

**SUMMERSET CITY COMMISSION REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, July 20th, 2023, 6:00 P.M.**

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

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Hirsch, second by Butler to approve the agenda for the Regular Meeting of the Summerset City Commission for July 20th, 2023. Motion carried.

CONSENT CALENDAR

Motion by Reade, second by Butler to approve the minutes of the Regular Meeting of July 6th, 2023. Motion carried.

APPROVAL OF CLAIMS

Motion by Kitzmiller, second by Butler, to approve the claims and hand checks in the amount of \$161,227.90 from July 6th, 2023, through July 19th, 2023, as presented or amended. Motion carried.

Cardmember Services	June 2023 Credit Card Statement	\$9,559.35
SOUTH DAKOTA STATE TREASURER	Sales Tax Collected June 2023	\$1,009.92
A & B BUSINESS SOLUTIONS	Water Machine	\$45.00
ARTISTIC CUSTOM BADGES	Summerset PD Patches	\$407.50
AT&T MOBILITY	Summerset PD Cell Phones	\$549.42
AXON ENTERPRISE, INC	2021 T7CQ Dock	\$3,319.80
BH ENERGY	Utilities	\$6,008.67
BLACK HAWK WATER USERS DIST.	Monthly Utilities 7055 Leisure Lane	\$38.25
CBH CO-OP	Govt Fuel	\$5,568.01
CITY OF RAPID CITY	Solid Waste May & June 2023	\$11,545.38
CLARITY TELECOM	Fax/Phone/Internet	\$1,127.19
DEMERSSEMAN JENSEN TELLINGHUISEN & HUFFMAN, LLP	Legal Services	\$3,417.50
DIAMOND D WATER	Sun Valley Park	\$238.15
Díaz, Lyanna	WW Deposit Refund/ CR balance refund	\$115.00
Easton, Donald	Deposit Refund	\$100.00
Farnsworth, Teresa	Deposit Refund - applied 68.40 to account balance	\$33.60
Fitzgerald, Dan	Deposit Refund	\$50.00
GOLDEN WEST TECHNOLOGIES	Comprehensive Managed Services 07/01 - 7/31, 2023	\$3,808.50
	39 Microsoft Office 365 Subscription License	
HAWKINS INC.	Defoamer Aqua Hawk 460 lbs	\$2,467.20
HDR ENGINEERING, INC	Engineering Fees	\$37,456.77
	Task Order 3 - Astoria Ct & Astoria Ln	
	Task Order 2023-004 Siouxland Road Reconstruction	
	WWTP #2022-04	
IBM	MaaS360 Essential Client	\$26.84
Jensen, Elaine	Deposit Refund - applied 34.34 to account balance	\$65.66
Jonas, Corey	Uniform Allowance	\$400.00
KENNY'S BODY SHOP	2020 Ford Interceptor	\$3,828.57
KIEFFER SANITATION	Portable Toilets	\$312.50
MCCOMB SERVICES	IT Consultation March-June, 2023	\$1,450.00

WAGE SCALE STEPS & GRADES

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

City Administrator Lisa Schieffer gave an overview of the proposed steps & grades. The Board will then take some time to review the same. The item will be put back on the agenda for August 3rd.

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

PRELIMINARY BUDGET FY2024

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

Each Department Head gave an overview on their budget and long-term plans. The Board will review the same and get together with their respective Department Head to go through the budget in detail and prioritize items.

LIGHTING MAINTENANCE/OPTIONS CITY OF SUMMERSET

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

Greenshine Solar Lights and Fonrocher/Gen Pro gave presentations to the Board. Public Works Director Anthony Kayl was asked to weigh in on the options of solar lighting.

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

Motion by Butler, second by Kitzmiller to use all solar going forward. Motion carried.

YARD WASTE CONTAINERS

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

Commissioner Kitzmiller asked that the Board determine whether or not the City is going to keep paying for the illegal dumping until the situation can be rectified by moving the same. Illegal dumping does carry a fine.

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

SECOND READING FOR ORDINANCE 2023-06 KENNELS

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

Motion by Kitzmiller, second by Butler to adopt Ordinance 2023-06. Motion carried.

SECOND READING FOR ORDINANCE 2023-07 DANGEROUS ANIMAL

Motion by Kitzmiller, second by Reade to approve second reading of Ordinance 2023-07. Motion carried.

Motion by Kitzmiller, second by Butler to adopt Ordinance 2023-07. Motion carried.

SECOND READING FOR ORDINANCE 2023-08 NOTICE OF REVIEW BY LEGAL AND FINANCE COMMITTEE

Motion by Reade, second by Hirsch to approve second reading of Ordinance 2023-08. Motion carried.

Motion by Kitzmiller, second by Butler to adopt Ordinance 2023-08. Motion carried.

SECOND READING FOR ORDINANCE 2023-09 NOTICE TO CUT VEGETATION

Motion by Hirsch, second by Butler to approve second reading of Ordinance 2023-09. Motion carried.

Motion by Kitzmiller, second by Reade to adopt Ordinance 2023-09. Motion carried.

SECOND READING FOR ORDINANCE 2023-10 PENALTY 91.999

Motion by Kitzmiller, second by Butler to approve second reading of Ordinance 2023-10 Penalty 91.999. Motion carried.

Motion by Butler, second by Hirsch to adopt Ordinance 2023-10. Motion carried.

SECOND READING FOR ORDINANCE 2023-11 DEFINITIONS 93.01

Motion by Butler, seconded by Reade to approve second reading of Ordinance 2023-11. Motion carried.

Motion by Hirsch, seconded by Butler to adopt Ordinance 2023-11. Motion carried.

SECOND READING FOR ORDINANCE 2023-12 GENERAL PENALTY 10.99

Motion by Hirsch, second by Reade to approve second reading of Ordinance 2023-12. Motion carried.

Motion by Kitzmiller, second by Butler to adopt Ordinance 2023-12. Motion carried.

SECOND READING FOR ORDINANCE 2023-13 STORING, PARKING, or LEAVING VEHICLES AS A NUISANCE 93.02

Motion by Hirsch, second by Reade to approve second reading of Ordinance 2023-13. Motion carried.

Motion by Kitzmiller, second by Butler to adopt Ordinance 2023-13. Motion carried.

SECOND READING FOR ORDINANCE 2023-15 PENALTY 71.999

Motion by Reade, second by Hirsch to approve second reading of Ordinance 2023-15. Motion carried.

Motion by Hirsch, second by Butler to adopt Ordinance 2023-15. Motion carried.

RESIGNATION – CASEY MONTILEAUX POLICE DEPARTMENT

Motion by Kitzmiller, seconded by Butler to accept resignation of Casey Montileaux. Motion carried.

RFP – SURPLUS PROPERTY

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

City Attorney Mike Wheeler went over the options.

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

Motion by Butler, second by Reade to interview agents. Motion carried.

CONTRACTORS APPLICATION FOR PAYMENT NO.#2

Motion by Butler, seconded by Kitzmiller to approve payment No.#2. Motion carried.

CITIZENS INPUT

Jim Guthrie thanked the Board and explained that Meade County came through and prepared the road and did mag watering on High Meadows Road.

UPCOMING EVENTS:

None

ITEMS FROM CITY ATTORNEY

None

ADJOURNMENT

Motion by Reade, second by Kitzmiller, to adjourn at 8:48 p.m. Motion carried.

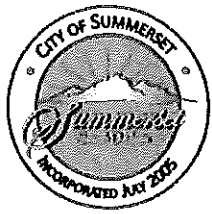
(SEAL)

ATTEST:

Stephany Baumeister
Finance Officer

Melanie Torno
Mayor

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



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

Vendor: 1098 - A & B BUSINESS SOLUTIONS Vendor Total: 861.59

IN1071439 Invoice 8/3/2023 7/20/2023 8/3/2023 7/20/2023 861.59 0.00 0.00 0.00 861.59

Mnthly Printer Contracts BANKW - BANK WEST No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Mnthly Printer Contracts	NA	0.00	0.00	861.59	0.00	0.00	0.00	861.59

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4192-43400</u>	Equip Expense		861.59	100.00%

Vendor: 1111 - AMBROSE, JONATHAN Vendor Total: 50.00

August 2023 Invoice 8/3/2023 7/31/2023 8/3/2023 7/31/2023 50.00 0.00 0.00 0.00 50.00

Cell Phone Stipend BANKW - BANK WEST No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Cell Phone Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>604-4000-42810</u>	Phone		50.00	100.00%

Vendor: 1808 - ANGLIN, MITCH Vendor Total: 50.00

August 2023 Invoice 8/3/2023 7/31/2023 8/3/2023 7/31/2023 50.00 0.00 0.00 0.00 50.00

Cell Phone Stipend BANKW - BANK WEST No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Cell Phone Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4310-42810</u>	Phone		50.00	100.00%

Vendor: 1816 - AT&T MOBILITY Vendor Total: 654.83

287320061570x07242023 Invoice 8/3/2023 7/16/2023 8/3/2023 7/16/2023 566.34 0.00 0.00 0.00 566.34

PD FirstNet BANKW - BANK WEST No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD FirstNet	NA	0.00	0.00	566.34	0.00	0.00	0.00	566.34

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4210-42810</u>	Phone		566.34	100.00%

2873312796198x07232023 Invoice 8/3/2023 7/15/2023 8/3/2023 7/15/2023 88.49 0.00 0.00 0.00 88.49

New NetMotion License BANKW - BANK WEST No

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
NetMotion License	NA	0.00	0.00	88.49	0.00	0.00	0.00	88.49

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4210-42810</u>	Phone		88.49	100.00%

Vendor: 1866 - BAUMEISTER, STEPHANY Vendor Total: 50.00

August 2023 Invoice 8/3/2023 7/31/2023 8/3/2023 7/31/2023 50.00 0.00 0.00 0.00 50.00

Cell Phone Stipend 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	
Cell Phone Stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4140-42810	Phone				50.00	100.00%				

Vendor: 1781 - BAYMONT Vendor Total: 83.90

10019350451	Invoice	8/3/2023	7/31/2023	8/3/2023	7/31/2023	83.90	0.00	0.00	0.00	83.90
Summer Study-Schieffer	BANKW - BANK WEST				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Summer Study-Schieffer	NA		0.00	0.00	83.90	0.00	0.00	0.00	83.90	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4140-42700	Travel/Conf Expense				83.90	100.00%				

Vendor: 1906 - BIRGEN, NICHOLIN Vendor Total: 50.00

August 2023	Invoice	8/3/2023	7/31/2023	8/3/2023	7/31/2023	50.00	0.00	0.00	0.00	50.00
Cell Phone Stipend	BANKW - BANK WEST				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Cell Phone Stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4140-42810	Phone				50.00	100.00%				

Vendor: 1947 - Black Hills IV Vendor Total: 50.00

July 2023	Invoice	8/3/2023	7/31/2023	8/3/2023	7/31/2023	50.00	0.00	0.00	0.00	50.00
Business License Refund	BANKW - BANK WEST				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Business License Refund	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4140-42900	Other Expense				50.00	100.00%				

Vendor: 0095 - Butler, Dave Vendor Total: 50.00

August 2023	Invoice	8/3/2023	7/31/2023	8/3/2023	7/31/2023	50.00	0.00	0.00	0.00	50.00
Cell Phone Stipend	BANKW - BANK WEST				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Cell Phone Stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4110-42810	Phone				50.00	100.00%				

Vendor: 1830 - CLARITY TELECOM Vendor Total: 1,125.68

Aug 2023	Invoice	8/3/2023	7/18/2023	8/3/2023	7/18/2023	1,125.68	0.00	0.00	0.00	1,125.68
Govt Bldg Pone/Fax/Internet	BANKW - BANK WEST				No					

Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Govt Bldg Pone/Fax/Internet	NA		0.00	0.00	1,125.68	0.00	0.00	0.00	1,125.68	
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
101-4192-42810	Phone				1,125.68	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: 1813 - DAVIS, OWEN Vendor Total: 50.00

<u>August 2023</u>	Invoice	8/3/2023	7/31/2023	8/3/2023	7/31/2023	50.00	0.00	0.00	0.00	50.00
Cell Phone Stipend		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Cell Phone Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>604-4000-42810</u>	Phone		50.00	100.00%

Vendor: 1369 - GREENAP SIS Vendor Total: 485.00

<u>71</u>	Invoice	8/3/2023	7/31/2023	8/3/2023	7/31/2023	485.00	0.00	0.00	0.00	485.00
Govt Bldg Janitorial		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Govt Bldg Janitorial	NA	0.00	0.00	485.00	0.00	0.00	0.00	485.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4192-42200</u>	Prof Fees Expense		485.00	100.00%

Vendor: 1133 - HDR ENGINEERING, INC Vendor Total: 24,498.03

<u>1200531451</u>	Invoice	8/3/2023	6/15/2023	8/3/2023	6/15/2023	828.28	0.00	0.00	0.00	828.28
WWTP 26-Feb - 03-Jun		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP 26-Feb - 03-Jun	NA	0.00	0.00	828.28	0.00	0.00	0.00	828.28

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>604-4000-42200</u>	Prof Fees Expense		828.28	100.00%

Vendor: 1200531453 Invoice 8/2/2023 6/15/2023 8/2/2023 6/15/2023 23,669.75 0.00 0.00 0.00 23,669.75
 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	23,669.75	0.00	0.00	0.00	23,669.75

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>604-4000-42200</u>	Prof Fees Expense		23,669.75	100.00%

Vendor: 0041 - HEALTH POOL OF SD Vendor Total: 17,037.74

<u>2023-5700</u>	Invoice	8/3/2023	8/1/2023	8/3/2023	8/1/2023	17,037.74	0.00	0.00	0.00	17,037.74
Emp Medical Insurance		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Emp Medical Insurance	NA	0.00	0.00	17,037.74	0.00	0.00	0.00	17,037.74

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4210-41700</u>	Med Ins Expense		5,610.92	32.93%
<u>101-4140-41700</u>	Med Ins Expense		2,890.33	16.96%
<u>604-4000-41700</u>	Med Ins Expense		3,155.69	18.52%
<u>211-4650-41700</u>	Med Ins Expense		205.50	1.21%
<u>998-0000-21830</u>	Medical Ins Payable		2,767.31	16.24%
<u>101-4310-41700</u>	Med Ins Expense		2,407.99	14.13%

Vendor: 1506 - HERMANSON EGGE ENGINEERING Vendor Total: 1,125.00

<u>2023.130</u>	Invoice	8/3/2023	7/12/2023	8/3/2023	7/12/2023	1,125.00	0.00	0.00	0.00	1,125.00
Res/Com Bldg inspections		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					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Res/Com Bldg Inspections	NA	0.00	0.00	1,125.00	0.00	0.00	0.00	1,125.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<u>101-4232-42320</u>	Building Inspection Expense		1,125.00	100.00%						

Vendor: 1513 - HIRSCH, CLYDE Vendor Total: 50.00

August 2023	Invoice	8/3/2023	7/31/2023	8/3/2023	7/31/2023	50.00	0.00	0.00	0.00	50.00
Cell Phone Stipend	BANKW - BANK WEST		No							

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Cell Phone Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<u>101-4110-42810</u>	Phone		50.00	100.00%						

Vendor: 0324 - Kayl, Anthony Vendor Total: 50.00

August 2023	Invoice	8/3/2023	7/31/2023	8/3/2023	7/31/2023	50.00	0.00	0.00	0.00	50.00
Cell Phone Stipend	BANKW - BANK WEST		No							

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Cell Phone Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<u>101-4310-42810</u>	Phone		50.00	100.00%						

Vendor: 1468 - KENNY'S BODY SHOP Vendor Total: 3,062.48

02851fae	Invoice	8/3/2023	7/24/2023	8/3/2023	7/24/2023	3,062.48	0.00	0.00	0.00	3,062.48
2022 Ford Interceptor	BANKW - BANK WEST		No							

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
2022 Ford Interceptor	NA	0.00	0.00	3,062.48	0.00	0.00	0.00	3,062.48		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<u>101-4210-42500</u>	Repair/Maint Expense		3,062.48	100.00%						

Vendor: 1103 - KITZMILLER, MICHAEL Vendor Total: 50.00

August 2023	Invoice	8/3/2023	7/31/2023	8/3/2023	7/31/2023	50.00	0.00	0.00	0.00	50.00
Cell Phone Stipend	BANKW - BANK WEST		No							

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Cell Phone Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<u>101-4110-42810</u>	Phone		50.00	100.00%						

Vendor: 1101 - Meade County Auditor Vendor Total: 1,542.94

April 2023	Invoice	8/3/2023	7/28/2023	8/3/2023	7/28/2023	1,542.94	0.00	0.00	0.00	1,542.94
April 2023 Dispatch Exp.	BANKW - BANK WEST		No							

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
April 2023 Dispatch Exp.	NA	0.00	0.00	1,542.94	0.00	0.00	0.00	1,542.94		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
<u>101-4210-42820</u>	Dispatch Expense		1,542.94	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: 1157 - MIDCONTINENT TESTING LABS Vendor Total: 345.50

<u>123314</u>	Invoice	8/3/2023	7/10/2023	8/3/2023	7/10/2023	345.50	0.00	0.00	0.00	345.50
WWTP Testing	BANKW - BANK WEST					No				

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP Testing	NA	0.00	0.00	345.50	0.00	0.00	0.00	345.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>604-4000-42620</u>	Tesing Expense		345.50	100.00%

Vendor: 1826 - ON-SITE FIRST AID & SAFETY Vendor Total: 275.10

<u>2722</u>	Invoice	8/3/2023	7/19/2023	8/3/2023	7/19/2023	245.25	0.00	0.00	0.00	245.25
WWTP First Aid Refill	BANKW - BANK WEST					No				

Notes: AED was out dated and needed replaced

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
WWTP First Aid Refill	NA	0.00	0.00	245.25	0.00	0.00	0.00	245.25

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>604-4000-42600</u>	Supply/Material Exp		245.25	100.00%

<u>2723</u>	Invoice	8/3/2023	7/19/2023	8/3/2023	7/19/2023	29.85	0.00	0.00	0.00	29.85
PW First Aid Refill	BANKW - BANK WEST					No				

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PW First Aid Refill	NA	0.00	0.00	29.85	0.00	0.00	0.00	29.85

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4310-42600</u>	Supply/Material Exp		29.85	100.00%

Vendor: 0007 - PRINT MARKET Vendor Total: 44.00

<u>85013</u>	Invoice	8/3/2023	7/27/2023	8/3/2023	7/27/2023	44.00	0.00	0.00	0.00	44.00
Instruction Poster	BANKW - BANK WEST					No				

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Instruction Poster	NA	0.00	0.00	44.00	0.00	0.00	0.00	44.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4110-42600</u>	Supply/Material Exp		44.00	100.00%

Vendor: 1732 - SCHIEFFER, LISA Vendor Total: 50.00

<u>August 2023</u>	Invoice	8/3/2023	7/31/2023	8/3/2023	7/31/2023	50.00	0.00	0.00	0.00	50.00
Cell Phone Stipend	BANKW - BANK WEST					No				

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Cell Phone Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4140-42810</u>	Phone		50.00	100.00%

Vendor: 1328 - SERVALL UNIFORM & LINEN SUPPLY Vendor Total: 164.27

<u>0798308</u>	Invoice	8/3/2023	7/18/2023	8/3/2023	7/18/2023	164.27	0.00	0.00	0.00	164.27
Mnthly Services	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						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Mnthly Services	NA		0.00	0.00	164.27	0.00	0.00	0.00	164.27	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-42200	Prof Fees Expense				164.27	100.00%				

Vendor: 1820 - SMITH, JEFF Vendor Total: 50.00

August 2023	Invoice	8/3/2023	7/31/2023	8/3/2023	7/31/2023	50.00	0.00	0.00	0.00	50.00
Cell Phone Stipend		BANKW - BANK WEST		No						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Cell Phone Stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4310-42810	Phone				50.00	100.00%				

Vendor: 1729 - TORNO, MELANIE Vendor Total: 50.00

August 2023	Invoice	8/3/2023	7/31/2023	8/3/2023	7/31/2023	50.00	0.00	0.00	0.00	50.00
Cell Phone Stipend		BANKW - BANK WEST		No						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Cell Phone Stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4120-42810	Phone				50.00	100.00%				

Vendor: 1023 - TYLER TECHNOLOGIES, INC Vendor Total: 577.50

025-431296	Invoice	8/3/2023	7/12/2023	8/3/2023	7/12/2023	288.75	0.00	0.00	0.00	288.75
ERP Pro 10 upgrades		BANKW - BANK WEST		No						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ERP Pro 10 upgrades	NA		0.00	0.00	288.75	0.00	0.00	0.00	288.75	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-43400	Equip Expense				288.75	100.00%				
025-432433	Invoice	8/3/2023	7/19/2023	8/3/2023	7/19/2023	288.75	0.00	0.00	0.00	288.75
ERP Pro 10 upgrade		BANKW - BANK WEST		No						
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
ERP Pro 10 upgrade	NA		0.00	0.00	288.75	0.00	0.00	0.00	288.75	
Distributions										
Account Number	Account Name		Project Account Key		Amount	Percent				
101-4192-43400	Equip Expense				288.75	100.00%				

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	32	52,533.56	0.00	0.00	0.00	52,533.56	0.00	52,533.56
Grand Total:		52,533.56	0.00	0.00	0.00	52,533.56	0.00	52,533.56

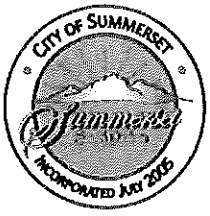
Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>101-4110-42600</u>	Supply/Material Exp	44.00
<u>101-4110-42810</u>	Phone	150.00
<u>101-4120-42810</u>	Phone	50.00
<u>101-4140-41700</u>	Med Ins Expense	2,890.33
<u>101-4140-42700</u>	Travel/Conf Expense	83.90
<u>101-4140-42810</u>	Phone	150.00
<u>101-4140-42900</u>	Other Expense	50.00
<u>101-4192-42200</u>	Prof Fees Expense	649.27
<u>101-4192-42810</u>	Phone	1,125.68
<u>101-4192-43400</u>	Equip Expense	1,439.09
<u>101-4210-41700</u>	Med Ins Expense	5,610.92
<u>101-4210-42500</u>	Repair/Maint Expense	3,062.48
<u>101-4210-42810</u>	Phone	654.83
<u>101-4210-42820</u>	Dispatch Expense	1,542.94
<u>101-4232-42320</u>	Building Inspection Expense	1,125.00
<u>101-4310-41700</u>	Med Ins Expense	2,407.99
<u>101-4310-42600</u>	Supply/Material Exp	29.85
<u>101-4310-42810</u>	Phone	150.00
Total:		21,216.28

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>211-4650-41700</u>	Med Ins Expense	205.50
Total:		205.50

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>604-4000-41700</u>	Med Ins Expense	3,155.69
<u>604-4000-42200</u>	Prof Fees Expense	24,498.03
<u>604-4000-42600</u>	Supply/Material Exp	245.25
<u>604-4000-42620</u>	Testing Expense	345.50
<u>604-4000-42810</u>	Phone	100.00
Total:		28,344.47

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>998-0000-21830</u>	Medical Ins Payable	2,767.31
Total:		2,767.31



Payable Register

Payable Detail by Vendor Name

Packet: APPKT00012 - PYPKT00024 - July 26, 2023 Payroll Manual

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

Vendor: 0322 - AFLAC REMITTANCE PROCESSING Vendor Total: 135.46

INV0000021 Invoice 7/26/2023 7/26/2023 7/26/2023 7/26/2023 34.45 0.00 0.00 0.00 34.45
 AFLAC Accidental BANKEFT - BANK WEST EFT No Payment Date: 7/26/2023 Bank Draft: DFT0000020

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
AFLAC Accidental	NA	0.00	0.00	34.45	0.00	0.00	0.00	34.45

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>998-0000-21840</u>	Accident Insurance		34.45	0%

INV0000022 Invoice 7/26/2023 7/26/2023 7/26/2023 7/26/2023 4.29 0.00 0.00 0.00 4.29
 AFLAC Accidental BANKEFT - BANK WEST EFT No Payment Date: 7/26/2023 Bank Draft: DFT0000021

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
AFLAC Accidental	NA	0.00	0.00	4.29	0.00	0.00	0.00	4.29

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>998-0000-21840</u>	Accident Insurance		4.29	0%

INV0000023 Invoice 7/26/2023 7/26/2023 7/26/2023 7/26/2023 96.72 0.00 0.00 0.00 96.72
 AFLAC Disability BANKEFT - BANK WEST EFT No Payment Date: 7/26/2023 Bank Draft: DFT0000022

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
AFLAC Disability	NA	0.00	0.00	96.72	0.00	0.00	0.00	96.72

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>998-0000-21840</u>	Accident Insurance		96.72	0%

Vendor: 0011 - SDRS Vendor Total: 11,422.68

INV0000024 Invoice 7/26/2023 7/26/2023 7/26/2023 7/26/2023 4,640.02 0.00 0.00 0.00 4,640.02
 SDRS 6% BANKEFT - BANK WEST EFT No Payment Date: 7/26/2023 Bank Draft: DFT0000023

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SDRS 6%	NA	0.00	0.00	4,640.02	0.00	0.00	0.00	4,640.02

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>211-0000-21910</u>	SDRS Payable		196.38	0%
<u>101-0000-21910</u>	SDRS Payable		2,869.50	0%
<u>604-0000-21910</u>	SDRS Payable		1,574.14	0%

INV0000025 Invoice 7/26/2023 7/26/2023 7/26/2023 7/26/2023 5,983.52 0.00 0.00 0.00 5,983.52
 SDRS 8% BANKEFT - BANK WEST EFT No Payment Date: 7/26/2023 Bank Draft: DFT0000024

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
SDRS 8%	NA	0.00	0.00	5,983.52	0.00	0.00	0.00	5,983.52

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-0000-21910</u>	SDRS Payable		5,983.52	0%

INV0000030 Invoice 7/27/2023 7/27/2023 7/27/2023 7/27/2023 89.82 0.00 0.00 0.00 89.82
 SDRS 6% BANKEFT - BANK WEST EFT No Payment Date: 7/27/2023 Bank Draft: DFT0000028

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		
SDRS 6%	NA	0.00	0.00	89.82	0.00	0.00	0.00	89.82		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-0000-21910</u>	SDRS Payable				89.82	0%				

<u>INV0000031</u>	Invoice	7/27/2023	7/27/2023	7/27/2023	7/27/2023	709.32	0.00	0.00	0.00	709.32
SDRS 8%	BANKEFT - BANK WEST EFT				No	Payment Date: 7/27/2023		Bank Draft:	DFT0000029	
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SDRS 8%	NA	0.00	0.00	709.32	0.00	0.00	0.00	709.32		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-0000-21910</u>	SDRS Payable				709.32	0%				

Vendor: 1022 - SDRS-SUPPLEMENTAL RETIREMENT PLAN (SDSRP) Vendor Total: 520.00

<u>INV0000026</u>	Invoice	7/26/2023	7/26/2023	7/26/2023	7/26/2023	520.00	0.00	0.00	0.00	520.00
SDRS Supplemental	BANKW - BANK WEST				No					
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SDRS Supplemental	NA	0.00	0.00	520.00	0.00	0.00	0.00	520.00		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-0000-21910</u>	SDRS Payable				375.01	0%				
<u>604-0000-21910</u>	SDRS Payable				144.99	0%				

Vendor: 0128 - UNITED STATES TREASURY Vendor Total: 19,753.73

<u>INV0000027</u>	Invoice	7/26/2023	7/26/2023	7/26/2023	7/26/2023	6,141.20	0.00	0.00	0.00	6,141.20
Federal W/H	BANKEFT - BANK WEST EFT				No	Payment Date: 7/26/2023		Bank Draft:	DFT0000025	
Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Federal W/H	NA	0.00	0.00	6,141.20	0.00	0.00	0.00	6,141.20		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-0000-21710</u>	Payroll Tax Payable				5,262.61	0%				
<u>211-0000-21710</u>	Payroll Tax Payable				179.11	0%				
<u>604-0000-21710</u>	Payroll Tax Payable				699.48	0%				

INV0000028 Invoice 7/26/2023 7/26/2023 7/26/2023 7/26/2023 10,298.54 0.00 0.00 0.00 10,298.54
Social Security BANKEFT - BANK WEST EFT No Payment Date: 7/26/2023 Bank Draft: DFT0000026

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Social Security	NA	0.00	0.00	10,298.54	0.00	0.00	0.00	10,298.54		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>211-0000-21710</u>	Payroll Tax Payable				200.80	0%				
<u>604-0000-21710</u>	Payroll Tax Payable				1,504.60	0%				
<u>101-0000-21710</u>	Payroll Tax Payable				8,593.14	0%				

INV0000029 Invoice 7/26/2023 7/26/2023 7/26/2023 7/26/2023 2,408.54 0.00 0.00 0.00 2,408.54
Medicare BANKEFT - BANK WEST EFT No Payment Date: 7/26/2023 Bank Draft: DFT0000027

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		
Medicare	NA	0.00	0.00	2,408.54	0.00	0.00	0.00	2,408.54		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
<u>604-0000-21710</u>	Payroll Tax Payable			351.86	0%					
<u>101-0000-21710</u>	Payroll Tax Payable			2,009.70	0%					
<u>211-0000-21710</u>	Payroll Tax Payable			46.98	0%					

<u>INV0000032</u>	Invoice	7/27/2023	7/27/2023	7/27/2023	7/27/2023	112.65	0.00	0.00	0.00	112.65
Federal W/H	BANKEFT - BANK WEST EFT				No	Payment Date: 7/27/2023		Bank Draft:		DFT0000030

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Federal W/H	NA	0.00	0.00	112.65	0.00	0.00	0.00	112.65		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
<u>101-0000-21710</u>	Payroll Tax Payable			112.65	0%					

<u>INV0000033</u>	Invoice	7/27/2023	7/27/2023	7/27/2023	7/27/2023	642.54	0.00	0.00	0.00	642.54
Social Security	BANKEFT - BANK WEST EFT				No	Payment Date: 7/27/2023		Bank Draft:		DFT0000031

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Social Security	NA	0.00	0.00	642.54	0.00	0.00	0.00	642.54		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
<u>101-0000-21710</u>	Payroll Tax Payable			642.54	0%					

<u>INV0000034</u>	Invoice	7/27/2023	7/27/2023	7/27/2023	7/27/2023	150.26	0.00	0.00	0.00	150.26
Medicare	BANKEFT - BANK WEST EFT				No	Payment Date: 7/27/2023		Bank Draft:		DFT0000032

Items										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Medicare	NA	0.00	0.00	150.26	0.00	0.00	0.00	150.26		
Distributions										
Account Number	Account Name	Project Account Key		Amount	Percent					
<u>101-0000-21710</u>	Payroll Tax Payable			150.26	0%					

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	14	31,831.87	0.00	0.00	0.00	31,831.87	31,311.87	520.00
Grand Total:		31,831.87	0.00	0.00	0.00	31,831.87	31,311.87	520.00

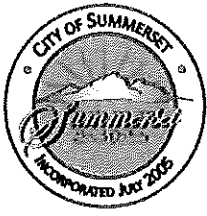
Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>101-0000-21710</u>	Payroll Tax Payable	16,770.90
<u>101-0000-21910</u>	SDRS Payable	10,027.17
	Total:	26,798.07

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>211-0000-21710</u>	Payroll Tax Payable	426.89
<u>211-0000-21910</u>	SDRS Payable	196.38
	Total:	623.27

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>604-0000-21710</u>	Payroll Tax Payable	2,555.94
<u>604-0000-21910</u>	SDRS Payable	1,719.13
	Total:	4,275.07

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>998-0000-21840</u>	Accident Insurance	135.46
	Total:	135.46



City of Summerset, SD

Payable Register

Payable Detail by Vendor Name

Packet: APPKT00006 - PYPKT00020 - Correct Nasser Qtr 2 taxes

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

Vendor: 0128 - UNITED STATES TREASURY Vendor Total: 18.00

<u>INV0000019</u>	Invoice	6/30/2023	6/30/2023	6/30/2023	6/30/2023	18.00	0.00	0.00	0.00	18.00
Social Security		BANKEFT - BANK WEST EFT			No	Payment Date: 6/30/2023		Bank Draft:	DFT0000018	

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Social Security	NA	0.00	0.00	18.00	0.00	0.00	0.00	18.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-0000-21710</u>	Payroll Tax Payable		18.00	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	1	18.00	0.00	0.00	0.00	18.00	18.00	0.00
Grand Total:		18.00	0.00	0.00	0.00	18.00	18.00	0.00

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>101-0000-21710</u>	Payroll Tax Payable	18.00
	Total:	18.00

July 2023 Waste Water Commissioner Report

Meetings and Business

Attend 2 Commission Meetings

Attend 0 Special Meetings

Normal Calls, Visits, and emails

Waste Water Treatment

- Plant is running good this month, no violations
- Construction on scheduled, Pouring the walls
- There are no weather issues this month
- Still working the purchase of land around plant
- Land with water well will be consider first for purchase
- Working on Budget concerns with personnel issues
- Law Suite with Water Warriors still ongoing
- Sealing the Lift Station drywall.

MISC

None

Sid Reade
Finance Commissioner

Month of: July, 2023

Meetings:

- Attended two regular commission meetings
- Attended Summerfest

Contacts:

- Attended the Sun Valley community forum
- Check-in with Finance Officer and Assistant Finance Officer
- Two contacts with City Administrator
- Phone call with Finance Officer

Required Report

July 2023 Commissioner Kitzmiller

MEETINGS

- Attended 2 Commission Meeting
- Attended 1 Special Meeting
- Attended 1 Parks Board Meeting

PUBLIC WORKS

Almost daily calls or text messages with Public Works Supervisor.

- Public Works Supervisor and I discussed iWork. Software to assist Public Works with documents, spreadsheets etc.
- Phone conversation regarding the fee of abatements.
- Information provided by the Public Works supervisor regarding some additional equipment attachments for the skid steer.
- Phone conversation with Public Works Supervisor regarding the electrical issue with Mack garbage truck. (Note: Replaced the batteries)
- Public Works Supervisor provided pricing for Parks. Fencing of Sun Vally Park, and benches for the Castlewood Drive green space.
-

Monitored my Facebook page. I made phone calls, or personally visited these areas.

Emails on complaints: Speed, Code Enforcement, Dogs.

Required Report

July 2023 Commissioner Clyde Hirsch

MEETINGS

- Attended 2 () Commission Meetings
- Attended _____ () Special Meetings.

POLICE DEPARTMENT

Attended Summerfest
7-4 was out helping track down fireworks at Night
7-10 meet with Chief to work on Budget
7-13 meeting with Mayor + Chief
7-31 meet with Chief on Budget

JULY 2023 MAYOR REPORT

COMMISSION MEETINGS

- * Attended Two (2) Commission Meetings

CITY DEVELOPMENT AND PLANNING

- * Meeting with local developer regarding possible sale of land
- * Discussions regarding surplus city land with MWheeler and LSchieffer with follow up emails
- * Discussed changes in the Norman Ranch housing development with LSchieffer with follow up emails
- * Meeting with BBjorn of Piedmont Valley Chamber of Commerce and LSchieffer to discuss future needs of economic development and collaboration
- * Discussion with TMorris and LSchieffer regarding grant opportunity for infrastructure and loan guidelines, as well as letter of support for Norman Ranch housing subdivision for grant application
- * Discussions (ongoing) with City Administrator regarding current developments, including zoning, platting, and future growth
- * Discussions with LSchieffer regarding future developments
- * Follow up conversations with possible businesses and individuals with ideas for future business
- * Discussed resources to a local business and provided appropriate contact information to other agencies/organizations
- * Reviewed and signed multiple building permits

DEPARTMENT AND PERSONNEL INTERACTION

- * Swear in new police officer, Officer Jonas
- * Discussions with Chief Nasser regarding personnel matters and changes, including resignation and job postings
- * Meeting with Chief Nasser and Commissioner Hirsch
- * Reviewed applications for Parks and Recreation Committee
- * Discussion with Parks and Recreation Committee President and future planning for applications and members of the board with follow up email to MWheeler regarding change in resolution
- * Discussions with SBaumeister and LSchieffer regarding money market rates and options for the city, as well as estimations of interest to be accrued annually by changing to money market account.

- * Follow up discussion with SBaumeister and BankWest regarding plan to move money into money market with plan for monthly transfers for best interest rate accrual.
- * Discussions regarding details for Summerfest with LSchieffer, SBaumeister, and AKayl
- * Reviewed emails and information with FEMA
- * Email with AKayl, Commissioner Kitzmiller, and LSchieffer regarding follow up to lighting presentation confirmation from both companies
- * Follow up with AKayl regarding lighting companies for presentation at Commission meeting
- * Meeting with FEMA, LSchieffer, AKayl, and several engineers from HDR including LShagla with follow up emails for planning purposes
- * Review of potential claim and follow up discussions with Chief Nasser and LSchieffer
- * Reviewed email updates and billing statements from TWieczorek
- * Emails with MWheeler and LSchieffer regarding public comment forms and posters/notification for commission room
- * Reviewed invoices for the month of July
- * Reviewed financial information, including revenue and expenditure reports
- * Discussion with Sgt Macrander regarding noise ordinances
- * Follow up conversations with LSchieffer, LShagla, and AKayl regarding FEMA
- * Discussion regarding fireworks with Chief Nasser
- * Discussion with Chief Nasser regarding criminal activity in Sun Valley Estates
- * Discussion with Chief Nasser regarding social media post
- * Discussion with and review of Chief Nasser's public comment regarding police procedures
- * Discussion with MWheeler regarding personnel matters via multiple phone calls and emails
- * Discussion with MWheeler regarding agenda items
- * Phone call with Commissioner Hirsch regarding police matters
- * Follow up discussions (multiple) with RNasser regarding ordinances, revisions, and methods of fines/tickets
- * Follow up discussion with MWheeler regarding ordinances and ticketing
- * Attended meeting regarding website design/needs with DHolcomb, LSchieffer, Chief Nasser, and ODavis
- * Discussion with Chief Nasser regarding new hire offer/hourly rate

- * Update discussions with LSchieffer and SBaumeister regarding Incode Training and Migration for new software
- * Discussed follow up meeting regarding FEMA with LSchieffer and LShagla, as well as MWheeler
- * Phone call with Commissioner Hirsch regarding police department
- * Discussions with LSchieffer regarding grant opportunities
- * Conversation with Commissioner Reade
- * Email to Commissioners Butler, Reade, Kitzmiller, and Hirsch
- * Discussion with LSchieffer and SBaumeister parade submission for Summerset
- * Email discussion regarding equipment purchase with Public Works
- * Discussions with AKayl regarding garbage truck repairs and budgeting for new truck for 2024 year
- * Discussions with LSchieffer regarding steps and grades – ongoing/ updates
- * Emails with LSchieffer, AAnglin, and BBjorum, and DBrenneman regarding future collaboration and funding for Chamber expansion
- * Discussed via phone regarding yard waste, cardboard, and recycling containers with AKayl
- * Approved and signed leave slips
- * Reviewed Planning & Zoning Committee meeting via facebook live
- * Reviewed Parks & Recreation Committee meeting
- * Reviewed major incident reports (MIR) from Police Department
- * Reviewed job descriptions and salary information
- * Discussion with JAmbrose regarding updates to waste water expansion project and current progress
- * Reviewed waste water meeting minutes provided by JAmbrose
- * Reviewed exit interview from Officer Montileaux
- * Reviewed information from various lighting professionals

MISC.

- * Participated in the 4th of July parade with LSchieffer and SBaumeister to promote Summerfest
- * Attended Piedmont Valley Chamber of Commerce Food Truck Night in Sun Valley Estates
- * Discussion with Piedmont Valley Chamber of Commerce regarding end of summer event and food truck nights
- * Received pick up order from Sam's Club for July 4th parade
- * Assisted in set up and clean up of Summerfest

- * Attended Summerfest
- * Attended customer appreciation event hosted by Cat Construction
- * Contacted Senator Thune's office
- * Phone conversation with QAI-haj from Senator Thune's office regarding Summerset infrastructure needs and possible federal assistance with follow up emails and providing needed documentation
- * Reviewed and discussed complaint regarding weeds and fencing
- * Attended neighborhood meeting in Sun Valley Estates for interactive discussion of citizen's concerns, questions, and comments, as well as discussing possible resolutions
- * Attended Mayor's of the Black Hills event in Spearfish, SD, hosted by South Dakota Strong
- * Attended monthly luncheon at You'nique Brew hosted by Piedmont Valley Chamber of Commerce and connected with local businesses with interactive conversations regarding business needs in Summerset area
- * Attended Piedmont Valley Chamber of Commerce Food Truck Night at the city admin building
- * Reviewed citizen emails through cityinfo
- * Phone conversations with citizen from Black Hawk
- * Conversation with citizens regarding noise ordinance
- * Conversations with multiple citizens regarding dogs
- * Conversations with multiple citizens regarding Sun Valley exits and recent criminal activity
- * Conversations with multiple citizens regarding DOT expansion of Elk Creek overpass and traffic for Sun Valley Estates, as well as FEMA

How might WE build our community together?

Join us for a
conversation!

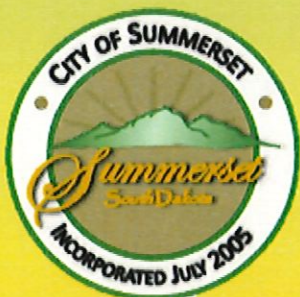
Summerset City Hall
7055 Leisure Lane
Summerset, SD

Tuesday, June 20, 2023
5:30 PM - 7:30 PM

Refreshments will be provided.

The City of Summerset in partnership with the Sturgis Economic Development Corp. want to discuss and bring consensus around the activities/priorities that would benefit the Summerset Community.

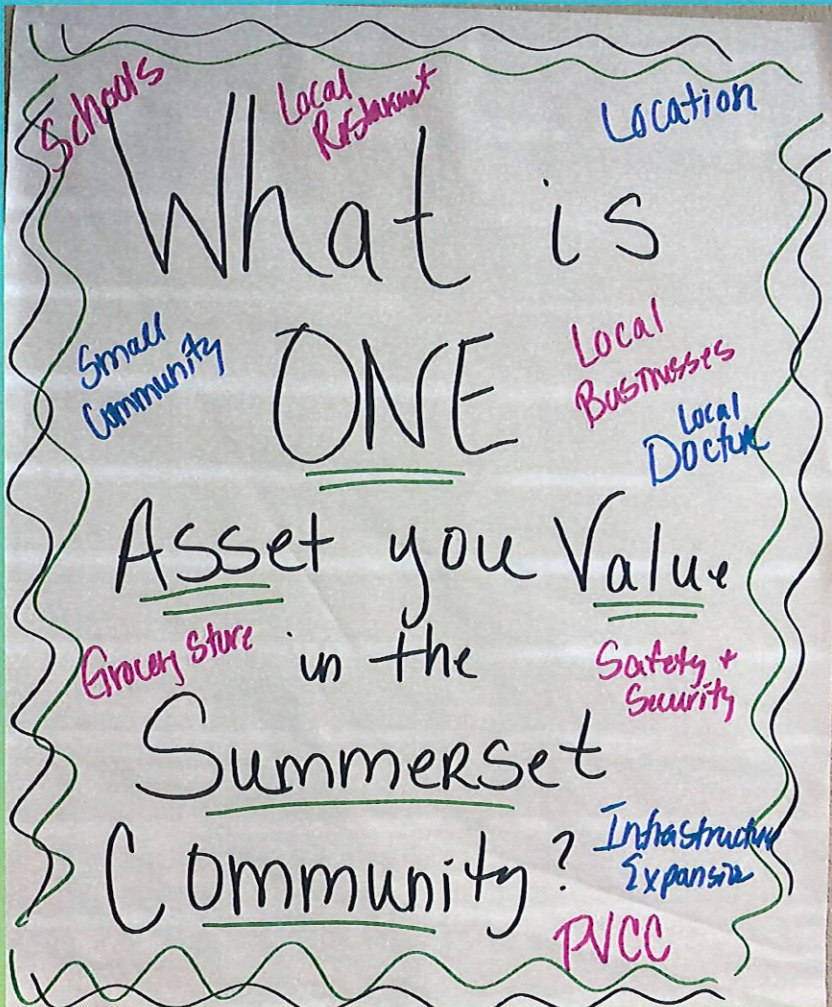
Your ideas and voice will help inform the Summerset City Commission.



Please contact
Lisa Schieffer at
605-718-2189
with questions.



Community & Economic Development Blueprint Mapping



- Schools
- Local Restaurant
- Location
- Small Community
- Local Businesses
- Local Doctor
- Grocery Store
- Safety & Security
- Infrastructure Expansion
- Piedmont Valley Chamber of Commerce

What jobs, activities, or initiatives are currently being done in each of these building blocks?

Current = Black

Future = Red

Priorities = (#)

New Business Attraction

- City's Economic Development
- Mill Iron G&Q – discretionary formula used
- Discretionary Formula (3)
- Access to Interstate (1)
- Upscale Restaurant
- More Grocery Stores – HyVee/Aldi
- More Retail – Specialty Shops
- Hotels & Bars
- Fast Food
- Business Diversity (3)
- RV/Camper Area (Business)
- Hardware Store (1)

Existing Business Development

- PVCC – Monthly networking (1)

Entrepreneur Support

- More Business Support

Quality of Life

- Parks & Rec*
- City Wide Annual Cleanup
- Dog Park* (2)
- Hike/Trail System
- Ballfield/Batting Cage (1)
- Castlewood Park Improvement
- Repair Existing Parks
- Bike/Walking Path* (1)
- Crosswalk – Sturgis Rd (1)
- Emergency Shelter/Community Center**(5)
- High School
- Upgraded Parks/Dog Park

Housing Solutions

- New Apartment Complexes
- RCS/other housing developer – creating apartments/multi-family

Leadership Development

- Chamber Mixers & Luncheons
- Leadership Development Class (4)
- Leadership Training Class
- PVCC - Lunch & Learn

Workforce Development & Education

-

Community Engagement

- Food Truck Night*
- Summerfest**
- Parks & Rec Board – Reestablished
- Piedmont Valley Chamber of Commerce (PVCC)
- PVCC - Monthly Networking
- PVCC – Community Events (food truck nights/end of summer event)(1)
- Get Involved (4)
- Coffee with Commission – more often/different times
- 5K Run/Walk
- How to get people to attend meetings

Public Policy

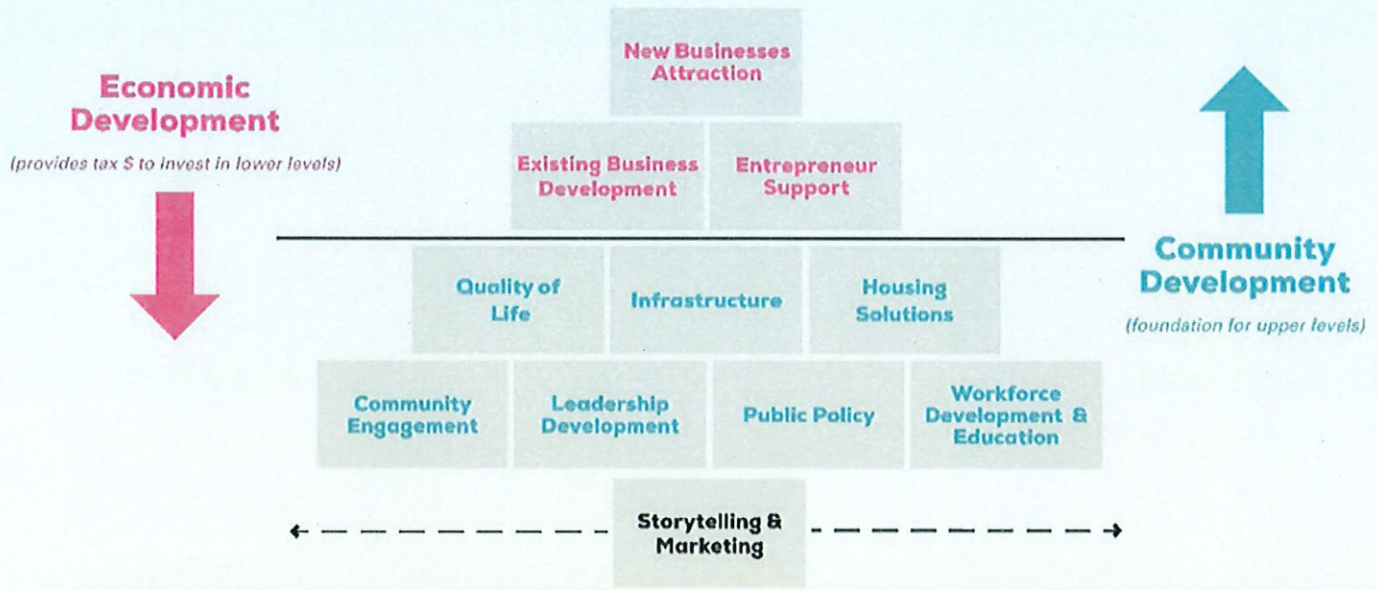
- Code Enforcement
- Improved/Expanded funding for Police Department (2)
- Zoning Ordinances
- Ambulance Services/Fire Dept. expansion (1)
- Code Revision (3)

Infrastructure Development

- Stop Sign “flashing” grants available
- Wastewater Expansion *** (7)
- DOT Projects/Exits
- Road Improvement (7)
- 2nd Exit for Sun Valley
- New Water Tower/Larger Tank (1)
- Sidewalks to School
- Street Lights

*Indicate multiple responses

Community & Economic Development Blueprint



Community Engagement	Quality of Life	Public Policy	Existing Business Development	Leadership Development	New Business Attraction	Housing Solutions	Workforce Development & Education	Entrepreneur Support	Infrastructure Development	Storytelling & Marketing
<ul style="list-style-type: none"> Surveys PNCC - Community Events PNCC - Monthly Networking Get Involved Office of Community 5th Walk/Run 	<ul style="list-style-type: none"> Park & Rec Feet Track Ball Field Dog Park High School Bike/Walking Paths Repair Garage Central Library 	<ul style="list-style-type: none"> Code Enforcement Zoning Ordinance Ambulance Station Code Revision Community Center Shelby Community Ctr Walking Paths 	<ul style="list-style-type: none"> PNCC - monthly networking Leadership Training Leadership Development Class Lunch + Learn PNCC 	<ul style="list-style-type: none"> Access To Interstate Decision Making Formula PNCC - Monthly Networking Cost Savings Partnerships Diversified Business More Retail Hotels + Bns More Upscale Grocery/Ste Restaurants 	<ul style="list-style-type: none"> RCS/Star New Agencies 	<ul style="list-style-type: none"> More Business Support 	<ul style="list-style-type: none"> WWTP Water Wastewater Expansion Water Wastewater Expansion 5th St Streetlights New Water Tower/Long Term 2nd Exit for Sun Valley Street Lights 	<ul style="list-style-type: none"> 3-5 WORDS ONE IDEA PER PAGE WRITE BIG 		

CITY OF SUMMERSET

RESOLUTION 2023-09

**RESOLUTION TO INCREASE THE SIZE OF THE
CITY PARKS AND RECREATION BOARD TO SEVEN MEMBERS**

WHEREAS, the City of Summerset, Meade County, a South Dakota Municipal Corporation, acting through its Board of Commissioners, has the authority pursuant to City of Summerset Code of Ordinances Title III, Administration, Chapter 31, at §31.080 to “increase the size of the City Parks and Recreation Board to seven members by resolution if the Board of Commissioners determines that a seven-member board is appropriate.”; and

WHEREAS, the current number of members on the City Parks and Recreation Board is five, each of whom are serving a term of three years; and

WHEREAS, the Board of Commissioners deems that it is appropriate to increase the number of Board Members to seven.

NOW THEREFORE BE IT RESOLVED that pursuant to §31.080 of the City of Summerset Code of Ordinances the number of members for the Parks and Recreation Board shall be increased to seven, and the additional members, pursuant to §31.082, shall be volunteers appointed by the City of Summerset Board of Commissioners upon submission of applications in a proper form approved by the Board of Commissioners.

ATTEST:

Stephany Baumeister
Finance Officer

Melanie Torno
Mayor



COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset

12150 Siouxland Dr., Summerset, SD 57718

Phone: (605) 718-9858

Fax: (605) 718-9883

Web: www.summerset.us

APPLICATION FOR DEVELOPMENT REVIEW

REQUEST (please check all that apply)

- Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
 - Designation
 - Initial Plan Final Plan
 - Major Amendment
 - Minimal Amendment

- Subdivision
 - Layout Plan
 - Preliminary Plat
 - Final Plat
 - Minor Plat
- Variance
- Rezoning
- Road Name Change

- Conditional Use Permit
 - Major Amendment
 - Minimal Amendment
- Vacation
 - Utility / Drainage Easement
 - R.O.W. / Section Line Highway
 - Access / Non-Access
 - Planting Screen Easement
- OTHER (specify) _____

RECEIVED BY: JUN 21 2023

LEGAL DESCRIPTION (Attach additional sheets as necessary)

EXISTING Parcel ID QC.63.125R-1		
Lot 125R-1 in SunValley Estates		
PROPOSED Utility easement vacate Variance		
LOCATION 13910 Telluride St		
Size of Site-Acres	Square Footage	Proposed Zoning
DESCRIPTION OF REQUEST: Utility easement variance, the section on the easement adjacent to lot 125R-1 8x25 section and lot adjacent		Utilities: Private / Public
HARDSHIP: to lot 125R-2 in a 30' long by 8' wide section ^{see attached}		Water
		Sewer

APPLICANT

Name Darin McIntosh + Kelly McIntosh Phone 605-787-0746
 Address 13910 Telluride St E-mail Kellymcintosh79@gmail.com
 City, State, Zip Summerset, SD 57769

Letter with map

PROJECT PLANNER - AGENT

Name _____ Phone _____
 Address _____ E-mail _____
 City, State, Zip _____

OWNER OF RECORD (If different from applicant)

Name _____ Phone _____
 Address _____ E-mail _____
 City, State, Zip _____

Property Owner Signature <u>[Signature]</u> Date <u>6/20/23</u> Signature <u>[Signature]</u> Date <u>6/20/23</u> Print Name: <u>Darin McIntosh</u> Title*: <u>Owner</u>	Property Owner Signature <u>[Signature]</u> Date <u>6/20/23</u> Signature <u>[Signature]</u> Date <u>6/20/23</u> Print Name: <u>Kelly McIntosh</u> Title*: <u>Owner</u>
--	--

*required for Corporations, Partnerships, etc.

FOR STAFF USE ONLY

ZONING	
Current	
North	
South	
East	
West	
Planner	
File No.	
Comp Plan	
Received By:	

- | | | |
|--|---|--|
| <input type="checkbox"/> Sewer Utility | <input type="checkbox"/> BHP&L | <input type="checkbox"/> Diamond D Water |
| <input type="checkbox"/> Fire Department | <input type="checkbox"/> Finance Officer | <input type="checkbox"/> Black Hills Water |
| <input type="checkbox"/> Public Works | <input type="checkbox"/> Register of Deeds | <input type="checkbox"/> |
| <input type="checkbox"/> Planning | <input type="checkbox"/> County - Planning | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Building Inspector | <input type="checkbox"/> SD DOT | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> SD DENR | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> City Code Enforcement | <input type="checkbox"/> Auditor - Annexation | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Police | <input type="checkbox"/> Drainage | <input type="checkbox"/> |
| <input type="checkbox"/> City Attorney | <input type="checkbox"/> Parks & Recreation | |

Board of Adjustments Meeting Date: _____
 Date Paid: _____
 Sign Deposit Received: _____ Amount: _____ Sign returned: _____ Payment Type: Cash Credit Check 06/2015

Lisa Schieffer

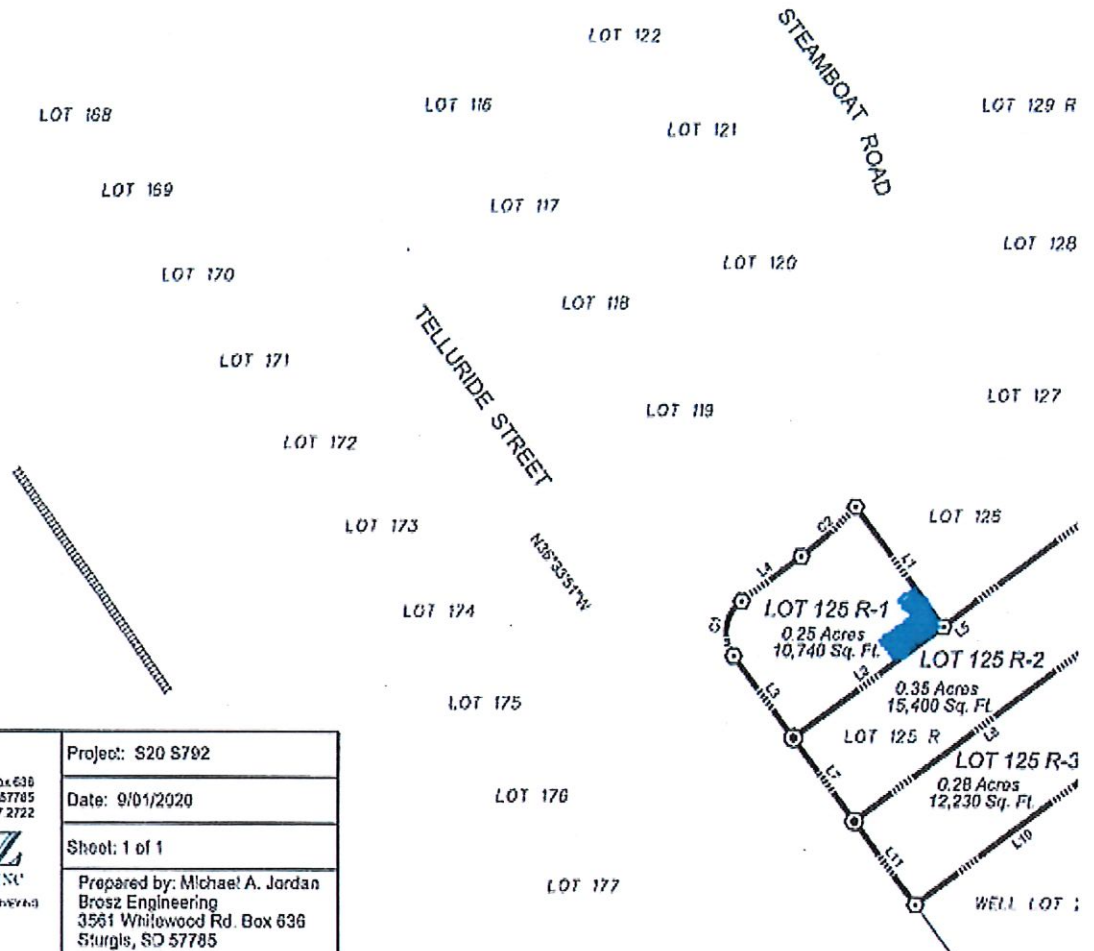
From: Kelly McIntosh <kellymcintosh79@gmail.com>
Sent: Thursday, June 22, 2023 9:19 PM
To: Lisa Schieffer
Subject: easement vacate variance

As owners of the Lot in Sun Valley Estates Darin McIntosh and Kelly McIntosh request a drainage and utility easement vacate variance for a section of land in the east corner of lot 125 R-1 of Sun Valley Estates Parcel ID QC.63.125R1. The section of minor drainage and utility easement to be vacated is highlighted in Blue. The section encroaches on the easement adjacent to lot 125R-1 in an 8' x 25' section, and the lot adjacent to lot 125 R-2 in a 30' long and 8' wide section to be vacated. There currently are no facilities known in this easement.

Thanks

Darin and Kelly McIntosh

LOCATED IN LOT 125R
OF THE SE1/4 OF THE SW1/4 OF SECTION 14
TOWNSHIP 3 NORTH RANGE 6 EAST OF THE B.H.M., CITY OF SUMMER
MEADE COUNTY, SOUTH DAKOTA



A

 V

3561 Whitewood Rd. Box 638
 Sturgis, SD 57785
 PH: 605 347 2722

Brosz
 ENGINEERING, INC.
 ARCHITECTURAL ENGINEERING SURVEYING

Project: S20 S792
Date: 9/01/2020
Sheet: 1 of 1
Prepared by: Michael A. Jordan Brosz Engineering 3561 Whitewood Rd. Box 638 Sturgis, SD 57785

NOTES:

BASIS OF BEARING: THE NORTH RIGHT OF WAY LINE OF TELLURIDE STREET AS SHOWN ON THE PLAT OF SUN VALLEY ESTATES, LOTS 111-133, TRACT D AND THE RIGHT OF WAY OF STEAMBOAT ROAD RECORDED IN PLAT BOOK 22, PAGES 334.

BUILDING SETBACKS ARE 25' TO THE FRONT AND BACK LOT LINES AND 8' TO THE SIDE LOT LINES UNLESS OTHERWISE NOTED

ANY MAJOR DRAINAGE EASEMENT SHOWN HEREIN SHALL BE KEPT FREE OF ALL OBSTRUCTIONS INCLUDING BUT NOT LIMITED TO BUILDINGS, WALLS, FENCES, HEDGES, TREES, AND SHRUBS. THESE EASEMENTS GRANT TO ALL PUBLIC AUTHORITIES THE RIGHT TO CONSTRUCT, OPERATE, MAINTAIN, IMPROVE, AND REPAIR SUCH STRUCTURES AS IT DEEMS NECESSARY TO FACILITATE DRAINAGE FROM ANY SOURCE.

ALL UTILITY AND MINOR DRAINAGE EASEMENT IS

THE PLAT OF SUN VALLEY ESTATES, LOTS 111-133, AND THE RIGHT OF WAY OF STEAMBOAT ROAD IS RECORDED IN PLAT BOOK 22, PAGES 334.

THE PLAT OF SUN VALLEY ESTATES, WELL LOT 2 IS RECORDED IN PLAT BOOK 23, PAGE 204-205

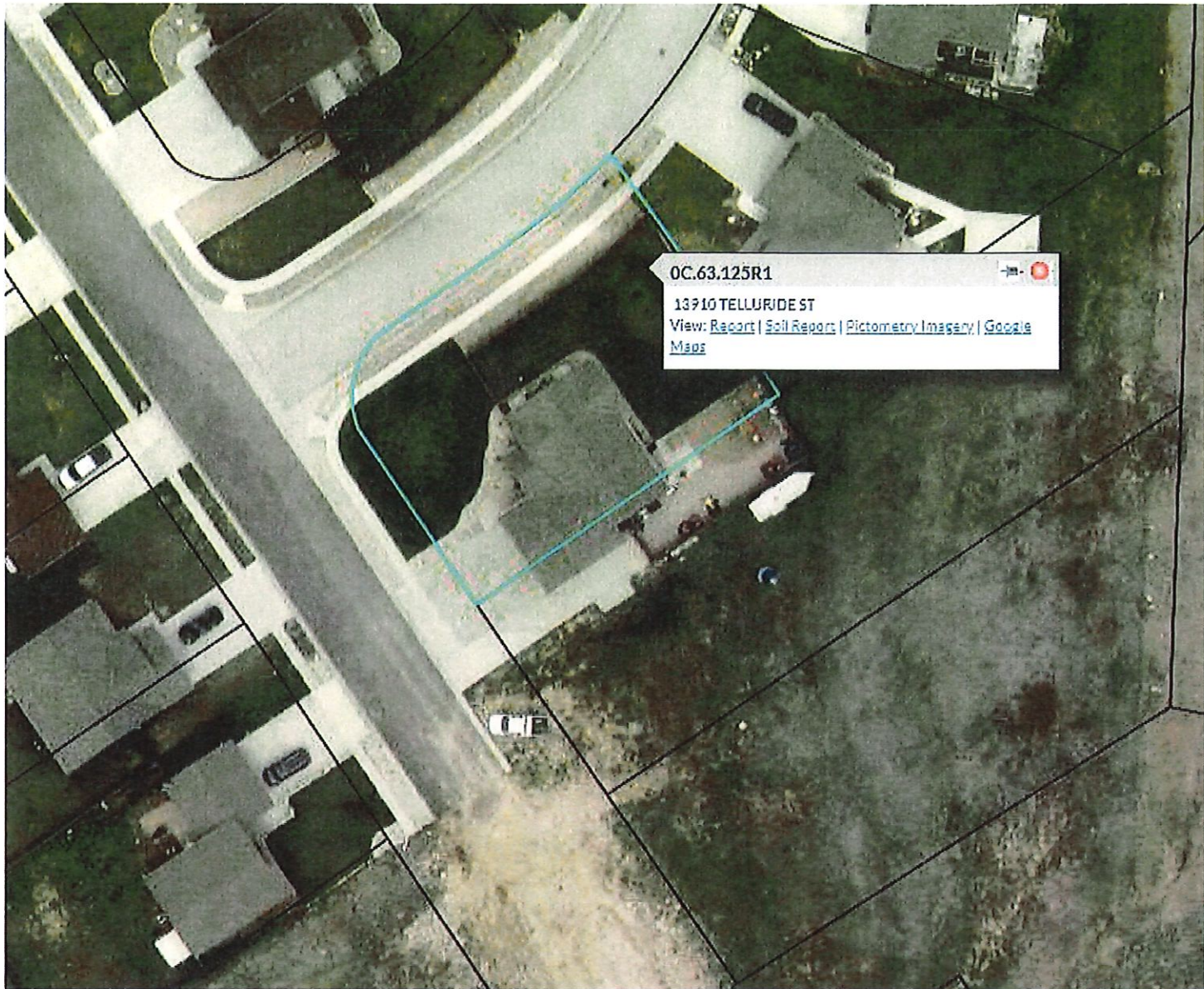
THE PLAT OF SUNVALLEY ESTATES, LOTS 164-177 IS RECORDED IN PLAT BOOK 23, PAGE 172

THE PLAT OF SUNVALLEY ESTATES, TELLURIDE STREET IS RECORDED IN PLAT BOOK 22, PAGE 114-115

THE PLAT OF SUNVALLEY ESTATES, LOT 125R IS RECORDED IN PLAT BOOK 25, PAGE 176

Name	Length	Direction
L1	94.70	S 35°33'51" E
L2	120.00	S 53°28'09" W
L3	65.00	N 36°33'51" W
L4	49.00	N 63°28'09" E
L5	267.34	N 63°28'09" E
L6	81.62	S 0°3'22" E

Name	Radius	Arc Length	Chord Length	Tangent Length
C1	25.00	39.27	35.36	25.00



0C.63.125R1

13910 TELLURIDE ST

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

GEORGE J. MANDAS,
MAYOR

COMMISSION:
DAVID BUTLER
MICHAEL KITZMILLER
STEPHANIE MCCOY
BRYCE LUTZ

CITY OF
SUMMERSET



CITY HALL
7055 LEISURE LANE
SUMMERSET, SD 57718

TEL: 605.718.9858
FAX: 605.718.9883

WWW.SUMMERSET.US

Position: Public Works Manager

Primary Objective of Position:

The Public Works Manager manages under the Public Works Commissioner and conducts various activities in Public Works. The Public Works Manager at times will also be responsible for helping the Waste Water Treatment employees with various projects if needed.

Public works include streets, sanitation, parks and grounds, and equipment maintenance. In general, the Manager conducts regular routine maintenance of the physical facilities of the community and any services that enable a community to function. The public works manager may oversee larger city works projects that require contracted services such as road projects.

Desirable Knowledge, Skills and Abilities:

- Must be able to obtain and maintain a valid South Dakota Driver License With a Class B CDL.
- Knowledge of equipment and tools used on the job.
- Knowledge and skill to inspect, repair and adjust pumps, wells, hydrants, valves, well house equipment, and sewer plant equipment, water lines and sewer lines.
- Ability to properly inspect motors and pumps and to analyze need for repair or replacement.
- Ability to establish and maintain effective working relationship with other employees, public officials and the public.

Major Areas of Accountability

- Plans, directs and coordinates a comprehensive program for City streets, parking, sidewalks, curbs, street signs, parks, water lines, sewer lines, and lift station to insure the highest level of maintenance at the most favorable cost within the budget.
- Anticipates seasonal maintenance needs for plowing and other services and plans for availability of equipment, personnel and materials.
- Maintains accurate records relating to the repair and maintenance of streets, sewer lines, water lines, and all other systems and equipment of the City as a guide to analyzing recurring problems.
- Operates equipment including trucks, tractor, snow blower, power mower, chain saw, etc.
- Performs various preventive and corrective maintenance services on City equipment and vehicles to insure safe and proper operation.
- Operates various mechanic/shop power equipment and hand tools.
- Maintains all City owned property, performs minor carpentry, paint and minor repairs as necessary. Sewer and Water Departments and City Buildings.
- Perform repairs and corrective maintenance as necessary to avoid service interruptions.
- Participate in inspection, maintenance and repair of all water lines, sewer lines, valves and water hydrants throughout the City
- Flush storm and sanitary sewers, clean storm catch basins.
- Perform routine testing of samples from water and sewer.
- Replace and repair water meters as needed.
- Work on occasion longer hours as needed to meet emergency needs.
- Perform any other tasks as required or assigned by the City Council. Budget/Planning
 - Helps City Finance Officer and Public Works Commissioner in developing operational budget for streets, water and sewer departments.
- Annually project equipment needs and provides supporting data to justify major items in budget.
- Participates with Public Works Commissioner and City Administrator in determining overall policy and direction for the City.
- Establishes priorities for short-range and long-range projects and coordinates implementation.
- May provide on-the-job direction to seasonal or temporary employees as required in certain job-related situations.
- Street Maintenance and mowing to include but not limited to:

A. Spring/Summer/Fall Duties

1. Mow, trim, and weed control for all City owned properties
 - a. Waste Water Treatment Plant
 - b. Drainage ditches

- c. Municipal Building
2. Change US flag and State flag as needed
3. Repair streets, sweep streets and paint curbs
4. Charge, flush and maintain City owned sprinkler systems

B. Winter Duties

1. Removal of snow from City streets and grounds
2. Sanding the streets and intersections as needed
3. Haul Snow as needed.

Solid Waste:

Ensures that The city provided residential waste collection is completed.

City recycling, cardboard and yard waste collection is completed

Solid waste equipment it maintained.

Code Enforcement:

Code enforcement Director

Ensures that Code enforcement violations are documented and enforced within the ordinances relating to the city.

Keeps communication with the Chief of Police concerning enforcement issues.

Record Keeping:

- Keep electronic charting records in a computer database
- Maintain files of all equipment used in the shop and throughout the City as well as required files for any water, sewer or city purposes.
- Seek grants for public works and other activities, writes grant applications and perform proper follow-up. Prepares detailed written reports to the Public Works Commissioner and City Administrator including technical reports describing public works/engineering/construction and other projects and proposed projects. Provides recommendation and professional opinions to the Public Works Commissioner and City Administrator

Work Conditions:

- Outdoor work in all kinds of weather, many times in awkward positions and dangerous places.
- While performing the duties of this job, the employee is regularly required to use hands tools and operate controls. The employee is frequently required to stand, walk, and work in confined spaces.
- Must be available for after hour calls.
- Abnormal hours for snow removal and emergencies.
- The employee must occasionally lift and/or move up to 75 pounds or more.
- Working with hazards of fumes, machinery, climbing, excavations, etc.

CITY OF SUMMERSET

Job Title: City Administrator

Department: Administration

Reports To: Mayor

FLSA Status: Exempt

Salary:

SUMMARY

Position is appointed by the City of Summerset Mayor and Commission. Highly responsible administrative work in directing and in coordinating all phases of the general municipal government. Work involves the supervision of activities related to the City in accordance with the policies determined by the Mayor and City Commission, and applicable laws and ordinances.

This job reports to the Mayor.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: The listed duties are illustrative only and are not intended to describe each and every function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

CITY ADMINISTRATIVE:

1. Supervises the overall administrative efforts of City government
2. Coordinates the efforts of the various departments under the City governmental structure.
3. ~~Supervises~~ Assists day-to-day operations of all administrative staff, directly and through department heads.
4. Administers such functions as public safety, maintenance of public streets and property, financial operations and budgets, recreational activities, inspection services, utilities operations and related functions with perspective commissioners.
5. Supervises the preparation of the annual City Budget for submission to the City Commission.
6. Submits recommendations to the City Commission for their consideration and possible approval concerning the efficient operation of the City government.
7. Serves as key technical advisor to the commission on overall governmental operations.
8. Keeps the City Commission informed of general City operations and activities.
9. Makes plans and recommends future programs of the City.
10. Prepares City Commission agenda.
11. Attends all council meetings, but does not have any voting rights
12. Maintains community respect through good public relations and by keeping residents informed of City progress and polices.
13. Discusses problems and complaints concerning City operations with the taxpayers or refers to appropriate official for action.
14. ~~Directs the media relations activities.~~ Directs all media to Mayor per media policy.
15. Performs related functions and duties that may be assigned by the council as required.

16. Performs an internal audits for the purpose of verifying city compliance with state and federal guidelines.

PLANNING & ZONING:

1. Coordinates the efforts of the Planning and Zoning Board.
2. Drafts all notices for said hearings related to Planning & Zoning activities.
3. Works in conjunction with engineers on platting and corresponding documents needed.
4. Works in conjunction with building inspector on all commercial buildings, reviews, and plans.
5. Administers building permits on all commercial buildings.
6. Prepares all Planning & Zoning Agendas.
7. Attends all Planning & Zoning meetings but does not have any voting rights.
8. Prepares all permitting (i.e. grading, septic) pertaining to Planning & Zoning.
9. Updates and prepares ordinance changes as necessary.

GRANT WRITING

1. Responsible for researching grant opportunities.
2. Possess broad knowledge of the grant writing process and identify the financial implications within the budgeting process.
3. Possess strong written skills and attention to detail.
4. Assists other agencies in drafting grants on behalf of the city.
5. Submit all proposals within a deadline and complete all reporting on said grants.
6. Assist other departments in grant reporting.
7. Maintains records and computer database on grants for audit purposes.
8. Updates federal System for Award Management (SAM) yearly to comply with federal funding.

ECONOMIC DEVELOPMENT

1. Update all data on websites relating to property available for economic development.
2. Works with various agencies on programs available to attract potential new businesses.
3. Maintain contact with existing businesses as a resource.
4. Answer RFPs on economic development figures, growth, and demographics.
5. Have knowledge of the programs available to potential new businesses and be able to direct them to the appropriate agency.
6. Coordinate events that showcase businesses within the area.
7. Attend Regional and Local Economic Development Trainings.

SUPERVISORY RESPONSIBILITIES:

Supervises city financial/administrative employees directly or through department heads. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Oversees all Assists in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and/or Experience: Graduation from an accredited four year college or university with a Bachelor's Degree in Business Administration, Business Management, Public Administration or a related field supplemented by course work in management; or three to five years related experience and/or training; or equivalent combination of education and experience.

Communication Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate

OTHER SKILLS AND ABILITIES

- A. Knowledge of laws and administrative policies governing municipal activities and of operations of municipal government.
- B. Knowledge of management principles and practices as they apply to public sector management including personnel management and organization development.

- C. Knowledge of municipal finance, human resources, public works, and community development.
- D. Excellent in use of computers and software programs.
- E. Excellent in use of internet, e-mail and faxing correspondence.
- F. Excellent organizational skills.
- G. Excellent leadership skills.
- H. Ability to plan and analyze City operations; develop alternatives and determine the costs, advantages and disadvantages of various alternatives.
- I. Ability to prepare and analyze comprehensive reports;
- J. ability to carry out assigned projects to their completion;
- K. ability to communicate effectively verbally and in writing
- L. Ability to express oneself clearly in writing and orally, and to appear before groups of taxpayers and the City Council to present data and programs which enhance the continued efficient operation of the City.
- M. Ability to delegate authority to maintain an effective organization.
- N. Ability to establish and maintain effective working relationships with employees, city officials and the public.

Job Description Waster Water Operator

Requirements:

High School Diploma or GED

Some general knowledge of mechanics

Computer skills involving but not limited to Microsoft office suite

Good problem-solving skills

Able to perform maintenance in hazardous conditions

Reliable transportation

Self-motivated

Able to lift 50lbs or more occasionally

Available to be on call during nights and weekends

Clean driving record and valid SD driver's license

Job Duties:

Assist Waste Water Superintendent in collection of daily samples

Daily Inspection of Waste Water system

Perform Laboratory tests on collected samples

Repair or replace various pumps and equipment when necessary

General maintenance on buildings and equipment

Operation of equipment i.e. (Telehandler, Skid Steer, Mini Track hoe)

Enter laboratory results into Excel spreadsheets

Perform supply runs at various locations

Fill out forms and deliver various samples to Mid Continent Laboratory

General lawn care to include mowing and weed eater operations

Perform locates for utilities as requested by 811

Analyze data to determine correct operation of treatment plant

Operate snowplow when necessary

Snow removal around City grounds

Any other work as deemed necessary by management

New

Additional Duties:

Serve as ~~the first~~ point of contact for summerset employees seeking technical assistance

Perform troubleshooting through diagnostic techniques and pertinent questions

Determine the best solution based on the issue and details provided

Escalate unresolved issues to NOC or the appropriate organization

Follow-up and update employees with status and information

Identify and suggest possible improvements on procedures and equipment

Maintain technical documentation and service catalog on installation of software, configuration of hardware and problem troubleshooting

Name:	Position:	Wage 12/25/2023	Grade	Step	Step to put them on scale	T/B/D COLA	2% COLA	T/B/D COLA	3% COLA	If implement span of years
Rich Nasser	Chief of Police	73,902.40	21	F	Amount	74,016.40	75496.73	76236.89	77017.29	Potential COLA only which could change figure
Matt Macrander	Sergeant	29.80	19	E		29.93	30.53	30.82	31.11	Potential COLA only which could change figure
Colton Juso	SRO/Police Officer	30.10/28.10	17	F		30.49/28.49	29.06	29.34	29.62	Potential COLA only which could change figure
Derek Uebel	Police Officer	27.94	17	F		28.49	29.06	29.34	29.62	Potential COLA only which could change figure
Casey Montileaux	Police Officer	26.70	17	D		27.12	27.66	27.93	28.20	Potential COLA only which could change figure
Corey Jonas	Police Officer	26.94	17	D		27.12	27.66	27.93	28.20	Potential COLA only which could change figure
Kaleb Siferd	Police Officer	25.00	17	A		25.18	25.68	25.94	26.20	Potential COLA only which could change figure
Administrative Asst.	Administrative Asst.	20.00	12	C		20.17	20.57	20.78	21.18	Potential COLA only which could change figure
Anthony Kayl	PW Director/Parks/CEC	27.05/56,264.00	20	D		63,824.11	65100.59	65738.83	66377.07	Potential COLA only which could change figure
Mitch Anglin	Public Works Technician	22.89	14	E		23.39	23.86	24.09	24.56	Potential COLA only which could change figure
Jeff Smith	Public Works Technician/CE	22.37	14	D		22.82	23.28	23.50	23.96	Potential COLA only which could change figure
Jon Ambrose	WW Supervisor	68,836.83	20	H		70449.88	71,858.88	72563.38	73267.88	Potential COLA only which could change figure
Owen Davis	WW Operator/I.T.	19.77	14	B		21.72	22.15	22.37	22.79	Potential COLA only which could change figure
Stephany Baummeister	Finance Officer	57,120.00	19	B		57821.49	58977.92	59556.13	60134.34	Potential COLA only which could change figure
Nichollin Bergin	Asst. Finance Officer	20.00	12	C		20.17	20.57	20.78	21.18	Potential COLA only which could change figure
Lisa Schieffer	City Administrator	71,447.60	23							Potential COLA only which could change figure