

**SUMMERSET CITY COMMISSION
REGULAR MEETING/ZOOM
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, November 4th, 2021 6:00 P.M.**

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

Mayor Torno led the Pledge of Allegiance.

Invocation led by Commissioner Butler.

Motion by Hirsch, second by Butler to approve the agenda for the Regular Meeting of the Summerset City Commission for November 4th, 2021. Motion carried.

Motion by Thurman, second by Hirsch to approve the October 21st, 2021 minutes as presented. Motion carried.

APPROVAL OF CLAIMS

Motion by Butler, second by Thurman to approve the claims and hand checks in the amount of \$175,321.10 from October 21st, 2021 through November 3rd, 2021 as presented or amended. Motion carried.

A&B BUSINESS SOLUTIONS	Monthly Contract	380.05
AFLAC REMITTANCE PROCESSING	Aflac	186.94
ALLEN, DON	Phone Stipend	50.00
AMBROSE, JONATHAN	Phone Stipend	50.00
BUNTAIN, JOSHUA	Phone Stipend	50.00
Black Hills Electric	Utilities	6,144.73
Butler, Dave	Phone Stipend	50.00
CANDACE SEALEY	Phone Stipend	50.00
CITY OF RAPID CITY	Solid Waste Disposal	5,001.39
DECHENEUX, HALAYNA	Phone Stipend	50.00
FIRST INTERSTATE BANK	7055 Leisure Lane Pay off	14,735.28
FORD MOTOR CREDIT COMPANY, LLC	Interceptor Pay off	34,435.58
GEORGE MANDAS	Professional Fees	900.00
GREENAPSIS	Janitorial Services	475.00
HDR ENGINEERING, INC	HDR Engineering	948.75
HEALTH POOL OF SD	Employee Medical	25,920.49
HERMANSON EGGE ENGINEERING	Residential Inspections	735.00
HIRSCH, CLYDE	Phone Stipend	50.00
HUNT, DREW	Phone Stipend/CDL	100.00
JUSO, COLTON	Phone Stipend	50.00

KITZMILLER, MICHAEL	Phone Stipend	50.00
Kayl, Anthony	Phone Stipend	50.00
MBFS USA LLC	Freightliner Payoff	39,604.39
MONTILEAUX, CASEY	Phone Stipend	50.00
NASSER,RICH	Phone Stipend	50.00
OPSTEDAHL, TAYLER	Phone Stipend	50.00
PALMER, BRANDY	Phone Stipend	50.00
PRINT MARKET	Business Cards	103.60
RAPID CITY JOURNAL	Publications	364.49
SCHIEFFER, LISA	Phone Stipend	50.00
SCHROCK, BRIELLE	Phone Stipend	50.00
TANNER FENENGA	Phone Stipend	50.00
THURMAN, KATHLENE	Phone Stipend	50.00
TORNO, MELANIE	Phone Stipend	50.00
UNITED STATES POSTAL SERVICE	WWTP Postage	1,000.00
USA BLUEBOOK	WWTP Supplies	193.92
WELLS FARGO FINANCIAL SERVICES	Bobcat Payoff	18,605.37

UTILITY BILLING ADJUSTMENTS

Motion by Butler, second by Hirsch to approve the utility billing adjustments in the amount of \$1041.08 for period October 1st, 2021 through October 30th, 2021. Motion carried.

LEISURE LANE TWIN HOMES

Motion by Hirsch, second by Thurman, to approve the signature of the Mayor for the agreement. Motion carried.

RESOLUTION 2021-11

Motion by Butler, second by Hirsch to approve Plat of Lot 16 Revised and Lot H2 of Sioux Land Estates Subdivision, formerly Lot 16 of Sioux Land Estates Subdivision, located in the W1/2 of the NW1/4 of Section 25, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, SD. Motion carried.

RESOLUTION 2021-12 – A RESOLUTION ESTABLISHING A LOTTERY FOR COMPETING MEDICAL CANNABIS DISPENSARY LICENSE APPLICATIONS.

Motion by Butler, second by Thurman to approve Resolution 2021-12. Motion carried.

RESOLUTION 2021-13

Motion by Hirsch, second by Butler to approve Plat of Lot 5, Lot 6, & Drainage Lot 1 in Block 1 of Summerset USA. Formerly a portion of Lot B of the E1/2 NW1/4, and a portion of Lot A of the NE1/4. All located in the SE1/4 of the NW1/4 and the SW1/4 of the NE1/4 of Section 25, Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota, contingent that all sureties are put in place and reviewed by the City Attorney. Motion carried.

CONDITIONAL USE PERMIT

Motion by Butler, second by Thurman to approve Milliron Granite & Quartz – Petitioner is asking for conditional permit under 155.117 (E) to have more than three (3) employees engaged in the manufacture of the product. That the product including but not limited to granite and stone not be contained by a fence or similar structure but to be on display for customers to view. Motion carried.

FIRST READING FOR ORDINANCE TSO 2021-01- An Ordinance Amending the Zoning Ordinance and Map Incorporated at Title 155, Chapter 021. Summerset Sub. Lots 25-31, Section 31, Township 3 North, Range 7 East, Black Hills Meridian, City of Summerset – from Planned Development (PD) to Single Family Residential (R1).

Motion by Thurman, second by Hirsch to vote on Approval of First Reading for Ordinance TSO 2021-01. Motion carried.

Motion by Butler, second by Hirsch to set second reading for November 18th, 2021. Motion carried.

SECOND READING FOR ORDINANCE 2021-07 (TITLE 131.14) NOISE REGULATION AND LIMITATION – with amended changes.

Motion by Hirsch, second by Thurman, to open discussion on second reading of Ordinance 2021-07. Motion carried. Patty Booze came before the Board to ask that there be an exemption for agricultural equipment and production.

Motion by Butler, second by Hirsch, to approve the second reading with the amended change. Motion carried.

Motion by Butler, second by Hirsch, to adopt Ordinance 2021-07 with the amended change. A roll call vote was taken. Aye: Torno, Hirsch, Butler and Thurman. Motion carried.

STAGEBARN -SEWER RATE ADJUSTMENT

Motion by Hirsch, second by Butler to discuss sending a letter to Stagebarn Sanitary District adjusting the rate at the December 2nd meeting and making the rate change effective January 1, 2022.

LIQUOR RENEWALS & TRANSFER (15A-15G)

Motion was made by Hirsch, second by Thurman, to approve the following liquor license renewals: #PL-4993, #RL-5278, #PL-19301, #RL-20903, #RW-24486, #RL-26888, and #RL24438. Motion carried.

SUPPLEMENTS

Motion by Thurman, second by Butler set first reading for Ordinance #2021-08 -End of year supplementing for December 2nd, 2021. Motion carried.

UPCOMING EVENTS:

City Office will be closed November 11th for Veteran's Day.

CITIZENS INPUT

None

ITEMS FROM CITY ATTORNEY

Motion by Hirsch, second by Thurman to enter Executive Session per SDCL 1-25-2 for discussing legal, economic development and personnel issues at 6:28 p.m.

Motion by Butler, second by Thurman to exit executive session at 6:48 p.m.

ADJOURNMENT

Motion for adjournment at 6:49 p.m. by Butler, second by Hirsch. Motion carried.

Check Register Report

Date: 11/17/2021

Time: 9:32 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
BANKWEST Checks								
25055	11/17/2021	Printed			1098	A&B BUSINESS SOLUTIONS	Water Machine	45.00
25056	11/17/2021	Printed			1781	BAYMOUNT	Hotel Room	73.19
25057	11/17/2021	Printed			0021	BLACK HAWK WATER USERS	Monthly Usage	32.00
25058	11/17/2021	Printed			1115	DISTRIC C HAVEMAN BUSINESS SERVICES	Reconcilliations	1,406.25
25059	11/17/2021	Printed			1504	CBH CO-OP	Govt Fuel	3,781.79
25060	11/17/2021	Printed			0765	DEMERSSEMAN JENSEN	Legal Services	1,755.00
25061	11/17/2021	Printed			0709	DIAMOND D WATER	Monthly Usage	49.75
25062	11/17/2021	Printed			0814	FOOTHILLS FENCE	Mega Code Transmitter	116.90
25063	11/17/2021	Printed			0246	GOLDEN WEST TECHNOLOGIES	Security Labor, Tech Support	2,107.50
25064	11/17/2021	Printed			0698	HAWKINS INC.	Defoamer	2,412.00
25065	11/17/2021	Printed			1133	HDR ENGINEERING, INC	Task Order 2021-01	9,166.25
25066	11/17/2021	Printed			1769	HUNT,DREW	CDL Reimb	95.85
25067	11/17/2021	Printed			1656	LEGENDARY ELECTRIC	Wire Heater	448.98
25068	11/17/2021	Printed			1411	MBFS USA LLC	Final Payment	6,136.64
25069	11/17/2021	Printed			0937	MDU	Utilities	761.30
25070	11/17/2021	Printed			1101	MEADE COUNTY AUDITOR	October Dispatch	1,843.71
25071	11/17/2021	Printed			0664	MEADE COUNTY REG OF DEEDS	Roselles Plat	180.00
25072	11/17/2021	Printed			1433	MIDCONTINENT COMMUNICATIONS	WWTP Phone	198.57
25073	11/17/2021	Printed			1157	MIDCONTINENT TESTING LABS	Testing WWTP	390.00
25074	11/17/2021	Printed			1091	MORFORD ELECTRIC	Install VED	550.00
25075	11/17/2021	Printed			1780	NEMEC, BRITTANY	Refund	1,215.00
25076	11/17/2021	Printed			1768	QUILL	Supplies	80.57
25077	11/17/2021	Printed			0008	RAPID CITY JOURNAL	Publications	510.66
25078	11/17/2021	Printed			1560	RAZOR'S EDGE GRAPHICS	PW Door Logo	91.00
25079	11/17/2021	Printed			1732	SCHIEFFER, LISA	Travel	211.12
25080	11/17/2021	Printed			1022	SDRS-SUPPLEMENTAL	Supplemental Retirement	435.00
25081	11/17/2021	Printed			1328	SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	143.10
25082	11/17/2021	Printed			0313	Spring Valley Entertainmnet LL	Sign Refund	75.00
25083	11/17/2021	Printed			1782	TAYLOR, JAMES	Sign Deposit	75.00
25084	11/17/2021	Printed			1681	TEXTMYGOV	Text My Gov	1,800.00
25085	11/17/2021	Printed			1024	USA BLUEBOOK	WWTP Supplies	253.24
25086	11/17/2021	Printed			1434	WELLS FARGO FINANCIAL SERVICES	Final Payment	1,265.30

Total Checks: 32

Checks Total (excluding void checks): 37,705.67

Total Payments: 32

Bank Total (excluding void checks): 37,705.67

Check Register Report

Date: 11/17/2021
Time: 9:32 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
BANKWEST EFT Checks								
56	11/17/2021	Printed			1245	SOUTH DAKOTA STATE TREASURER	Sales Tax October	963.23

Total Checks: 1 Checks Total (excluding void checks): **963.23**

Total Payments: 1 Bank Total (excluding void checks): **963.23**

Total Payments: 33 Grand Total (excluding void checks): **38,668.90**

TSO 2021-01
CITY OF SUMMERSET ZONING ORDINANCE AMENDMENT

**AN ORDINANCE AMENDING ZONING ORDINANCE AND
MAP INCORPORATED AT TITLE 155, CHAPTER 021**

BE IT ORDAINED BY THE CITY BOARD OF COMMISSIONERS OF THE CITY OF SUMMERSET, Meade County, South Dakota that the following changes and amendments be made to the City of Summerset Zoning Ordinance, Title 155, Chapter 021.

BE IT ORDAINED that the zoning map referenced at Title 155, Chapter 155.021, and incorporated herein by this reference, shall be amended as it pertains to the following property:

Summerset Sub, Lots 25 through 31, Section 31, Township 3 North, Range 7 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota

which property shall be re-zoned from PD (Planned Development) to R-1 (Single Family Residential) and that the zoning map shall be amended accordingly, which amendments are incorporated herein.

Dated: November 18, 2021

ATTEST:

CITY OF SUMMERSET

Candace Sealey, Finance Officer

Melanie Torno, Mayor

(Seal)

Vote: Torno:
Kitzmiller:
Butler:
Hirsch:
Thurman:

First Reading: November 4, 2021
Second Reading: November 18, 2021
Publication:

Published once _____, 2021 at approximate cost of \$_____.

Notice of Hearing Upon Applications for Sale of Alcoholic Beverages

Notice is hereby given that the City of Summerset Board of Commissioners at Summerset City Hall located at 7055 Leisure Lane, Summerset, SD, on November 18, 2021, at 6:00 p.m. will consider the transfer of a Retail On-Off Liquor w/Sunday Sales license application for the 2022 licensing year. Said applicant is as follows:

Retail On Sale Liquor License #RL-24438 for 2022 with Sunday Sales, from Neighbors, 7280 Freedom Lane, Summerset, SD 57718, at Lot 24 BLK 9, Summerset USA Subdivision, City of Summerset, Meade County, South Dakota to James Schwab.

Notice is further given that any person, persons, or their attorney may appear at said scheduled public hearing and present objections to any or all applicants, if any objections there be.

Dated at Summerset, SD, this 4th day of November 2021.

City of Summerset

Published once November 6, 2021 at the total approximate cost of \$19.99.

Date Received 10/27/21
Date Issued _____

License No. _____

Uniform Alcoholic Beverage License Application

Mail this copy to: Department of Revenue, Special Tax Division 445 East Capitol Ave Pierre, SD 57501-3100.

A. Owner Name and AddressJames Schwab
12504 Ruby Road
Black Hawk, SD 57718**B. Business Name and Address**Neighbor's Grub-n-Pub
7280 Freedom Lane
Summerset, SD 57718Owner's Telephone #: (605) 415-5219Business Telephone #: (605) 716-7688**C. Indicate the class of license being applied for**
(submit separate application for each class of license).

- ☐ Retail (on-sale) Liquor
☐ Retail (on-sale) Liquor - Restaurant
☐ Retail (on-off sale) Wine
☐ Package (off-sale) Liquor
☐ Retail (on-off sale) Malt Beverage
☐ Retail (on-off sale) Malt Beverage & SD Farm Wine
☐ Package (off sale) Malt Beverage
☐ Package (off sale) Malt Beverage & SD Farm Wine
☐ Other (please classify) _____
☐ Transfer Fee \$150.00

Number of other Package Liquor Licenses held: _____

Number of other On-sale Liquor Licenses held: _____

Is this License in active use? ☒ Yes ☐ No**D. Legal description of licensed premise:**

Summerset USA Lot 24 Block 9

Have you ever been convicted of a felony? ☐ Yes ☒ NoDo you own ☐ or lease ☒ this property? (Check one)E. State Sales Tax Number 1037-9003-5TF. Remember to obtain a Federal Alcohol Stamp, for help call TTB
at 1-800-937-8864.G. New license? ☐ Transfer? (\$150) ☒ Re-issuance? ☐

H. CERTIFICATE: The undersigned applicant certifies under the penalties of perjury that all statements provided herein are true and correct; that the said applicant complies with all of the statutory requirements for the class of license being applied for and in addition agrees to permit agents of the Department of Revenue access to the licensed premises and records as provided in SDCL 35-2-2.1, and agrees this application shall constitute a contract between applicant and the State of South Dakota entitling the same or any peace officers to inspect the premises, books and records at any time for the purpose of enforcing the provisions of Title 35 SDCL, as amended.

Signed this 27th day of October Signature [Signature]

I. Any Application required to be submitted to a local governing board must be signed in the presence of the city or county auditor, the town clerk or notary public. This applies to ALL applications EXCEPT the following: distillers, manufacturers, wholesalers, municipalities, airports, solicitors, dispensers, carriers, transportation companies, and farm wineries.

Place of business is located in a municipality? ☒ Yes ☐ No County: _____This application was subscribed and sworn to before me this 27th day of OctoberApproving Officer's Telephone number (605) 718-9858 Signature: Condore Sealey

J. APPROVAL OF LOCAL GOVERNING BODY – Notice of hearing was published on _____. Public hearing on the application was held _____, not less than SEVEN (7) days after official publication. The governing body by majority vote recommends the approval and granting of this license and certifies that requirements as to location and suitability of premises and applicant have been reviewed and conform to the requirements of local and South Dakota law.

Application approved for Sunday on-sale operation? ☐ Yes ☐ NoAre real property taxes paid to date? ☐ Yes ☐ NoIneligible for video lottery ☐

Number of video lottery terminals on licensed premise: _____

Amount of fee collected with application \$ 150.00

Amount of fee retained \$ _____

Forwarded with application \$ _____

For Local Government Use(Seal) _____
Mayor or Chairman
If disapproved, endorse reason thereon and return to applicant**Transferred (State Use)**

From: _____

Sales tax approval _____ Date _____

STATE LIQUOR AUTHORITY: APPROVAL _____ REVIEW _____

Please complete reverse side

**Company supplement information
(For corporate/partnership/LP/LLC applicants)**

If supplement unchanged from last year check this box and sign below. ☐

State of South Dakota)

Affidavit

County of Meade)

:ss

We, the undersigned, being first duly sworn upon oath, supply the following information:

Name of corporation/partnership/LP/LLC Neighbor's Grub-n-Pub

Address of office and principal place of business of corporation/partnership/LP/LLC 7280 Freedom Lane Summerset, SD 57718

Date of incorporation _____

Date of last report filed with Secretary of State _____

Are all managing officers of this corporation/partnership/LP/LLC of good moral character? Yes

Have any of the managing officers of this corporation/partnership/LP/LLC ever been convicted of a felony? No

Name, title of office, occupation and address of each of the officers/owners of the corporation, partnership, LP or LLC:

Name	Office	Address	Occupation
James Schwab	Owner	12504 Ruby Rd. Black Hawk, SD 57718	Manager
Angela Schwab	Owner	12504 Ruby Rd. Black Hawk, SD 57718	Assistant Program Director

Name, address and occupation of each of the directors of the corporation:

Name	Address	Occupation

Name and address of each of the stockholders and percentage of shares owned or held by each:

Name	Address	Percentage of Shares

Name of any officers, directors, partners or stockholders of applicant having a financial interest or capital stock in any other retail liquor outlet:

Name	Type of License, Financial Interest Held, and Address of Retail Outlet

Where and with whom are all company records kept, such as charter, by-laws, minutes, accounts, notes payable, and notes and accounts receivable, etc?

With signature the applicant agrees to the following:

That the applicant company will comply with all provisions of ARSD chapter No. 64:75:02 of the Department of Revenue, relating to the transfer of stock and prior approval of the transfer of such stock by the Secretary of Revenue and violation of any of the provisions of said regulation or failure to comply therewith, whether by the undersigned corporation, partnership/LP/LLC or by any stockholder thereof, or by anyone interested in said company, shall constitute cause for revocation or suspension of any license issued pursuant to and in reliance on this application, or for refusal to renew such license upon expiration thereof.

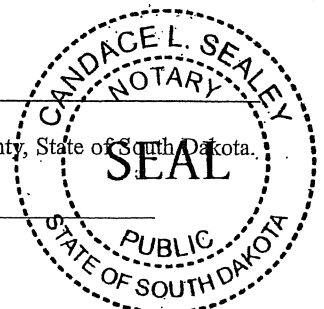
We the undersigned officers and directors of the applicant company acknowledge that the within supplement application form is true and correct in every respect and that there exists no financial arrangement concerning this or any other alcoholic beverage license than that expressly set forth above. If company stock is to be transferred we ask for approval of such voluntary stock transfer.

Signature of Authorized Officer/Director/Partner _____

Subscribed and sworn to before me this 27th of October, 2021 made _____ County, State of South Dakota.

My commission expires 2/9/2023

Candace L. Sealey
(Notary Public)



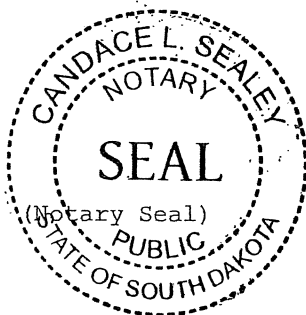
A F F I D A V I T

STATE OF SOUTH DAKOTA)
COUNTY OF Meade) ss

Neighbors Grub and Pub LLC, being first duly sworn on oath deposes and says: That on the 14 day of October 2021 he was the owner of the license/business/stock of Retail Liquor License situated on (legal description) Summerset USA Lot 24 Block 9 in the city/county of Summerset/Meade South Dakota and that on the said date he made a transfer/sale of said license operated under an alcoholic beverage license to James and Angela Schwab of Black Hawk South Dakota.

[Signature] (owner)
(signature)
[Signature] (owner)
(signature)

Subscribed and sworn to before me this 14th day of October 2021.



[Signature] (Notary Public)
Commission Expires: 2/9/2023.



0C.50.09.0D

View: [Report](#) | [Soil Report](#) | [Pictometry Imagery](#) | [Google Maps opens in a new tab](#)

Summerset

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 June 12, 2014, ("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: 2021-4

PROJECT NAME: Wastewater Treatment Plant Capacity Expansion

PART 1.0 Project Description: Final Design Engineering & Bidding Services

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

GENERAL

The City's Wastewater Treatment Plant (WWTP) is operating near its design capacity. To promote continued growth in the community, an expansion of the WWTP is required. The purpose of this task order is to complete final design and bidding phase engineering services for expansion of the WWTP. HDR previously completed conceptual design and funding assistance. The project has been placed on the State Water Plan for eligibility of Clean Water State Revolving Fund (SRF) financing.

The Clean Water State Revolving Fund helps communities build or upgrade wastewater treatment infrastructure to comply with discharge standards in the federal Clean Water Act. Administered by the South Dakota Department of Agriculture and Natural Resources (SD DANR), the fund provides below-market-rate loans to finance wastewater treatment infrastructure improvement projects.

The task deliverable will be a set of construction documents that comply with SRF financing requirements. The construction documents will be submitted to the SD DANR for review and approval of proposed WWTP improvements.

SUMMARY OF PROJECT REQUIREMENTS

Expansion of the WWTP requires multiple improvements to various aspects of the facility. WWTP process or facilities that are planned to be improved or expanded include:

- Two additional wastewater treatment basins
 - The existing sequencing batch reactor (SBR) process utilizes two (35' x 35') concrete basins. Two additional, similar sized basins will be constructed to double the available treatment volume.
 - New internal equipment will be purchased for the new SBR basins. Existing internal equipment in the current SBRs will remain in service.
- Two additional aerobic digesters
 - Additional solids digestion is required to handle increased influent loading. The existing system is configured with aerobic digesters constructed with a common wall to a SBR basin. This arrangement will be retained for the new basins, two new digesters will be constructed, one for each new SBR.
 - New process equipment and piping will be provided for the new digesters. Existing equipment in the current digesters will remain in service.
- Process Enclosure
 - A new enclosure will be constructed around the new SBR and digesters. A greenhouse style building, matching the existing enclosure, will be constructed to shelter operators and treatment processes from the elements.
- Reed Bed Lagoon for Solids Handling
 - Additional reed beds will be constructed to double the solids handling capacity of the system. Reed beds store and dewater digested solids that are received from the aerobic digesters.
 - Reed bed return flows will be measured in a new metering manhole.
- Aeration Equipment and Instruments
 - New process blowers will be provided for the expanded facility. Five new SBR blowers are proposed along with two new digester blowers.
 - Fine bubble diffusers will be utilized in the SBR basins.
 - Course bubble diffusers will be utilized in the aerobic digesters.
 - New instrumentation will be provided in the new SBRs and digesters. Existing instruments will remain in the existing SBRs and digesters.
- Site Work and Yard Piping
 - New process piping is required to connect new SBR basins, digesters, and reed beds to the existing process flow.
 - SBR influent will be split downstream of influent screening with new automated control valves.
 - Aggregate surfacing will be provided around new structures and reed beds.

- Electrical Systems
 - Electrical improvements are required to operate the new process equipment and controls. The existing motor control center will be replaced, and new power and control circuits will be provided.
 - A new, larger, standby generator will be provided for backup power when utility service is not available.
- Instrumentation and Controls
 - The existing SCADA system will be updated by the City's SCADA vendor, Dakota Pump. HDR will coordinate with Dakota Pump during the project.
 - A new control package will be provided for the SBR treatment system. The SBR control system will be integrated into the plant SCADA system.
 - Various new process control instruments will be required. Instruments will be connected to SCADA for data monitoring and process control.
- Mechanical Systems
 - New mechanical systems include SBR ventilation only. Heating and cooling is not practical for the SBR enclosure and is not included in the scope of work.
 - No other mechanical system improvements are planned. Existing HVAC equipment will remain in use for the existing WWTP buildings.
- Building Improvements
 - No improvement or expansion of existing buildings has been included in the scope of work. Existing buildings will remain in use as they currently exist.
 - Blowers are currently located outdoors in weather rated enclosures. New blowers will similarly be placed outdoors in enclosures.
- Processes Excluded:
 - Existing processes that have recently been rehabilitated or that have adequate existing capacity are excluded from the expansion project. No expansion or improvements are included for the following process areas:
 - Influent pumping
 - Pretreatment (screening and flow measurement)
 - Existing SBR basins and digesters
 - Effluent equalization and filtration
 - Effluent disinfection

The following scope of services provides a work breakdown structure to complete the project requirements.

SCOPE OF SERVICES

TASK SERIES 100 - PROJECT MANAGEMENT, INITIATION AND BACKGROUND DATA

HDR will work with the City of Summerset throughout the project to gather input regarding operational considerations, consensus, issues and objectives for the project. Specific tasks include:

Task 110-Project Management

- 111 Coordinate project requirements. Provide monthly invoices and coordination with City and DANR staff. Provide monthly project progress reports related to the tasks in this Task Order. Provide timely project amendments (if needed), project closeout, and coordination of team members.

Task 120-Project Manual and Initiation Meeting

- 121 Project Manual - A project manual will be developed to present procedures, contacts and responsibilities for the project.
- 122 Initiation Meeting - A meeting will be held with key HDR personnel and City of Summerset staff to discuss the scope, goals, and proposed schedule. Discuss and brainstorm project challenges to clarify and establish direction for the individual tasks.

Task 130-Background Data

- 131 Geotechnical – A geotechnical exploration and review will be performed by a subconsultant, American Engineering Testing. Field exploration will include performing soil borings and sample collection for laboratory analysis. A written report will be provided to document the findings and to provide applicable geotechnical conditions or recommendations to the design team.
- 132 Topographic Survey – A site survey will be completed by HDR staff to collect existing site conditions. Previous survey data will be updated with recent site revisions and expanded to include areas not previously surveyed.
- 134 Allowance for Underground Exploration – The proposed fee includes an allowance for underground utility excavation and locating. If necessary, a local utility contractor will be hired to excavate and locate critical underground utilities during the design process.
- 133 Wastewater Treatment Plant Operating Data – HDR has previously compiled wastewater treatment plant background data. If necessary, recent plant data will be obtained to update the existing project data set.

Deliverables

- Meeting minutes
- Monthly status reports
- Geotechnical report

TASK SERIES 200 – PRELIMINARY DESIGN

Task series 200 will result in advancement of the current conceptual improvements to a preliminary design with draft construction drawings and specification index. A preliminary design submittal will be prepared for City review to confirm the project approach aligns with the City's goals and objectives. Specific tasks include:

Task 210-Process and Hydraulic Modeling Updates

- 211 Update the existing BioWin process model to incorporate the latest plant data and effluent quality goals. An existing BioWin process model was previously developed and will be updated for this evaluation.
- 212 Hydraulic Evaluations – Review plant hydraulics to verify existing conveyance facilities have adequate hydraulic capacity to pass design flows. Identify potential bottlenecks and develop solutions to increase flow capacity if necessary.

Task 220-Develop Preliminary Plans and Specifications

- 221 Preliminary Construction Drawings – HDR will prepare 30% construction drawings for the City's review. A submittal review meeting will take place to discuss City review comments and questions. Plans will be produced on 11" x 17" standard HDR borders.
- 222 Preliminary Construction Specifications – Draft Division 00 and 01 specifications (bidding and general requirements) will be developed and submitted for City review. A table of contents of anticipated technical specifications will be provided. A specification comment review meeting will take place concurrent with the plan review meeting.
- 223 Preliminary Cost Estimate – A cost estimate will be developed based on the 30% plans and specifications. Equipment quotes and material pricing will be updated to the extent possible to reflect current market conditions at the time of preparation.
- 224 Preliminary Design Review Meetings – HDR's project manager and key staff will meet regularly to coordinate on design decisions and unresolved issues. Meetings are anticipated to occur every other week.
- 225 Site Visit – A site visit by electrical, mechanical, structural, and architectural disciplines will be conducted to gather data and review the existing site conditions.

Deliverables

- Meeting minutes
- 30% plans, specifications, and cost estimate

TASK SERIES 300 – FINAL DESIGN

Task series 300 will result in advancement of the preliminary design plans and specifications to bid ready 100% complete construction documents.

Two design review submittals will be provided at approximately 60% and at 90% complete. Specific tasks include:

Task 310- Develop 90% Plans and Specifications

- 311 60% Construction Drawings – HDR will prepare 60% construction drawings for the City's review. A review meeting will take place to discuss City review comments and to come to an agreement on the approach to comment resolution. Plans will be produced on 11" x 17" standard HDR borders.
- 312 60% Construction Specifications – A complete draft set of project specifications will be developed and submitted for City review. A specification comment review meeting will take place concurrent with the plan review meeting.
- 311 90% Construction Drawings – HDR will prepare 60% construction drawings for the City's review. A review meeting will take place to discuss City review comments and to come to an agreement on the approach to comment resolution. Plans will be produced on 11" x 17" standard HDR borders.
- 312 90% Construction Specifications – A complete draft set of project specifications will be developed and submitted for City review. A specification comment review meeting will take place concurrent with the plan review meeting.
- 313 Cost Estimates – The project cost estimate will be updated with the 60% and 90% submittals.
- 314 Submittal Review Meetings – Submittal review meetings will be held for the 60% and 90% review submittals.

Deliverables

- 60% Review Plans, Specifications, and Cost Estimate
- 90% Review Plans, Specifications, and Cost Estimate

Task 320- Develop 100% Plans and Specifications

Incorporate owner review comments received during the 90% submittal review and provide Issued for Bid plans and specifications.

Deliverables

- Final Issued for Bid Plans and Specifications

TASK SERIES 400 – BID PHASE SERVICES

HDR will administer the bidding of the project including a pre-bid meeting.

- HDR will distribute construction documents electronically through a City approved service. Hard copies will be available as needed for contractors preferring physical sets. Two sets of documents will be provided to the City.
- HDR will arrange and conduct a pre-bid meeting.

- HDR will answer project questions from Contractors and prepare Addendum as needed.
- HDR will attend the bid opening, prepare bid tabulations, and award recommendation letters for the projects.

Deliverables:

- Pre-Bid Meeting Minutes
- Addendum (as needed)
- Bid Tabulation
- Award Recommendation

TASK SERIES 500 – CONSTRUCTION PHASE SERVICES

Not included in current contract.

SCHEDULE

Task Order Approval	December 2021
Contract Authorization	January 2022
Site Survey	January 2022
Geotechnical Field Work	January 2022
30% Review Submittal	March 2022
Final Review Submittals	May 2022
Issued for Bid Submittal	June 2022
Bid Opening	July 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: December 2021 – July 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: _____

City of Summerset General Engineering Services
Task Order Manhour Estimate - 2021 Task Order #4- WWTP Expansion
HDR Engineering, Inc.

Labor Rate Category	
2022 Billing Rate	
Task	Hours
Task Series 100 - Project Management, Initiation, and Background Data	
Project Management	362
Geotechnical Investigation	20
Topographic Survey	172
Recurring Project Meetings	136
Series 100 Hours	690
Series 100 Fee	\$104,490
Task Series 200 - Preliminary Design Services	
Final Process Evaluation and Hydraulics Review	82
30% Construction Drawing Development	1018
30% Construction Specification Development	54
30% Cost Estimate	64
30% Submittal Review Meeting	12
Deliverables - Printing/Submittal Prep.	22
QA/QC	20
Series 200 Hours	1,272
Series 200 Fee	\$181,800
Task Series 300 - Final Design Services	
60% Construction Drawing Development	540
60% Construction Specification Development	284
90% Construction Drawing Development	540
90% Construction Specification Development	148
Submittal Review Meetings	24
Issued for Bid Submittal	32
Cost Estimates	72
Deliverables - Printing/Submittal Prep.	42
QA/QC	20
Series 300 Hours	1,702
Series 300 Fee	\$249,250
Task Series 400 - Bidding Services	
Distribute Documents / Maintain Plan Holder List	42
Attend Pre Bid Meeting	12
Address Contractor RFI	72
Prepare Addendum (as needed)	64
Prepare Bid Tab and Award Recommendation	18
Series 400 Hours	208
Series 400 Fee	\$31,120
Task Series 500 - Construction Services - Not Included	
Task Order 2021-#4 Total Hours	3,872
Task Order 2021-#4 Total Labor Cost	\$566,660

TASK ORDER #2021-4 ENGINEERING COSTS		
Total Hours		3,872
Labor Expenses	\$	566,660
Subconsultants	\$	30,000
Direct Expenses	\$	10,788
Total	\$	607,448

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.

Description	Billing Rate/Hour
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
<u>Construction Inspector</u>	<u>95</u>
Strategic Communications/Graphic Designer IV	165
Strategic Communications/Graphic Designer III	145
Strategic Communications/Graphic Designer II	130
<u>Strategic Communications/Graphic Designer I</u>	<u>100</u>
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.

OCTOBER 2021 CITY ADMINISTRATOR REPORT

ECONOMIC DEVELOPMENT

- Researched workforce initiative monies available.
- Wrapped up Milliron Granite & Quartz with Spring Valley Entertainment – Mayor Torno, George Mandas
- Participated in the Climate of Community & Economic Development Survey.

GRANTS

- Attended Grant writing class in Rapid City SD.
- Working with BHCLG and HDR on getting application into the State on Wastewater to be considered for 2022.
- Researched National grant infrastructure funding.
- Set up account in Grants.gov for future grant funding inquiries.

PLANNING & ZONING

- Attended two (2) Planning & Zoning Meetings
- Preliminary work on J. Rudland/Baseline Surveying.
- Working on updating of ICC Codes to 2018 version.
- Completed GIS.com planning for properties listed for sale in Summerset SD.
- Discussion with Bill Rich, Meade Co. Engineer regarding septic request for expansion.
- Met with S. Triggs to discuss complaint on Infinity lighting.
- Preliminary work on garage extension.

MISC.

- Attended the South Dakota Municipal League Conference.
- SDML Pooling meetings.
- Attended SD City Management Assoc. meeting.
- Attended two (2) Commission Meetings
- Attended SD Municipal League General Government session.
- Attended the Elected Officials Workshop/Finance Officers Association meeting.
- TIF meeting with Toby Morris, George Mandas and Melanie Torno.
- Attended SD Chapter, American Public Works Association.
- Attended a redistricting seminar.
- Attended the SD Legalization of Marijuana seminar.
- Met with the Healthy Hometown team – follow up to see if Summerset wants to continue the program.
- Followed up on termination of CODE RED software contract with City Attorney.
- Reviewed City insurance and added the new Volvo Lease and Roll-Off Truck.
- Completion of Hazard Mitigation Plan and approval by the Board.
- Set up Incode 10 software demo.
- Completed SEDC quarterly report.
- Certificate of Exemption completed for TranSource.
- Set up emails with Golden West for new employees and followed-up on existing locked accounts.
- Conference call with Adam Martin from Gen Pro.