

**SUMMERSET CITY COMMISSION REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, October 5th, 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. Also present was the City Administrator.

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Hirsch, second by Reade to approve the agenda for the Regular Meeting of the Summerset City Commission for October 5th, 2023. Motion carried.

CONSENT CALENDAR

Motion by Butler, second by Hirsch to approve the minutes of the regular meeting of September 21st, 2023. Motion carried.

APPROVAL OF CLAIMS

Motion by Kitzmiller, second by Reade to approve the claims and hand checks in the amount of \$443,891.20 from September 21st, 2023 through October 4th, 2023 as presented or amended. Motion carried.

AFLAC Remittance Processing	34.45
AFLAC Remittance Processing	4.29
AFLAC Remittance Processing	96.72
SDRS	4,327.18
SDRS	5,506.10
United States Treasury	5,553.49
United States Treasury	9,249.08
United States Treasury	2,163.08
A&B Business Solutions	437.30
Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
AT&T Mobility	609.62
Baumeister, Stephany	89.08
Birgen, Nicholin	50.00
Butler Machinery Company	3,765.09
Butler, Dave	50.00
City of Sturgis	150.00
Clarity Telecom	1,125.08
DAVIS, OWEN	50.00
Delta Dental	994.50
Fire Pro	102.00
Golden West Technologies	350.00
Greenapsis	485.00
HDR Engineering, Inc	3,420.00
Health Pool of SD	15,399.09
Hirsch, Clyde	50.00
Kayl, Anthony	50.00
Kitzmiller, Michael	50.00
Meade County Auditor	2,933.70
Meade County Register of Deeds	90.00

Meade County Register of Deeds	90.00
Midwest Radar & Equipment	246.00
Northern Truck Equipment Corporation	382,897.83
Schieffer, Lisa	50.00
SDRS-SUPPLEMENTAL RETIREMENT PLAN (SDSRP)	495.00
Smith, Jeff	50.00
Torno, Melanie	50.00
Tyler Technologies	1,811.50
Western Communications Inc.	65.00
United States Treasury	812.05
Schreiner, Mark	27.67
Nordell, Ron	11.30

APPROVAL OF PAYROLL – SEPTEMBER 2023 – SDCL 6-1-10

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

Dept. 4000 - \$12,469.46 Wastewater

Dept. 4110 - \$1,749.99 Commission

Dept. 4120 - \$1,916.67 Mayor

Dept. 4140 - \$11,401.81 Finance

Dept. 4210 - \$38,080.12 Police

Dept. 4310 - \$12,188.66 Public Works

Dept. 4652 - \$0.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Hirsch, second by Butler to approve the billing adjustment of \$254.34.00 for the period of September 1st to September 30th, 2023. Motion carried.

COMMISSION REPORTS

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

RESIGNATION – POLICE OFFICER DEREK UEBEL

Motion by Hirsch, second by Butler to accept the resignation. Motion carried.

RESIGNATION – PARKS & RECREATION BOARD PRESIDENT KELLY MCINTOSH

Motion by Kitzmiller, second by Reade to accept the resignation. Motion carried.

SECOND READING ON ORDINANCE 2023-16, 92-034 DUTY OF OWNER, MANAGER, LESEE OR TENANT.

Motion by Kitzmiller, second by Butler to approve the second reading. Motion carried.

Motion by Kitzmiller, second by Reade to adopt Ordinance 2023-16. Motion carried.

SUB-RECIPIENT AGREEMENT AND THE ENVIRONMENTAL REPORT TO THE OFFICE OF EMERGENCY MANAGEMENT

Motion by Reade, second by Butler to authorize City Administrator Lisa Schieffer to sign off on the grant for the generator. Motion carried.

MINOR PLAT – G. COLASARDO

Motion by Butler, second by Reade to approve the minor plat. Motion carried.

PRELIMINARY/FINAL PLAT – BESLER INC.

Motion by Kitzmiller, second by Hirsch to approve the preliminary/final plat. Motion carried.

BID – ASTORIA COURT & ASTORIA LANE DRAINAGE & ROADWAY IMPROVEMENTS

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

Mayor Torno explained that one bid was received on the Astoria Court and Astoria Lane Drainage & Roadway Improvements Project from Simon Contractors in the amount of \$343,773.00. Discussion was had on the pricing and the same had been put in the budget for 2024.

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

Motion by Reade, second by Kitzmiller to approve the bid of Simon Contractors. Motion carried.

UPDATE CITY OF SUMMERSET PUBLIC WORKS SAFETY MANUAL – PART 11: VEHICLE OPERATIONS

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

City Administrator Lisa Schieffer explained to the Board that when the Personnel Handbook was approved new language was put into place along with statutory authority regarding vehicle operations. To make it consistent throughout the Safety Manual needed to be updated with the same language.

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

Motion by Butler, second by Kitzmiller to approve the updating of the safety manual. Motion carried.

CITIZENS INPUT

None.

UPCOMING EVENTS:

City Offices will be closed Monday, October 9th for Native American Day.

ITEMS FROM CITY ATTORNEY

Motion by Kitzmiller, second by Hirsch, to go into executive session at 6:22 p.m. Motion carried.

Motion by Kitzmiller, second by Hirsch, to go out of executive session and return to regular session at 6:52 p.m. Motion carried.

RETAIN SPECIAL CITY COUNSEL TO REPRESENT CITY CONDERNING VIOLATION OF SUMMERSET ORDINANCES, INCLUDING BUT NOT LIMITED TO SUBDIVISON VIOLATIONS

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

Attorney Talbot Wieczorek presented a letter to the Board confirming the terms for representation of the City of Summerset regarding the above-entitled matter.

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

Motion by Butler, second by Hirsch to approve retaining Talbot Wieczorek as special counsel to represent the city. Motion carried.

ADJOURNMENT

Motion by Hirsch, second by Kitzmiller to adjourn the meeting at 6:55 p.m.

(SEAL)

ATTEST:

Stephany Baumeister

Finance Officer

Published once _____ at a cost of \$ _____.

Melanie Torno

Mayor



City of Summerset, SD

Payable Register

Payable Detail by Vendor Name

Packet: APPKT00026 - 11.02.2023 Invoices

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Vendor: 1414 - American Legal									Vendor Total:	1,643.05
28203	Invoice	10/19/2023	10/19/2023	10/19/2023	10/19/2023	1,493.05	0.00	0.00	0.00	1,493.05
2023 S-6 Supplemental Pages		BANKW - BANK WEST		No						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
2023 S-6 Supplemental Pages	NA		0.00	0.00	1,493.05	0.00	0.00	0.00		1,493.05
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-42200	Prof Fees Expense				1,493.05	100.00%				
28259	Invoice	9/30/2023	9/30/2023	10/19/2023	9/30/2023	150.00	0.00	0.00	0.00	150.00
2023 S-6 Folio/Internet Pages		BANKW - BANK WEST		No						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
2023 S-6 Folio/Internet Pages	NA		0.00	0.00	150.00	0.00	0.00	0.00		150.00
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-42200	Prof Fees Expense				150.00	100.00%				
Vendor: 0021 - Black Hawk Water Users District									Vendor Total:	68.50
Sept 2023	Invoice	10/5/2023	10/5/2023	10/19/2023	10/5/2023	68.50	0.00	0.00	0.00	68.50
Monthly usage - 7055 Leisure Lane		BANKW - BANK WEST		No						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount		Total
Monthly usage - 7055 Leisure Lane	NA		0.00	0.00	68.50	0.00	0.00	0.00		68.50
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-42800	Utility Expense				68.50	100.00%				
Vendor: 1665 - Cardmember Services									Vendor Total:	9,504.35
govt cc Sept 2023	Invoice	9/30/2023	9/30/2023	10/19/2023	9/30/2023	9,426.86	0.00	0.00	0.00	9,426.86
Govt CC Statement Sept 2023		BANKEFT - BANK WEST EFT		No		Payment Date: 10/19/2023		Bank Draft:		DFT0000058

Payable Register

Packet: APPKT00026 - 11.02.2023 Invoices

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Govt CC Statement Sept 2023	NA		0.00	0.00	9,426.86	0.00	0.00	0.00	9,426.86	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42150	Postage				724.20	7.68%				
604-4000-42600	Supply/Material Exp				-228.90	-2.43%				
101-4140-42600	Supply/Material Exp				87.03	0.92%				
101-4140-42700	Travel/Conf Expense				91.17	0.97%				
101-4210-42150	Postage				14.40	0.15%				
101-4210-42500	Repair/Maint Expense				369.51	3.92%				
101-4210-42730	Training Expense				199.00	2.11%				
101-4210-42900	Other Expense				64.05	0.68%				
101-4310-42500	Repair/Maint Expense				5,282.04	56.03%				
101-4520-42530	Landscape&Mowing Expense				70.88	0.75%				
101-4310-42600	Supply/Material Exp				282.37	3.00%				
101-4310-42610	Auto Expense				2,136.67	22.67%				
101-4320-42500	Repair/Maint Expense				46.41	0.49%				
101-4520-42500	Repair/Maint Expense				152.75	1.62%				
101-4520-42600	Supply/Material Exp				8.58	0.09%				
101-4652-42600	Supply/Material Exp				71.96	0.76%				
101-4192-42600	Supply/Material Exp				54.74	0.58%				

Sept 2023 Invoice 8/31/2023 8/31/2023 10/19/2023 8/31/2023 77.49 0.00 0.00 0.00 77.49
 PD vehicle cc statement BANKEFT - BANK WEST EFT No Payment Date: 10/19/2023 Bank Draft: DFT0000057

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PD vehicle cc statement	NA		0.00	0.00	77.49	0.00	0.00	0.00	77.49	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4210-42500	Repair/Maint Expense				77.49	100.00%				

Vendor: [1504 - CBH CO-OP](#) Vendor Total: 2,339.99
[424486](#) Invoice 9/13/2023 9/13/2023 10/19/2023 9/13/2023 2,339.99 0.00 0.00 0.00 2,339.99
 Govt Fuel BANKW - BANK WEST No

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Govt Fuel	NA		0.00	0.00	2,339.99	0.00	0.00	0.00	2,339.99	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4210-42600	Supply/Material Exp				997.76	42.64%				
101-4310-42600	Supply/Material Exp				1,342.23	57.36%				

Vendor: [0036 - City of Rapid City](#) Vendor Total: 4,949.91
[2310002](#) Invoice 10/2/2023 10/2/2023 10/19/2023 10/2/2023 4,949.91 0.00 0.00 0.00 4,949.91
 Solid Waste Disposal - September BANKW - BANK WEST No

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Solid Waste Disposal - September	NA		0.00	0.00	4,949.91	0.00	0.00	0.00	4,949.91	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4320-43230	Solid Waste Collection				4,949.91	100.00%				

Vendor: [0765 - Demersseman Jensen Tellinghuisen & Huffman, LLP](#) Vendor Total: 2,525.00
[sept 2023](#) Invoice 10/19/2023 10/19/2023 10/19/2023 10/19/2023 2,525.00 0.00 0.00 0.00 2,525.00
 Professional Serives September 2023 BANKW - BANK WEST No

Payable Register

Packet: APPKT00026 - 11.02.2023 Invoices

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Professional Serives September 2023	NA		0.00	0.00	2,525.00	0.00	0.00	0.00	2,525.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4141-42200	Prof Fees Expense				2,525.00	100.00%				

Vendor: [0709 - Diamond Water Company](#)

Vendor Total: 146.45

Sept 2023	Invoice	10/2/2023	10/2/2023	10/19/2023	10/2/2023	146.45	0.00	0.00	0.00	146.45
Monthly Usage - Sun Valley Park		BANKW - BANK WEST			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly Usage - Sun Valley Park	NA		0.00	0.00	146.45	0.00	0.00	0.00	146.45	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4520-42800	Utility Expense				146.45	100.00%				

Vendor: [1452 - Fire Pro](#)

Vendor Total: 63.00

8660	Invoice	10/19/2023	10/19/2023	10/19/2023	10/19/2023	63.00	0.00	0.00	0.00	63.00
Annual Maintenance		BANKW - BANK WEST			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Annual Maintenance	NA		0.00	0.00	63.00	0.00	0.00	0.00	63.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4320-42500	Repair/Maint Expense				22.50	35.71%				
604-4000-42500	Repair/Maint Expense				40.50	64.29%				

Vendor: [0246 - Golden West Technologies](#)

Vendor Total: 3,808.50

416731	Invoice	10/2/2023	10/2/2023	10/19/2023	10/2/2023	559.00	0.00	0.00	0.00	559.00
13 E-3/26 E-1 Subscription Licenses		BANKW - BANK WEST			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
13 E-3/26 E-1 Subscription Licenses	NA		0.00	0.00	559.00	0.00	0.00	0.00	559.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-42200	Prof Fees Expense				559.00	100.00%				

416732	Invoice	10/2/2023	10/2/2023	10/19/2023	10/2/2023	3,249.50	0.00	0.00	0.00	3,249.50
Comprehensive Managed Servies		BANKW - BANK WEST			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Comprehensive Managed Servies	NA		0.00	0.00	3,249.50	0.00	0.00	0.00	3,249.50	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-42200	Prof Fees Expense				3,249.50	100.00%				

Vendor: [1133 - HDR Engineering, Inc](#)

Vendor Total: 46,089.05

1200561803	Invoice	10/10/2023	10/10/2023	10/19/2023	10/10/2023	38,227.05	0.00	0.00	0.00	38,227.05
2022-04 - WWTP Expansion		BANKW - BANK WEST			No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
2022-04 - WWTP Expansion	NA		0.00	0.00	38,227.05	0.00	0.00	0.00	38,227.05	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
604-4000-42200	Prof Fees Expense				38,227.05	100.00%				

Payable Register

Packet: APPKT00026 - 11.02.2023 Invoices

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description		Bank Code			On Hold					
1200561806	Invoice	10/10/2023	10/10/2023	10/19/2023	10/10/2023	2,775.00	0.00	0.00	0.00	2,775.00
2023-02 Southside Sanitary Sewer		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
2023-02 Southside Sanitary Sewer	NA		0.00	0.00	2,775.00	0.00	0.00	0.00	2,775.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42200	Prof Fees Expense				2,775.00	100.00%				
1200562627	Invoice	10/16/2023	10/16/2023	10/19/2023	10/16/2023	566.97	0.00	0.00	0.00	566.97
2023-004 Siouxland Road		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
2023-004 Siouxland Road	NA		0.00	0.00	566.97	0.00	0.00	0.00	566.97	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4196-42200	Prof Fees Expense				566.97	100.00%				
1200562628	Invoice	10/16/2023	10/16/2023	10/19/2023	10/16/2023	930.00	0.00	0.00	0.00	930.00
2022-03 Infinity Drive		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
2022-03 Infinity Drive	NA		0.00	0.00	930.00	0.00	0.00	0.00	930.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4196-42200	Prof Fees Expense				930.00	100.00%				
1200563310	Invoice	10/16/2023	10/16/2023	10/19/2023	10/16/2023	1,642.53	0.00	0.00	0.00	1,642.53
Task Order 3: Astoria Ct & Ln		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Task Order 3: Astoria Ct & Ln	NA		0.00	0.00	1,642.53	0.00	0.00	0.00	1,642.53	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4196-42200	Prof Fees Expense				1,642.53	100.00%				
1200563317	Invoice	10/16/2023	10/16/2023	10/19/2023	10/16/2023	1,947.50	0.00	0.00	0.00	1,947.50
2023-01: General Engineering Fees		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
2023-01: General Engineering Fees	NA		0.00	0.00	1,947.50	0.00	0.00	0.00	1,947.50	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4196-42200	Prof Fees Expense				1,947.50	100.00%				
Vendor: 1506 - Hermanson Egge Engineering, Inc.										
Vendor Total:									310.00	
2023.209	Invoice	10/10/2023	10/10/2023	10/19/2023	10/10/2023	310.00	0.00	0.00	0.00	310.00
Code Review - Hunt Brothers		BANKW - BANK WEST			No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Code Review - Hunt Brothers	NA		0.00	0.00	310.00	0.00	0.00	0.00	310.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4232-42320	Building Inspection Expense				310.00	100.00%				
Vendor: 1694 - IBM										
Vendor Total:									26.76	
4263382	Invoice	10/8/2023	10/8/2023	10/19/2023	10/8/2023	26.76	0.00	0.00	0.00	26.76
Maas360 Essential Suite Client Overage		BANKW - BANK WEST			No					

Payable Register

Packet: APPKT00026 - 11.02.2023 Invoices

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Maas360 Essential Suite Client Overage	NA		0.00	0.00	26.76	0.00	0.00	0.00	26.76	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-42200	Prof Fees Expense				26.76	100.00%				

Vendor: [0124 - Kieffer Sanitation](#)

Vendor Total: 250.00

13386032T035	Invoice	10/1/2023	10/1/2023	10/19/2023	10/1/2023	250.00	0.00	0.00	0.00	250.00
Temp Porta Potty	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Temp Porta Potty	NA		0.00	0.00	250.00	0.00	0.00	0.00	250.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4520-42500	Repair/Maint Expense				250.00	100.00%				

Vendor: [1894 - McComb Services](#)

Vendor Total: 3,631.38

2300	Invoice	10/6/2023	10/6/2023	10/19/2023	10/6/2023	3,631.38	0.00	0.00	0.00	3,631.38
IT Consultant	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
IT Consultant	NA		0.00	0.00	3,631.38	0.00	0.00	0.00	3,631.38	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-42200	Prof Fees Expense				3,631.38	100.00%				

Vendor: [0937 - MDU](#)

Vendor Total: 323.00

sept 2023	Invoice	10/10/2023	10/10/2023	10/19/2023	10/10/2023	67.70	0.00	0.00	0.00	67.70
Govt Building Utilities	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Govt Building Utilities	NA		0.00	0.00	67.70	0.00	0.00	0.00	67.70	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-42800	Utility Expense				67.70	100.00%				

sept 2023-2	Invoice	10/10/2023	10/10/2023	10/19/2023	10/10/2023	59.95	0.00	0.00	0.00	59.95
Glenwood Dr Lift Station	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Glenwood Dr Lift Station	NA		0.00	0.00	59.95	0.00	0.00	0.00	59.95	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
604-4000-42800	Utility Expense				59.95	100.00%				

sept 2023-3	Invoice	10/10/2023	10/10/2023	10/19/2023	10/10/2023	18.73	0.00	0.00	0.00	18.73
PW Building Utilities	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
PW Building Utilities	NA		0.00	0.00	18.73	0.00	0.00	0.00	18.73	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4310-42800	Utility Expense				18.73	100.00%				

sept 2023-4	Invoice	10/10/2023	10/10/2023	10/19/2023	10/10/2023	53.91	0.00	0.00	0.00	53.91
Recreational Dr Sewer Generator	BANKW - BANK WEST				No					

Payable Register

Packet: APPKT00026 - 11.02.2023 Invoices

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Recreational Dr Sewer Generator	NA		0.00	0.00	53.91	0.00	0.00	0.00	53.91	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
604-4000-42800	Utility Expense				53.91	100.00%				
sept 2023-5	Invoice	10/10/2023	10/10/2023	10/19/2023	10/10/2023	122.71	0.00	0.00	0.00	122.71
FarmTap	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
FarmTap	NA		0.00	0.00	122.71	0.00	0.00	0.00	122.71	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
604-4000-42800	Utility Expense				122.71	100.00%				

Vendor: [1067 - MG Oil Company](#)

Vendor Total: 732.60

94529	Invoice	9/15/2023	9/15/2023	10/19/2023	9/15/2023	732.60	0.00	0.00	0.00	732.60
Bulk DEF	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Bulk DEF	NA		0.00	0.00	732.60	0.00	0.00	0.00	732.60	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4310-42600	Supply/Material Exp				732.60	100.00%				

Vendor: [1433 - Midcontinent Communications](#)

Vendor Total: 178.09

16731730113614	Invoice	10/2/2023	10/2/2023	10/19/2023	10/2/2023	178.09	0.00	0.00	0.00	178.09
WWTP Telephone	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP Telephone	NA		0.00	0.00	178.09	0.00	0.00	0.00	178.09	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
604-4000-42800	Utility Expense				178.09	100.00%				

Vendor: [1157 - Midcontinent Testing Laboratories, Inc.](#)

Vendor Total: 345.50

124738	Invoice	10/5/2023	10/5/2023	10/19/2023	10/5/2023	345.50	0.00	0.00	0.00	345.50
Monthly Testing	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly Testing	NA		0.00	0.00	345.50	0.00	0.00	0.00	345.50	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
604-4000-42620	Tesing Expense				345.50	100.00%				

Vendor: [1930 - Precision Lawn & Hydroseed LLC](#)

Vendor Total: 3,050.00

1329	Invoice	10/19/2023	10/19/2023	10/19/2023	10/19/2023	3,050.00	0.00	0.00	0.00	3,050.00
Skidsteer Grapple	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Skidsteer Grapple	NA		0.00	0.00	3,050.00	0.00	0.00	0.00	3,050.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4310-42500	Repair/Maint Expense				3,050.00	100.00%				

Vendor: [0008 - Rapid City Journal](#)

Vendor Total: 672.91

Payable Register

Packet: APPKT00026 - 11.02.2023 Invoices

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
59531	Invoice	9/24/2023	9/24/2023	10/19/2023	9/24/2023	54.27	0.00	0.00	0.00	54.27
P&Z Minutes 8/22	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
P&Z Minutes 8/22	NA		0.00	0.00	54.27	0.00	0.00	0.00	54.27	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4652-42300	Publishing Exp		54.27	100.00%						
59668	Invoice	9/24/2023	9/24/2023	10/19/2023	9/24/2023	184.50	0.00	0.00	0.00	184.50
Astoria Court & Lane Adv. for Bids	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Astoria Court & Lane Adv. for Bids	NA		0.00	0.00	184.50	0.00	0.00	0.00	184.50	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4310-42300	Publishing Exp		184.50	100.00%						
59929	Invoice	9/24/2023	9/24/2023	10/19/2023	9/24/2023	157.66	0.00	0.00	0.00	157.66
Commission Meeting 8/17	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Commission Meeting 8/17	NA		0.00	0.00	157.66	0.00	0.00	0.00	157.66	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4110-42300	Publishing Exp		157.66	100.00%						
59950	Invoice	9/24/2023	9/24/2023	10/19/2023	9/24/2023	61.13	0.00	0.00	0.00	61.13
Resolution vacating minor drainage&Utilit...	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Resolution vacating minor drainage & U	NA		0.00	0.00	61.13	0.00	0.00	0.00	61.13	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4652-42300	Publishing Exp		61.13	100.00%						
59953	Invoice	9/24/2023	9/24/2023	10/19/2023	9/24/2023	42.85	0.00	0.00	0.00	42.85
Resloution 2023-16	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Resloution 2023-16	NA		0.00	0.00	42.85	0.00	0.00	0.00	42.85	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4110-42300	Publishing Exp		42.85	100.00%						
59974	Invoice	9/24/2023	9/24/2023	10/19/2023	9/24/2023	172.50	0.00	0.00	0.00	172.50
Commission Meeting 09/07	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Commission Meeting 09/07	NA		0.00	0.00	172.50	0.00	0.00	0.00	172.50	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4110-42300	Publishing Exp		172.50	100.00%						
Vendor: 1291 - RCS Construction Inc										Vendor Total: 785,593.67
#7	Invoice	10/10/2023	10/10/2023	10/19/2023	10/10/2023	785,593.67	0.00	0.00	0.00	785,593.67
WWTP Expansion Pay Application #7	BANKW - BANK WEST				No					

Payable Register

Packet: APPKT00026 - 11.02.2023 Invoices

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP Expansion Pay Application #7	NA		0.00	0.00	785,593.67	0.00	0.00	0.00	785,593.67	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
502-4850-48500	Construction Costs				785,593.67	100.00%				

Vendor: [1748 - Sanitation Products Inc.](#)

Vendor Total: 271.02

87023	Invoice	10/3/2023	10/3/2023	10/19/2023	10/3/2023	271.02	0.00	0.00	0.00	271.02
Teflon Segment	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Teflon Segment	NA		0.00	0.00	271.02	0.00	0.00	0.00	271.02	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4310-42510	Street Snow Removal				271.02	100.00%				

Vendor: [0018 - SD One Call](#)

Vendor Total: 26.25

Sd23-02694	Invoice	9/30/2023	9/30/2023	10/19/2023	9/30/2023	26.25	0.00	0.00	0.00	26.25
25 Notifications for September	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
25 Notifications for September	NA		0.00	0.00	26.25	0.00	0.00	0.00	26.25	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4232-42900	Other Expense				26.25	100.00%				

Vendor: [1328 - Servall Uniform & Linen Supply](#)

Vendor Total: 184.26

0832305	Invoice	10/10/2023	10/10/2023	10/19/2023	10/10/2023	184.26	0.00	0.00	0.00	184.26
Monthly Servies	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly Servies	NA		0.00	0.00	184.26	0.00	0.00	0.00	184.26	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-42200	Prof Fees Expense				184.26	100.00%				

Vendor: [1355 - Sturdevant's AV Rapid City](#)

Vendor Total: 40.95

833036041	Invoice	10/2/2023	10/2/2023	10/19/2023	10/2/2023	40.95	0.00	0.00	0.00	40.95
Classical Section WR	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Classical Section WR	NA		0.00	0.00	40.95	0.00	0.00	0.00	40.95	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
604-4000-42600	Supply/Material Exp				40.95	100.00%				

Vendor: [1023 - Tyler Technologies](#)

Vendor Total: 1,316.26

025-440179	Invoice	9/27/2023	9/27/2023	10/19/2023	9/27/2023	1,260.00	0.00	0.00	0.00	1,260.00
UB Go Live Assistance	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
UB Go Live Assistance	NA		0.00	0.00	1,260.00	0.00	0.00	0.00	1,260.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-43400	Equip Expense				1,260.00	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code		On Hold							
025-440807	Invoice	9/30/2023	9/30/2023	10/19/2023	9/30/2023	56.26	0.00	0.00	0.00	56.26
Insite Transaction Fee	BANKW - BANK WEST			No						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Insite Transaction Fee	NA		0.00	0.00	56.26	0.00	0.00	0.00	56.26	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-43400	Equip Expense				56.26	100.00%				

Vendor: 1024 - USA Bluebook							Vendor Total:		189.61	
INV00148162	Invoice	9/28/2023	9/28/2023	10/19/2023	9/28/2023	189.61	0.00	0.00	0.00	189.61
TNT+ Ammonia Tests		BANKW - BANK WEST			No					
Items										
Item Description		Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total
TNT+ Ammonia Tests		NA		0.00	0.00	189.61	0.00	0.00	0.00	189.61
Distributions										
Account Number		Account Name		Project Account Key		Amount	Percent			
604-4000-42630		Chemicals and Lab Supplies				189.61	100.00%			

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	45	868,280.06	0.00	0.00	0.00	868,280.06	9,504.35	858,775.71
Grand Total:		868,280.06	0.00	0.00	0.00	868,280.06	9,504.35	858,775.71

Account Summary

Account	Name	Amount
101-4110-42300	Publishing Exp	373.01
101-4140-42600	Supply/Material Exp	87.03
101-4140-42700	Travel/Conf Expense	91.17
101-4141-42200	Prof Fees Expense	2,525.00
101-4192-42200	Prof Fees Expense	9,293.95
101-4192-42600	Supply/Material Exp	54.74
101-4192-42800	Utility Expense	136.20
101-4192-43400	Equip Expense	1,316.26
101-4196-42200	Prof Fees Expense	5,087.00
101-4210-42150	Postage	14.40
101-4210-42500	Repair/Maint Expense	447.00
101-4210-42600	Supply/Material Exp	997.76
101-4210-42730	Training Expense	199.00
101-4210-42900	Other Expense	64.05
101-4232-42320	Building Inspection Expense	310.00
101-4232-42900	Other Expense	26.25
101-4310-42300	Publishing Exp	184.50
101-4310-42500	Repair/Maint Expense	8,332.04
101-4310-42510	Street Snow Removal	271.02
101-4310-42600	Supply/Material Exp	2,357.20
101-4310-42610	Auto Expense	2,136.67
101-4310-42800	Utility Expense	18.73
101-4320-42500	Repair/Maint Expense	68.91
101-4320-43230	Solid Waste Collection	4,949.91
101-4520-42500	Repair/Maint Expense	402.75
101-4520-42530	Landscape&Mowing Expense	70.88
101-4520-42600	Supply/Material Exp	8.58
101-4520-42800	Utility Expense	146.45
101-4652-42300	Publishing Exp	115.40
101-4652-42600	Supply/Material Exp	71.96
Total:		40,157.82

Account	Name	Amount
502-4850-48500	Construction Costs	785,593.67
Total:		785,593.67

Account	Name	Amount
604-4000-42150	Postage	724.20
604-4000-42200	Prof Fees Expense	41,002.05
604-4000-42500	Repair/Maint Expense	40.50
604-4000-42600	Supply/Material Exp	-187.95
604-4000-42620	Tesing Expense	345.50
604-4000-42630	Chemicals and Lab Supplies	189.61
604-4000-42800	Utility Expense	414.66
Total:		42,528.57



SUMMERSET POLICE DEPARTMENT

7055 Leisure Ln. Summerset, SD 57718
Office: 605-721-6806 Fax: 605-721-6381

Summerset Police Department Monthly Report-September 2023

Grants: 2 grants awarded by the Department of Public Safety (Impaired Driving Enforcement + Preliminary Breath Testers: \$7,491.88; Speed/ Seatbelt Enforcement + Radars: \$20,183.75)

Calls for Service: 385

Traffic stops: 132

Breakdown of some calls for service:

DUI- 4

Drug- 6

Disturbance- 9

Motor vehicle crash- 4

Stolen Vehicle-1

Burglary-3

Vehicle burglary-8

Burglary alarm- 2

Assist-other-agency- 51

Animal complaint- 11

Assist person- 7

Welfare check- 8

Saturation Patrol-7

Warrant-3

Sex Offender Registration-1

Community Service: Officer Uebel participated in 2 community service events at Our Lady of the Black Hills.

SEPTEMBER 2023 CITY ADMINISTRATOR REPORT

ECONOMIC DEVELOPMENT

- Received video on Summerset's CIP Grant for Economic Development Purposes.
- Met with mayor and visited about changes on economic development video.
- Went to Black Hills Rushmore Regional Economic Dev. Meeting.
- Met with M. Torno to go over potential economic development opportunities.
- Visited with D. Hirsch on Small Business opportunities and SEDC.
- Went on Tour with A. Anglin and M. Torno to view land options for future economic development.

GRANTS

- Wrote report on funding grant for BHCED.
- Received request from R. Wallingford SDDOT on Reconnecting Communities Grant – Letter of Support.
- Visited with K. Snyder regarding FEMA grant.
- Worked in Just Grants to see why COPS Grant was suspended.

PLANNING & ZONING/BUILDING

- Met with J. Gingras, J. Ambrose, M. Torno and A. Kayl on potential land purchase.
- Visited with J. Semmler who dropped off building plans for Hunt Brother Pizza.
- Visited with T. Norman who dropped off preliminary plat.
- Reviewed sign application from CAT Construction.
- Visited with J. Denton regarding preliminary/final plat of Bessler Inc.
- Visited with C. Thomson on building permit and what was needed.
- Visited with L. Shagla on Colasardo Plat and Bessler Inc., plat.
- Reviewed counter-offer of J. Gingras.
- Visited with C. Thomson on sign and building permit questions.
- Visited with T. Norman regarding his preliminary plat and that M. Torno would like to set up a meeting with him.
- Visited with City Attorney M. Wheeler on potential Developer's Agreement.
- Sent documents to Vanocker Development Corp on CAT Construction and Norman Ranch.
- Completed sign permit for CAT Construction.
- Visited with D. Butler and M. Torno on Gingras property.
- Visited with Meghan from Vanocker Property regarding the CAT Construction Building Permit.
- Visited with K. Cox on building permit for an observatory.
- Visited with A. Kayl on vendor who did not have a contractor's license or building permit.
- Went over reviews with L. Shagla regarding CAT, Colasardo and Bessler, Inc.
- Visited with J. Steele on building in Black Hawk.
- Received application for grading permit on Speed's Storage, reviewed the same and sent it onto Engineering.
- Visited with G. Colasardo on review by engineer and addressing the issues.
- Contacted Bessler Inc., on review by engineer and to address the issues.
- Talked to Davis Engineering on plat signatures.
- Visited with J. Norman regarding T. Norman's preliminary plat.

PLANNING & ZONING CONTINUED

- Visited with M. Hollister on preliminary/final plat of Bessler, Inc.
- Received a call from Building and Sprinkler Company on water. Sent them to BH Water to visit with Ken.
- Call for locator on water lines. Sent them to BH Water to visit with Ken.
- Visited with J. Weidenbach on Simon Lots.
- Sent review on building permit to J. Semmler to address the comments.
- Visited with D. Holland regarding City levies and maximum that can be taken. Sent codified law to her.
- Visited with Shane from siteworks Specialist on having A. Kayl do an inspection on New Leaf property.
- Contacted Kris at Big C Signs for future sign permit on JRs Barbeque.
- Met with J. Semmler to go over the comments on the Hunt Brothers Bldg. permit.
- Citizens stopped in to talk about drainage on a project. Not in our jurisdiction, so they were sent to Meade County.
- Met with C. Baumiller regarding potential building permit for JRs Barbeque.
- Visited with Jason from Speed's Storage on grading permit.
- Visited with R. Blakeman from Director of Equalization, Meade County on building permits.
- Received Minor Plat from J. Schram – 3 mile jurisdiction.

MISC.

- Worked on budget ordinance to get it ready for Commission Meeting.
- Visited with C. Hirsch regarding the 90 day vs. 6 month review for employees.
- Completed ordinance 2024 and put changes in Budget Manager.
- Worked on draw down spreadsheet for 502 Fund on Budget.
- Zoom meeting with C. Robinson, S. Baumeister and others on acquisition on sewer rate study.
- Follow-up on Triggs complaint – letter from City Attorney M. Wheeler.
- Visited with citizen on policies and filling out public comment form at Commission Meetings.
- Updated K. McIntosh on resolution and the process of getting the same recorded.
- Zoom meeting on Tyler payments on credit card use.
- Visited with P. Olsen on notary items.
- Visited with D. McComb on 365 matters and Steph's email not getting messages.
- Prepared agendas for two Commission meetings and one Planning and Zoning meeting.
- Attended one Commission meeting and one Planning and Zoning meeting.
- Reviewed similar ordinances for jurisdiction within the one mile and beyond for platting purposes. Sent the same onto City Attorney M. Wheeler for review.
- Checked on the laws for sales, gross, use tax and potential building district tax.
- Meeting with T. Morris regarding TIFS.
- Received a complaint from C. Bergstrom and forwarded it to the proper department.
- Zoom meeting with RESPEC along with C. Robinson.
- Zoom meeting with N. Brady on status call with Tyler Tech.
- Conference call from City of Sturgis to discuss TIFS and growth.
- Discussion with M. Torno on surplus letter and to get with D. Brenneman and City Attorney M. Wheeler. Regarding the same.
- Received Parks and Recreation Agenda and posted the same.
- Received a complaint on trailers and work vehicles cluttering up a street. Sent the complaint onto Code Enforcement.
- Made changes to Personnel Handbook due to change 90 day to six month probation period passed by motion by the Commission. Sent out the changes to all employees.
- Completed research regarding previous lots sold by surplus in the Sun Valley area. Referred to M. Wheeler do to not finding documentation.
- Visited with S. Reade on adopted budget.
- Drafted vouchers for recording of plats.
- Visited with J. Kinney on insurance claim and sent it off to SDPAA.
- Received call from T. Wiczorek on deed filed in Meade County. Passed along information to M. Torno.

- Zoom meeting on State Board of Elections – on potential administrative code changes dealing with future elections.
- Sent snow ordinance to the paper.
- Called T. Norman to set up a meeting with M. Torno.
- Worked on changes to the Public Works Safety Manual.
- Received a complaint from S. Triggs on open storage. Sent the same to Code Enforcement and City Attorney M. Wheeler for comment.
- Visited with Bruce from the SDDOT on signature for state grants.
- Put ad in the municipal league magazine for police officer hires.
- Put ad in the SD Department of Labor online job openings for police officer.
- Met with M. Torno regarding setting up a picture date for all employees.
- Visited with J. Kraven from Blue Peak regarding contract.
- Visited with D. McComb regarding month to month contract with Blue Peak and what we have received for a quote from Midco.
- Met with T. Norman, M. Torno on preliminary plat for commercial property.
- Visited with J. Ambrose on counter-offer back to Gingras.

September

Sanitation

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

Public works

Attended council meeting. Performed maintenance on public works equipment. Had numerous conversations with the Public Works Commissioner, Mayor and City Staff. Mowed drainages and city lots. Worked on cleaning drainage Behind Glenwood. Crack sealed city streets. Began prepping snow removal equipment for the upcoming season

Code enforcement

Issued 8 notices of violation that were reported to the Code Enforcement Officer.

Parks

Mowed parks, sprayed for mosquitos and weeds.

Miscellaneous

Conducted road maintenance at the Waste water treatment plant.

September 2023 Finance Department Monthly Recap

- Budget meetings
- Bi-weekly status call with Nancy Brady on migration timelines, project almost complete
- Zoom meeting with ERP Pro 10 Transition Team
- Zoom meeting with C. Robinson regarding rate study
- Zoom meeting utility billing overview training
- Zoom training – doing first penalty process with transition team
- Utility Billing Go Live training with Gerri-Gale
- Added more product codes into ERP Pro 10 UB cashering
- Transitioned over to Tyler Payments and installed card reader. Training and installation with Mauricio
- Meeting with T. Morris with Colliers and L. Schieffer
- Transitioned company credit cards to rewards credit cards
- Assisted public works with crack sealing
- Attended Black Hills Finance Officer Association in Sturgis August 20, 2023
- Payroll processing, benefit's deduction review, process human resource updates for payroll Filed corresponding reports for payroll
 - August Payroll in new system went smooth this month
 - 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
 - Invoice processing, process checks for corresponding invoices to be paid and mailed out.
 - Journal entries in GL
 - Bank reconciliation
- 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
 - Mailed August bills out in new system – a couple hiccups but went well
- 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

September 2023 Wastewater Department report

Daily Operations

9-1 Meet with Jim Gingrass about land purchase
9-4 Main Lift pump #2 plugged
9-4 Called out for multiple pump failures due to lighting strike at plant
9-5 DPI fixed Main Lift pump #2 found piece of pvc stuck in impeller
9-5 Owen worked with Dolan on City Servers
9-6 Project progress meeting with HDR and RCS
9-7 Submitted DMR report to DANR
9-12 Owen and Dolan worked on troubleshooting the network switch
9-14 Owen assisted setting up new credit card system
9-15 Owen assisted Golden West to replace faulty network switch
9-21 Owen attended City Commission meeting
9-22 Cleaned decant filters
9-26 Caterpillar replaced wiring harness on telehandler
9-27 Meter readings for sewer billing
Responded to 20 requests for utility location
Treated 5.8 million gallons of wastewater with a daily average of 180k/day

Special Projects

Misc

CITY OF SUMMERSET

RESOLUTION 2023-12

**RESOLUTION TO ESTABLISH CAPITAL OUTLAY FOR
STREET IMPROVEMENTS**

WHEREAS, the City of Summerset, Meade County, a South Dakota Municipal Corporation, has the authority to enforce all statutes and ordinances within its corporate boundaries, and to pass resolutions regarding policies and procedures; and

WHEREAS, it the City of Summerset's duty to protect the health, safety, and general welfare of its citizens; and

WHEREAS, the City of Summerset is authorized to maintain and improve municipal streets within its corporate boundaries; and

WHEREAS, pursuant to SDCL 9-21-14.1 the governing body of a municipality may by resolution authorized the accumulation of funds for a period longer than one (1) year for specific capital outlay purposes otherwise authorized by law. Capital outlay purposes means purposes which result in the acquisition or additions to equipment and street improvement for Siouxland Dr., Brighton St, Glenwood Dr., Breckenridge St., or other streets deemed in need of repair and

WHEREAS, the governing body of the municipality shall establish a maximum amount allowed to be accumulated in the fund; and

WHEREAS, pursuant to SDCL 9-21-14.2 said Resolution shall be enacted by a two-thirds (2/3) vote of the governing body and shall set forth clearly the purposes for which the funds are to be accumulated and the maximum amount that may be accumulated, and that any funds so accumulated shall be expended within eighty-four months from the date of the resolution. If the specific purposes for which the funds are accumulated are deemed no longer necessary, these funds shall revert to the general fund.

NOW THEREFORE BE IT RESOLVED that the City of Summerset Board of Commissioners does hereby establish for the 2023 budget purposes a capital outlay for street improvements within the municipal boundaries of the City of Summerset.

IT IS FURTHER RESOLVED, that the maximum amount that may be accumulated for this capital outlay is (\$1,500,000.00); and

IT IS FURTHER RESOLVED, that a minimum of Two Hundred fifty thousand dollars (\$250,000.00) will be set aside and budgeted on the capital outlay line of the Budget Ordinance

for the year 2024, 2025, 2026, 2027, and 2028 and will remain on the capital outlay line for the next seven (7) years intended for street improvement projects. If the specific purpose for which the funds are accumulated are deemed no longer necessary, at any time, or are not expended within the next seven (7) years these funds shall revert to the general fund in accordance with SDCL 9-21-14.2

Dated this _____ day of _____, 2023.

ATTEST:

Stephany Baumeister
Finance Officer

Melanie Torno
Mayor

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

**DEMERSSEMAN JENSEN
TELLINGHUISEN & HUFFMAN, LLP**

L A W Y E R S

P.O. Box 1820, RAPID CITY SD 57709-1820
516 FIFTH STREET, RAPID CITY SD 57701-2703
TELEPHONE 605-342-2814 FAX 605-342-0732

MICHAEL B. DEMERSSEMAN
CURTIS S. JENSEN
ROGER A. TELLINGHUISEN
RICHARD E. HUFFMAN

September 28, 2023

MICHAEL V. WHEELER
GREGORY G. STROMMEN
NATHAN R. CHICOINE

By Email Only

mtorno@summerset.us
Mayor Melanie Torno
City of Summerset
7055 Leisure Lane
Summerset, SD 57718

Re: City of Summerset – Real Estate Surplus

Dear Mayor Torno:

I am following up as it concerns the sale of the City's surplus real estate.

The City has retained the services of David Brenneman, a licensed real estate broker, to sell the property. Pursuant to SDCL 6-13-5.2:

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 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.

As such, it is my best legal judgment that the property must be "listed." It seems reasonable to me that if the adjoining landowners desire to purchase the real estate, either one or all of them can submit an offer once the property is listed. The listing can specifically state a timeframe during which the City will receive offers and that no offers can result in a binding purchase agreement until accepted by the

September 28, 2023

Page 2

City Commission at a formal meeting. As the statute states, the Commission may accept any offer.

SDCL 6-13-4 provides for the notice that must be published in the legal newspaper in advance of the "sale". I suggest that Mr. Brenneman list the property and that we set a date that the Commission will consider all offers, and then include that information in the published Notice pursuant to SDCL 6-13-4 and 6-13-5.2.

Thank you for your attention in this matter. Please contact me with any questions or concerns.

Sincerely,



Michael V. Wheeler (mvw@demjen.com)

DEMERSSEMAN JENSEN

TELLINGHUISEN & HUFFMAN, LLP

MVW/ag

cc: Lisa Schieffer (lschieffer@summerset.us)

David Brenneman (david.brenneman@coldwellbanker.com)



City of
SUMMERSET
A GREAT PLACE TO CALL HOME

Oct 19th

Agenda Item Request Form

This Request Form is required in the Finance Office no later than Monday at noon prior to the Thursday Commission Meeting (1st and 3rd Thursdays of the month). The City will contact you confirming the suitability and placement of the requested item. We encourage you to resolve any issues by contacting the Finance Office prior to requesting placement on the agenda.

PLEASE PRINT

Name Timothy Reisbeck Phone Number 303 210-8832
Address 6805 Arcadia St

Item to be Discussed

mailboxes - beautification

Signature _____ Date _____

APPLICATION AND CERTIFICATE FOR PAYMENT

Page 1 of 2 Pages

TO OWNER: City of Summeret

7055 Leisure Lane

Summeret, SD 57718

PROJECT:

Summeret WWTP Expansion

APPLICATION NO. #7

PERIOD TO: 09/30/23

PROJECT NOS.: 202257

DISTRIBUTION TO:

X OWNER

X ARCHITECT

X CONTRACTOR

FROM

CONTRACTOR: RCS Construction, Inc

PO Box 9337

Rapid City, SD 57709

ARCHITECT:

HDR Engineering

703 Main St, Suite 200

Rapid City, SD 57701

CONTRACT DATE:

1/6/2023

X

X

X

ENGINEER

Application is made for payment, as shown below, in connection with the attached

Contract Continuation Sheet.

CONTRACTOR'S APPLICATION FOR PAYMENT

1 ORIGINAL CONTRACT SUM

2 Net Change by Change Orders

3 CONTRACT SUM TO DATE (Line 1 +/- 2)

4 TOTAL COMPLETED & STORED TO DATE

(Column G on G703)

5 RETAINAGE on COMPLETED WORK:

\$ 10,322,000.00

\$ -

\$ 10,322,000.00

\$ 4,065,131.86

10% Retainage

\$ 406,513.19

State of: South Dakota

County of: Pennington

Notary Public:

My Commission expires: April 7, 2027

Subscribed and sworn to before me this 30th day of September, 2023.

Notary Public: Carlin Krutz

My Commission expires: April 7, 2027

By: [Signature]

Date: September 30, 2023

State of: South Dakota

County of: Pennington

Notary Public:

My Commission expires: April 7, 2027

Subscribed and sworn to before me this 30th day of September, 2023.

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DATE OF PAGE

APPLICATION NUMBER:

APPLICATION DATE: 9/30/2023
PERIOD TO: 9/30/2023

Use Column 1 on Contracts where variable retainage for line items may apply.

[illegible]



Change Order No. 2

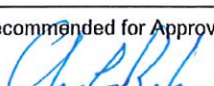
Project Name: Wastewater Treatment Plant Capacity Expansion	HDR Project No.: 10333843
Project Owner: City of Summerset, SD	Owner's Project No.:
	Date of Issuance: October 12, 2023
Project Contractor: (Name, Address) R.C.S. Construction, Inc. 1314 Fountain Plaza Dr, Rapid City, SD 57702	Date of Contract: December 23, 2022

CPR #	ITEM AND DESCRIPTION OF CHANGES	CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
NA	Time Extension for Electrical Equipment	\$0	189 days
2	Reed Bed Drain Pipe Revisions	\$384.03	NA
3	Add Three (3) Access Hatches	\$10,473.46	NA
	Difference Net	\$10,857.49	189 days

Summary: It is agreed to modify the Contract referred to above as follows:

Contract Price prior to this Change Order	Contract Time prior to this Change Order
\$ 10,322,000.00	January 12, 2024 final completion
Net Increase (decrease) of this Change Order	Net Increase (decrease) of this Change Order
\$10,857.49	189 days
Revised Contract Price with all approved Change Orders	Revised Contract Time with all approved Change Orders
\$ 10,332,857.49	July 19, 2024 final completion

The changes included in this Change Order are to be accomplished in accordance with the terms, stipulations and conditions of the original Contract as though included therein.

Accepted for Contractor by:	Date:
Recommended for Approval by (HDR Engineering, Inc.): 	Date: 10/11/23
Approved for Owner by:	Attest:
	Date:

Distribution: ☐ Owner ☐ Contractor ☐ Office ☐ Field ☐ Other



Change Order No. 2

Project Name: Wastewater Treatment Plant Capacity Expansion	HDR Project No.: 10333843
Project Owner: City of Summerset, SD	Owner's Project No.:
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The changes included in this Change Order are to be accomplished in accordance with the terms, stipulations and conditions of the original Contract as though included therein.

Accepted for Contractor by:

Bob Conway - Bob Conway

Date:

10/11/23

Recommended for Approval by (HDR Engineering, Inc.):

Chad R. H.

Date:

10/11/23

Approved for Owner by:

Attest:

Date:

Distribution: ☐ Owner ☐ Contractor ☐ Office ☐ Field ☐ Other



SUMMERSET POLICE DEPARTMENT

SURPLUS PROPERTY

Date: 10/09/2023

Quantity	Description	Location
1	2016 Ford Police Interceptor Utility (Black)-VIN: 1FM5K8AT1GGB73756 Mileage: 151,182	Police Dept.
1	Jotto Desk Center Console	Police Dept.
1	Custom Rear Prisoner Partition (Half)	Police Dept.
1	Setina Bodyguard Push Bumper	Police Dept.