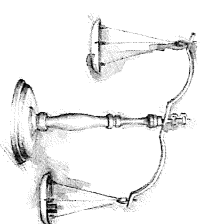


Oath of Office



State of South Dakota)

) SS.

County of Meade)

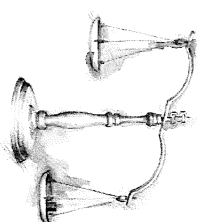
I, Clyde Hirsch, having been elected to the Office of City Commissioner within and for said City of Summerset, do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of South Dakota, and that I will faithfully and impartially, to the best of my knowledge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

Clyde Hirsch

Subscribed and sworn to before me this 21st day of April, 2022.

Melanie Torno, Mayor

Oath of Office



State of South Dakota)
County of Meade) SS.

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

Alexis Nasser

Subscribed and sworn to before me this 21st day of April, 2022.

Melanie Torno, Mayor

***SUMMERSET CITY COMMISSION
SPECIAL MEETING
TUESDAY, APRIL 5, 2022 @ 5:30 P.M.
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE***

Mayor Torno called the Special Meeting to order at 5:30 p.m. Commissioners Butler, Hirsch, and Thurman were present. Absent, Kitzmiller.

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

EXECUTIVE SESSION

Motion by Hirsch, second by Butler, to enter into Executive Session at 5:32 p.m. per SDCL 1-25-2 for discussing legal, economic development, negotiations, and personnel issues. Motion carried.

Motion by Butler, second by Hirsch, to exit executive session at 6:45 p.m. Motion carried.

ADJOURNMENT

Motion by Hirsch, second by Butler, to adjourn at 6:45p.m. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

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

***SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, APRIL 7th, 2022 6:00 P.M.***

Mayor Torno called the Regular Meeting to order at 6:00 p.m. Commissioners Hirsch and Butler were present. Commissioner Thurman was present via Zoom. Absent: Commissioner Kitzmiller. The City Attorney, City Administrator, and Finance Officer were also present.

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Butler, second by Hirsch, to amend the agenda adding item 14A) – Contract for Professional Services Between Landscape Architect and the City of Summerset, for the regular meeting of the Summerset City Commission for April 7th, 2022. Motion carried.

CONSENT CALENDAR

Motion by Hirsch, second by Butler, to approve the minutes of the regular meeting of March 17th, 2022. Motion carried.

APPROVAL OF CLAIMS

Motion by Butler, second by Thurman, to approve the claims and hand checks in the amount of \$148,801.29 from March 17th, 2022 through April 6th, 2022 as presented or amended. Motion carried.

A&B BUSINESS SOLUTIONS	Monthly Contract	45.00
AFLAC REMITTANCE PROCESSING	Employee Accident Insurance	186.94
ALLEN, DON	Phone Stipend	50.00
AMBROSE, JONATHAN	Phone Stipend	50.00
AMERICAN ENGINEERING TESTING	Replace Existing Well	3,450.00
ANGLIN, MITCH	Phone Stipend	50.00
BLACK HILLS ENERGY	Utilities	6,824.84
Black Hawk Fire Department	Annual Donation	2,000.00
Butler, Dave	Phone Stipend	50.00
CANDACE SEALEY	Phone Stipend	50.00
DUCHENEAUX, HALAYNA	Phone Stipend	50.00
GREENAPSIS	Professional Fees	320.00
HAWKINS INC.	Defoamer	2,852.40
HDR ENGINEERING, INC	General Engineering	2,632.50
HEALTH POOL OF SD	Employee Medical	16,254.14
HERMANSON EGGE ENGINEERING	Residential Inspections	1,155.00
HIRSCH, CLYDE	Phone Stipend	50.00
JUSO, COLTON	Phone Stipend	50.00
KITZMILLER, MICHAEL	Phone Stipend	50.00
Kayl, Anthony	Phone Stipend	50.00

Lighting Maintenance Co.	Streetlight Repair	292.63
M&W TOWING	Tow Garbage Truck	278.00
MACQUEEN EMERGENCY	Radar Installation	2,718.21
MACRANDER, MATTHEW	Phone Stipend	50.00
MCKIE FORD LINCOLN	2022 Ford Interceptor	46,264.00
MEADE COUNTY AUDITOR	Dispatch	16,061.93
MID-AMERICAN RESEARCH CHEMICAL	WWTP Supplies	1,305.80
MONTILEAUX, CASEY	Phone Stipend	50.00
NASSER,RICH	Phoen Sitpend	50.00
O'GRADY, BRENDA	Phone Stipend	50.00
PALMER, BRANDY	Phone Stipend	50.00
PIEDMONT FIRE DEPARTMENT	Annual Dontation	2,000.00
RAPID CITY JOURNAL	Publications	758.54
SCHIEFFER, LISA	Phone Stipend	50.00
SCHROCK, BRIELLE	Phone Stipend	50.00
SDRS-SUPPLEMENTAL	March Supplemental Retirement	550.00
SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	143.10
THURMAN, KATHLENE	Phone Stipend	50.00
TNT CONSTRUCTION	Erosion Control	5,000.00
TORNO, MELANIE	Phone Stipend	50.00
UNITED STATES POSTAL SERVICE	Postal Fees	1,000.00
USA BLUEBOOK	WWTP SUPplies	709.20
VAST BROADBAND	Fax/Phone/Internet	1,186.69

APPROVAL OF PAYROLL – MARCH 2022 – SDCL 6-1-10

Motion by Thurman, second by Hirsch to approve the payroll for March 2022. Motion carried.

Dept. 4000 - \$16,260.87 Wastewater/Public Works
 Dept. 4110 - \$2,333.32 Commission
 Dept. 4120 - \$1,083.33 Mayor
 Dept. 4140 - \$12,753.82 Finance
 Dept. 4210 - \$28,818.21 Police
 Dept. 4652 - \$750.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Butler, second by Hirsch to approve utility billing adjustments of \$2,200.63 for the period March 1st thru March 31st, 2022. Motion carried.

COMMISSION REPORTS

Commissioners and Mayor gave reports.

APPROVAL OF PUBLIC WORKS DIRECTOR POSITION AND HOURLY WAGE

Motion by Butler, second by Hirsch to approve Tony Kayl \$25.00 per/hr. effective Monday, April 4th, 2022. Motion carried.

APPROVAL OF PUBLIC WORKS/CITY MAINTENANCE WORKER HOURLY WAGE

Motion by Hirsch, second by Thurman to approve Mitch Anglin \$20.00 per/hr. Effective Monday, April 4th, 2022. Motion carried.

PAYROLL CHANGE – 90 DAY REVIEW

Motion by Hirsch, second by Butler to approve Brenda O’Grady from \$15.00 per/hr. to \$16.00. Effective March 26, 2022. Motion carried.

DISCUSSION/ACTION HENRY ROY PHOTOGRAPHY - PROFESSION HEAD SHOTS FOR WEBSITE

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

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

Motion by Butler, second by Thurman to approve. Motion carried.

HDR-TASK ORDER 2022-02 COLLECTION SYSTEM ANALYSIS SUMMERSET LIFT STATION TO TREATMENT CENTER.

Motion by Butler, second by Hirsch to approve Task Order 2022-02. Motion carried.

PUBLIC COMMENT PERIOD ON LEISURE LANE PARK PROJECT

Tom Zimmerman, Helen Riedlinger, Bryan O’Neal, Lori Cudmore, all spoke and expressed concerns regarding the Park Project.

RESOLUTION 2022-04 A RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE LAND AND WATER CONSERVATION FUND FOR THE LEISURE LANE PARK SPLASH PAD AND IMPROVEMENTS PROJECT.

Motion by Butler, second by Hirsch to approve the grant application for Leisure Lane splash pad park. Motion carried.

CONTRACT FOR PROFESSIONAL SERVICES BETWEEN LANDSCAPE ARCHITECT AND THE CITY OF SUMMERSET.

Motion by Butler, second by Hirsch to approve the contract. Motion carried.

RESCIND RESOLUTION 2022-03 -WEST GOLDEN INVESTMENTS FINAL PLAT

Motion by Butler, second by Hirsch. Motion carried.

RESOLUTION 2022-03A

Plat of Lot 4, Block 2 of Summerset USA. Formerly a portion of Lot B of the E1/2 NW1/4. 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 Hirsch, second by Thurman, to approve Resolution 2022-03A. Motion carried.

CITIZENS INPUT

Will Lind from Dakota Pump reached out to the City that they can be of service/resource in the area.

UPCOMING EVENTS:

City Offices will be closed Friday, April 15th and Monday, April 18th for Easter – following the Governor’s Declaration.

April 29th, 2022 at 1:00 p.m. @ Stagebarn Middle School – Arbor Day Celebration

ADJOURNMENT

Motion by Hirsch, second by Thurman, to adjourn at 6:59 p.m. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

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

Check Register Report

Date: 04/19/2022

Time: 3:18 pm

Page: 1

City of Summerset

BANK: BANKWEST

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
BANKWEST Checks								
25424	04/19/22	Printed			1098	A&B BUSINESS SOLUTIONS	Water Machine	45.00
25425	04/19/22	Printed			0021	BLACK HAWK WATER USERS DISTRIC	Water Utilities	32.75
25426	04/19/22	Printed			1665	CARDMEMBER SERVICES	PD Charges	41.04
25427	04/19/22	Printed			1504	CBH CO-OP	Govt Fuel	6,120.30
25428	04/19/22	Printed			0036	CITY OF RAPID CITY	Solid Waste Disposal	4,075.41
25429	04/19/22	Printed			1093	DAKOTA PUMP, INC	WWTP Repairs	3,151.03
25430	04/19/22	Printed			0468	DELTA DENTAL	Employee Dental	838.80
25431	04/19/22	Printed			0765	DEMERSSEMAN JENSEN	Legal Fees	867.75
25432	04/19/22	Printed			1011	ELECTRICAL ENGINEERING & EQUIP	Generator Service	310.00
25433	04/19/22	Printed			0246	GOLDEN WEST TECHNOLOGIES	Managed Services	4,599.90
25434	04/19/22	Printed			0544	Gunderson & Palmer	Legal Fees	5,577.50
25435	04/19/22	Printed			0698	HAWKINS INC.	Defoamer	2,467.20
25436	04/19/22	Printed			1133	HDR ENGINEERING, INC	Engineering	34,299.82
25437	04/19/22	Printed			1472	HUNEKE CONSTRUCTION	Erosion Control Deposit	1,000.00
25438	04/19/22	Printed			0937	MDU	Utilities	1,107.11
25439	04/19/22	Printed			1101	MEADE COUNTY AUDITOR	Dispatch	3,949.77
25440	04/19/22	Printed			1067	MG OIL COMPANY	Diesel	789.70
25441	04/19/22	Printed			1433	MIDCONTINENT COMMUNICATIONS	Internet	198.50
25442	04/19/22	Printed			1157	MIDCONTINENT TESTING LABS	Midco Testing	163.50
25443	04/19/22	Printed			0008	RAPID CITY JOURNAL	Publications	164.51
25444	04/19/22	Printed			1097	RUSHMORE EQUIPMENT LLC	Equipment Rental	30.00
25445	04/19/22	Printed			0018	SD ONE CALL	One Call	24.15
25446	04/19/22	Printed			1432	TNT CONSTRUCTION	Erosion Control	4,000.00
25447	04/19/22	Printed			1024	USA BLUEBOOK		150.62

Total Checks: 24

Checks Total (excluding void checks):

74,004.36

Total Payments: 24

Bank Total (excluding void checks):

74,004.36

Check Register Report

Date: 04/19/2022

Time: 3:18 pm

Page: 2

City of Summerset

BANK: BANKWEST EFT

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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BANKWEST EFT Checks

92	04/19/22	Printed			1665	CARDMEMBER SERVICES	March Credit Card Charges	13,152.44
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Total Checks: 1

Checks Total (excluding void checks): 13,152.44

Total Payments: 1

Bank Total (excluding void checks): 13,152.44

Total Payments: 25

Grand Total (excluding void checks): 87,156.80

April 2022 Waster Water Department report

Daily Operations

3-18 Dakota Pump replaced 2 valve actuator in filter building
3-21 Tucker Michaels brought a contractor to do an assessment of the damage to the greenhouse
4-1 Repaired tether cable for Mixer #2
4-4 Set up interviews for waste water operator position
4-7 Conducted interviews for operator position
4-8 Repaired Decanter #2
4-13 received word from HDR DANR approved 33% (appox. 3.5 mil) grant for new SBR
4-14 Offered Owen Davis the position of Waste Water Operator @ \$18/hr upon approval of City Council

Special Projects

4-5 Received preliminary blueprints from HDR

Misc

March 2022 Summerset Police Department Report

Grants

We are currently operating under the COP's grant. This has been going well.

We are currently operating under the Federal Highway Safety grant. We are doing good under this grant. We utilized some of the Impaired Driver grant to help man the recent sobriety check point.

We are currently in the process of applying for another Highway Safety Grant. This will be just for salaries and it will be the Speed Enforcement Grant and the Impaired driver's grant.

Calls for Service

We answered 319 calls for service from March 1 to March 31 2022.

Some examples of the calls we received.

Traffic Stops – 178

DUI Arrests – 4

Drug Arrest – 3

Assist Other agencies – 32

Dog Complaints – 8

Animals Lost and Found – 2

Parking Violations – 4

Injury Accidents – 2

Non- Injury – 7

Suicide Attempts – 1

Suicide Threats - 3

Shop lifting - 3

Community Involvement

N/A

Public Safety

N/A

Misc.

N/A

Finance Department Monthly Recap March

Week by Week Essential Functions

- ☐ Cash Receipting & Reports
- ☐ Monthly Cash and Account Reconciliation Reports (Journal Entries to General Ledger after review as needed)
- ☐ Accounts Payable (Beginning & Mid Month): Voucher creation, invoice processing, entering expenditures into General Ledger and creating checks for corresponding vouchers.
- ☐ Revenue/Expenditure review and correspondence with department heads to ensure correct classification of expenditures.
- ☐ Sales Tax, Payroll Tax, Retirement and Quarterly Reporting. Monthly invoicing on SRO contract to the County is done at this time. DOJ reporting and submission for reimbursement and other grant reporting as requested by department heads.
- ☐ Utility Billing (a daily process but month end and day due is most time sensitive) posting payments in Cash Receipts, processing credit card payments to accounts through lockbox, reconciling and adjusting customer accounts, posting late fees and sending penalty and collection notifications, general customer service, monthly billing procedures and statement production and disbursement.
- ☐ Time sheet review, payroll processing, employee cost and deduction review and implementation, human resource updates in Payroll system. Reconciliation of Accounts pertaining to employees and trial balances.

Financial Matters

- ☐ Monthly Revenue/Expenditure Report: Questions? Comments?
- ☐ Utility Billing Adjustments to Customer Accounts
- ☐ Submitted Annual Report
- ☐ 2021 Audit Completed
- ☐ DANR Annual Reporting
- ☐ USDA Annual Reporting

Administrative Operations

- ☐ General Customer Service
- ☐ Website Management
- ☐ Newsletter and Community Updates
- ☐ Document and Records Management and Retention
- ☐ Licensing, Permitting, Inspections
- ☐ Application processing & customer account tracking

Notable Highlights

- ☐ Several New Hires/HR Paperwork
- ☐ 2021 Annual Reporting Submitted
- ☐ 2021 Audit Completed
- ☐ Department Manual/ Job descriptions
- ☐ Tech Support For Online Bill Pay
- ☐

Utility Billing Adjustments

- ☐ Customer Courtesy Late Fee Removal: our system can do a late fee on an unpaid late fee.
- ☐ Morton & Angels every month
- ☐ NSF Returned Payments
- ☐ Late Fees On NSF
- ☐
- ☐
- ☐

MARCH 2022 CITY ADMINISTRATOR REPORT

ECONOMIC DEVELOPMENT

- Zoom meeting – Rushmore Regional Meeting
- Attended the Meet the State Conference regarding economic development and funding opportunities – Pierre SD
- Meeting with Monument Health, M. Torno and P. Olsen – future development.

GRANTS

- Met with L. Zeller on process of Land Water Conservation Grant Application.
- Reviewed the Highway Safety Grant.
- Worked on FEMA Grant – Generators.
- Set up FEMA GO account with BHCLG for future shared work on a FEMA Grant.
- Sams.gov set up new unique identifier numbers. No longer in service are our DUNS numbers.
- Reviewed Wellmark Foundation Grant for future projects.

PLANNING & ZONING

- Attended one (1) Planning & Zoning Meeting.
- Received Final Plat from Baseline on Rudland Property – overview.
- Discussion with A. Krogman, appraiser, on zoning of Astoria Lane.
- Review came back for HDR on Layout Plan of M. Cropley on proposed RV Park – overview with Cropleys.
- Contact with L. Berg regarding rezoning.
- Reviewed correspondence with T. Wiczorek regarding State Mining.
- Contact with T. Peterson asking for new addressing property.
- Followed up with BH Golf Cars on documents needed.
- Reviewed Weidenbach Developer's Agreement.
- Reviewed new plans sent in from M. Towey on BH Golf Cars.
- Followed up with J. Rudland on needing final plat application to go with final plat of Baseline.
- Meeting with M. Cropley regarding preliminary plat.
- Discussion with Director of Equalization regarding annexation.
- Discussion with Baseline Surveying on wrong legal – they will need to redo the plat on West Golden Inv.
- SD DOT representative S. Wiggs discussed permitting for work done on SD 34 by BH Water.
- Conversation with S. Scheurer regarding property, annexation and possible rezoning.
- Worked with appraiser on zoning for Foley Dr.
- Temporary sewer discussion with R. McManigal.
- Meeting with J. Rudland, S. Vasknetz, L. Shagla regarding the Final Plat on Summerset Meadows.
- Received two (2) formal complaints on zoning & lighting requirements.
- Reviewed Deeds on Summerset Property from the Register of Deeds.
- Discussion with J. McGuire regarding streets, curb & gutter on property.
- Discussion with J. Rudland regarding Geotech testing and the completion of the same.
- Discussion with T.N.T. regarding corner lot - Sent application for variance.
- Meeting with Monument Health, M. Torno and P. Olsen – future development
- Meeting with C. Baumiller regarding new building and meeting the requirements of Developer's Agreement at Infinity.

*See next page

MISC. CONT

- Followed up with M. Wheeler regarding Hold Harmless Contract.
- Completed survey on GF&P w/T. Fenenga.
- Working with T. Fenenga and L. Shagla on street survey that needs to go to the 1st Dist.
- Equalization Notice sent to paper – all deadlines met.
- Follow-up with Chief Allen regarding computer upgrades needed per Golden West.
- Drafted vacancy for Commission seat.
- Watched election webinar w/SD Secretary of State.
- Reviewed, with Director of Equalization, materials for Local Boards.
- Changed contact person on AFLAC from former admin. to finance officer.
- Completed the City Administration Manual and presented the same to Commission.
- Updated documents in portal for NEU reporting.
- Conference call with Tall Grass with M. Torno.
- Meeting with HDR, M. Torno, Public Works regarding future infrastructure & growth.
- Visited with School Board Member C. Wheeler regarding upcoming school meeting.
- Meeting with Piedmont Valle Chamber of Commerce with M. Torno.
- Meeting with M. Torno, A. Nasser, regarding updating the Summerset webpage.
- Meeting with USGS Service with T. Fenenga and A. Kayl.
- Attended meeting with M. Torno at Stage Barn Middle School regarding future plans for growth.
- Visited with D. Vig, School Board Member, regarding the Stage Barn Middle School meeting.
- Exit interview with Legislative Audit on 2021 audit findings.
- Visited with K. Hagg regarding the Hold Harmless Agreement. Referred him to M. Wheeler.
- Zoom meeting on Incode 10 Software.
- Sat in on interviews for Public Works Director.
- Visited with J. Krambeck on the unscheduled properties and sent documentation to SDPAA.
- Zoom meeting with US Treasury on NEU Reporting.
- Reviewed leave slips that K. Thurman.
- Zoom meeting with Dakota State University regarding cyber study on Summerset.
- Worked with Golden West to set up a date to reboot the sonic wall.
- Reviewed evaluation documents sent to me by K. Thurman.
- Meeting with D.A.N.R, Ellsworth Authority, BH Water, and Rapid Valley Water @ Elevate.
- Attended District 10 meeting in Deadwood.

March 2022 Public Works report

Solid Waste

Dot pre trip inspections, delivered and cleaned trash cans, preventative maintenance grease, fuel, oil filters etc. Replaced tires on 1 Roll off. Hauled multiple roll offs to recycling facilities in Rapid City. Placed Yard Waste containers for season. Weekly trash pickup in North and South Summerset.

Street

Replaced more sun faded streets signs. Met with Simon and HDR about upcoming street and drainage repairs. Continued street sweeping from winter debris. Plowed snow and sanded Intersections. Inspected drainages for debris. Started transition to manage Public works until Manager position filled. Spoke with Both the Mayor and Public Works Commissioner on several issues. Sat on interview panel for public works employee.

Parks & Grounds Maintenance

Planned for upcoming Arbor Day Celebration to be held at Stagebarn Middle School.

Equipment maintenance

Prepared mowers for summer mowing oil, blades, tire pressure etc. New mowers received and prepped for season. Both ASL trucks taken in for repair.

**WORK ORDER FOR CONSULTANT SERVICES
LOCAL GOVERNMENT PROJECTS**

DOT 917-B
03/23/2021

GENERAL

1	Work Order No.	BI-87-22	2	Agr. No.	410763	3	Date	04/07/2022
4	Amendment No.							
5	Consultant	HDR						

PROJECT INFORMATION

6	Project No.	P NBIS(42)	7	PCN	04MG	8	County/City	City of Summerset
9	Project Description	Bridge Inspections						
10	Project Location	Citywide						
11	Work Type	Bridge Inspections						

For Specifics on the Scope of Work, See Attachment I

12	MAXIMUM LIMITING AMOUNT	\$3,898.33	13	FIXED FEE	\$498.84
14	Amendment Amount		15	FIXED FEE	
16	New Maximum Limiting Amount	\$3,898.33	17	FIXED FEE	\$498.84
18	COMPLETION DATE	05/01/2023			

See Attachment I for interim dates and deliverables.

19 CONTACT PERSONS

Consultant	Chris Bailey, HDR
City or County	City of Summerset
SDDOT	Cody Axlund, SD DOT


INSURANCE REQUIREMENTS

20 Type of Insurance	Expiration Date	On File
General Liability	06/01/2022	Yes
Automobile Liability	06/01/2022	Yes
Workers Compensation	06/01/2022	Yes
Errors and Omissions	06/01/2022	Yes

21 ATTACHMENTS

Services Required	
Reimbursement for Travel	

APPROVAL BY:

Consultant:		04/11/2022
City or County:		Date
Concurrence		Date
22 DOT:		Date

DISTRIBUTION:

- (1) Original - Audits
- (1) Copy - Consultant
- (1) Copy - Local Government Agency
- (1) Copy - Originating Office

Lisa Schieffer

From: Shagla, Lindsay <Lindsay.Shagla@hdrinc.com>
Sent: Monday, April 11, 2022 9:25 AM
To: Lisa Schieffer
Cc: Anthony Kayl
Subject: FW: Electronic Work Order(s)
Attachments: BI-87-22.pdf

Hey Lisa,

Attached is a Work Order for bridge inspection (Siouxland Box Culvert). Summerset needs to sign and send back to the State (see email below). Please let me know if you have any questions.

Thanks,
Lindsay

Lindsay Shagla, EIT
D 605.791.6113 M 605.999.9511

hdrinc.com/follow-us

From: Axlund, Cody <Cody.Axlund@state.sd.us>
Sent: Thursday, April 7, 2022 1:37 PM
To: Bailey, Christopher <christopher.bailey@hdrinc.com>
Cc: Axlund, Cody <Cody.Axlund@state.sd.us>
Subject: Electronic Work Order(s)

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

TO: HDR
FROM: Cody Axlund, SDDOT, Local Government Assistance
PROJECT: P NBIS(42), PCN 04MG

Attached are Work Orders for the 2022 Bridge Inspections. There will be a separate work order generated for each County/City that has selected your Consulting firm to do their bridge inspections. Remember that the Work Order will contain the maximum limiting amount for the work to be done. This value can only be changed if the scope of the inspections change and then an addendum will need to be added prior to any additional work being done.

INSTRUCTIONS: Print a copy of the Work Order. **Confirm that the information is correct.** Sign the original work order. Scan in color and forward to the specific County/City for their signatures. Instruct the county/city to sign and scan in color and send to cody.axlund@state.sd.us for signature and redistribution. Digital signature is also acceptable. Mailing address is SDDOT, Local Government Assistance, c/o Cody Axlund, 700 East Broadway, Pierre, SD 57501.

If you have any questions or comments, please call me at (605) 773-3390.



04-11-22

City of Summerset
7055 Leisure Ln
Summerset SD 57718
Anthony
605.430.6911
Akay@sumerset.us

GenPro Energy Solutions is pleased to propose to you the following for your consideration. Sizing is based on customers utility companies peak demand information.

Model 076131 Briggs Light Commercial Standby Generator System 35KW Liquid Cooled @ 300 Feet above sea level, 3.5 % duration for every 1000 above 300 feet.

3.0L GM Extended Life Series Engine 1800 RPM
Full Pressure Lubrication
Low Tone Muffler
Water Jacket Thermostat Controlled Heater
Digital Controller, Diagnostic Alert with Shutdown Protection
Electronic Governor
120/208v AC, 3 Phase .8 PF
122 load amps
150 amp Main Breaker
Automatic Voltage Regulator
Liquid Propane (LP) Fuel Consumption @ ½ Load 117 ft/HR (3.1 gal/hr)
Natural Gas (NG) Fuel Consumption @ ½ Load 282,000 BTU/hr
Weekly Exerciser
Sound Attenuation Weather Protective Enclosure

Model 6279 Battery Charger

E-Stop Remote

BAT-27PG Battery Group 27

84"x39.4"x 41" (LxWxH)

1540 lbs Weight

Five (5) Year Limited Warranty

ASCO 300 Series Transfer Switch: Nema 3R Secure Enclosure Service Entrance Rated

Quantity: 1

Cat. No: 03ATSA3200CGOEXT5

Ampacity: 200

Poles: 3

Voltage: 120/208

Phase: 3

Enclosure: Nema 1



605-341-9920

info@genproenergy.com

13261 Timberline Plaza

UL1008 LISTED & LABELED and includes the following standard features: 605-341-9920 | info@genproenergy.com | Piedmont, SD 57769



Time Delays:

Engine Start Sensing

Transfer to Emergency

Phase Rotation Sensing on Norm/Emergency

Transfer to Normal (Customer to Activate)

Engine Cool Down

Other Standard Features:

Engine Exerciser Option 11BE

3-Position Test Switch (Test, Automatic & Reset)

Sensing:

Over Voltage on Norm/Emergency

Engine Start Contacts (Customer to Activate)

Dry Contacts (two sets) for ATS Position

Under Voltage on Norm/Emergency

(1) Set LED's Indicates Closed on Norm/Emergency

Over Frequency Sensing on Norm/Emergency

(1) Set LED's Indicates Availability on Norm/Emergency User Interface

Under Frequency Sensing on Norm/Emergency

Visual (4) Line by (20) Character LCD Display with

Phase Voltage Sensing on Norm/Emergency

Membrane Key Pad Scrolling System

27-In-phase monitor for transfer of motor loads (customer to activate)

Five (5) Year Standard Limited Warranty

501231 Concrete Pad 91x42x4

Construct concrete pad for generator, and deliver generator and automatic transfer switch. Install electrical and gas systems. Perform startup inspection and training to customer after install of system. Includes all permits

FOB Customers Location Contractors Excise Taxes Included

\$ 28,525.00 USD

Equipment costs are subject to price increases related to manufacturing costs outside of the control of the dealership, and these costs, if incurred, shall be communicated and added.

Briggs Generator currently in GenPro Stock

Asco Series 300 200 amp 208v Three (3) Phase Transfer Switch currently 8-10 weeks from time of order.

Turn-Key Installation of the system would be within two (2) weeks from delivery of Asco

Sincerely,



GenPro Energy Solutions
LORENTZ CLEAN-TECH Distribution Partner, N.A.
Piedmont, South Dakota 57769

GenPro Lighting Solutions
CREE LED Elite Select, USA
Tampa, Florida 33607

Toll Free: 866.593.0777 | **Office** 605.341.9920

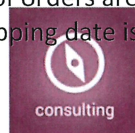
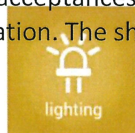
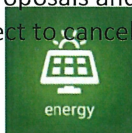
Website: www.genproenergy.com | **Email:** dave@genproenergy.com

Billing and other correspondence Information:
GenPro Energy Solutions
PO Box 30
Piedmont, SD 57769

TERMS AND CONDITIONS OF SALE

- 1) **PAYMENT TERMS:** Payment based on the establishment of an open account. If open account is not or cannot be established, the down payment of 50% is required before a custom order can be ordered and the remainder is due in full at job completion unless otherwise stated. 25% Re-Stocking Fee on all items.
- 2) **TAXES:** All sales are subject to applicable federal, state, and local use, sales and excise taxes which the buyer agrees to pay, and which may be billed as part of the selling price, or separately, if the seller is required by any taxing authority to collect and pay such a tax.
- 3) **INSTALLATION:** GenPro Energy Solutions, LLC. does not offer installation services unless specified and agreed to in writing. Buyers are solely responsible for installation of any products purchased from GenPro Energy Solutions, LLC and any costs associated with installation activities.
- 4) **CLAIMS:** Any and all claims for errors in merchandise must be made in writing immediately upon receipt of goods; no credit will be allowed on returned goods without permission. It is expressly agreed that Buyer's sole and exclusive remedy for any claims arising under this agreement against Seller shall be limited to return of the goods and repayment of the purchase price, or to repair or replacement of the goods at Seller's option. In no event shall Seller be responsible for special or consequential damages.
- 5) **QUOTATIONS AND ACCEPTANCES:** Terms of the proposal shall be accepted by the Buyer upon the issuance of a purchase order. By the issuance of a purchase order Buyer assents completely and exclusively to the terms and conditions herein.

All proposals and acceptances of orders are made with the mutual understanding that orders are not subject to cancellation. The shipping date is approximate only and may be subject to delays. This



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agreement shall be a South Dakota contract and shall be interpreted and administered for all purposes under the laws of South Dakota.

6) **MACHINERY USE AND SAFETY:** Buyer acknowledges that Seller does not have any knowledge or control over the future application of these goods by the Buyer. It is the Buyer's (user's) responsibility to provide proper safety devices and equipment to safeguard the operator from harm for any particular use, operation, or set up, and to adequately safeguard the machine, or machines, to conform to all federal, state, and local government safety standards, and all industry safety standards.

7) **INSPECTION:** Purchaser shall have the right to inspect the merchandise at the place of shipment prior to the time of shipment. All costs associated with a pre-inspection will be at the expense of the Buyer.

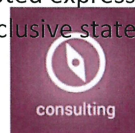
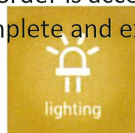
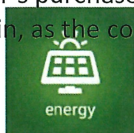
8) **TITLE:** Title shall not pass to Purchaser with delivery of the above personal property but shall remain vested in Seller until the entire purchase price is paid.

9) **WAIVER-INDEMNIFICATION:** Buyer hereby (1) waives, releases and discharges any and all claims (with the exception of claims for breach of this agreement) of any and every kind (including but not limited to injury or death of any person or damage to property) which it may have at any time against Seller, its agents or employees, by reason of or arising out of any condition or defect of the goods sold hereunder, including but not limited to any claimed improper design, specifications or manufacturing defect of goods sold hereunder, or devices; and (2) covenants to indemnify and hold-harmless Seller, its agents and employees of, from and against any and all loss, damage, expense, claims, suits, costs of defense, including attorney's fees or liability which Seller or any of its employees may sustain or incur at any time

PO Box 30, Piedmont, South Dakota 57769 for or by reason of any injury to or death of any person or persons or damage to any property, arising out of any condition or defect of the goods sold hereunder, including but not limited to claimed improper design or manufacturing defect or other defect of the goods sold hereunder, or any claimed inadequate or insufficient safeguards or safety devices, or warnings.

10) **ENTIRE AGREEMENT:** These terms and conditions, together with the provisions contained on the reverse side hereof, are intended by the Seller and Buyer to be a complete and exclusive statement of the terms of the agreement, and such agreement may not be modified, amended, or waived except by a writing executed after the date hereof by an authorized officer of Seller. All prior conversations and representations with reference to this subject matter are superseded by this agreement. Seller shall not be bound by any terms of Buyer's purchase order forms or other documents which attempt to impose conditions at variance with Seller's terms and conditions of sale set forth herein unless the same shall be specifically agreed to in writing by a duly authorized officer of Seller. Seller objects to provisions contained in Buyer's forms which are different or in addition to the terms herein.

Buyer's purchase order is accepted expressly conditional on Buyer's assent to the terms and conditions herein, as the complete and exclusive statement of the terms of this agreement, which shall be



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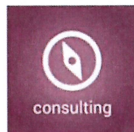


manifested by Buyer accepting or retaining possession of the goods described herein. Customer
Acceptance of Proposal: Date of

Acceptance: _____ Purchase Order Number: _____

Signature of Acceptance _____

Special Instructions:



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Applicant:	Summerset	Project:	Wastewater Treatment Plant Expansion
	Total Project Cost:	\$9,995,000	Grant/Loan Determination
BWNR Funding Requested			
Sanitary/Storm Sewer Request:	\$9,519,321		Local ARPA Contribution: \$475,679
Drinking Water Request:			State ARPA Match: \$475,679
			State ARPA Grant: \$3,120,600
ARPA Project Amount Allowed:	\$8,916,000		Clean Water SRF Loan: \$5,923,042
Funding Request Exceeds ARPA Guidelines			
Maximum Allowable Percentage:	30%		Loan Rate: 2.125 %
(based on population)			Loan Term: 30 years
Additional up to 5% Allowance (Y/N)?	No		Surcharge = \$24.15
			Expected Overall Rates = \$64.15
			With Restructure? (Yes/No)? Yes

Contingencies:

1. Contingent upon the Borrower adopting a bond resolution and the resolution becoming effective.
2. Contingent upon the Borrower establishing a surcharge at a level sufficient to provide the required debt coverage.