

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

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Pulscher, Markham and Hirsch were present. 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 Hirsch to approve the agenda of the regular meeting of the Summerset City Commission for August 6th, 2026, as presented. Motion carried.

Citizen Input

Laurie Potthoff raised concerns about several poorly maintained properties on Townsend Street, including vehicles with expired plates, an unlicensed camper, overgrown weeds, and general property upkeep. She questioned whether city maintenance standards were being enforced consistently. She also asked about weed control along sidewalks and berms and at a nearby rental property. The Mayor stated the city would check the areas and that property owners are responsible for maintaining their properties. Potthoff expressed concern that neglected properties could negatively affect neighboring homes and the community, particularly during severe weather.

Corey Scheurer asked why the neighborhood's weed/yard-waste dumpster had been removed. He said the new location in Sun Valley was inconvenient and suggested the city provide an additional dumpster closer to the neighborhood. The mayor explained that the previous dumpster location created property-ownership concerns because the city did not own all of the land. Scheurer suggested the meditation park as a possible alternative location.

Consent Calendar

Approval of the Minutes

Motion by Hirsch, second by Pulscher to approve the minutes of the regular meeting held on July 16th, 2026, as presented or amended. Motion carried.

Motion by Markham, second by Pulscher to approve the minutes of the special budget meeting held on July 22, 2026, as presented or amended. Motion carried.

Approval of Claims

Motion by Hirsch, second by Markham to approve the claims to the amount of \$273,206.58 from July 16th, 2026, to August 5th, 2026. Motion carried.

A&B Business \$45.00; Alliance Technical Group \$375.50; Ambrose, Jonathon \$50.00; Birgen, Nicholin \$50.00; Black Hawk Water \$167.90; Black Hills Energy \$7,720.95; Block, Brenna \$3,229.50; Cahoy, David \$50.00; Cardmember Services \$10,193.38; City of Sturgis \$135.00; Dakota Pump \$223.21; Demersseman Jensen \$2,140.00; Doty, Jason \$50.00; Eric Tripp \$260.00; Evergreen \$216.88; First National Trust \$24,975.77; Fischer, Lisa \$50.00; Geigle, Adam \$104.19; Golden West Technologies \$90.00; Greenapsis \$550.00; HDR Engineering \$32,643.77; Hermanson Egge \$130.00; Hirsch, Clyde \$50.00; Kayl, Anthony \$206.00; Kitzmiller,

Michael \$50.00; Kotermanski, Kevin \$50.00; Madison National Life \$49.00; Markham, Gwenn \$50.00; MDU \$238.51; Meade County Auditor \$1,836.64; M.G. Oil \$597.60; Northern Truck Equipment \$237.00; On-Site First Aid \$61.25; Pulscher, Jordan \$50.00; Schieffer, Lisa \$50.00; SD One Call \$30.45; SD Secretary of State \$30.00; Servall \$249.33; Stan Houston Equipment \$5,191.86; Tre-State Carports \$2,552.10; USA Bluebook \$356.62; US Bank \$121,528.82; USGS \$6,636.67; Delta Dental \$751.80; Health Pool of SD \$17,985.53; SDRS \$11,025.12; SDRS Supplemental \$465.00; US Treasury \$19,426.23

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

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

Dept. 4000 - \$14,019.46 Wastewater
Dept. 4110 - \$1,749.99 Commission
Dept. 4120 - \$1,916.67 Mayor
Dept. 4140 - \$12,600.27 Finance
Dept. 4210 - \$37,672.82 Police
Dept. 4310 - \$18,520.21 Streets
Dept. 4652 - \$400.00 Planning & Zoning

Utility Billing Adjustments

Motion by Hirsch, second by Pulscher to approve the utility adjustments of \$81.46 for the period of July 1st - July 31st, 2026. Motion carried.

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

Norman Ranch Final Plat of Phase 1A/Resolution 2026-05

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

City Administrator Lisa Schieffer stated that the item was the Final Plat for Phase 1A of the Norman Ranch subdivision. The plat had gone back through Planning and Zoning for minor clerical changes requested by the Meade County Register of Deeds before the plat could be accepted or recorded. Planning and Zoning reviewed the changes and approved them unanimously. The changes did not affect the legal description.

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

Motion by Hirsch, second by Pulscher to approve Resolution 2026-05, Norman Ranch Final Plat of Phase1A. Motion carried.

Veteran's Exemption Tax Years 2024, 2025, 2026

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

City Administrator Lisa Schieffer stated that the Meade County Department of Equalization had contacted the city regarding a Veteran's Exemption for an applicant who qualified in April 2024. The County was requesting an abatement for tax years 2024, 2025, and 2026. Schieffer stated that the city had processed similar requests in the past and that the applicant's name for the Veteran's Exemption would remain confidential.

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

Motion by Pulscher, second by Markham to accept the Veteran's Exemption for tax years 2024, 2025, and 2026 for the abatement. Motion carried.

Franklin Pool Abatement – Mobile Home Fire

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

City Administrator Lisa Schieffer stated that the item concerned an abatement for a mobile home at the Summerset Mobile Home Park, located at 6842 Polk Street, which had experienced a fire in March. The property owner was requesting an abatement through the end of the year.

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

Motion by Markham, second by Pulscher to approve the Abatement of Franklin Pool for the Mobile Home Fire. Motion carried.

SKP Properties LLC Abatement-Commercial Building Fire

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

City Administrator Lisa Schieffer stated that the city had received an application for an abatement from SKP Properties LLC, which owns the mini mall located on Stagestop. The property experienced a fire on July 15, and the property owner was requesting an abatement through the end of December.

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

Motion by Pulscher, second by Markham to approve the Abatement of SKP Properties LLC, due to the fire. Motion carried.

Positive Pay Bank West Agreement

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

Finance Officer Lisa Fischer stated that the Positive Pay Agreement was provided to the Commission. The agreement would add an additional layer of protection against fraud. The city would provide the bank with a report of its payables, and if any item did not match the report, an exception process would be required through the bank.

City Administrator Lisa Schieffer stated that City Attorney Mike Wheeler had reviewed the agreement. The agreement would become effective January 1, 2027, if approved.

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

Motion by Pulscher, second by Markham to sign the Positive Pay Bank West Agreement. Motion carried.

Transfer of Funds from Fund 302 to Fund 305

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

City Administrator Lisa Schieffer stated that, as included in the 2026 Budget, a portion of the TIF 1 funds would be transferred to TIF 2. The TIF 2 funds are used to pay the ten-million-dollar loan and grant through SD D.A.N.R. for the expansion of the sewer station. TIF 1 will expire in 2028, and the funding transferred to TIF 2 will be used to make the annual loan payment, which is approximately \$400,000.

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

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

Motion by Pulscher, second by Markham to approve the interfund transfer from 302 to 305 in the amount of \$886,116.00. Motion carried.

Surplus of Police Vehicle

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

City Administrator Lisa Schieffer stated that Chief of Police Rich Nasser was requesting to surplus a 2014 Ford Taurus patrol vehicle. According to the city's surplus disposition procedures, three appraisals were required. Chief Nasser had completed all three appraisals. The next step would be to determine whether the vehicle would be sold at auction or through another method. Depending on the method of sale, a notice of sale would be required. Most city vehicles are sold through Purple Wave, which handles the required notices. At the time of the meeting, the initial steps of the process were completed.

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

Motion by Hirsch, second by Markham to approve the surplus of the 2014 Ford Taurus vehicle, VIN#1FAHP2MT7EG154949. Motion carried.

AI Awareness Grant

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

City Administrator Lisa Schieffer stated that, while reviewing available grants, Public Works Director Tony Kayl brought the Workforce Development Competitive Funding for AI Adoption grant to the city's attention. Businesses can apply for the grant through the South Dakota Department of Labor, and the program can also serve as an economic development tool. Schieffer stated that the city decided to apply under Category 3, which provides AI Awareness training. The city could select from eight different AI training courses and selected the Open AI Academy training. Six employees agreed to participate. Upon completion of the AI training and receipt of a certificate, the grant would reimburse the City of Summerset \$1,000 for each employee who completes the training, up to a maximum of \$10,000. With six employees participating, the city could receive up to \$6,000. The training is intended to increase AI awareness, and additional classes may become available to help streamline city operations.

The grant application had been submitted, with the potential for the city to receive \$6,000 in reimbursement.

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

Resignation of Jaeson Garcia

Motion by Hirsch, second by Markham to accept the letter of resignation. Motion carried.

Upcoming Events

- Sturgis Motorcycle Rally starts Friday, August 7th and runs through Sunday, August 16th.
- FY2027 Budget Meeting has been set for Wednesday, August 26th, 2026, at 6:00 p.m.

Executive Session

Motion by Pulscher, second by Markham to enter Executive Session at 6:29 p.m. to discuss legal matters. Also requested to be present was City Administrator Lisa Schieffer. Motion carried.

Motion by Pulscher, second by Hirsch to exit executive session and return to regular session at 6:54 pm. Motion carried.

Adjournment

Motion by Markham, second by Pulscher to adjourn at 6:55 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: APPKT00318 - Aug. 20 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: 1414 - American Legal									Vendor Total:	784.21	
52623	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	784.21	0.00	0.00	0.00	784.21	
2026 S-10 Supplement Pages		BANKW - BANK WEST		No							
Items											
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
2026 S-10 Supplement Pages		NA	0.00	0.00	784.21	0.00	0.00	0.00	784.21		
Distributions											
Account Number		Account Name	Project Account Key		Amount	Percent					
101-4192-42200		Prof Fees Expense			784.21	100.00%					
Vendor: 2166 - Amy Roose-Boschker											Vendor Total: 500.00
2026-0822-01	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	500.00	0.00	0.00	0.00	500.00	
MC & DJ for Public Safety Day		BANKW - BANK WEST		No							
Items											
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
MC & DJ for Public Safety Day		NA	0.00	0.00	500.00	0.00	0.00	0.00	500.00		
Distributions											
Account Number		Account Name	Project Account Key		Amount	Percent					
101-4210-42901		Public Safety Day			500.00	100.00%					
Vendor: 0021 - Black Hawk Water Users District											Vendor Total: 375.10
8.5.26-960.1476.1637	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	375.10	0.00	0.00	0.00	375.10	
Monthly Usage		BANKW - BANK WEST		No							
Items											
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly Usage-Leisure Lane		NA	0.00	0.00	41.50	0.00	0.00	0.00	41.50		
Distributions											
Account Number		Account Name	Project Account Key		Amount	Percent					
101-4520-42800		Utility Expense			41.50	100.00%					
Items											
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly Usage-City Park Leisure Lane		NA	0.00	0.00	200.10	0.00	0.00	0.00	200.10		
Distributions											
Account Number		Account Name	Project Account Key		Amount	Percent					
101-4520-42800		Utility Expense			200.10	100.00%					
Items											
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly Usage-Castlewood City Park		NA	0.00	0.00	133.50	0.00	0.00	0.00	133.50		
Distributions											
Account Number		Account Name	Project Account Key		Amount	Percent					
101-4192-42800		Utility Expense			133.50	100.00%					
Vendor: 1979 - Black River Contracting											Vendor Total: 44,684.50
App. 10	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	44,684.50	0.00	0.00	0.00	44,684.50	
WWTP-Reed Bed Aop. 10		BANKW - BANK WEST		No							
Items											
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP-Reed Bed Aop. 10		NA	0.00	0.00	44,684.50	0.00	0.00	0.00	44,684.50		
Distributions											
Account Number		Account Name	Project Account Key		Amount	Percent					
305-4325-42200		Prof Fees Expense			44,684.50	100.00%					

Payable Register

Packet: APPKT00318 - Aug. 20 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: 1504 - CBH CO-OP									Vendor Total:	5,035.68
<u>7.31.26-200372</u>	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	5,035.68	0.00	0.00	0.00	5,035.68
Government Fuel	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Government Fuel	NA		0.00	0.00	2,342.21	0.00	0.00	0.00	2,342.21	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4210-42611</u>	Fuel Expense				2,342.21	100.00%				
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Government Fuel	NA		0.00	0.00	2,693.47	0.00	0.00	0.00	2,693.47	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4310-42611</u>	Fuel Expense				2,693.47	100.00%				
Vendor: 0036 - City of Rapid City									Vendor Total:	7,345.66
<u>2608005</u>	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	7,345.66	0.00	0.00	0.00	7,345.66
Solid WasteDisposal	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Solid WasteDisposal	NA		0.00	0.00	7,345.66	0.00	0.00	0.00	7,345.66	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4320-43230</u>	Solid Waste Collection				7,345.66	100.00%				
Vendor: 1957 - Complete HVAC Service & Installation LLC									Vendor Total:	12,512.00
<u>16348-02</u>	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	12,512.00	0.00	0.00	0.00	12,512.00
RTU Replacement	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
RTU Replacement	NA		0.00	0.00	12,512.00	0.00	0.00	0.00	12,512.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4192-42500</u>	Repair/Maint Expense				12,512.00	100.00%				
Vendor: 0765 - Demersseman Jensen Tellinghuisen & Huffman, LLP									Vendor Total:	4,045.00
<u>41013</u>	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	4,045.00	0.00	0.00	0.00	4,045.00
Legal Fees	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Legal Fees	NA		0.00	0.00	4,045.00	0.00	0.00	0.00	4,045.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4141-42200</u>	Prof Fees Expense				4,045.00	100.00%				
Vendor: 0709 - Diamond Water Company									Vendor Total:	134.25
<u>8.4.26-DW355</u>	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	134.25	0.00	0.00	0.00	134.25
Monthly Usage	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly Usage	NA		0.00	0.00	134.25	0.00	0.00	0.00	134.25	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4192-42800</u>	Utility Expense				134.25	100.00%				
Vendor: 0246 - Golden West Technologies									Vendor Total:	4,272.93

Payable Register

Packet: APPKT00318 - Aug. 20 2026 AP

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code		On Hold							
40003229	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	4,272.93	0.00	0.00	0.00	4,272.93
Comprehensive Services	BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Comprehensive Services	NA	0.00	0.00	4,272.93	0.00	0.00	0.00	4,272.93

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-42201	Dues/Subscriptions		4,272.93	100.00%

Vendor: 1133 - HDR Engineering, Inc

Vendor Total: 4,028.60

1200851267	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	4,028.60	0.00	0.00	0.00	4,028.60
2025 Norman Ranch Subdivision	BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
2025 Norman Ranch Subdivision	NA	0.00	0.00	4,028.60	0.00	0.00	0.00	4,028.60

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4196-42200	Prof Fees Expense		4,028.60	100.00%

Vendor: 1506 - Hermanson Egge Engineering, Inc.

Vendor Total: 260.00

2026.193	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	260.00	0.00	0.00	0.00	260.00
Construction Inspection & Code Review	BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Construction Inspection & Code Review	NA	0.00	0.00	260.00	0.00	0.00	0.00	260.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4232-42320	Building Inspection Expense		260.00	100.00%

Vendor: 2052 - Hills Toilet Service

Vendor Total: 222.30

25403	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	148.20	0.00	0.00	0.00	148.20
Temporary Toilets-Leisure Lane	BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Temporary 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%

25404	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	74.10	0.00	0.00	0.00	74.10
Temporary Toilets-Steamboat	BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Temporary 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: 0167 - SD Department of Revenue

Vendor Total: 1,169.10

July 2026	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	1,169.10	0.00	0.00	0.00	1,169.10
July Sales Tax	BANKEFT - BANK WEST EFT		No		Payment Date: 8/25/2026		Bank Draft:		DFT0000544	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
July Sales Tax	NA	0.00	0.00	1,169.10	0.00	0.00	0.00	1,169.10

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-0000-21700	Sales Tax Payable		1,169.10	100.00%

Payable Register

Packet: APPKT00318 - Aug. 20 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: 0018 - SD One Call										Vendor Total: 42.00
<u>SD26-02243</u>	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	42.00	0.00	0.00	0.00	42.00
Message Fees-July 2026	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Message Fees-July 2026	NA		0.00	0.00	42.00	0.00	0.00	0.00	42.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4232-42900</u>	Other Expense				42.00	100.00%				

Vendor: 1631 - SDARWS										Vendor Total: 815.00
<u>21685</u>	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	815.00	0.00	0.00	0.00	815.00
Annual Dues	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Annual Dues	NA		0.00	0.00	815.00	0.00	0.00	0.00	815.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>604-4000-42201</u>	Dues/Subscriptions				815.00	100.00%				

Vendor: 1328 - Servall Uniform & Linen Supply										Vendor Total: 249.33
<u>1226685</u>	Invoice	8/20/2026	8/20/2026	8/20/2026	8/20/2026	249.33	0.00	0.00	0.00	249.33
Monthly Service	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly Service	NA		0.00	0.00	249.33	0.00	0.00	0.00	249.33	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
<u>101-4192-42200</u>	Prof Fees Expense				249.33	100.00%				

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	18	86,475.66	0.00	0.00	0.00	86,475.66	1,169.10	85,306.56
Grand Total:		86,475.66	0.00	0.00	0.00	86,475.66	1,169.10	85,306.56

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>101-0000-21700</u>	Sales Tax Payable	1,169.10
<u>101-4141-42200</u>	Prof Fees Expense	4,045.00
<u>101-4192-42200</u>	Prof Fees Expense	1,033.54
<u>101-4192-42201</u>	Dues/Subscriptions	4,272.93
<u>101-4192-42500</u>	Repair/Maint Expense	12,512.00
<u>101-4192-42800</u>	Utility Expense	267.75
<u>101-4196-42200</u>	Prof Fees Expense	4,028.60
<u>101-4210-42611</u>	Fuel Expense	2,342.21
<u>101-4210-42901</u>	Public Safety Day	500.00
<u>101-4232-42320</u>	Building Inspection Expense	260.00
<u>101-4232-42900</u>	Other Expense	42.00
<u>101-4310-42611</u>	Fuel Expense	2,693.47
<u>101-4320-43230</u>	Solid Waste Collection	7,345.66
<u>101-4520-42800</u>	Utility Expense	241.60
<u>101-4520-42830</u>	Temporary Toilets	222.30
Total:		40,976.16

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>305-4325-42200</u>	Prof Fees Expense	44,684.50
Total:		44,684.50

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>604-4000-42201</u>	Dues/Subscriptions	815.00
Total:		815.00

July 2026 Wastewater Department report

Daily Operations

7-2 Attended generator bid opening. One bid was submitted and rejected.
7-6 Submitted monthly DMR report to DANR.
7-8 Discussed generator bid with Eric Jasper.
7-8 Tested sludge lines to new reed bed (#3).
7-8 Teleconference with Commissioner Hirsch.
7-14 DPI removed rag from SV Lift pump #1.
7-16 Attended City Commission meeting.
7-22 Attended 2027 annual budget meeting.
7-29 Attended Reed Bed construction meeting. Conducted project completion walk through.
7-31 Contacted SD811 about City contact emails.
Responded to 33 requests for utility locations
Treated 4.75 million gallons with an average of 150 thousand gallons per day.

Special Projects

Misc



SUMMERSET POLICE DEPARTMENT

Monthly Report-July 2026

Calls for service

- 270

Court appearances

- Inv Regan
- Officer Johnson
- Officer McSherry

Training

- Firearms Training - Departmentwide
- Real Time Threat - Nasser
- Staffing Without Burnout – Nasser
- Evolution of Ammunition \ Hornady - Reiman

Grants

Special Events

Daily

- Regular meetings with Commissioner Markham
- Covering patrol shifts and responding to calls for service
- Evidence.com management
- Citizen Meetings
- Axon Fleet Hub Setup
- Cradlepoint Configuration
- Fireworks Memo
- In Custody Death Reporting
- Lighting Configuration Consult
- Radio Maintenance
- Aimpoint RMA
- Conditional Offer Letters
- E-Bike/E-Moto Enforcement
- GoldenWest Trainings
- Master Key
- Tyler Tech
- Flock Safety Contracts

- Public Safety Day Job Tasks
- Computer Swap
- Clerk of Courts
- Windshield Replacement Quote
- PSD Emails
- Order PSD Items
- MacQueen Upfitting
- Sturgis Rally Preparation Stakeholder Meeting
- Axon Retention Categories
- Registered Patrol Vehicle
- Camera Meeting
- Website Updates
- PSD Social Media Campaign
- VPN Updates
- Meeting with a Municipality
- Budget Meeting
- Flock Rep Emails
- RCFD Contract
- Vitalant Blood Donation Meeting
- Avycon Camera Quote
- Polling Place Security Grant Letter of Interest
- Police Candidate Backgrounds
- Flock Safety Zoon Meeting
- DCI Background Investigation
- Expenses/Receipts
- Purplewave Emails
- Sex Offender Registration
- Fleet Management
- Records Requests
- Upfitting Phone Calls
- NIBRS Submissions
- Department Budget
- Payroll

July 2026 City Administrator Report

ECONOMIC DEVELOPMENT

- Worked with B. Block on grand opening festivities for Loftus Dental. Ordered grand opening items and flowers.
- Weekly contact with B. Block, social media posts and business visits.
- Worked with B. Block on newly acquired property and the sale details on the same. Commercial property will be for sale.

GRANTS

- Reviewed specs for bid opening on generator grant – opening July 2nd. Went over items with Planning District as to whether to ask for additional funding or change the scope.
- Applied for A.I. Awareness Grant.
- Research on emergency response grants.

PLANNING & ZONING

- Visited with M. Wheeler regarding Final Plat Phase 1A Norman Ranch.
- Visited with S. Rost regarding questions on Norman Ranch documentation, etc.
- Norman Ranch Zoom Bi-Weekly Meetings.
- Visited with E. Jasper, A. Kayl, M. Wheeler on permitting with Norman Ranch.
- Visited with Piedmont Official on building permits and zoning.
- Visited with M. Carlson on permits.
- Visited with citizen in three-mile jurisdiction that will be coming in to start a preliminary plat.
- Set up meeting with Norman Ranch on setting on SDDOT Commercial property acquired.
- Visited with Commercial Business owner on property obtained by SDDOT for purchase.
- Sent out letter to property owner regarding adequate ventilation. Reached out to our building inspector to set up a time to meet with property owner and have it inspected.
- Visited with I. Francis on changing the building plans on Summerset Business Park.
- Toured exit 52 and additional property for future use.
- Started work on changing ordinances to 2024 IBC, IRC codes.
- Visited with K. Callahan on plans and hard surface for KC Trailers.
- Reviewed contingencies on SDDOT properties and forwarded them to M. Kitzmiller and M. Wheeler.
- A. Kayl and I visited with E. Jasper on specs, design on High Meadows Road.
- E. Jasper, A. Kayl and I visited on Siouxland Road and ROW by Lynns Dakota Mart.
- Alerted to void in backfill, visited with E. Jasper and A. Kayl on next steps.
- Set up meeting with P. Olsen regarding Recreational Drive and potential bypass.

*See next page

MISC.

- Visited with D. Wollman on commercial condos and selling/business licenses
- M. Brobst discussion on fire ban/questions.
- Trained L. Fischer regarding budget activities and drafted a timeline as to when items need to be completed by.
- Attended the bid opening on the generator grant.
- Completed all journal entries given to us by Casey Peterson and Assoc. for their audit findings to update the budget.
- Sent out notice on cyber security awareness.
- Reset C. Kenrick login with NOC .
- Visited with E. Jasper regarding the bid on the generator and reason it is doubled in price.
- Received deeded land from SDDOT, land was to go to surplus at Commission Meeting, hired three appraisers that were landowners, and hired real estate broker.
- Drafted notice of sale.
- Visited with T. Morris regarding TIF information and follow up on plat.
- Computed wages for two additional staff for the police department.
- Visited with K. Snyder on next steps to comprehensive plan. Scope on projects and funding discussed.
- Completed three commission agendas, attended 1 Commission Meeting and 1 Budget Meeting.
- Made all budget updates to the budget sheets in order to be ready for July 26th meeting, loaded on website and sent out.
- Completed W-9 for SDDOT in order to get paid for land/road swap.
- Meeting with Piedmont Officials.
- Worked on letters to the Sports Shack and SKP Properties.
- Visits with Commission on personnel issues.
- Multiple calls/visits with Mayor Kitzmiller addressing city items.
- Met with K. Klunder and J. Berglund regarding possible ambulance service.
- Visited with D. Creed on levies and services.
- Visited with J. Berglund on meeting for ambulance.
- Received request for interview with News Center 1. Sent them our media policy.
- A. Kayl and I visited with E. Jasper on specs, design on High Meadows Road.
- A. Kayl and I completed Hazard Mitigation Packet for the City of Summerset.

July 2026 Finance Department

Meetings Attended

- ❖ Check in with Commissioner Pulscher
- ❖ Communication with Nicky
- ❖ Communication with Lisa
- ❖ Attended two Commission meetings

Utility Billing

- ❖ ACH draft report
- ❖ Returned payment processing
- ❖ Utility billing adjustments
- ❖ Working with Nicky on how to answer questions on utility bills

Financial

- ❖ Sales tax payable
- ❖ Bank recon
- ❖ Payroll process with payables and reporting
- ❖ Invoice review and claims prepared
- ❖ Credit card reconciliation
- ❖ Menards rebate processing

Staff

- ❖ Assisted staff with HR and benefit topics
- ❖ New employee onboarding
- ❖ Payroll, reporting, and incurred payables
- ❖ Contact list updating

Budget

- ❖ Will be training with Lisa

Miscellaneous

- ❖ Preparing information for Commission meeting agenda items
- ❖ Commission meeting minutes prepared and submitted for publication
- ❖ Continued work on FO operations manual
- ❖ Social media and LED post creation-in training
- ❖ Working with Commissioner Markham on returned mail

July

Sanitation

Hauled Solid Waste, Recycling, Cardboard Delivered cans to residents as needed. Performed maintenance on solid waste equipment. Washed trash cans as needed. Travelled to Michigan to retrieve new trash cans

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. Swept streets

Code enforcement

Investigated code enforcement complaints issued several notices

Parks

Mowed. Adjusted sprinklers.

Miscellaneous

Attended Council Meeting. Planning and Zoning Meeting and Bid letting meeting.

High-Level City Social Media Content Outline

Public Safety & Community Trust

- Police ride-alongs
- Fire department demonstrations
- “Day in the life” of dispatch, EMS, or code enforcement
- Safety tips (seasonal, weather, school start, holidays)
- Community policing moments (coffee with a cop, school visits, park and community security)

Business & Economic Vitality

- Local business spotlights (new openings, expansions, anniversaries)
- Behind-the-scenes tours with owners
- “Why they chose our city” mini-interviews
- Retail/restaurant features (ice cream parlor, bakery, restaurant)
- Workforce stories from local employers

Events & Community Life

- City-hosted events (celebrations, public safety day, ribbon cuttings)
- Staff attending community, regional, and state events
- Live coverage: quick clips, crowd shots, vendor highlights
- “What’s happening this weekend” roundups
- Seasonal celebrations (summer nights, holiday lights, fall festivals)

Parks, Recreation & Quality of Life

- Park spotlights (trails, playgrounds, amenities)
- Recreation program highlights
- “Try it with us” activities (pickleball, yoga, youth sports)
- Nature and wildlife moments- maybe this could be a submission from Summerset residents and the mayor picks the best submission? Winner could get a giftcard to Lynn’s DakotaMart (might be able to get giftcard donations)

City Services & Behind the Scenes

- Public works operations (snow removal, street repair, water treatment)
- Sanitation and recycling education
- Transit features (routes, drivers, improvements)
- Infrastructure updates explained simply
- Staff appreciation posts

Human Stories & Civic Pride

- Employee spotlights
- Community member highlights – public good (volunteering)
- Resident stories
- “Why we love our city” testimonials – Interview style
- Local traditions?

Timely Updates & Public Information – Economic Development not Responsible

- Weather alerts
- Road closures
- Construction updates
- Council meeting previews/recaps
- Calls to action (surveys, public input sessions)

Content Pillars

A simple structure that keeps messaging consistent across departments:

- **Community Connection** — human stories, local pride, resident engagement
- **City in Action** — behind-the-scenes operations, public safety, infrastructure
- **Economic Momentum** — business features, development updates, conferences, legislative attendance
- **Experience the City** — events, parks, recreation, food spots
- **Public Information** — alerts, updates, commission recaps

Posting Schedule Options

- **14-Day Rhythm** — Mon: Business, Wed: City Services, Fri: Events
- **10-Day Rhythm** — Add Public Safety + Parks/Rec
- **Monthly Themes** — Spotlight Week, Safety Week, Summer Fun Week, etc.

**NOTICE OF HEARING ON A PETITION TO VACATE
SECTION LINE RIGHT OF WAY
CITY OF SUMMERSET SD**

NOTICE IS HEREBY GIVEN that a petition has been filed with the City of Summerset, South Dakota, wherein the Petitioner is requesting that the section line right of way be vacated.

WHEREAS a public hearing is to be held for the purpose of receiving public testimony about the action proposed by the petition.

LEGAL DESCRIPTION: Located in Lots 1-9, Block 1; Lots 1-10, Block 2; of Norman Ranch Subdivision; and in the North 158 feet of Government Lot 4, All in Section 5, Township 2 North, Range 7 East, B.H.M.; City of Summerset, Meade County, South Dakota.

AFFECTING LANDOWNERS: Norman Ranch Subdivision LLC

Said petition will be heard before the Summerset City Board of Commissioners on August 20th, 2026, at the hour of 6:00 p.m. in the Commission Room located at 7055 Leisure Lane, Summerset SD at which time any person wanting to demonstrate against the granting of said petition shall have an opportunity to be heard. Information, opinions and arguments may be presented by any person unable to attend the hearing.

Dated this 16th day of July 2026.

City of Summerset

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

COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset
7055 Leisure Lane, Summerset, SD 57718
Phone: (605) 718-9858 www.summerset.us

VACATION OF RIGHT-OF-WAY / VACATION OF SECTION LINE HIGHWAY PROCEDURE

The Filing Fee for a Vacation of Right-of-Way or Vacation of Section Line Highway request is \$300.00

Description: A Vacation of Public Right-of-way or Vacation of Section Line Highway is used to eliminate public rights-of-way that are no longer needed for public improvements or access. The vacation requires the approval of a resolution by the Board of Commissioners including an Exhibit prepared by a registered land surveyor showing the area to be vacated.

Materials and actions required of the Petitioner:

1. The prospective applicant meets with the Department of Community Development staff to discuss the proposal.
2. An application which includes the legal description of the property for which the Vacation is requested, and which is signed by the property owner is submitted along with a Vacation Instrument marked "Exhibit A" prepared by a Registered Land Surveyor. The Vacation Instrument shall include book and page number of original plat dedicating right-of-way if applicable. Copy of Deed for subject property.

Note: An application for right-of-way vacation or vacation of section line highway must be signed by property owners whose property adjoins that part of the street, alley or public ground to be vacated. The petition for vacation must be notarized.

3. Using the sample utility letter provided by Department of Community Planning & Development the applicant sends the utility letter and vacation instrument to all affected utility companies in order to determine the impact of the proposed vacation on utilities. The utility companies are notified within the letter that they are to reply to the Planning Official.

Responses shall be included as part of the application upon submittal.

Procedure:

1. Upon receipt of a complete application, vacation instrument, applicable fees, and responses from the utility companies, the Planning Official shall prepare a resolution and provide all information to the Planning Commission for review.
2. The Planning Commission shall review the resolution and forward a recommendation to approve or deny the vacation of public right-of-way or section line request to the Board of Commissioners within 30 days of receipt of the application.
3. The resolution is then set for hearing at the following Board of Commissioners meeting with formal action being taken at the next regularly scheduled meeting (approximately 30 days after Planning Commission).
4. The vacation of public right-of-way or section line petition is a public hearing requiring publication of legal notice once each week for a least two successive weeks with the Board of Commissioners taking formal action on the petition not less than ten days from the expiration of such publication.
5. Following approval by the Board of Commissioners, the resolution and vacation instrument shall be recorded at the appropriate county's office of Register of Deeds.

COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset
7055 Leisure Lane, Summerset, SD 57718
Phone: (605) 718-9858 Fax: (605) 718-9883 Web: www.summerset.us

**APPLICATION FOR
DEVELOPMENT
REVIEW****REQUEST** (please check all that apply)

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

- ☐ Subdivision
☐ Layout Plan
☐ Preliminary Plat
☐ Final Plat
☐ Minor Plat

☐ Rezoning
☐ Road Name Change

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

LEGAL DESCRIPTION (Attach additional sheets as necessary)

EXISTING	SECTION LINE LOCATED IN LOTS 1-9, BLOCK 1; LOTS 1-10, BLOCK 2; OF NORMAN RANCH SUBDIVISION; AND IN THE NORTH 158 FEET OF GOVERNMENT LOT 4, ALL IN SECTION 5, T2N, R7E, B.H.M.; CITY OF SUMMERSET, MEADE COUNTY, SOUTH DAKOTA		
PROPOSED	SEE ATTACHED		
LOCATION	HIGHLANDS WAY		
Size of Site-Acres	2.260	Square Footage	98,459
Proposed Zoning	N/A		
DESCRIPTION OF REQUEST:	VACATION OF SECTION LINE RIGHT-OF-WAY		Utilities: Private / Public
			Water N/A
			Sewer N/A

APPLICANT

Name NORMAN RANCH SUBDIVISION LLC Phone _____
Address 1624 CONCOURSE CT E-mail _____
City, State, Zip RAPID CITY, SD 57703 Signature _____

PROJECT PLANNER - AGENT

Name RENNER ASSOCIATES, LLC - ERIC HOWARD Phone 605-721-7310
Address 4241 TRIPLE CROWN DR E-mail eric@rennerassoc.com
City, State, Zip RAPID CITY, SD 57701 Signature _____

OWNER OF RECORD (If different from applicant)

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

Property Owner Signature

Signature

Print Name: Forrest Thompson

Title*: _____

*required for Corporations, Partnerships, etc.

Date

7/9/20

Date

Property Owner Signature

Signature

Print Name: _____

Title*: _____

Date

Date

FOR STAFF USE ONLY

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

- ☐ Sewer Utility
☐ Fire Department
☐ Public Works
☐ Planning
☐ Building Inspector
☐ Engineering
☐ City Code Enforcement
☐ Police
☐ City Attorney

- ☐ BHP&L
☐ Finance Officer
☐ Register of Deeds
☐ County - Planning
☐ SD DOT
☐ SD DENR
☐ Auditor - Annexation
☐ Drainage
☐ Parks & Recreation

- ☐ Diamond D Water
☐ Black Hills Water
☐ Other: _____
☐ Other: _____
☐ Other: _____
☐ Other: _____

Planning and Zoning Meeting Date: _____

Commission Meeting Date: _____

Date Paid: _____

Covenants filing fee? Yes ☐ No ☐Payment Type: Cash ☐ Check ☐ Credit Card ☐

PROPOSED LEGAL DESCRIPTION FOR VACATION

VACATION OF SECTION LINE RIGHT-OF-WAY

LOCATED IN LOTS 1-9, BLOCK 1; LOTS 1-10, BLOCK 2;
OF NORMAN RANCH SUBDIVISION;
AND IN THE NORTH 158 FEET OF GOVERNMENT LOT 4, ALL IN SECTION 5, T2N, R7E, B.H.M.;
CITY OF SUMMERSET, MEADE COUNTY, SOUTH DAKOTA

PETITION TO VACATE PUBLIC RIGHT-OF-WAY OR SECTION LINE HIGHWAY

We, the undersigned, constituting all of the owners of the property adjoining the within described part of public right-of-way or section line highway and consent to such vacation.

Legal description of area to be vacated:

VACATION OF SECTION LINE RIGHT-OF-WAY; LOCATED IN LOTS 1-9, BLOCK 1; LOTS 1-10, BLOCK 2; OF NORMAN RANCH SUBDIVISION; AND IN THE NORTH 158 FEET OF GOVERNMENT LOT 4, ALL IN SECTION 5, T2N, R7E, B.H.M.; CITY OF SUMMERSET, MEADE COUNTY, SOUTH DAKOTA

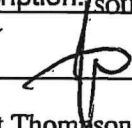
This petition is based upon the following facts:

Highlands Way Right-of-Way, a 68-foot-wide right-of-way, overlaps and is adjacent to the existing Section Line Right-of-Way and is intended to replace the existing Section Line Right-of-Way.

Name: NORMAN RANCH SUBDIVISION LLC

Address: 1624 CONCOURSE CT City: RAPID CITY State: SD Zip: 57703

Legal Description: SECTION LINE LOCATED IN LOTS 1-9, BLOCK 1; LOTS 1-10, BLOCK 2; OF NORMAN RANCH SUBDIVISION; AND IN THE NORTH 158 FEET OF GOVERNMENT LOT 4, ALL IN SECTION 5, T2N, R7E, B.H.M.; CITY OF SUMMERSET, MEADE COUNTY, SOUTH DAKOTA

Signature: 

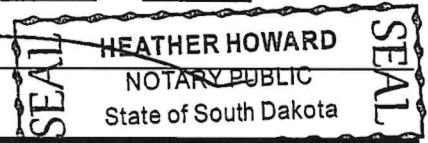
Date: 7/9/2020

Forrest Thomson, being first duly sworn on oath, states that he or she has read the foregoing petition, knows the contents of such petition, and that said petition is in all things true and correct to the best of his or her knowledge and belief.

Subscribed and sworn to before me on this 9 day of July, 2020.

My commission expires: 8-9-2028

Notary Public



Name:

Address: City: State: Zip:

Legal Description:

Signature:

Date: 7/9/20

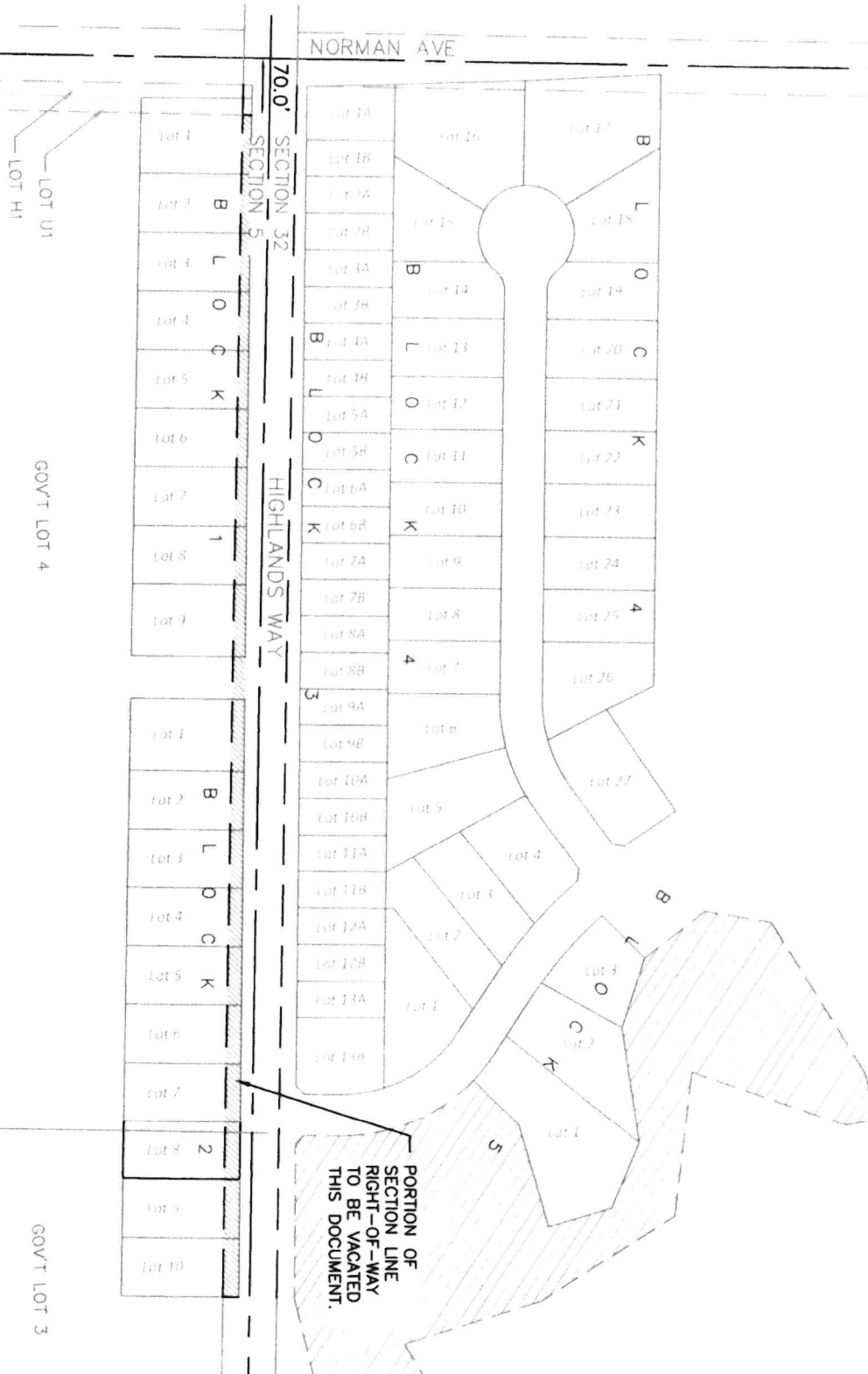
, being first duly sworn on oath, states that he or she has read the foregoing petition, knows the contents of such petition, and that said petition is in all things true and correct to the best of his or her knowledge and belief.

Subscribed and sworn to before me on this day of, 20.

My commission expires:

Notary Public

EXHIBIT 'A'
VACATION OF SECTION LINE RIGHT-OF-WAY
 LOCATED IN LOTS 1-9, BLOCK 1; LOTS 1-10, BLOCK 2;
 OF NORMAN RANCH SUBDIVISION;
 AND IN THE NORTH 158 FEET OF GOVERNMENT LOT 4, ALL IN SECTION 5, T2N, R7E, B.H.M.;
 CITY OF SUMMERSET, MEADE COUNTY, SOUTH DAKOTA.



JULY 8, 2026
 0 100' 200'
 SCALE: 1" = 200'



Heather Howard

From: Olson, Jay <Jay.Olson@blackhillscorp.com>
Sent: Thursday, June 4, 2026 9:19 AM
To: Heather Howard
Cc: Goodrich, Cody
Subject: Vacation Request Utility & Drainage Easement - Norman Ranch Subdivision

Heather,

Black Hills Energy has no objection to this proposed section line easement vacation if there will be platted utility easements along Highlands Way.

Thank you,

Jay Olson

Black Hills Energy | Sr. Right of Way Agent
PO Box 1400 | 7001 Mt. Rushmore Road | Rapid City, SD 57709
Mobile: (307) 760-9959

To Whom it May Concern:

Existing Legal Description: 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, City of Summerset, Meade County, South Dakota.

See attached Proposed Vacation of Section Line. Vacating the utility & ROW section line on Highlands Way.

We are proposing to vacate the utility and/or minor drainage easement & the Right-of-Way on the above-described property.

Highlands Way, a 68-foot-wide public right-of-way, is being platted partially within the existing Section Line Right-of-Way and is intended to replace the existing Section Line Right-of-Way. Only a small remnant of the Section Line Right-of-Way lies outside the proposed Highlands Way right-of-way, and this vacation is requested as part of this platting action.

In order to act on this proposal, the City of Summerset needs to have the comments of any affected utility. I would appreciate your consideration of this proposal as

shown on the attached exhibit. Your comments may be made and emailed to me at heather@rennerassoc.com.

Sincerely,

Heather Howard

Business Administrator

4241 TRIPLE CROWN DR., RAPID CITY, SD 57701

605-721-7310 RENNERASSOC.COM



**RENNER
ASSOCIATES, LLC**

CIVIL ENGINEERING • LAND SURVEYING

"STAY POSITIVE. WORK HARD. MAKE IT HAPPEN." ~ ANONYMOUS

This electronic message transmission contains information from Black Hills Corporation, its affiliate or subsidiary, which may be confidential or privileged. The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, be aware the disclosure, copying, distribution or use of the contents of this information is prohibited. If you received this electronic transmission in error, please reply to sender immediately, then delete this message without copying it or further reading.

Heather Howard

From: Kornegay, Clayton <Clayton.Kornegay@mdu.com>
Sent: Wednesday, June 3, 2026 8:23 AM
To: Heather Howard; office@bhwud.com
Cc: Ian Garduna
Subject: RE: 2nd Request - Vacation Request Utility & Drainage Easement - Norman Ranch Subdivision

Good morning,

Montana-Dakota Utilities does not have any objections to the vacation of the section line ROW and the proposed Highland Way ROW as described below.

Thank you,

Clayton Kornegay

Utility Project Planner Sr.

Montana Dakota Utilities

Black Hills Region

C: 605-206-1912

O: 605-355-4032

clayton.kornegay@mdu.com



From: Heather Howard <heather@rennerassoc.com>
Sent: Wednesday, June 3, 2026 8:10 AM
To: Kornegay, Clayton <Clayton.Kornegay@mdu.com>; office@bhwud.com
Cc: Ian Garduna <ian@rennerassoc.com>
Subject: FW: 2nd Request - Vacation Request Utility & Drainage Easement - Norman Ranch Subdivision

** WARNING: EXTERNAL SENDER. NEVER click links or open attachments without positive sender verification of purpose. DO NOT provide your user ID or password on sites or forms linked from this email. **

Good morning,

Please see below request on the attached Vacation we are proposing. Please provide comments for this vacation. Thank you for your time and assistance.

Sincerely,

Heather Howard

Business Administrator

4241 TRIPLE CROWN DR., RAPID CITY, SD 57701

605-721-7310 [RENNERASSOC.COM](mailto:heather@rennerassoc.com)



**RENNER
ASSOCIATES, LLC**

CIVIL ENGINEERING - LAND SURVEYING

"STAY POSITIVE. WORK HARD. MAKE IT HAPPEN." ~ ANONYMOUS

From: Heather Howard
Sent: Friday, May 29, 2026 4:09 PM

To: 'cody.goodrich@blackhillscorp.com' <cody.goodrich@blackhillscorp.com>; Kornegay, Clayton
<Clayton.Kornegay@mdu.com>; 'office@bhwud.com' <office@bhwud.com>; 'Darin McIntosh' <darin.mcintosh@midco.com>
Subject: Vacation Request Utility & Drainage Easement - Norman Ranch Subdivision

To Whom it May Concern:

Existing Legal Description: 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, City of Summerset, Meade County, South Dakota.

See attached Proposed Vacation of Section Line. Vacating the utility & ROW section line on Highlands Way.

We are proposing to vacate the utility and/or minor drainage easement & the Right-of-Way on the above-described property.

Highlands Way, a 68-foot-wide public right-of-way, is being platted partially within the existing Section Line Right-of-Way and is intended to replace the existing Section Line Right-of-Way. Only a small remnant of the Section Line Right-of-Way lies outside the proposed Highlands Way right-of-way, and this vacation is requested as part of this platting action.

In order to act on this proposal, the City of Summerset needs to have the comments of any affected utility. I would appreciate your consideration of this proposal as shown on the attached exhibit. Your comments may be made and emailed to me at heather@rennerassoc.com.

Sincerely,

Heather Howard

Business Administrator

4241 TRIPLE CROWN DR., RAPID CITY, SD 57701

605-721-7310 RENNERASSOC.COM

 **RENNER**
ASSOCIATES, LLC

CIVIL ENGINEERING - LAND SURVEYING

"STAY POSITIVE. WORK HARD. MAKE IT HAPPEN." ~ ANONYMOUS

Heather Howard

From: office@bhwud.com
Sent: Wednesday, June 3, 2026 10:43 AM
To: Heather Howard; Kornegay, Clayton; office@bhwud.com
Cc: Ian Garduna
Subject: RE: 2nd Request - Vacation Request Utility & Drainage Easement - Norman Ranch Subdivision

Heather,

I have reviewed the attachment and Black Hawk Water User District has no objections to the vacation of section line ROW for Highland Way in the Norman Ranch subdivision.

Thank You,

Ken LeBon
Manager
Black Hawk Water User District.
Office. (605)787-5777
Email: office@bhwud.com

From: Heather Howard <heather@rennerassoc.com>
Sent: Wednesday, June 3, 2026 8:10 AM
To: Kornegay, Clayton <Clayton.Kornegay@mdu.com>; office@bhwud.com
Cc: Ian Garduna <ian@rennerassoc.com>
Subject: FW: 2nd Request - Vacation Request Utility & Drainage Easement - Norman Ranch Subdivision

Good morning,

Please see below request on the attached Vacation we are proposing. Please provide comments for this vacation. Thank you for your time and assistance.

Sincerely,

Heather Howard

Business Administrator
4241 TRIPLE CROWN DR., RAPID CITY, SD 57701
605-721-7310 RENNERASSOC.COM



CIVIL ENGINEERING - LAND SURVEYING

"STAY POSITIVE. WORK HARD. MAKE IT HAPPEN." ~ ANONYMOUS

From: Heather Howard
Sent: Friday, May 29, 2026 4:09 PM
To: 'cody.goodrich@blackhillscorp.com' <cody.goodrich@blackhillscorp.com>; Kornegay, Clayton <Clayton.Kornegay@mdu.com>; 'office@bhwud.com' <office@bhwud.com>; 'Darin McIntosh' <darin.mcintosh@midco.com>
Subject: Vacation Request Utility & Drainage Easement - Norman Ranch Subdivision

To Whom it May Concern:

Existing Legal Description: 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, City of Summerset, Meade County, South Dakota.

See attached Proposed Vacation of Section Line. Vacating the utility & ROW section line on Highlands Way.

We are proposing to vacate the utility and/or minor drainage easement & the Right-of-Way on the above-described property.

Highlands Way, a 68-foot-wide public right-of-way, is being platted partially within the existing Section Line Right-of-Way and is intended to replace the existing Section Line Right-of-Way. Only a small remnant of the Section Line Right-of-Way lies outside the proposed Highlands Way right-of-way, and this vacation is requested as part of this platting action.

In order to act on this proposal, the City of Summerset needs to have the comments of any affected utility. I would appreciate your consideration of this proposal as shown on the attached exhibit. Your comments may be made and emailed to me at heather@rennerassoc.com.

Sincerely,

Heather Howard

Business Administrator

4241 TRIPLE CROWN DR., RAPID CITY, SD 57701

605-721-7310 RENNERASSOC.COM

 **RENNER**
ASSOCIATES, LLC

CIVIL ENGINEERING - LAND SURVEYING

"STAY POSITIVE. WORK HARD. MAKE IT HAPPEN." ~ ANONYMOUS

Heather Howard

From: Darin McIntosh <darin.mcintosh@midco.com>
Sent: Monday, June 1, 2026 4:24 PM
To: Heather Howard
Subject: RE: [EXTERNAL] - Vacation Request Utility & Drainage Easement - Norman Ranch Subdivision
Attachments: 2493.01 EXHIBIT VACATION ROW HIGHLANDS WAY-VACATION OF SECTION LINE.pdf

Hello Heather,

After our phone call we learned that the lots have been redrafted to include a 10' front lot easement that will cover Midco where our facilities are on the South side of Highlands Way. Midco has no objections to the portion of the section line vacate at 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, City of Summerset, Meade County, South Dakota portion requested in this draft.

Thanks,

Darin McIntosh
Regional Construction Project Manager



Office: 6053237354
Darin.McIntosh@Midco.com

Midco.com

Let's go beyond.

From: Heather Howard <heather@rennerassoc.com>
Sent: Friday, May 29, 2026 4:09 PM
To: cody.goodrich@blackhillscorp.com; clayton.kornegay@mdu.com; office@bhwud.com; Darin McIntosh <darin.mcintosh@midco.com>
Subject: [EXTERNAL] - Vacation Request Utility & Drainage Easement - Norman Ranch Subdivision

CAUTION: This email originated from outside of MIDCO.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

To Whom it May Concern:

Existing Legal Description: 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, City of Summerset, Meade County, South Dakota.

See attached Proposed Vacation of Section Line. Vacating the utility & ROW section line on Highlands Way.

We are proposing to vacate the utility and/or minor drainage easement & the Right-of-Way on the above-described property.

Highlands Way, a 68-foot-wide public right-of-way, is being platted partially within the existing Section Line Right-of-Way and is intended to replace the existing Section Line Right-of-Way. Only a small remnant of the Section Line Right-of-Way lies outside the proposed Highlands Way right-of-way, and this vacation is requested as part of this platting action.

In order to act on this proposal, the City of Summerset needs to have the comments of any affected utility. I would appreciate your consideration of this proposal as shown on the attached exhibit. Your comments may be made and emailed to me at heather@rennerassoc.com.

Sincerely,

Heather Howard

Business Administrator

4241 TRIPLE CROWN DR., RAPID CITY, SD 57701

605-721-7310 RENNERASSOC.COM



**RENNER
ASSOCIATES, LLC**

CIVIL ENGINEERING - LAND SURVEYING

"STAY POSITIVE. WORK HARD. MAKE IT HAPPEN." ~ ANONYMOUS

Prepared by:
Michael V Wheeler, Attorney at Law
516 Fifth Street
Rapid City SD 57701
605-342-2814

CITY OF SUMMERSET

RESOLUTION 2026-06

RESOLUTION VACATING SECTION LINE RIGHT-OF-WAY

WHEREAS, a Petition was presented to the City of Summerset Board of Commissioners in accordance with SDCL § 31-18-1 and pursuant to Summerset Code of Ordinances § 151.082, which Petition contained the notarized signature of the property owner requesting that the City of Summerset Board of Commissioners vacate the Section Line Right-of-Way describe below; and

WHEREAS, the Petition to vacate was considered by the City of Summerset Planning and Zoning Commission on Monday, July 27, 2026; and

WHEREAS, the City of Summerset Planning and Zoning Commission recommended approval of the Petition and recommends approval of this Resolution; and

WHEREAS, a public hearing was held before the Summerset Board of Commissioners on said Petition as required by Summerset Code of Ordinances § 151.082 and applicable South Dakota law (SDCL § 31-18-1) on the 20th day of August, 2026, at the hour of 6:00 p.m.; and

WHEREAS, the City of Summerset Board of Commissioners received public testimony concerning the vacation of said Section Line Right-of-Way; and

WHEREAS, the City of Summerset Board of Commissioners has determined that the Section Line Right-of-Way does not form a part of the Meade County Highway System, or the State of South Dakota Trunk Highway System, nor does the Section Line Right of Way provide access to public lands; and

WHEREAS, the City of Summerset Board of Commissioners has determined the proposed vacation be less than a mile in length; and

WHEREAS, a map of the Section Line Right of Way to be vacated is attached hereto, identified as Exhibit A, and is incorporated herein by this reference; and

WHEREAS Petitioner is the owner of all real property adjoining both sides of the Section Line Right of Way to be vacated; and

WHEREAS, proper written notice was provided to the public utilities and no objections to the Petition to vacate have been received; and

WHEREAS, the City of Summerset Board of Commissioners is satisfied that Notice of Hearing was given as required by the Statutes of the State of South Dakota and does hereby declare that it would be in the public's best interest to vacate said Section Line Right of Way; and

WHEREAS, the City of Summerset Board of Commissioners finds the following:

- (1) The vacation serves the interest of the city by removing maintenance or liability risks.
- (2) The property interest being vacated is not necessary for city operations.
- (3) The land to be vacated is not necessary for public use and convenience.
- (4) The vacation will not create any landlocked properties.
- (5) The vacation will not render access to any parcel unreasonable.
- (6) The vacation will not reduce the quality of public services to any parcel of land.

NOW THEREFORE BE IT RESOLVED that the following Section Line Right-of-Way be vacated:

Located in Lots 1-9, Block 1; Lots 1-10, Block 2; of Norman Ranch Subdivision; and in the North 158 Feet of Government Lot 4, All in Section 5, Township 2 North, Range 7 East, B.H.M.; City of Summerset, Meade County, South Dakota.

BE IT FURTHER RESOLVED that the City of Summerset Finance Officer is hereby authorized and directed to record a certified copy of this Resolution with the Meade County Register of Deeds.

Dated this _____ day of August 2026.

ATTEST:

Michael Kitzmiller, Mayor

Lisa Fischer, Finance Officer

§ 151.082 VACATION OF PUBLIC RIGHTS-OF-WAY AND SECTION LINE HIGHWAYS.

(A) *Description.* A vacation of public right-of-way or vacation of section line highway is used to eliminate public rights-of-way that are no longer needed for public improvements or access. The vacation requires the approval of a resolution by the Board of Commissioners including a vacation instrument showing the area to be vacated. For vacation of section line highways, this section only applies to section line highways located within the incorporated city limits.

(B) *Application.* The owner or the designated agent shall submit an application which includes the legal description of the property for which the vacation is requested and which is signed by the property owner, along with a vacation instrument marked "Exhibit A" prepared by a licensed professional land surveyor. The vacation instrument shall include the book and page number of the original plat dedicating the public right-of-way, if applicable. A petition for right-of-way vacation or vacation of section line highway must be signed by property owners whose property adjoins that part of the street, alley, or public ground to be vacated and the property owners' signatures must be notarized. The applicant shall send out utility letters and the vacation instrument to all utility companies in order to determine the impact of the proposed vacation on utilities. The utility companies are notified within the letter that they are to reply directly to the Planning Official.

(C) *Process.* Upon receipt of a complete application, vacation instrument, applicable fees, and responses from the utility companies, the Planning Official shall prepare a resolution and provide all information to the Planning Commission for review. The Planning Commission shall review the resolution and forward a recommendation to approve or deny the vacation of public right-of-way or section line request to the Board of Commissioners within 30 days of receipt of the application. The resolution is then set for hearing at the following Board of Commissioners meeting with formal action being taken at the next regularly scheduled meeting (approximately 30 days after Planning Commission). The vacation of public right-of-way or section line petition is a public hearing requiring publication of legal notice once each week for at least two successive weeks with the Board of Commissioners taking formal action on the petition not less than ten days from expiration of such publication. Following approval by the Board of Commissioners, the resolution and vacation instrument shall be recorded at the appropriate county's office of Register of Deeds.

(D) *Approval criteria.* The Planning Commission shall recommend and the Board of Commissioners shall approve the vacation of public right-of-way or section line provided the exhibit and supporting documents comply with the following approval criteria.

- (1) The vacation serves the interest of the city by removing maintenance or liability risks.
- (2) The property interest being vacated is no longer necessary for city operations.
- (3) The land to be vacated is no longer necessary for the public use and convenience.
- (4) The vacation will not create any landlocked properties.
- (5) The vacation will not render access to any parcel unreasonable.
- (6) The vacation will not reduce the quality of public services to any parcel of land.

(E) *Ownership and zoning of vacated land.* As of the effective date of the vacation, the land underlying the vacated right-of-way or section line shall be divided equally and attached to the adjacent property, with ownership of the vacated land being assumed by the adjacent property owner, and the zoning of the land underlying the vacated right-of-way or section line shall be designated to conform to the zoning of the land to which the vacated land attaches without further action. When possible, the vacated land should be replatted by the landowner receiving the vacated land in order to create a larger usable piece of land.

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

Prepared by: Kolten Odle
Black Hills Power, Inc.
PO Box 1400
Rapid City, SD 57709
(605)490-9688

PS# _____

ELECTRIC EASEMENT OH/UNDERGROUND

THIS **EASEMENT** is made and entered into this _____ day of _____, 20____, by and between City of
Summerset "**GRANTOR**", and Black Hills Power Inc. "**GRANTEE**".

Grantor, in consideration of the sum of One Dollar (\$1.00) and other valuable consideration, the receipt of which is hereby acknowledged, hereby grants, bargains, sells and conveys to Grantee, its lessees, licensees, successors and assigns, the right, privilege and perpetual easement, to enter upon the lands of Grantor to survey, construct, operate and maintain, repair, alter, inspect, remove, upgrade, enhance and replace an electric power line with poles, wires, and associated equipment, and all necessary attachments, appurtenances, buried cables or wires, surface terminals, surface markers, transformer pads or vaults, and associated equipment, together with the power to extend to any communications company the right to use the right to use any pole placed pursuant to the provisions hereof, upon, and across that certain piece of real estate hereinafter described. The within grant shall include the right to trim and remove or control by other means any trees or vegetation along said lines where necessary to secure a clearance from conductors of at least 5 feet on either side of power line; the right to install and maintain anchors and guy wires when reasonably necessary which may lie inside and/or outside of right of way. This easement shall run with the land. The easement width shall be five feet (5') on each side of the center line or as depicted in Exhibit "A".

The real estate above referred to is specifically described and/or depicted as follows, located in Pennington County, South Dakota:

**TRACT B IN THE SW1/4SE1/4 OF SECTION 31, T3N, R7E, BHM
CITY OF SUMMERSET, MEADE COUNTY, SOUTH DAKOTA.**

SEE EXHIBIT "A" attached hereto and incorporated by this reference, which specifically depicts the width, length, and location of the easement created hereby.

This grant shall include the right of ingress and egress over adjacent lands of Grantor as necessary to access the easement; and the right to use so much of the adjoining premises of Grantor during surveying, construction, maintenance, repair, removal, or replacement of said utility lines and related fixtures and devices as may be required to permit the operation of standard utility construction or repair machinery. In exercising its rights of ingress or egress Grantee shall, whenever practicable, use existing roads or lanes and shall repair any damage caused by its use thereof.

It is the intention of the parties hereto that Grantor is hereby conveying the uses herein specified without divesting himself, his heirs or assigns, of the right to use and enjoy the above described premises: PROVIDED, however, such use shall not, in the judgment of said Grantee, interfere with or endanger the construction, safety, operation or maintenance of said lines, and provided further that no structure shall be constructed under or near the lines without written permission from Grantee.

The foregoing right is granted upon the express condition that Grantee will assume liability for all damage to the hereinbefore described property caused by its failure to use due care in the exercise of the right granted hereunder.

IN WITNESS WHEREOF, this instrument has been executed as of the day and year first written above.

Grantor

ACKNOWLEDGEMENT CORPORATE

STATE OF _____ :
SS.
COUNTY OF _____ :

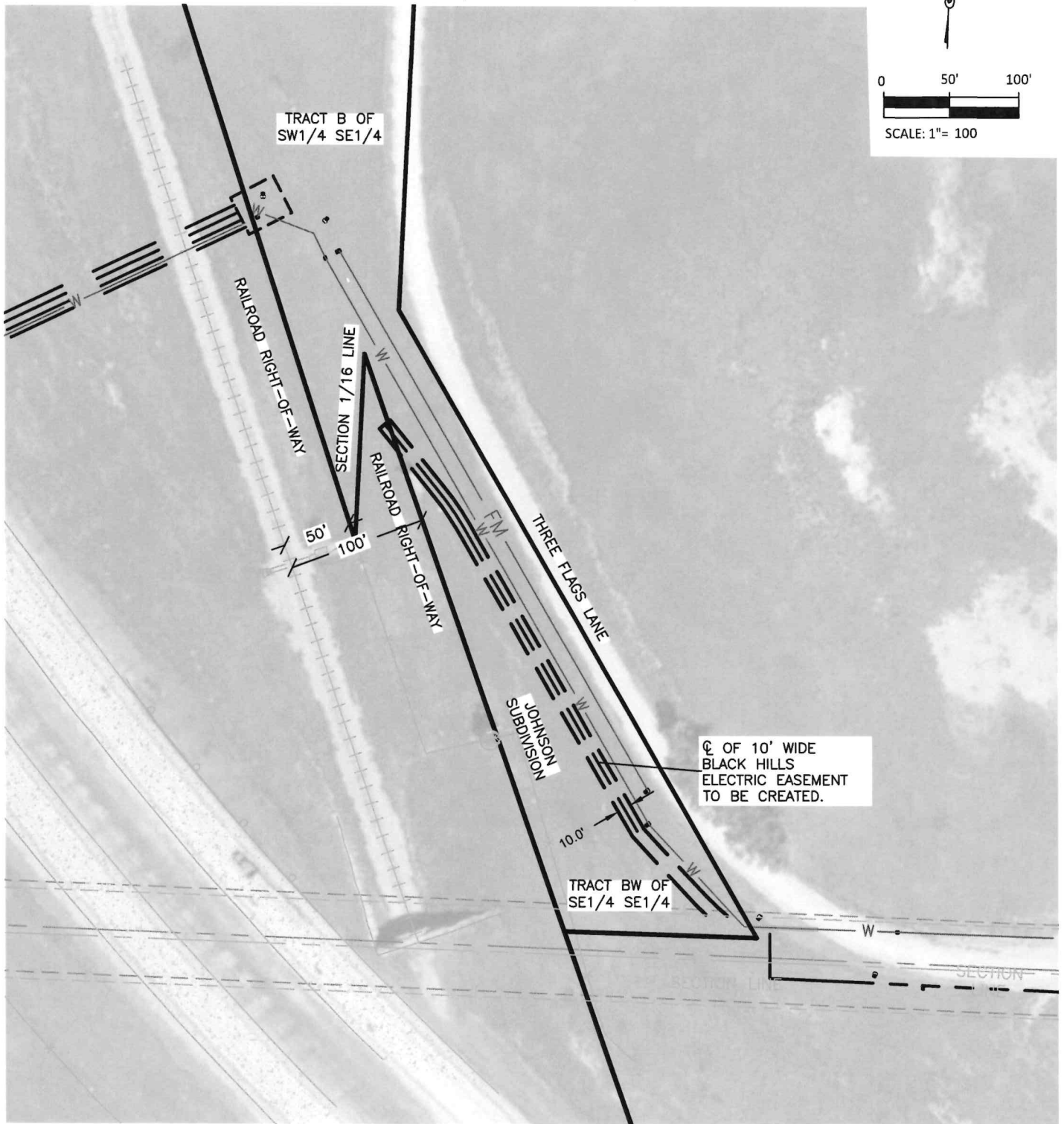
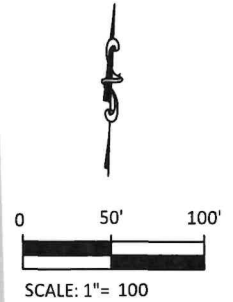
On this _____ day of _____, 20____, before me a Notary Public, duly commissioned and qualified in and for said county and state, personally came _____, the _____ of _____ and acknowledged the said instrument to be their free and voluntary act and deed and the free and voluntary act and deed of said company.

WITNESS my hand and official seal at _____, in said county and state, the date aforesaid.

Notary Public

My Commission Expires: _____
(SEAL)

EXHIBIT 'A'
BLACK HILLS ENERGY EASEMENT
TRACT BW OF SE1/4 SE1/4
JOHNSON SUBDIVISION
 LOCATED IN SECTION 31, T3N, R7E, BHM,
 CITY OF SUMMERSET, MEADE COUNTY, SOUTH DAKOTA



NOTE:
 PROPERTY LINES ARE TAKEN FROM GIS DATA AND WILL NEED TO BE SURVEYED FOR CORRECT LOCATION.

NOTICE FOR PUBLICATION

Ordinance 2026-03

AN ORDINANCE AMENDING TITLE XV- LAND USAGE, CHAPTER 151

SUBDIVISIONS

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on Ordinance #2026-03 Amending Title XV - Chapter 151, Subdivisions; Amending 151.053 Final Plats.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on August 20th, 2026 @ 6:00 p.m. The purpose of the public hearing is to accept public comments on the proposed amended ordinance.

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

Dated this 16th day of July 2026.

City of Summerset

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

ORDINANCE 2026-03

§ 151.053 FINAL PLATS.

The following information is required on final plats.

(A) *Size and material.* The original final plat shall be drawn in waterproof black ink upon a 15- by 26-inch Mylar sheet.

(B) *Final plat title.* The title of the final plat shall be the same as that approved for the preliminary plat, except for modifications approved by the Board of Commissioners for phased development of the proposed subdivision.

(C) *Congruency with preliminary plat.* The final plat shall include the information shown on the approved preliminary plat (as described in § 151.051) except for modifications approved by the Board of Commissioners for phased development of the proposed subdivision.

(D) *Certifications and resolution.* The following certifications and resolutions shall appear on the final plat followed by lines for the appropriate signature(s) and date.

(1) *Landowner.* The landowner, or his or her duly authorized agent, shall certify that the plat has been made at the request and under the direction of the landowner for the purposes indicated therein, that he or she is the owner of all land included therein, and that development of this land shall conform to all existing applicable zoning, subdivision, and erosion and sediment control regulations. This certification shall be acknowledged before some officer authorized to take the acknowledgment of deeds, and this acknowledgment shall be endorsed on the plat.

(2) *Registered land surveyor.* The registered land surveyor who actually performed the survey or had the survey performed under his or her direct supervision shall certify that the plat is in all respects correct and shall attach thereto his or her official seal as specified in SDCL § 36-18A-45.

(3) *City Finance Officer.* The City Finance Officer shall certify that all special assessments that are liens upon any land included within such plat, as shown by the records of her or his office, have been fully paid.

(4) *County Treasurer.* The County Treasurer shall certify that all taxes that are liens upon any land included within such plat, as shown by the records of her or his office, have been fully paid.

(5) *County Official of Equalization.* The County Official of Equalization shall certify that he or she has received a copy of such plat.

(6) *Street or Highway Authority.*

(a) The appropriate Street or Highway Authority shall certify that the location of the proposed access to an abutting subdivision street(s) from the existing public street or highway is hereby approved and any change in the location of said access street(s) shall require additional approval.

(b) The signature lines for this certification may be required multiple times on the plat to accommodate the signatures of the City Street Authority, the County Highway Authorities, the Rapid City Region Engineer for the State Department of Transportation, and/or the President of the applicable Road District.

(7) *Planning Commission.* A Planning Commission member shall certify that the city's Planning and Zoning Board has reviewed such final plat on (date) and has provided a recommendation to the Board of Commissioners.

(8) *Board of Commissioners resolution.*

(a) Every plat shall bear of copy of the resolution approving the plat by the Board of Commissioners, which shall state:

WHEREAS there has been presented to the Board of Commissioners, the within plat of the above-described lands, and it appears to this Board of Commissioners that:

(A) The system of streets set forth therein conforms to the system of streets of the existing plats of the city;

(B) All provisions of the city's subdivision regulations have been complied with;

(C) All taxes and special assessments upon the tract or subdivision have been fully paid; and

(D) Such plat and the survey thereof have been executed according to law.

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

(b) This resolution shall be signed and dated by the Mayor and certified by the Finance Officer.

~~—(9) *Register of Deeds*. Every plat shall bear a certificate of the County Register of Deeds indicating the date and time of recording. This certification shall also indicate the location of filing by plat book and page number.~~

(9) *Register of Deeds*. Every plat shall bear a certification for the County Register of Deeds.

Example: Certificate of Register of Deeds

State of South Dakota

County of Meade S.S.

(Remainder Blank)

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

Statutory reference:

Related provisions, see SDCL §§ 11-3-4, 11-3-6, 11-3-9, 11-3-10, and 11-6-26

SDARWS Apprenticeship Program Factsheet

SDARWS is proud to offer an Apprenticeship Program approved by the South Dakota and Federal Departments of Labor. This program aims to assist water and wastewater utilities in efficiently recruiting and training new industry employees. The goal is for Apprentices to complete the program in two years. Apprentices are full-time employees of the water or wastewater utility, with the added benefits of Apprenticeship.

There are two primary objectives of Apprenticeship: one is to provide quality instruction (RTI) that progressively advances as the Apprentice's knowledge of the industry advances. Two is on-the-job training (OJT), which comprises everyday tasks and moves to more advanced duties that new operators may not typically be involved with. Each Apprentice will have a Mentor at their facility to help them along their journey.

SDARWS has curated the RTI for individuals new to the industry and those looking to gain knowledge in the field. The vast majority of RTI courses will be taken online. These courses are self-paced online to allow for flexible learning by Apprentices across the state. A minimum of 288 hours of RTI will be completed, divided into four six-month periods. The SDARWS Apprenticeship Coordinator is responsible for keeping track of the Apprentices' hours and course completion. The expectation is for Apprentices to complete courses outside of normal working hours.

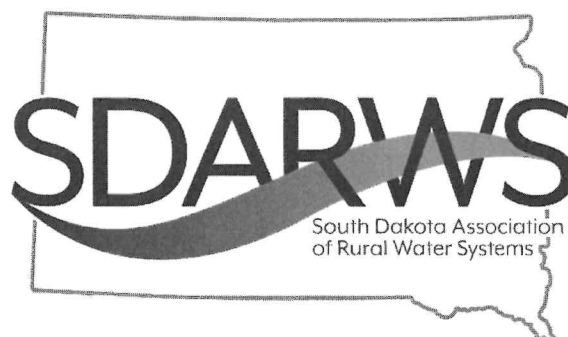
Apprentices will complete 4,000 hours of OJT over the two-year period. These hours must be distributed across different work processes to ensure the Apprentices develop into well-rounded employees at the end of the SDARWS Apprenticeship Program. Apprentices will report these hours worked

into our tracking database. Mentors will be responsible for approving these hours; this will help reinforce the importance of operator integrity to those new to the industry.

By law, Apprentices must be paid a progressive wage that is increased when they complete each period, ending the program at the starting operator wage for each system. For example, if a system pays \$24 per hour on day one, an acceptable pay scale would be: Period 1- \$20 per hour, Period 2- \$21 per hour, Period 3- \$22 per hour, Period 4- \$23 per hour, completion of the program- \$24 per hour. Progression to the next period requires Apprentices to complete 72 hours of RTI, 1,000 hours of OJT, and receive satisfactory review from their Mentor. Completion of the program is achieved when an Apprentice completes a minimum of 288 hours of RTI, 4,000 hours of OJT, passes the SD DANR Class I Water or Wastewater Operator Specialist certification.

SDARWS can recruit interested individuals for systems and conduct screening interviews to find high quality candidates. Systems can advertise an opening, interview as they traditionally have, and enroll a new employee at any time.

The total cost of the program is under \$3,000 to pay for the RTI. The system would cover these costs; however, there are reimbursement options available.



The South Dakota Association of Rural Water Systems Apprenticeship Coordinator is supported by U.S. Department of Labor Employment and Training Administration as a part of a subaward totaling \$50,000 with 100% financed by federal funds.

Period 1				
1 st six months				
Class	Description	Hours	Provider	Cost
Apprentice Orientation- in person or zoom	Provides a full overview of expectations of program including the OJT components & RTI, record keeping, and communication.	3	SDARWS	\$0
Apprentice Orientation-online	Informational online course intended to orient apprentices to the National Rural Water System Apprenticeship Program for Water System Operation Specialists. Completion of this orientation is required for all apprentices coming in to the program.	1	WPA	\$0
Anti-Harassment	Online course intended to meet the requirements of the US Department of Labor Office Employment and Training guidelines for educating apprentices about workforce harassment. Apprentices will learn to identify behaviors that constitute unlawful harassment in the workplace, recognize federally protected classes that qualify for special protection and describe actions that can be taken if harassment occurs.	1	WPA	\$0
Ethics for Water Professionals	Online course provides a broad, historical, and thematic overview of ethics through the various lenses related to water treatment professionals.	1	WPA	\$0
Confined Space Safety	Online course covers key regulations, including OSHA 1910.146, and the permit system for confined spaces. Apprentices will learn about confined space classifications, required forms and permits, and the three-step process for safe entry, ensuring they can work safely and in compliance with regulations.	2	WPA	\$0
Traffic Control Zone Safety	Online course provides an overview of traffic control zones, covering key components such as warning areas, transition zones, and activity areas. It highlights essential safety measures to protect workers, including signage, barriers, and PPE. Learners will explore strategies to manage driver behavior, ensure pedestrian safety, and	1	WPA	\$0

	accommodate cyclists in and around work zones. The course also examines the impact of emerging technologies on work zone safety and addresses best practices for overcoming challenges in rural areas.			
OSHA 10-hour Construction	Online program provides foundational knowledge of occupational safety and health standards appropriate for construction industry careers. Earn your OSHA 10-Hour card quickly and easily and be on your way to a safe and successful career. Apprentices will learn about hazards regarding falls, avoiding electrocutions, struck-by hazards, caught-in or caught between hazards, personal protective equipment (PPE), health hazards in construction, excavations, materials handling, storage, use and disposal, scaffolds, hand and power tools, safe driving practices, emergency action plans and fire protection, cranes, welding and cutting, ergonomics, hazard communication, preventing workplace violence, bloodborne pathogens and industrial hygiene.	10	OSHAcademy	\$59
Safe Excavation, Trenching, and Shoring in Utility Work	Online course introduces apprentices to the fundamental principles of working safely in and around trenches. This module covers the identification of excavation hazards, spatial and ground condition constraints, and the proper use of trenching and shoring tools. Learners will gain a foundational understanding of relevant OSHA standards, the role and responsibilities of the competent person on site, and essential safety best practices to prevent cave-ins and other excavation-related incidents.	1	WPA	\$0
Electrical Safety	Online course introduces apprentices to the fundamentals of electrical safety, with a focus on Lockout/Tagout (LOTO) procedures. Learners will explore the importance of LOTO in preventing workplace injuries, recognize exemptions for specific energy sources, and gain practical knowledge to apply energy control procedures correctly. It also covers how to implement LOTO	2	WPA	\$0

	protocols in compliance with safety standards and follow the proper steps for safely removing locks and tags before re-energizing equipment. Through interactive content and real-world examples, apprentices will develop the essential skills needed to work safely around hazardous energy sources.			
Safe Handling of Chlorine	Online course introduces apprentices to the safe handling of chlorine, a vital chemical in water treatment. Learners will identify chlorine's physical properties, recognize health hazards from exposure, demonstrate proper use of personal protective equipment (PPE), and understand key safety precautions. It also outlines appropriate first aid responses to chlorine-related incidents. Understanding and applying these safety practices is essential to protect workers and maintain a safe workplace in the water industry.	1	WPA	\$0
Chlorine Safety	Online course provides essential knowledge for safely working with chlorine in water and wastewater operations. Learners will explore the historical impact of chlorine use in public health, identify its key physical and chemical properties, and understand best practices for its safe handling and storage. It also covers the recognition of potential hazards associated with chlorine exposure, equipping participants with the awareness needed to prevent accidents and respond effectively in emergency situations.	1	WPA	\$0
Wastewater Treatment Fundamentals 1: Liquid Treatment (chapters 1-5)	Online course that covers all aspects of liquid treatment processes and helps operators prepare for the first three levels of certification examinations. In addition to learning the basics of liquid treatment, operators will gain a thorough understanding of critical aspects of biological treatment, nutrient removal, and disinfection. After learning from real-life examples, users can apply the material they learn to situations they encounter in their day-to-day-work. Chapter 1: Introduction to Wastewater Treatment, Chapter 2: Wastewater	30	WEF	\$69.50

	Characteristics, Chapter 3: Preliminary Treatment of Wastewater, Chapter 4: Primary Treatment of Wastewater, Chapter 5: Fundamentals of Biological Treatment			
Wastewater Fundamentals	Online course introduces apprentice to wastewater processes, including: wastewater collection and flow, preliminary, primary, and secondary treatment. The course also covers disinfection through chlorination, hypo chlorination, dechlorination and other disinfection alternatives. The apprentice is also introduced to the types of micro-organisms found in the process, aerobic and anaerobic sludge digestion, diseases and sampling techniques.	10	SunCoast	\$225
TOTAL		70		\$353.50
Period 2				
2 nd six months				
Class	Description	Hours	Provider	Cost
Wastewater Treatment Fundamentals 1: Liquid Treatment (chapters 6-10)	Online course that covers all aspects of liquid treatment processes and helps operators prepare for the first three levels of certification examinations. In addition to learning the basics of liquid treatment, operators will gain a thorough understanding of critical aspects of biological treatment, nutrient removal, and disinfection. After learning from real-life examples, users can apply the material they learn to situations they encounter in their day-to-day-work. Chapter 6: Wastewater Treatment Ponds, Chapter 7: Fixed Film Treatment, Chapter 8: Activated Sludge, Chapter 9: Nutrient Removal, Chapter 10: Disinfection	30	WEF	\$69.50
Wastewater: Preliminary Treatment	Online course examines the preliminary treatment of wastewater. The student will understand the purpose and goals of preliminary treatment, the basic principles of hydraulics, the equipment used in the process, safety procedures throughout the process, proper disposal of the resulting waste material, and the basic calculations behind the process.	4	SunCoast	\$100
Wastewater Treatment	Online course introduces the apprentice to all phases of the wastewater system, starting with the collection of wastewater	10	SunCoast	\$225

	stream from the system served, pretreatment, types of treatment techniques, process control, required testing, operation and maintenance of the wastewater system and proper disposal of wastewater solids. Safety issues will be reinforced and calculations apprentices will need while performing their daily tasks are included.			
Wastewater Disinfection	Online course examines the many factors surrounding wastewater disinfection. This includes the purpose and importance of disinfection, the equipment used and the methods of monitoring to ensure successful disinfection. The various methods of disinfection (chlorine, ultraviolet light and ozone) will be discussed, with emphasis on the most commonly used method, chlorine- including chlorine dosage, feed rates and safety.	5	SunCoast	\$125
Basic Water Treatment	In person workshop covering the following topics: South Dakota Drinking Water Regulations, disinfection, fluoridation, groundwater and wells, pumping, hardness, cross connections, pH, filtration, turbidity, and mathematics.	16	SDARWS	\$0
Stabilization Pond Workshop	In person workshop is designed to help those systems that operate a wastewater stabilization pond and/or a constructed wetland. Topics covered include pond design, operation and maintenance, troubleshooting, and certification mathematics.	7	SDARWS	\$0
TOTAL		72		\$519.50
Period 3				
3 rd six months				
Class	Description	Hours	Provider	Cost
Dissolved Air Flotation	Online course for apprentices to learn about the use of dissolved air flotation (DAF) for wastewater treatment. As a solids separation process, DAF is an extremely fast and efficient way of capturing solids when compared to traditional sedimentation processes such as gravity thickening. Operators who understand the concepts behind how a DAF works are better equipped to operate and maintain a DAF system efficiently. Operating a DAF system at	10	SunCoast	\$225

	its peak potential can substantially reduce costs related to the solids separation process. It can also produce cleaner effluent and thicker solids, which means less processing is required downstream.			
Wastewater Collection	Online course covers the wastewater collection system- everything between the customers' output lines and the WWTP. Topics include a review of such a system, including its design, construction, and components. Also discussed are the necessary monitoring procedures, operation and maintenance of the system. Finally, there's a discussion of the system's management, including the resources available to better enable this work. Safety issues, each specific to the topic at hand, are spread throughout the course.	10	SunCoast	\$225
Using Clarifiers	Online course examines the use of clarifiers in the wastewater industry. First, it looks at the overall mission of clarifiers (including the science behind them), the types of clarifiers used and the methods that are used in them. It then discusses each of these issues in greater detail, including safety, troubleshooting, and monitoring tips. Finally, it looks at some alternatives to the standard treatment process.	5	SunCoast	\$125
Pump & Motor Maintenance	Online course contains information on developing a maintenance program, electric motors and motor controls, centrifugal pump mechanics and hydraulics, lubrication and bearings, compression packing, mechanical seals, positive displacement pumps and other types of pumps, and safety around pumps and motors.	16	SunCoast	\$317
Wastewater Collection Lagoons	In person course covers the Association of Boards of Certification "Need to Know" requirements for the Class I through III Wastewater Distribution Collection Exams. This course only covers the material for Wastewater Collection.	16	SDARWS	\$0
		7	SDARWS	\$0
TOTAL		60		\$892

Period 4				
4 th six months				
Class	Description	Hours	Provider	Cost
ICS 100- Introduction to the Incident Command System	Online course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).	2	FEMA	\$0
IS 700- Introduction to the National Incident Management System	Online course provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community- all levels of government, nongovernmental organizations (NGO), and the private sector- to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. It provides learners with a basic understanding of NIMS concepts, principles, and components.	4	FEMA	\$0
Emerging Contaminants 2023	Online course provides an overview of the historical and regulatory context of emerging contaminants, as well as their classification, sources, and effects. A discussion of the treatment technique that address these contaminants in water and wastewater is also included.	1	WPA	\$0
Introduction to Utility Management	Online course outlines concepts that utility managers consider in planning, achieving, and maintaining compliance with drinking water regulations. Technical, managerial, and financial sustainability are addressed in terms of capacity development. The content is designed to serve as a primer on utility management principles.	1	WPA	\$0
Overview of Construction Projects	Online course with a goal to increase understanding of the people and processes involved in water and wastewater construction projects.	1	WPA	\$0
Wastewater Treatment Fundamentals 2: Solids Treatment	Online course covers all aspects of solids handling and support systems and helps operators prepare for the first three levels of certification examinations. In addition to learning the basics of solids handling,	60	WEF	\$139

	operators will gain a thorough understanding of critical aspects of thickening, dewatering, aeration systems and aerobic digesting.			
TOTAL		64.5		\$139
ELECTIVES				
To be completed during Periods 1-4				
SDSU Lab Class	In person course to explore: sampling, pH, alkalinity, hardness, dissolved solids, e.coli, bac-t testing, jar testing, water softening, and free chlorine testing.	7	SDSU	\$150
First Aid/CPR	First Aid: Apprentices learn first aid skills for treating a variety of injuries such as burns; wounds; head, neck, and back injuries; heat and cold related emergencies; manage sudden illness, stroke, seizure, bites and poisoning. Adult CPR/AED: Apprentices learn to perform CPR and care for breathing and cardiac emergencies in adults (with a mask) and adult choking. This course also explains the role of AEDs in emergency cardiac care.	4	MRHS	\$55
ATC	Apprentices will attend SDARWS Annual Technical Conference for 2 years	20	SDARWS	\$700
TOTAL		31		\$905

WORK PROCESS SCHEDULE
OCCUPATION TITLE: Wastewater Systems Operation Specialist
 (Title: Wastewater Systems Operator)
O*NET-SOC CODE: 51-8031.00 RAPIDS CODE: 0507

Apprentices shall receive on-the-job instruction and experience as is necessary to become a qualified Water System Operations Specialist versed in the theory and practice of the occupation. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

WORK PROCESSES	Approximate Hours
A. Tools, Equipment and Workplace Safety 1. Become familiar with tools, pipe and other materials used out on the job 2. Understand and use personal protective equipment and safety procedures 3. Demonstrate general plant safety and security operations 4. Plan and set up work areas for safety of crew and public 5. Confined spaces and traffic control zones 6. Perform all work in conformance with OSHA regulations	240
B. Vehicles and Specialized Equipment 1. Ensure that vehicles and equipment are adequately stocked & serviced 2. Become familiar working with excavation and other heavy equipment	100
C. System Operations & Maintenance 1. Develop a working knowledge of the operation, methods and procedures of a wastewater treatment & collection system 2. Perform installation and inspection of new sewer lines and services 3. Demonstrate ability to read and interpret maps and drawings of the wastewater system 4. Assist with the installation, maintenance and repair of the wastewater treatment plant, collection system, pump stations and lift stations 5. Develop a working knowledge of preventive maintenance, troubleshooting & repair of mechanical equipment	1920
D. Quality Control 1. Learn to perform all aspects of sampling, monitoring, and testing required to maintain compliance with Federal State and Local regulations 2. Identify normal/out-of-range values 3. Maintain open communication & report results to supervisors 4. Learn emergency response procedures	960
E. Logistics, Reports and Supervision 1. Complete work order forms & document routine maintenance 2. Order equipment and supplies as needed 3. Visit other facilities to learn about new technology	480
TOTAL HOURS	4000

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

PAGE ONE OF 2 PAGES

TO OWNER
City of Summerset

PROJECT: WWTP Reed Bed

APPLICATION NO: 10

Distribution to:

☐	OWNER
☒	ENGINEER
☐	CONTRACTOR

PERIOD TO: 7/31/2026

VIA ENGINEER:
HDR Engineering, Inc.

FROM CONTRACTOR:
Black River Inc

623 Dakota Dr

Rapid City SD, 57702

PROJECT NOS:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM \$ 745,300.00
2. Net change by Change Orders \$ 68,390.00
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 813,690.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 813,690.00

5. RETAINAGE:
 - a. 0% of Completed Work (Column D + E on G703) \$
 - b. 0% of Stored Material (Column F on G703) \$Total Retainage (Lines 5a + 5b or Total in Column I of G703) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 813,690.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 769,005.50
8. CURRENT PAYMENT DUE \$ 44,684.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$66,740.00	
Total approved this Month	\$1,650.00	\$0.00
TOTALS	\$68,390.00	\$0.00
NET CHANGES by Change Order	\$68,390.00	

CONTRACTOR: Black River Inc.

By:  Date: 7-26-2026

State of: South Dakota County of: Pennington
Subscribed and sworn to before me this day of , 2018
Notary Public:
My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED\$ 44,684.50

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By:  Date: 8/18/26

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA Document G703-1992

Continuation Sheet

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing
Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

Project: WWTP Reed Bed
APPLICATION NO: 10
APPLICATION DATE: 7/29/2026
PERIOD TO: 7/31/2026
ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATIONS (D+E)						
1	Bond and Insurance	11,180.00	11,180.00	-	-	-	11,180.00	-	1,118.00
2	Mobilization	14,900.00	14,900.00	-	-	-	14,900.00	-	1,117.50
3	Erosion Control and Hydro Seeding (Subcontracted "Three Sons Landscaping")	13,500.00	13,500.00	-	-	-	13,500.00	-	202.50
4	Strip Topsoil	10,000.00	10,000.00	-	-	-	10,000.00	-	1,000.00
5	Cut/Fill	120,000.00	120,000.00	-	-	-	120,000.00	-	12,000.00
6	Digested Solids Install	62,000.00	62,000.00	-	-	-	62,000.00	-	5,270.00
7	Digested Solids Material	60,700.00	60,700.00	-	-	-	60,700.00	-	6,070.00
8	Reed Bed Drain Install	49,900.00	49,900.00	-	-	-	49,900.00	-	4,739.50
9	Reed Bed Drain Material	30,000.00	30,000.00	-	-	-	30,000.00	-	-
10	Bed Preparation Material	39,000.00	39,000.00	-	-	-	39,000.00	-	-
11	Bed Preparation Install	17,100.00	17,100.00	-	-	-	17,100.00	-	-
12	Phragmites Austrails Plugs	20,000.00	18,000.00	2,000.00	-	-	20,000.00	-	-
13	Road Base around Beds	88,500.00	88,500.00	-	-	-	88,500.00	-	-
14	Sholcrete (Subcontracted "WD Masonry & Concrete")	72,000.00	72,000.00	-	-	-	72,000.00	-	-
15	Sholcrete Install (Subcontracted "WD Masonry & Concrete")	42,000.00	42,000.00	-	-	-	42,000.00	-	-
16	ViaFlex Membrane (Subcontracted "Colorado Lining International")	40,520.00	40,520.00	-	-	-	40,520.00	-	3,039.00
17	ViaFlex Install (Subcontracted "Colorado Lining International")	52,000.00	52,000.00	-	-	-	52,000.00	-	-
18	Demobilization	2,000.00		2,000.00	-	-	2,000.00	-	200.00
19	*Change Order 1 "Pipe Quantity Adjustment"	66,740.00	66,740.00	-	-	-	66,740.00	-	6,128.00
19	*Change Order 2 "Ditch regrading"	1,650.00	1,650.00	-	-	-	1,650.00	-	-
	GRAND TOTALS	\$ 813,690.00	\$ 809,690.00	\$ 4,000.00	0.00	100.0%	813,690.00	-	\$40,884.50

CERTIFICATE OF SUBSTANTIAL COMPLETION

Owner: City of Summerset Owner's Project No.: 2025-03
Engineer: HDR Engineer's Project No.: 10432213
Contractor: Black River Contracting Contractor's Project No.:
Project: Wastewater Treatment Plant Reed Bed Expansion

This ☐ Preliminary ☒ Final Certificate of Substantial Completion applies to:

☒ All Work ☐ The following specified portions of the Work:

- All Work

Date of Final Completion: July 29, 2026

The Work to which this Certificate applies has been inspected by authorized representatives of Owner, Contractor, and Engineer, and found to be substantially complete. The Date of Substantial Completion of the Work or portion thereof designated above is hereby established, subject to the provisions of the Contract pertaining to Substantial Completion. The date of Substantial Completion in the final Certificate of Substantial Completion marks the commencement of the contractual correction period and applicable warranties required by the Contract.

A punch list of items to be completed or corrected is attached to this Certificate. This list may not be all-inclusive, and the failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

Amendments of contractual responsibilities recorded in this Certificate should be the product of mutual agreement of Owner and Contractor; see Paragraph 15.03.D of the General Conditions.

The responsibilities between Owner and Contractor for security, operation, safety, maintenance, heat, utilities, insurance, and warranties upon Owner's use or occupancy of the Work must be as provided in the Contract, except as amended as follows:

Amendments to Owner's Responsibilities: ☒ None ☐ As follows:

- No amendments to Owner's Responsibilities

Amendments to Contractor's Responsibilities: ☒ None ☐ As follows:

- No amendments to Contractor's Responsibilities

The following documents are attached to and made a part of this Certificate:

- No attachments

This Certificate does not constitute an acceptance of Work not in accordance with the Contract Documents, nor is it a release of Contractor's obligation to complete the Work in accordance with the Contract Documents.

Engineer

By (signature):



Name (printed): Chris Robinson

Title: HDR Project Manager



POWERED
es

1092015.44, 146504.7