laws or regulations or provisions of contracts or grant agreements whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations, except as disclosed to you.
 - b. Unasserted claims or assessments that our lawyer has advised are probable of assertion and must be disclosed in accordance with GASB-62.
 - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by GASB-62.
44. The City has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset or future revenue been pledged as collateral, except as disclosed to you.
45. We have complied with all aspects of grant agreements and other contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
46. With respect to the budgetary comparison schedule, pension schedules, Notes to the Supplementary Information, and the list of City Officials accompanying the financial statements:
 - a. We acknowledge our responsibility for the presentation of the aforementioned supplementary information in accordance with the modified cash basis of accounting.
 - b. We believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting.

- c. The methods of measurement or presentation have not changed from those used in the prior period.
- d. We believe the significant assumptions or interpretations underlying the measurement or presentation of the supplementary information, and the basis for our assumptions and interpretations, are reasonable and appropriate in the circumstances.
- e. When the supplementary information is not presented with the audited financial statements, management will make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the City of the supplementary information and the auditor's report thereon.
- f. We acknowledge our responsibility to include the auditor's report on the supplementary information in any document containing the supplementary information and which indicates the auditor reported on such supplementary information.
- g. We acknowledge our responsibility to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the City of the supplementary information and the auditor's report thereon.

47. We did not expend over \$1,000,000 in federal funds.

Signature Lisa Fischer Title Finance Officer

Signature LISA SCHIEFFER Title City Administrator

**Adjusting Journal Entries
For the Year Ended December 31, 2025**

Account	Description	Debit	Credit
Adjusting Journal Entries JE # 1			
To adjust beginning balances to agree with PY audit			
101-0000-25000	Fund Balance	28,287.00	
101-0000-34410	Refuse Collection Charges	732.00	
101-4192-42200	Prof Fees Expense	10,400.00	
101-4192-42800	Utility Expense	1,239.00	
101-4210-42810	Phone	653.00	
101-4652-42300	Publishing Exp	90.00	
211-0000-10100	Cash	39,323.00	
302-0000-10400	Cash in Savings	2,386.00	
604-0000-22000	Summerset W/water Util Payable	43,616.00	
604-0000-25000	Fund Balance	145,707.00	
101-0000-10100	Cash		41,401.00
211-0000-25000	Fund Balance		39,323.00
302-0000-10100	Cash		1,701.00
302-0000-25000	Fund Balance		685.00
604-0000-10100	Cash		5,525.00
604-0000-11500	A/R Misc		183,798.00
Total		272,433.00	272,433.00

Adjusting Journal Entries JE # 3			
To clear out AP/AR for cash basis reporting of the City			
101-0000-21000	Accounts Payable	21,180.00	
101-0000-34410	Refuse Collection Charges	88.00	
101-4192-42800	Utility Expense	233.00	
101-4210-41100	Wage Expense	200.00	
101-4210-41200	PR Tax Expense	46.00	
211-0000-21000	Accounts Payable	250.00	
604-0000-21000	Accounts Payable	9,847.00	
604-0000-22000	Summerset W/water Util Payable	1,632.00	
101-0000-21700	Sales Tax Payable		88.00
101-0000-21710	Payroll Tax Payable		46.00
101-0000-21720	Payroll Corrections		200.00
101-0000-22000	Summerset W/water Util Payable		233.00
101-4110-42300	Publishing Exp		1,511.00
101-4140-42600	Supply/Material Exp		347.00
101-4192-42800	Utility Expense		4,691.00
101-4210-43400	Equip Expense		4,729.00
101-4220-42900	Other Expense		405.00
101-4310-42600	Supply/Material Exp		5,938.00
101-4320-42500	Repair/Maint Expense		1,875.00
101-4520-42500	Repair/Maint Expense		1,241.00
101-4652-42201	Dues/Subscriptions		443.00
211-4650-42700	Travel/Conf Expense		250.00
604-0000-38100	Swr Residential Charge		1,632.00
604-4000-42150	Postage		2.00
604-4000-42500	Repair/Maint Expense		744.00

Adjusting Journal Entries (Continued)
For the Year Ended December 31, 2025

Account	Description	Debit	Credit
604-4000-42600	Supply/Material Exp		2,296.00
604-4000-42630	Chemicals and Lab Supplies		103.00
604-4000-42800	Utility Expense		6,702.00
Total		33,476.00	33,476.00

Adjusting Journal Entries JE # 7

To adjust cash and equity to account for PPA related to improperly recorded transfer in the PY.

302-0000-25000	Fund Balance	150,000.00	
302-0000-10700	RestCash/Debt Serv Svgs - 6821		150,000.00
Total		150,000.00	150,000.00

Management Representation Letter

Final Audit Report

June 04, 2026

Created:	June 04, 2026
By:	Casey Peterson, Ltd.(mollyw@caseypeterson.com)
Status:	ESigned
Transaction ID:	MZ8TXQPE06PMJ4E5ZY25153RKH
Documents:	City of Summerset Management Representation Letter 2025.pdf

"Management Representation Letter" History

- 👁 Document emailed to Lisa Fischer(lfischer@summerset.us) for signature
6/4/2026 12:16:40 PM Mountain Daylight Time
- 👁 Document emailed to Lisa Schieffer(lschieffer@summerset.us) for signature
6/4/2026 12:16:40 PM Mountain Daylight Time
- 👁 Document viewed by Lisa Fischer(lfischer@summerset.us)
6/4/2026 12:28:56 PM Mountain Daylight Time - IP address: 208.117.102.210
- 👁 Document viewed by Lisa Schieffer(lschieffer@summerset.us)
6/4/2026 12:29:05 PM Mountain Daylight Time - IP address: 208.117.102.210
- ✍ Document e-signed by Lisa Schieffer(lschieffer@summerset.us)
Signature Date: 6/4/2026 12:29:57 PM Mountain Daylight Time - IP address: 208.117.102.210
- ✍ Document e-signed by Lisa Fischer(lfischer@summerset.us)
Signature Date: 6/4/2026 12:49:43 PM Mountain Daylight Time - IP address: 208.117.102.210
- ✅ Document Signed
6/4/2026 12:49:43 PM Mountain Daylight Time

First American File No: 166471

RECEIPT AND WAIVER OF MECHANIC'S LIEN RIGHTS

DATED: 5/27/26

Whereas, City of Summerset the undersigned, has been paid by Norman Ranch Subdivision, LLC amounts requested PER INVOICE pertaining to Engineering Fees Reimbursement related to expenses incurred by the City of Summerset to review the construction being undertaken and located on the real property located in the State of South Dakota, County of Meade, described as:

DESCRIPTION NO. 1:

The North 158 feet of Government Lot 3 of Section 5, Township 2 North, Range 7 East of the Black Hills Meridian, Meade County, South Dakota

- AND -

The North 158 feet of Government Lot 4 of Section 5, Township 2 North, Range 7 East of the Black Hills Meridian, Meade County, South Dakota, EXCEPTING therefrom Lot H1 of said Government Lot 4, as shown on the plat filed in Plat Book 22, Page 323; AND INCLUDING that portion of Lot U1 located in the north 158 feet of said Government Lot 4, as shown on the plat filed in Plat Book 22, Page 324.

DESCRIPTION NO. 2:

Southwest Quarter (SW1/4) of Section 32 in Township 3 North of Range 7 East of the Black Hills Meridian, City of Summerset, Meade County, South Dakota.

The undersigned for and in consideration of \$67,896.50 for:

Check only one of the following:

☐ As full payment for labor, skills, material and engineering fees and other expenses per the above listed invoice

☐ As payment for all labor, skills and material furnished or to be furnished except the sum of \$_____ retainage or holdback

☐ As **FULL AND FINAL** payment for all labor and materials furnished or to be furnished.

Does hereby waive and release any and all lien, or claim or right of lien under the statutes of the State of South Dakota, related to mechanic's lien, on the above described premises and improvements thereon, on account of labor, materials and equipment furnished or to be furnished by the undersigned for the above described premises.

CITY OF SUMMERSET

By: _____

FEDERAL TAX ID NUMBER

ADDRESS

PHONE NUMBER



IT Policies and Procedures Manual

Document History

Rev #	Name	Date	Description
0.1	L. Schieffer	06/04/2026	Initial Draft
			Revisions
			Final draft after HR legal review
			Final, v1.0

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1. Preface

1.1. Introduction

This manual serves as a comprehensive guide to the policies and procedures governing the use of information technology within the City of Somerset. It is designed to ensure that all employees, contractors, and partners understand their responsibilities and the expectations associated with accessing and utilizing our IT resources.

Technology plays a vital role in supporting our mission. It enables us to manage data efficiently, communicate effectively, and safeguard the integrity of our systems. As technology continues to evolve, so do the risks and challenges that come with it. This manual outlines the standards and best practices that help protect our digital assets and ensure operational continuity.

The policies outlined in this manual are intended to:

- Safeguard the security and confidentiality of our data and IT infrastructure
- Encourage responsible and ethical use of technology
- Maintain the integrity and reliability of our systems
- Ensure compliance with applicable legal and regulatory requirements
- Support a safe, secure, and productive work environment

All City of Somerset employees are expected to familiarize themselves with the contents of this manual and adhere to these policies at all times.

1.2. Scope

This manual and its associated policies apply to all technology assets used within City of Somerset. This includes, but is not limited to, computers, mobile devices, user accounts, software applications, systems, and networks. Any device or platform that accesses or interacts with the City of Somerset's digital infrastructure falls within the scope of these policies.

1.3. Applicability of IT Policies

These policies apply to all City of Somerset employees, temporary staff, and contractors who have access to the city's systems, applications, and networks. This includes any environment where sensitive information such as customer data, nonpublic personal information (NPI), or personally identifiable information (PII) may be stored, processed, or transmitted.

1.4. Policy Compliance and Enforcement

Compliance with the policies outlined in this manual is required for all individuals with access to City of Summerset's IT systems. Failure to follow these policies may result in disciplinary action, which can include termination of employment.

Any employee who uses the City of Summerset systems for defamatory, illegal, or fraudulent activities, or who attempts to access unauthorized areas of the company's IT infrastructure, may also face civil liability and criminal prosecution.

1.5. User Agreement and Indemnification

By accessing and using the City of Summerset's information technology resources, including hardware, software, systems, and the company website, users agree to indemnify and hold harmless the City of Summerset, its officers, employees, and agents from any liability, expenses (including attorney fees), and damages resulting from claims related to their use of these resources. This includes claims based on actions that would violate the terms and conditions outlined in this manual.

2. Computer, Email, and Internet Usage Policy

2.1. Objective

The City of Summerset recognizes that internet access and email communication are essential tools in the workplace. Employees are expected to use these resources responsibly and in accordance with applicable laws. Improper use can expose the City of Summerset and others to risks such as harassment, data breaches, and other security concerns. This policy provides guidelines for the acceptable use of City of Summerset's technology systems.

Employees must follow this policy along with all other company policies related to workplace conduct and behavior. Any misuse of company-provided access to email, the internet, or other electronic communication tools, including social media, may result in restricted access and disciplinary action. This may include termination of employment if warranted.

City of Summerset complies with all relevant federal, state, and local laws governing the employer-employee relationship. Nothing in this policy should be interpreted as conflicting with any legal rights or responsibilities under those laws.

If you have questions about the appropriate use of City of Somerset's electronic communication systems, including email and internet access, please contact your Supervisor, IT provider, or City Administrator.

2.2. Confidentiality

All technology provided by City of Somerset, including computer systems, communication networks, work-related records, and electronically stored information, is the property of the City of Somerset and not the individual employee. In general, use of the company's technology systems and electronic communications should be directly related to job responsibilities and not for personal use.

City of Somerset reserves the right to examine, monitor, and manage email, electronic communications, directories, files, and all other content, including internet activity, whether accessed onsite or remotely.

Internal and external email, voicemail, text messages, and other forms of electronic communication are considered business records. These communications may be subject to legal discovery in the event of litigation. Employees should keep this in mind when communicating electronically within or outside the company.

2.3. Responsible Use of Technology

City of Somerset employees are expected to use technology responsibly, lawfully, and productively in support of their job duties. Internet access and email are provided for business-related activities, although limited personal use is permitted when it does not interfere with work responsibilities.

Employees must not use City of Somerset's internet, email, or other electronic communication tools to transmit, retrieve, or store any content that is defamatory, discriminatory, harassing, or pornographic. Messages containing derogatory or inflammatory remarks about an individual's race, age, sex, disability, religion, national origin, physical attributes, gender identity, sexual orientation, or any other protected class are strictly prohibited. Sending unsolicited personal emails is not allowed. Harassment in any form is not tolerated.

Use of abusive, profane, or offensive language and engagement in illegal activities such as piracy, hacking, extortion, blackmail, copyright infringement, or unauthorized access to systems is forbidden. Attempting to bypass or interfere with security or auditing systems without prior approval from the IT Provider is strictly prohibited.

Employees may not transmit copyrighted materials belonging to third parties over City of Summerset's network without proper authorization from the copyright holder.

Technology resources must not be used in ways that disrupt others. Activities conducted on behalf of organizations not affiliated with City of Summerset are not permitted. This includes sending or receiving large volumes of non-business files, spamming, or distributing chain letters, jokes, solicitations, or other trivial content.

Downloading software, program files, or online services from the internet requires prior approval from the Supervisor and in some cases (Admin-Rights) through the I.T. Provider. All files must be scanned using approved virus protection tools before use. Failure to do so may result in data corruption, system damage, or unauthorized access to company networks.

Each employee is responsible for the content they create or share through the City of Summerset's internet and email systems. No email or electronic communication may conceal the sender's identity or impersonate another individual. All outgoing communications reflect City of Summerset's corporate identity and must align with company values and professional standards.

This policy is not intended to restrict or interfere with employee rights under the National Labor Relations Act, including the right to organize and engage in protected, concerted activities related to employment conditions.

2.4. Sensitive and Confidential Information

Unless specifically authorized as part of your job responsibilities, email and internet tools should not be used to transmit sensitive or confidential information. Employees should be aware that email messages may be viewed by individuals other than the intended recipients, as messages can be easily forwarded or accessed.

While the City of Summerset and its IT Provider work to maintain the reliability and security of the email system, there is always a risk of accidental disclosure due to human error or technical issues. Employees should consult with their Supervisor before sending highly sensitive or confidential information via email.

2.5. Cyber Incident Response

In the event of a security incident, all City of Summerset employees must promptly report any suspicious activity or potential security breaches to their Supervisor and the IT Provider. This includes unauthorized access to systems, data loss or corruption, and any form of cyberattack. The IT Provider will follow the City of Summerset's Cyber Incident

Response Plan, which includes identifying the scope of the incident, containing the threat, eliminating the cause, restoring affected systems, and conducting a post-incident review to help prevent future occurrences.

If you suspect a cyber incident, follow these guidelines:

- Report immediately. Contact your Supervisor and IT Provider by phone as soon as possible. Avoid using email or text messages, as they may not be received quickly enough. Provide detailed information about the incident, including the time it occurred, the nature of the activity, and any systems or data involved.
- Do not attempt to fix the issue yourself. Avoid running antivirus scans, installing software, or making changes to the system without IT guidance. These actions could interfere with forensic investigations.
- Stop using the affected system. Do not shut down the device unless you are instructed by the IT Provider to do so. Preserving the current state of the system may be necessary for analysis.
- Disconnect from the network if advised. If instructed by IT, disconnect the device from the network by unplugging Ethernet cables or disabling Wi-Fi to prevent the issue from spreading.
- Maintain confidentiality. Do not discuss the incident with coworkers or external parties. Unauthorized communication can lead to misinformation and complicate the response. Allow designated communication channels to manage information sharing.
- Participate in follow-up activities. Cooperate with the IT Provider during post-incident procedures, including interviews, debriefings, and incident reports. Your input may help improve future security measures.

All City of Summerset employees are expected to fully cooperate with investigations and follow instructions to protect the integrity and security of company systems. Failure to report or comply with incident response procedures may result in disciplinary action.

3. Password Policy

3.1. Objective

Passwords play a critical role in protecting user accounts and maintaining the security of City of Summerset's technology systems. A weak or compromised password can put the entire network at risk. All employees, contractors, and vendors with access to City of Summerset systems are responsible for choosing strong passwords and keeping them secure.

This policy sets the standard for creating strong passwords, protecting them from unauthorized access, and updating them regularly to maintain system integrity.

3.2. User Authentication

Each user must be assigned a unique user account and password to access City of Summerset's systems. Shared or group user accounts are not permitted for individual access. All systems and applications must authenticate users through secure credentials. Use of accounts without passwords or accounts not linked to a specific, identifiable user is strictly prohibited.

3.3. Password Guidelines

A strong password:

- Contains both uppercase and lowercase characters (e.g., a-z and A-Z).
- Contains digits and punctuation characters (e.g., 0-9 and !@#\$%^&*).
- Is at least 8-15 alphanumeric characters long and is a passphrase (e.g., "Ohmy1stubbedmyt0e").
- Is not a single word in any language, slang, dialect or jargon (e.g., "password" or "Fluffy").
- Is not based on personal information, names of family members, etc.

Passwords should never be written down or stored in an unencrypted file, whether online or offline. Employees are encouraged to create passwords that are strong yet easy to remember.

City of Summerset systems may require the IT Provider to issue a temporary password to unlock an account or assist with a password reset. In these cases, the password must be delivered securely, and the user is required to log in immediately and change the password.

Passwords must not be shared with anyone, including IT support personnel, unless explicitly approved by the Supervisor. All passwords are considered sensitive and confidential. If someone requests your password, inform them that you are not permitted to share it and report the request to the Supervisor and/or IT Provider.

If you believe your account or password has been compromised, report the incident to the Supervisor/IT Provider immediately and change all related passwords.

3.4. Multifactor Authentication (MFA)

Multi-factor authentication (MFA) is a secure login process that requires users to provide more than just a password to access their accounts. This may include entering a code sent

to an email address, answering a security question, or using biometric verification such as a fingerprint.

MFA is required for all users accessing City of Summerset systems and cloud-based services remotely. Employees are strongly encouraged to enable MFA whenever creating accounts for websites or cloud-based platforms used for business purposes.

4. Security Awareness Training and Testing Policy

4.1. Objective

Technical security controls are an essential part of City of Summerset's information security framework, but they alone are not enough to protect all company assets. Effective security also depends on the awareness and active participation of every employee.

Cyber threats such as social engineering and phishing often target individuals rather than systems. Without proper awareness, employees may not recognize or respond appropriately to these threats, increasing the risk of data compromise.

To strengthen our defenses, all employees must be informed about relevant security practices and motivated to uphold their responsibilities. This policy outlines City of Summerset's internal information security awareness and training program, which is designed to educate and assess staff on their role in protecting company information.

4.2. Cybersecurity Awareness

All security awareness training at City of Summerset must meet the following standards:

- The program must ensure that all employees develop and maintain a basic understanding of information security. This includes awareness of company policies, procedures, standards, laws, regulations, contractual obligations, and ethical expectations related to information security.
- Additional training may be required for employees with specialized responsibilities, such as department heads, operations staff, and finance personnel. These training needs should be documented in individual or departmental records supported with appropriate resources.
- Security awareness training should begin as early as possible, typically during onboarding. Ongoing training and awareness activities should continue regularly to maintain a consistent level of understanding across the organization.
- Training materials and exercises should be tailored to the intended audience. Content should be appropriate in terms of format, complexity, and relevance. While

all employees need to understand the importance of information security, the messaging may differ based on their roles and responsibilities.

- City of Somerset, through its IT Provider, will provide employees with access to security awareness training materials, policies, standards, and guidance on various information security topics.

4.3. Simulated Phishing Exercises

The City of Somerset, through its IT Provider will conduct periodic simulated social engineering exercises to help strengthen employee awareness and response to cybersecurity threats.

Tests will be conducted randomly throughout the year without a fixed schedule. In some cases, targeted exercises may be performed against specific departments or individuals based on risk assessments.

4.4. Compliance with Policy

All City of Somerset employees, including elected officials, are required to comply with this policy. The IT Provider will monitor adherence and report the results of training activities and simulated social engineering exercises to the City Administrator.

5. Network Security Policy

5.1. Objective

As digital threats continue to evolve, maintaining strong network security is essential to protect the integrity, confidentiality, and availability of City of Somerset's data and systems. This policy outlines the standards and practices in place to safeguard our network infrastructure from unauthorized access, data breaches, and other security risks.

By following this policy, all employees and affiliated personnel help create a secure and resilient network environment. These efforts support regulatory compliance and reinforce City of Somerset's commitment to cybersecurity excellence.

5.2. Network Access Control

Access to City of Somerset's network is restricted to authorized users only. All users must be authenticated using secure credentials such as unique usernames and passwords. Multi-factor authentication (MFA) is required when available and appropriate.

Only approved devices that meet City of Summerset's security standards may connect to the network. All devices must have current antivirus protection and the latest security updates installed to ensure compliance and reduce risk.

5.3. Requesting Network Access

Eligibility and Pre-Approval

Eligibility: Network access may be requested only by employees, consultants, temporary staff, and other authorized personnel.

Pre-Approval: All network access requests must be approved in advance by the requester's immediate supervisor or department head to confirm that access is necessary for their job responsibilities.

Human Resources Involvement

Onboarding Process: Human Resources will ensure that all new hires complete the required onboarding steps by signing all documentation related to said position.

Access Requirements: As part of onboarding, HR and Supervisor, will verify and document the access needs of new employees or other authorized personnel to ensure appropriate system access is granted.

IT Provider

The IT Provider will review all network access requests to ensure they meet City of Summerset's security standards and are appropriate based on the user's role and responsibilities.

Approval: Once approved, the IT Provider will coordinate with the Supervisor or City Administrator to configure the necessary access controls and permissions.

Denial: If a request is denied, the IT Provider will provide a clear explanation and may recommend alternative solutions if applicable.

User Agreement

Policy Acknowledgment: Approved users must formally acknowledge their understanding and acceptance of City of Summerset Network Security Policy.

Security Training: Users are required to complete security trainings and testing as they come available from the IT Provider.

By following this structured process, the City of Somerset ensures that network access is granted based on legitimate business needs, with proper oversight and alignment to security protocols.

6. Remote Access Policy

6.1. Objective

The Remote Access Policy at City of Somerset is designed to protect the security and integrity of our information systems and data while supporting flexible work arrangements for employees. This policy outlines the standards and requirements for securely accessing City of Somerset internal networks and resources from remote locations.

By following this policy, users help safeguard sensitive company information and ensure compliance with both regulatory requirements and internal security protocols. It applies to all authorized individuals who require remote access to perform their job duties.

This policy reinforces City of Somerset's commitment to maintaining a secure, efficient, and adaptable working environment—balancing operational flexibility with strong cybersecurity practices.

6.2. Authorization and Access Control

Remote access to City of Somerset's systems and data is strictly limited to authorized users. This includes all networks and resources managed by the IT Provider. Authorization is granted based on individual job responsibilities and specific business needs and must be approved by the Supervisor or his/her designee.

Users are required to access company systems only through approved City of Somerset managed devices and authorized remote access methods. This ensures the security, confidentiality, and integrity of our digital environment while supporting operational flexibility.

Authentication

All passwords used to access City of Somerset's systems must comply with the company's password policy stated in this manual, which includes requirements for complexity, minimum length, and regular updates to maintain strong security standards.

In addition, multi-factor authentication (MFA) is mandatory for all remote access to City of Somerset's systems. MFA typically involves a combination of a secure password and a

second form of verification—such as a mobile authentication app, SMS code, or hardware token—to ensure only authorized users can access company resources remotely.

Device Security

All devices used to access City of Summerset’s systems remotely must be managed by the IT Provider and meet the organization’s security standards. This includes having:

- Up-to-date antivirus software
- Active and properly configured firewalls
- The latest operating system patches and updates

Before connecting to the company network, users are responsible for ensuring their devices are free from malware, unauthorized software, or any security risks. These measures help protect City of Summerset’s data and systems while enabling secure and flexible remote work.

Usage Restrictions

Remote access to City of Summerset’s systems is intended solely for conducting official business and accessing the resources necessary to fulfill job responsibilities. Users are strictly prohibited from downloading, copying, or storing sensitive company data on personal or unauthorized devices.

This policy helps ensure the confidentiality and integrity of City of Summerset’s information while supporting secure and responsible remote work practices.

Network Security

Remote access to City of Summerset’s systems must be conducted over secure, private networks. Use of public or unsecured Wi-Fi is strongly discouraged unless a company-approved Virtual Private Network (VPN) is actively in use to encrypt the connection.

To reduce security risks, users must disconnect from the VPN or remote session when it is no longer actively being used. This helps protect sensitive data and ensures that access is limited to authorized, intentional use only.

Monitoring and Logging

The organization reserves the right to monitor and log all remote access activities to ensure compliance with this policy. Users should be aware that their remote access sessions may be subject to monitoring and auditing by the IT Provider.

Incident Reporting

Users must immediately report any security incidents, suspected breaches, or unauthorized access attempts to their Supervisor and IT Provider. Prompt reporting is crucial for timely incident response and mitigation.

6.3. Requesting Access

To ensure secure and appropriate use of remote access, the following steps must be followed:

- **Formal Request:** The employee must submit a formal request to the Supervisor to work remotely.
- **Request Details:** The request should clearly state the purpose of remote access, the duration it is needed, and the specific systems or resources to be accessed.
- **Justification:** A clear business justification must be provided, explaining how the access supports the employee's job responsibilities and aligns with the City of Summerset's operational needs.
- **Approval Workflow:** All requests must follow the established approval process, which may include preliminary approvals from supervisors or department heads.
- **Security Compliance:** The requesting user must acknowledge and agree to comply with all relevant security policies, including the use of VPNs, multi-factor authentication, and other required protocols.
- **Account Provisioning:** Upon approval from the Supervisor or Department head, the employee will be able to access remotely the accounts necessary, the Director of Information Technology will coordinate with the IT team to provide the necessary remote access account and permissions.

6.4. Reviews and Updates

This policy will be reviewed annually and updated as necessary to reflect changes in technology, organizational requirements, and security threats. Users will be notified of significant changes and required to comply with the updated policy.

By adhering to this remote access policy, the organization can maintain the security and integrity of its systems and data while enabling flexible and efficient remote work practices.

7. Cyber Incident Response Policy

7.1. Objective

Cyber threats present serious risks to organizations of all sizes. These threats can impact operations, compromise sensitive information, and damage reputation. To address these risks, City of Somerset has established a Cyber Incident Response Plan that outlines the procedures for detecting, responding to, and recovering from cyber incidents.

This plan is designed to ensure a swift and coordinated response to security threats, minimize disruption, and protect critical information assets. It reflects City of Somerset's commitment to maintaining business continuity and promoting a strong culture of cybersecurity awareness.

The plan defines the responsibilities of the Incident Response Team (IRT), outlines the phases of incident response, and establishes clear communication protocols for both internal and external stakeholders. These procedures include incident identification, containment, eradication, recovery, and post-incident analysis.

By implementing this structured approach, City of Somerset aims to reduce the impact of cyber incidents, ensure timely recovery, and continuously improve its cybersecurity posture through lessons learned and ongoing training. Clearly defined roles and responsibilities help enhance organizational readiness and resilience against evolving cyber threats.

7.2. Definitions

Cyber Incident: Any adverse event compromising the confidentiality, integrity, or availability of information or information systems.

Incident Response Team (IRT): A group of individuals designated to manage and respond to cyber incidents.

7.3. Incident Response Phases

At City of Somerset we take a structured and proactive approach to managing cybersecurity incidents to protect our systems, data, and operations. Our incident response process begins with preparation, including employee training, response planning, to ensure our team is ready to act.

The identification phase involves monitoring of systems to detect potential threats. Once an incident is detected, we implement containment measures to limit the scope and impact of the issue, both immediately and over the long term.

Next, we focus on eradication, removing the root cause of the incident, followed by recovery, where affected systems are restored to normal, secure operation. Finally, we conduct a post-incident review to evaluate our response, document lessons learned and strengthen our defenses for the future.

This comprehensive framework ensures City of Somerset can respond to cyber threats quickly, effectively, and with minimal disruption to our business and customers.

7.4. Roles and Responsibilities

Incident Response Team (IRT): Responsible for managing the response to a cyber incident. The IRT is defined in the Cyber Incident Response Plan, which the City of Somerset has designated Golden West Technologies (GWT).

Employees: Must report any suspected cyber incidents to their Supervisor and the IRT immediately.

Management: Ensures the availability of resources for incident response.

8. Internet of Things (IoT)

8.1. Objective

This policy establishes guidelines for the secure deployment, management, and use of Internet of Things (IoT) devices within the organization to protect data, systems, and network integrity.

8.2. Scope

This policy applies to all employees, and third parties who deploy, manage, or interact with IoT devices connected to the organization's network or used in business operations.

8.3. Policy Statement

1. Device Approval and Inventory

- All IoT devices must be approved by the Supervisor prior to deployment.
- A centralized inventory of all IoT devices must be maintained, including device type, location, owner, MAC address, IP address, and firmware version.

2. Security Requirements

- Devices must support and use secure authentication methods.
- Default credentials must be changed prior to deployment.

- Firmware and software updates must be applied regularly to address known vulnerabilities.

3. Network Segmentation

- IoT devices must be placed on a separate network segment from core business systems whenever possible.
- Access controls must be implemented to restrict communication between IoT devices and sensitive systems.

4. Data Privacy and Protection

- IoT devices must not collect, store, or transmit sensitive personal or business data unless explicitly authorized.
- Data collected by IoT devices must be protected in accordance with the organization's data protection policies.

5. Monitoring and Logging

- IoT device activity must be monitored for anomalies and potential security incidents.
- Logs must be retained in accordance with the organization's logging and incident response policies.

6. Decommissioning

- When IoT devices are retired or replaced, all data must be securely erased.
- Devices must be removed from the inventory and network access revoked.

7. Third-Party Devices

- Any third-party IoT devices used in partnership or vendor relationships must comply with this policy.
- Contracts must include provisions for security, data protection, and incident response related to IoT devices.

9. Artificial Intelligence (AI)

9.1. Objective

This policy governs the responsible use of Artificial Intelligence (AI) technologies, ensuring that all AI applications align with business integrity, data protection standards, and legal

and regulatory obligations. The goal is to leverage AI in ways that support operational efficiency while maintaining trust, security, and compliance.

9.2. Scope

This policy applies to all employees, consultants, and any third-party partners who use AI tools or platforms. Compliance ensures that AI technologies are utilized responsibly and in alignment with company standards for security, privacy, and ethical practices.

9.3. Policy Statement

1. Prohibited Use of Confidential or Proprietary Information

Under no circumstances may users input, upload, or share confidential, proprietary, or sensitive company information into any AI system, especially those hosted by third parties, unless the system has been formally approved by both the IRT and legal department.

Prohibited data includes, but is not limited to:

- Personally Identifiable Information (PII) of employees, customers, or contractors
- Protected Health Information (PHI)
- Financial, personnel, or payroll data
- Procurement or vendor-related information
- Intellectual property, trade secrets, or proprietary business data
- Any data classified under applicable privacy laws or company policies as restricted, sensitive, or confidential

These restrictions help ensure compliance with legal requirements and protect data integrity and reputation.

2. Use of Public AI Tools

Public AI platforms such as ChatGPT, Copilot, and Gemini may only be used for general or publicly available information purposes.

These platforms must not be used for:

- Drafting official documents without human review
- Submitting or processing sensitive queries
- Making final decisions that affect internal operations or business outcomes

3. Approved Tools and Oversight

Only AI tools and platforms that have been approved by the Supervisor and vetted through IRT for compliance with relevant security, privacy, and industry standards may be used for company operations.

All AI-generated outputs must be reviewed and verified by a qualified employee before they are acted upon or shared externally.

4. Enforcement

Violations of this policy may result in disciplinary actions, up to and including termination or legal action. The company retains the right to audit AI use and investigate potential misuse.



SecureSD: Cybersecurity for Municipalities and Counties

Checklist of solutions & steps to receive services



☒	SecureSD: Solutions & Participation Steps
Program Required Steps: <i>(Do these immediately, if you have not already)</i> <i>Note: These services will ensure we establish a cybersecurity baseline for our local governments across South Dakota.</i>	
	Fill out Inquiry Form Tell us what solutions your entity is interested in and what help you'd like https://madlabs.dsu.edu/securesd/
	Technical Assessment Project Boundary Fence (PBF) <i>[Or equivalent]</i> Sign up: https://madlabs.dsu.edu/digforce/boundary-fence
	Strategic Assessment Risk Assessment (CISA-Dept. Homeland Security) <i>[Or equivalent]</i> Email SecureSD@dsu.edu for details
	Weekly External Network Vulnerability Scanning Weekly Web Application Vulnerability Scanning (Website) (CISA-Dept. Homeland Security) <i>[Or equivalent]</i> The results of these weekly scans can be interpreted by In-house, IT Vendor, DSU experts Email SecureSD@dsu.edu for details
	Firewall Configuration Review Qualified 3rd party review of firewall configurations
	Migration/switch to .gov domain SecureSD can provide [cityname].SDCity.gov OR [countyname].SDCounty.gov Specifically reserved for government entities in the United States For more information: https://get.gov/domains/moving/
	Cybersecurity Education In-person or virtual training and education on cybersecurity fundamentals for employees
Program Solution: Secure Data & Email Solution	
	Migrate to a secure data & email solution Utilize a secure data & email solution provided by SecureSD
Program Solution: Security Enhancement Mitigation	
	Mitigate security vulnerabilities/issues Remove/reduce/mitigate/fix (if possible) any vulnerabilities found during assessments Will be done by: DSU Applied Research Lab (ARL) / ARL Consult / MSP / Local IT
	Purchase specialized security equipment or software Purchase of technology (hardware or software) that can protect our citizens' data contained within local governments
Program Solution: Training & Planning <i>(Available now for scheduling)</i>	
	Incident Response Planning Workshop Using templates to define the steps to prepare for, detect, contain, and recover from a significant cybersecurity incident. Build your own plan specifically for your entity.
	Incident Response Tabletop exercises Allow local governments to "practice" the Incident Response Plan.

Inquire with SecureSD (<https://madlabs.dsu.edu/securesd>) for any of these services.



SecureSD: Cybersecurity for Municipalities and Counties

Process to receive funding for cybersecurity services



SecureSD: Requirements and process to receive funding

Detailed explanation of how SecureSD is organized and the process to receive the funding for the services.

Requirements:

1. **(ENTITY)** Fill out the inquiry form - at: <https://madlabs.dsu.edu/securesd/>
 - a. We need each entity (City/County/Municipality) to individually fill out the inquiry form, so that way you won't fall through the cracks.
 - b. It takes five (5) minutes max to complete.
 - c. It also lets us know what areas you would like assistance in so we can focus on those areas.
2. **(ENTITY) Required Assessments (From our partnerships or equivalent):**

We need to have assessments of the entity's current cybersecurity landscape.

 - a. Let us know if we need to connect you with our partners who are doing these assessments:
 - i. **Technical Assessment:** Project Boundary Fence (PBF) (also here at DSU!):
 1. This assessment is a physical check for vulnerabilities in your network.
 2. Remember: These are the good guys just trying to find where we can help improve the security of your network!
 3. Sign up here: <https://madlabs.dsu.edu/digforce/boundary-fence>
 - ii. **Strategic Assessment(s):** CISA-Dept. Homeland Security:
 1. This assessment is the cyber hygiene, best practices, and baseline status to help improve your entity's overall security.

Required Record Management (the signed MOUs/Contracts, etc.):

1. **(DSU/SecureSD AND Entity)** We need a signed Memo of Understanding (MOU) between the entity (city/county/municipality) and DSU/SecureSD
 - a. This opens up the relationship and the funding capabilities.
 - i. After the Inquiry Form has been filled out, SecureSD will generate the MOU and follow through with the routing for signatures.
 - ii. The entity will need to place it in the next available board/commission meeting.
 - iii. Upon approval and signatures, the entity **emails** SecureSD a **signed PDF copy** of the MOU.
 1. Please include the **full document**, not just the signature page.
 2. It shows the information everyone is signing, and we will need that for our records and as we route it for signatures here at DSU.
 3. Please email the MOU to Mike.Waldner@dsu.edu AND Abigail.Bushee@dsu.edu
 - iv. SecureSD will then route it through DSU and email back a fully executed copy to the entity for their records.
2. **(DSU/SecureSD AND IT Vendor)** We will need to have a contract signed with the entity's IT Vendor of choice
 - a. If needed, SecureSD can send the entity a list of IT Vendors we currently have contracts with.
 - i. (This is public information)
 - b. If we don't have a contract with the selected IT Vendor...
 - ii. We would ask the entity to send an email with a virtual introduction to their IT Vendor point of contact.
 - iii. SecureSD will work with the IT Vendor to ensure they understand the program and make sure they are in our payment system.
 - iv. Then, SecureSD will execute a contract with them that we will use for work orders, along with invoicing/payment purposes.



SecureSD: Cybersecurity for Municipalities and Counties

Process to receive funding for cybersecurity services



- c. Note: All payments for equipment/software, work hours, etc. will go directly to the IT Vendor – Not the entity
 - i. Of course, not without the entity's approval, involvement, and full transparency with everyone.

Steps to take advantage of the SecureSD program:

1. (EVERYONE) Assessments to find areas to improve cybersecurity posture:

- a. The 3 partners (Entity / IT Vendor / SecureSD) will work together to determine the cybersecurity needs.
- b. We'll determine what infrastructure and/or technology is needed to protect the information technology assets and improve the overall cybersecurity posture of the entity.
- c. The results from the assessments will help direct us to the needs of the entity.
 - i. Both technical and strategic assessments are invaluable.
- d. SecureSD can pay for technology (hardware/software), firewall configuration reviews, services such as mitigation of vulnerabilities, etc.
 - i. See our "Funding and Justification Guidelines" for more details on what SecureSD can and cannot fund.

2. (IT VENDOR – with ENTITY) Quote AND Justification:

- a. IT Vendor will **email a quote (PDF) and justification** for the work/services to be completed.
- b. For full transparency, the quote and justification will be sent to both SecureSD and the entity.
 - i. They should be sent to Mike.Waldner@dsu.edu AND Abigail.Bushee@dsu.edu AND the entity.
 - ii. This is to help ensure the entity has received the quote for full transparency.
- c. IT Vendor quotes DSU/SecureSD - *NOT the Entity*
 - i. The quote **BILL TO must be DSU/SecureSD** as DSU will pay the invoice when the work is done.
 - ii. The quote **SHIP TO must be the entity** the work is for.
 - 1. So the entity has a record for any warranties, inventory controls, license renewals, etc.
 - iii. Again, split the sections of the quote into: **Bill To:** DSU/SecureSD and **Ship To:** Entity
 - iv. **Bill to address:**
DSU/SecureSD
917 N Washington Ave
Madison, SD 57042
- d. The justification should explain how this quote will protect the information technology assets and improve the entity's overall cybersecurity posture.
- e. Please see our "Funding and Justification Guidelines" Document for more details on Justification and what SecureSD can pay for
- f. Are multiple quotes needed?
 - i. No, you do not need to get multiple quotes unless asked by SecureSD.
 - ii. SecureSD will evaluate each quote and ensure it is within industry costs.
- g. **DSU is tax-exempt**; therefore, there will be no tax charge.
 - i. Feel free to email us if you would like to look at/need the DSU Tax Exempt Certification.
- h. More Information:
 - i. We have contracts with many IT Vendors and remain neutral on who entities select/work with – we just need to make sure we have a contract with them to be able to pay them.
 - ii. FYI/Caveat: No quote shall be accepted from, or no contract or purchase order shall be awarded to any person, firm, or corporation that is in arrears upon any obligations to the State of South Dakota, or that otherwise may be deemed irresponsible or unreliable by the State of South Dakota.



SecureSD: Cybersecurity for Municipalities and Counties

Process to receive funding for cybersecurity services



3. **(Everyone) Work Order Process:**
 - a. SecureSD will generate a Work Order based on the quote and the services requested.
 - b. This document will be agreed/signed by the 3 partners (Entity / IT Vendor / SecureSD), again providing full transparency for everyone.
 - c. These are signed electronically, so it can go quickly.
4. **(IT VENDOR) Deliver the service:**
 - a. The IT Vendor will then begin delivering services and executing the Work Order, which may include tasks such as purchasing and installing equipment or software, or performing the agreed-upon work.
 - b. Depending on the amount of work, this may take some time.
5. **(ENTITY) Confirmation that the service is complete:**
 - a. DSU/SecureSD will **need** confirmation that the work has been done/completed before we can provide any funding.
 - b. **The entity must confirm with an email to SecureSD.**
 - i. We need an email from the entity confirming that the work has been accomplished.
6. **(IT VENDOR) Invoice DSU for Payment:**
 - a. IT Vendor sends the invoice (to DSU/SecureSD **AND** the Entity) for payment.
 - i. **One PDF** copy of the invoice for the Work Order done.
 - b. The invoice should be sent to Mike.Waldner@dsu.edu AND Abigail.Bushee@dsu.edu AND the entity
 - i. This is to help ensure the entity has received the invoice for full transparency.
 - c. **DSU is tax-exempt**; therefore, there will be no tax charge.
 - i. Feel free to email us if you would like to look at/need the DSU Tax Exempt Certification.
 - d. IT Vendor invoices DSU/SecureSD - **NOT the Entity**
 - i. The invoice **BILL TO must be DSU/SecureSD** as DSU is paying the invoice.
 - ii. The invoice **SHIP TO must be the entity** the work was for.
 1. So the entity has a record for any warranties, inventory controls, license renewals, etc.
 - iii. Again, split the sections of the invoice into: **Bill To:** DSU/SecureSD and **Ship To:** Entity
 - iv. **Bill to address:**

DSU/SecureSD
917 N Washington Ave
Madison, SD 57042
7. **(DSU/SecureSD) Payment made to IT Vendor:**
 - a. The submitted invoice goes through the Board of Regents (BOR) shared Accounts Payable (AP) office and is paid from there.
 - b. Payment is made based on how the IT Vendor completed PaymentWorks (The BOR Payment system)
 - i. (ACH- what bank account, etc.)
 - c. Typically, how long does it take to receive payment?
 - i. The BOR AP office generally says to give all invoices at least 7 to 10 days.
8. **(DSU/SecureSD/Entity/IT Vendor) Close out/Final Notes:**
 - a. Who owns the equipment and warranty?
 - i. All technology and cybersecurity solutions will be fully owned/delivered/installed for the entity.
 - ii. All ownership/warranty/licenses/equipment/software/etc. will stay as the responsibility of the entity.
 1. I.e.: DSU/SecureSD will not have any ownership of the equipment.
 2. It all stays between the IT Vendor and the entity.



SecureSD: Cybersecurity for Municipalities and Counties

Process to receive funding for cybersecurity services



Other Services/Information:

Cybersecurity is an ongoing process, not a one-time project. SecureSD and its partners are diligently exploring new ways to strengthen the cybersecurity posture of our cities, counties, and municipalities. Expect to hear from us throughout the program as we identify opportunities to help enhance your cybersecurity and pay for various solutions and services.

We know this is a long document, but hopefully it will help everyone understand more about the SecureSD process.
- SecureSD Team



Overview

Local governments are among the highest-value targets due to the critical infrastructure and public services they must provide without interruption, as well as the highly sensitive citizen data they hold.

SecureSD helps fund/purchase cybersecurity technology (hardware, software, and services) that improves the cybersecurity posture of our local governments. This document attempts to provide some guidance on the process of justifying the funding of these cybersecurity solutions, as well as what SecureSD is willing to fund.

When SecureSD receives a quote from an entity and IT Vendor, we also ask for justification. SecureSD handles **ALL Work Orders on a case-by-case basis**. The SecureSD team may reject a quote if we believe it does not meet the program's parameters, does not enhance an entity's cybersecurity posture, or if the work and equipment do not justify the cost.

Every quote approval is based on the justification being related to cybersecurity and improving the cybersecurity posture of that entity. It is up to the entity and the IT Vendor to convince the SecureSD team that the requested quote is in line with industry standards technically and financially. If the costs are higher than those of other vendors or the industry, they will be questioned and may be declined. The IT vendor, entity, and SecureSD team may negotiate the quote prior to issuing a Work Order.

SecureSD may request a new quote, partially fund a quote, decline the quote, or use the quote to generate a Work Order for the IT vendor to proceed with the work.

SecureSD is currently funded through June 2028. When the program and contracts conclude, **it is up to the ENTITY to continue paying** for licenses, subscriptions, future upgrades/replacements, etc. I.e., if SecureSD purchases a firewall, the entity will need to budget for and fund any future upgrades/replacements after the program ends.

Justification

SecureSD requests justification to help determine if the requested cybersecurity technology or work is truly needed, if it aligns with our goals, and if the cost is reasonable and in line with industry standards.

If the costs are higher than those of other vendors or the industry, they will be questioned and could be declined. The IT vendor, the entity, and SecureSD may negotiate the quote prior to issuing a Work Order. This can include sending a new quote or SecureSD only partially funding the quote.

The quote may be declined or accepted based on the justification. If accepted, a Work Order will be generated and sent for signatures.



SecureSD: Cybersecurity for Municipalities and Counties Funding and Justification Guidelines

Last updated: 02/06/2026



Justification REQUIREMENTS

Please email your justification (along with the quote) to the SecureSD team (Abigail.Bushee@dsu.edu AND Mike.Waldner@dsu.edu) **AND the entity**. Like the quote and invoice, this is to provide full transparency with the entity. The justification **MUST** be sent with the quote.

What to include in your justification

- Project Overview
 - Briefly describe the work that will be done and/or what technology is being purchased.
- Cybersecurity relevance
 - Explanation of how the work/technology will increase the entity's cybersecurity posture
 - Does this aim to increase an entity's protection, detection, response, and/or recovery against cyberattacks, threats, and/or risks?
 - What threats, vulnerabilities, or compliance requirements are addressed?
 - What baseline cybersecurity solution is addressed?

The SecureSD team takes various considerations into account when reviewing a quote and justification.

- Is the justification related to cybersecurity and improving the cybersecurity posture of the entity?
 - I.e., does it improve an entity's protection, detection, response, and recovery against cyberattacks, threats, and risks?
- What cybersecurity challenge is this solving?
 - I.e., does it prevent/detect intrusions? Does it mitigate any known vulnerabilities? Does it add more/better security for an entity that needs it? etc.
- Is the cost in line with industry standards?
 - Remember, SecureSD is good stewards of state-allocated funds. Assume we are aware of the average costs for each service/technology, and will call it into question if we feel the quote is too high
- Is existing equipment End of Life (EOL)? I.e., the device manufacturer no longer provides cybersecurity updates
 - If yes, did the IT Vendor provide a link to prove it's EOL?
- Is this to upgrade unsecure equipment?
 - I.e., is the current equipment old, EOL, and/or no longer able to properly secure systems/devices?
- Is this to upgrade equipment the entity has outgrown?
 - I.e., is the current equipment no longer suitable for the size of the entity? Are they looking to upgrade equipment to have more/better security features? Increase the size and capabilities of servers, access points, etc.?
- Is this a normal cycle of upgrading? Should the entity already have this item in its budget?
 - I.e., is it an ongoing expenditure already as a line-item budget?
 - Is the equipment being updated just because this program exists, or is it truly EOL or needed?
- Are they installing/buying cybersecurity-related software that the entity does not currently have?

Again: Approval is based on the justification being related to cybersecurity and improving the cybersecurity posture of an entity who really needs the help.



SecureSD: Cybersecurity for Municipalities and Counties Funding and Justification Guidelines

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Current Funding List:

SecureSD is focused on three areas to improve the overall cybersecurity posture of our South Dakota local governments. The three areas are: Secure Data & Email, Mitigation of Vulnerabilities, and Cybersecurity Training and Education.

Note: *** Indicates only IT vendors that were awarded the relevant RFP may receive funding for that solution

Secure Data and Email Solution (Based off RFP #: DSU-25003-SecureSD)	Deploy and manage a Secured Data & Email Solution The data and email solution will include the creation/migration/management of a data and email solution within Microsoft 365 Government Community Cloud (GCC) <u>Includes:</u> • Microsoft suite of applications installed locally and online (web access) ○ (Word/Excel/PowerPoint/Teams/OneDrive, etc.) ○ Mobile devices (Phones/tablets/iPads), desktops, etc. • Multi-factor Authentication (MFA) • Simulated phishing campaigns with link-based, attachment-based, and credential-based threats • Anti-phishing and impersonation detection • Real-time scanning (Safe Links, Safe Attachments) • Utilize best efforts to transfer existing email • Training in how to effectively use the new Email Solution
Mitigation of vulnerabilities	Mitigations/fixes suggested after an assessment • Technical Assessment – i.e., from PBF • Strategic Assessment – i.e., from CISA • If vulnerabilities or the need for equipment/additional services are found, SecureSD will help fund an IT Vendor to mitigate the vulnerabilities, change configurations, improve logic/rules to firewall, etc. • SecureSD will also work with the entity and an IT Vendor if the assessment team suggests upgrading/purchasing equipment.
Firewall Configuration Review (Based off RFP #: DSU-25001-SecureSD) ***	Review all firewall rules and report findings. • If vulnerabilities are found, SecureSD will help fund the mitigation of those vulnerabilities or update configurations.
Migration to .gov domain name	Using a .gov domain makes it clear the email address, website, or application is from a vetted official US government entity. • SecureSD will fund an IT Vendor to assist an entity with the migration
Cybersecurity Training and Education	SecureSD sponsors/funds multiple training sessions across the state. • Securing the human firewall (staff's ability to spot potential cyber-attacks/attempts) is one of the best ways to improve the cybersecurity posture of any organization. • SecureSD offers... ○ Incident Response Planning (IRP) Workshops ▪ Learn about what an IRP is, why it's important, and how to create one ○ Onsite Training/Education for local government employees ▪ On-site cybersecurity training • All at NO COST to the entity, attendance is HIGHLY recommended



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Case-by-Case - Hardware

Firewall	SecureSD will fund the purchase of a firewall for entities that... • Are without a firewall or just the ISP device (router, modem, etc.) • Have, for example, a home/personal device, where they need to purchase a more robust firewall device • Need a more robust firewall that would also include and allow for a higher baseline level of security (i.e., MFA, etc.) SecureSD will pay for one firewall per building needed and as always on a case-by-case basis determined in large part by the level of justification documentation. For example, SecureSD funded 2 firewalls in one city because they didn't have any and the buildings were not physically connected or in close proximity and they protect critical infrastructure (i.e. Water).
Managed Switch(s) and other network devices	Managed switches to have greater control and monitoring over network traffic, remote updating, etc. • Replace End Of Life (EOF) Routers, bridges, etc.
Access Points	To allow wireless devices to connect to the wired network • To provide wireless network segmentation to allow employees to connect to secured network within government buildings • Allow secure public access in commission rooms or other public facilities as needed

Case-by-Case - Software

Patch Management Software/system that helps administrate patch management.	Microsoft has built in tools to accomplish this task. Only on extreme case-by-case scenarios will SecureSD consider funding this expense.
Multi-Factor Authentication (MFA) Software / System	SecureSD will pay for MFA as part of the Secure Data & Email Solution, until the end of the program
MS Licenses	SecureSD will pay for Microsoft Licensing as part of the Secure Data & Email Solution, until the end of the program SecureSD will NOT pay for MS Licensing outside of the Secure Data & Email Solution



SecureSD: Cybersecurity for Municipalities and Counties Funding and Justification Guidelines

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Current No List:

SecureSD will NOT fund equipment, software, or services that do not improve **specifically** the cybersecurity posture of an entity. Our focus is on “cyber” security, not “physical” security. Also, being good stewards of the general funds, SecureSD has had to make some decisions on what makes the most sense to utilize the funding. The relative importance on the cybersecurity profile for an entity is part of the funding considerations.

Monthly Management Fees – IT Vendor Managed Services fees such as: • Desktop computers • File servers • Network Device ◦ Switches/routers/etc. • Firewalls • Wireless Access Points • End Point Detection ◦ EDR, ITDR, SIEM	SecureSD encourages ALL local governments (any organization) to subscribe/contract with a reputable IT Vendor they trust to provide what is called “Managed Services.” Many (most) IT Vendors have a program to accomplish this with varying costs. These “Managed Services” give the entity a certain level of cybersecurity as the equipment, network and most often the software is being monitored and updated. It should give the entity a level of expertise doing oversight of cybersecurity and the digital infrastructure. This investment/expense is something that should be budgeted for within any organization and highly recommended for local governments of any size.
Equipment / Software – Backup Hardware or Cloud Solution • SecureSD may case-by-case fund a solution if in unique circumstances.	SecureSD understands the importance of a backup solution and the cybersecurity implications of not having good backup practices. Backup services should already be budgeted for, and on a scheduled upgrade rotation.
Equipment – New desktops, laptops, tablets, etc. • SecureSD is not a new computer program	New laptop/desktop computers should already be budgeted for, and on a scheduled upgrade rotation
Equipment – Security cameras, door access controls, etc. • SecureSD is not a physical security program	These focus more on physical security, instead of cybersecurity. While physical security is important, it is not our focus. However, here is another program that might interest you: The South Dakota Unified Judicial System (UJS) Courthouse Security Grant Program allows counties to address courthouse security measures to improve the safety and security of the public, litigants, witnesses, attorneys and courthouse staff. https://ujs.sd.gov/programs-services/court-security-grants/
Equipment – Server room renovations, server racks, HVAC in data centers, etc. • SecureSD is not a renovation program	Renovations and infrastructure upgrades should already be budgeted for and on a scheduled upgrade rotation They also rarely improve specifically cybersecurity



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Equipment – File Servers	Given that the average server costs \$12,000 - \$15,000, and the price keeps going up, SecureSD will no longer fund file servers
Software – Public service portals, workflow or productivity tools, etc. SecureSD is not a government service program	These tools and services may help our governments provide their services to our citizens. However, these and other Software Development tools do not directly and specifically help improve an entity's cybersecurity.
End-point software/system	Because there are built in Microsoft tools to accomplish this task, SecureSD will typically not fund MDR/XDR/EDR monthly software charges. Only on extreme case-by-case scenarios will SecureSD consider funding this expense. - Anti-virus to detect/remove malware such as keyloggers, spyware, etc. - EDR (Endpoint Detection and Response) to monitor and secure endpoints - In-house security team managed - MDR (Managed Detection and Response) to set cybersecurity services that detect, analyze, and help the IT team respond more quickly to threats - A broader service that encompasses EDR and provides 24/7 security monitoring and threat response - Typically managed by a third-party company (IT Vendor/MSP) - XDR (Extended Detection and Response) to integrate data across multiple security layers, including endpoints, networks, cloud, and email. - Even broader, more comprehensive approach "Extends" across the infrastructure, streamlining security
SecureSD will NOT pay for MS M365 Licensing outside of the Secure Data & Email Solution	These are the MS licenses for Microsoft 365. The Microsoft Suite of products, like Word, Excel, PowerPoint, Teams, OneDrive, etc. This license should already be budgeted for, and on a scheduled upgrade or monthly payment rotation.
SecureSD will not pay for two firewalls within the same courthouse/building. - We have Sheriff Offices asking for funding for "their own" firewall for their own network. - The Sheriff, while an elected official, is still a part of the county (via funding through the commission) and SecureSD looks at each county as one entity.	SecureSD does not pay for "two" networks (i.e. two firewalls, etc..) for networks in the same building. With the proper configurations and size of router/firewall/switches/ whatever is needed we can obtain the same level of security. Most cybersecurity experts will tell you this is more secure, as now you only have one firewall to protect against threats, update, etc. etc. We have an example of one county with an updated firewall, within their courthouse, yet the sheriff was "on their own" and never kept "their network" updated. Now the IT Vendor wanted to sell another firewall and have SecureSD pay for it. This is an unnecessary purchase as they



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	would have updated equipment right along with the rest of the county courthouse offices if they were not on a separate network. SecureSD will pay for one firewall per building needed and as always on a case-by-case basis determined in large part by the level of justification documentation. For example, SecureSD funded 2 firewalls in one city because they didn't have any and the buildings were not physically connected or in close proximity and they protect critical infrastructure (i.e. Water).
SecureSD will NOT pay monthly invoices for a Work Order/purchase SecureSD may pay for 12 months (at a time) if it has a license fee that has been approved for a special reason	The administrative overhead to track and pay monthly invoices is not a good use of time, resources and funding.



SecureSD: Cybersecurity for Municipalities and Counties Value of the SecureSD Secure Data & Email Solution



Original Date: 11/24/25 Revision Date: 2/18/26

What is the value of implementing the SecureSD Secure Data & Email Solution?

Implementing the SecureSD Secure Data & Email Solution offers significantly enhanced security, compliance, and data control tailored for U.S. government entities. This goes far beyond just having the “.gov” email address.

This solution also includes **all** MS Office 365 data (word docs, budget spreadsheets, citizen data, OneDrive, SharePoint/Teams content). All information being migrated/stored in the Microsoft Government level cloud environment that complies with federal data residency mandates and CJIS compliance requirements. The solution also includes additional cybersecurity functions such as, Simulated Phishing Campaigns, Real-time scanning for email threats, Advanced Threat Protection (ATP), Multi-factor Authentication (MFA), eDiscovery, legal hold, and audit logging capabilities to name a few.

The first question we all have to ask is “Are you a Government Entity?” Second question is “Do you use Email?” If the answer is yes to either question, your email (and other data) **NEEDS to** be in the government dedicated cloud environment. It is as simple as that.

“Are you a Government Entity?”

If the answer is **yes**, your data & email **NEEDS** to be in the government dedicated cloud environment.

It is as simple as that.

Because the Government Environment licenses cost a little more some entities question “Why would a citizen want the MS 365 Government Environment .vs. the Business Class Office 365 License environment?” As citizens we are required to give our local government (both city and county) our information. Our cities and counties possess and store all our personal information, including details like banking records, address, birth date, and other personally identifiable data. We don’t have a choice unless we move, in which case (same story) that new city and county will have our information. Whereas with a business environment it is our choice (and somewhat responsibility) if we want to do business with them and provide them with our information.

An example story: New grandparents reported their kids purchased a Digital Picture Frame - Great idea and very meaningful gift. However, researching the product and company revealed it was a huge cybersecurity risk—including malware downloaded upon boot, among other risks with their app and company. So, it is a choice not to do business with that company, not to provide them with any information, and move on to another company they are more comfortable with. **We don’t have that choice with local governments;** thus, we expect (not hope) they do the right thing and properly cybersecure and protect our information.



SecureSD: Cybersecurity for Municipalities and Counties Value of the SecureSD Secure Data & Email Solution



Original Date: 11/24/25 Revision Date: 2/18/26

“Customer Environment - Local Government (City/County)”

Public sector sensitivity = potential CJIS/PCI/PHI/critical infrastructure considerations.

Multiple cybersecurity reports continue to confirm that **email remains the #1 threat vector**, with compelling data to back it up (just do a Google or an AI search on it). One report says, “email is not just a communication tool — it’s a battleground.” Why is email such a big cybersecurity threat vector? Low cost and high reach as attackers can send millions of emails with minimal effort, needing only a very small percentage of those million emails to be compromised to be worthwhile. Human vulnerability is another big factor, especially here in South Dakota as what appears to be a valid message exploits trust, urgency, or curiosity which before you know it you are compromised. From a technical standpoint, these malicious emails can bypass other technical defenses such as firewalls, antivirus tools and even sophisticated phishing spam filters.

So, what are the key benefits and protections of the SecureSD Email Solution? First is Enhanced Security & Compliance. **All your data** (not just email) is stored in the Government Community Cloud (GCC) Environment that operates in a dedicated cloud infrastructure built exclusively for U.S. federal, state, local, and tribal governments and their contractors. This means your data is stored and processed in U.S.-based “only” data centers with access restricted to screened U.S. personnel.

All data—including email, files (**such as word docs, budget spreadsheets, citizen data**), and SharePoint/Teams content—is stored exclusively within the continental U.S., ensuring compliance with federal data residency mandates. Mandates our police departments and Sheriff’s offices are well aware of, such as CJIS (Criminal Justice Information Services) compliance requirements. Only U.S. citizens with background checks manage the infrastructure, reducing insider threat risks or nation state actors having access to your information.

While all this technical cybersecurity is happening, the user experience remains consistent with standard Microsoft 365 tools (with added security layers) most of us are already using with no retraining needed. The system also fully supports hybrid work environments with secure mobile access and remote collaboration tools.

Implementing the SecureSD Email Solution demonstrates a strategic platform upgrade designed specifically to keep all communications secure, compliant, and credible, while being aligned with the highest standards of public sector technology. Most importantly, it **shows your citizens you are doing your part to secure their information** as part of South Dakota’s ongoing commitment to cybersecurity, compliance, and public trust in our communications.

###



Migration to .gov domain specifically reserved for government entities in the United States

It should be easy to identify governments on the internet

Websites and email addresses that end in .gov are trusted and official sources of information. They belong only to approved, vetted and official United States government entities.

What is a .gov domain?

A .gov domain is different than .com, .org, .net, etc., as this domain is specifically reserved for government entities in the United States. By using a .gov domain, a government organization can unequivocally establish its official status, signaling to the public that it is a legitimate and authorized government agency. The .gov domain helps the public instantly identify official, trusted information.

Using a .gov domain makes it clear that the email address, website, or application is from a vetted official US government entity. And the primary purpose is to serve the public interest and fulfill government responsibilities. It reduces any confusion about the organization's mission and legitimacy.

The Cybersecurity and Infrastructure Security Agency (CISA), an official agency of the U.S. Department of Homeland Security, manages the .gov top-level domain. CISA verifies the identity of everyone who requests a .gov domain. They make sure that their organization meets the criteria for having a .gov domain. After verification, the .gov domains are available to eligible organizations for no cost.

Why should I switch from a .org or .com domain to a .gov domain?

(<https://get.gov/domains/benefits/>)

Moving/switching from a .org, .net, .com or any domain name to a .gov domain for a government organization can offer several important advantages, primarily related to credibility, trust, and clarity of purpose.

Here are some compelling reasons why a government organization should consider making this switch:

- **Official, Credibility and Trust:** Only verified U.S. government organizations can register a .gov domain. While anyone can get a .net, .org, .com, etc. domain name, the Cybersecurity and Infrastructure Security Agency (CISA), manages the .gov top-level domain. They verify the identity of everyone who requests a .gov domain. They make sure that their organization meets the criteria for having a .gov domain.
 - The public shouldn't have to guess whether the site they're on, or the email in their inbox, is genuine. Use of the .gov top-level domain can help reduce uncertainty. This trust is essential for disseminating important information and services to the public.



SecureSD: Cybersecurity for Municipalities and Counties

SecureSD .gov Domain Service Info



Original Date: 02/19/25 Revision Date: 2/23/26

- By using a .gov domain, the entity can also reduce the risk of fraudulent websites attempting to impersonate official government sources.
- For a fee, anyone can register a .com, .org, or .us domain. This can make it hard for the public to trust if the people behind an online service are who they claim to be.
 - The .gov domains are different because they're only available to U.S.-based government organizations.
- **.Gov domains are free:** No need to let budgets or costs deter you from obtaining a .gov domain.
 - While there is no charge for the .gov domain itself, entities should carefully plan the transition.
- **Improved Visibility:** Search engines and online directories often prioritize .gov websites in search results, leading to better visibility and easier access for users searching for government-related information and services.
- **Consistency and Branding:** A .gov domain enables the government organization to maintain a consistent brand identity and align its digital presence with its official image. This makes it easier for the public to immediately recognize and trust the organization.
- **Access to Government Resources:** Many government organizations (esp. federal agencies) will only allow entities with a .gov (email) address to have access to specific resources, grants, support, and services. They do this to enhance the functionality and security of the services they provide.

How do I switch to a .gov domain?

While there are clear benefits to switching to a .gov domain, government organizations should carefully plan the transition, update all online and offline materials to reflect the new domain, and communicate the change to the public and stakeholders effectively.

1st Step: Review the checklist at:

<https://get.gov/domains/moving/>

Below is a list of some considerations as you move your domain name.

- **Online - Technical Process:**
 - If you need help: Email SecureSD@dsu.edu for help walking through the process
 - You will need to work with your IT department or IT Vendor that handles your Internet Domain Naming System today. i.e: "Who takes care of your domain name today"?
 - Where is it stored/setup at? What DNS Server/Service are you using?
 - For more information: <https://get.gov/help/domain-management/>
 - You will need to update domain address (DNS entries) to all online materials.
 - Websites, email servers, custom apps, etc.
 - This is a good time to audit these materials
 - Are they up to date? Are they still needed? Are they secure? Etc.



SecureSD: Cybersecurity for Municipalities and Counties

SecureSD .gov Domain Service Info



Original Date: 02/19/25 Revision Date: 2/23/26

- **Offline – Paper/Physical/People Process:**
 - You will need to update all offline materials to reflect the new domain
 - Letterhead(s), business cards, signs, billboards, posters, logos,
 - Communicate the change to the public and stakeholders effectively.
 - Press releases, city meetings, social media, text notifications, etc.



SecureSD: Cybersecurity for Municipalities and Counties

SecureSD .gov Domain Service Info



Original Date: 02/19/25 Revision Date: 2/23/26

- You will need to set a timeframe for the change [final cut-over] of the Domain Name
 - Email:
 - How long will you utilize the old email address(es)?
 - Will you create an automatic response that the old email address has retired and to use the new email address.
 - Inform your users they will need to “re-subscribe” to any listservs they want to continue
 - Websites/Online Systems:
 - How long will you keep the old website domain name address?
 - How long did you pay for the current domain name?
 - Will you put in re-directs (with or without notification to the user) to the new domain name?
 - Will you keep both domain names to your website for a specific timeframe?

Inquire with SecureSD (<https://madlabs.dsu.edu/securesd>) for this service today if you are not already on a .gov domain!



SecureSD: Cybersecurity for Municipalities and Counties Secure Data & Email – Incumbent IT Vendors



Revision Date: 2/26/2026

The Secure Email Solution Project is more than JUST EMAIL

1. Going forward, the project will be referred to as: **SecureSD: Secure Data & Email Solution**
 - a. This updated messaging reflects that the project initiative includes not only email security, but also the secure migration of government data into an appropriate government-level cloud environment (GCC).
 - b. Local governments — regardless of size — are government entities
 - i. All their data and communications **must be protected accordingly**
 - c. Please see the attached document: **SecureSD – Value of the Secure Data & Email Solution.pdf** for additional context
2. **As of 1/22/26, we will begin utilizing local “incumbent” vendors for the Secure Data & Email Solution.**
 - a. We will enable local governments to work through their existing trusted IT providers whenever possible.
 - i. Establishing sole-source contracts with the entity’s incumbent IT vendor
 - b. This will allow:
 - i. Improving speed and efficiency of deployments
 - ii. Accelerating cybersecurity improvements statewide
 - iii. Cybersecure more local government email and data through migration into GCC environments
 - c. This approach has been discussed for some time, and we believe it supports both local relationships and faster outcomes for the SecureSD Initiative.
 - i. (2024 SB187 - <https://sdlegislature.gov/Session/Bill/24622>)
3. List of items/services provided by the **Secure Data & Email Solution**:
 - a. NCE Microsoft 365 G3 (GCC) licenses (Frontline employees may use G1 or F3 licenses)
 - i. Microsoft suite of applications available online or installed locally on devices such as Laptops, Desktops, phones, and other mobile devices as capable.
 - ii. **Applications Provided:**
 1. Word, Excel, PowerPoint, OneNote, ClipChamp, Outlook, Exchange, Teams, OneDrive, SharePoint, Editor, Entra ID, Windows 11 Enterprise, Intune, Defender, Purview, Power Apps, Automate, Power Virtual Agents for Teams
 - b. Multi-factor Authentication (MFA)
 - i. Utilizing Microsoft MFA or alternative
 - c. Simulated phishing campaigns
 - i. With link-based, attachment-based, and credential-based threats
 - d. Other items: Utilizing Microsoft Defender (Plan 2) or equivalent
 - i. Anti-phishing and impersonation detection
 - ii. Real-time scanning
 - iii. Utilize best efforts to transfer existing email
 - e. Training in how to effectively use the new Data & Email Solution



SecureSD: Cybersecurity for Municipalities and Counties

Secure Data & Email – Incumbent IT Vendors



Revision Date: 2/26/2026

- f. Other requirements:
 - i. Utilize a .gov domain name and email addresses
 - 1. Makes it clear communication is from a vetted official US government entity
 - ii. Cybersecurity Assessments (Physical & Strategic)

Why do we require IT Vendors to use a Quote Template?

Being prudent with the limited funding we have, and the limited left of the program, we have created a process for us to **quickly identify the quote prices we need to efficiently review and approve the quotes** we receive from many different IT Vendors.

We have 3 Cost items for the **SecureSD: Secure Data & Email Solution**:

- 1. Licenses (Annual Commit – for lower costs)
- 2. Support & Maintenance
- 3. One-time setup costs

We break the project into 2 distinct quotes.

1. QUOTE 1: One-time Setup/installation fees

- 1. The ONE-TIME costs (Setup/Install)

2. QUOTE 2: Licensing & Maintenance/Support

- 1. License Fees (MS365 (G3/G1/F3), Defender Plan 2, [or equivalent], etc.)
- 2. Operational Management, Support and Maintenance
 - 1. This is the monthly “service” work the IT Vendor would be doing
 - 2. Often this fee is waived as it is included with the MSP agreement between the Entity and the IT Vendor.

IT Vendor Information	
Vendor Name & Address:	Vendor Contact Info: (Contact name/email/phone)
<i>Use this space to provide a narrative to explain your Scope of Services, MSP services, what products you are (or intend to) utilize to provide the services. Anything you feel will help the SecureSD team understand your quote and the work that will be accomplished.</i> <i>If you would rather submit additional documentation (seperate documents) please indicate that.</i>	

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 - i. Microsoft suite of applications available online or installed locally on devices such as Laptops, Desktops, phones, and other mobile devices as capable.
 - ii. **Applications Provided:**

Notes: Use this column to help explain your quote/prices/extras to SecureSD. Whatever information you can provide to make it easy for the SecureSD Team to understand (and more quickly approve) your quote.				
Such as:				
- If your cost is extremely high, explain why - Please explain/inform us of any deviations to the included items. - I.e.: If an item is not needed because it is already part of an existing MSP agreement				
Description	# of Licenses or Users	Cost	Monthly Cost (Yearly Commit)	Annual Cost
Microsoft 365 G3 NCE GCC Annual Includes: Microsoft 365 Office Software Suite Microsoft 365 G3 (Governmental Community Cloud Price). Note: We are asking for Annual Pricing to take advantage of lower costs. FY - Lowest REP unit price: \$31.82				
MS Defender Plan 2 Specifically for Advanced Threat Protection (ATP) for email and communications FY - Lowest REP unit price: \$4.60	0 \$ -	\$ -	\$ -	\$ -
Microsoft 365 G1 GCC Optional for Frontline Employees (i.e. employees who do not need the full Microsoft suite) FY - Lowest REP unit price: \$10.00	0 \$ -	\$ -	\$ -	\$ -
Microsoft 365 F3 GCC Optional for Frontline Employees (i.e. employees who do not need the full Microsoft suite) FY - Lowest REP unit price: \$7.99	0 \$ -	\$ -	\$ -	\$ -
Maintenance per RFP # DSU-25003-SecureSD Per User Per Month Note: Email Support fees are waived if the vendor and entity have a MSP Support contract in place.				
FY - Lowest REP unit price: \$5.00	0 \$ -	\$ -	\$ -	\$ -
Advanced Threat Protection (ATP) (If different from MS Defender Plan 2) Specifically Email & Collaboration Threats Managed Identity Threat Detection and Response Tell us what you would use. I.e.: CrowdStrike, Huntress Managed TDR, SentinelOne, Arctic Wolf, Barracuda, etc.				
Managed Simulated Phishing Platform (If different from MS Defender Plan 2) Tell us what you would use. I.e.: KnowB4, Proofpoint, Cofense, Barracuda, etc.	0 \$ -	\$ -	\$ -	\$ -
Multi-Factor Authentication (If different or in addition to built in Microsoft G3 License) Tell us what you would use. I.e.: Duo (Cisco), YubiKey, 1Password, etc.	0 \$ -	\$ -	\$ -	\$ -
TOTALS			\$ -	\$ -

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Such as:			
- If your cost is extremely high, explain why - Please explain/inform us of any deviations to the included items. - i.e. If an item is not needed because it is already part of an existing MSP agreement			
Give us plenty of details on the products you are using and if/what is included in your MSP agreements			
- We don't want to pay for the same products/services twice (i.e.: being good stewards of the funding)			
Description One Time Per Entity Cost	# of users	Cost	Total Cost
Secure Configuration and Deployment of the Microsoft Government Tenant on the .gov domain for the Entity			
Such as (not exclusive list): - GCC tenant provisioning, license mapping, policy setup, and security baseline deployment - Configure Advanced Threat Protection (ATP) - Configure Multi-factor Authentication (MFA) platform - Configure conditional access policy for Zero Trust security - Configure Phishing simulator platform - Setup simulated phishing campaigns with link-based, attachment-based, and credential-based threats. - Anti-phishing and impersonation detection – Utilizing Microsoft Defender (Plan 2) or equivalent - Real-time scanning – Utilizing Microsoft Defender (Plan 2) or equivalent - Utilize best efforts to transfer existing email mailboxes - Creation of email efficiencies capabilities. - Distribution Lists (i.e. ALL Police Department, ALL Water Dept employees) - Shared Calendars, Public Folders, Email Accounts (i.e.: FinanceOffice@MyCityName.sdcity.gov) - Short End User Training how to effectively use the new SecureSD: Secure Data & Email Solution - DNS configuration (Hosted at DSU or IT Vendor) - Utilizing a .gov domain name (Web and email addresses)	0	\$ -	\$ -
FYI - Lowest RFP unit price: \$150.00			
One Time Per User Cost			
Implementation & Onboarding Users			
<i>Includes everything necessary to bring the user onboard.</i> Such as: Install Office 365 Applications (desktop/mobile), create user mailbox with naming scheme, MFA enrollment, policy tagging, SharePoint/Teams/One-Drive data migration, other established 365 tenant items, basic training for end user, etc.			
FYI - Lowest RFP unit price: \$3			
Mailbox migration Per User or one-time cost			
*** If not included in One Time Per User Costs *** Typically using BitTitan Migration WIZ	0	\$ -	\$ -
<i>Note: To be good stewards of the funding, we separate this for the per user cost. If an entity is not moving all mailboxes or it is a scripted function and can be moved in bulk we expect the IT Vendor to charge accordingly (less) on the invoice.</i> FYI - Lowest RFP unit price: \$17.50			
DNS Hosting (DSU or IT Vendor)			
What Gov email address is being used?			
*.sdcity.gov & *.sdcity.gov domains are available at DSU for no cost.			
<i>Note: If IT Vendor is hosting the DNS SecureSD will not pay for it and will assess that the DNS services are cybersecure.</i> These fees are included in the above fees for the user costs.			
DSU to host			
Name of .gov domain to be used?:			
TOTALS	0	\$ -	\$ -

JULY 1 NOTABLE LAW CHANGES FOR CITIES

SARA RANKIN | SDML EXECUTIVE DIRECTOR

July 1 marks the effective date of new legislation passed during the 2026 Legislative Session. Below are the law changes that most affect processes, procedures, and operations considerations for municipal leaders and public servants.

SB 3 – Municipalities may no longer require building permits for repair or substantially similar replacement of any of the following exterior parts of a detached single-family owner-occupied residential structure: 1. Door, if dimensions remain the same; 2. Downspout; 3. Fascia; 4. Fencing panel or post; 5. Gutter; 6. Siding, if nonstructural; 7. Soffit; and 8. Window, if the dimension remains the same. Nothing in this new law relieves the homeowner from compliance with any other applicable building code or ordinance.

SB 10 – Beginning July 1, the state will adopt federal regulations requiring most CDL holders to maintain a valid medical card. All CDL holders who have a self-certified EA and a K restriction on their license must update their medical certification status before July 1, 2026 or their CDL will be downgraded. The Motor Carrier Division of the South Dakota Highway Patrol has additional information on these changes.

SB 46 – Requires a proposed agenda must list all items to be considered by the governing body during an official meeting and all items must be described in sufficient detail.

SB 47 – Mainly a clean-up bill pertaining to executive session. Requires roll call vote in the absence of a unanimous vote and that the motion and vote to enter executive session be reported in the minutes of the proceedings. This legislation also reiterates that discussion in executive session must be restricted to the purpose specified in the motion to enter into executive session.

SB 129 – Updated the ICC Building Code edition from 2021 to 2024.

SB 228 – Starting July 1, there will be significant changes to the structure and procedures of tax increment financing. Please see the Executive Director column on page ____ for a detailed overview of the changes that are expected.

HB 1030 – Allows municipalities to hold elections in even-numbered years only. This is permissive and up to the governing body.

HB 1095 – This legislation updates the nominating petition deadline, moving it from seventy days prior to the election to the third Tuesday in March for June elections and the third Tuesday in August for November elections. It also revises provisions related to the withdrawal or death of a candidate. Previously, if a candidate withdrew or died before 5:00 p.m. on the petition filing deadline and that resulted in no contest on the ballot, the ballot did not need to be voted. Under the new language, if a candidate withdraws or dies at any time before five p.m. local time, on the first Thursday after the deadline for filing a nominating petition and the number of nominating petitions filed for the position is equal to or less than the number of vacancies, the contest may not be placed on the ballot. In that case, the finance officer must issue a certificate of election to the unopposed candidate. If that is the only contest on the ballot, the finance officer must cancel the election. ■

BUDGET TRAINING

June 17, Rapid City | June 24, Sioux Falls
9:30 a.m.-2 p.m. local time

Provides elected officials and finance officers with the tools they need to create and maintain the annual municipal budget. Presented by Rod Fortin, Director of Local Government Assistance, Department of Legislative Audit.

TOPICS

- **Budget and Appropriations:** Who is responsible? Why is it important?
- **Budget Resources:** Where can I find help?
- **Budget Timeline:** When do I have to start and finish?
- **Budget vs. Cash:** What is the difference?
- **Budget Preparation:** Details
- **Adoption of Appropriation Ordinance:** Reading, Passage, and Publication
- **Budget Execution:** Set-up in Accounting System | Maximum Authorization to Spend | Monitoring | Increasing | Year-end
- **Future Budgets:** Indicators | Flow | Reserves

REGISTRATION: \$40, includes on-site lunch
www.sdmunicipalleague.org/events