

*SUMMERSET CITY COMMISSION  
REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY, MARCH 17, 2022 6:00 P.M.*

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

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

**Motion** by Thurman, second by Butler, to approve the agenda for the regular meeting of the Summerset City Commission for March 17th, 2022. Motion carried.

**CONSENT CALENDAR**

**Motion** by Butler, second by Hirsch, to approve the minutes of the regular meeting of March 3rd, 2022. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Hirsch, second by Thurman, to approve the claims and hand checks in the amount of \$52,358.11 from March 3rd, 2022 through March 16th, 2022 as presented or amended. Motion carried.

ALLEN, DON	Cell Phone Stipend-Oct	50.00
AMBROSE, JONATHAN	Personal Credit Card Reimb	91.56
BLACK HAWK WATER USERS DISTRIC	Monthly Fees	32.00
C HAVEMAN BUSINESS SERVICES	Reconcilliations	1,275.00
CARDMEMBER SERVICES	Credit Card Charges	81.62
CASCADE ENGINEERING	Replacement Parts	152.00
CBH CO-OP	Govt Fuel	4,762.60
CITY OF RAPID CITY	Solid Waste Disposal	3,339.75
CMS SERVICES	WWTP Repair	255.10
DEMERSSEMAN JENSEN	Legal Services	1,947.50
GOLDEN WEST TECHNOLOGIES	Managed Services	2,789.50
HDR ENGINEERING, INC	WWTP Engineering	32,232.69
MDU	Utilities	1,818.95
MIDCONTINENT COMMUNICATIONS	WWTP Phone	198.72
MIDCONTINENT TESTING LABS	WWTP Testing	163.50
RAPID CITY JOURNAL	Publications	393.56
SD ONE CALL	February Notifications	13.65
TRANSOURCE	Loader Snow Rental	1,800.00

**DEPARTMENT HEAD REPORTS/MANUALS**

Each department head present final manuals to the commission.

**PAYROLL CHANGE**

**Motion** by Butler, second by Hirsch to open discussion for Police Officer Matt Macrander – 90-day review. From \$20.00 to \$22.00. Effective March 26<sup>th</sup>, 2022.

**Motion** by Thurman, second by Hirsch to approve new payroll. Motion carried.

**PIEDMONT VALLEY CHAMBER OF COMMERCE**

**Motion** by Hirsch, second by Thurman to open discussion for permission to hold event in August on City grounds August 20<sup>th</sup>, 2022 from 10am to 4pm.

**Motion** by Butler, second by Hirsch to approve the event at City Hall and waive fees. Motion carried.

**SECOND READING FOR ORDINANCE 2022-01**

Revision to ordinance Title XV Chapter 153 – Subsection 153.025 Adoption of Building Code.

**Motion** by Hirsch, second by Thurman to approve second reading of Ordinance 2022-01. Motion carried.

**Motion** by Thurman, second by Butler to adopt second reading of Ordinance 2022-01. Motion carried.

**Motion** to by Butler, second by Hirsch to rescind previous motion. Motion carried.

**Motion** by Hirsch, second by Thurman to adopt second reading of Ordinance 2022-01, all ayes. Motion carried.

**SECOND READING FOR ORDINANCE 2022-02 w/amendments**

Revision to ordinance Title XV Chapter 152 – Subsection 152.01 Adoption of 2018 International Building Code by Reference.

**Motion** by Butler, second by Thurman to approve second reading of Ordinance 2022-02. Motion carried.

**Motion** by Butler, second by Hirsch to adopt second reading of Ordinance 2022-02, all ayes. Motion carried.

**SECOND READING FOR ORDINANCE 2022-03 w/amendments**

Revision to ordinance Title XV Chapter 152 – Subsection 152.02 Adoption of 2018 International Property Maintenance Code by Reference.

**Motion** by Thurman, second by Butler to approve second reading of Ordinance 2022-03. Motion carried.

**Motion** by Hirsch, second by Thurman to adopt second reading of Ordinance 2022-03, all ayes. Motion carried.

**SECOND READING FOR ORDINANCE 2022-04 w/amendments**

Revision to ordinance Title XV Chapter 152 – Subsection 152.03 Adoption of 2018 International Residential Code by Reference.

**Motion** by Butler, second by Thurman to approve second reading of Ordinance 2022-04. Motion carried.

**Motion** by Butler, second by Hirsch to adopt second reading of Ordinance 2022-04, all ayes. Motion carried.

**BUILDING VALUATION DATA – AUGUST 2018 (Square Footage Construction Costs)**

**Motion** by Hirsch, second by Thurman recommended do pass by the Planning & Zoning Board. \*Effective April 1, 2022. Motion carried.

**FINANCE - SECOND READING OF SUPPLEMENTAL ORDINANCE 2022-05**

**Motion** by Hirsch, second by Thurman to approve second reading of Ordinance 2022-05. Motion carried.

**Motion** by Butler, second by Hirsch to adopt second reading of Ordinance 2022-05, all ayes. Motion carried.

**FINANCE – DISCUSSION/ACTION ON VSP INSURANCE**

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

**Motion** by Hirsch, second by Thurman to approve. Motion carried.

**FINANCE – 2021 AUDIT REPORT**

**Motion** by Butler, second by Hirsch to set Audit Report for April 21<sup>st</sup>, 2022. Motion carried.

**DECLARATION OF EASEMENT – NEW LEAF LLC.**

Tract 1A of Pine Hills Subdivision, Section 36, Township 3 North, Range 6 East, Black Hills, Meridian, City of Summerset, Meade County SD.

**Motion** by Thurman, second by Hirsch. Motion carried.

**FENCE VARIANCE – CITY OF SUMMERSET**

Lots AR, BR, C and D of Lot 1, Block 9, Section 36, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County SD.

**Motion** by Thurman, second by Hirsch. Motion carried.

**PROPERTY OVERVIEW – VALUATION RATES SDPAA**

City Administrator

**CITIZENS INPUT**

None

**UPCOMING EVENTS:**

Coffee with the Commission will be March 26<sup>th</sup> @ 10:00 a.m. at the Public Works Building. Residents are encouraged to come and visit with the Commission and view the Public Works Building.

\*Reminder upcoming Local Board of Equalization -March 21<sup>st</sup>, 2022 @ 6:00 p.m.

**ITEMS FROM CITY ATTORNEY (ABSENT)**

**Motion** by Hirsch, second by Thurman, to enter into executive session at 7:04 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 7:54 p.m. Motion carried.

**ADJOURNMENT**

**Motion** by Butler, second by Hirsch, to adjourn at 7:54 p.m. Motion carried.

(SEAL)

ATTEST:

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Candace Sealey  
Finance Officer

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Melanie Torno  
Mayor

Published once March 26<sup>th</sup>, 2022 at a cost of \$126.81.

# Check Register Report

Date: 04/06/2022

Time: 9:50 am

Page: 1

City of Summerset

BANK: BANKWEST

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>BANKWEST Checks</b>								
25381	04/06/22	Printed			1098	A&B BUSINESS SOLUTIONS	Monthly Contract	45.00
25382	04/06/22	Printed			0322	AFLAC REMITTANCE PROCESSING	Employee Accident Insurance	186.94
25383	04/06/22	Printed			0962	ALLEN, DON	Phone Stipend	50.00
25384	04/06/22	Printed			1111	AMBROSE, JONATHAN	Phone Stipend	50.00
25385	04/06/22	Printed			1495	AMERICAN ENGINEERING TESTING	Replace Existing Well	3,450.00
25386	04/06/22	Printed			1808	ANGLIN, MITCH	Phone Stipend	50.00
25387	04/06/22	Printed			0808	BLACK HILLS ENERGY	Utilities	6,824.84
25388	04/06/22	Printed			0025	Black Hawk Fire Department	Annual Donation	2,000.00
25389	04/06/22	Printed			0095	Butler, Dave	Phone Stipend	50.00
25390	04/06/22	Printed			1268	CANDACE SEALEY	Phone Stipend	50.00
25391	04/06/22	Printed			1722	DUCHENEAUX, HALAYNA	Phone Stipend	50.00
25392	04/06/22	Printed			1369	GREENAPSIS	Professional Fees	320.00
25393	04/06/22	Printed			0698	HAWKINS INC.	Defoamer	2,852.40
25394	04/06/22	Printed			1133	HDR ENGINEERING, INC	General Engineering	2,632.50
25395	04/06/22	Printed			0041	HEALTH POOL OF SD	Employee Medical	16,254.14
25396	04/06/22	Printed			1506	HERMANSON EGGE ENGINEERING	Residential Inspections	1,155.00
25397	04/06/22	Printed			1513	HIRSCH, CLYDE	Phone Stipend	50.00
25398	04/06/22	Printed			1566	JUSO, COLTON	Phone Stipend	50.00
25399	04/06/22	Printed			1103	KITZMILLER, MICHAEL	Phone Stipend	50.00
25400	04/06/22	Printed			0324	Kayl, Anthony	Phone Stipend	50.00
25401	04/06/22	Printed			0949	Lighting Maintenance Co.	Streetlight Repair	292.63
25402	04/06/22	Printed			1810	M&W TOWING	Tow Garbage Truck	278.00
25403	04/06/22	Printed			1809	MACQUEEN EMERGENCY	Radar Installation	2,718.21
25404	04/06/22	Printed			1787	MACRANDER, MATTHEW	Phone Stipend	50.00
25405	04/06/22	Printed			1052	MCKIE FORD LINCOLN	2022 Ford Interceptor	46,264.00
25406	04/06/22	Printed			1101	MEADE COUNTY AUDITOR	Dispatch	16,061.93
25407	04/06/22	Printed			1110	MID-AMERICAN RESEARCH CHEMICAL	WWTP Supplies	1,305.80
25408	04/06/22	Printed			1698	MONTILEAUX, CASEY	Phone Stipend	50.00
25409	04/06/22	Printed			1730	NASSER, RICH	Phone Stipend	50.00
25410	04/06/22	Printed			1788	O'GRADY, BRENDA	Phone Stipend	50.00
25411	04/06/22	Printed			1408	PALMER, BRANDY	Phone Stipend	50.00
25412	04/06/22	Printed			1582	PIEDMONT FIRE DEPARTMENT	Annual Donation	2,000.00
25413	04/06/22	Printed			0008	RAPID CITY JOURNAL	Publications	758.54
25414	04/06/22	Printed			1732	SCHIEFFER, LISA	Phone Stipend	50.00
25415	04/06/22	Printed			1746	SCHROCK, BRIELLE	Phone Stipend	50.00
25416	04/06/22	Printed			1022	SDRS-SUPPLEMENTAL	March Supplemental Retirement	550.00
25417	04/06/22	Printed			1328	SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	143.10
25418	04/06/22	Printed			1747	THURMAN, KATHLENE	Phone Stipend	50.00
25419	04/06/22	Printed			1432	TNT CONSTRUCTION	Erosion Control	5,000.00
25420	04/06/22	Printed			1729	TORNO, MELANIE	Phone Stipend	50.00
25421	04/06/22	Printed			0056	UNITED STATES POSTAL SERVICE	Postal Fees	1,000.00
25422	04/06/22	Printed			1024	USA BLUEBOOK	WWTP Supplies	709.20
25423	04/06/22	Printed			1189	VAST BROADBAND	Fax/Phone/Internet	1,186.69
					<b>Total Checks: 43</b>		<b>Checks Total (excluding void checks):</b>	<b>114,938.92</b>
					<b>Total Payments: 43</b>		<b>Bank Total (excluding void checks):</b>	<b>114,938.92</b>

# Check Register Report

Date: 04/06/2022

Time: 9:50 am

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
<b>BANKWEST EFT Checks</b>								
87	04/06/22	Printed			1665	CARDMEMBER SERVICES	Credit Card Charges February	10,636.25
88	04/06/22	Printed			0167	SD DEPARTMENT OF REVENUE	Sales Tax	964.58
89	04/06/22	Printed			0011	SDRS	Employee Retirement	8,328.96
90	04/06/22	Printed			0128	UNITED STATES TREASURY	Payroll Deposit	13,932.58

Total Checks: 4

Checks Total (excluding void checks):

33,862.37

Total Payments: 4

Bank Total (excluding void checks):

33,862.37

Total Payments: 47

Grand Total (excluding void checks):

148,801.29

## Required REPORT

### March 2022 Commissioner Kitzmiller

#### MEETINGS

- Attended 2 Commission Meetings
- Attended 1 Special Meeting

#### PUBLIC WORKS

- Dozens of calls and text messages between Public Works employees and myself
  - Breakdown of the new garbage truck
  - Back up garbage truck
  - Bids for generators for city buildings
  - Possible contract for lighting of Sturgis road
  - Discussion about maintaining lease agreement or purchasing city loader
  - Reevaluation of street light quotes
  - Billing sewer treatment plant sludge removal
  - Employee resignation
  - Discussion of new Public Works employee
  - Discussion of appointment of new supervisor for Public Works
  - Update on upcoming street projects
- Coffee with Commissioner at the Public Works building on a Saturday
  - Follow up discussions with Summerset citizens
- Maintained public Facebook page
- Monitored City's Facebook page for citizen concerns
  - Splash Park
  - Second access road for Sun Valley

# March 2022 Commissioner Thurman Report

## MEETING ATTENDED

\* Attended two (2) Commission Meetings

## FINANCE

- Review and discussions of software implementation.
- Meeting with City Administrator to discuss employee handbook and current policies and procedures.
- Set timeline with City Administrator for review and finalizing employee handbook.
- Review of state employee handbook; research state policies and procedures to determine what is applicable to Summerset City employees.
- Drafted and submitted time off requests and corresponding policies and procedures.
- Regularly checked in with finance staff to determine workload needs and if assistance was needed to complete several large annual projects.

## MISC.

- Review of Legislative News and Updates
- Review of P & Z Minutes.
- Discussion and approval of meeting minutes and agendas.
- Review and approval of city finances.

March

## 2022 Commissioner (C. Hirsch) Report

### MEETING ATTENDED

- \* Attended \_\_\_\_\_ ( 1 ) Commission Meetings
- \* Attended \_\_\_\_\_ ( 2 ) Special Meeting  
1 PZ meeting

### Liaison – Police Department

Meet with Don about Passwords  
went to monthly meeting with Don, Rich, Brandy  
& Brenda on March 28th



# **MARCH 2022 MAYOR REPORT**

## **COMMISSION MEETINGS**

- \* Attended two (2) Commission Meetings
- \* Attended one (1) Board of Equalization Meeting

## **CITY DEVELOPMENT AND PLANNING**

- \* Discussions (multiple) with City Administrator regarding current developments
- \* Consultation with local engineer company regarding park project
- \* Met with Black Hills Council of Local Governments (BHCLG), HDR, LSchieffer, TFennega, and AKahl regarding future planning and reviewing comprehensive plan
- \* Discussion with City Administrator, HDR (Shagla and Robinson), and BHCLG regarding waste water expansion project and possible amendments
- \* Emails between City Administrator, HDR (Shagla), and attorney Talbot regarding proposed development (Stagestop), procedures, and protocols
- \* Discussion with HDR (Shagla) and attorney Talbot regarding proposed development, procedures, protocols, and zoning
- \* Meeting with City Administrator, developer team (Norman Ranch), and HDR regarding proposed development, procedures, and protocols
- \* Met with LSchieffer, HDR (Shagla), MMartin (P&Z), Baseline, and JRedlund regarding Summerset Meadows development
- \* Met with LSchieffer, POlsen, and Monument Health for possible development and building ordinances
- \* Meeting with attorney Talbot regarding development issues and multiple follow up emails/discussions regarding specific ongoing development
- \* Attended and spoke to Planning and Zoning on March 8th, 2022 requesting a variance of 8 feet for the fence surrounding the City Admin campus
- \* Attended and facilitated P&Z meeting on March 22nd, 2022
- \* Conference call with Tallgrass Design and LSchieffer

- \* Meeting to discuss ICD codes - updates proposed by LSchieffer
- \* Meeting with Tallgrass Design, LSchieffer, TFenega, and AKahl regarding park project - at city admin and park
- \* Created videos with LSchieffer for public information regarding upcoming park project and grant opportunity
- \* Meeting with DANR, LSchieffer, HDR (Shagla and Robinson), Ellsworth Authority, Black Hawk Water, and Rapid Valley Water regarding wastewater and water regionalization and expansion project

## **DEPARTMENT AND PERSONNEL INTERACTION**

- \* Met with Public Works Manager and Commissioner Kitzmiller regarding the future of the Public Works Dept.
- \* Reviewed all applications for both Public Works Manager and Public Works Maintenance Worker
- \* Participated in panel interviews for Public Works Manager and Public Works Maintenance Worker
- \* Spoke with Commissioner Kitzmiller regarding personnel items related to Public Works
- \* Discussed transitions in Public Works with TFenega and AKahl
- \* Discussed items with DAllen regarding police department and possible police personnel changes
- \* Discussed personnel concerns with various city staff members
- \* Discussed personnel concerns with city attorney Wheeler
- \* Addressed personnel items with city staff member, including resolutions and expectations
- \* Sent emails to all depts regarding revising personnel handbook, to include procedural manual for all depts and daily tasks performed
- \* Discussed plan for updating employee handbook with City Administrator and Commission (presented at March 17th Commission meeting) with follow up meetings for specific changes in handbook and policies
- \* Reviewed applications for Commission appointment
- \* Discussed plan for job postings and interviews for Waste Water

## **MISC.**

- \* Met with Pat West, Candidate for Meade Co Sheriff
- \* Met with Curt Massie, Candidate for District 33 State House
- \* Met with Piedmont Valley Chamber Board to discuss collaboration, use of facilities for summer event, and providing meeting space for the PVC Board
- \* Discussions (multiple) with city attorney regarding legal issues, personnel issues, citizen issues, and appointment
- \* Received, reviewed, and responded to emails regarding a citizen's concerns - dog door
- \* Discussed city ordinances with a parent and their 12 yr old child re: having a pony in your backyard
- \* Discussed and purchased furniture through Evergreen
- \* Approval of meeting minutes and agendas
- \* Discussion with City Administrator - agenda items for Commission and P&Z meetings
- \* Attended and spoke on behalf of the city at the Meade Co. School Board meeting
- \* Attended the public forum regarding school growth
- \* Discussions with Meade Co School Board President Joe Urbaniak
- \* Discussion with Meade Co School Board Member Darryl Vig
- \* Discussion with Mead Co Schools Superintendent Kirkegard
- \* Discussion with ARadway regarding Meade Co Schools and community meetings
- \* Interview with Newscenter 1 via zoom
- \* Interview with Rapid City Journal at city admin and building site
- \* Attended and spoke at Coffee with the Commission at Public Works
- \* Coordinated pictures of Committees, Departments, and Commission for website updates
- \* Wrote newsletter articles regarding city information

# March 2022 Commissioner Butler Report

## MEETINGS ATTENDED

- \* Attend 2 Commission Meetings
- \* Attend 2 Sepcial Meetings

## WASTE WATER TREATMENT

- \* Call plant superintendent many times. Discuss valve issues at one location, assistant plant operator leaving and now hiring another replacement, repair of greenhouse
- \* Went out to sewer plant

## MISC.

- \* Called Street Commissioner twice to discuss billing of reed bed slug disposal, talked to Street Superintendent also, talked to Finance Officer also and discussed the Waste Water Superintendent.
- \* Talked to homeowner about fence over sewer manhole.
- \* HDR emailed map on the new plant.
- \* Called City Attorney on Law Suit against Water Warriors.



## EXHIBIT A

### TASK ORDER

This Task Order pertains to an Agreement by and between City of Summerset, South Dakota, ("OWNER"), and HDR Engineering, Inc. ("ENGINEER"), dated December 19, 2019, ("the Agreement"). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 2022-02

PROJECT NAME: Collection System Analysis – Summerset Lift Station to Treatment Facility

PART 1.0 Project Description: Analysis of current flow volume and remaining available capacity

PART 2.0 Scope of services to be performed by engineer under this task order includes the following engineering services:

#### **GENERAL**

The City is anticipating significant population growth to occur in the near future and several developments are currently in the planning phases. The largest development currently being proposed includes approximately 450 acres and is projected to consist of approximately 2,750 homes at its completion. Multiple other, smaller, developments are also being proposed in Summerset. To support the anticipated growth, evaluation of the City's wastewater conveyance infrastructure will be completed.

Task Order 2022-02 will analyze the current wastewater flows from the Summerset Lift Station to the Wastewater Treatment Facility. The lift station, forcemain and gravity sewer maximum capacities will be determined and compared to existing flowrates. With this information, the City can begin planning for improvements to support community growth.

#### **SCOPE OF SERVICES**

##### **Activity 1. Project Management**

##### **Objective**

Coordinate task activities among the various HDR and City staff involved in conducting the analysis. Manage the scope, schedule, and budget.

##### **Consultant Services**

1. Conduct financial and project record system setup, develop schedule, and monitor budget for project staff.
2. Routine communications among the project team.
3. Monitor internal costs, work products, quality control process, and schedule



performance over the course of the project.

4. Prepare and submit monthly invoices. Prepare brief written progress reports each month to accompany the invoice.

### **City Responsibilities**

1. Review monthly progress reports and respond to issues identified, if applicable.
2. Process monthly invoices. Communicate questions or issues to HDR Project Manager.

### **Assumptions**

- The collection system analysis will be completed by June 24, 2022.
- Three (3) monthly cost invoices.

### **Deliverables**

- Monthly invoice and progress report.

### **Activity 2. Kickoff, Data Collection and Facility Inventory** **Objective**

Create a common vision of the project to be accomplished along with acceptance of task responsibilities. Identify and acquire information from City records needed for HDR to carry out its assigned tasks. Anticipated required information includes lift station and forcemain details, gravity sewer details, and current system inflows.

### **Consultant Services**

1. Facilitate project kickoff meeting. Discuss scope, schedule, and data request.
2. Prepare a prioritized data request for submittal to the City listing information needed, years to be covered, and preferred units and data format.
3. Review incoming data provided by the City. Maintain and update the data request. Review progress of data transfer with City Project Manager periodically.
4. Visit key project facilities with City staff, including:
  - Summerset Lift Station, record current conditions and document any operational concerns or problems.

### **City Responsibilities**

1. Participate in kickoff meeting and provide feedback on meeting minutes.
2. Provide data within the prioritized timeframe and in the formats requested in the data request matrix.
3. Participate in facility tour and provide information.
4. Provide Information to support the analysis including but not limited to:
  - Lift Station Data (wet well volume, pump manufacturer, model, head curve, forcemain properties, etc).



- WWTF Flow Records
- Development Plans
- Other Pertinent Information

### **ASSUMPTIONS**

- Up to three HDR staff will participate in the kick-off meeting and facility tour.
- Survey information required for the analysis will be collected by HDR as described in Task 3.

### **DELIVERABLES**

- Kickoff meeting minutes.
- Data request list, updated periodically as materials are provided by the City.

### **Activity 3. Field Survey and GIS Updates**

#### **Objective**

The City's existing wastewater collection system GIS database contains only approximate horizontal coordinates. Accurate vertical data is required to evaluate system hydraulics. The goal of this task is to collect accurate horizontal and vertical data at the lift station, forcemain, and gravity sewer manholes and pipelines. The GIS database will be updated with survey data for the components being analyzed. Once the GIS database is updated, a hydraulic model will be created from the GIS data set and used for hydraulic analysis.

#### **Consultant Services**

1. Conduct a field survey of the lift station, forcemain, and downstream gravity sewer segments that convey wastewater to the treatment facility.
2. Update the existing GIS database with horizontal and vertical survey data.

#### **City Responsibilities**

1. Provide copies of any available as-constructed collection system drawings.

### **ASSUMPTIONS**

- Field survey is limited to the conveyance facilities that transport wastewater between the Summerset Lift Station and the Treatment Facility. Neighborhood collection systems for Sun Valley Lift Station are not included in the scope of work.
- Accurate as-constructed drawings of the collection system are not available, and a field survey is the best method to develop the necessary data.



- Sewer pipe diameters are known, so survey won't need to provide pipe diameter information.

#### **Activity 4. Estimate Existing Wastewater Flows**

##### **Objective**

HDR will work with the City to estimate existing flow into the collection system. Industry standard per capita flow rates and wet weather peak factors will be utilized and adjusted based on available lift station flow data.

##### **City Responsibilities**

1. Provide wastewater treatment facility flow data to assist in refining per capita flow rates.
2. Conduct a draw down test of the Summerset Lift Station to determine current pumping rate.

##### **Consultant Services**

1. Develop spread sheet based flow estimates for areas contributing to the components being analyzed.

#### **ASSUMPTIONS**

- Temporary flow monitoring is not included in the scope of work and there are no permanent flow meters in the collection system.
- Estimated wastewater volumes will be based on industry standards and modified based on total flow recorded at the wastewater facility.
- Wastewater flow rates are only being generated for areas that contribute to the Summerset Lift Station and the trunk line used for conveyance to the treatment plant.

#### **DELIVERABLES**

- Wastewater flow rates summarized by contributing area

#### **Activity 5. Develop Sanitary Sewer Collection System Model, Perform System Hydraulic Analysis and Provide Summary Technical Memo**

##### **Objective**

Build an existing wastewater collection system model using Innovyze InfoSWMM software by importing the data developed in Task 3, and 4. Utilize the hydraulic model to determine remaining system capacity and identify any existing hydraulic bottlenecks. Analyze one future scenario that includes build out of known development plans contributing to the facilities being analyzed. Provide a summary technical memo of existing system capacity and required improvements to convey future flows.





### **City Responsibilities**

1. Perform review of model findings and the technical memo as applicable.

### **Consultant Services**

1. Import the File Geodatabase (developed in Task 3) into a InfoSWMM sewer system hydraulic model.
2. Load existing dry weather and wet weather flows into the hydraulic model, based upon existing flow data.
3. Complete quality control (QC) review of the model.
4. Perform a hydraulic analysis on the existing and future system alternative to identify deficiencies and identify necessary upgrades.
5. Develop a summary technical memo to document the analysis findings.

### **ASSUMPTIONS**

- A single scenario that models the built-out condition is proposed.
- Development of a capital improvement plan, evaluating phased improvements, and developing cost estimates is not included in the scope of work.

### **DELIVERABLES**

- Final sewer model (InfoSWMM).
- Technical memo summarizing existing capacity and future system improvements for facilities included in the analysis.

### **SCHEDULE**

Task Order Approval	March 2022
Site Survey	April 2022
Draft Analysis and Tech Memo	May 2022
Final Analysis and Tech Memo	June 2022

PART 3.0 OWNER'S RESPONSIBILITIES: The OWNER shall provide the information set forth in paragraph 6 of the "HDR Engineering, Inc. Terms and Conditions for Professional Services."

PART 4.0 PERIODS OF SERVICE: March 2022 – June 2022

PART 5.0 PAYMENTS TO ENGINEER:

Compensation for ENGINEER'S services under this Agreement shall be on the basis of Direct Labor Per Schedule of Pay Rates per the Employee discipline identified and attached herein, plus Reimbursable Expenses, and Engineer's technology charges. Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for



transportation travel, subconsultants, subcontractors, computer usage, telephone, telex, shipping and express, and other incurred expense.

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY OF SUMMERSET, SOUTH DAKOTA  
"OWNER"

HDR ENGINEERING, INC.  
"ENGINEER"

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: \_\_\_\_\_  
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## HDR Engineering 2022 Hourly Billing Rates

Enclosed are the 2022 Hourly Billing Rates for HDR Engineering. These rates shall be adjusted annually to reflect any salary adjustments incurred by employees. The rates listed below do not include reimbursable expenses or hourly rates for equipment as defined below.

<b>Description</b>	<b>Billing Rate/Hour</b>
Managing Principal	225
Senior Project Manager	215
Project Manager III	195
Project Manager II	180
Project Manager I	165
Engineer VI	195
Engineer V	180
Engineer IV	165
Engineer III	145
Engineer II	130
Engineer I	115
Senior ASME Engineer	195
ASME Engineer	180
System Integrator Engineer III	195
System Integrator Engineer II	155
System Integrator Engineer I	115
Engineering/Field Services Technician V	175
Engineering/Field Services Technician IV	155
Engineering/Field Services Technician III	125
Engineering/Field Services Technician II	105
Engineering/Field Services Technician I	95
Cadd/GIS Technician IV	135
Cadd/GIS Technician III	115
Cadd/GIS Technician II	105
Cadd/GIS Technician I	95
Right of Way IV	195
Right of Way III	175
Right of Way II	155
Right of Way I	120
Right of Way Coordinator	95
Environmental Scientist V	180
Environmental Scientist IV	160
Environmental Scientist III	140
Environmental Scientist II	125
Environmental Scientist I	110
Senior Land Surveyor	155
Land Surveyor	135
Survey Technician III	125
Survey Technician II	110
Survey Technician I	95

Senior Construction Manager	195
Construction Engineer III	175
Construction Engineer II	155
Construction Engineer I	125
Construction Inspector	95
Strategic Communications/Graphic Designer IV	165
Strategic Communications/Graphic Designer III	145
Strategic Communications/Graphic Designer II	130
Strategic Communications/Graphic Designer I	100
Project Controller	95
Project Assistant	95
Admin Assistant	70

HDR has technical experts in various geographic locations that may be utilized based on specific project need. This specialized expertise is not subject to the above rates and associated billing rates are to be determined at the time of contract negotiation.

#### **Direct Expenses**

Traffic Counting Equipment	\$120.00 per hour
Survey/GPS Equipment	\$50.00 per hour
Robotic Total Station	\$50.00 per hour
Side-by-Side Utility Vehicle	\$25.00 per hour
Handheld GPS	\$20.00 per hour
Mileage	\$0.75 per mile

#### **Printing:**

B&W 8.5x11	\$0.041 each
Color 8.5x11	\$0.138 each
B&W 11x17	\$0.079 each
Color 11x17	\$0.273 each
Plots Bond	\$0.459 per sq. ft.

#### **OTHER REIMBURSABLE EXPENSES**

Reimbursable Expense shall mean the actual expenses incurred directly or indirectly in connection with the Project for transportation travel, subconsultants, subcontractors, computer usage, telephone, shipping, and express, and other incurred expense. Unless negotiated otherwise in the contract, HDR will add 10% to invoices received from subconsultants and subcontractors to cover administrative expenses and vicarious liability. Hourly equipment charges apply to specific equipment used on the project.



City of Summerset - General Engineering Services  
Task Order Manhour Estimate - 2022 Task Order #2 - General Engineering Services

## ATTACHMENT 2

Personnel	Bill Moran	Lindsay Shagla	Chris Robinson	Gary Anderson	Nolan Fraser	Steve Muir	Elizabeth Sobanilla	Scott Humphrey	Nick Van Whye	Josh Hellman	Brooke Davis	Ellen Erickson	Total Hours	Total Cost
Rate Category/Description	Managing Principal	Project Manager/Engineer II	Engineer IV	Senior Land Surveyor	Land Surveyor	Engineer III	Engineer I	Engineer V QA/QC	Engineer V QA/QC	CADD/GIS Tech II	Project Controller	Project Assistant		
Billing Rate	\$225.00	\$130.00	\$165.00	\$155.00	\$135.00	\$145.00	\$115.00	\$180.00	\$180.00	\$105.00	\$95.00	\$95.00		
Activity 1 - Project Management	2	16									6	2	26	\$3,290
Activity 2 - Kickoff, Data Collection and Facility Inventory		4	2			2	2						10	\$1,370
Activity 3 - Field Survey and GIS Updates		2		24	40					8			74	\$10,220
Activity 4 - Estimate Existing Wastewater Flows		2	2			2	18						24	\$2,950
Activity 5 - Develop Sanitary Sewer Collection System Model, Perform			4			4	38	4	4				54	\$7,050
Activity 6 - Expenses														\$ 1,300.00
Subtotals	2	24	8	24	40	8	58	4	4	8	6	2	188	\$24,880
Task Order 2022-#1 Totals	2	24	8	24	40	8	58	4	4	8	6	2	188	\$24,880
Average Hours Per Week	0.0	0.5	0.2	0.5	0.8	0.2	1.1	0.1	0.1	0.2	0.1	0.0		

Activity 6 - Expenses	
Travel/mileage	\$ 640.00
Printing	\$ 10.00
Survey/GPS Equipment	\$ 650.00
Total Direct Costs	\$ 1,300.00

Total Cost Summary	
Total Hours	188
Total Labor	\$24,880.00
Direct Costs	\$1,300.00
Total Cost	\$26,180.00

## **Leisure Lane Park Project Details**

### **Overview -**

The Leisure Lane Park area has been planned as a park/recreation area since 2009. The proposed park project will include a community style park with a splash pad as the focal point. A small structure will be constructed that will serve food and beverage options with indoor and outdoor seating. Public restrooms will be available to park patrons. More sitting areas and benches will be added throughout the park area. The community style park will have options for all age groups to enjoy the park facilities and amenities.

### **Design process -**

The design process is in the infancy phase. We have discussed amenities desired in the park project with engineers and designers. The park designer we have consulted with specializes in rural areas and smaller communities. We will have proposed design options within the next several months to make a final decision. Groundbreaking will occur in early fall with a tentative completion date approximately March 1st, 2023.

### **Parking -**

The current parking lot will be expanded to accommodate more parking. There is also overflow parking available on the north side of the City Administration Building.

### **Funding -**

The city is in the process of applying for a grant that will match up to 50% of proposed costs. We are working with the park designer and other government entities to submit a strong application for the grant. In previous years, there has only been one applicant and they have been awarded the grant twice. In one year, their city had received a \$175,000 matching grant.

### **Splash pad -**

The splash pad will be the focal piece of the park and will provide water recreational items for all ages of children, from small toddlers to tween and teens. The design will be finalized sometime during the summer months. We are currently looking at two types of splash pads - recycled water and non-recycled water. We are analyzing the initial costs, as well as the maintenance costs, to determine the type and style of splash pad that is the best fit for the Leisure Lane Park. If we choose a non-recycled water system, we will collect the water and use it for irrigation purposes throughout the park.

### **Building structure -**

A small building structure will be designed as a food service area with ice cream, coffee bar, and other food items. There will be indoor and outdoor seating areas with restroom facilities. The options are to lease the building to a vendor for the 5+ month season proposed (May through September with the option of April or October, weather permitting) or hiring seasonal staff to operate the facility. This will provide food options, a meeting place, and recreational activities all in one location.

**Bathroom facilities -**

Bathroom facilities will be constructed for use of all patrons of the Leisure Lane Park. Various designs are being discussed and will be decided upon after final design options are proposed.

**Upgrades to picnic shelter and park benches -**

Park benches and other sitting areas will be constructed near and/or around the splash pad with outdoor seating available for the building structure. Designs for upgrading the picnic shelter will also be proposed and discussed.

**Privacy fencing -**

A privacy style fence, which will be secured on 3 sides of the park, will ensure privacy for the surrounding homes.

**Safety in cross walk -**

We are inquiring about placement of pedestrian walking signs with flashing yellow lights to ensure safety in the crosswalk in front of Leisure Lane Park.

**Removal of the basketball court -**

Due to the basketball court being underutilized and structural issues, it will be removed. The basketball court was not properly built, with some places on the court having additional height, causing pooling water on part of the basketball court. The cost of fixing the existing basketball court was explored. However, the cost to repair the court will be significant and may jeopardize the integrity of the concrete, causing it to crack and be unusable.

**Drainage -**

The city completed a previous drainage project in the park area and have consulted engineering regarding the potential of development of the park. We will follow all the engineers' recommendations and will ensure drainage is properly addressed.

**Future Park Plans -**

After further residential development in Sun Valley Estates is completed, a proposed park project similar to Leisure Lane will be planned.

**Other Items mentioned online -**

**Sturgis Rd** - Sturgis Rd is part of the state highway system and is maintained and operated by Department of Transportation. The city of Summerset does not have the privilege to add crosswalks, streetlights, etc., to Sturgis Rd. The Mayor has inquired to DOT to complete a traffic study, as the current one was conducted a few years ago.

**Building a swimming pool -**

The cost to build, operate, and maintain an outdoor swimming facility is not economically feasible for the city at this time. Other nearby city outdoor swimming pools often require their annual budget to be supplemented.

**Building a new school -**

Each school district plans and finances their own school operations and building expansions. The City of Summerset is committed to providing the school districts with the most current and accurate information so they (Meade Co Schools 46-1 and/or Rapid City Schools 51-4) may make the best decisions for the school district.

**Land off Recreation Dr. -**

This property is for sale by a private owner.

**Land off Sturgis Rd/Andersen Rd. -**

This property is privately owned and currently has plans for development.

**Lower taxes -**

Tax assessments are assessed and provided by Meade County. All residents have an opportunity to refute their tax assessments at the Board of Equalization. This Board held its annual tax assessment meeting on March 21st, 2022 and was properly noticed.



RESOLUTION NO. 2022-04

**CITY OF SUMMERSET**  
**RESOLUTION AUTHORIZING A GRANT APPLICATION TO THE**  
**LAND AND WATER CONSERVATION FUND FOR THE**  
**LEISURE LANE PARK SPLASH PAD AND IMPROVEMENTS PROJECT**

**WHEREAS**, the United States of America and the State of South Dakota have authorized the making of grants from the Land and Water Conservation Fund (LWCF) to public bodies to aid in financing the acquisition and/or construction of specific public outdoor recreation projects;

**NOW, THEREFORE, BE IT RESOLVED:**

1. That the Mayor of Summerset, Melanie Torno, is hereby authorized to execute and file an application on behalf of the City of Summerset with the National Park Service, U.S. Department of the Interior, through the State of South Dakota, Department of Game, Fish and Parks, Division of Parks and Recreation, for an LWCF grant to aid in financing the Leisure Lane Park Splash Pad and Improvements Project for the City of Summerset, South Dakota and its Environs.
2. That the City Administrator of Summerset, Lisa Schieffer, is hereby authorized and directed to furnish such information as the above mentioned federal and/or state agencies may reasonably request in connection with the application which is hereby authorized to be filed.
3. That the City of Summerset shall provide a minimum of 50% of the total cost of the project; and will assume all responsibility in the operation and maintenance of the project upon completion of construction, for the reasonable life expectancy of the facility.

**CERTIFICATION OF RECORDING OFFICER**

The undersigned duly qualified and acting Finance Officer of the City of Summerset does hereby certify: That the attached Resolution is a true and correct copy of the Resolution, authorizing the filing of application with the National Park Service as regularly adopted at a legally convened meeting of the City of Summerset City Commission duly held on the 7th day of April, 2022, and further that such Resolution has been fully recorded in the journal of proceedings and records in my office.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 7th day of April, 2022.

ATTEST:  
(SEAL)

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Candace Sealey  
Finance Officer

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Melanie Torno  
Mayor

Published:

Effective:

STATE OF SOUTH DAKOTA)

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COUNTY OF MEADE)

I, Candace Sealey, duly appointed Finance Officer of and for the City of Summerset, Meade County, South Dakota, do hereby certify that the foregoing is a true and correct resolution adopted by the City Commission of the City of Summerset at the regular meeting held on April 7th, 2022.

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Candace Sealey, Finance Officer



