

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

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

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Hirsch, second by Butler, to approve the agenda for the regular meeting of the Summerset City Commission for October 6th, 2022 as presented or amended. Motion carried.

CONSENT CALENDAR

Motion by Butler, second by Hirsch, to approve the minutes of the Special meeting of September 12th, 2022 as presented or amended. Motion carried.

Motion by Hirsch, second by Kitzmiller, to approve the minutes of the Regular meeting of September 15th, 2022 as presented or amended. Motion carried.

Motion by Butler, second by Hirsch, to approve the minutes of the Special meeting of September 27th, 2022 as presented or amended. Motion carried.

APPROVAL OF CLAIMS

Motion by Kitzmiller, second by Butler, to amend the claims, remove Uniform Stipend, and adjust to \$126,241.05 from \$127,077.62 for September 15th, 2022 through October 5th, 2022 as presented or amended. Motion carried.

MCKIE FORD LINCOLN	Ford Super Duty 2022	41,074.00
A&B BUSINESS SOLUTIONS	Water Machine	391.29
AMBROSE, JONATHAN	Phone Stipend	50.00
ANGLIN, MITCH	Phone Stipend	50.00
BLACK HILLS ENERGY	Utilities	6,103.41
Butler, Dave	Phone Stipend	50.00
C HAVEMAN BUSINESS SERVICES	Reconciliations	2,043.75
CANDACE SEALEY	Phone Stipend	50.00
City of Sturgis	Animal Control Items	2,809.55
DAVIS, OWEN	Phone Stipend	50.00
DELTA DENTAL	Employee Dental Benefits	971.00
FOOTHILLS FENCE	Fence WWTP	11,337.82
GOLDEN WEST TECHNOLOGIES	Security Labor	300.00
Gunderson & Palmer	Legal Services	1,775.00
HACH COMPANY	Bench Services WWTP	206.68
HAWKINS INC.	Defoamer	444.40
HEALTH POOL OF SD	Employee Health Insurance	15,356.36
HIRSCH, CLYDE	Phone Stipend	50.00
HUMAN KINETICS	Online Course PD	0.00
KITZMILLER, MICHAEL	Phone Stipend	50.00
Kayl, Anthony	Phone Stipend	50.00

LEWTON, ROBERT	Erosion Control Deposit	1,000.00
MDU	Municipal Utilities	202.84
MEADE COUNTY	Septic Inspection	150.00
MEADE COUNTY	Dispatch August	3,038.49
AUDITOR		
MIDCONTINENT	Mid Continent Testing	321.00
TESTING LABS		
NASSER, ALEXIS	Phone Stipend	50.00
O'GRADY, BRENDA	Phone Stipend	50.00
ON-SITE FIRST AID & SAFETY	First Aid Supplies	104.90
PCS MOBILE	Harvis Charge Guard	890.73
SCHIEFFER, LISA	Phone Stipend	50.00
SCHROCK, BRIELLE	Phone Stipend	50.00
SD ONE CALL	August Notifications	26.25
SDRS-SUPPLEMENTAL	Employee Supplemental Retirement	670.00
SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	162.89
SMITH, JEFF	Phone Stipend	50.00
SMITH, JHAMEL	Uniform Stipend	400.00
TORNO, MELANIE	Phone Stipend	50.00
TYLER TECHNOLOGIES, INC	Annual Maint. Fees	3,125.00
UNITED STATES POSTAL SERVICE	Postage	1,000.00
VAST BROADBAND	Fax/Phone/Internet	1,122.01
Verizon Wireless	LE Voice/Mobile Broadband	190.06
CARDMEMBER SERVICES	August Credit Card Charges	4,224.77
SDRS	Employee Retirement	9,770.98
UNITED STATES TREASURY	Payroll Taxes Sept	16,645.07

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

Motion by Kitzmiller, second by Butler to approve the following payroll. Motion carried.

Dept. 4000 - \$19,312.20 Wastewater/Public Works

Dept. 4110 - \$2,333.32 Commission

Dept. 4120 - \$1,083.33 Mayor

Dept. 4140 - \$12,592.32 Finance

Dept. 4210 - \$33,054.69 Police

Dept. 4652 - \$0.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Butler, second by Hirsch to approve the utility billing adjustments of \$332.09 for the period September 1st thru September 30th, 2022. Motion carried.

COMMISSION REPORTS

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

HIGH MEADOWS ROAD/ UPDATE FROM COUNTY COMMISSION MEETING – Jim Guthrie

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

Jim Guthrie gave an update from the Meade County Commission meeting.

SOUND SYSTEM FOR COMMISSION ROOM – DISCUSSION

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

City Administrator updated the Board regarding the same.

CITIZENS INPUT

Lauri Potthoff expressed her concerns regarding notification of meetings.

Jon Steiner suggested putting a link on the web page for easier access to information on the web.

UPCOMING EVENTS:

City Offices will be closed on Monday, October 10th in observance of Native American Day.

ITEMS FROM CITY ATTORNEY

Motion by Hirsch, second by Kitzmiller, to enter into executive session at 7:00 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 7:23 p.m. Motion carried.

ADJOURNMENT

Motion by Hirsch, second by Butler, to adjourn at 7:23 p.m. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

Published once _____ at a cost of \$_____.

**SUMMERSET CITY COMMISSION
SPECIAL MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
TUESDAY, OCTOBER 11, 2022 5:30 P.M.**

Mayor Torno called the Special Meeting to order at 5:30 p.m. Commissioners Hirsch, Nasser, Torno and Butler were present. Absent: Commissioner Kitzmiller. The City Administrator and City Finance Officer were also present.

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Hirsch, second by Butler, to approve the agenda for the Special Meeting of the Summerset City Commission for October 11th, 2022. Motion carried.

AWARD BID – INFINITY DRIVE

Motion by Butler, second by Nasser to open for discussion. Motion carried.

Said bid opening took place Thursday, October 6th at 2:05 p.m. per advertisement noticed in the Rapid City Journal on 9/23/2022 and 9/30/2022. Three bids were received as follows:

Simon Contractors - \$243,276.00

Western Construction - \$266,678.00

Black River, Inc. – 394,599.15

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

Motion by Nasser, second by Butler to approve the bid of Simon Contracting in the amount of \$243,276.00.

Motion carried.

ADJOURNMENT

Motion by Hirsch, second by Butler, to adjourn at 5:37 p.m. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

Check Register Report

Date: 10/17/2022
 Time: 3:36 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								
25878	10/20/22	Printed			1098	A&B BUSINESS SOLUTIONS	Water Machine	45.00
25879	10/20/22	Printed			1683	ARTISTIC CUSTOM BADGES	PD Badges	204.30
25880	10/20/22	Printed			1363	AXON ENTERPRISE, INC	5 Yr Axon Subscription	6,147.60
25881	10/20/22	Printed			0021	BLACK HAWK WATER USERS DISTRICT	Monthly Usage	41.00
25882	10/20/22	Printed			1504	CBH CO-OP	Govt Fuel	6,289.97
25883	10/20/22	Printed			0036	CITY OF RAPID CITY	Solid Waste Disposal	4,925.75
25884	10/20/22	Printed			1853	COMPTON, JOSH	WWTP Deposit Refund	50.00
25885	10/20/22	Printed			0765	DEMERSSEMAN JENSEN	Legal Services	3,210.00
25886	10/20/22	Printed			1854	DEPEW, ANGELINA	WWTP Deposit Refund	50.00
25887	10/20/22	Printed			0709	DIAMOND D WATER	Monthly Usage Sun Valley	122.30
25888	10/20/22	Printed			1669	EXCEL TRUCK	REpair Mack Garbage Truck	2,278.39
25889	10/20/22	Printed			0246	GOLDEN WEST TECHNOLOGIES	Office 365 Licenses	4,788.50
25890	10/20/22	Printed			1369	GREENAPSYS	Govt Building Janitorial	475.00
25891	10/20/22	Printed			0544	Gunderson & Palmer	Legal Fees	75.00
25892	10/20/22	Printed			1422	H&S UNIFORMS	PD Patches	470.40
25893	10/20/22	Printed			1855	HART, JONATHAN	WWTP Deposit Refund	50.00
25894	10/20/22	Printed			0698	HAWKINS INC.	Aqua Hawk	2,467.20
25895	10/20/22	Printed			1133	HDR ENGINEERING, INC	Engineering Fees	7,871.25
25896	10/20/22	Printed			0124	KIEFFER SANITATION	Portable Toilets	300.00
25897	10/20/22	Printed			1590	KIWANIS OF THE FOOTHILLS	Annual Dues	112.00
25898	10/20/22	Printed			1856	LANE, JULIE	WWTP Deposit Refund	100.00
25899	10/20/22	Printed			0937	MDU	Utilities	234.40
25900	10/20/22	Printed			1433	MIDCONTINENT COMMUNICATIONS	WWTP Phone	202.21
25901	10/20/22	Printed			1157	MIDCONTINENT TESTING LABS	Mid Continent Testing WWTP	321.00
25902	10/20/22	Printed			1413	NORTHERN TRUCK EQUIPMENT CO	2022 F-150 Mats & Seat Protect	381.06
25903	10/20/22	Printed			1721	PCS MOBILE	Vehicle Laptop Dock	974.03
25904	10/20/22	Printed			0008	RAPID CITY JOURNAL	Publications	706.58
25905	10/20/22	Printed			1748	SANITATION PRODUCTS	Covers	2,719.83
25906	10/20/22	Printed			1857	SCHERER,AMY	WWTP Deposit Refund	50.00
25907	10/20/22	Printed			1732	SCHIEFFER, LISA	SDML Conference	388.22
25908	10/20/22	Printed			0956	SD Federal Property Agency	Tire chains, Wheel Barrow	105.00
25909	10/20/22	Printed			0018	SD ONE CALL	September Notifications	21.00
25910	10/20/22	Printed			1328	SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	162.89
25911	10/20/22	Printed			1860	TC ENGESSER ENTERPRISES LLC	Degrease City Streets	532.50
25912	10/20/22	Printed			1858	THIESZEN, GLENDEN	WWTP Deposit Refund	50.00
25913	10/20/22	Printed			1859	VACCA, MICHAEL	WWTP Deposit Refund	50.00
25914	10/20/22	Printed			0203	Verizon Wireless	LE VOICE/ MOBILE BROADBAND	190.06

Total Checks: 37 Checks Total (excluding void checks): 47,162.44

Total Payments: 37 Bank Total (excluding void checks): 47,162.44

Check Register Report

Date: 10/17/2022
 Time: 3:36 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
BANKWEST EFT Checks								
129	10/17/22	Printed			0322	AFLAC REMITTANCE PROCESSING	Employee Accident Insurance	94.25
132	10/17/22	Printed			1665	CARDMEMBER SERVICES	September Credit Card Charges	7,527.42
133	10/17/22	Printed			1245	SOUTH DAKOTA STATE TREASURER	Sales Tax	974.66
Total Checks: 3							Checks Total (excluding void checks):	8,596.33
Total Payments: 3							Bank Total (excluding void checks):	8,596.33
Total Payments: 40							Grand Total (excluding void checks):	55,758.77

Check Register Report

Date: 10/17/2022
 Time: 3:36 pm
 Page: 1

City of Somerset

BANK: BANKWEST

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
BANKWEST Checks								
25832	09/20/22	Printed			1848	MCHENRY, FRANK	Refund	68.68
					Total Checks: 1		Checks Total (excluding void checks):	68.68
					Total Payments: 1		Bank Total (excluding void checks):	68.68
					Total Payments: 1		Grand Total (excluding void checks):	68.68

September 2022 Wastewater Department report

Daily Operations

9-1 Submitted proposed maintenance plan for Pine Hills Mobile Home Park
9-7 Discussed new greenhouse repair quote with Tucker Daniels. He approved it.
9-8 DPI switched main lift pumps back to normal settings.
9-12 Discussed new time off policies with Commissioner Butler.
9-12 Foothills Fence started work on new fencing.
9-15 Meeting with Water Warriors lawyer.
9-16 Meeting with Norman Ranch developers.
9-21 Got approval to repair greenhouse.
9-21 Signed Owen up for class with SDARWA on Dec 6-8
9-23 Signed contract with RCS to repair greenhouse.
9-27 DANR reinspection
9-30 Received FNSI and EA reports from DANR.
This month we treated 4.8 million gallon with an average of 160k/day

Special Projects

Misc

9-9 Internet went down was called out.

September

Sanitation

Hauled 141160 lbs of Solid waste, 3240 lbs of recycling, 6150 lbs of cardboard, and 37820 lbs of yard waste to the Landfill. Serviced equipment and repaired/cleaned/ and delivered cans as needed. Serviced and cleaned solid waste equipment. Answered questions about service concerns and acceptable waste.

Public works

Mowed Sturgis Road right of way. Fixed Street lights. Met with residents about paving High Meadows Road and gave advice as to legal ownership of said road. Met with residents about concerning the development of city owned property behind Leisure Lane/Astoria Court. Met with a developer concerning the expansion of Recreational Drive and how it could affect his development. Met with developers concerning Norman Ranch. Met with developer concerning Sun Valley. Attended council meetings. Removed tree in drainage by Sun Valley Park.

Completed Confined spaces training in Spearfish. Conducted city wide cleanup, resulting in an additional 9220 lbs. of waste.

Completed the WWTP/ Public works access road, and assisted Contractor with perimeter fence build. Removed old existing fence sections and prepared grounds for new fence installation.

Patched cracks on Astoria Court. Prepped Snow removal equipment.

Code enforcement

Issued 30 notices to residents for violation. Abated 2 vehicles. Transferred a few issues to law enforcement for assistance. Answered multiple questions about ordinances. Abated two tree violations.

Parks

Mowed parks. Cleaned shelters, maintained park grounds and playground surfaces. Received complaint about graffiti on Basketball court at Leisure Lane park. Removed graffiti. Mulched trees.

Miscellaneous

Picked up trash on Sturgis road.

Receives second Public works pickup.

SEPTEMBER 2022 CITY ADMINISTRATOR REPORT

ECONOMIC DEVELOPMENT

- Attended the Rushmore Region Economic Development meeting.
- Listened to the Fuel the Growth Updated on Economic Development.
- Meeting with M. Torno and Small Business Development Center.
- Meeting with M. Anglin Executive Director SEDC regarding possible new business to the Summerset area and potential land.

GRANTS

- Discussion with D. Allen regarding reapplying for Justice Grant in 2023.
- Discussed Developer's Grant with B. Powles.
- Discussed grants available with J. Siestema regarding High Meadows Road.

PLANNING & ZONING

- Visited with J. Siestema with BHCLG on starting Comprehensive Plan.
- Visited with L. Shagla regarding Infinity Drive and going to bid/developer's agreement.
- T. Clark came in for septic permitting.
- Meeting with J. Guthrie, M. Torno, A. Kayl regarding High Meadows Road – concerns/ownership.
- Meeting with C. Baumiller, L. Shagla, M. Torno, and A. Kayl regarding Infinity Drive.
- Visited with S. Stormo regarding Planning & Zoning matters in municipalities.
- Visited with J. Culver, appraiser, regarding fire alarms, smoke alarms in new builds. Referred to S. Delbridge.
- Meeting with M. Leon, M. Torno, L. Shagla regarding potential right away and approach onto Sturgis Road.
- Met with Norman Ranch Officials, along with C. Robinson, L. Shagla, M. Torno, and J. Ambrose on sewer expansion timelines.
- Met with B. Powles, L. Shagla, A. Kayl and M. Torno regarding future platting in Sun Valley and extension of Glenwood Dr.
- Visited with A. Roeber regarding bid letting on Infinity Drive.
- Visited with M. Martin regarding drainage ownership.
- Visited with G. Markham regarding annexation into Summerset/researched with Meade County Director of Equalization Office.
- Discussed potential annexation on property adjacent to Summerset.
- Visited with S. Donley on survey, platting, annexing and rezoning of property.

*See next page

MISC. CONT

- Met with S. Reade on Sturgis Road, etc. – reviewed camera footage.
- Reviewed scope on rate study that will be done by HDR.
- Visited with T. Wieczorek regarding steps of eminent domain for municipalities.
- Received 3 complaints on High Meadows Road.
- Added A. Kayl to Federal Surplus Authority.
- Visited with K. Cox ordinances and violation.
- Visited with A. Kayl regarding safety conference and signing up for the same.
- Visited with S. Reade on Q & A Projects that were listed on Facebook.
- Met with M. Torno and C. Sealey regarding budget questions.
- Updated the Board and Department Heads via email on notes/draft for Handbook.
- Visited with M. Torno regarding three policies the Board would like to change/sent drafts to Department Heads for input.
- Visited with T. Morris and C. Sealey regarding TIF rewriting and rates.
- Set up meeting with residents regarding the possibility of dog park.
- Visited with Golden West regarding the new server being put in place.
- Visited with Legislator K. Chaffee regarding regionalization and SDEDA.
- Amended Resolution of Bonding Council for D.A.N.R. and SRF Loan.
- Signed off on Green House and proof of loss for insurance.
- Visited with J. Siestema and S. Donley on projects.
- Discussed tree trimming with C. King.
- Visited with T. Norman regarding sewer expansion and updates.
- Attended two Special Meetings of the Board.
- Attended two Commission Meetings.
- Attended Meade County Commission meeting regarding High Meadows Road.
- Visited with A. Kayl regarding outside city limit trees encroaching on city limit streets.
- Visited with S. Reade and wife regarding upcoming budget meeting.
- In contact with Golden West on getting the park cameras up and running again.
- Attended meeting regarding potential dog park.
- Researched sale of city land, legal opinions from M. Wheeler and draft drawing from L. Shagla.
- In contact with Golden West unlocking 15 emails that were locked down. All have been reset and can be used.
- Visited with Dan from PPSWG on prescription drop off location at Summerset.
- Discussion with M. Wheeler regarding Black Hawk Water Contract.
- Visited with Laurie from the City of Custer about City Administration position and engineering contracts.

- Zoom – Cyber Security Watch.
- Received weekend call on server system down – B. Ogrady will reboot.
- Researched 13 years of minutes/Park Board notes and sent data to M. Wheeler regarding legal opinion on ordinance.
- Met with Dennis from Midco requesting a quote on phones, etc.
- Visited with Q. Reimers of Colliers on TIF valuation for Summerset.
- Research on phone stipend – all minutes from 2009.
- Sent snow ordinance to the paper for publication.
- Received complaint from L. Potthoff – referred it to the correct departments.
- Went to Best Buy and Haggerty's researched voice amplifiers/sound systems.
- Put FAQ's on Facebook on Initiative Measures and Referendums.
- Received a complaint from L. Johnson – referred it to the correct departments.
- Received a complaint from D. Coor about a health hazard in Pine Hills – referred the complaint to the correct departments.
- Reviewed the contract of RCS on the Green House for the repair @ the WWTP.
- Met with Dennis from Midco to get a quote on phone systems for comparisons.
- Visited with S. Reade on phone stipends and open meeting laws.
- Visited with J. Herz @ GenPro to set up a lighting meeting.
- Rural Development Inspection was completed with C. Sealey and myself.
- Visited with G. Doxon regarding rentals and Air BNBs.
- Insured new truck with SDPAA.
- Attended pre-bid meeting on Infinity Drive.
- Visited with S. Starmo with Golden West, cyber security credit with SDPAA.

Finance Department Monthly Recap September

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/Notable Highlights

- Monthly Revenue/Expenditure Report: Questions? Comments?
- Utility Billing Adjustments to Customer Accounts. Questions?
- 2023 Budget & Meetings
- Gabby From USDA came and performed Audit
- New Hires & Resignations
- SDRS Agents Training for our Retirement
- Tasks for Incode 10 Upgrade
- Reviewed Utility Accounts for Meter Deposits
- Added City Staff and Officials Pictures to the City Website and recreated the Finance Department's page

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

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
-
-
-
-



SDPAA Cyber Credit Program Reminder

The SDPAA Board of Directors launched the SDPAA's Cyber Credit program for calendar year 2022 to provide SDPAA Members a financial incentive to undergo cybersecurity efforts to improve their overall "cyber hygiene." Members can achieve these credits by qualifying for a successive three tiers of credits by the end of December 2022. SDPAA Members can qualify for tiers one and two by simply availing themselves of the free resources readily available for public entities and with a few hours of their team members' time. The three tiers are as follows:

✓ **Tier 1:** The first step in minimizing or eliminating risks is to know your risks. This first tier will require enrollment in the Dakota State University (DSU) Project Boundary Fence program, which provides penetration testing and an assessment of the SDPAA Member's cyber infrastructure **free of charge**. This testing identifies the ways a cyber attacker could possibly penetrate your system and how to protect from such attacks. Please contact DSU at projectboundaryfence@dsu.edu regarding these services and please visit <https://dsu.edu/boundary-fence/> for more information. Please note the eligibility for this first tier credit is based on the SDPAA Member's mere enrollment in the program, not on the completion of the testing.

→ **Tier 2:** The next step in minimizing or eliminating risks is to prepare and plan for any anticipated risks. This second tier will require each SDPAA Member to designate a "cyber representative" for their entity. Many SDPAA Members do not have an internal IT person and are many miles from the nearest IT vendor. The cyber rep does not need to be an IT expert. The cyber rep can be anyone within your organization or your local IT vendor if you are fortunate to have one

available. The cyber rep should acquire a basic level of cyber vocabulary to be able to receive any alerts and to be able to be your point of contact in the event of a possible cyberattack. Free trainings are already available for this cyber rep and anyone else in your organization as part of the SDPAA's training library through SBI. In-person trainings by cyber experts have been and will continue to be available throughout the year. The SDPAA website will guide you to these training opportunities at <https://www.sdpaaonline.org/resources/training>.

As part of this tier for credit, the cyber rep will lead the formation and adoption of your entity's Cyber Incident Response Plan, which will be like other incident response plans your entity has developed for natural disasters. The only difference is it will be tailored for cyber infrastructure risks. The SDPAA's own plan is posted on our website for your quick reference. If you need any assistance, please contact the SDPAA and we can have someone walk you through the process. <https://sdpaaonline.org/resources/cyber-security>

Tier 3: The final step is implementing the necessary measures to manage that risk. This third tier will provide future credit in recognition of your purchases of cyber hardware/software and other related measures to enhance your cyber security as recommended by the individualized penetration testing from Tier 1. These security measures could include, but are not limited to, installing or improving data back-up systems, purchasing new or updated software and installing any patches, and implementing measures for multi-factor authentication for all your systems. These three security measures will greatly enhance your organization's ability to protect itself.

Thank you for your membership in the SDPAA and for your public service. If you have any questions, please contact Dave Pfeifle at the SDPAA at 800-658-3633 option 2 or by email at dpfeifle.sdpaa@sdmunicipalleague.org.

Summary

Parcel ID OC.50.07.24R
 Property Address
 Sec/Twp/Rng SUMMERSET
 Brief Tax Description SUMMERSET SUB REVISED LOT 24R BLK 7
 (Note: Not to be used on legal documents)
 Comments 1.078 AC
 Class EXEMPT
 Tax District SC514 - CITY OF SUMMERSET
 Gross Acres 0.00
 \$/Acre N/A

Zoned
PD

Owners

Deed Holder
CITY OF SUMMERSET

PO BOX 783
SUMMERSET SD 57718

Sales Ratio Building Info

Year Built 0
 Basement 0
 Square Feet 0
 Acres/Lot Size 1.078 AC
 Construction
 Grade
 Air Cond
 Bedrooms
 Fireplace
 Baths
 Garage

Sales

Date	Sequence	Seller	Buyer	Book	Page	Type	Building Value	Land Value	Transfer Fee	Sale Amount
01/30/2019	20190565	AMERICAN WEST COMMUNITIES INC	CITY OF SUMMERSET	907	1724	O	\$0.00	\$500.00	\$0.00	\$0.00
09/16/2014	20141029	WESTERN MANAGEMENT CORP	CITY OF SUMMERSET	853	698	Q	\$0.00	\$70,943.00	\$0.00	\$0.00

There are other parcels involved in one or more of the above sales:
[Seq: 20190565 - Parcel: DUMMY](#)

Tax History

Year	1st Half	2nd Half	Full Year
2021			
Due Date	April 30, 2022	October 31, 2022	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00
Amount Due	0.00	0.00	0.00
Payment Status	Paid	Paid	
Date Paid	02/02/2022	02/02/2022	
2020			
Due Date	April 30, 2021	October 31, 2021	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00
Amount Due	0.00	0.00	0.00
Payment Status	Paid	Paid	
Date Paid	01/01/2021	01/01/2021	
2019			
Due Date	April 30, 2020	October 31, 2020	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00

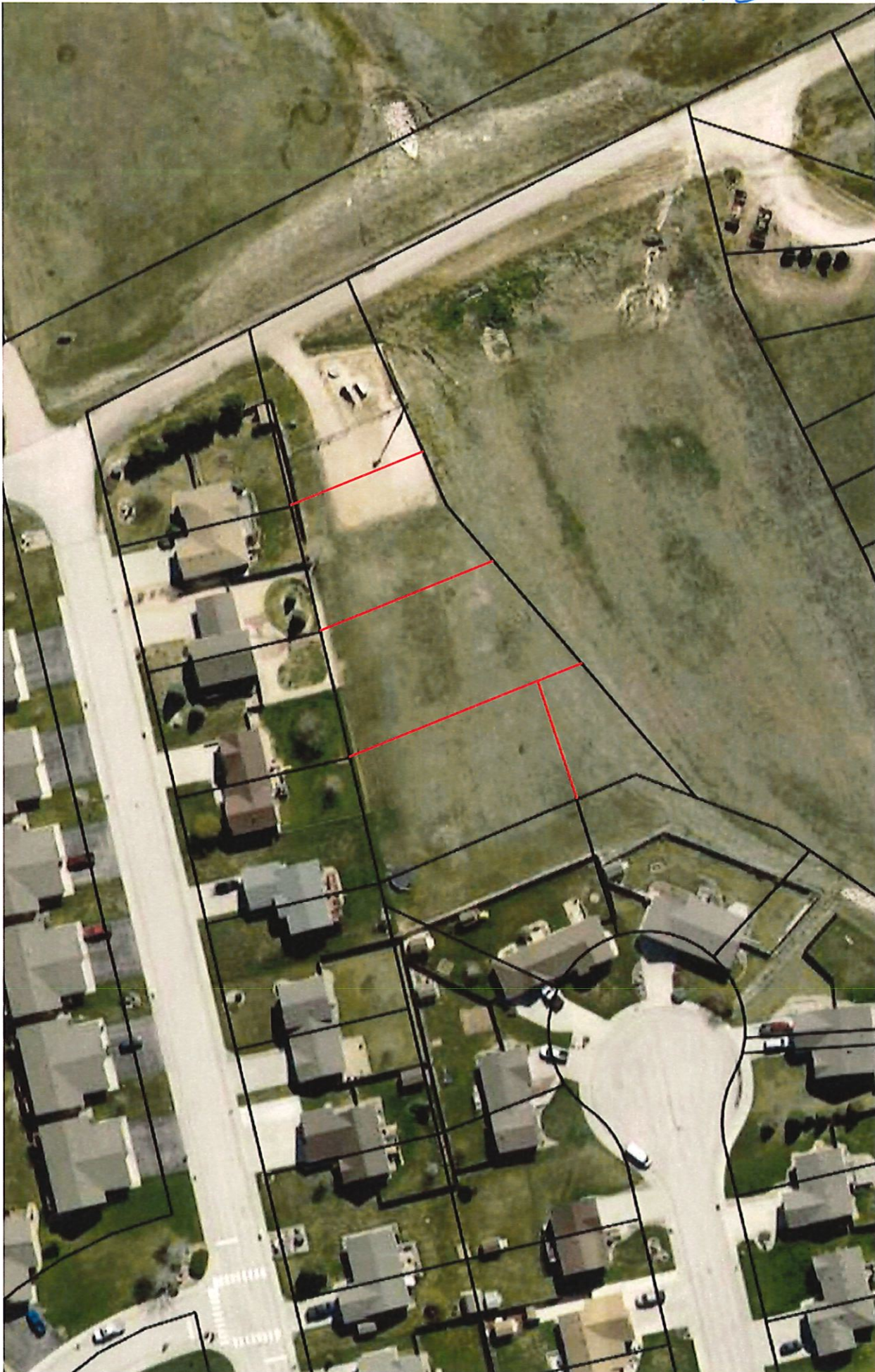


OC.50.07.24R

 CITY OF SUMMERSET (D)

View: [Report](#) | [Soil Report](#) | [Pictometry Imagery](#) | [Google Maps](#)

Potential lot layout



Summary

Parcel ID 0C.50.07.36
 Property Address 6515 ASTORIA LN
 Sec/Twp/Rng SUMMERSET
 Brief Tax Description SUMMERSET SUB LOT 36 BLK 7
 (Note: Not to be used on legal documents)
 Comments .175 AC
 Class EXEMPT
 Tax District SC514 - CITY OF SUMMERSET
 Gross Acres 0.00
 \$/Acre N/A

Zoned PD

Owners

Deed Holder
 CITY OF SUMMERSET

 7055 LEISURE LANE
 SUMMERSET SD 57718

Sales

Date	Sequence	Seller	Buyer	Book	Page	Type	Building Value	Land Value	Transfer Fee	Sale Amount
03/28/2018	20180355	MEADE COUNTY	CITY OF SUMMERSET	890	1664	W	\$0.00	\$1.00	\$0.00	\$10,000.00
08/02/2010	20100676	NORTHWEST PIPE FITTINGS, INC	MEADE COUNTY	800	377	W	\$0.00	\$25,920.00	\$0.00	\$0.00
08/14/2008	20080869	AMERICAN WEST COMMUNITIES, INC	NORTHWEST PIPE FITTINGS, INC	772	743	W	\$0.00	\$28,800.00	\$55.50	\$55,086.00

There are other parcels involved in one or more of the above sales:

- [Seq: 20180355 - Parcel: 0C.50.07.32](#)
- [Seq: 20180355 - Parcel: 0C.50.07.33](#)
- [Seq: 20180355 - Parcel: 0C.50.07.34](#)
- [Seq: 20180355 - Parcel: 0C.50.07.35](#)
- [Seq: 20180355 - Parcel: 0C.50.07.DRAIN](#)
- [Seq: 20180355 - Parcel: 0C.50.OUT4](#)

- [Seq: 20100676 - Parcel: 0C.50.07.33](#)
- [Seq: 20100676 - Parcel: 0C.50.07.35](#)
- [Seq: 20100676 - Parcel: 0C.50.07.34](#)
- [Seq: 20100676 - Parcel: 0C.50.07.32](#)

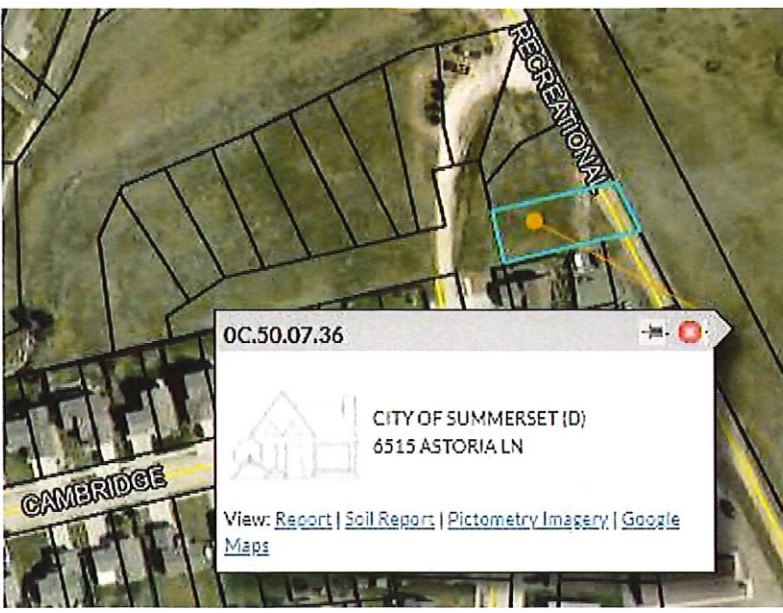
- [Seq: 20080869 - Parcel: 0C.50.07.32](#)
- [Seq: 20080869 - Parcel: 0C.50.07.34](#)
- [Seq: 20080869 - Parcel: 0C.50.07.35](#)
- [Seq: 20080869 - Parcel: 0C.50.07.33](#)

Tax History

2021	1st Half	2nd Half	Full Year
Due Date	April 30, 2022	October 31, 2022	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00
Amount Due	0.00	0.00	0.00
Payment Status	Paid	Paid	
Date Paid	02/02/2022	02/02/2022	

2020	1st Half	2nd Half	Full Year
Due Date	April 30, 2021	October 31, 2021	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00
Amount Due	0.00	0.00	0.00
Payment Status	Paid	Paid	
Date Paid	01/01/2021	01/01/2021	

2019	1st Half	2nd Half	Full Year
Due Date	April 30, 2020	October 31, 2020	
Tax Billed	0.00	0.00	0.00



OC.50.07.36



CITY OF SUMMERSET (D)
6515 ASTORIA LN

View: [Report](#) | [Soil Report](#) | [Pictometry Imagery](#) | [Google Maps](#)

Summary

Parcel ID 0C.50.07.35
 Property Address 6509 ASTORIA LN
 Sec/Twp/Rng SUMMERSET
 Brief Tax Description SUMMERSET SUB LOT 35 BLK 7
 (Note: Not to be used on legal documents)
 Comments .172 AC
 Class EXEMPT
 Tax District SC514 - CITY OF SUMMERSET
 Gross Acres 0.00
 \$/Acre N/A

Zoned
PD

Owners

Deed Holder
 CITY OF SUMMERSET

 7055 LEISURE LANE
 SUMMERSET SD 57718

Sales

Date	Sequence	Seller	Buyer	Book	Page	Type	Building Value	Land Value	Transfer Fee	Sale Amount
03/28/2018	20180355	MEADE COUNTY	CITY OF SUMMERSET	890	1664	W	\$0.00	\$1.00	\$0.00	\$10,000.00
08/02/2010	20100676	NORTHWEST PIPE FITTINGS, INC	MEADE COUNTY	800	377	W	\$0.00	\$23,760.00	\$0.00	\$0.00
08/14/2008	20080869	AMERICAN WEST COMMUNITIES, INC	NORTHWEST PIPE FITTINGS, INC	772	743	W	\$0.00	\$26,400.00	\$55.50	\$55,086.00

There are other parcels involved in one or more of the above sales:

- [Seq: 20180355 - Parcel: 0C.50.07.32](#)
- [Seq: 20180355 - Parcel: 0C.50.07.33](#)
- [Seq: 20180355 - Parcel: 0C.50.07.34](#)
- [Seq: 20180355 - Parcel: 0C.50.07.36](#)
- [Seq: 20180355 - Parcel: 0C.50.07.DRAIN](#)
- [Seq: 20180355 - Parcel: 0C.50.OUT4](#)

- [Seq: 20100676 - Parcel: 0C.50.07.33](#)
- [Seq: 20100676 - Parcel: 0C.50.07.36](#)
- [Seq: 20100676 - Parcel: 0C.50.07.34](#)
- [Seq: 20100676 - Parcel: 0C.50.07.32](#)

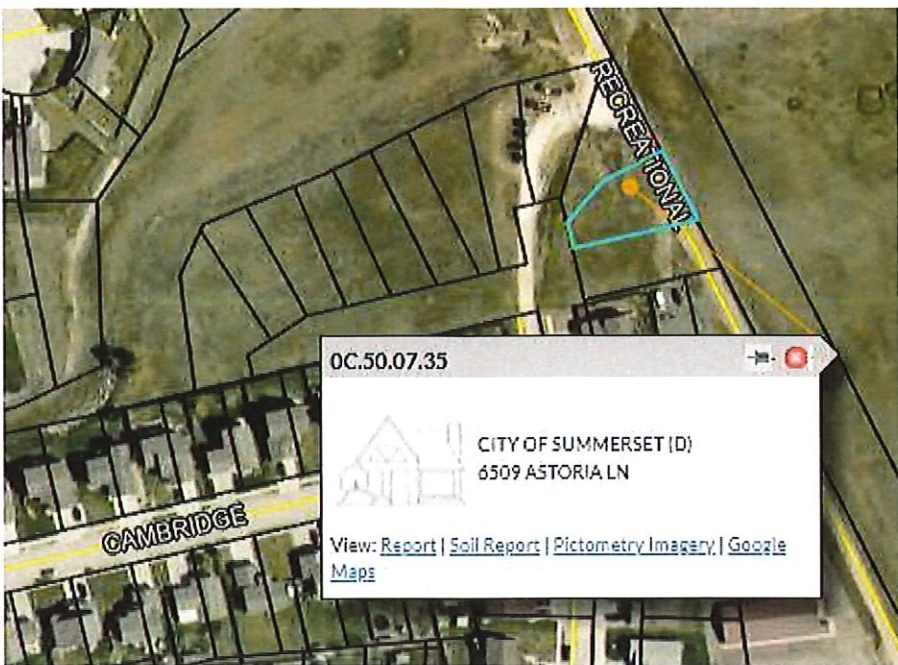
- [Seq: 20080869 - Parcel: 0C.50.07.36](#)
- [Seq: 20080869 - Parcel: 0C.50.07.32](#)
- [Seq: 20080869 - Parcel: 0C.50.07.34](#)
- [Seq: 20080869 - Parcel: 0C.50.07.33](#)

Tax History

2021	1st Half	2nd Half	Full Year
Due Date	April 30, 2022	October 31, 2022	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00
Amount Due	0.00	0.00	0.00
Payment Status	Paid	Paid	
Date Paid	02/02/2022	02/02/2022	

2020	1st Half	2nd Half	Full Year
Due Date	April 30, 2021	October 31, 2021	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00
Amount Due	0.00	0.00	0.00
Payment Status	Paid	Paid	
Date Paid	01/01/2021	01/01/2021	

2019	1st Half	2nd Half	Full Year
Due Date	April 30, 2020	October 31, 2020	
Tax Billed	0.00	0.00	0.00



OC.50.07.35



CITY OF SUMMERSET (ID)
6509 ASTORIA LN

View: [Report](#) | [Soil Report](#) | [Pictometry Imagery](#) | [Google Maps](#)

Summary

Parcel ID OC.50.07.34
 Property Address 6505 ASTORIAL LN
 Sec/Twp/Rng SUMMERSET
 Brief Tax Description SUMMERSET SUB LOT 34 BLK 7
 (Note: Not to be used on legal documents)
 Comments .173 AC
 Class EXEMPT
 Tax District SC514 - CITY OF SUMMERSET
 Gross Acres 0.00
 \$/Acre N/A

ZONED DD

Owners

Deed Holder
 CITY OF SUMMERSET

7055 LEISURE LANE
 SUMMERSET SD 57718

Sales

Date	Sequence	Seller	Buyer	Book	Page	Type	Building Value	Land Value	Transfer Fee	Sale Amount
03/28/2018	20180355	MEADE COUNTY	CITY OF SUMMERSET	890	1664	W	\$0.00	\$1.00	\$0.00	\$10,000.00
08/02/2010	20100676	NORTHWEST PIPE FITTINGS, INC	MEADE COUNTY	800	377	W	\$0.00	\$23,760.00	\$0.00	\$0.00
08/14/2008	20080869	AMERICAN WEST COMMUNITIES, INC	NORTHWEST PIPE FITTINGS, INC	772	743	W	\$0.00	\$26,400.00	\$55.50	\$55,086.00

There are other parcels involved in one or more of the above sales:

- [Seq: 20180355 - Parcel: OC.50.07.32](#)
- [Seq: 20180355 - Parcel: OC.50.07.33](#)
- [Seq: 20180355 - Parcel: OC.50.07.35](#)
- [Seq: 20180355 - Parcel: OC.50.07.36](#)
- [Seq: 20180355 - Parcel: OC.50.07.DRAIN](#)
- [Seq: 20180355 - Parcel: OC.50.OUT4](#)

- [Seq: 20100676 - Parcel: OC.50.07.33](#)
- [Seq: 20100676 - Parcel: OC.50.07.35](#)
- [Seq: 20100676 - Parcel: OC.50.07.36](#)
- [Seq: 20100676 - Parcel: OC.50.07.32](#)

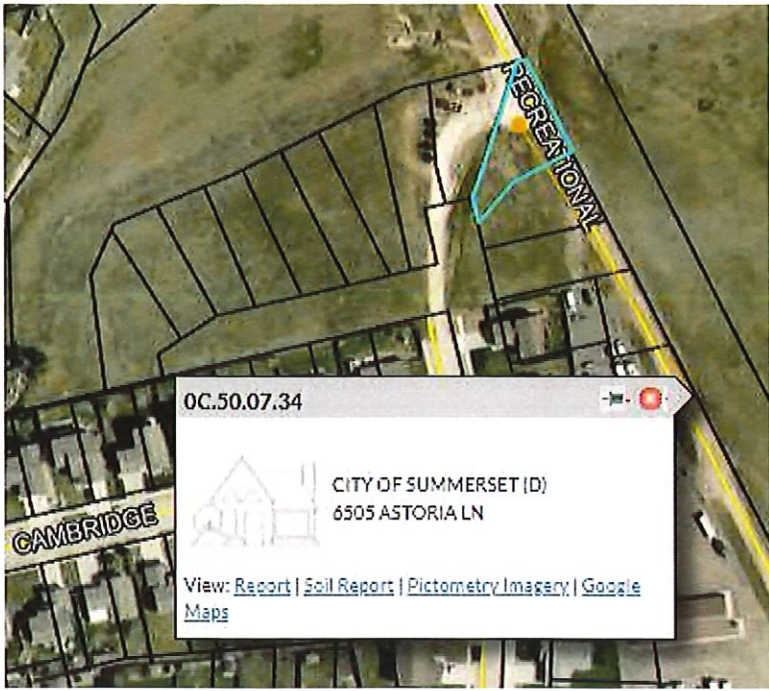
- [Seq: 20080869 - Parcel: OC.50.07.36](#)
- [Seq: 20080869 - Parcel: OC.50.07.32](#)
- [Seq: 20080869 - Parcel: OC.50.07.35](#)
- [Seq: 20080869 - Parcel: OC.50.07.33](#)

Tax History

2021	1st Half	2nd Half	Full Year
Due Date	April 30, 2022	October 31, 2022	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00
Amount Due	0.00	0.00	0.00
Payment Status	Paid	Paid	
Date Paid	02/02/2022	02/02/2022	

2020	1st Half	2nd Half	Full Year
Due Date	April 30, 2021	October 31, 2021	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00
Amount Due	0.00	0.00	0.00
Payment Status	Paid	Paid	
Date Paid	01/01/2021	01/01/2021	

2019	1st Half	2nd Half	Full Year
Due Date	April 30, 2020	October 31, 2020	
Tax Billed	0.00	0.00	0.00



0C.50.07.34



CITY OF SUMMERSET (D)
6505 ASTORIA LN

View: [Report](#) | [Soil Report](#) | [Pictometry Imagery](#) | [Google Maps](#)

Summary

Parcel ID OC.50.07.33
 Property Address 6499 ASTORIA LN
 Sec/Twp/Rng SUMMERSET
 Brief Tax Description SUMMERSET SUB LOT 33 BLK 7
 (Note: Not to be used on legal documents)
 Comments .181 AC
 Class EXEMPT
 Tax District SC514 - CITY OF SUMMERSET
 Gross Acres 0.00
 \$/Acre N/A

ZONED PD

Owners

Deed Holder
 CITY OF SUMMERSET

 7055 LEISURE LANE
 SUMMERSET SD 57718

Sales

Date	Sequence	Seller	Buyer	Book	Page	Type	Building Value	Land Value	Transfer Fee	Sale Amount
03/28/2018	20180355	MEADE COUNTY	CITY OF SUMMERSET	890	1664	W	\$0.00	\$1.00	\$0.00	\$10,000.00
08/02/2010	20100676	NORTHWEST PIPE FITTINGS, INC	MEADE COUNTY	800	377	W	\$0.00	\$25,920.00	\$0.00	\$0.00
08/14/2008	20080869	AMERICAN WEST COMMUNITIES, INC	NORTHWEST PIPE FITTINGS, INC	772	743	W	\$0.00	\$28,800.00	\$55.50	\$55,086.00

There are other parcels involved in one or more of the above sales:

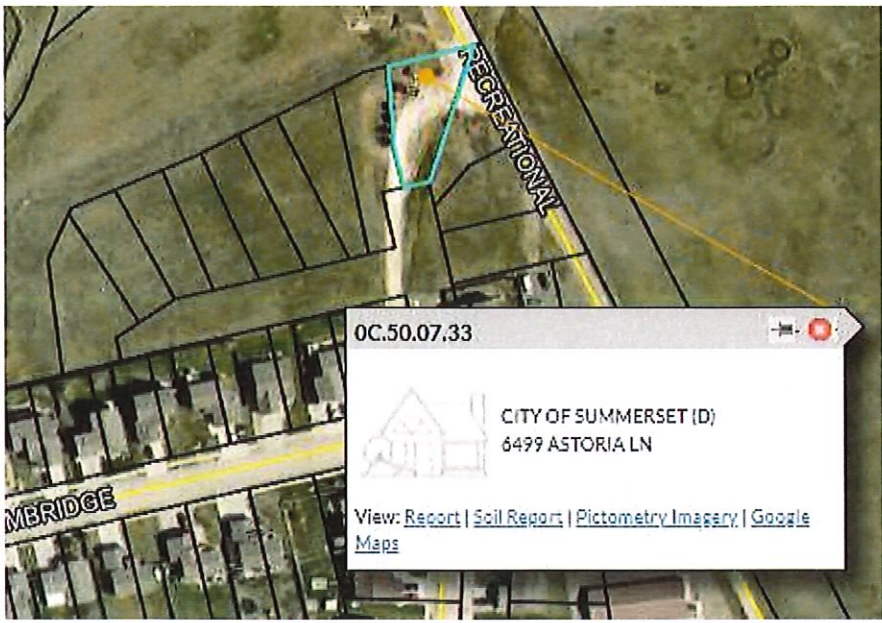
- [Seq: 20180355 - Parcel: OC.50.07.32](#)
- [Seq: 20180355 - Parcel: OC.50.07.34](#)
- [Seq: 20180355 - Parcel: OC.50.07.35](#)
- [Seq: 20180355 - Parcel: OC.50.07.36](#)
- [Seq: 20180355 - Parcel: OC.50.07.DRAIN](#)
- [Seq: 20180355 - Parcel: OC.50.OUT4](#)

- [Seq: 20100676 - Parcel: OC.50.07.35](#)
- [Seq: 20100676 - Parcel: OC.50.07.36](#)
- [Seq: 20100676 - Parcel: OC.50.07.34](#)
- [Seq: 20100676 - Parcel: OC.50.07.32](#)

- [Seq: 20080869 - Parcel: OC.50.07.36](#)
- [Seq: 20080869 - Parcel: OC.50.07.32](#)
- [Seq: 20080869 - Parcel: OC.50.07.34](#)
- [Seq: 20080869 - Parcel: OC.50.07.35](#)

Tax History

Year	1st Half	2nd Half	Full Year
2021			
Due Date	April 30, 2022	October 31, 2022	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00
Amount Due	0.00	0.00	0.00
Payment Status	Paid	Paid	
Date Paid	02/02/2022	02/02/2022	
2020			
Due Date	April 30, 2021	October 31, 2021	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00
Amount Due	0.00	0.00	0.00
Payment Status	Paid	Paid	
Date Paid	01/01/2021	01/01/2021	
2019			
Due Date	April 30, 2020	October 31, 2020	
Tax Billed	0.00	0.00	0.00



0C.50.07.33



CITY OF SUMMERSET (D)
6499 ASTORIA LN

View: [Report](#) | [Soil Report](#) | [Pictometry Imagery](#) | [Google Maps](#)

Summary

Parcel ID 0C.50.07.32
 Property Address 6495 ASTORIA LN
 Sec/Twp/Rng SUMMERSET
 Brief Tax Description SUMMERSET SUB LOT 32 BLK 7
 (Note: Not to be used on legal documents)
 Comments .189 AC
 Class EXEMPT
 Tax District SC514 - CITY OF SUMMERSET
 Gross Acres 0.00
 \$/Acre N/A

ZONED PD

Owners

Deed Holder
 CITY OF SUMMERSET

 7055 LEISURE LANE
 SUMMERSET SD 57718

Sales

Date	Sequence	Seller	Buyer	Book	Page	Type	Building Value	Land Value	Transfer Fee	Sale Amount
03/28/2018	20180355	MEADE COUNTY	CITY OF SUMMERSET	890	1664	W	\$0.00	\$1.00	\$0.00	\$10,000.00
08/02/2010	20100676	NORTHWEST PIPE FITTINGS, INC	MEADE COUNTY	800	377	W	\$0.00	\$28,080.00	\$0.00	\$0.00
08/14/2008	20080869	AMERICAN WEST COMMUNITIES, INC	NORTHWEST PIPE FITTINGS, INC	772	743	W	\$0.00	\$31,200.00	\$55.50	\$55,086.00

There are other parcels involved in one or more of the above sales:

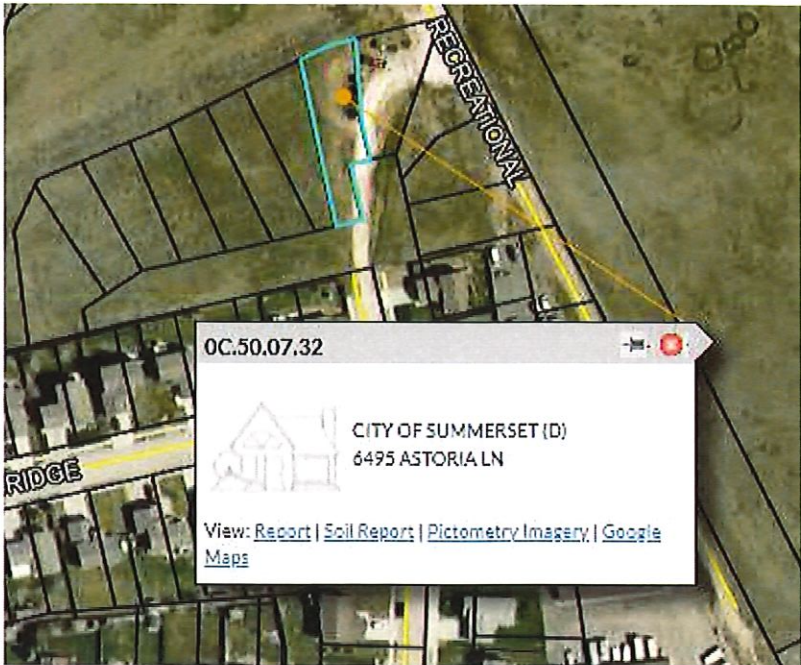
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- [Seq: 20180355 - Parcel: 0C.50.07.35](#)
- [Seq: 20180355 - Parcel: 0C.50.07.36](#)
- [Seq: 20180355 - Parcel: 0C.50.07.DRAIN](#)
- [Seq: 20180355 - Parcel: 0C.50.OUT4](#)

- [Seq: 20100676 - Parcel: 0C.50.07.33](#)
- [Seq: 20100676 - Parcel: 0C.50.07.35](#)
- [Seq: 20100676 - Parcel: 0C.50.07.36](#)
- [Seq: 20100676 - Parcel: 0C.50.07.34](#)

- [Seq: 20080869 - Parcel: 0C.50.07.36](#)
- [Seq: 20080869 - Parcel: 0C.50.07.34](#)
- [Seq: 20080869 - Parcel: 0C.50.07.35](#)
- [Seq: 20080869 - Parcel: 0C.50.07.33](#)

Tax History

Year	1st Half	2nd Half	Full Year
2021			
Due Date	April 30, 2022	October 31, 2022	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00
Amount Due	0.00	0.00	0.00
Payment Status	Paid	Paid	
Date Paid	02/02/2022	02/02/2022	
2020			
Due Date	April 30, 2021	October 31, 2021	
Tax Billed	0.00	0.00	0.00
Specials Etc.	0.00	0.00	0.00
Amount Paid	0.00	0.00	0.00
Amount Due	0.00	0.00	0.00
Payment Status	Paid	Paid	
Date Paid	01/01/2021	01/01/2021	
2019			
Due Date	April 30, 2020	October 31, 2020	
Tax Billed	0.00	0.00	0.00



0C.50.07.32



CITY OF SUMMERSET (D)
6495 ASTORIA LN

View: [Report](#) | [Soil Report](#) | [Pictometry Imagery](#) | [Google Maps](#)

REAL ESTATE LEGAL DESCRIPTION

00.50.13.PARK SC514

SUMMERSET CITY

SUMMERSET SUB PICNIC PARK LOT BLK 13

CLASS EXEMPT

Notice

- 1) PROPERTY ADDRESS
- 2) SURVEYED BY
- 3) DATE OF SURVEY
- 4) INSPECTION AUTHORIZED

Measured by: _____
 Classified by: _____
 Extended by: _____
 Checked by: _____

Size of Lot or No. Acres	LAND VALUE CALCULATION				Effective Front Feet	Basic Unit Value	Total Value
	Table Factor	Depth or other Influence	Rule Factor	Factor			
20 05106 6.438 ±							
20							
20							
20							
20							
20							

PROPERTY OWNER *City of Summerset*
American Bus Communities to Summerset Planning 10/10/08
Suberset Dupois Assoc. to City of Summerset 11-10-09

Filing Date	Instrument Date	Book	Page	Sales Price	Verified	Remarks
	30/9/08	772	938	0.00	1/10/08	DDP
	23/9/09	7817	932	0.00	1/10/08	DDP

REGISTERED MOBILE HOME APPRAISAL				NOTES	STREET	UTILITIES	TOPOGRAPHY
Manufacturer		Serial	Title		Concrete	Water	Level
Year of Manufacture	Width	Length			Blacktop	Natural Gas	High
Measured Dimension:	Width	Length			Semi-imp.	L.P. Gas	Low
Single Wide ()	Double Wide ()	Total Square Feet			Dirt	Electricity	Rolling
Exoandors or Tip-outs:	Width	Length			No Street	Sewer	Swampy
					Sidewalk	Septic Tank	Ditch
					Curb & Gutter	Cistern	Flood Zone
						Cable TV	

CONTINUOUS RECORD OF ASSESSED VALUE									
Sections or DECAL NUMBER	Year	20	20	20	20	20	20	20	20
Replacement Cost	05106	06/07	10/11	19/20					
Depreciation %		07/08	11/12	2e/21					
Depreciated Cost		08/09	12/13						
Accessary Building Appraisal		09/10							
Accessory Item Appraisal									
Structure Value									
SDCL 10-6-35.2/Completion %									
Assessed Structure Value									
Assessed Land Value	1,000	1117	Exempt	Exempt					
Total Assessed Value									



NOTICE FOR PUBLICATION

Ordinance 2022-10

**AN ORDINANCE AMENDING ORDINANCE TITLE XI, CHAPTER 111- LICENSING
REGULATIONS, SUBSECTION 111.42 – FEES**

NOTICE IS HEREBY GIVEN that the City of Summerset will set the first reading on amended Ordinance #2022-10 Amending Title XI - Chapter 111, Subsection 111.42 – Fee.

Said first reading will be held at Summerset City Hall, 7055 Leisure Lane, Summerset SD on November 17th, 2022 @ 6:00 p.m. The purpose of the public hearing is to accept public comment on the proposed amended ordinance.

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

Dated this 20th day of October 2022.

City of Summerset

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

§ 111.42 FEE.

~~The initial business license fee for new businesses operating within the city is \$100. A subsequent fee of \$25 is due annually for all businesses in the city limits. Renewal of the annual license with fee is due on the first day of each year. Applications and payments made after January 1 are subject to a \$50 late fee.~~

(Ord. 5.01G, passed 3-3-2011)

AMENDED 111.42 FEE

All business licensing for businesses operating within the city limits of Summerset will pay a fee for initial licensing, and annual renewal licensing due on the first day of the year. Applications and payments made after January 1st are subject to a late fee. Refer to fee schedule adopted by resolution. The Board of Commissioners may revise the fees as set forth herein from time to time by resolution.