

**SUMMERSET CITY COMMISSION REGULAR MEETING**  
**SUMMERSET MUNICIPAL BUILDING**  
**7055 LEISURE LANE**  
**THURSDAY, August 3rd, 2023, 6:00 P.M.**

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

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

**Motion** by Butler, second by Reade to approve the agenda for the Regular Meeting of the Summerset City Commission for August 3rd, 2023. Motion carried.

**CONSENT CALENDAR**

**Motion** by Reade, second by Hirsch, approve the minutes of the regular meeting of July 20th, 2023. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Hirsch, second by Reade to approve the claims and hand checks in the amount of \$84,383.43 from July 20th, 2023, through August 2nd, 2023, as presented or amended. Motion carried.

A & B BUSINESS SOLUTIONS	Monthly Printer Contract	\$861.59
AMBROSE, JONATHAN	Cell Phone Stipend	\$50.00
ANGLIN, MITCH	Cell Phone Stipend	\$50.00
AT&T MOBILITY	PD FirstNet	\$654.83
BAUMEISTER, STEPHANY	Cell Phone Stipend	\$50.00
BAYMONT	Lodging-Schieffer; Summer Study	\$83.90
BIRGEN, NICHOLIN	Cell Phone Stipend	\$50.00
Black Hills IV	Business License refund	\$50.00
Butler, Dave	Cell Phone Stipend	\$50.00
CLARITY TELECOM	Govt Bldg Phone/Fax/Internet	\$1,125.68
DAVIS, OWEN	Cell Phone Stipend	\$50.00
GREENAPISIS	Govt Bldg Janitorial	\$485.00
HDR ENGINEERING, INC	Engineering Fees	\$24,498.03
HEALTH POOL OF SD	Emp Medical Premiums	\$17,037.74
HERMANSON EGGE ENGINEERING	Building Inspections	\$1,125.00
HIRSCH, CLYDE	Cell Phone Stipend	\$50.00
Kayl, Anthony	Cell Phone Stipend	\$50.00
KENNY'S BODY SHOP	2022 Ford Interceptor	\$3,062.48
KITZMILLER, MICHAEL	Cell Phone Stipend	\$50.00
Meade County Auditor	April 2023 Dispatch Fees	\$1,542.94
MIDCONTINENT TESTING LABS	WWTP Testing	\$345.50
ON-SITE FIRST AID & SAFETY	WWTP/PW First Aid Refill	\$275.10
PRINT MARKET	Instruction Poster	\$44.00
SCHIEFFER, LISA	Cell Phone Stipend	\$50.00
SERVALL UNIFORM & LINEN SUPPLY	Monthly Services	\$164.27
SMITH, JEFF	Cell Phone Stipend	\$50.00
TORNO, MELANIE	Cell Phone Stipend	\$50.00
TYLER TECHNOLOGIES, INC	ERP Pro 10 Upgrade	\$577.50
AFLAC REMITTANCE PROCESSING	AFLAC Accidental	\$34.45

AFLAC REMITTANCE PROCESSING	AFLAC Accidental	\$4.29
AFLAC REMITTANCE PROCESSING	AFLAC Disability	\$96.72
SDRS	SDRS 6%	\$4,640.02
SDRS	SDRS 8%	\$5,983.52
UNITED STATES TREASURY	Federal Withholding	\$6,141.20
UNITED STATES TREASURY	Social Security	\$10,298.54
UNITED STATES TREASURY	Medicare	\$2,408.54
SDRS	SDRS 6%	\$89.82
SDRS	SDRS 8%	\$709.32
SDRS Supplemental Retirement Plan	SDRS Supplemental	\$520.00
UNITED STATES TREASURY	Federal Withholding	\$112.65
UNITED STATES TREASURY	Social Security	\$642.54
UNITED STATES TREASURY	Medicare	\$150.26
UNITED STATES TREASURY	Social Security	\$18.00

**APPROVAL OF PAYROLL – JULY 2023 – SDCL 6-1-10**

**Motion** by Butler, second by Reade to approve the June 2023 payroll. Motion carried.

- Dept. 4000 - \$13,118.04 Wastewater/Public Works
- Dept. 4110 - \$1,749.99 Commission
- Dept. 4120 - \$1,916.67 Mayor
- Dept. 4140 - \$12,129.55 Finance
- Dept. 4210 - \$48,447.33 Police
- Dept. 4652 - \$600.00 Planning & Zoning

**UTILITY BILLING ADJUSTMENTS**

**Motion** by Butler, second by Hirsch to approve the billing adjustment of \$382.33 for the period of July 1st to July 31st, 2023. Motion carried.

**COMMISSION REPORTS**

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

**SUMMERSET STAKEHOLDER COMMUNITY REPORT – AMANDA ANGLIN, EXECUTIVE DIRECTOR SEDC**

Executive Director Amanda Anglin informed the Commission of the function of her organization.

**RESOLUTION PARKS AND RECREATION BOARD**

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

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

**Motion** by Butler, second by Reade to approve Resolution increase to 7. Motion carried.

**APPOINTMENT TO PARKS & RECREATION BOARD**

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

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

**Motion** by Butler, second by Reade to appoint applicants. Motion carried.

**VARIANCE – DARIN/KELLY MCINTOSH**

\*Planning and Zoning recommended a do pass.

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

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

**Motion** by Butler, second by Reade to approve variance. Motion carried.

**UPDATED JOB DESCRIPTIONS**

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

**Motion** by Reade, second by Hirsch to end discussion. Motion carried.

**Motion** by Butler, second by Hirsch to approve the City Administrator job description by amending item #5 from Supervises to Assists and approve the Public Works and Wastewater job descriptions by adding:

Be Knowledgeable of and implement and adhere to all OSHA and other applicable safety regulations.

Motion carried.

**PAYROLL INCREASE – POLICE DEPARTMENT**

**Motion** by Hirsch, second by Reade to approve payroll increase. Motion carried.

**GRADE & STEP SCALE**

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

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

**Motion** by Butler, second by Hirsch to table the matter. Motion carried.

**CITIZENS INPUT**

None

**UPCOMING EVENTS:**

FEMA will be unable to present at the August 17<sup>th</sup>, 2023 and will schedule another time accordingly.

**ITEMS FROM CITY ATTORNEY**

None.

**ADJOURNMENT**

**Motion** by Hirsch, second by Reade to adjourn the meeting at 7:26 p.m. Motion carried.

(SEAL)

ATTEST:

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

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

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

**SUMMERSET CITY COMMISSION  
SPECIAL MEETING  
WEDNESDAY, AUGUST 9th, 2023 @ 7:30 A.M.  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE, SUMMERSET SD**

Mayor Torno called the Special Meeting to order at 7:30 a.m. Commissioners Butler, Hirsch, Kitzmiller, and Reade (via telephone) were present. Also present was the City Administrator.

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

**CONTINUED TABLED DISCUSSION ON GRADES AND STEPS FROM 8/3/2023**

Motion by Kitzmiller, second by Hirsch to open discussion.

The Board discussed the latest pay scale that had done by Meade County and agreed that it made an accurate reflection on the grades and steps that could be used for the City of Summerset.

Discussion ensued on step and grade placement. The Board felt that most employees were put on at the correct grade/step, but four employees needed to have further review. Anthony Kayl, Public Works Director; Jon Ambrose, Wastewater Superintendent; Lisa Schieffer, City Administrator; and Rich Nasser, Police Chief were discussed on placement, job description and certifications. It was also discussed whether the Board wanted to take the steps out to 18 or 20 years.

Cost of Living (CPI) would also need to be decided. The Board felt it could follow what is sent out each year by the SD Department of Revenue in March for CPI.

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

**Motion** by Butler, second by Hirsch to approve the 20-year step plan as presented and adopt step & grade placement with a 3% cost of living, as published by SD Department of Revenue. \*Effective 12/26/2023 there is no more overtime for salaried employees. Motion carried.

**Motion** by Kitzmiller, second by Butler to move the Public Works Director from hourly to salary and place Anthony Kayl at Grade 20 Step C. Motion carried.

**Motion** by Butler, second by Kitzmiller to place Jon Ambrose, Wastewater Superintendent on Grade 21, Step D. Motion carried.

**Motion** by Kitzmiller, second by Hirsch to place Lisa Schieffer, City Administrator, at Grade 23, Step B. Motion carried.

**Motion** by Hirsch, second by Butler to place Rich Nasser, Police Chief, at Grade 21 Step F. Motion carried.

**CITIZEN INPUT**

None.

**ITEMS FROM CITY ATTORNEY**

None.

**ADJOURNMENT**

**Motion** by Kitzmiller, second by Hirsch, to adjourn at 8:44 a.m. Motion carried.

(SEAL)

ATTEST:

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

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

Published once \_\_\_\_\_, 2023 at a cost of \$\_\_\_\_\_.



# Payable Register

## Payable Detail by Vendor Name

Packet: APPKT00015 - Invoices for 08.17.2023 Commission Meeting

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [0021 - Black Hawk Water Users District](#) Vendor Total: 36.50

[Aug 2023](#) Invoice 8/17/2023 8/11/2023 8/17/2023 8/11/2023 36.50 0.00 0.00 0.00 36.50

Monthly Water Usage BANKW - BANK WEST No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly Water Usage	NA	0.00	0.00	36.50	0.00	0.00	0.00	36.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4192-42800</a>	Utility Expense		36.50	100.00%

Vendor: [1665 - Cardmember Services](#) Vendor Total: 8,118.10

[July 2023](#) Invoice 8/17/2023 7/31/2023 8/17/2023 7/31/2023 237.55 0.00 0.00 0.00 237.55

PD Purchase Card BANKEFT - BANK WEST EFT No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD Purchase Card	NA	0.00	0.00	237.55	0.00	0.00	0.00	237.55

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4210-42500</a>	Repair/Maint Expense		105.48	44.40%
<a href="#">101-4210-42610</a>	Auto Expense		36.01	15.16%
<a href="#">101-4210-42610</a>	Auto Expense		89.81	37.81%
<a href="#">101-4210-42500</a>	Repair/Maint Expense		6.25	2.63%

[July 2023-2](#) Invoice 8/17/2023 7/31/2023 8/17/2023 7/31/2023 7,880.55 0.00 0.00 0.00 7,880.55

July cc statement BANKEFT - BANK WEST EFT No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
July cc statement	NA	0.00	0.00	7,880.55	0.00	0.00	0.00	7,880.55

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-4000-42150</a>	Postage		273.97	3.48%
<a href="#">604-4000-42600</a>	Supply/Material Exp		1,249.01	15.85%
<a href="#">604-4000-42500</a>	Repair/Maint Expense		244.24	3.10%
<a href="#">604-4000-42620</a>	Tesing Expense		402.00	5.10%
<a href="#">101-4120-42900</a>	Other Expense		86.38	1.10%
<a href="#">101-4140-42600</a>	Supply/Material Exp		342.11	4.34%
<a href="#">101-4140-42700</a>	Travel/Conf Expense		-125.18	-1.59%
<a href="#">101-4210-42150</a>	Postage		14.55	0.18%
<a href="#">101-4210-42200</a>	Prof Fees Expense		100.00	1.27%
<a href="#">101-4210-42600</a>	Supply/Material Exp		355.88	4.52%
<a href="#">101-4210-42730</a>	Training Expense		38.12	0.48%
<a href="#">101-4310-42900</a>	Other Expense		34.16	0.43%
<a href="#">101-4310-42600</a>	Supply/Material Exp		494.34	6.27%
<a href="#">101-4320-42500</a>	Repair/Maint Expense		401.01	5.09%
<a href="#">101-4520-42600</a>	Supply/Material Exp		3,245.06	41.18%
<a href="#">101-4652-42600</a>	Supply/Material Exp		34.58	0.44%
<a href="#">101-4192-42600</a>	Supply/Material Exp		53.72	0.68%
<a href="#">101-4192-42200</a>	Prof Fees Expense		274.10	3.48%
<a href="#">101-4192-42500</a>	Repair/Maint Expense		362.50	4.60%

Vendor: [1504 - CBH CO-OP](#) Vendor Total: 3,690.18

[July 2023](#) Invoice 8/17/2023 7/31/2023 8/17/2023 7/31/2023 3,690.18 0.00 0.00 0.00 3,690.18

Bulk Fuel BANKW - BANK WEST No

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
		Bank Code			On Hold					
Payable Description										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Bulk Fuel	NA		0.00	0.00	3,690.18	0.00	0.00	0.00	3,690.18	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4210-42610</a>	Auto Expense		2,123.23	57.54%						
<a href="#">101-4310-42600</a>	Supply/Material Exp		1,566.95	42.46%						

<b>Vendor: <a href="#">0765 - DEMERSEMAN JENSEN TELLINGHUISEN &amp; HUFFMAN, LLP</a></b>										<b>Vendor Total:</b>	<b>1,577.50</b>
<a href="#">37097</a>	Invoice	8/17/2023	7/31/2023	8/17/2023	7/31/2023	1,577.50	0.00	0.00	0.00	1,577.50	
Professional Services		BANKW - BANK WEST			No						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Professional Services	NA	0.00	0.00	1,577.50	0.00	0.00	0.00	1,577.50		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4141-42200</a>	Prof Fees Expense		1,577.50	100.00%						

<b>Vendor: <a href="#">0709 - Diamond Water Company</a></b>										<b>Vendor Total:</b>	<b>255.30</b>
<a href="#">July 2023</a>	Invoice	8/17/2023	8/2/2023	8/17/2023	8/2/2023	255.30	0.00	0.00	0.00	255.30	
Water Sun Valley Park		BANKW - BANK WEST			No						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Water Sun Valley Park	NA	0.00	0.00	255.30	0.00	0.00	0.00	255.30		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4520-42800</a>	Utility Expense		255.30	100.00%						

<b>Vendor: <a href="#">1125 - FIRST NATIONAL TRUST AND INVESTMENT MANAGEMENT SERVICES</a></b>										<b>Vendor Total:</b>	<b>24,975.77</b>
<a href="#">August 2023</a>	Invoice	8/17/2023	8/17/2023	8/17/2023	8/17/2023	24,975.77	0.00	0.00	0.00	24,975.77	
SWR SRF P&I		BANKEFT - BANK WEST EFT			No						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SWR SRF P&I	NA	0.00	0.00	24,975.77	0.00	0.00	0.00	24,975.77		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">604-4700-47120</a>	Swr SRF Interest		4,299.52	17.21%						
<a href="#">604-4700-47100</a>	Swr SRF Principal		20,676.25	82.79%						

<b>Vendor: <a href="#">0246 - GOLDEN WEST TECHNOLOGIES</a></b>										<b>Vendor Total:</b>	<b>3,808.50</b>
<a href="#">414408</a>	Invoice	8/17/2023	8/1/2023	8/17/2023	8/1/2023	559.00	0.00	0.00	0.00	559.00	
13 E3 & 26 E1 Licenses		BANKW - BANK WEST			No						

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
13 E3 & 26 E1 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						
<a href="#">101-4192-42200</a>	Prof Fees Expense		559.00	100.00%						

<a href="#">414409</a>	Invoice	8/17/2023	8/1/2023	8/17/2023	8/1/2023	3,249.50	0.00	0.00	0.00	3,249.50
Comprehensive Mgd Srv 8/01--8/31, 2023		BANKW - BANK WEST			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Comprehensive Mgd Srv 8/01--8/31, 20	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						
<a href="#">101-4192-42200</a>	Prof Fees Expense		3,249.50	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					

Vendor: [1133 - HDR ENGINEERING, INC](#)

Vendor Total: 44,873.90

<a href="#">1200544581</a>	Invoice	8/17/2023	8/7/2023	8/17/2023	8/7/2023	32,937.65	0.00	0.00	0.00	32,937.65
WWTP #2022-04		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP #2022-04	NA	0.00	0.00	32,937.65	0.00	0.00	0.00	32,937.65

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-4000-42200</a>	Prof Fees Expense		32,937.65	100.00%

<a href="#">1200544585</a>	Invoice	8/17/2023	8/7/2023	8/17/2023	8/7/2023	1,077.50	0.00	0.00	0.00	1,077.50
Southside Sanitary 2023-02		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Southside Sanitary 2023-02	NA	0.00	0.00	1,077.50	0.00	0.00	0.00	1,077.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-4000-42200</a>	Prof Fees Expense		1,077.50	100.00%

<a href="#">1200546786</a>	Invoice	8/17/2023	8/11/2023	8/17/2023	8/11/2023	6,570.00	0.00	0.00	0.00	6,570.00
General Engineering Fees		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
General Engineering Fees	NA	0.00	0.00	6,570.00	0.00	0.00	0.00	6,570.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4196-42200</a>	Prof Fees Expense		6,570.00	100.00%

<a href="#">1200546787</a>	Invoice	8/17/2023	8/11/2023	8/17/2023	8/11/2023	4,288.75	0.00	0.00	0.00	4,288.75
Task Order 3 Astoria Ln & Ct		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Task Order 3 Astoria Ln & Ct	NA	0.00	0.00	4,288.75	0.00	0.00	0.00	4,288.75

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4196-42200</a>	Prof Fees Expense		4,288.75	100.00%

Vendor: [1694 - IBM](#)

Vendor Total: 26.76

<a href="#">4221710</a>	Invoice	8/17/2023	8/8/2023	8/17/2023	8/8/2023	26.76	0.00	0.00	0.00	26.76
Maas 360 Essential Suite		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Maas 360 Essential Suite	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
<a href="#">101-4192-42200</a>	Prof Fees Expense		26.76	100.00%

Vendor: [0124 - Kieffer Sanitation](#)

Vendor Total: 360.00

<a href="#">13356206T035</a>	Invoice	8/17/2023	8/1/2023	8/17/2023	8/1/2023	250.00	0.00	0.00	0.00	250.00
Temp Porta Potties		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Bulk Fuel	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
<a href="#">101-4520-42500</a>	Repair/Maint Expense		250.00	100.00%

<a href="#">13359704T035</a>	Invoice	8/17/2023	8/1/2023	8/17/2023	8/1/2023	110.00	0.00	0.00	0.00	110.00
Summerfest Porta Potties		BANKW - BANK WEST			No					



Payable Register

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	
Summerfest Porta Potties	NA		0.00	0.00	110.00	0.00	0.00	0.00	110.00	
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4520-42600</a>	Supply/Material Exp		110.00	100.00%						

Vendor: [0423 - McIntosh, Darin](#) Vendor Total: 75.00

<a href="#">refund</a>	Invoice	8/17/2023	8/17/2023	8/17/2023	8/17/2023	75.00	0.00	0.00	0.00	75.00
Variance Sign Dpst Refund	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Variance Sign Dpst Refund	NA	0.00	0.00	75.00	0.00	0.00	0.00	75.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4652-42900</a>	Other Expense		75.00	100.00%						

Vendor: [1101 - Meade County Auditor](#) Vendor Total: 1,723.59

<a href="#">May 2023</a>	Invoice	8/17/2023	8/11/2023	8/17/2023	8/11/2023	1,723.59	0.00	0.00	0.00	1,723.59
May 2023 Dispatch Fees	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
May 2023 Dispatch Fees	NA	0.00	0.00	1,723.59	0.00	0.00	0.00	1,723.59		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4210-42820</a>	Dispatch Expense		1,723.59	100.00%						

Vendor: [1433 - MIDCONTINENT COMMUNICATIONS](#) Vendor Total: 177.00

<a href="#">July 2023</a>	Invoice	8/17/2023	8/2/2023	8/17/2023	8/2/2023	177.00	0.00	0.00	0.00	177.00
WWTP Phone	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP Phone	NA	0.00	0.00	177.00	0.00	0.00	0.00	177.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">604-4000-42800</a>	Utility Expense		177.00	100.00%						

Vendor: [1157 - Midcontinent Testing Laboratories, Inc.](#) Vendor Total: 379.50

<a href="#">123735</a>	Invoice	8/17/2023	8/7/2023	8/17/2023	8/7/2023	379.50	0.00	0.00	0.00	379.50
Monthly testing WWTP	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly testing WWTP	NA	0.00	0.00	379.50	0.00	0.00	0.00	379.50		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">604-4000-42620</a>	Testing Expense		379.50	100.00%						

Vendor: [1826 - ON-SITE FIRST AID & SAFETY](#) Vendor Total: 77.65

<a href="#">2725</a>	Invoice	8/17/2023	7/19/2023	8/17/2023	7/19/2023	77.65	0.00	0.00	0.00	77.65
First Aid Refill Police Dept	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
First Aid Refill Police Dept	NA	0.00	0.00	77.65	0.00	0.00	0.00	77.65		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4210-42600</a>	Supply/Material Exp		77.65	100.00%						

Payable Register

Packet: APPKT00015 - Invoices for 08.17.2023 Commission Meeting

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [1291 - RCS Construction Inc](#) Vendor Total: 289,800.00

<a href="#">July 2023</a>	Invoice	8/17/2023	7/30/2023	8/17/2023	7/30/2023	289,800.00	0.00	0.00	0.00	289,800.00
WWTP Plant Pay Application #5		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP Plant Pay Application #5	NA	0.00	0.00	289,800.00	0.00	0.00	0.00	289,800.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">502-4850-48500</a>	Construction Costs		289,800.00	100.00%

Vendor: [1230 - Scott Peterson Motors](#) Vendor Total: 712.50

<a href="#">6007679/1</a>	Invoice	8/17/2023	8/1/2023	8/17/2023	8/1/2023	712.50	0.00	0.00	0.00	712.50
2020 Ford repairs		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
2020 Ford repairs	NA	0.00	0.00	712.50	0.00	0.00	0.00	712.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4210-42500</a>	Repair/Maint Expense		712.50	100.00%

Vendor: [0018 - SD ONE CALL](#) Vendor Total: 38.85

<a href="#">SD23-02159</a>	Invoice	8/17/2023	7/31/2023	8/17/2023	7/31/2023	38.85	0.00	0.00	0.00	38.85
37 Notifications for July 2023		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
37 Notifications for July 2023	NA	0.00	0.00	38.85	0.00	0.00	0.00	38.85

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4232-42900</a>	Other Expense		38.85	100.00%

Vendor: [1245 - SD State Treasurer](#) Vendor Total: 971.66

<a href="#">July 2023</a>	Invoice	8/17/2023	8/14/2023	8/17/2023	8/14/2023	971.66	0.00	0.00	0.00	971.66
July 2023 Sales Tax		BANKEFT - BANK WEST EFT			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
July 2023 Sales Tax	NA	0.00	0.00	971.66	0.00	0.00	0.00	971.66

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-0000-21700</a>	Sales Tax Payable		971.66	100.00%

Vendor: [1631 - SDARWS](#) Vendor Total: 790.00

<a href="#">15711</a>	Invoice	8/17/2023	8/1/2023	8/17/2023	8/1/2023	790.00	0.00	0.00	0.00	790.00
Annual Dues		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Annual Dues	NA	0.00	0.00	790.00	0.00	0.00	0.00	790.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-4000-42200</a>	Prof Fees Expense		790.00	100.00%

Vendor: [0073 - SDML Work Compensation Fund](#) Vendor Total: 250.00

<a href="#">Aug 2023</a>	Invoice	8/17/2023	8/10/2023	8/17/2023	8/10/2023	250.00	0.00	0.00	0.00	250.00
SDML Annual Conference Schieffer & Bau...		BANKW - BANK WEST			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
SDML Annual Conference Schieffer & B	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				
<a href="#">101-4140-42700</a>	Travel/Conf Expense				250.00	100.00%				

Vendor: [1164 - Simon Contractors](#) Vendor Total: 124,650.14

<a href="#">3159717</a>	Invoice	8/17/2023	5/26/2023	8/17/2023	5/26/2023	124,650.14	0.00	0.00	0.00	124,650.14
Infinity Dr Improvements	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Infinity Dr Improvements	NA	0.00	0.00	124,650.14	0.00	0.00	0.00	124,650.14		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4310-42500</a>	Repair/Maint Expense				124,650.14	100.00%				

Vendor: [0568 - Three E Elec Eng & Equip](#) Vendor Total: 1,176.19

<a href="#">923941-00</a>	Invoice	8/17/2023	7/25/2023	8/17/2023	7/25/2023	330.00	0.00	0.00	0.00	330.00
Lift station generator service	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Annual generator service and inspectio	NA	0.00	0.00	330.00	0.00	0.00	0.00	330.00		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">604-4000-42500</a>	Repair/Maint Expense				330.00	100.00%				

<a href="#">923942-00</a>	Invoice	8/17/2023	7/25/2023	8/17/2023	7/25/2023	375.00	0.00	0.00	0.00	375.00
SV Lift generator service	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SV Lift generator service	NA	0.00	0.00	375.00	0.00	0.00	0.00	375.00		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">604-4000-42500</a>	Repair/Maint Expense				375.00	100.00%				

<a href="#">923943-00</a>	Invoice	8/17/2023	7/25/2023	8/17/2023	7/25/2023	471.19	0.00	0.00	0.00	471.19
WWTP generator service	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP generator service	NA	0.00	0.00	471.19	0.00	0.00	0.00	471.19		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">604-4000-42500</a>	Repair/Maint Expense				471.19	100.00%				

Vendor: [1792 - TranSource Truck & Equipment, Inc](#) Vendor Total: 2,661.67

<a href="#">42W4610</a>	Invoice	8/17/2023	8/4/2023	8/17/2023	8/4/2023	2,661.67	0.00	0.00	0.00	2,661.67
Mack Garbage Truck Repairs	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Mack Garbage Truck Repairs	NA	0.00	0.00	2,661.67	0.00	0.00	0.00	2,661.67		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<a href="#">101-4310-42500</a>	Repair/Maint Expense				2,661.67	100.00%				

Vendor: [1023 - Tyler Technologies](#) Vendor Total: 498.75

<a href="#">025-434060</a>	Invoice	8/17/2023	7/31/2023	8/17/2023	7/31/2023	498.75	0.00	0.00	0.00	498.75
Go Live with Doug	BANKW - BANK WEST				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description										
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Go Live with Doug Distributions	NA		0.00	0.00	498.75	0.00	0.00	0.00	498.75	
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">101-4192-43400</a>	Equip Expense			498.75	100.00%					

<b>Vendor: <a href="#">0056 - United States Postal Service</a></b>										<b>Vendor Total:</b>	<b>310.00</b>
<a href="#">aug 2023</a>	Invoice	8/17/2023	8/17/2023	8/17/2023	8/17/2023	310.00	0.00	0.00	0.00	310.00	
First Class Presort Annual Fee	BANKW - BANK WEST		No								

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
First Class Presort Annual Fee	NA		0.00	0.00	310.00	0.00	0.00	0.00	310.00	
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">604-4000-42150</a>	Postage			310.00	100.00%					

<b>Vendor: <a href="#">1024 - USA Bluebook</a></b>										<b>Vendor Total:</b>	<b>113.56</b>
<a href="#">INV00073614</a>	Invoice	8/17/2023	7/17/2023	8/17/2023	7/17/2023	51.46	0.00	0.00	0.00	51.46	
pH Buffer Powder Pills Yellow	BANKW - BANK WEST		No								

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
pH Buffer Powder Pills Yellow	NA		0.00	0.00	51.46	0.00	0.00	0.00	51.46	
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">604-4000-42630</a>	Chemicals and Lab Supplies			51.46	100.00%					

<a href="#">INV00073910</a>	Invoice	8/17/2023	7/17/2023	8/17/2023	7/17/2023	62.10	0.00	0.00	0.00	62.10
pH Buffer Powder Pillows	BANKW - BANK WEST		No							

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
pH Buffer Powder Pillows	NA		0.00	0.00	62.10	0.00	0.00	0.00	62.10	
Account Number	Account Name	Project Account Key		Amount	Percent					
<a href="#">604-4000-42630</a>	Chemicals and Lab Supplies			62.10	100.00%					

### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	36	512,128.57	0.00	0.00	0.00	512,128.57	0.00	512,128.57
<b>Grand Total:</b>		<b>512,128.57</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>512,128.57</b>	<b>0.00</b>	<b>512,128.57</b>

### Account Summary

Account	Name	Amount
<a href="#">101-0000-21700</a>	Sales Tax Payable	971.66
<a href="#">101-4120-42900</a>	Other Expense	86.38
<a href="#">101-4140-42600</a>	Supply/Material Exp	342.11
<a href="#">101-4140-42700</a>	Travel/Conf Expense	124.82
<a href="#">101-4141-42200</a>	Prof Fees Expense	1,577.50
<a href="#">101-4192-42200</a>	Prof Fees Expense	4,109.36
<a href="#">101-4192-42500</a>	Repair/Maint Expense	362.50
<a href="#">101-4192-42600</a>	Supply/Material Exp	53.72
<a href="#">101-4192-42800</a>	Utility Expense	36.50
<a href="#">101-4192-43400</a>	Equip Expense	498.75
<a href="#">101-4196-42200</a>	Prof Fees Expense	10,858.75
<a href="#">101-4210-42150</a>	Postage	14.55
<a href="#">101-4210-42200</a>	Prof Fees Expense	100.00
<a href="#">101-4210-42500</a>	Repair/Maint Expense	824.23
<a href="#">101-4210-42600</a>	Supply/Material Exp	433.53
<a href="#">101-4210-42610</a>	Auto Expense	2,249.05
<a href="#">101-4210-42730</a>	Training Expense	38.12
<a href="#">101-4210-42820</a>	Dispatch Expense	1,723.59
<a href="#">101-4232-42900</a>	Other Expense	38.85
<a href="#">101-4310-42500</a>	Repair/Maint Expense	127,311.81
<a href="#">101-4310-42600</a>	Supply/Material Exp	2,061.29
<a href="#">101-4310-42900</a>	Other Expense	34.16
<a href="#">101-4320-42500</a>	Repair/Maint Expense	401.01
<a href="#">101-4520-42500</a>	Repair/Maint Expense	250.00
<a href="#">101-4520-42600</a>	Supply/Material Exp	3,355.06
<a href="#">101-4520-42800</a>	Utility Expense	255.30
<a href="#">101-4652-42600</a>	Supply/Material Exp	34.58
<a href="#">101-4652-42900</a>	Other Expense	75.00
<b>Total:</b>		<b>158,222.18</b>

Account	Name	Amount
<a href="#">502-4850-48500</a>	Construction Costs	289,800.00
<b>Total:</b>		<b>289,800.00</b>

Account	Name	Amount
<a href="#">604-4000-42150</a>	Postage	583.97
<a href="#">604-4000-42200</a>	Prof Fees Expense	34,805.15
<a href="#">604-4000-42500</a>	Repair/Maint Expense	1,420.43
<a href="#">604-4000-42600</a>	Supply/Material Exp	1,249.01
<a href="#">604-4000-42620</a>	Tesing Expense	781.50
<a href="#">604-4000-42630</a>	Chemicals and Lab Supplies	113.56
<a href="#">604-4000-42800</a>	Utility Expense	177.00
<a href="#">604-4700-47100</a>	Swr SRF Principal	20,676.25
<a href="#">604-4700-47120</a>	Swr SRF Interest	4,299.52
<b>Total:</b>		<b>64,106.39</b>



City of Summerset, SD

# Check Register

Packet: APPKT00014 - USPS Postage

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
0056	United States Postal Service	08/01/2023	Regular	0.00	1,000.00	26779

**Bank Code BANKW Summary**

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,000.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	<b>1</b>	<b>1</b>	<b>0.00</b>	<b>1,000.00</b>

### Fund Summary

Fund	Name	Period	Amount
999	AP Clearing Fund	8/2023	<del>1,000.00</del> 1,000.00



## July 2023 Finance Department Monthly Recap

- Summerfest
- Working on Budgets
- Gathering information on CIP for Lisa
- Gathered information on Money Market and CD rates
- Bi-weekly status call with Nancy Brady on migration timelines
- ERP Pro 10 Accounts Payable, GL and Payroll are going good in the new system.
- Time Entry Training with Owen and Nicholin for the new payroll process.
- Payroll processing, time sheet review, benefit's deduction review, process human resource updates for payroll. Filed corresponding reports for payroll.
  - Payroll with the new system and time entry didn't go very well this month. We ran into some issues that they had to fix in the program. Will try to run time entry payroll again with Doug in August.
  - 941 filed electronically
  - SDRS filed electronically
  - SD Health Pool, Aflac, Delta Dental
  - Quarterly State unemployment
  - Quarterly 941
- Accounts Payable
  - Prepared and submitted South Dakota Sales Tax
  - Voucher creation, invoice processing, process checks for corresponding invoices to be paid and mailed out.
  - Journal entries in GL
- Utility Billing
  - Daily
    - Post payments in Cash Receipts, process online credit card payments through lockbox, reconcile all payments to report, print reports and wrap up your work so that all payments post to the individual accounts
    - Deposit checks with BankWest scanner
    - Take cash deposits to bank
    - Process new resident applications
    - Process residents move out paperwork and process deposit refunds once account is at a zero balance
    - General customer service
    - Adjustments to resident accounts
  - Monthly
    - Post penalties to past due accounts
    - Process and mail out utility bills
- Emailed Commission meeting minutes to Rapid City Journal to publish
- Published Commission meeting minutes on website
- Ordered office supplies
- Notary services for residents of Summerset
- Licensing, Permitting, Inspection upload to one drive
- DOJ reporting



# SUMMERSET POLICE DEPARTMENT

---

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

## Summerset Police Department Monthly Report-July 2023

**Calls for Service: 437**

**Traffic stops: 182**

Breakdown of some calls for service:

**DUI- 5**

**Drug- 7**

**Disturbance- 6**

**Motor vehicle crash- 6**

**Crash with fatality-1**

**Vehicle burglary-5**

**Burglary-1**

**Burglary alarm-4**

**Fireworks-32**

**Theft-5**

**Recovered stolen vehicle-3**

**Vandalism-2**

**Burglary alarm- 5**

**Medical response- 10**

**Assist-other-agency- 42**

**Animal complaint- 7**

**Assist person- 6**

**Welfare check-7**

**Saturation Patrol-3**

**Warrant-2**

## **Sex Offender Registration-2**

**Community Service:** Officer Uebel participated in a community service event at Our Lady of the Black Hills, Officer Johnson and Officer Siferd attended an event at Run Wild

**Department Training:** Officer Jonas complete State Firearms Qualification, Officer Juso and Officer Jonas attended OMG training, All officers attended squad meeting and completed case law refresher training.

# JULY

## **Sanitation**

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

## **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. Sprayed weeds, and cleared drainages of rocks and debris. Rebuilt drainage on end of leisure lane.

## **Code enforcement**

Issued 13 notices of violation that were reported to the Code Enforcement Officer.

## **Parks**

Mowed parks, sprayed for mosquitos and weeds. Conducted Summerfest at City Hall. Assisted Piedmont Valley in food truck night set up.

## **Miscellaneous**

Conducted road maintenance at the Waste water treatment plant.

# July 2023 Wastewater Department report

## Daily Operations

7-11 Submitted monthly report to DANR  
7-11 Owen attending meeting to discuss updating City website.  
7-12 Attended construction update meeting with HDR and RCS.  
7-17 SDDANR installed a test probe in the receiving stream to monitor pH, Dissolved Oxygen will be removed on 7-20.  
7-20 SDDANR removed receiving steam probe.  
7-20 Attended city commission meeting.  
7-21 3E performed annual generator servicing.  
7-21 Resent NPDES permit renewal application to SDDANR.  
7-26 Attended construction update meeting with HDR and RCS.  
Treated 5 million gallons of wastewater with a daily average of 160k/day  
Responded to 28 requests for locates.

## Special Projects

## Misc

# JULY 2023 CITY ADMINISTRATOR REPORT

## ECONOMIC DEVELOPMENT

- Meeting with H. Sage SDGOED and A. Anglin SEDC on upcoming economic development opportunities.

## GRANTS

- Visited with L. Shagla on items needed for CIP Grant.
- Reviewed the new SD Works grant opportunities.
- Updated passwords on Justice Grant.
- Visited with T. Morris on grant application for Norman Ranch – infrastructure.

## PLANNING & ZONING

- Visited with J. Hanson on grading permit for Lot in Infinity Drive.
- Completed two sign permits.
- Processed one conditional use permit and one variance request on Freedom.
- Completed staff report on variance and conditional use permit.
- Visited with P. Olsen regarding a conditional use permit.
- Visited with CAT Construction regarding new building and utility easements.
- Visited with K. McIntosh on vacation of utility easements, future new shed/garage.
- Met with J. Semmler on grading permit paperwork.
- Visited with D. Crowser on setbacks in Summerset Meadows.
- Visited with J. Svenson regarding information on a building.
- Citizen asking questions on 13012 Sturgis Road. I informed them it was in the city limits of Piedmont.
- Visited with K. Treloar, Vanocker Development, on Norman Ranch and next steps.
- Sent grading permit application to HDR, visited with L. Shagla regarding the same.
- Met with P. Olsen regarding correct legal on conditional use permit. Drafted notice and published the same.
- Visited with J. Rogers on building garage, permitting and ordinances.
- Followed up with J. Semmler on grading permit.
- Visited with citizen about garage build and frost line.
- Visited with company out of Portland OR regarding 2018 IBC Codes in South Dakota.
- Sent email to B. Rich regarding perc test in Summerset Meadows.
- Received call from R. Bryan on permits in Sun Valley.
- Received a call from P. W

\*See next page

## MISC.

- Followed up on Food Truck Night on the Sun Valley side to make sure garbage cans and items were available.
- Ordered Food for Summerfest to be picked up Friday and did final preparations for notices.
- Helped a temporary vendor locate areas in Summerset for possible vending.
- Took in two new applications for utility accounts and handed out welcome packets to those individuals. Passed the same along to Finance so it could be input into computer.
- A. Kayl and I met to go over plans for Summerfest and walked off the perimeter and marked the same.
- G. Thompson called asked that I follow up on a pothole complaint. I visited with A. Kayl regarding the same.
- Reviewed documents from Monument Health- sent appropriate paperwork in on a worker's compensation claim.
- S. Baumeister and myself packed 300 advertising bags for Summerfest.
- Contacted M. Wheeler on legal opinion on instruction poster for public comment.
- Was contacted by two vendors who wanted to set up for Summerfest and what they needed.
- Attended swearing in of new police officer C. Jonas.
- Citizen called and inquired on petitions for referendum or initiated measure.
- Sent requests for payment to State Officials to get reimbursed on loan.
- Worked on Budget 2024, uploaded the same into the new Incode 10 program.
- Received two complaints from S. Triggs. Reviewed and sent to appropriate parties.
- Visited with M. Wheeler concerning complaints.
- Attended phone meeting GoDaddy Representatives on updating website.
- Talked to J. Smith on abated complaints.
- Reviewed 92 documents on legal case CIV 23-20 – subpoena served on HDR.
- Received call from citizen on a vehicle being towed and where it could be picked up.
- Reviewed statutes for S. Reade.
- Followed up on food vendors for Food Truck Night, make sure appropriate paperwork turned in on new ones.
- J. Hough came into to visit about possible stop signs being put up. I directed the same to A. Kayl.

- Attended SD Manager's Association Meeting by zoom.
- Visited with L. Potthoff regarding additional information on their complaint.
- Received paperwork on a complaint and sent the same on to our insurance company SDPAA for possible future litigation.
- Added legislative districts and commission districts to our welcome packet.
- Visited with T. Morris regarding TIFS and TIF payments coming into the city. I forwarded the same onto Stephany to give him a call.
- Sent claimant paperwork on vehicle accident.
- Completed three years worth of residential/commercial building numbers for Colliers.
- Received a complaint from T. Haire. Sent the same onto Code Enforcement.
- Attended a conference call with summer study group.
- Attended a meeting with M. Leon and M. Torno on property.
- Visited with S. Reade on budget.
- Visited with S. Donley regarding surplus property.
- Worked on growth numbers.
- Visited with A. Kayl regarding budget – capital projects.
- Set up a meeting with Vanocker Development.
- J. Krambeck from SDPAA called to set up a meeting time to go over insurance.
- Attended meeting with Piedmont Valley Chamber of Commerce and part-time economic development position with M. Torno and B. Bjorum.
- Worked on updating job descriptions.
- Visited with Midco to get quotes on phone system/internet.



JULY 2023 CITY ADMINISTRATOR REPORT CONT.

**FINANCE DEPT**

- Completed budget sheets on excel and put in new formulas – gave to Stephany to review.
- Worked on Budget 2024, uploaded the same into the new Incode 10 program and gave to Stephany to review.
- Attended Incode 10 Bank Reconciliation.
- Worked on wage/grade-step scale.
- Attended Incode 10 account payable overview – partial meeting.
- Assisted Stephany on ASAP drawdown – Department of Justice.
- Completed two (2) first report of injury forms and sent them into insurance.



## To the City of Summerset,

I am writing to express my keen interest in providing my professional services as a Licensed Real Estate Broker to advise and assist the City of Summerset in listing and selling surplus land. As a native of Rapid City and the Black Hills with 18 years of experience as a third-generation realtor, I am deeply connected to the local real estate market and enthusiastic about contributing to the growth and development of our community.

Throughout my career, I have been committed to exceeding my clients' expectations and achieving exceptional results. I am proud to share that from January 1, 2023, to today, my team and I have represented the sellers on multiple sold properties, achieving an average sale price of 99.6% of the listing price. Additionally, our properties have spent an average of 24 days on the market, significantly outperforming the market standards of 97.8% of the listing price and 43 days on the market. These statistics highlight our commitment to delivering outstanding results for our clients, selling properties quickly and at top dollar.

I understand the importance of maximizing the value of surplus land while ensuring transparency and efficiency in the process. As a real estate professional, my expertise lies in conducting comprehensive market analyses, developing strategic marketing plans, and negotiating advantageous deals. My goal is to facilitate a seamless and profitable transaction for the City of Summerset while adhering to the highest ethical standards.

Regarding compensation, I am open to discussing the terms, and I propose a competitive 6% commission on the final sale price as a starting point. However, I am flexible and willing to consider alternative arrangements that align with the unique needs and goals of the City of Summerset.

I am confident that my knowledge of the local real estate landscape, coupled with my passion for this community, will enable me to make a valuable contribution to the successful sale of surplus land for the City of Summerset.

I would be delighted to further discuss my qualifications and experience in person or over a phone call. Please find my contact information above. Thank you for considering my application, and I look forward to the possibility of collaborating with the City of Summerset.

Sincerely,

Jeremy Kahler



(605) 381-7500



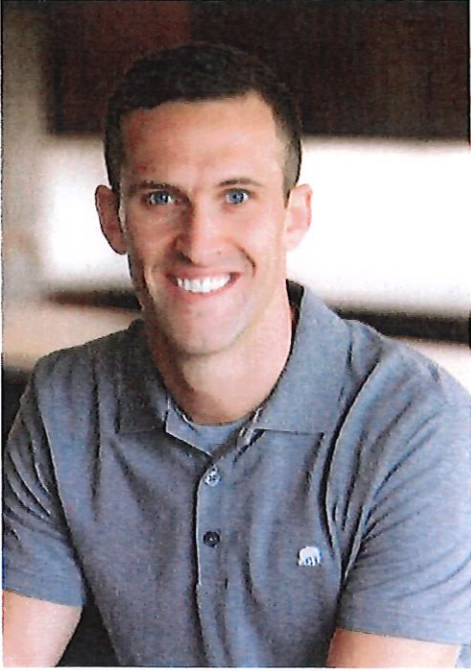
jeremy@thekahlerteam.com



2401 W Main St, Rapid City, SD 57702



jeremy.thekahlerteam.com



# JEREMY KAHLER

BROKER ASSOCIATE  
(SRS) (CNE) (SFR)

**CALL:**  
(605) 381-7500

**EMAIL:**  
Jeremy@  
thekahler team.com

**WEBSITE:**  
Jeremy.thekahlerteam.com

**LICENSED SINCE 2005**  
LICENSED IN SOUTH DAKOTA



**kw** BLACK HILLS  
KELLER WILLIAMS REALTY

Each office is independently owned and operated.

As a native of Rapid City and the Black Hills, I recognize and value the trust my clients place in me and I strive every day to exceed their expectations. I understand the importance of being a trusted advisor, counselor and advocate on their behalf. I want what's best for my clients in order to accomplish their goals. I get such joy seeing a client satisfied with the outcome at the end of the day. I have been helping clients navigate buying and selling real estate for 18 years as a third generation realtor. I am married to my beautiful wife Amanda, and have 3 amazing kids Lucas, Madelyn, and Gwyneth. Our family loves the Black Hills and all it offers including skiing, boating, camping, mountain biking, rock climbing and hunting.

## #1 AGENT IN THE BLACK HILLS FOR 4 YEARS STRAIGHT

- ✔ Sold 150 homes in 2022 representing 90 sellers.
- ✔ 14 average days on market for listings sold
- ✔ Sold 90% of the 96 homes listed in 2022

Thank you for choosing me and The Kahler Team!



*Jeremy's whole team was top notch throughout the process of selling our home. I doubt we could have gotten our asking price and quick sale with any other agent. The team provided staging services, pricing research, professional photography and listing and closing services all for the same cost as a typical agent. We couldn't have asked for a better outcome, especially in this crazy market.*

**-CATE & KARL ROUILLARD**



*Jeremy does an excellent job in serving his clients. He helped us sell our home and also found us a beautiful smaller home that would be easier to care for. He has a great team assisting him too! They all deserve a five star rating.*

**-ROBERT FISCHER**

# David Brenneman

Coldwell Banker Black Hills Legacy  
6015 Mt Rushmore Rd  
Rapid City, SD 57701  
605-415-0045

David.Brenneman@ColdwellBanker.com

August 10, 2023

City of Summerset  
7055 Leisure Lane  
Summerset, SD 57718  
605-718-9858

Dear City of Summerset,

As a professional who values honesty, I am interested in assisting the city in listing and selling the cities surplus land. I believe my training and passion for assisting clients meet their business and home needs will be beneficial.

I have been a Real Estate Broker with Coldwell Banker Black Hills Legacy since 2006. I have 17 years of real estate experience with residential, and commercial properties, as well as over 30 years experience in sales/sales management.

I have lived in Summerset for the past 17 years. I am the vice president of the Piedmont Valley Chamber of Commerce, I have a very strong customer service background as I have worked retail jobs for many years Prior to my Real Estate Career.

I look forward to hearing from you soon.

Sincerely,



David Brenneman



## **David Brenneman**

**Broker Associate**

**Coldwell Banker Black Hills Legacy**

**6015 Mt Rushmore Rd**

**Rapid City, SD 57701**

**605-415-0044**

**David.Brenneman@ColdwellBanker.com**

### Personal Profile:

I have lived in the City of Summerset since 2006 the same year that I became a licensed Broker Associate with Coldwell Banker Black Hills Legacy. I have a strong customer service background and worked in retail prior to becoming a real estate agent.

### Education:

University of South Dakota  
Bachelor's Degree

### Professional Experience:

Broker Associate License  
Property Management License  
Piedmont Chamber of Commerce Vice President  
MLS Committee Member  
Atonement Lutheran Church Council Member

### Career Highlights:

Good Neighbor Award - 2023  
International Presidents Elite Award - 2018  
International Presidents Circle Award - 2016  
International Diamond Society Award - 2015, 2021, 2022  
International Sterling Society Award - 2014, 2019, 2020  
Inspiration Award - 2015  
Top Performer Award - 2011  
Numerous Top Producer Awards  
Numerous Top Listing Awards  
Numerous Customer Service Awards

# APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: City of Summerset  
7055 Leisure Lane  
Summerset, SD 57718

PROJECT:  
Summerset WWTP Expansion

APPLICATION NO.  
PERIOD TO:  
PROJECT NOS.:

#5 DISTRIBUTION TO:

07/31/23	X	OWNER
202257		ARCHITECT
		CONTRACTOR
		ENGINEER

FROM  
CONTRACTOR: RCS Construction, Inc  
PO Box 9337  
Rapid City, SD 57709  
46-0418677

CONTRACT DATE: 1/6/2023  
HDR Engineering  
703 Main St; Suite 200  
Rapid City, SD 57701

## CONTRACTOR'S APPLICATION FOR PAYMENT

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

1 ORIGINAL CONTRACT SUM	\$ 10,322,000.00
2 Net Change by Change Orders	\$ -
3 CONTRACT SUM TO DATE (Line 1 +/- 2)	\$ 10,322,000.00
4 TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 2,843,750.00
5 RETAINAGE on COMPLETED WORK:	

10% Retainage

\$ 284,375.00 ✓
\$ 2,559,375.00 ✓
\$ 2,269,575.00 ✓
\$ 289,800.00 ✓
\$ 7,762,625.00 ✓

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that payment shown herein is now due.

### CONTRACTOR:

By: [Signature] Date: August 3, 2023

State of: South Dakota  
County of: Pennington  
Subscribed and sworn to before me this 3rd day of August, 2023.  
Notary Public: [Signature]  
My Commission expires: March 16, 2028

Payment of: \$ 289,800.00  
(Line 8 or other - attach explanation of the other amount)  
is recommended by: [Signature] (Engineer) 8/7/23 (Date)

Payment of: \$ \_\_\_\_\_  
(Line 8 or other - attach explanation of the other amount)  
is approved by: \_\_\_\_\_ (Owner) \_\_\_\_\_ (Date)  
Approved by: \_\_\_\_\_  
Funding or Financing Entity (if applicable) \_\_\_\_\_ (Date)

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

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

A DIV. NO.	B DESCRIPTION OF WORK Summerset WWTP Expansion	C SCHEDULED VALUE	D		E		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G/C)	I BALANCE TO FINISH (C - G)
			WORK FROM PREVIOUS APPLICATION (D + E)	COMPLETED THIS PERIOD						
1	Mobilization	\$ 150,000.00	\$ 36,000.00	\$ 4,500.00	\$ 109,500.00	27.0%	\$ 40,500.00	\$ 109,500.00		
2	Demobilization	\$ 27,000.00	\$ -	\$ -	\$ 27,000.00	0.0%	\$ -	\$ 27,000.00		
3	Bonds & Insurance	\$ 150,000.00	\$ 150,000.00	\$ -	\$ -	100.0%	\$ 150,000.00	\$ -		
5	Submittals	\$ 125,000.00	\$ 123,750.00	\$ -	\$ 1,250.00	99.0%	\$ 123,750.00	\$ 1,250.00		
6	General Conditions	\$ 200,000.00	\$ 48,000.00	\$ 6,000.00	\$ 146,000.00	27.0%	\$ 54,000.00	\$ 146,000.00		
7	SBR Foundation Slab and Excavation	\$ 1,700,000.00	\$ 1,530,000.00	\$ 85,000.00	\$ 85,000.00	95.0%	\$ 1,615,000.00	\$ 85,000.00		
8	SBR Walls, Elevated Slabs	\$ 750,000.00	\$ 240,000.00	\$ 172,500.00	\$ 50,000.00	55.0%	\$ 412,500.00	\$ 337,500.00		
9	Site and Misc Concrete	\$ 50,000.00	\$ -	\$ -	\$ 50,000.00	0.0%	\$ -	\$ 50,000.00		
10	Greenhouse	\$ 800,000.00	\$ -	\$ -	\$ 800,000.00	0.0%	\$ -	\$ 800,000.00		
11	Furnish and Installation of Process Equipment & Piping	\$ 2,700,000.00	\$ 270,000.00	\$ 54,000.00	\$ 2,376,000.00	12.0%	\$ 324,000.00	\$ 2,376,000.00		
12	Mechanical	\$ 350,000.00	\$ 50,000.00	\$ (0.00)	\$ 300,000.00	14.3%	\$ 50,000.00	\$ 300,000.00		
13	Electrical	\$ 2,645,000.00	\$ -	\$ -	\$ 2,645,000.00	0.0%	\$ -	\$ 2,645,000.00		
14	High Performance Coatings	\$ 30,000.00	\$ -	\$ -	\$ 30,000.00	0.0%	\$ -	\$ 30,000.00		
15	Demolition/Removals	\$ 35,000.00	\$ 28,000.00	\$ -	\$ 7,000.00	80.0%	\$ 28,000.00	\$ 7,000.00		
16	Seeding/Erosion Control	\$ 10,000.00	\$ 3,000.00	\$ -	\$ 7,000.00	30.0%	\$ 3,000.00	\$ 7,000.00		
17	Site Blower Piping	\$ 140,000.00	\$ -	\$ -	\$ 140,000.00	0.0%	\$ -	\$ 140,000.00		
18	Site Process Piping	\$ 185,000.00	\$ 37,000.00	\$ -	\$ 148,000.00	20.0%	\$ 37,000.00	\$ 148,000.00		
19	Misc Site Utilities	\$ 20,000.00	\$ 6,000.00	\$ -	\$ 14,000.00	30.0%	\$ 6,000.00	\$ 14,000.00		
20	Site Grading/Restoration	\$ 255,000.00	\$ -	\$ -	\$ 255,000.00	0.0%	\$ -	\$ 255,000.00		
		\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -		
		\$ -	\$ -	\$ -	\$ -	0.0%	\$ -	\$ -		
<b>SUBTOTALS</b>		<b>\$ 10,322,000.00</b>	<b>\$ 2,521,750.00</b>	<b>\$ 322,000.00</b>	<b>\$ 7,478,250.00</b>	<b>27.55%</b>	<b>\$ 2,843,750.00</b>	<b>\$ 7,478,250.00</b>		



## Environmental Funding Program - Reimbursement Request

Submitted To: SD Dept. of Agriculture and Natural Resources  
Environmental Funding Program

Recipient Identification		Payment Information	
Name: <u>City of Summerset</u> Street or PO Box: <u>7055 Leisure Lane</u> City, State, ZIP: <u>Summerset, SD 57718</u>  DANR Project ID Number: <u>2022G-ARP-200</u>	<b>Funding Source</b>  <b>ARPA</b>  Partial <input checked="" type="checkbox"/> Final <input type="checkbox"/> Payment Request No.: <u>5</u>		
Payee (Where payment should be sent if different than Recipient)		Grant Percentage (if applicable):	
Name: _____ Street or PO Box: _____ City, State, ZIP: _____	<b>Period Covered by this Payment Request</b> From: <u>6/30/23</u> To: <u>7/31/23</u>		
Eligible Request Cost Breakdown			
Category	Previous Request(s)	Current Request	Total Requests
Administrative Expense			
Land, Structures, Right-Of-Way			
Architectural & Engineering Basic Fees			
Other Architectural & Engineering Fees			
Project Inspection Fees			
Land Development			
Relocation Expenses			
Relocation Payments to Individuals/Businesses			
Demolition and Removal			
Construction & Project Improvement Cost	\$1,793,896.00	\$289,800.00	\$2,083,696.00
Equipment			
Miscellaneous Costs			
Total Cumulative	\$1,793,896.00	\$289,800.00	\$2,083,696.00
Total Payments Previously Drawn			\$1,793,896.00
<b>Reimbursement Amount</b>			<b>\$289,800.00</b>
Certification			
I certify that to the best of my knowledge and belief the costs requested for reimbursement are in accordance with the terms of the project and that the reimbursement amount represents the share due which has not been previously requested and all work is in accordance with the terms of the Agreement.			
_____ Signature of Authorized Certifying Official		_____ Date	
_____ Melanie Torno, Mayor Typed or Printed Name and Title		_____ (605)718-2189 Telephone Number	
DANR Use Only			
Approve for Payment: \$ _____			
Signature: _____		Date: _____	





# State Revolving Fund Loan - Reimbursement Request

Submitted To: SD Dept. of Agriculture and Natural Resources  
Environmental Funding Program

Recipient Identification		Payment Information	
Name: <u>City of Summerset</u>		CWSRF <input checked="" type="checkbox"/>	DWSRF <input type="checkbox"/>
Street or PO Box: <u>7055 Leisure Lane</u>		Partial <input checked="" type="checkbox"/>	Final <input type="checkbox"/>
City, State, ZIP: <u>Summerset, SD 57718</u>		Payment Request No.: <u>2</u>	
SRF Loan ID Number: <u>CWSRF - C461448-03</u>			
Payee (Where payment should be sent if different than Recipient)			
Name: _____		Period Covered by this Payment Request From: <u>2/26/23</u> To: <u>7/29/23</u>	
Street or PO Box: _____			
City, State, ZIP: _____			
SRF Eligible Request Cost Breakdown			
Category	Previous Request(s)	Current Request	Total Requests
Administrative Expense			
Preliminary Expense			
Land, Structures, Right-Of-Way			
Architectural & Engineering Basic Fees	\$443,871.77	\$102,323.67	\$546,195.44
Other Architectural & Engineering Fees			
Project Inspection Fees			
Land Development			
Relocation Expenses			
Relocation Payments to Individuals/Businesses			
Demolition and Removal			
Construction & Project Improvement Cost			
Equipment			
Miscellaneous Costs			
Total Cumulative	\$443,871.77	\$102,323.67	\$546,195.44
Total Cumulative Rounded Down to Nearest \$1			\$546,195.00
Total SRF Payments Previously Drawn			\$443,871.00
<b>SRF Reimbursement Amount</b>			<b>\$102,324.00</b>
Percentage of Physical Completion of Project			22%
Certifications			
I certify that to the best of my knowledge that the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the share due which has not been previously requested and that all work is in accordance with the terms of the SRF loan Agreement.			
_____ Signature of Authorized Certifying Official		_____ Date	
_____ Melanie Torno, Mayor Typed or Printed Name and Title		_____ (605) 718-2189 Telephone No.	
DANR Use Only	DANR Use Only		DANR Use Only
Approve for Payment: \$ _____			
Signature: _____		Date: _____	

City of Summerset - Wastewater Treatment Plant Expansion Project

CWSRF - C461448-03  
ARPA - 2022G-ARP-200

Date	Vendor	Invoice No.	Category	Detail	Invoice Total	CWSRF Loan	DANR ARPA Grant	DANR ARPA Match	Local ARPA Match	Total Request
3/21/2023	RCS Construction, Inc.	Pay App #1	Construction & Project Improvement Costs	For Construction Work Accomplished From: 1/6/23 - 3/17/23	\$ 755,100.00	\$ -	\$ -	\$ 279,421.00	\$ 475,679.00	\$ 755,100.00
<b>Total Draw #1</b>					<b>\$ 755,100.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 279,421.00</b>	<b>\$ 475,679.00</b>	<b>\$ 755,100.00</b>
7/2/21	HDR Engineering, Inc.	1200357226	Architectural & Engineering Basic Fees	Professional Services for the Period: 6/2/21 - 6/26/21	\$ 1,006.25	\$ 1,006.25	\$ -	\$ -	\$ -	\$ 1,006.25
8/12/21	HDR Engineering, Inc.	1200366590	Architectural & Engineering Basic Fees	Professional Services for the Period: 6/27/21 - 7/31/21	\$ 7,383.75	\$ 7,383.75	\$ -	\$ -	\$ -	\$ 7,383.75
10/5/21	HDR Engineering, Inc.	1200379079	Architectural & Engineering Basic Fees	Professional Services for the Period: 8/29/21 - 9/25/21	\$ 10,502.50	\$ 10,502.50	\$ -	\$ -	\$ -	\$ 10,502.50
11/2/21	HDR Engineering, Inc.	1200385459	Architectural & Engineering Basic Fees	Professional Services for the Period: 9/26/21 - 10/23/21	\$ 8,265.00	\$ 8,265.00	\$ -	\$ -	\$ -	\$ 8,265.00
12/6/21	HDR Engineering, Inc.	1200394316	Architectural & Engineering Basic Fees	Professional Services for the Period: 10/24/21 - 11/20/21	\$ 3,257.50	\$ 3,257.50	\$ -	\$ -	\$ -	\$ 3,257.50
1/12/22	HDR Engineering, Inc.	1200402744	Architectural & Engineering Basic Fees	Professional Services for the Period: 11/21/21 - 12/25/21	\$ 9,358.75	\$ 9,358.75	\$ -	\$ -	\$ -	\$ 9,358.75
2/11/22	HDR Engineering, Inc.	1200408688	Architectural & Engineering Basic Fees	Professional Services for the Period: 12/26/21 - 1/29/22	\$ 3,719.25	\$ 3,719.25	\$ -	\$ -	\$ -	\$ 3,719.25
2/11/22	HDR Engineering, Inc.	1200408689	Architectural & Engineering Basic Fees	Professional Services for the Period: 1/30/22 - 1/29/22	\$ 7,534.63	\$ 7,534.63	\$ -	\$ -	\$ -	\$ 7,534.63
3/9/22	HDR Engineering, Inc.	1200414826	Architectural & Engineering Basic Fees	Professional Services for the Period: 1/30/22 - 2/26/22	\$ 32,252.69	\$ 32,252.69	\$ -	\$ -	\$ -	\$ 32,252.69
4/6/22	HDR Engineering, Inc.	1200421841	Architectural & Engineering Basic Fees	Professional Services for the Period: 2/27/22 - 3/26/22	\$ 30,803.57	\$ 30,803.57	\$ -	\$ -	\$ -	\$ 30,803.57
5/3/22	HDR Engineering, Inc.	1200428214	Architectural & Engineering Basic Fees	Professional Services for the Period: 3/27/22 - 4/23/22	\$ 47,315.52	\$ 47,315.52	\$ -	\$ -	\$ -	\$ 47,315.52
6/1/22	HDR Engineering, Inc.	1200438448	Architectural & Engineering Basic Fees	Professional Services for the Period: 4/24/22 - 5/21/22	\$ 68,850.00	\$ 68,850.00	\$ -	\$ -	\$ -	\$ 68,850.00
7/12/22	HDR Engineering, Inc.	1200443784	Architectural & Engineering Basic Fees	Professional Services for the Period: 5/22/22 - 6/25/22	\$ 49,703.88	\$ 49,703.88	\$ -	\$ -	\$ -	\$ 49,703.88
8/11/22	HDR Engineering, Inc.	1200451209	Architectural & Engineering Basic Fees	Professional Services for the Period: 6/26/22 - 7/30/22	\$ 44,853.75	\$ 44,853.75	\$ -	\$ -	\$ -	\$ 44,853.75
9/12/22	HDR Engineering, Inc.	1200459958	Architectural & Engineering Basic Fees	Professional Services for the Period: 7/31/22 - 8/27/22	\$ 41,508.75	\$ 41,508.75	\$ -	\$ -	\$ -	\$ 41,508.75
11/9/22	HDR Engineering, Inc.	1200477265	Architectural & Engineering Basic Fees	Professional Services for the Period: 9/25/22 - 10/22/22	\$ 17,013.75	\$ 17,013.75	\$ -	\$ -	\$ -	\$ 17,013.75
12/16/22	HDR Engineering, Inc.	1200486320	Architectural & Engineering Basic Fees	Professional Services for the Period: 10/23/22 - 11/29/22	\$ 7,300.97	\$ 7,300.97	\$ -	\$ -	\$ -	\$ 7,300.97
1/18/23	HDR Engineering, Inc.	1200494001	Architectural & Engineering Basic Fees	Professional Services for the Period: 11/27/22 - 12/31/22	\$ 8,660.00	\$ 8,660.00	\$ -	\$ -	\$ -	\$ 8,660.00
2/13/23	HDR Engineering, Inc.	1200506887	Architectural & Engineering Basic Fees	Professional Services for the Period: 1/15/23 - 1/28/23	\$ 4,667.50	\$ 4,667.50	\$ -	\$ -	\$ -	\$ 4,667.50
2/13/23	HDR Engineering, Inc.	1200506884	Architectural & Engineering Basic Fees	Professional Services for the Period: 1/1/23 - 1/28/23	\$ 1,298.75	\$ 1,298.75	\$ -	\$ -	\$ -	\$ 1,298.75
3/10/23	HDR Engineering, Inc.	1200507319	Architectural & Engineering Basic Fees	Professional Services for the Period: 1/29/23 - 2/25/23	\$ 13,185.00	\$ 13,185.00	\$ -	\$ -	\$ -	\$ 13,185.00
3/10/23	HDR Engineering, Inc.	1200507320	Architectural & Engineering Basic Fees	Professional Services for the Period: 1/29/23 - 2/25/23	\$ 2,964.98	\$ 2,964.98	\$ -	\$ -	\$ -	\$ 2,964.98
4/12/23	HDR Engineering, Inc.	1200514648	Architectural & Engineering Basic Fees	Professional Services for the Period: 2/26/23 - 4/1/23	\$ 22,485.03	\$ 22,485.03	\$ -	\$ -	\$ -	\$ 22,485.03
4/27/23	RCS Construction, Inc.	Pay App #2	Construction & Project Improvement Costs	For Construction Work Accomplished From: 3/18/23 - 4/27/23	\$ 441,225.00	\$ -	\$ 244,967.00	\$ 196,258.00	\$ -	\$ 441,225.00
<b>Total Draw #2</b>					<b>\$ 885,096.77</b>	<b>\$ 443,871.77</b>	<b>\$ 244,967.00</b>	<b>\$ 196,258.00</b>	<b>\$ -</b>	<b>\$ 885,096.77</b>
6/1/23	RCS Construction, Inc.	Rev Pay App #3	Construction & Project Improvement Costs	For Construction Work Accomplished Period To: 5/31/23	\$ 671,850.00	\$ -	\$ 671,850.00	\$ -	\$ -	\$ 671,850.00
<b>Total Draw #3</b>					<b>\$ 671,850.00</b>	<b>\$ -</b>	<b>\$ 671,850.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 671,850.00</b>
6/29/23	RCS Construction, Inc.	Pay App #4	Construction & Project Improvement Costs	For Construction Work Accomplished Period To: 6/29/23	\$ 401,400.00	\$ -	\$ 401,400.00	\$ -	\$ -	\$ 401,400.00
<b>Total Draw #4</b>					<b>\$ 401,400.00</b>	<b>\$ -</b>	<b>\$ 401,400.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 401,400.00</b>
5/19/23	HDR Engineering, Inc.	1200524174	Architectural & Engineering Basic Fees	Professional Services for the Period: 4/2/23 - 5/6/23	\$ 19,514.97	\$ 19,514.97	\$ -	\$ -	\$ -	\$ 19,514.97
6/15/23	HDR Engineering, Inc.	1200531451	Architectural & Engineering Basic Fees	Professional Services for the Period: 2/26/23 - 6/5/23	\$ 828.28	\$ 828.28	\$ -	\$ -	\$ -	\$ 828.28
6/15/23	HDR Engineering, Inc.	1200531453	Architectural & Engineering Basic Fees	Professional Services for the Period: 5/7/23 - 6/3/23	\$ 23,669.75	\$ 23,669.75	\$ -	\$ -	\$ -	\$ 23,669.75
7/14/23	HDR Engineering, Inc.	1200539407	Architectural & Engineering Basic Fees	Professional Services for the Period: 6/4/23 - 7/1/23	\$ 25,373.02	\$ 25,373.02	\$ -	\$ -	\$ -	\$ 25,373.02
8/7/23	HDR Engineering, Inc.	1200544581	Architectural & Engineering Basic Fees	Professional Services for the Period: 7/2/23 - 7/28/23	\$ 32,937.65	\$ 32,937.65	\$ -	\$ -	\$ -	\$ 32,937.65
8/9/23	RCS Construction, Inc.	Pay App #5	Construction & Project Improvement Costs	For Construction Work Accomplished Period To: 7/31/23	\$ 289,800.00	\$ -	\$ 289,800.00	\$ -	\$ -	\$ 289,800.00
<b>Total Draw #5</b>					<b>\$ 392,123.67</b>	<b>\$ 102,323.67</b>	<b>\$ 289,800.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 392,123.67</b>
<b>Total Project Costs To Date</b>					<b>\$ 3,105,570.44</b>	<b>\$ 546,195.44</b>	<b>\$ 1,608,017.00</b>	<b>\$ 475,679.00</b>	<b>\$ -</b>	<b>\$ 3,105,570.44</b>
<b>Line Item Budget Balance</b>					<b>\$ 5,376,846.56</b>	<b>\$ -</b>	<b>\$ 1,512,583.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,889,429.56</b>