

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY DECEMBER 5, 2019 6:00 P.M.**

Mayor Lutz called the Regular Meeting to order at 6:00 p.m. Commissioners Hirsch, McCoy and Butler were present. Commissioner Kitzmiller was absent. Also present was the City Attorney, City Finance Officer and the City Administrator.

Mayor Lutz led the Pledge of Allegiance.

Motion by Hirsch, second by McCoy to approve the agenda for December 5, 2019. Motion carried

Motion by Butler, second by Hirsch to approve the November 21, 2019 Minutes as presented. Motion carried.

APPROVAL OF CLAIMS

Motion by McCoy, second by Hirsch to approve the claims and hand checks in the amount of \$96,060.60, from November 22, 2019 through December 5, 2019 as amended. Motion carried.

A&B BUSINESS SOLUTIONS	Professional Services	136.02
ALLEN, DON	Cell Phone Allowance	50.00
AMBROSE, JONATHAN	Cell Phone Allowance	50.00
ANDERSON, DAN	Cell Phone Allowance	50.00
BROWN'S SMALL ENGINE	WWTP Snow Blower	1,151.20
BUTLER, DAVE	Cell Phone Allowance	50.00
DAKOTA PUMP, INC	WWTP Repairs	387.76
DELTA DENTAL	Insurance Expense	352.30
FIRST INTERSTATE BANK	Govt Building Expense	4,911.76
FIRST INTERSTATE BANK	LE Auto Expense	855.74
FOR MOTOR CREDIT	LE Auto Expense	1,479.21
GOLDEN WEST TECHNOLOGIES	Professional Services	1,515.50
GREENAPSIS	Govt Repairs	260.00
HARMON, LONNIE	Cell Phone Allowance	50.00
HAWKINS INC	WWTP Supplies	202.00
HEALTH POOL OF SD	Insurance Expense	5,777.61
HIRSCH, CLYDE	Cell Phone Allowance	50.00
JUSO, COLTON	Cell Phone Allowance	50.00
KIEFFER SANITATION	Sanitation Expense	27,429.08
KITZMILLER, MICHAEL	Cell Phone Allowance	50.00
LUTZ, BRYCE	Cell Phone Allowance	50.00
MASTERCARD	General Expenses	3,273.95
MBFS USA LLC	Street Auto Expense	3,068.32
MEADE CO REG OF DEEDS	Plat Expense	90.00
MEGAN KERNER	WWTP Deposit Refund	50.24
MID-AMERICAN RESEARCH	WWTP Supplies	784.76
PALMER, BRANDY	Cell Phone Allowance	50.00
STEPHANIE MCCOY	Cell Phone Allowance	50.00
TANNER FENENGA	Cell Phone Allowance	50.00
TARGET	Cops w/Kids	3805.00
TAYLOR, JUSTIN	Cell Phone Allowance	50.00
TYLER TECHNOLOGIES	Professional Services	4,417.93
USPS	WWTP Postage	1,000.00
WELLS FARGO FINANCIAL	Street Auto Expense	1,079.30
WESTERN COMMUNICATIONS	LE Auto Supplies	25.00
Payroll:		
LE		12,229.12
FINANCE OFFICE		8,630.16
WWTP		3,130.73
COMMISSION		2,477.83
STREETS		3,306.14

UTILITY BILLING ADJUSTMENTS

Motion by Butler, second by McCoy to approve utility billing adjustments of \$508.58 for the period of November 1, 2019-November 30,2019. Motion carried.

ORDINANCE TSO 2019-01

Motion by McCoy, second by Butler to approve Ordinance TSO 2019-01. An Ordinance to zone Lot HG revised of Shadowland Ranch Subdivision in Tract 6 of the SW ¼ of Section 25 in Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota, and

Lot I of Shadowland Ranch Subdivision, in Tract 3 of NW1/4 of Section 36 all in T3N, R6E, BHM, City of Summerset, Meade County, SD. From Not Zone to Single Family Residential. Roll call vote. All ayes.

LIQUOR LICENSES

Motion by Butler, second by Hirsch to approve the renewal of a Retail On-Sale Convention Liquor License #CL-15417 for 2019 with Sunday Sales and Six Video Lottery Terminals, from Stagebarn Lodging, 7900 Stagestop Rd., Summerset, SD 57718, at Lot 9, 24-3-6, Stagestop Subdivision, City of Summerset, Meade County, South Dakota, and

7900 Stagestop Rd., Summerset, SD 57718, at Sub Lot B of LW-1 24-3-6, Stagestop Subdivision, City of Summerset, Meade County, South Dakota. Motion carried.

RESOLUTION 2019-19

RESOLUTION 2019-18

A RESOLUTION SETTING CERTAIN FEES AND CHARGES FOR SERVICES PROVIDED BY THE CITY OF SUMMERSET FOR 2020

BE IT RESOLVED that the following schedule of rates shall be effective as of January 1, 2020 for the following services provided by the City of Summerset.

DESCRIPTION OF FEE:	AMOUNT OF FEE:
Adult Orientated Business License Application Annual License Additional Fees	\$500 \$300 \$50\Employee Annual Fee
Amusement Ride Licensing Fee	\$50 per day \$150 per week \$300 per month
<u>Building Permits: Residential Valuation</u> \$0 – 1,600 \$1,601 - 2,000 \$2,001 - 25,000 \$25,001 - 50,000 \$50,001 - 100,000 \$100,001 - 500,000 \$500,001 - 1,000,000 \$1,000,001 and up	\$37 \$69.25 \$45 + \$9/\$1,000 over \$2,000 \$252 + \$6.50/\$1,000 over \$25,000 \$414.50 + \$4.50/\$1,000 over \$50,000 \$639.50 + \$3.50/\$1,000 over \$100,000 \$2039.50 + \$3/\$1,000 over \$500,000 \$3,539.50 + \$2.50/\$1000 over 1,000,000
<u>Building Permits: Commercial Valuation</u> \$1 - \$1,600 \$1,600 - \$2,000 \$2,001 - \$25,000 \$25,001 - \$50,000 \$50,001 - \$100,000 \$100,001 - \$500,000	\$37 \$69.25 \$69.25 + \$14/\$1,000 over \$2,000 \$391.25 + \$10.10/\$1,000 over \$25,000 \$643.75 + \$7/\$1,000 over \$50,000 \$993.75 + \$5.60/\$1,000 over \$100,000

	\$500,001 - \$1,000,000 \$1,000,001 and up	\$3,233.75 + \$4.75/\$1,000 over \$500,000 \$5,608.75 + \$3.15/\$1,000 over \$1,000,000	
Building Permit Flat Fees			
	Accessory Structures over 120sf	Determined upon review	
	Basement Remodels	Determined upon review	
	Decks	Determined upon review	
	Driveways/Sidewalks/platforms	\$100	
	Retaining Walls	\$200	
	Replacement of Doors and Windows	\$100	
	Reroofing with new unlike material	\$100	
	Swimming Pools	\$100	
	Fences	\$25	
	Erosion Control Deposit	\$1000	
	Failure to obtain inspection	\$500 per violation	
	Occupancy prior to final inspection	\$500	
	Street Light Fee	\$150	
	Commercial Plan Review	50% of Permit	
	Building Investigation Fee	\$65/hr	
Business License	New Renewal Late Fee	\$100 per year \$25 per year \$50 if not paid by January 1 st	
Code Enforcement Fees:	First Violation Second Violation Third Violation	\$100 in any rolling 12-month period \$200 in any rolling 12-month period \$300 in any rolling 12-month period	
Nuisance Violations		Civil Penalty of \$200 per day may be imposed	
Code Enforcement Appeal Fee		\$100	
Contractors Licensing Fee		\$100/Annual based on calendar year	
Copies		\$0.10 each	
Circuses, Carnivals or other such shows Licensing Fee		\$25 per day	
Convenience Fee – Credit and Debit card payments		No more than 2% of transaction	
Drainage Permit	Application Application W\Board Action Routine Maintenance Work Performed w\o application	\$50 \$100 \$25 \$500	
Fax		\$2	
Filing Fees		As per Meade County	
Grading Permit Fee		As per Table 100-D	
Grading Permit Review Fee		As per Table 100-E	
Horse Drawn Carriage Licensing Fee		\$25 per day	
Liquor Licenses	Special One Day On-Sale Malt Beverage and Wine License Application Transfer Fee 24 Hour Brown Bag Permit-City Parks Sidewalk Café/Beer Garden Permit	Fees Set by State Statute \$5 per day up to 15 days plus publication fee \$30 \$150 \$25 per day \$100	
Notary Fee		\$5	
Police Support	Accident Reports Fee False Alarm 1-5 Incidents 6-7 Incidents 8 or more incidents	\$5.00 \$50.00 \$75 \$100	
Parking/Storage Violation Fee if paid City within 72 hours		\$10	
Parking/Storage Violation Fee not paid City within 72 hours		\$20	
Parking/Storage Violation Fee if paid to City within 72 hours--Handicap Stall		\$100	
Parking/Storage Violation Fee not paid City within 72 hours--Handicap Stall		\$110	

Pawnbrokers Licensing Fee	\$50 per Year due on 1 st of January	
Peddler Licensing Fee	\$25 per day \$75 per week \$200 per month	
Planning and Zoning Fees		
Rezoning	\$300	
Conditional Use Permit	\$300	
Conditional Use Appeals	\$100	
Variances	\$300	
Planned Development	\$300	
Tax Incremental District	\$1,000	
Minimum Plat Fees		
Layout Plat Fee	\$1,000	
Preliminary Plat Fee	\$1,000	
Minor Plat Fee	\$250.00	
Final Fee	\$750	
Minor Boundary Change	\$250	
Plat and Resolution Filing Fees	\$90	
Sewer: Sewer Tap Fee-Residential	\$1,500	
Sewer Tap Fee Commercial	\$3,000	
Residential:		
Sewer Service Charge	\$36 per month	
Sewer Maintenance Reserve Fee	\$4.50 per month	
Sewer Debt Reserve	\$2.20 per month	
CWSRF Surcharge	\$7.90 per month	
Deposit	\$50 owner/\$100 renter	
Commercial and Residential Apartment Dwelling 5 or More Units:		
Sewer Service Charge	Base Fee \$ 20.15 .0525 per 1000 Surcharge \$15.85	
Sewer Maintenance Reserve Fee	\$4.50 Per Month	
Sewer Debt Reserve	\$2.20 Per Month	
CWSRF Surcharge	\$7.90 per month	
Deposit	\$100	
Private Wastewater Disposal System:		
Permit and Inspection Fee-Tap Fee	\$1,000	
Sewer Late Payment Penalty	\$5	
Sewer Delinquent Account Deposit	\$100	
Industrial Waste Permit	\$ 500 Annual Administrative Fee	
Wastewater Treatment System Service Fee	Set by resolution to fund expansion and emergency need- none currently	
Sign Permit-New	IRC Ordinance Table 100-A	
Temporary Sign Permit	\$35	
Off Premise Sign Permit – Renewal	\$100	
Annual Banner Sign Renewal	\$100	
Sign Permit Extension Fee	½ the cost of initial permit fee	
Solid Waste Collection – Residential	\$ 16.98\month\resident plus sales tax	
Extra Garbage Totes	\$10 per tote per month plus sales tax	
Collection Charges excess garbage	Charge as billed by solid waste hauler plus sales tax	
Illegal Dumping Fee	\$1,000 per Occurrence	
Storm Sewer Maintenance Fees	Set by resolution-currently none	
Garbage Container Return Fee	\$250	

Wireless Telecommunication Siting Fees Administrative Review Fee Special Permit Fee Appeal Fee Amendment Application Fee	\$300 \$300 \$100 \$300	
Vendor-Temporary	\$100 Two Days \$500 Twelve Days	
Vendor on Commercial Property-Temporary	\$100 per Year	
Video Lottery License	\$50 per machine per year	
Wind Generation Facilities-Commercial Permit Fee	\$85	

Note: Sales tax may be required on some of the fees within this resolution.

BE IT FURTHER RESOLVED that these fees shall remain in place until changed by an act of the City Commission.

ATTEST:

Debbie Muzio
Finance Officer

Bryce Lutz
Mayor

Motion by Hirsch, second by McCoy to approve Resolution 2019-18. Resolution setting certain fees and charges for services provided by the City of Summerset 2020. Roll call vote. All ayes.

RESOLUTION 2019-19

**CITY OF SUMMERSET
RESOLUTION 2019-19**

WHEREAS, there has been presented to the Board of Commissioners, of the City of Summerset, South Dakota a plat of the following described real property:

Plat of Well Lot 2 of Wonderland Homes Subdivision, Formerly an Un-Platted Portion of the Remainder of the NW ¼ of Section 24. Located in the SE ¼ of the SW ¼ of the NW ¼ of Section 24, Township 3 North, Range 6 East, Black Hills Meridian, Meade County, South Dakota.

and it appearing to the Board of Commissioners that said plat conforms to the existing plats of said City of Summerset, that the streets set forth therein conform to the system of streets of the municipality, that all provisions of the subdivision regulations have been complied with, that all taxes and special assessments upon the land have been fully paid, and that said plat and survey thereof have been executed according to law.

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

Dated this 5th Day of December 2019.

ATTEST:
(SEAL)

Debbie Muzio
Finance Officer

Bryce Lutz
Mayor

Motion by McCoy, second by Hirsch to approve Resolution 2019-19. A resolution approving Preliminary and Final plat application from Wonderland Homes Water and Service Co: Plat of Well Lot 2 of Wonderland Homes

Subdivision, Formerly an Un-Platted Portion of the Remainder of the NW ¼ of Section 24. Located in the SE ¼ of the SW ¼ of the NW ¼ of Section 24, Township 3 North, Range 6 East, Black Hills Meridian, Meade County, South Dakota.

PRELIMINARY PLAT APPLICATION

Motion by Butler, second by McCoy to approve preliminary plat application from Tal Petersen: Preliminary Plat of Lot 1 through Lot 9 and Norpeck Court Right of Way Located in Lot HG Revised of Shadowland Ranch Subdivision in Tract 6 of the SW ¼ of Section 25 in Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota. Motion carried.

PAYROLL CHANGE

Motion by Hirsch, second by McCoy to approve new hire part-time Waste Water Treatment Operator hire, Dan Anderson, within budget, at \$12.50/hr.

DISCUSSION ON STOP SIGNS

Discussion was done on the need to put stop signs at the corner of Castlewood Drive/Remington Street, and a stop sign at the corner of Remington Street/Mulberry Drive.

UPCOMING EVENTS

Lighting Contest-Judging Dec 14-15
Angel Tree-Currently available at City Hall
Book Drive-Drop off at City Hall

CITIZENS INPUT

None

Motion by McCoy, second by Hirsch to enter executive session at 6.19 pm. Motion carried.

Motion by Butler, second by Hirsch to reconvene the regular meeting at 6:43 pm. Motion carried.

ADJOURNMENT

Motion for adjournment at 6:44 pm by McCoy, second Butler. Motion carried.

(SEAL)
ATTEST:

Debbie Muzio
Finance Officer

Bryce Lutz
Mayor