

**SUMMERSET CITY COMMISSION REGULAR MEETING**  
**SUMMERSET MUNICIPAL BUILDING**  
**7055 LEISURE LANE**  
**THURSDAY, June 1st, 2023 6:00 P.M.**

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

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

**Motion** by Hirsch, second by Butler to approve the agenda for the Regular Meeting of the Summerset City Commission for June 1st, 2023. Motion carried.

**CONSENT CALENDAR**

**Motion** by Butler, second by Hirsch to approve the minutes of the regular meeting of May 18th, 2023. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Kitzmiller, second by Reade to approve the claims and hand checks in the amount of \$214,669.08 from May 18th, 2023 through May 31st, 2023 as presented or amended. Motion carried.

A & B BUSINESS SOLUTIONS	mnthly contract copy machines	\$445.14
AMBROSE, JONATHAN	cell phone stipend	\$50.00
ANAYA, LANNY	Wastewater Deposit Refund	\$50.00
ANGLIN, MITCH	cell phone stipend	\$50.00
ARTISTIC CUSTOM BADGES	Badge for Chief Nasser	\$106.50
AT&T MOBILITY	FirstNet	\$526.56
BAHR, KIM	Wastewater Deposit Refund	\$50.00
BAUMEISTER, STEPHANY	cell phone stipend	\$50.00
BIRGEN, NICHOLIN	cell phone stipend	\$50.00
BOND, ROBERT	Wastewater Deposit Refund	\$50.00
Butler, Dave	cell phone stipend	\$50.00
CLARITY TELECOM	fax/phone/internet	\$1,126.57
CLARK, JEFFREY	Wastewater Deposit Refund	\$50.00
COVINGTON, FAYE	Wastewater Deposit Refund	\$50.00
DAVIS, OWEN	cell phone stipend	\$50.00
DELTA DENTAL	Employee Dental Insurance	\$767.30
DOLNEY, CASEY	deposit refund and CR balance	\$305.93
GANTZLER, JEREMY	Wastewater Deposit Refund	\$50.00
GOLDEN WEST TECHNOLOGIES	smart cards for genatec system	\$548.00
HAKALA, KENNY	Wastewater Deposit Refund	\$50.00
HDR ENGINEERING, INC	Engineering Fees	\$31,056.66
HEDDERMAN, TRISTA	Wastewater Deposit Refund	\$50.00
HIRSCH, CLYDE	cell phone stipend	\$50.00
HUGHES, CARLEY	Wastewater Deposit Refund	\$50.00
KITZMILLER, MICHAEL	cell phone stipend	\$50.00

KLEIN, BRIAN	Wastewater Deposit Refund	\$50.00
Kayl, Anthony	cell phone stipend	\$50.00
MCKAY, DENNY	Wastewater Deposit Refund	\$50.00
MEADE COUNTY AUDITOR	March 2023 Dispatch Fees	\$1,486.08
Meade County Equalization & PI	on-site septic inspection	\$150.00
O'GRADY, BRENDA	cell phone stipend	\$50.00
POWLES, BRANDON	Wastewater Deposit Refund	\$50.00
RHODES, NATHAN	Wastewater Deposit Refund	\$50.00
SCHIEFFER, LISA	cell phone stipend	\$50.00
SCHOEPPLER, KURT	Wastewater Deposit Refund	\$50.00
SCHUNNEMAN, JEREMY	Wastewater Deposit Refund	\$100.00
SD Secretary of State	Notary Filling Fees	\$90.00
SDRS-SUPPLEMENTAL	May Contribution	\$520.00
SEELY, MATTHEW	Wastewater Deposit Refund	\$50.00
SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	\$164.31
SMITH, JEFF	cell phone stipend	\$50.00
SWANSON, MARSHALL	Wastewater Deposit Refund	\$100.00
SWIFT, TRAVIS	Wastewater Deposit Refund	\$50.00
TORNO, MELANIE	cell phone stipend	\$50.00
ULMER, AMANDA	Wastewater Deposit Refund	\$50.00
WILLIAMS, GENE	Wastewater Deposit Refund	\$100.00
SDRS	May 2023 Contributions	\$9,818.76
UNITED STATES TREASURY	Payroll Tax Deposit May 2023	\$17,357.27
USDA	USDA Bi-Yearly Payment	\$148,400.00
	<b>TOTAL:</b>	<b>\$214,669.08</b>

#### **APPROVAL OF PAYROLL – MARCH 2023 – SDCL 6-1-10**

**Motion** by Hirsch, second by Butler to approve the May 2023 payroll. Motion carried.

Dept. 4000 - \$18,833.14 Wastewater/Public Works

Dept. 4110 - \$1,749.99 Commission

Dept. 4120 - \$1,916.67 Mayor

Dept. 4140 - \$13,180.47 Finance

Dept. 4210 - \$35,718.62 Police

Dept. 4652 - \$255.00 Planning & Zoning

#### **UTILITY BILLING ADJUSTMENTS**

**Motion** by Butler, second by Reade to approve the billing adjustment of \$90.00 for the period of May 1st to May 31st, 2023.

#### **COMMISSION REPORTS**

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

#### **PAYROLL CHANGE – PUBLIC WORKS JEFF SMITH**

Anniversary 1% increase to \$22.37 effective May 26, 2023.

**Motion** by Kitzmiller, second by Hirsch to approve the increase to \$22.37. Motion carried.

#### **PAYROLL CHANGE – 90 DAY REVIEW POLICE CHIEF**

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

Commissioner Hirsch stated that if Chief Nasser didn't accept the position, he would have gotten a raise with the

rest of the officers. Chief Nasser is a working Police Chief and is doing a wonderful. He is a top-notch Chief with a full load every day. Hirsch recommends a \$3.00 per/hr. raise.

Mayor Torno gave information on several options on increase, \$1.00 per/hr. raise would be \$69,742.40; \$1.50 per/hr. raise would be \$70,782.40; \$2.00 per/hr. raise would be \$71,882.40; \$3.00 per/hr. raise would be \$73,902.40. These amounts also include the 1% raise that he didn't receive. We will have to supplement the police departments budget, but already knew this when the Board approved the \$5.00 increase for the officers. Budget numbers are not matching up and we are looking into this. Historically the police department has had to supplement over the last few years.

Commissioner Kitzmiller stated that he would like to wait until the budget approval in a few months to see where we are at with the budget. At this time, we can re-evaluate options for a raise.

Commissioner Reade stated that Nasser is worthy of a raise but agrees with Kitzmiller on waiting for the budget numbers to get figured out until giving out raises.

Commissioner Butler stated that they did approve the \$5.00 increase for the officers to keep them in Summerset, we don't want to see them go somewhere else, now is the time to also compensate Chief Nasser. Nasser is a working Chief and has a lot more on his plate than the previous Chief and is comfortable with \$2.00 per/hr. raise.

**Motion** by Kitzmiller, second by Hirsch to close discussion. Motion carried.

**Motion** by Hirsch, second by Butler to approve the increase of \$3.00 per/hr. Motion carried.

A roll call vote was then taken. Kitzmiller: nay; Reade: nay; Butler: yes; Torno: yes; Hirsch: yes. Motion carried

#### **PAYROLL CHANGE – 90 DAY REVIEW FINANCE OFFICER**

**Motion** by Kitzmiller, second by Butler to open discussion. Motion carried.

Commissioner Reade stated that he thinks Stephany is doing a fantastic job, she has her hands full with all the upgrade items and everything else she is doing. She is deserving of a raise but also need to get our numbers figured out. Recommends \$1.50 per/hr. raise.

Mayor Torno stated that her current salary is \$54,000, previous Finance Officer was at \$56,000. Ran some numbers on this as to where the Finance Officer position should be in our state, some included HR some did not. Torno recommends \$1.50 per/hr. due to all the items she has fixed and currently making changes to, this will put her in line with the others in the state.

**Motion** by Butler, second by Reade to close discussion. Motion carried.

**Motion** by Reade, second by Butler to approve the increase of \$1.50 per/hr. Motion carried.

A roll call vote was then taken. Kitzmiller: nay; Reade: yes; Butler: yes; Torno: yes; Hirsch: yes. Motion carried

#### **JAMES GYLES APPEAL PER ORDINANCE 91.999 (B)(2)**

**Motion** by Kitzmiller, second by Butler to open discussion. Motion carried.

James Gyles did not show up in person.

City Attorney spoke about the process since Mr. Gyles was not there in person to answer questions regarding the appeal. His advice to the Board is to make decision based on the written appeal.

Chief Nasser gave an overview; On May 16th the police department received a complaint about chickens in the back yard. He referred this to code enforcement, but the way our ordinance read it is not code enforcement and is

for the police department. Code enforcement was able to snap a photo of the chickens from the back side of the property. May 19th two officers went to the home and had a brief conversation with the homeowner.

Reade asked if there are different processes between code enforcement and police code enforcement.

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

**Motion** by Butler, second by Kitzmiller, to deny James Gyles appeal per ordinance 91.999 (B)(2). Motion carried.

**FIRST READING FOR ORDINANCE 2023-04 AMENDING LOCAL CAMPAIGN FINANCE ORDINANCES.**

**Motion** by Kitzmiller, second by Butler to approve the first reading for Ordinance 2023-04. Motion carried.

**SET SECOND READING FOR ORDINANCE 2023-04 AMENDING LOCAL CAMPAIGN FINANCE ORDINANCES.**

**Motion** by Kitzmiller, seconded by Buter to set the second reading for June 15th, 2023. Motion carried.

**FIRST READING FOR ORDINANCE 2023-05 AMENDING FENCE ORDINANCE.**

**Motion** by Kitzmiller, seconded by Hirsch to approve the first reading for Ordinance 2023-05. Motion carried.

**SET SECOND READING FOR ORDINANCE 2023-05 AMENDING FENCE ORDINANCE.**

**Motion** by Kitzmiller, seconded by Butler to set the second reading for June 15th, 2023. Motion carried.

**DISCUSSION ON ADDING AGENDA ITEMS – TWO COMMISSIONER APPROVAL**

**Motion** by Kitzmiller, second by Butler to open discussion. Motion carried.

Commission President Butler stated that item was previously added to the agenda, he wasn't sure on what it was regarding so he asked the City Administrator, and she explained it in five minutes. Butler doesn't think it should have been on the agenda. Butler is recommending having 2 commissioners approve items being added to the agenda.

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

**No action was taken.** Motion carried.

**BLACK HILLS COMMUNITY ECONOMIC DEVELOPMENT \$2,000 GRANT AWARD FOR SUMMERFEST.**

**CITIZENS INPUT**

Melony Gyles expressed her concern about not being notified of the time and place of the appeal hearing.

**UPCOMING EVENTS:**

June 19th City Offices will be closed in observation of Juneteenth.

**ITEMS FROM CITY ATTORNEY**

None.

**ADJOURNMENT**

**Motion** by Kitzmiller, second by Reade to adjourn the meeting at 7:03 p.m.

(SEAL)

ATTEST:

\_\_\_\_\_  
Stephany Baumeister

Finance Officer

Published once \_\_\_\_\_ at a cost of \$\_\_\_\_\_.

\_\_\_\_\_  
Melanie Torno

Mayor



Page: 1

City of Somerset

Ref. No	Invoice Number	Invoice Date Payable Date	Check Date Bank Code	Check Number	Status	Invoice Description 1 Invoice Description 2	Invoice Amount
<b>Vendor: AFLAC REMITTANCE PROCESSING 0322</b>							
10862	145399	06/14/2023	06/14/2023 BEFT	0	O	Employee Insurance Premium	135.46
<b>Total for: AFLAC REMITTANCE PROCESSING</b>							<b>135.46</b>
<b>Vendor: AT&amp;T MOBILITY 1816</b>							
10863	05232023	06/14/2023	06/14/2023 BANKW	0	O	NM Mobility Premium Maint 25	1,499.40
<b>Total for: AT&amp;T MOBILITY</b>							<b>1,499.40</b>
<b>Vendor: BAUMEISTER, STEPHANY 1866</b>							
10864	06092023	06/14/2023	06/14/2023 BANKW	0	O	Mileage/per diem Pierre	338.00
<b>Total for: BAUMEISTER, STEPHANY</b>							<b>338.00</b>
<b>Vendor: BIRGEN, NICHOLIN 1906</b>							
10865	06092023	06/14/2023	06/14/2023 BANKW	0	O	Per diem Pierre	135.48
<b>Total for: BIRGEN, NICHOLIN</b>							<b>135.48</b>
<b>Vendor: BLACK HAWK WATER USERS DIST 10021</b>							
10866	06082023	06/14/2023	06/14/2023 BANKW	0	O	utilities	42.50
<b>Total for: BLACK HAWK WATER USERS DIST.</b>							<b>42.50</b>
<b>Vendor: CARDMEMBER SERVICES 1665</b>							
10887	Mau2023	06/14/2023	06/14/2023 BANKW	0	O	May credit card statement	15,913.71
10888	May2023PD	06/14/2023	06/14/2023 BANKW	0	O	May 2023 PD Vehicle cc stateme	164.43
<b>Total for: CARDMEMBER SERVICES</b>							<b>16,078.14</b>
<b>Vendor: DELTA DENTAL 0468</b>							
10867	1881485	06/14/2023	06/14/2023 BANKW	0	O	Employee Dental Insurance	880.90
<b>Total for: DELTA DENTAL</b>							<b>880.90</b>
<b>Vendor: DEMERSSEMAN JENSEN 0765</b>							
10868	36841	06/14/2023	06/14/2023 BANKW	0	O	Legal Servies	1,615.00
<b>Total for: DEMERSSEMAN JENSEN</b>							<b>1,615.00</b>
<b>Vendor: ENGEL, AHRLIN 1927</b>							
10869		06/14/2023	06/14/2023 BANKW	0	O	CR balance on account	18.40
<b>Total for: ENGEL, AHRLIN</b>							<b>18.40</b>
<b>Vendor: GOLDEN WEST TECHNOLOGIES 0246</b>							
10871	412041	06/14/2023	06/14/2023 BANKW	0	O	Microsoft Office 365 Subscript	559.00
10872	412042	06/14/2023	06/14/2023 BANKW	0	O	Managed Srvs 6/01--6/31 2023	3,249.50
<b>Total for: GOLDEN WEST TECHNOLOGIES</b>							<b>3,808.50</b>
<b>Vendor: GREENAPSIS 1369</b>							
10870	69	06/14/2023	06/14/2023 BANKW	0	O	Janitorial Govt Building	320.00
<b>Total for: GREENAPSIS</b>							<b>320.00</b>
<b>Vendor: HDR ENGINEERING, INC 1133</b>							

# Invoice Status Report By Vendor - Detail

Date: 06/14/2023

Time: 10:51 am

Page: 2

City of Summerset

Ref. No	Invoice Number	Invoice Date Payable Date	Check Date Bank Code	Check Number	Status	Invoice Description 1 Invoice Description 2	Invoice Amount
10892	1200530063	06/14/2023		0	O	Task Order 3	3,067.50
		06/14/2023	BANKW				
10893	1200530066	06/14/2023		0	O	Engineering Fees	1,612.50
		06/14/2023	BANKW				
10894	1200530061	06/14/2023		0	O	Task Order 2022-03	1,052.50
		06/14/2023	BANKW				
10895	1200530064	06/14/2023		0	O	Task Order 2023-004	695.00
		06/14/2023	BANKW				
Total for: HDR ENGINEERING, INC							6,427.50
<b>Vendor: HEALTH POOL OF SD 0041</b>							
10873	2023-5543	06/14/2023		0	O	Employee Medical Insurance	16,215.79
		06/14/2023	BANKW				
Total for: HEALTH POOL OF SD							16,215.79
<b>Vendor: IBM 1694</b>							
10874	4177269	06/14/2023		0	O	MaaS360 Essential Suite Client	26.84
		06/14/2023	BANKW				
Total for: IBM							26.84
<b>Vendor: MID-AMERICAN RESEARCH CHEM 1110</b>							
10907	0788156-IN	06/14/2023		0	O	Thermo-Guard Grease	371.66
		06/14/2023	BANKW				
Total for: MID-AMERICAN RESEARCH CHEMICA							371.66
<b>Vendor: MIDCONTINENT COMMUNICATION 1433</b>							
10875		06/14/2023		0	O	WWTP Telephone	176.48
		06/14/2023	BANKW				
Total for: MIDCONTINENT COMMUNICATIONS							176.48
<b>Vendor: MIDCONTINENT TESTING LABS 1157</b>							
10884	122617	06/14/2023		0	O	WWTP Chem testing	345.50
		06/14/2023	BANKW				
Total for: MIDCONTINENT TESTING LABS							345.50
<b>Vendor: RAMKOTA HOTEL &amp; CONFERENCE RAMKOTA</b>							
10876	1082R3	06/14/2023		0	O	Baumeister Lodging	345.00
		06/14/2023	BANKW			HR/FO Training in Pierre	
10877	1082R5	06/14/2023		0	O	Birgen Lodging FO School	230.00
		06/14/2023	BANKW				
Total for: RAMKOTA HOTEL & CONFERENCE							575.00
<b>Vendor: RAPID CITY JOURNAL 0008</b>							
10896	56624	06/14/2023		0	O	P&Z Meeting Minutes 4/25	54.84
		06/14/2023	BANKW				
10897	56642	06/14/2023		0	O	Comm Mtg Minutes 4/20/2023	179.36
		06/14/2023	BANKW				
10898	56828	06/14/2023		0	O	Ordinacen 2023-04	40.56
		06/14/2023	BANKW				
10899	56829	06/14/2023		0	O	Ordinance 2023-05	38.85
		06/14/2023	BANKW				
10900	56830	06/14/2023		0	O	Resolution 2023-08	78.26
		06/14/2023	BANKW				
10901	56889	06/14/2023		0	O	Special Mtg Minutes 5/09/2023	76.55
		06/14/2023	BANKW				
10902	56989	06/14/2023		0	O	Comm Mtg Minutes 5/04/2023	193.64
		06/14/2023	BANKW				
10903	56916	06/14/2023		0	O	P&Z Mtg Minutes 5/09/2023	56.56
		06/14/2023	BANKW				





# SUMMERSET POLICE DEPARTMENT

## Summerset Police Department Monthly Report-May 2023

**Grants:** COPS and Highway Safety Grants-In compliance

**Calls for Service:** 410

**Traffic stops:** 117

**Citations:** 89

**Warnings:** 135

*Breakdown of some calls for service:*

**DUI-** 2

**Drug-** 18

**Assault-** 8

**Death-**1

**Suicide threat-** 2

**Motor vehicle crash-** 13

**Hit & Run-**2

**Pursuit-**1

**Theft-**2

**Vandalism-**4

**Burglary alarm-** 4

**Medical response-** 10

**Assist-other-agency-** 45

**Animal complaint-** 13

**Assist person-** 19

**Warrant served-**5

**Saturation Patrol-**10

**Community Service:** Officer Uebel participated in 1 community service event at Our Lady of the Black Hills

**Department Training:** Officer Macrander and Chief Nasser received 20 continuing education hours-Law Enforcement Liability & Risk Management

Full-time officers completed 4 hours of continuing education hours-Combat course instructed by U.S. Marshals Service

Full-time officers completed State annual handgun qualification course

Full-time officers completed bi-annual physical fitness test

## May 2023 Finance Department Monthly Recap

- Nicholin Birgen (Nicky) started May 8<sup>th</sup> and she is doing a great job. We have spent a lot of time training, so she is comfortable. Also, cross training on Finance Officer duties
- Bi-weekly status call with Nancy Brady on migration timelines
- Zoom call to go over Utility Billing questionnaire new system
- Zoom with Gerri for Utility Billing production
- Zoom meeting with Peter from Tyler Payments
  - Looking at what we need for the new system as far as credit card scanner and fees
- Payroll processing, time sheet review, benefit's deduction review, process human resource updates for payroll. Filed corresponding reports for payroll.
  - Parallel payroll with Doug from Tyler Tech, we will be going live with a portion of new system June 20<sup>th</sup>
  - 941 filed electronically
  - SDRS filed electronically
  - SD Health Pool, Aflac, Delta Dental
  - Quarterly State unemployment
  - Quarterly 941
- Accounts Payable
  - Prepared and submitted South Dakota Sales Tax
  - Voucher creation, invoice processing, process checks for corresponding invoices to be paid and mailed out.
  - Prepare monthly invoice for SRO contract with Stagebarn Middle School
  - Created TIF #2 accounts in
  - Journal entries in GL
- Utility Billing
  - Daily
    - Post payments in Cash Receipts, process online credit card payments through lockbox, reconcile all payments to report, print reports and wrap up your work so that all payments post to the individual accounts
    - Deposit checks with BankWest scanner
    - Take cash deposits to bank
    - Process new resident applications
    - Process residents move out paperwork and process deposit refunds once account is at a zero balance
    - General customer service
    - Adjustments to resident accounts
  - Monthly
    - Post penalties to past due accounts
    - Process and mail out utility bills
  - Online payments went down, Remote with Tyler Tech to fix
  - Updated correct spelling of Remmington on residents accounts so that comes over to new system correctly
- Emailed Commission meeting minutes to Rapid City Journal to publish
- Published Commission meeting minutes on website
- Ordered office supplies
- Notary services for residents of Summerset
- Licensing, Permitting, Inspection upload to one drive
- DOJ reporting

- Training with Cathy
- Dolan our IT consultant looking at laptop issues
- Golden West working on my laptop to figure out why getting kick off server
- Cathy at office we are working with Golden West and Tyler Tech to get her computer working again
- Online payments went down, Tyler Tech fixed

# MAY 2023 CITY ADMINISTRATOR REPORT

## ECONOMIC DEVELOPMENT

- Zoom meeting on Rushmore Regional Economic Development.
- Met with H. Sage, A. Anglin about tour for CIP on Summerset businesses.
- Visited with SDGOED on finalizing the tour of Milliron, New Leaf and other locations.
- Renewed listings of property for economic development.

## GRANTS

- A. Kayl and I followed up on grant award on Stop Signs - placement.
- Worked with A. Kayl and applied for mosquito grant funding.
- Sent reimbursement documents to SDML regarding the traffic control grant.
- Reviewed EDA Grant Opportunities.
- Applied for Black Hills Community Economic Development and was awarded \$2,000.00 to showcase businesses at our Summerfest event.

## PLANNING & ZONING

- B. Ackerman visited with me, needed copies of Sun Valley Plats.
- Visited with M. Leon of New Leaf regarding street lights. Directed him to Public Works/HDR.
- Sent Building Permit list to Meade County per their request.
- Visited with M. Goosen regarding New Leaf property. He would request that the owners discuss the property lines.
- A. Neiger visited with me about drainage over at Black Hawk Storage. Wants to set up a meeting with engineers and SDDOT.
- Visited with L. Shagla/HDR on agenda for P & Z and if any reports had been submitted by FEMA. – None submitted.
- K. Austin came into discuss property at 10150 Pine Canyon that is in our platting jurisdiction.
- Completed agenda and minutes for one (1) Planning & Zoning meeting.
- Construction meeting with Renner, A. Kayl, M. Torno, Site Works, and New Leaf LLC.
- Fencing/site question. Passed it along to code enforcement.
- Attended a meeting with L. Shagla, RCS, B. Conway, J. Scull, A. Neiger regarding drainage.
- Visited with citizen regarding subdividing 9906 Romel Drive, it is in the 3 mile platting jurisdiction.
- B. Ackerman visited with me regarding an amendment to a plat.
- Visited with P. Olsen on corrected layout plan/ownership.
- Discussion with Mehlhaff Construction on grading permit.
- CAT Construction had questions on building permit, sign permit, etc.
- Visited with Coulter from Freedom signs about sign permitting.
- Met with Freedom signs on permitting and notices.



## MISC.

- Visited with D. McComb on City website and getting quotes.
- Sent invoices to L. Zeller on reimbursement of funds on WWTP expansion.
- Drafted letter for J. Brown regarding having business in home and AFT verification.
- Put updates on City events on Facebook.
- Reviewed old bulk sewer agreements.
- Visited with M. Wheeler regarding questions coming to the City regarding potential Black Hawk incorporation.
- Visited with J. Guthrie regarding ordinances and dust on High Meadows.
- Re-posted City Wide Clean up days and Summerset Rummage sales.
- Answered questions on city garbage rates and the coding.
- S. Baumeister and I went to SAMS's to straighten out the accounts and get names taken off. Saved money by issuing only one card instead of several.
- Visited with S. Reade on process/key fobs/security.
- Visited with Meade County on their dust control policy and costs of the same.
- Reviewed RESPEC stakeholders meeting minutes.
- Met with M. Torno and S. Baumeister regarding updates to software project.
- Visited with S. Reade about questions on High Meadows Road and discussion on state statutes.
- Received a call from a gentleman regarding Summerset's plans if Black Hawk was to incorporate.
- Attended two (2) Commission meetings and one (1) special meeting.
- Received a call from D. Lee regarding Black Hawk Incorporation.
- Visited with S. Reade on mutual agreements, contracts, NOC/Goldenwest.
- Fixed forms page on the website.
- Visited with M. Wheeler, did research on any documentation of when Piedmont had annexed and what was turned in.
- Meeting with Goldenwest, D. McComb and myself going over quarterly report.
- Visited with D. McComb about threat alerts coming from Goldenwest. He will check on the same.

- Attended Coffee with the Commission
- Visited with S. Reade on USGS station and had O. Davis come in and fix the website to show accurate information.
- Received documents from J. Guthrie and passed them along to the Mayor to set up an meeting.
- Posted Parks Board Agenda and got room ready.
- Met with J. Guthrie, M. Torno and others regarding High Meadows, Capital Outlay Plan.
- D. McComb, O. Davis, M. Torno and I had a meeting to go over expectations on I.T.
- Sent change of address form from Meade County to CAT Construction.
- Visited with J. Smith regarding ordinances and business licenses.
- Reviewed the High Meadows Corridor Study.
- Reviewed old resolutions regarding lighting.
- Contacted R. White regarding setting up a meeting to move forward on Summerfest.
- Reviewed documents from L. Jones from Elevate on SB 41 infrastructure.
- Received appeal from M. Gyles on citation. To be put on agenda.
- Visited with HUB Insurers on three bonds needed for notary public paperwork.
- L. Reindl and G. Thompson met with me had questions regarding Black Hawk Incorporation.
- Received complaint from L. Potthoff, sent the complaint to appropriate parties to review.

MAY 2023 CITY ADMINISTRATOR REPORT CONT.

**FINANCE DEPT**

- Sent Affidavit of Publication off to D.A.N.R. and T. Morris for closing on SRF Loans.
- Worked with S. Baumeister on getting into A.S.A.P Payment Center
- Visited with G. Bassett regarding the annual report and sent it in by June 1<sup>st</sup>. Will send the audit when it is completed to D.A.N.R.
- Started work on software to clean up old vendor files on Fund Balance.
- Sent out project status report on software to S. Reade and M. Torno.
- Sent out 2024 Budget Sheets to Department Heads, along with five year plans to have them returned by 6/5/2023.
- Visited with D. Garretson on setting date on parallel payroll.
- Went over Incode 10 Solution Validation Plan with S. Moore.
- Went through businesses licenses to see if any past due and what was current.
- Worked on consolidating and reconciling for audit.
- Sent Annual Report to R. Fortin @ Legislative Audit
- Had Annual Report published per state statute.
- Zoom with P. Dudley regarding Incode 10 – Tyler Payments.
- Met with S. Baumeister on items that needed to be covered while I was on vacation for a week.

## **MAY**

### **Sanitation**

Hauled Solid Waste, Recycling, Cardboard and Yard waste. Repaired/cleaned/ and delivered cans as needed. Serviced and cleaned solid waste equipment. Repaired tarp on roll off.

Mack is down awaiting repairs to the arm.

### **Public works**

Attended council meeting. Removed and cleaned snow removal equipment. Performed maintenance on public works equipment. Had Numerous conversations with the Public Works Commissioner, Mayor and City Staff. Swept streets with street sweeper. Mowed drainages. Cleared drainages of rocks and debris.

### **Code enforcement**

Issued 12 notices of violation that were reported to the Code Enforcement Officer.

### **Parks**

Mowed parks, sprayed for mosquitos and weeds.

### **Miscellaneous**

# May 2023 Wastewater Department report

## Daily Operations

5-3 Owen attended construction update meeting with HDR and RCS  
5-5 Replaced 3 filters on filter #1 and 1 filter on filter #2  
5-8 Submitted DMR report to DANR  
5-9 Meet with Commissioner Butler to discuss land purchase  
5-9 Meet with Jim Gingras to discuss well repairs and land purchase  
5-9 Took samples to lab  
5-17 Construction update meeting.  
5-24 Meter readings  
5-23 Fixed an issue with locks at Sun Valley lift station  
5-24 Rapid Well Repair replaced well pump.  
5-25 Owen took class 1 wastewater test  
5-26 Installed a plug in Sun Valley lift station dry well  
5-31 Lab incubator failed causing a BOD to fail.  
Responded to 30 requests for utility location  
Treated 4,504,000 gallons of wastewater with a monthly average of 150,000 gallons per day

## Special Projects

## Misc



## Summerset Police Department- Administrative Assistant Job Description

Job Title: Administrative Assistant  
Department: Summerset Police Department  
Reports To: Chief of Police  
Location: Police Department, 7055 Leisure Ln.  
FLSA Status: Non-Exempt  
Updated: June 2023

### Position Objective

Employee provides administrative support to the Chief of Police. Employee must have the ability to perform difficult tasks with minimum supervision, work with independent discretion and good professional judgement. Employee must be able to communicate well with the public and handle related complaints and stressful situations. The work is performed under the general supervision and guidance of the Chief of Police and under the guidelines set by State statutes and City ordinances.

### Essential Duties & Responsibilities

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employee may be requested to perform job-related tasks other than those specifically presented in this description.*

- Assists and answers inquiries from the general public, court agencies, insurance companies, detention facilities, other law enforcement agencies, multiple business entities and suppliers using knowledge of department procedures and law enforcement practices. This includes phone calls, written correspondence, and walk-ins
- Responds to public inquiries and directs all non-emergency calls to appropriate personnel.
- Monitors the lobby and is active in presenting a professional, organized, and safe environment for the general public
- Collects statistical data and review case files for compliance and accuracy with state and federal guidelines with Uniform Crime Reporting/ National Incident Based Reporting
- Processes incoming and outgoing mail and faxes
- Files, maintains, and purges records and correspondence, according to retention schedules
- Operates an RMS program to provide information to officers, the public, those involved in crashes/ incidents, other law enforcement agencies, and insurance companies
- Completes all required CJIS training and stay current on all CJIS policies and procedures
- Processes court documents, dispositions, health laboratory results and updates specific cases in RMS program
- Maintains the absolute confidentiality of all records and information
- Completes and processes required grant reporting in a timely manner
- Assists and maintains Sex Offender Registry records
- Records invoices, prepares purchase orders, and request supplies

- Assists in recording and managing department inventory
- Performs other duties assigned

### Qualifications

- High school diploma or GED
- Two (2) years job-related office work experience. Preferred clerical or administrative support experience in a law enforcement office.
- Valid Driver's License
- Criminal History Fingerprint Check
- Background Check

*Other combinations of education and experience may be considered on a case-by-case basis.*

### Skills

This position requires the following knowledge, skills, and abilities:

- Knowledge of Microsoft Office: Word, Excel, Outlook, etc.
- Knowledge of general office practices and procedures
- Ability to operate general office equipment: computers, multi-line phones, copiers, fax machines, etc.
- Ability to communicate effectively both verbally and in writing
- Knowledge of proper grammar and spelling; basic mathematical skills, to calculate fees, work hours and sufficient math to complete reports and basic bookkeeping skills
- Strong customer service skills
- Work in multi-task environment
- Meet deadlines and perform multiple tasks under pressure
- Preferred: knowledge of law enforcement

The City of Summerset is an Equal Opportunity Employer

It is the policy of the City to provide equal employment opportunity (EEO) to all employees and applicants for employment without regard to race, religion, creed, color, national origin, sex (including gender identity, sexual orientation and pregnancy), ancestry, genetic predisposition or carrier status, age, citizenship status, disability, marital or veteran status, or any other basis prohibited by state or federal law.

**NOTICE FOR PUBLICATION**

**Ordinance 2023-03**

**AN ORDINANCE AMENDING ORDINANCE TITLE III ADMINISTRATION,  
CHAPTER 30- GOVERNING BODY, SUBSECTION 33.22 -THREE BOARD OF  
COMMISSIONERS CITY**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2023-03 Amending Title III - Chapter 30, Subsection 33.22 – Three Board of Commissioners City.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on June 15th, 2023 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

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

Dated this 18th day of May 2023.

City of Summerset

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



Ordinance 2023-03

AN ORDINANCE AMENDING ORDINANCE TITLE III ADMINISTRATION, CHAPTER 30-  
GOVERNING BODY, SUBSECTION 33.22 – ~~THREE FIVE~~ BOARD OF COMMISSIONERS  
CITY

§ 30.22 ~~THREE-FIVE-BOARD~~ OF COMMISSIONERS CITY.

The Mayor and Commissioners shall have the following responsibilities.

(A) Mayor's responsibilities.

(1) The Mayor may exercise all the powers and perform all the duties provided by the laws of this state or the ordinances of the municipality not in conflict with the laws of the state.

(2) The Mayor is the chief executive officer of the municipality, presides at all meetings of the Board of Commissioners, and has general supervision over all departments and officers.

(3) In the absence or inability of a Commissioner, the Mayor shall temporarily take charge of the department of that Commissioner.

(4) The Mayor shall enforce all the laws of the municipality and require that the conditions of the grant of any franchise or privilege are faithfully complied with and performed.

(5) The Mayor shall grant all licenses or permits, except as are required by ordinance to be granted by the Board of Commissioners or by some other department or officer.

~~(6) She or he shall have under her or his special charge the supervision of the Police and Fire Departments, the Public Health Department, and all matters relating to the public welfare of the municipality.~~

[6] The Mayor shall supervise each public building of the municipality and each city park except in any municipality that has a park board, and the lighting of the streets, alleys, and public buildings of the municipality.

Commented [LS1]: Addition in the law 9-9-20

(7) The Mayor shall annually and from time to time give the Board of Commissioners information relative to the affairs of the municipality and shall recommend for the Board's of Commissioners' consideration any measure the Mayor deems expedient.

(B) Commissioner's responsibilities.

~~All matters not designated to the Mayor shall be assigned or apportioned as equally as may be between the Commissioners by resolution of the Board of Commissioners adopted by a majority vote at the first meeting of the Board of Commissioners in the month following the election each year.~~

**Commissioner of public safety in five-commissioner municipality.** If any municipality is governed by a board consisting of five commissioners, the commissioner of public safety shall supervise the police and fire departments and the departments' officers and employees. The commissioner of public safety is also in charge of animal control within the municipality, including animal impoundments and shelter.

**Commissioner of public works in five-commissioner municipality.** If a municipality is governed by a board consisting of five commissioners, the commissioner of public works shall supervise the streets, alleys, public grounds, and municipal improvements, and all public property, except as otherwise specially provided. The commissioner shall maintain the property in a clean and sanitary condition and enforce all contracts, rules, and regulations necessary.

**Commissioner of utilities in five-commissioner municipality.** If a municipality is governed by a board consisting of five commissioners, the commissioner of utilities shall supervise the construction, maintenance, and operation of the waterworks, sewerage, and any other utility departments of the municipality. The commissioner of utilities shall enforce all regulations with respect to that department and its revenue.

**Commissioner of finance and revenue in five-commissioner municipality.** If a municipality is governed by a board consisting of five commissioners, the commissioner of finance and revenue shall enforce all laws for the assessment and collection of taxes of every kind and collection of all revenues belonging to the municipality from whatever source derived. The finance and revenue commissioner shall examine into and keep the board informed on the finances of the municipality and its assets and property.

Commented [LS2]: Addition of roles

Statutory reference:

Related provisions, see SDCL §§ 9-9-20, 9-9-21, 9-9-22, 9-9-23, and 9-9-24.

Passed and adopted this \_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Melanie Torno, Mayor

ATTEST:

\_\_\_\_\_  
Stephany Baumeister, Finance Officer

VOTE:

Torno:

Kitzmiller:

Butler:

Hirsch:

Reade:

First Reading: June 15, 2023

Second Reading: July 6, 2023

Adoption:

Publication:

Effective:

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

Ordinance 2023-04

AN ORDINANCE AMENDING ORDINANCE TITLE III ADMINISTRATION, CHAPTER 32-  
ELECTIONS, SUBSECTION 32.04 – LOCAL CAMPAIGN FINANCE ORDINANCES

**§ 32.04 LOCAL CAMPAIGN FINANCE ORDINANCES.**

Any municipality may adopt an ordinance to meet the provisions of SDCL Chapter 12-27 with or without any amendments applicable to municipal elections. ~~Candidates are required to file campaign contributions and expenditure reports.~~

*Statutory reference:*

*For candidate's financial interest statements, see SDCL § ~~12-25-30~~ 12-27-39.*

*Related provisions, SDCL § 12-1-2.1*

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Melanie Torno, Mayor

ATTEST:

\_\_\_\_\_  
Stephany Baumeister, Finance Officer

VOTE:

Torno:

Kitzmiller:

Butler:

Hirsch:

Reade:

First Reading:

Second Reading:

Adoption:

Publication:

Effective:

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

**12-27-39. Application of campaign finance requirements.**

The provisions of this chapter apply to each statewide office, legislative office, statewide ballot question, county offices and ballot questions in counties with population greater than ten thousand according to the most recent Federal census, ballot questions in first class municipalities, and school district offices and ballot questions in school districts with more than two thousand average daily membership. Any municipal or school district election covered by this chapter shall conform to the contribution limits applicable to legislative offices. This chapter **does not apply** to the unified judicial system, nor does this chapter apply to any township or special purpose district offices or ballot questions or elections for municipal offices. However, the governing body of any county, township, **municipality**, school district, or special purpose district not otherwise covered by this chapter may adopt an ordinance or resolution to make the provisions of this chapter, with or without amendments, applicable to county, township, municipal, school district, or special purpose district elections.

**Source:** SL 2007, ch 80, § 39; SL 2012, ch 86, § 1; SL 2016, ch 79, § 1; SL 2017, ch 71, § 39.



Ordinance 2023-05

AN ORDINANCE AMENDING ORDINANCE TITLE XV LAND USAGE, CHAPTER 155-ZONING, SUBSECTION 155.180 – FENCES.

§ 155.180 FENCES.

Regulations regarding fences shall be as follows.

(A) The regulation of fences is intended to protect the public safety and welfare while maintaining the integrity of the community; providing privacy; buffering noise; and allowing adequate air, light, and vision.

(B) A building permit is required for all fences except for fences located in the Agricultural District.

(C) Fences not more than four feet in height may be located on any part of the lot except that such a fence may not be more than 30% solid where it is located within 30 feet of a street intersection, measuring along the property lines and connecting these two points by a straight line.

(D) (1) Fences not more than six feet in height may be erected on any part of a lot other than in the required front yard except for fences located in the Agricultural District which are exempt from the fence height requirements.

(2) The following are exceptions.

(a) On double frontage and corner lots used residentially, fences not more than six feet in height may be placed in one of the front yards, provided that the fence is placed from the rear building line to rear property line or portion thereof.

(b) The maximum fence height for golf courses, public swimming pools, school track and field areas, parks, and ballparks shall be eight feet on any portion of the lot. Fences associated with these uses shall not be more than 30% solid.

(c) The maximum fence height for public tennis courts or basketball courts shall be 12 feet and shall not be more than 30% solid on any portion of the lot.

(d) In all commercial and industrial zoning districts, fences not more than eight feet in height may be located on any part of a lot other than the required front yard setback, except when such lot is adjacent to a residential use.

(E) All boundary line fences shall be located entirely upon the private property of the person, firm, or corporation constructing or causing the construction of such fence unless the owner of the property adjoining agrees, in writing, that such fence may be erected on the division line of the respective properties. The Building Inspector or City Planner may require any applicant for a fence permit to cause to establish the boundary lines of her or his property by a survey thereof to be made by a registered land surveyor.

(F) (1) Every fence shall be constructed in a substantial, workmanlike manner and of substantial material reasonably suitable for the purpose for which the fence is proposed to be used. Every fence shall be maintained in a condition of reasonable repair and shall not be allowed to become and remain in a condition of disrepair or danger, or constitute a nuisance, public or private.

(2) Any such fence which is, or has become dangerous to the public safety, health, or welfare, is a public nuisance, ~~the Building Inspector~~ Code Enforcement is authorized to commence prior proceedings ~~in the municipal court~~ for the abatement thereof.

Commented [LS1]: Add Code Enforcement

(3) Link fences, wherever permitted, shall be constructed in such a manner that the barbed end is at the bottom of the fence and the knuckle end is at the top thereof.

(Ord. passed 2-3-2011, § 2.26.060; Ord. passed 2-16-2017)

Passed and adopted this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Melanie Torno, Mayor

ATTEST:

\_\_\_\_\_  
Stephany Baumeister, Finance Officer

VOTE:

Torno:

Kitzmilller:

Butler:

Hirsch:

Reade:

First Reading:

Second Reading:

Adoption:

Publication:

Effective:

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

**NOTICE FOR PUBLICATION**

**Ordinance 2023-06**

**AN ORDINANCE AMENDING ORDINANCE TITLE IX GENERAL REGULATIONS,  
CHAPTER 91- ANIMALS, SUBSECTION 91.024 -KENNELS.**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2023-06 Amending Title IX - Chapter 91, Subsection 91.024 – Kennels.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on July 6th, 2023 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

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

Dated this 15th day of June 2023.

City of Summerset

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

§ 91.024 KENNELS.

(A) License required. Any person owning, possession, keeping, or desiring to keep or maintain with the city a kennel composed of ~~three~~ four or more animals of any one species shall obtain from the city a license therefor before such kennel may be kept or maintained. For purpose of this provision, anyone keeping ~~three~~ four or more of any animal species shall be deemed to operate a kennel and shall comply with specifically all provisions of this chapter relating to and in addition to all requirements of this section.

(B) License fee for kennel. License or animal renewal inspection fee shall be \$25 per year. The Animal Control Officer shall do annual inspection and renewals.

**Commented [LS1]:** Would the Board like to change the fee. It has not been changed since 2010.

(C) License maintained. Every person desiring to obtain a kennel license provided for herein shall make application on a form by the city. Along with the application, the applicant shall also provide to the city the written consent of the majority of the persons of full age residing within 400 feet of the exterior boundaries of the premises where such kennel is proposed to be located and kept. The city's designee shall make a site inspection and submit in writing the site inspection report, application, and written consent to the Board of Commissioners. The report shall state the name and place where such kennel is to be located and the size of the kennel proposed to be kept. Then, upon payment of the license fee as herein provided and upon the approval of the Board of Commissioners, the license shall be issued. The approval of Board of Commissioners shall be conditional upon compliance with all applicable zoning laws, all provisions of this chapter relating to the keeping of animals generally, and all other properly promulgated rules and regulations of the state and the city relating to the keeping of animals.

(Ord. 33, passed 7-8-2010)



## **§ 91.024 KENNELS.**

(A) *License required.* Any person owning, possession, keeping, or desiring to keep or maintain with the city a kennel composed of three or more animals of any one species shall obtain from the city a license therefor before such kennel may be kept or maintained. For purpose of this provision, anyone keeping three or more of any animal species shall be deemed to operate a kennel and shall comply with specifically all provisions of this chapter relating to and in addition to all requirements of this section.

(B) *License fee for kennel.* License or animal renewal inspection fee shall be \$25 per year. The Animal Control Officer shall do annual inspection and renewals.

(C) *License maintained.* Every person desiring to obtain a kennel license provided for herein shall make application on a form by the city. Along with the application, the applicant shall also provide to the city the written consent of the majority of the persons of full age residing within 400 feet of the exterior boundaries of the premises where such kennel is proposed to be located and kept. The city's designee shall make a site inspection and submit in writing the site inspection report, application, and written consent to the Board of Commissioners. The report shall state the name and place where such kennel is to be located and the size of the kennel proposed to be kept. Then, upon payment of the license fee as herein provided and upon the approval of the Board of Commissioners, the license shall be issued. The approval of Board of Commissioners shall be conditional upon compliance with all applicable zoning laws, all provisions of this chapter relating to the keeping of animals generally, and all other properly promulgated rules and regulations of the state and the city relating to the keeping of animals.

(Ord. 33, passed 7-8-2010)

## **§ 91.027 NUMBER OF PETS LIMITED.**

It is unlawful for any person to have or to keep more than four domestic pets over the age of six months old, except birds or fish or indoor cats on any lot or premises in the city, unless such person residing in or on the premises has a valid kennel license issued by the city. The humane society, Veterinarian Officer, and retail pet stores are exempt from the provisions of this section.

(Ord. 33, passed 7-8-2010) Penalty, see § 91.999

**NOTICE FOR PUBLICATION**

**Ordinance 2023-07**

**AN ORDINANCE AMENDING ORDINANCE TITLE IX GENERAL REGULATIONS,**

**CHAPTER 91- ANIMALS, SUBSECTION 91.007 -DANGEROUS ANIMALS.**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2023-07 Amending Title IX - Chapter 91, Subsection 91.007 – Dangerous Animals.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on July 6th, 2023 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

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

Dated this 15th day of June 2023.

City of Summerset

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

§ 91.007 DANGEROUS ANIMALS.

(A) It shall be unlawful for any person to allow or maintain, run at large, or display in a crowded area within the city any animal of a venomous, vicious, ferocious, or dangerous habit, nature, or disposition. Any such found running at large within the city may be impounded or disposed of by the Animal Control Officer. All persons or organizations authorized by the city are excluded from this provision.

(B) An animal may be declared to be a vicious animal by the Police Chief under the following:

(1) An animal which, in a vicious or terrorizing manner, approaches in apparent attitude of attack, or bites, inflicts injury, assaults, or otherwise attacks a person or other animal upon any public ground or place;

(2) An animal which on private property in a vicious or terrifying manner approaches in apparent attitude of attack, or bites, inflicts injury, or otherwise attacks a person or other animal who is on private property by reason of permission of the owner or occupant of such property or who is on private property by reason of course of dealing with the owner or occupant of such property; or

(3) Any animal of a known propensity, tendency, or otherwise threaten the safety of human beings or animals.

(4) No animal may be declared vicious if the injury or damage is sustained to any person or animal who was tormenting, abusing, or assaulting the animal or who was trespassing on the property by committing or attempting to commit a crime.

(5) When the Police Chief declares an animal to be vicious, the officer shall notify the owner of such declaration in writing that such animal must be registered as a vicious animal. Said notice shall be served either in person or by mailing such notice by certified mail.

(C) The owner of an animal that has been declared vicious shall make application to Police Chief to register said vicious animal and shall comply with the following:

(1) Annually renew a vicious animal application at a fee of \$75 ~~and addition to the regular license;~~

(2) Maintain \$250,000 in liability insurance;

(3) The owner of the animal shall notify the Police Department of any changes in the following:

(a) Ownership of the animal;

(b) Name, address, and telephone number of a new owner;

(c) Address change of the owner or any change in where the animal is housed;

(d) Any change in the health status of the animal or death of the animal.

(4) If the animal is outdoors and attended, the animal shall be muzzled, on a leash no longer than four feet, and under the control of a person over the age of 18 years of age; and

(5) If the animal is outdoors and unattended, the animal must be locked in an escape-proof kennel approved by the city with the following conditions.

(a) Fencing material shall not have openings with a diameter of more than two inches.

(b) Any gates within such pen or structure shall be lockable and such design to prevent the entry of children or escape of the animal.

(c) The pen or structure shall have secure sides and top. If the pen or structure has no bottom secured to the sides, the sides shall be embedded in the ground or concrete.

(d) The pen or structure shall protect the animal from the elements.

(e) The pen or structure may be required to have a double exterior wall to prevent the insertion of fingers or other objects.

(f) A universal sign denoting a vicious animal shall be displayed on the pen or structure visible from the sidewalk/street.

(g) The kennel or structure shall be inspected annually by the Police Department. A fee of \$50 for the inspection will be responsibility of the owner.

(h) The owner of the animal shall present proof to the Police Department that the animal has been altered to prevent reproduction.

(I) The vicious animal shall be impounded at the owner's expense until such time as the provisions of this chapter are complied with.

~~{Ord. 33, passed 7-8-2010}~~ Penalty, see § 91.999

**NOTICE FOR PUBLICATION**

**Ordinance 2023-08**

**AN ORDINANCE AMENDING ORDINANCE TITLE IX GENERAL REGULATIONS,  
CHAPTER 92- HEALTH AND SANITATION; NUISANCES, SUBSECTION 92.019 -NOTICE OF  
REVIEW BY LEGAL AND FINANCE COMMITTEE.**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2023-08 Amending Title IX - Chapter 92, Subsection 92.019 – Review by Legal and Finance Committee. Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on July 6th, 2023 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

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

Dated this 15th day of June 2023.

City of Summerset

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

§ 92.019 NOTICE OF REVIEW BY LEGAL AND FINANCE COMMITTEE.

(A) Any person who disagrees with the determination of a violation by the Code Enforcement Coordinator or Code Enforcement Officer and/or agent shall have the right to have the Public Safety Commissioner review the decision.

(B) The process shall be as follows.

(1) An aggrieved person shall first file a written request for review with the Code Enforcement Coordinator setting forth the basis for which he or she believes the decision that a violation exists to be in error. The writing shall also include the person's name and mailing address.

(2) Upon receipt of the written request for review, the Code Enforcement Coordinator shall notify the Public Safety Commissioner.

(3) The Public Safety Commissioner shall have 30 days to review the case and give his or her decision in writing to the landowner.

{Ord. 1.90A, passed 5-15-2014}

**NOTICE FOR PUBLICATION**

**Ordinance 2023-09**

**AN ORDINANCE AMENDING ORDINANCE TITLE IX GENERAL REGULATIONS,  
CHAPTER 92- HEALTH AND SANITATION; NUISANCES, SUBSECTION 92.037 -NOTICE TO  
CUT VEGETATION**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2023-09 Amending Title IX - Chapter 92, Subsection 92.037 – Notice to Cut Vegetation.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on July 6th, 2023 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

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

Dated this 15th day of June 2023.

City of Summerset

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

§ 92.037 NOTICE TO CUT VEGETATION.

(A) The Code Enforcement Officer, at any time during the growing season, shall notify landowners in writing by certified mail or in person with a return of service. Upon service, the landowner shall have ten days in which to remove the violation, unless the city determines that a shorter period of time is necessary, in which case the notice shall so state.

(B) This notice shall, in addition, inform the landowner that she or he is required to keep all vegetation cut and in compliance with the city's ordinances throughout the growing season.

(C) After receiving the initial notice to cut any grass, overhanging limbs, weeds, trees, and the like, then landowner shall be required to abate any similar nuisance within five days of written notification. Nothing in this subchapter shall be construed as requiring the city to give subsequent notices and the city may proceed to abate similar nuisances without giving subsequent notices if cleaned appropriate in its discretion.

(D) Notices shall include the following information:

- (1) Landowner's name and address;
- (2) Address of property in violation;
- (3) Legal description of property;
- (4) Ordinance section violated;
- (5) Requirements of the ordinance; and
- (6) Required completion date.

(E) The landowner may appeal the case in writing to the Finance Officer ~~as stated in § 92.038 with one exception: the landowner must make said appeal within the time frame set for removal of the nuisance.~~ If the landowner fails to make a written appeal within this time frame, the nuisance may be abated as stated in § 92.038.

{Ord. 1.90A, passed 5-15-2014}



**NOTICE FOR PUBLICATION**

**Ordinance 2023-10**

**AN ORDINANCE AMENDING ORDINANCE TITLE IX GENERAL REGULATIONS,**

**CHAPTER 91- ANIMALS, 91.999 PENALTY.**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2023-10 Amending Title IX - Chapter 91, Subsection 91.999 – Penalty.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on July 6th, 2023 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

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

Dated this 15th day of June 2023.

City of Summerset

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

**NOTICE FOR PUBLICATION**

**Ordinance 2023-11**

**AN ORDINANCE AMENDING ORDINANCE TITLE IX GENERAL REGULATIONS,  
CHAPTER 93- INOPERABLE, ABANDONED VEHICLES, 93.01 DEFINITIONS.**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2023-11 Amending Title IX - Chapter 93, Subsection 93.01 – Definitions.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on July 6th, 2023 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

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

Dated this 15th day of June 2023.

City of Summerset

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

**NOTICE FOR PUBLICATION**

**Ordinance 2023-12**

**AN ORDINANCE AMENDING ORDINANCE TITLE I - GENERAL PROVISIONS,**

**CHAPTER 10- GENERAL PROVISIONS, 10.99 GENERAL PENALTY.**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2023-12 Amending Title I - Chapter 10, Subsection 10.99 – Definitions.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on July 6th, 2023 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

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

Dated this 15th day of June 2023.

City of Summerset

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

**NOTICE FOR PUBLICATION**

**Ordinance 2023-13**

**AN ORDINANCE AMENDING ORDINANCE TITLE IX - GENERAL REGULATIONS,  
CHAPTER 93- INOPERABLE ABANDONED VEHICLES, 93.02 STORING, PARKING, OR  
LEAVING VEHICLES AS A NUISANCE.**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2023-13 Amending Title IX - Chapter 93, Subsection 93.02 – Storing, Parking or Leaving Vehicles as a Nuisance.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on July 6th, 2023 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

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

Dated this 15th day of June 2023.

City of Summerset

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

**NOTICE FOR PUBLICATION**

**Ordinance 2023-14**

**AN ORDINANCE AMENDING ORDINANCE TITLE VII – TRAFFIC CODE, CHAPTER  
71- TRAFFIC REGULATIONS, SUBSECTION 71.085 STORAGE ON PUBLIC PROPERTY  
PROHIBITED**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2023-14 Amending Title VII - Chapter 71, Subsection 71.085 – Storage on Public Property Prohibited. Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on July 6th, 2023 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

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

Dated this 15th day of June 2023.

City of Summerset

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

**NOTICE FOR PUBLICATION**

**Ordinance 2023-15**

**AN ORDINANCE AMENDING ORDINANCE TITLE VII – TRAFFIC CODE, CHAPTER  
71- TRAFFIC REGULATIONS, SUBSECTION 71.999 PENALTY**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2023-15 Amending Title VII - Chapter 71, Subsection 71.999 – Penalty.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on July 6th, 2023 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

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

Dated this 15th day of June 2023.

City of Summerset

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



**Sales Quotation For:**

City of Summerset  
PO Box 783  
Summerset SD 57718-0783  
Lisa Schieffer  
+1 (605) 718-2164  
lschieffer@summerset.us

Quoted By:  
Quote Expiration:  
Quote Name:

Peter Dudley  
08/30/23  
Tyler Payments

**Tyler Fees per Transaction**

Description	Net Unit Price
Tyler One	
Payments	
ERP Pro Payments	\$ 0.00
ERP Pro powered by Incode	
ERP Pro 10 Customer Relationship Management Suite	
Interactive Voice Response	\$ 1.25
Notify	
Notifications for Utilities	\$ 0.10

### Third Party Software & Hardware

Description	Quantity	Unit Price	Extended Price	Annual
<b>Tyler One</b>				
Payments				
PCI Service Fee (Per Device)	1	\$ 0	\$ 0	\$ 180
Payments EMV Card Reader Purchase	1	\$ 529	\$ 529	\$ 0
<b>TOTAL:</b>			<b>\$ 529</b>	<b>\$ 180</b>

### Summary

Total Third Party Hardware, Software, Services

Total Tyler Services

**Summary Total**

**Contract Total**

One Time Fees  
\$ 529  
  
\$ 529  
\$ 709

Recurring Fees  
\$ 180  
  
\$ 180



#### Comments

- Work will be delivered remotely unless otherwise noted in this agreement.
  - Expenses associated with onsite services are invoiced as incurred according to Tyler's standard business travel policy.
- SaaS is considered a term of one year unless otherwise indicated.

Your use of Tyler Payments and any related items included on this order is subject to the terms found at:

<https://www.tyler tech.com/terms/payment-card-processing-agreement>. By signing this order or the agreement in which it is included, you agree you have read, understand, and agree to such terms. Please see attached Tyler Payments fee schedule.

Interactive Voice Response Solution for Utility Access-The payment packet is created in centralized cash collections. The IVR system gives the customer an account balance, the customer makes the payment by phone, and the account manager is updated with the payment record. NOTE: There is a \$1.25 per transaction fee associated with the IVR that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.

Notification for Utility Access (\$0.10 per call) includes Customer notification by phone (call late notices and general notifications). Call lists are automatically generated and the account is updated after the call. It includes a custom message for each call type and the call message can be in English or Spanish. It generates reports based on call results. Note: The Utility will be billed at the rate specified above for all the calls made. The Utility will be billed quarterly by Tyler Technologies for calls conducted.

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.

- Fees for hardware are invoiced upon delivery.

- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.

- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.

- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - o Implementation and other professional services fees shall be invoiced as delivered.

o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.

o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.

o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.

o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.

o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tvlertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ P.O.#: \_\_\_\_\_



Tyler Payments Fee Schedule	
Client Electronic Payment Costs If absorbing the transaction costs	
<u>Client Card Cost</u> – per card transaction with Visa, MasterCard, Discover, and American Express for transactions on top of bank and card brand fees  Applies to: <ul style="list-style-type: none"> <li>Utilities: Online and In Person</li> </ul>	0.70% + \$0.70
<u>Client eCheck Cost</u> – per electronic check transaction  Applies to: <ul style="list-style-type: none"> <li>Utilities: Online</li> </ul>	\$1.95
Miscellaneous Costs	
<u>Credit Card Chargebacks</u> – if a card payer disputes a transaction at the card issuing bank (e.g. stolen card)	\$15.00
<u>eCheck Rejects</u> – when an eCheck transaction comes back as declined (e.g. bounced check)	\$5.00
<u>Monthly Gateway Fee</u> – Per merchant account	\$10.00
<u>Annual PCI Compliance Fee</u> – Per merchant account	\$99 annually
<u>Card Terminal Purchase</u> – per device. Covers cost of PCI compliance, service, maintenance, real-time integration, and support. The device provided will be according to Tyler's discretion and inventory availability.	Payments EMV Card Reader Purchase: \$529 (one-time fee per device) Plus \$180 annual per device PCI service fee

(3 MIDs)

# APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of Summerset

7055 Leisure Lane

Summerset, SD 57718

FROM

CONTRACTOR:

RCS Construction, Inc

PO Box 9337

Rapid City, SD 57709

46-0418677

FED ID #

PROJECT:

Summerset WWTP Expansion

APPLICATION No.

PERIOD TO:

PROJECT NOS.:

REV #3

DISTRIBUTION TO:

OWNER

ARCHITECT

CONTRACTOR

ENGINEER

CONTRACT DATE:

HDR Engineering

703 Main St; Suite 200

Rapid City, SD 57701

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1 ORIGINAL CONTRACT SUM	\$ 10,322,000.00
2 Net Change by Change Orders	\$ -
3 CONTRACT SUM TO DATE (Line 1 +/- 2)	\$ 10,322,000.00
4 TOTAL COMPLETED & STORED TO DATE	\$ 2,075,750.00

(Column G on G703)

5 RETAINAGE on COMPLETED WORK:

10% Retainage

\$ 207,575.00

6 TOTAL EARNED LESS RETAINAGE

(Line 4 less Line 5 Total)

\$ 1,196,325.00

7 LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate)

\$ 671,850.00

8 CURRENT PAYMENT DUE

9 BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6)

\$ 8,453,825.00

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

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

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 payment shown herein is now due.

CONTRACTOR:

By: Re Andrew II Date: June 6, 2023

State of: South Dakota

County of: Pennington

Subscribed and sworn to before me this 6th day of June, 2023.

Notary Public: Caitlin O'Neil

My Commission expires: April 7, 2027

Payment of:

\$

671,850.00

(Line 8 or other - attach explanation of the other amount)

is recommended by:

(Engineer)

6/7/23

(Date)

Payment of:

\$

(Line 8 or other - attach explanation of the other amount)

is approved by:

(Owner)

(Date)

Approved by:

Funding or Financing Entity (if applicable)

(Date)



[illegible]

## **Disposition of Surplus Property**

**Motion** - The governing board of a political subdivision may sell, trade, loan, destroy, or otherwise dispose of any land, structures, equipment, or other property which the governing board has, by appropriate motion, determined is no longer necessary, useful, or suitable for the purpose for which it was acquired. No motion is required to sell, trade, loan, destroy, or otherwise dispose of consumable supplies, printed text, zoo animals, or subscriptions. (SDCL 6-13-1)

Whenever the board of county commissioners deems it advisable or whenever a written petition shall be presented to the board of county commissioners by the governing board of any city, town, school district or township requesting the sale of any real property over which such petitioner has taxing power, the board of county commissioners shall direct such real property to be offered for sale in accordance with SDCL 6-13. (SDCL 7-31-16)

**Municipalities** – It shall require a two-thirds vote of all the aldermen to sell any city property (SDCL 9-8-10). The two-thirds vote of all the commissioners elected is required to sell any city real property (SDCL 9-9-17)

**Appraisal** - After determining surplus property the governing board shall appoint three real property owners of the entity to appraise the value of such property. The appraisal shall be filed with the fiscal officer of the entity. The governing board may employ a person or persons licensed by the state to do fee appraisals in lieu of appointing three real property owners. (SDCL 6-13-2)

Any improvements on land shall be appraised separately from the land. Equipment or supplies which are to be traded for other property, property which is to be destroyed, property which is to be transferred to another political subdivision, property being sold which was created as result of an educational program in a school and property which is to be sold at public auction need not be appraised. (SDCL 6-13-3)

Appraisals or appraisal information and negotiation records concerning the purchase or sale, by a public body, of any interest in real or personal property are records that are not subject to inspection and copying as promulgated in SDCL 1-27-1, 1.1, and 1.3.

No governing board member, any officer of a county, municipality, township or school district, who has been elected or appointed, or real property owner acting as an appraiser may purchase the surplus property except at public auction. (SDCL 6-13-7)

Any surplus property appraised at \$500.00 or less or any animal owned by a municipality for a zoo may be sold by the governing board at a private or public sale without notice. (SDCL 6-13-4)

**Notice** - The governing board shall give notice of the sale of all surplus property, appraised in excess of \$500.00, by publishing a notice of such sale at least 10 days prior to the sale. Advertisement of the sale must be published at least twice prior to opening of sealed bids. The

first publication has to be in the entity's official newspaper; however, the second publication can be in any other newspaper in the state. Such notice shall describe the property to be sold and the time when bids will be opened. Property to be transferred to another political subdivision need not be advertised. (SDCL 6-13-4)

**Sealed Bids** - Sealed bids received on the surplus property shall be filed with the fiscal officer of the political subdivision and shall be opened at a governing board meeting at the time specified in the notice required by § 6-13-4, or the governing board may designate an official of the political subdivision and a witness to open all bids before the meeting of the governing board as specified in the notice required by § 6-13-4. The governing board may reject any and all bids. However, if the governing board accepts a bid, it must be the bid of the highest bidder. If no bids are received, the governing board may have the surplus property reappraised pursuant to 6-13-2, or may, within twelve months thereafter, sell the property at private sale for not less than ninety percent of the appraised value without further publication or appraisal. (SDCL 6-13-5)

If the property to be sold was created as a result of an educational program in a school, the school board may accept the highest bid or it may reject all bids and may sell the property at private sale without further publication. (SDCL 6-13-5)

**Auction** - In lieu of sealed bids the governing board may sell surplus property at auction. Such governing board shall advertise such auction by publication in the official newspaper for at least once each week for two consecutive weeks with the first publication no less than 10 days prior to the sale. The first publication has to be in the entity's official newspaper; however, the second publication can be in any other newspaper in the state. (SDCL 6-13-6, 6-13-4)

If a governing body sells real property by public auction or through a real estate broker, the governing body shall give notice of the sale of the real property and the appraised value of the real property from the appraisal report on file with the fiscal offices of the governing body as required by § 6-13-4. (SDCL 6-13-5.2)

**Proceeds of Sale** - All revenue accruing from the sale of surplus property shall be paid into the treasury of such political subdivision and credited, at the discretion of the governing board, to the general fund, to the fund in which such property was inventoried, or to the Capital Outlay Fund of a School District. (SDCL 6-13-8)

Property conveyed to a political subdivision by a railroad may be sold to the lessee of the property or, if there is no lessee, to the owner of the property abutting the property to be sold for not less than its appraised value. (SDCL 6-13-5.1)

**Real Estate Brokers** - In lieu of receiving sealed bids as required by this chapter, a school district, municipality, or county may sell real property at public auction or by listing the property with one or more licensed real estate brokers. The governing body may accept any offer through a real estate broker for purchase of real property. If a governing body sells real property by public auction or through a real estate broker, the governing body shall give notice of the sale of the real property and the appraised value of the real property from the appraisal report on file with the fiscal offices of the governing body as required by § 6-13-4. (SDCL 6-13-5.2)

**Installment Contract** - The governing board may sell any real property with a purchase price in excess of \$250.00 under an installment contract. The property may not be sold for less than 90% of the appraised value. Before the governing board may sell any real property under an installment contract it shall attempt to sell such property by sealed bids or by auction sale. The governing board shall determine the terms and conditions of the installment contract including the number of installments, date of payment and rate of interest. The purchaser may, at his option, pay the balance or any number of installments on any interest payment date. (SDCL 6-13-9)

Immediately upon the acceptance of the bid on the sale of real property the purchaser shall deposit the amount of the cash payment with the fiscal officer. The fiscal officer shall provide the purchaser with a receipt for such payment and retain a copy in his office. (SDCL 6-13-10)

At the first meeting of the governing board after a sale of surplus real property has been made the fiscal officer shall report the sale to the governing board. The governing board may refuse to approve the sale if the purchase price offered is, in the judgment of the board, less than the true and full value of the real property. If the sale is not approved, the fiscal officer shall return the purchaser's deposit. The purchaser shall surrender the receipt for such deposit. (SDCL 6-13-11)

If the governing board approves a sale of surplus real property and the full amount of the purchase price has been paid in cash, the board shall direct that a deed conveying such property be delivered to the purchaser. The deed shall be executed in the name of the chairman of the governing board and attested by the fiscal officer. The deed shall vest in the grantee or grantees all of the right, title and interest of the political subdivision in and to such real property so sold and every part thereof. (SDCL 6-13-12)

If the governing board approves a sale of surplus real property and less than the full amount of the purchase price is paid in cash and the remainder is to be paid in annual installments, the purchaser or purchasers shall be given a contract for deed covering such real property. The contract for deed shall be executed in the name of the chairman of the governing board and attested by the fiscal officer. The contract for deed shall state the political subdivision agrees to convey all of the right, title and interest of the political subdivision in and to such real property so sold and every part thereof upon the full performance thereof by the purchaser. The contract for deed shall contain a recital of terms of the sale, the amount of cash paid at the sale, the amount of each of the annual installments, the date of payment of such annual installments, and the rate of interest thereon. The contract for deed shall require the purchaser to make the payments of principal and interest in the amounts and at the times provided by SDCL 6-13-9. The contract for deed shall require that all taxes assessed and levied upon the real property shall be paid in full each year during the term of the contract and before the taxes become delinquent. The contract for deed shall provide that in case of default in the payment of any annual installment or interest or taxes assessed and levied, the governing board, at its option, may declare the contract at an end and proceed immediately to foreclose the deed. The contract for deed shall provide that all payments made prior to such default shall be retained by the political subdivision as liquidated damages. (SDCL 6-13-13)



**CITY OF SUMMERSET PLANNING AND ZONING BOARD  
REGULAR MEETING  
ONLINE ZOOM MEETING  
7055 LEISURE LANE  
TUESDAY, JANUARY 25th, 2022, 6:00 P.M.**

*Agenda*

- 1) **CALL MEETING TO ORDER**
- 2) **ROLL CALL**  
Hirsch, Kenrick, Hough, Martin and Oldfield.
- 3) **SWEARING IN OF CHAIRMAN BRODY OLDFIELD.**  
\*Mayor Torno will officiate the swearing in – Oath of Office
- 4) **SWEARING IN OF BOARD MEMBER CASEY KENRICK.**  
\*Chairman Brody Oldfield will officiate the swearing in – Oath of Office.
- 5) **CALL FOR CHANGES**  
Approval of the Agenda of the Regular Meeting of January 25, 2022, as presented or amended.
- 6) **CONSENT CALENDAR**  
Approval of the minutes of the regular meeting of December 28th, 2021, as presented or amended.
- 7) **HEARING FOR REZONING – KAELEM COURT**  
Summerset Subdivision Lots 1-12 of Lot E-1 of Lot E, Block 9, Section 36, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota.  
a/k/a Kaelem Ct. - Said property is zoned PD (Planned Development) and said petitioner requests the zoning to be changed to R1 (Single Family Residential).
  - 7A) OPEN PUBLIC HEARING
  - 7B) CLOSE PUBLIC HEARING
  - 7C) RECOMMENDATION TO THE BOARD OF COMMISSIONERS
- 8) **HEARING FOR REZONING – CITY OF SUMMERSET**  
Summerset Subdivision Lots AR, BR and C of Lot 1, Block 9, Section 36, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota. - Said property is zoned PD (Planned Development) and said petitioner requests the zoning to be changed to C1 (General Commercial).
  - 8A) OPEN PUBLIC HEARING
  - 8B) CLOSE PUBLIC HEARING
  - 8C) RECOMMENDATION TO THE BOARD OF COMMISSIONERS
- 9) **ROCKIRON ESTATES LAYOUT PLAN**
- 10) **SUN VALLEY PHASE 3 LAYOUT PLAN**
- 11) **ADJOURNMENT**

*Information regarding accessibility for the disabled may be obtained by calling the Summerset City Finance Officer at 605-718-9858. Individuals needing special accommodations are asked to call at least 48 hours prior to the meeting.*

City of Summerset is inviting you to a scheduled Zoom meeting.

Topic: City of Summerset's Zoom Meeting

Time: Jan 25, 2022 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83479032049?pwd=YjY2S3VhRHdaQThnRzZWZWRU5sZHZnUT09>

Meeting ID: 834 7903 2049

Passcode: 004418

One tap mobile

+16699009128,,83479032049#,,, \*004418# US (San Jose)

+12532158782,,83479032049#,,, \*004418# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 834 7903 2049

Passcode: 004418

Find your local number: <https://us02web.zoom.us/j/kdBYErPanR>

**OFFICIAL MINUTES  
SUMMERSET PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
7055 LEISURE LANE  
JANUARY 25, 2022 @ 6:00 P.M.**

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

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

**SWEARING IN OF CHAIRMAN BRODY OLDFIELD**

Mayor Melanie Torno officiated in the oath of office for Brody Oldfield.

**SWEARING IN OF BOARD MEMBER CASEY KENRICK**

Chairman Oldfield officiated in the oath of office for Casey Kenrick.

**CALL FOR CHANGES:** Motion by Hirsch, second by Martin to approve the agenda of the meeting for January 25<sup>th</sup>, 2022. Motion carried.

**CONSENT CALENDAR:** Motion by Kenrick, second by Martin to approve the minutes of the regular meeting of December 28th, 2021. Motion carried.

**HEARING FOR REZONING – KAELEM COURT**

Summerset Subdivision Lots 1-12 of Lot E-1 of Lot E, Block 9, Section 36, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota. a/k/a Kaelem Ct. - Said property is zoned PD (Planned Development) and said petitioner requests the zoning to be changed to R1 (Single Family Residential).

Motion by Kenrick, second by Hirsch, to open the public hearing. Motion carried.

Mayor Melanie Torno gave an overview of the property and stated that this is a clean-up measure that needed to be corrected to the right zoning district.

Motion by Martin, second by Kenrick, to close the public hearing. Motion carried.

Motion by Kenrick, second by Martin, to approve the recommendation of R1- Single Family Residential to the Board of Commissioners.

**HEARING FOR REZONING – CITY OF SUMMERSET**

Summerset Subdivision Lots AR, BR and C of Lot 1, Block 9, Section 36, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota. - Said property is zoned PD (Planned Development) and said petitioner requests the zoning to be changed to C1 (General Commercial).

Motion by Kenrick, second by Hirsch, to open the public hearing. Motion carried.

Mayor Melanie Torno gave an overview of the property and stated that this is a clean-up measure and was discovered when the City purchased the adjacent property. Torno stated that the three (3)

lots that the City owns, which City Hall sits on, were still zoned PD -Planned Development and need to be consistent with the rezoning into C-1 General Commercial.

Motion by Martin, second by Kenrick, to close the public hearing. Motion carried.  
Motion by Martin, second by Kenrick, to approve the recommendation of C-1- General Commercial to the Board of Commissioners.

#### **ROCKIRON ESTATES LAYOUT PLAN**

Lindsay Shagla, with HDR Engineering, went over the Layout Plan Review and discussed what the City would be looking at to conform to the ordinances/zoning regulations. Shagla did have questions regarding the intent of the developer.

Leah Berg, Civil Engineer/ACES, gave an overview of their plan and answered the questions that were on the Layout Plan Review.

It was determined that an additional meeting would be needed between the City and Leah Berg/ACES to make sure everyone is on the same page with the process and that more information is needed from the review, so both parties can continue to work together for an end goal.

#### **SUN VALLEY PHASE 3 LAYOUT PLAN**

Lindsay Shagla, with HDR Engineering, went over the Layout Plan Review which dealt with water, drainage, and the reason for extending Foley instead of Glenwood for the focus on ingress/egress.

Leah Berg, Civil Engineer/ACES, stated that they will be able to supply water through Diamond D. A drainage study will be done in the future and work would be on Foley as to keep Glenwood open for the expansion of the sewer treatment plant.

Discussions were had regarding the future platting and the possibility of right-of-way for an extension of Glenwood.

Further discussions will be had a future meeting between the two parties.

#### **ADJOURNMENT**

Motion by Martin, second by Hirsch, to adjourn the meeting at 6:47 p.m. Motion carried.

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Candace Sealey, Finance Officer

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Brody Oldfield, Chairman

Published once \_\_\_\_\_, 2022 at a cost of \$\_\_\_\_\_.

**CITY OF SUMMERSET PLANNING AND ZONING BOARD  
REGULAR MEETING  
ONLINE ZOOM MEETING  
7055 LEISURE LANE  
TUESDAY, MARCH 8, 2022, 6:00 P.M.**

*Agenda*

- 1) **CALL MEETING TO ORDER**
- 2) **ROLL CALL**  
Hirsch, Kenrick, Hough, Martin, and Oldfield.
- 3) **CALL FOR CHANGES**  
Approval of the Agenda of the Regular Meeting of March 8, 2022, as presented or amended.
- 4) **CONSENT CALENDAR**  
Approval of the minutes of the regular meeting of February 22, 2022, as presented or amended.
- 5) **DECLARATION OF EASEMENT – NEW LEAF LLC.**  
Tract 1A of Pine Hills Subdivision, Section 36, Township 3 North, Range 6 East, Black Hills, Meridian, City of Summerset, Meade County SD.
- 6) **HEARING – FENCE VARIANCE**  
Lots AR, BR, C and D of Lot 1, Block 9, Section 36, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County SD.  
  
6A) Motion to open the hearing.  
6B) Motion to close the hearing.  
6C) Recommendation to the City Commission
- 7) **HEARING ON REZONING – GOLLNICK – CANCELLED RESCHEDULED 3/22/2022**
- 8) **ADJOURNMENT**

*Information regarding accessibility for the disabled may be obtained by calling the Summerset City Finance Officer at 605-718-9858. Individuals needing special accommodations are asked to call at least 48 hours prior to the meeting.*

City of Summerset is inviting you to a scheduled Zoom meeting.

Topic: City of Summerset's Zoom Meeting  
Time: Mar 8, 2022 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/84121865918?pwd=QTF1ZDJSK2VwbGNrTVB5MDBwNHNmUT09>

Meeting ID: 841 2186 5918  
Passcode: 533147  
One tap mobile  
+13462487799,,84121865918#,,,533147# US (Houston)  
+16699009128,,84121865918#,,,533147# US (San Jose)

Dial by your location  
+1 346 248 7799 US (Houston)

**OFFICIAL MINUTES  
SUMMERSET PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
7055 LEISURE LANE  
MARCH 8th, 2022 @ 6:00 P.M.**

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

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

**CALL FOR CHANGES:** Motion by Kenrick, second by Martin to approve the agenda of the meeting for March 8th, 2022. Motion carried.

**CONSENT CALENDAR:** Motion by Hirsch, second by Kenrick to approve the minutes of the regular meeting of February 22nd, 2022. Motion carried.

**DECLARATION OF EASEMENT – NEW LEAF LLC.**

Tract 1A of Pine Hills Subdivision, Section 36, Township 3 North, Range 6 East, Black Hills, Meridian, City of Summerset, Meade County SD.

Motion by Martin, second by Hirsch, to approve the Declaration of Easement for New Leaf, LLC. Motion carried.

**HEARING – FENCE VARIANCE**

Lots AR, BR, C and D of Lot 1, Block 9, Section 36, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County SD.

Motion by Martin, second by Kenrick to open the hearing on the fence variance. Motion carried.

Mayor Melanie Torno gave a brief overview on the intentions of the City to put up an eight-foot (8') fence around the campus of City Hall. The ordinance states:

**155.180**

*(d) In all commercial and industrial zoning districts, fences not more than eight feet in height may be located on any part of a lot other than the required front yard setback, except when such lot is adjacent to a residential use.*

Torno explained that they would like to have a public meeting with the citizens regarding the connection of the fence to the residential area whether it be one continuous fence or a second layer of fencing.

Laurie Schlecht expressed her concerns about the continuous fence and the deer that usually passed through their yard, would be interrupted if there was an eight foot (8') continuous fence. Schlecht also expressed that an eight-foot (8') fence would obstruct their view.

The Board informed the public that though they understand the concerns regarding the deer flow through the area, that they would still find a way to get through to the other side to the park. The

Board also stated that the variance is for the difference in height. The City can still come in and put up a six-foot (6') fence and not need a variance.

Motion by Kenrick, second by Hirsch to close the hearing on the fence variance. Motion carried.

Motion by Kenrick, second by Martin to recommend approval of the fence variance. Motion carried.

**HEARING ON REZONING – GOLLNICK – CANCELLED RESCHEDULED 3/22/2022**

**ADJOURNMENT**

Motion by Martin, second by Kenrick, to adjourn the meeting at 6:25 p.m, Motion carried.

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Candace Sealey, Finance Officer

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Brody Oldfield, Chairman

Published once 3/12, 2022 at a cost of \$61.69.

**CITY OF SUMMERSET  
NOTICE OF PUBLIC HEARING  
LAND/ZONING DESIGNATION**

Notice is hereby given that the following petitioner has applied to the City of Summerset Planning and Zoning Board under the provisions of the City of Summerset Zoning Ordinance §155.357 - Rezoning as follows:

Current Zoning – AG Agriculture

Lot 2 of Lenlu Estates, Located in the SW1/4 & SW1/4SE1/4 of Section 24, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, SD.

Rezoning request: GI General Industrial

Applicant: Chad Gollnick

Notice is further given that said application will be heard and considered by the City of Summerset Planning and Zoning Commission at Summerset City Hall, 7055 Leisure Lane, Summerset, South Dakota at 6:00 p.m. on the 8th day of March 2022. At that time, any person, persons, or their attorney who are interested in the approval or rejection of said application may appear and be heard at said scheduled public hearing.

Dated this 17th day of February 2022.

Lisa Schieffer  
Summerset City Administrator

Published once 2/23/2022 at the cost of \$23.42.

*Cancelled*



**CITY OF SUMMERSET PLANNING AND ZONING BOARD  
REGULAR MEETING  
ONLINE ZOOM MEETING  
7055 LEISURE LANE  
TUESDAY, MARCH 22, 2022, 6:00 P.M.**

*Agenda*

- 1) **CALL MEETING TO ORDER**
- 2) **ROLL CALL**  
Hirsch, Kenrick, Hough, Martin, and Oldfield.
- 3) **CALL FOR CHANGES**  
Approval of the Agenda of the Regular Meeting of March 22, 2022, as presented or amended.
- 4) **CONSENT CALENDAR**  
Approval of the minutes of the regular meeting of March 8, 2022, as presented or amended.
- 5) **HEARING ON REZONING – GOLLNICK**  
  
5A) **Motion** to open the hearing.  
  
5B) **Motion** to close the hearing.  
  
5C) **Motion** for recommendation to the Board of Commissioners.
- 6) **ADJOURNMENT**

*Information regarding accessibility for the disabled may be obtained by calling the Summerset City Finance Officer at 605-718-9858. Individuals needing special accommodations are asked to call at least 48 hours prior to the meeting.*

City of Summerset is inviting you to a scheduled Zoom meeting.  
Topic: City of Summerset's Zoom Meeting  
Time: Mar 22, 2022 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting  
<https://us02web.zoom.us/j/85827516413?pwd=MXZyNnlTOEdqSDczT2dZNFY2ZDhFZz09>

Meeting ID: 858 2751 6413  
Passcode: 107568  
One tap mobile  
+13462487799,,85827516413#,,,\*107568# US (Houston)  
+16699009128,,85827516413#,,,\*107568# US (San Jose)

Dial by your location  
+1 346 248 7799 US (Houston)  
+1 669 900 9128 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 312 626 6799 US (Chicago)  
+1 646 558 8656 US (New York)  
+1 301 715 8592 US (Washington DC)  
Meeting ID: 858 2751 6413  
Passcode: 107568  
Find your local number: <https://us02web.zoom.us/j/kpaZ0IM5J>

**OFFICIAL MINUTES  
SUMMERSET PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
7055 LEISURE LANE  
MARCH 22nd, 2022 @ 6:00 P.M.**

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

**ROLL CALL:** Brody Oldfield, Dustin Hirsch, Mike Martin, John Hough, and Casey Kenrick were present. Also present was Mayor Melanie Torno, Attorney Talbot Wieczorek and Lindsay Shagla, HDR Engineering.

**CALL FOR CHANGES:** Motion by Kenrick, second by Hirsch to approve the agenda of the meeting for March 22nd, 2022. Motion carried.

**CONSENT CALENDAR:** Motion by Kenrick, second by Martin to approve the minutes of the regular meeting of March 8th, 2022. Motion carried.

**HEARING ON REZONING – GOLLNICK**

Motion by Kenrick, second by Martin to open the hearing. Motion carried.

Leah Berg addressed the Planning and Zoning Board that this was the first step in the process of rezoning the property located along Stage Stop Road from AG (agricultural) to GI (general industrial) and then proceed to platting.

Attorney Talbot Wieczorek stated that he felt that at this time they could not rezone it general industrial. Under the amendment section of the ordinance it states that it cannot be in conflict with the Summerset City Comprehensive Plan. On the Comprehensive Plan the property in question is showing commercial. Wieczorek went on to state the procedure in which it would take to rezone the property.

Motion by Martin, second by Hirsch to close the hearing. Motion carried.

Motion by Kenrick, second by Martin to deny the request for rezoning from agricultural to general industrial. Motion carried.

**ADJOURNMENT**

Motion by Kenrick, second by Martin, to adjourn the meeting at 6:28 p.m. Motion carried.

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Candace Sealey, Finance Officer

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Brody Oldfield, Chairman

Published once 4/2/2022 at a cost of \$41.13.

**CITY OF SUMMERSET  
NOTICE OF PUBLIC HEARING  
LAND/ZONING DESIGNATION**

Notice is hereby given that the following petitioner has applied to the City of Summerset Planning and Zoning Board under the provisions of the City of Summerset Zoning Ordinance §155.357 - Rezoning as follows:

Current Zoning – AG Agriculture

Lot 2 of Lenlu Estates, Located in the SW1/4 & SW1/4SE1/4 of Section 24, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, SD.

Rezoning request: GI General Industrial

Applicant: Chad Gollnick

Notice is further given that said application will be heard and considered by the City of Summerset Planning and Zoning Commission at Summerset City Hall, 7055 Leisure Lane, Summerset, South Dakota at 6:00 p.m. on the 22nd day of March 2022. At that time, any person, persons, or their attorney who are interested in the approval or rejection of said application may appear and be heard at said scheduled public hearing.

Dated this 28th day of February 2022.

Lisa Schieffer  
Summerset City Administrator

Published once 3/3/2022 at the cost of \$23.99.

**CITY OF SUMMERSET PLANNING AND ZONING BOARD**  
**REGULAR MEETING**  
**ONLINE ZOOM MEETING**  
**7055 LEISURE LANE**  
**TUESDAY, APRIL 26, 2022, 6:00 P.M.**

*Agenda*

- 1) **CALL MEETING TO ORDER**
- 2) **ROLL CALL**  
Hirsch, Kenrick, Hough, Martin, and Oldfield.
- 3) **CALL FOR CHANGES**  
Approval of the Agenda of the Regular Meeting of April 26th, 2022, as presented or amended.
- 4) **CONSENT CALENDAR**  
Approval of the minutes of the regular meeting of April 12, 2022, as presented or amended.
- 5) **GOLLNICK REZONING – GENERAL COMMERCIAL**  
Lot 2 of Lenlu Estates, Located in the SW1/4 & SW1/4SE1/4 of Section 24, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, SD.  
  
5A) Open Public Hearing  
  
5B) Close Public Hearing  
  
5C) Recommendation (Approve, Deny, or Table)
- 6) **JUSTIN RUDLAND – FINAL PLAT**  
Plat of Lots 1 thru 10 of Summerset Meadows Estates, Formerly Tract 2 of Richardson Subdivision. Located in the SW1/4 of Section 31, Township 3 North, Range 7 East, Black Hills Meridian, City of Summerset, Meade County, SD.  
  
6A) Motion to open discussion.  
  
6B) Motion to close discussion.  
  
6C) Recommendation (Approve, Deny, or Table)
- 7) **INDEPENENCE PROPERTIES, INC. – PRELIMINARY/FINAL PLAT**  
Plat of Lots 1 thru 3 of Block 6 of Summerset USA, (formerly the future Block 6 of Summerset USA) located in the NW1/4 of the SE1/4 of the NW1/4 of Section 25, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County SD.  
  
7A) Recommendation (Approve, Deny or Table)
- 8) **CROPLEY RV PARK – PRELIMINARY PLAT**  
Preliminary Plat of Lots 1 and 2 of Cropley Subdivision, formerly Lot N Revised, Located in the NW1/4SE1/4 of Section 6, Township 2 North, Range 7 East, Black Hills Meridian, Meade County SD.  
  
8A) Recommendation (Approve, Deny or Table)
- 9) **ADJOURNMENT**

*Information regarding accessibility for the disabled may be obtained by calling the Summerset City Finance Officer at 605-718-9858. Individuals needing special accommodations are asked to call at least 48 hours prior to the meeting.*

City of Summerset is inviting you to a scheduled Zoom meeting.

Topic: City of Summerset's Zoom Meeting

Time: Apr 26, 2022 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83486565779?pwd=bXdISXhhVHFhbXd3QnZ3cXBGd2NnQT09>

Meeting ID: 834 8656 5779

Passcode: 250540

One tap mobile

+13462487799,,83486565779#,,,,\*250540# US (Houston)

+16699009128,,83486565779#,,,,\*250540# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 834 8656 5779

Passcode: 250540

Find your local number: <https://us02web.zoom.us/u/kck7FF7ULA>

**OFFICIAL MINUTES  
SUMMERSET PLANNING AND ZONING COMMISSION  
REGULAR MEETING  
7055 LEISURE LANE  
APRIL 26, 2022 @ 6:00 P.M.**

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

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

**CALL FOR CHANGES:** Motion by Martin, second by Hirsch to approve the agenda of the meeting for April 26th, 2022. Motion carried.

**CONSENT CALENDAR:** Motion by Hirsch, second by Kenrick to approve the minutes of the regular meeting of April 12th, 2022. Motion carried.

**GOLLNICK REZONING – GENERAL COMMERCIAL**

Lot 2 of Lenlu Estates, Located in the SW1/4 & SW1/4SE1/4 of Section 24, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, SD.

Motion by Martin, second by Kenrick, to open the public hearing. Motion carried.

Leah Berg, representing Chad Gollnick, stated that they are asking to have the property rezoned from Agricultural to General Commercial. They will be doing future planning and platting and if at that time they need to come before the Board for a conditional use permit, they will do so.

Attorney Talbot Wiczorek, representing the City of Summerset, stated that originally they had asked for rezoning to General Industrial and that did not follow the City's Comprehensive Plan for that area. That application was denied, and reference was made to rezone to General Commercial with the possibility of a conditional use permit depending on what type of building/business would be going in there.

Motion by Martin, second by Hirsch, to close the public hearing. Motion carried.

Motion made by Kenrick, second by Martin, to recommend to the Board of Commissioners approval of the application for rezoning to General Commercial. Motion carried.

**JUSTIN RUDLAND – FINAL PLAT**

Plat of Lots 1 thru 10 of Summerset Meadows Estates, Formerly Tract 2 of Richardson Subdivision. Located in the SW1/4 of Section 31, Township 3 North, Range 7 East, Black Hills Meridian, City of Summerset, Meade County, SD.

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

Justin Rudland along with Shanon Vasknetz from Baseline Surveying informed the Board that their latest plat of 4/22/2022 alleviated the road issue by making Lot 9 and Lot 10 flagpole lots. The County via email has sent confirmation on the shared approaches. The geotechnical testing has been done and completed. Discussion was had regarding the possibility of the future owners

on Lots 9 and 10 getting into a dispute regarding the road. Rudland stated that there is enough space with the flagpole lots for vehicles on each side of the property line to go through. Maintenance of the road on Lots 9 and 10 was discussed. The Board asked if an agreement could be written ahead of time for all future owners regarding the maintenance on the same.

Discussion ensued regarding city services and a turnaround for the garbage truck as requested by the City Public Works Director. Options were discussed of whether to go to Meade County and get approval for a turn around to be built or if something could be worked out between Rudland and the Summerset Public Works Department.

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

Motion by Martin, second by Kenrick, to recommend to the Board of Commissioners approval of the final plat contingent upon a maintenance agreement being drafted on Lots 9 and 10, and contingent upon a turnaround area for the Public Works Department to provide city services. Motion carried.

**INDEPENCE PROPERTIES, INC. – PRELIMINARY/FINAL PLAT**

Plat of Lots 1 thru 3 of Block 6 of Summerset USA, (formerly the future Block 6 of Summerset USA) located in the NW1/4 of the SE1/4 of the NW1/4 of Section 25, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County SD.

Motion by Martin, second by Kenrick, to recommend approval to the Board of Commissioners. Motion carried.

**CROPLEY RV PARK – PRELIMINARY PLAT**

Motion by Hirsch, second by Martin, to table the matter until May 10<sup>th</sup>. Motion carried

**ADJOURNMENT**

Motion by Kenrick, second by Hirsch, to adjourn the meeting at 6:40 p.m. Motion carried.

\_\_\_\_\_  
Candace Sealey, Finance Officer

\_\_\_\_\_  
Brody Oldfield, Chairman

Published once \_\_\_\_\_ at a cost of \$ \_\_\_\_\_.

Save &  
Close

Title

Meeting - Lindsay, Mayor &amp; Leah



Start time

Thu 2/10/2022



9:00 AM

☐ All day

Time zones

End time

Thu 2/10/2022



10:00 AM

☐ Make Recurring

Location

City hall



## Lisa Schieffer

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**From:** lberg@proacesinc.com  
**Sent:** Wednesday, April 27, 2022 11:07 AM  
**To:** Lisa Schieffer  
**Subject:** Gollnick Property | Next Steps Check in

Hi Lisa,

Following the recommendation for approval from P&Z for the rezone, I just want to make sure I understand the next steps so we can continue moving forward.

For the Rezone the next steps are:

First Reading Ord. – Commission	May 5 <sup>th</sup>
Second Reading Ord. – Commission	May 19 <sup>th</sup>

My question is, can we submit the Conditional Use application on Friday May 6<sup>th</sup>, if and when the Rezone passes the first reading of ordinance in order to get on the P&Z Agenda for May 24<sup>th</sup> for the public hearing?

Let me know what you think. I am just trying to figure out how we can save some time in the process of these steps.

Thank you!

**Leah M. Berg, P.E.**  
Civil Engineer / President



Affordably Creative Engineering Services, Inc  
324 St. Joseph St, Suite 200  
Rapid City, SD 57701  
Fax 605-716-1144  
Phone 605-716-4646  
Cell 605-545-1120  
[LBerg@proacesinc.com](mailto:LBerg@proacesinc.com)

## Lisa Schieffer

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**From:** lberg@proacesinc.com  
**Sent:** Friday, May 6, 2022 12:34 PM  
**To:** Lisa Schieffer  
**Subject:** RE: Add proof from RC Journal

Lisa,

I have been informed by the property Owner, Chad Gollnick that he has been approached on the parcel that has been requested to be rezoned. The Owner would like to place the rezone request from Ag to C1 on hold at this time.

I understand that it has been posted in the paper as of today but at the May 19<sup>th</sup> meeting, we are requesting that it be continued/put on-hold/ or how ever the City needs to pause the process because the Owner does not want to finalize the rezone of the parcel: Lot 2 of Lenlu Estates, Located in the SW1/4 & SW1/4SE1/4 of Section 24, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, SD, at this current time due to the new status of the parcel.

Thank you,

**Leah M. Berg, P.E.**  
Civil Engineer / President



Affordably Creative Engineering Services, Inc  
324 St. Joseph St, Suite 200  
Rapid City, SD 57701  
Fax 605-716-1144  
Phone 605-716-4646  
Cell 605-545-1120  
[LBerg@proacesinc.com](mailto:LBerg@proacesinc.com)

**From:** Lisa Schieffer <lschieffer@CityofSummerset.onmicrosoft.com>  
**Sent:** Monday, May 2, 2022 1:33 PM  
**To:** lberg@proacesinc.com  
**Subject:** Add proof from RC Journal

For your records. Thanks!

*Lisa Schieffer*  
*Summerset City Administrator*  
7055 Leisure Lane  
Summerset SD  
(605) 718-2189

# NOVEMBER 2022 CITY ADMINISTRATOR REPORT

## ECONOMIC DEVELOPMENT

- Visited with D. Hill from Qi Community of possibility of building event center in Summerset.
- Renewed property listings in Summerset area for economic development.
- Visited with J. Weldon ICMA on needs of Summerset for economic growth.

## GRANTS

- Reviewed Federal Highway Administration Grant.
- Researched Grants.Gov for transportation grants.
- Received call from P. Huizenga from SDDOT regarding potential grants for connector road.
- Denied the Forestry Service Grant for \$2500.00 for training.

## PLANNING & ZONING

- Visited with T. Wieczorek regarding C. Gollnick property on Cpt. Soelzer.
- Meeting with HDR-L. Shagla, C. Robinson, M. Torno, J. Ambrose & A. Kayl regarding future planning and infrastructure.
- J. Scull dropped off plans for RCS Storage- review of the same for building permit.
- Occupancy Permit sent to BH Golf Cars.
- Visited with G. Sundby via telephone who is appraising Exit 48 for SDDOT and had questions on zoning and TIFs. *11/2 Grace Sundby called my office had questions. She is doing appraisal for SDDOT on Gollnick property @ Exit 48*
- Visited with L. Shagla regarding preliminary plat submitted on Cpt. Soelzer property.
- Visited with T. Clark regarding refund for erosion control on BH Golf Cars.
- Talked to A. Moreno regarding process of the city surplus of property.
- Checked IBC 100C code tables for updates.
- Applied for new address with Meade County on Liberty for RCS Storage.
- Visited with S. Delbridge on future projects and inspections.
- Visited with CAT Construction on fence permit.
- Sent HDR Review to L. Berg on Gollnick Property.
- Attended one (1) Planning & Zoning meeting.
- Visited with J. Hanson regarding open storage @ Infinity.
- Received preliminary plat from M. Cotton. Forwarded the same to HDR for review.
- Visited with L. Shagla on two preliminary plats, other items needed and reviewed.
- Received updates to drawings on RCS Storage. Sent to HDR to review. Needs variance.
- Researched annexation paperwork.
- Visited with M. Cotton and additional items needed from Brosz Engineering.
- Received revised preliminary plat and four (4) variances from L. Berg.

## REVENUE/EXPENDITURE REPORT

Page: 1

6/1/2023

3:26 pm

City of Summerset

For the Period: 1/1/2023 to 5/31/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 101 - General Fund</b>							
Revenues							
Dept: 0000							
3111 Current Year Property Tax	718,614.00	718,614.00	363,341.09	317,227.27	0.00	355,272.91	50.6
3112 Current Year Minus 1 Prop Tax	10,000.00	10,000.00	1,361.95	138.87	0.00	8,638.05	13.6
3131 Sales Tax Revenue	900,000.00	900,000.00	392,526.18	69,843.97	0.00	507,473.82	43.6
3140 GrossReceipts&BusTax-Utilities	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
3190 Penalties&Interest/DelinqTax	0.00	0.00	177.80	18.96	0.00	-177.80	0.0
3206 Erosion Control Deposit Fee	0.00	0.00	-4,000.00	0.00	0.00	4,000.00	0.0
3207 Building Permits Revenue	50,000.00	50,000.00	40,032.61	850.00	0.00	9,967.39	80.1
3209 Grading Permit Revenue	0.00	0.00	391.00	391.00	0.00	-391.00	0.0
3212 Business/Contractor License	4,000.00	4,000.00	4,625.00	700.00	0.00	-625.00	115.6
3213 Sign Permit Revenue	0.00	0.00	529.00	150.00	0.00	-529.00	0.0
3214 Plat Fee Revenue	6,000.00	6,000.00	3,980.00	0.00	0.00	2,020.00	66.3
3215 Waiver/Variance Fee Revenue	0.00	0.00	300.00	300.00	0.00	-300.00	0.0
3218 Conditional Use Permit	0.00	0.00	975.00	300.00	0.00	-975.00	0.0
3239 Vendor License	0.00	0.00	450.00	450.00	0.00	-450.00	0.0
3240 Fence Permit Fee Revenue	500.00	500.00	150.00	0.00	0.00	350.00	30.0
3310 Federal Grants	125,000.00	125,000.00	0.00	0.00	0.00	125,000.00	0.0
3321 Malt Beverage Revenue	1,800.00	1,800.00	1,800.00	0.00	0.00	0.00	100.0
3322 Liquor License Revenue	6,100.00	6,100.00	0.00	0.00	0.00	6,100.00	0.0
3323 Lottery Machine Revenue	1,400.00	1,400.00	1,000.00	0.00	0.00	400.00	71.4
3349 State Grants	13,000.00	13,000.00	38,878.65	2,500.00	0.00	-25,878.65	299.1
3353 Liquor Reversion	12,000.00	12,000.00	10,050.52	0.00	0.00	1,949.48	83.8
3354 Motor Vehicle License 5%	29,000.00	29,000.00	11,997.80	1,311.93	0.00	17,002.20	41.4
3381 City Road Revenue	1,310.00	1,310.00	0.00	0.00	0.00	1,310.00	0.0
3389 Other County Revenue	0.00	0.00	6,274.24	4,448.93	0.00	-6,274.24	0.0
3441 Refuse Collection Charges	180,000.00	180,000.00	64,281.88	343.24	0.00	115,718.12	35.7
3610 Interest Revenue	250.00	250.00	982.64	0.00	0.00	-732.64	393.1
3635 Street Lights Fee Revenue	3,250.00	3,250.00	0.00	0.00	0.00	3,250.00	0.0
3640 Code Enf Assmnt Fee Revenue	0.00	0.00	600.00	0.00	0.00	-600.00	0.0
3670 Contributions and Donations	0.00	0.00	2,000.00	2,000.00	0.00	-2,000.00	0.0
3690 Other Revenue	371,034.00	371,034.00	21,101.84	3,550.55	0.00	349,932.16	5.7
3691 Cable Television Franchise Fee	16,800.00	16,800.00	5,972.38	1,359.79	0.00	10,827.62	35.5
Dept: 0000	2,453,058.00	2,453,058.00	969,779.58	405,884.51	0.00	1,483,278.42	39.5
Revenues	2,453,058.00	2,453,058.00	969,779.58	405,884.51	0.00	1,483,278.42	39.5
Expenditures							
Dept: 4110 Commission Expenses							
4110 Wage Expense	28,000.00	28,000.00	11,083.27	1,749.99	0.00	16,916.73	39.6
4120 PR Tax Expense	2,142.00	2,142.00	803.34	133.89	0.00	1,338.66	37.5
4210 Other Ins Expense	500.00	500.00	140.65	80.00	0.00	359.35	28.1
4230 Publishing Exp	3,000.00	3,000.00	4,382.47	975.07	0.00	-1,382.47	146.1
4260 Supply/Material Exp	200.00	200.00	175.00	41.15	0.00	25.00	87.5
4270 Travel/Conf Expense	100.00	100.00	0.00	0.00	0.00	100.00	0.0
4281 Phone	2,400.00	2,400.00	900.00	150.00	0.00	1,500.00	37.5
4290 Other Expense	500.00	500.00	11.50	0.00	0.00	488.50	2.3
Commission Expenses	36,842.00	36,842.00	17,496.23	3,130.10	0.00	19,345.77	47.5
Dept: 4115 Contingency Expense							
4415 Contingency Expense	160,794.00	160,794.00	0.00	0.00	0.00	160,794.00	0.0
Contingency Expense	160,794.00	160,794.00	0.00	0.00	0.00	160,794.00	0.0
Dept: 4120 Mayoral Expense							
4110 Wage Expense	23,000.00	23,000.00	9,583.35	1,916.67	0.00	13,416.65	41.7
4120 PR Tax Expense	1,760.00	1,760.00	1,048.90	462.42	0.00	711.10	59.6
4210 Other Ins Expense	100.00	100.00	20.00	20.00	0.00	80.00	20.0
4220 Prof Fees Expense	800.00	800.00	200.00	0.00	0.00	600.00	25.0
4260 Supply/Material Exp	50.00	50.00	42.43	0.00	0.00	7.57	84.9
4270 Travel/Conf Expense	100.00	100.00	207.95	0.00	0.00	-107.95	208.0
4281 Phone	600.00	600.00	250.00	50.00	0.00	350.00	41.7

## REVENUE/EXPENDITURE REPORT

Page: 2

6/1/2023

3:26 pm

City of Summerset

For the Period: 1/1/2023 to 5/31/2023

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

Encumb. YTD

UnencBal % Bud

**Fund: 101 - General Fund****Expenditures**

Dept: 4120 Mayoral Expense

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
4290 Other Expense	1,500.00	1,500.00	362.50	0.00	0.00	1,137.50	24.2

Mayoral Expense

	27,910.00	27,910.00	11,715.13	2,449.09	0.00	16,194.87	42.0
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Dept: 4130 Election Expense

4110 Wage Expense	600.00	600.00	0.00	0.00	0.00	600.00	0.0
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4220 Prof Fees Expense	0.00	0.00	700.00	0.00	0.00	-700.00	0.0
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4230 Publishing Exp	200.00	200.00	295.59	165.35	0.00	-95.59	147.8
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4260 Supply/Material Exp	100.00	100.00	185.20	0.00	0.00	-85.20	185.2
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4270 Travel/Conf Expense	50.00	50.00	0.00	0.00	0.00	50.00	0.0
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4290 Other Expense	50.00	50.00	0.00	0.00	0.00	50.00	0.0
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Election Expense

	1,000.00	1,000.00	1,180.79	165.35	0.00	-180.79	118.1
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Dept: 4140 Finance Office Expense

4110 Wage Expense	56,574.00	56,574.00	24,288.50	5,405.35	0.00	32,285.50	42.9
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4115 Wage Expense - Hourly	19,474.00	19,474.00	3,135.29	1,132.97	0.00	16,338.71	16.1
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4116 Admin Wages	35,721.00	35,721.00	15,743.71	3,450.78	0.00	19,977.29	44.1
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4120 PR Tax Expense	8,550.00	8,550.00	3,146.68	729.06	0.00	5,403.32	36.8
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4130 SDRS Expense	6,706.00	6,706.00	2,590.06	599.35	0.00	4,115.94	38.6
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4140 Workers Comp Expense	800.00	800.00	0.00	0.00	0.00	800.00	0.0
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4170 Med Ins Expense	22,444.00	22,444.00	11,532.23	1,056.53	0.00	10,911.77	51.4
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4210 Other Ins Expense	4,000.00	4,000.00	4,469.58	0.00	0.00	-469.58	111.7
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4215 Postage	700.00	700.00	260.40	0.00	0.00	439.60	37.2
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4220 Prof Fees Expense	25,140.00	25,140.00	7,076.43	2,287.50	0.00	18,063.57	28.1
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4230 Publishing Exp	500.00	500.00	399.60	0.00	0.00	100.40	79.9
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4250 Repair/Maint Expense	500.00	500.00	0.00	0.00	0.00	500.00	0.0
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4260 Supply/Material Exp	3,500.00	3,500.00	3,340.30	285.47	0.00	159.70	95.4
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4261 Auto Expense	200.00	200.00	159.63	0.00	0.00	40.37	79.8
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4270 Travel/Conf Expense	5,000.00	5,000.00	878.55	224.00	0.00	4,121.45	17.6
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4281 Phone	1,800.00	1,800.00	600.00	100.00	0.00	1,200.00	33.3
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4290 Other Expense	3,250.00	3,250.00	2,165.15	0.00	0.00	1,084.85	66.6
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4340 Equip Expense	1,800.00	1,800.00	0.00	0.00	0.00	1,800.00	0.0
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Finance Office Expense

	196,659.00	196,659.00	79,786.11	15,271.01	0.00	116,872.89	40.6
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Dept: 4141 City Attorney Expense

4220 Prof Fees Expense	25,000.00	25,000.00	24,710.00	2,297.50	0.00	290.00	98.8
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City Attorney Expense

	25,000.00	25,000.00	24,710.00	2,297.50	0.00	290.00	98.8
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Dept: 4192 General Government Buildings

4210 Other Ins Expense	3,500.00	3,500.00	4,351.12	0.00	0.00	-851.12	124.3
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4220 Prof Fees Expense	18,450.00	18,450.00	30,707.52	4,874.49	0.00	-12,257.52	166.4
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4250 Repair/Maint Expense	4,940.00	4,940.00	3,476.25	637.89	0.00	1,463.75	70.4
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4260 Supply/Material Exp	1,000.00	1,000.00	1,018.74	0.00	0.00	-18.74	101.9
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4280 Utility Expense	12,600.00	12,600.00	6,573.65	1,262.28	0.00	6,026.35	52.2
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4281 Phone	13,440.00	13,440.00	5,620.89	1,125.64	0.00	7,819.11	41.8
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4290 Other Expense	30,000.00	30,000.00	216.09	0.00	0.00	29,783.91	0.7
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4340 Equip Expense	72,775.00	72,775.00	29,058.20	6,717.15	0.00	43,716.80	39.9
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General Government Buildings

	156,705.00	156,705.00	81,022.46	14,617.45	0.00	75,682.54	51.7
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Dept: 4196 City Engineer Expense

4220 Prof Fees Expense	25,000.00	25,000.00	19,631.77	4,031.05	0.00	5,368.23	78.5
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City Engineer Expense

	25,000.00	25,000.00	19,631.77	4,031.05	0.00	5,368.23	78.5
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Dept: 4210 Law Enforcement

4110 Wage Expense	66,927.00	66,927.00	41,441.49	6,308.09	0.00	25,485.51	61.9
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4115 Wage Expense - Hourly	286,835.00	286,835.00	144,488.49	32,259.04	0.00	142,346.51	50.4
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4117 Safety Grant Wages	21,133.00	21,133.00	2,831.37	253.00	0.00	18,301.63	13.4
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4118 Other Wages	25,105.00	25,105.00	8,146.05	114.00	0.00	16,958.95	32.4
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4120 PR Tax Expense	30,795.00	30,795.00	14,589.05	2,634.07	0.00	16,205.95	47.4
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4130 SDRS Expense	29,399.00	29,399.00	12,915.09	2,691.45	0.00	16,483.91	43.9
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## REVENUE/EXPENDITURE REPORT

Page: 3  
6/1/2023  
3:26 pm

City of Summerset

For the Period: 1/1/2023 to 5/31/2023

	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 101 - General Fund</b>							
<b>Expenditures</b>							
Dept: 4210 Law Enforcement							
4140 Workers Comp Expense	10,420.00	10,420.00	0.00	0.00	0.00	10,420.00	0.0
4170 Med Ins Expense	86,393.00	86,393.00	23,673.80	5,584.21	0.00	62,719.20	27.4
4210 Other Ins Expense	23,000.00	23,000.00	20,715.54	0.00	0.00	2,284.46	90.1
4215 Postage	400.00	400.00	214.85	17.25	0.00	185.15	53.7
4220 Prof Fees Expense	22,140.00	22,140.00	1,379.28	0.00	0.00	20,760.72	6.2
4250 Repair/Maint Expense	15,000.00	15,000.00	4,585.48	109.06	0.00	10,414.52	30.6
4260 Supply/Material Exp	3,500.00	3,500.00	1,048.57	264.85	0.00	2,451.43	30.0
4261 Auto Expense	36,000.00	36,000.00	8,448.10	47.45	0.00	27,551.90	23.5
4270 Travel/Conf Expense	2,000.00	2,000.00	1,659.35	185.35	0.00	340.65	83.0
4273 Training Expense	4,000.00	4,000.00	1,332.00	0.00	0.00	2,668.00	33.3
4280 Utility Expense	0.00	0.00	312.73	0.00	0.00	-312.73	0.0
4281 Phone	7,158.00	7,158.00	1,483.90	576.56	0.00	5,674.10	20.7
4282 Dispatch Expense	32,000.00	32,000.00	10,267.57	3,777.89	0.00	21,732.43	32.1
4285 Uniform Expense	6,400.00	6,400.00	3,788.13	0.00	0.00	2,611.87	59.2
4290 Other Expense	8,440.00	8,440.00	7,285.56	138.68	0.00	1,154.44	86.3
4340 Equip Expense	114,166.00	114,166.00	118,007.76	265.90	0.00	-3,841.76	103.4
Law Enforcement	831,211.00	831,211.00	428,614.16	55,226.85	0.00	402,596.84	51.6
Dept: 4220 Fire Department Expense							
4290 Other Expense	35,257.00	35,257.00	31,114.43	0.00	0.00	4,142.57	88.3
Fire Department Expense	35,257.00	35,257.00	31,114.43	0.00	0.00	4,142.57	88.3
Dept: 4232 Proactive Inspection Admin							
4232 Building Inspection Expense	7,500.00	7,500.00	220.00	220.00	0.00	7,280.00	2.9
4290 Other Expense	500.00	500.00	106.05	30.45	0.00	393.95	21.2
Proactive Inspection Admin	8,000.00	8,000.00	326.05	250.45	0.00	7,673.95	4.1
Dept: 4310 Street Expense							
4115 Wage Expense - Hourly	150,656.00	150,656.00	65,814.88	13,163.66	0.00	84,841.12	43.7
4120 PR Tax Expense	11,525.00	11,525.00	4,688.91	937.87	0.00	6,836.09	40.7
4130 SDRS Expense	6,248.00	6,248.00	3,948.90	789.83	0.00	2,299.10	63.2
4140 Workers Comp Expense	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
4170 Med Ins Expense	38,809.00	38,809.00	12,704.45	2,542.09	0.00	26,104.55	32.7
4210 Other Ins Expense	12,000.00	12,000.00	14,935.48	0.00	0.00	-2,935.48	124.5
4220 Prof Fees Expense	26,000.00	26,000.00	6,036.95	0.00	0.00	19,963.05	23.2
4230 Publishing Exp	300.00	300.00	192.59	0.00	0.00	107.41	64.2
4250 Repair/Maint Expense	480,000.00	480,000.00	98,018.50	1,080.84	0.00	381,981.50	20.4
4251 Street Snow Removal	30,000.00	30,000.00	20,561.07	0.00	0.00	9,438.93	68.5
4253 Landscape&Mowing Expense	6,000.00	6,000.00	193.30	0.00	0.00	5,806.70	3.2
4255 Street Light Repair	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
4260 Supply/Material Exp	44,500.00	44,500.00	7,455.56	2,596.04	0.00	37,044.44	16.8
4261 Auto Expense	15,500.00	15,500.00	811.11	102.20	0.00	14,688.89	5.2
4280 Utility Expense	21,000.00	21,000.00	9,686.79	2,791.89	0.00	11,313.21	46.1
4281 Phone	1,800.00	1,800.00	750.00	150.00	0.00	1,050.00	41.7
4290 Other Expense	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.0
4340 Equip Expense	250,000.00	250,000.00	250,084.53	969.53	0.00	-84.53	100.0
Street Expense	1,126,338.00	1,126,338.00	495,883.02	25,123.95	0.00	630,454.98	44.0
Dept: 4320 Code Enforcement & Sanitation							
4115 Wage Expense - Hourly	16,952.00	16,952.00	0.00	0.00	0.00	16,952.00	0.0
4120 PR Tax Expense	1,297.00	1,297.00	0.00	0.00	0.00	1,297.00	0.0
4215 Postage	1,500.00	1,500.00	537.23	0.00	0.00	962.77	35.8
4250 Repair/Maint Expense	15,000.00	15,000.00	6,520.86	774.77	0.00	8,479.14	43.5
4260 Supply/Material Exp	48,000.00	48,000.00	34,749.73	1,554.38	0.00	13,250.27	72.4
4273 Training Expense	7,000.00	7,000.00	6,428.53	2,308.08	0.00	571.47	91.8
4290 Other Expense	25,000.00	25,000.00	18,543.02	6,026.95	0.00	6,456.98	74.2
4323 Solid Waste Collection	70,000.00	70,000.00	21,325.66	4,297.23	0.00	48,674.34	30.5
4340 Equip Expense	12,000.00	12,000.00	1,920.00	0.00	0.00	10,080.00	16.0

## REVENUE/EXPENDITURE REPORT

Page: 4

6/1/2023

3:26 pm

City of Summerset

For the Period: 1/1/2023 to 5/31/2023

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

Encumb. YTD

UnencBal % Bud

**Fund: 101 - General Fund**

## Expenditures

Code Enforcement & Sanitation	196,749.00	196,749.00	90,025.03	14,961.41	0.00	106,723.97	45.8
Dept: 4410 Animal Control Dept							
4335 Humane Society	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Animal Control Dept	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.0
Dept: 4520 Parks and Recreation							
4210 Other Ins Expense	500.00	500.00	328.79	0.00	0.00	171.21	65.8
4250 Repair/Maint Expense	10,000.00	10,000.00	60.00	0.00	0.00	9,940.00	0.6
4253 Landscape&Mowing Expense	600.00	600.00	0.00	0.00	0.00	600.00	0.0
4260 Supply/Material Exp	8,500.00	8,500.00	0.00	0.00	0.00	8,500.00	0.0
4280 Utility Expense	600.00	600.00	315.00	98.09	0.00	285.00	52.5
4290 Other Expense	5,800.00	5,800.00	0.00	0.00	0.00	5,800.00	0.0
Parks and Recreation	26,000.00	26,000.00	703.79	98.09	0.00	25,296.21	2.7
Dept: 4652 P & Z Expense							
4110 Wage Expense	9,000.00	9,000.00	2,625.00	225.00	0.00	6,375.00	29.2
4120 PR Tax Expense	689.00	689.00	200.80	17.22	0.00	488.20	29.1
4210 Other Ins Expense	200.00	200.00	60.64	0.00	0.00	139.36	30.3
4215 Postage	600.00	600.00	0.00	0.00	0.00	600.00	0.0
4220 Prof Fees Expense	5,000.00	5,000.00	2,236.94	211.94	0.00	2,763.06	44.7
4230 Publishing Exp	3,000.00	3,000.00	2,487.45	313.37	0.00	512.55	82.9
4260 Supply/Material Exp	250.00	250.00	8.50	0.00	0.00	241.50	3.4
4270 Travel/Conf Expense	0.00	0.00	2,000.00	0.00	0.00	-2,000.00	0.0
4290 Other Expense	500.00	500.00	225.00	150.00	0.00	275.00	45.0
P & Z Expense	19,239.00	19,239.00	9,844.33	917.53	0.00	9,394.67	51.2
Dept: 4900 Miscellaneous							
4990 Miscellaneous	0.00	0.00	900.00	900.00	0.00	-900.00	0.0
Miscellaneous	0.00	0.00	900.00	900.00	0.00	-900.00	0.0
Expenditures	2,873,704.00	2,873,704.00	1,292,953.30	139,439.83	0.00	1,580,750.70	45.0

**Fund: 211 - Liquor, Lodging and Dining**

## Revenues

Dept: 0000							
3132 Bed & Booze Tax	24,378.00	24,378.00	19,582.89	3,903.15	0.00	4,795.11	80.3
3349 State Grants	0.00	0.00	245.44	245.44	0.00	-245.44	0.0

Dept: 0000	24,378.00	24,378.00	19,828.33	4,148.59	0.00	4,549.67	81.3
Revenues	24,378.00	24,378.00	19,828.33	4,148.59	0.00	4,549.67	81.3

## Expenditures

Dept: 4650 Economic Development Expense							
4116 Admin Wages	17,861.00	17,861.00	7,872.00	1,725.59	0.00	9,989.00	44.1
4120 PR Tax Expense	1,366.00	1,366.00	595.61	130.68	0.00	770.39	43.6
4130 SDRS Expense	1,072.00	1,072.00	472.33	103.54	0.00	599.67	44.1
4170 Med Ins Expense	2,499.00	2,499.00	1,082.90	216.68	0.00	1,416.10	43.3
4270 Travel/Conf Expense	1,580.00	1,580.00	0.00	0.00	0.00	1,580.00	0.0

Economic Development Expense	24,378.00	24,378.00	10,022.84	2,176.49	0.00	14,355.16	41.1
Expenditures	24,378.00	24,378.00	10,022.84	2,176.49	0.00	14,355.16	41.1

**Fund: 302 - USDA/TIF #1 Fund**

## Revenues

Dept: 0000							
3110 TIF Tax Revenue	500,000.00	500,000.00	348,560.82	311,443.62	0.00	151,439.18	69.7

## REVENUE/EXPENDITURE REPORT

Page: 5  
6/1/2023  
3:26 pm

City of Summerset

For the Period: 1/1/2023 to 5/31/2023	Original Bud.	Amended Bud.	YTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
<b>Fund: 302 - USDA/TIF #1 Fund</b>							
Revenues							
Dept: 0000							
3610 Interest Revenue	600.00	600.00	633.27	0.00	0.00	-33.27	105.5
Dept: 0000	500,600.00	500,600.00	349,194.09	311,443.62	0.00	151,405.91	69.8
Revenues	500,600.00	500,600.00	349,194.09	311,443.62	0.00	151,405.91	69.8
Expenditures							
Dept: 4700 Swr Debt Service							
4420 Debt Service Expense	500,600.00	500,600.00	0.00	0.00	0.00	500,600.00	0.0
Swr Debt Service	500,600.00	500,600.00	0.00	0.00	0.00	500,600.00	0.0
Expenditures	500,600.00	500,600.00	0.00	0.00	0.00	500,600.00	0.0
<b>Fund: 305 - USDA/TIF #2 Fund</b>							
Revenues							
Dept: 0000							
3110 TIF Tax Revenue	0.00	0.00	98,826.30	92,873.85	0.00	-98,826.30	0.0
Dept: 0000	0.00	0.00	98,826.30	92,873.85	0.00	-98,826.30	0.0
Revenues	0.00	0.00	98,826.30	92,873.85	0.00	-98,826.30	0.0
<b>Fund: 502 - Improvement Projects</b>							
Revenues							
Dept: 3900 Grant Funds							
3914 Grant Funds	0.00	0.00	279,421.00	0.00	0.00	-279,421.00	0.0
Grant Funds	0.00	0.00	279,421.00	0.00	0.00	-279,421.00	0.0
Revenues	0.00	0.00	279,421.00	0.00	0.00	-279,421.00	0.0
Expenditures							
Dept: 4850 Capital Outlay							
4850 Construction Costs	0.00	0.00	1,196,325.00	441,225.00	0.00	-1,196,325.00	0.0
Capital Outlay	0.00	0.00	1,196,325.00	441,225.00	0.00	-1,196,325.00	0.0
Expenditures	0.00	0.00	1,196,325.00	441,225.00	0.00	-1,196,325.00	0.0
<b>Fund: 604 - Sanitary Sewer Fund</b>							
Revenues							
Dept: 0000							
3211 Sewer Tap Fees	4,500.00	4,500.00	6,000.00	0.00	0.00	-1,500.00	133.3
3610 Interest Revenue	0.00	0.00	54.00	0.00	0.00	-54.00	0.0
3630 sewer late fees	10,000.00	10,000.00	3,888.13	949.30	0.00	6,111.87	38.9
3631 NSF fees	0.00	0.00	-60.00	-30.00	0.00	60.00	0.0
3810 Swr Residential Charge	383,616.00	383,616.00	133,700.60	52.24	0.00	249,915.40	34.9
3820 Swr Commercial Revenue	52,800.00	52,800.00	14,582.16	0.00	0.00	38,217.84	27.6
3830 Swr Pine Hills Revenue	49,680.00	49,680.00	16,560.00	0.00	0.00	33,120.00	33.3
3840 Swr Stagebarn San Dist Rev	77,711.00	77,711.00	25,903.80	0.00	0.00	51,807.20	33.3
3850 Swr Maintenance Charge	47,952.00	47,952.00	18,768.39	-3.92	0.00	29,183.61	39.1
3860 Swr Debt Reserve Fee	31,200.00	31,200.00	10,743.24	-1.79	0.00	20,456.76	34.4
3865 CWSRF Surcharge	97,360.00	97,360.00	36,619.02	-6.19	0.00	60,740.98	37.6
3870 Swr Late Fees	0.00	0.00	-15.00	0.00	0.00	15.00	0.0
3880 Swr Misc Revenue	100.00	100.00	113.40	6.30	0.00	-13.40	113.4
Dept: 0000	754,919.00	754,919.00	266,857.74	965.94	0.00	488,061.26	35.3



## REVENUE/EXPENDITURE REPORT

Page: 6

6/1/2023

3:26 pm

City of Summerset

For the Period: 1/1/2023 to 5/31/2023

Original Bud.

Amended Bud.

YTD Actual

CURR MTH

Encumb. YTD

UnencBal % Bud

## Fund: 604 - Sanitary Sewer Fund

Revenues	754,919.00	754,919.00	266,857.74	965.94	0.00	488,061.26	35.3
Expenditures							
Dept: 4000 General Expense							
4110 Wage Expense	67,570.00	67,570.00	28,637.62	5,748.81	0.00	38,932.38	42.4
4113 Sewer City Admin Wages	17,861.00	17,861.00	7,872.00	1,725.59	0.00	9,989.00	44.1
4115 Wage Expense - Hourly	41,113.00	41,113.00	18,331.06	4,612.49	0.00	22,781.94	44.6
4116 Admin Wages	19,474.00	19,474.00	2,002.32	0.00	0.00	17,471.68	10.3
4120 PR Tax Expense	11,170.00	11,170.00	3,953.32	849.41	0.00	7,216.68	35.4
4130 SDRS Expense	8,761.00	8,761.00	3,410.58	725.21	0.00	5,350.42	38.9
4140 Workers Comp Expense	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0
4170 Med Ins Expense	40,273.00	40,273.00	16,325.19	3,468.51	0.00	23,947.81	40.5
4210 Other Ins Expense	10,000.00	10,000.00	12,246.10	0.00	0.00	-2,246.10	122.5
4213 Collection&Filing Fees	500.00	500.00	0.00	0.00	0.00	500.00	0.0
4215 Postage	4,500.00	4,500.00	2,000.00	0.00	0.00	2,500.00	44.4
4220 Prof Fees Expense	4,650.00	4,650.00	59,918.49	7,725.97	0.00	-55,268.49	1288.6
4230 Publishing Exp	0.00	0.00	281.04	0.00	0.00	-281.04	0.0
4250 Repair/Maint Expense	94,500.00	94,500.00	157,489.26	1,713.60	0.00	-62,989.26	166.7
4260 Supply/Material Exp	15,000.00	15,000.00	2,465.58	335.03	0.00	12,534.42	16.4
4261 Auto Expense	5,000.00	5,000.00	3,400.94	0.00	0.00	1,599.06	68.0
4262 Tesing Expense	3,000.00	3,000.00	1,252.50	175.50	0.00	1,747.50	41.8
4263 Chemicals and Lab Supplies	5,000.00	5,000.00	10,381.27	2,045.71	0.00	-5,381.27	207.6
4264 Permits/Penalties	3,000.00	3,000.00	2,500.00	0.00	0.00	500.00	83.3
4270 Travel/Conf Expense	1,000.00	1,000.00	160.00	160.00	0.00	840.00	16.0
4280 Utility Expense	72,000.00	72,000.00	32,432.92	8,571.65	0.00	39,567.08	45.0
4281 Phone	4,200.00	4,200.00	1,000.00	100.00	0.00	3,200.00	23.8
4290 Other Expense	1,000.00	1,000.00	500.00	0.00	0.00	500.00	50.0
4300 Capital Expense	410,000.00	410,000.00	24,503.78	20,804.45	0.00	385,496.22	6.0
4340 Equip Expense	30,000.00	30,000.00	17,461.26	0.00	0.00	12,538.74	58.2
General Expense	871,572.00	871,572.00	408,525.23	58,761.93	0.00	463,046.77	46.9
Dept: 4700 Swr Debt Service							
4710 Swr SRF Principal	0.00	0.00	41,352.50	41,352.50	0.00	-41,352.50	0.0
4712 Swr SRF Interest	99,903.00	99,903.00	8,599.04	8,599.04	0.00	91,303.96	8.6
Swr Debt Service	99,903.00	99,903.00	49,951.54	49,951.54	0.00	49,951.46	50.0
Expenditures	971,475.00	971,475.00	458,476.77	108,713.47	0.00	512,998.23	47.2
Grand Total Net Effect:	-637,202.00	-637,202.00	-973,870.87	123,761.72	0.00	336,668.87	

CITY OFFICES WILL BE CLOSED MONDAY, JUNE 19<sup>TH</sup>, 2023

# JUNETEENTH

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## FREEDOM DAY



# How might WE build our community together?

Join us for a  
conversation!

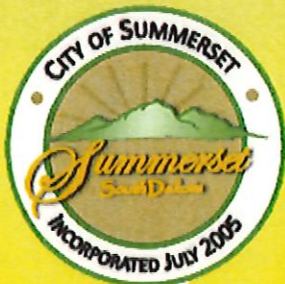
Summerset City Hall  
7055 Leisure Lane  
Summerset, SD

Tuesday, June 20, 2023  
5:30 PM - 7:30 PM

Refreshments will be provided.

The City of Summerset in partnership with the Sturgis Economic Development Corp. want to discuss and bring consensus around the activities/priorities that would benefit the Summerset Community.

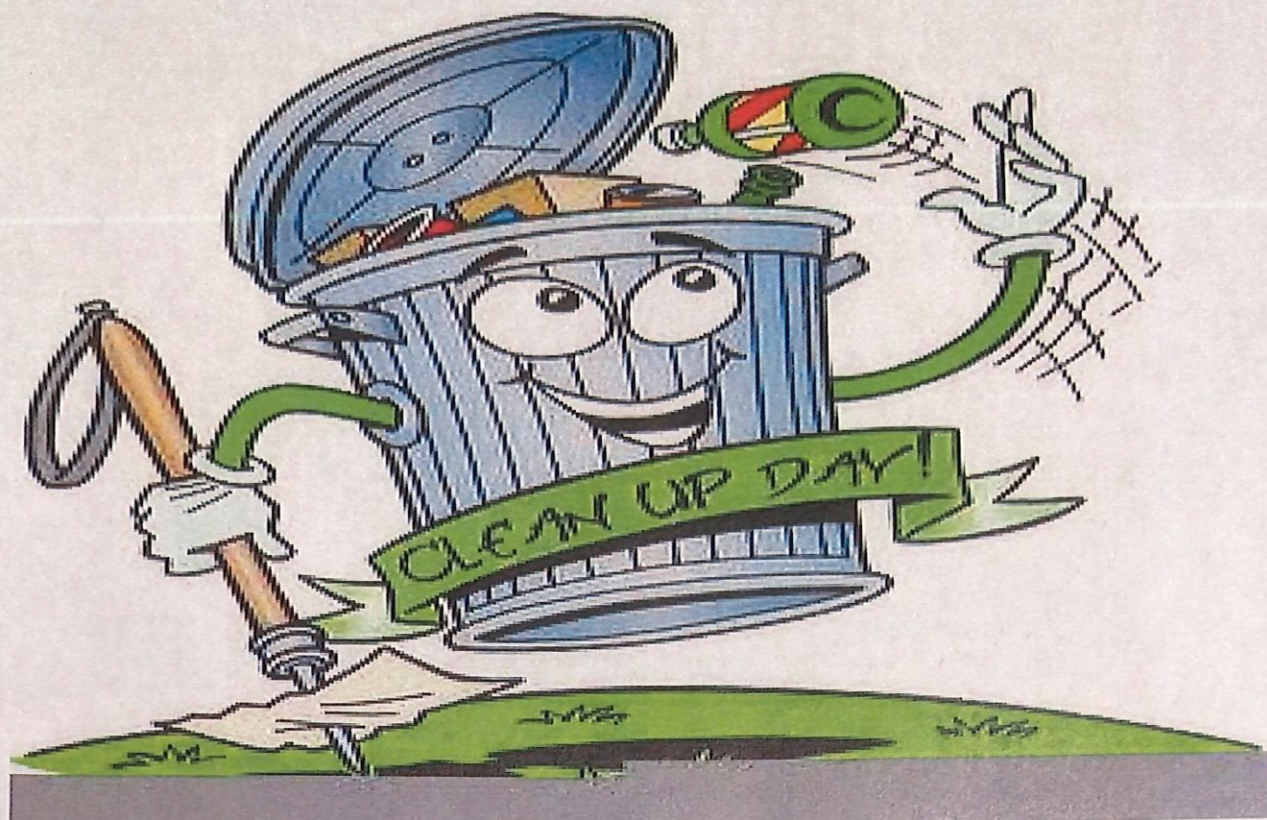
Your ideas and voice will help inform the Summerset City Commission.



Please contact  
Lisa Schieffer at  
605-718-2189  
with questions.







## CITY OF SUMMERSET CITY-WIDE CLEAN UP 2023

**JUNE 23<sup>rd</sup> & 24<sup>th</sup>, 2023**

7:30 a.m. to 3:00 p.m.

Location: End of Leisure Lane – Take a right on Recreational Drive

Please be sure to bring a valid ID or Summerset Utility Bill to show proof of residency.

Tires and any appliances that use refrigerate **WILL NOT BE ALLOWED**. In addition, please have any gas or oil out of small engines.