

**SUMMERSET CITY COMMISSION REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, SEPTEMBER 7th, 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 Administrator, Finance Officer, and City Attorney were also present.

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Butler, second by Hirsch to approve the agenda for the Regular Meeting of the Sommerset City Commission for September 7th, 2023. Motion carried.

CONSENT CALENDAR

Motion by Reade, second by Butler, to approve the minutes of the regular meeting of August 17th, 2023. Motion carried.

APPROVAL OF CLAIMS

Motion by Reade, second by Kitzmiller to approve the claims and hand checks in the amount of \$411,495.19 from August 17th, 2023, through September 6th, 2023, as presented or amended. Motion carried.

AFLAC Remittance Processing	34.45
AFLAC Remittance Processing	4.29
AFLAC Remittance Processing	96.72
SDRS	4,487.72
SDRS	5,698.42
UNITED STATES TREASURY	6,112.14
UNITED STATES TREASURY	9,872.58
UNITED STATES TREASURY	2,308.92
SDRS	55.06
UNITED STATES TREASURY	54.56
UNITED STATES TREASURY	42.68
UNITED STATES TREASURY	9.98
Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
Baumeister, Stephany	50.00
BIRGEN, NICHOLIN	50.00
Butler, Dave	50.00
DAVIS, OWEN	50.00
Delta Dental	880.90
Golden West Technologies	6,361.56
Greenapsis	496.79
Harvey's Lock & Security	51.78
HDR Engineering, Inc	6,701.00
Health Pool of SD	15,395.94
Hermanson Egge Engineering, Inc.	110.00
HIRSCH, CLYDE	50.00
Kayl, Anthony	50.00
KITZMILLER, MICHAEL	50.00
Meade County Auditor	5,610.71
Olsen Real Estate	75.00

Rapid City Journal	1,503.54
Rapid Rooter	1,385.00
RCS Construction Inc	313,650.00
SCHIEFFER, LISA	50.00
SD MUNICIPAL LEAGUE	250.00
SDRS-SUPPLEMENTAL RETIREMENT PLAN (SDSRP)	495.00
Servall Uniform & Linen Supply	164.27
SMITH, JEFF	50.00
Sturdevant's AV Rapid City	502.90
Tech Sales Company	9,358.00
TORNO, MELANIE	50.00
Tyler Technologies	3,832.50
A&B Business Solutions	498.10
AT&T Mobility	607.16
BH Energy	6,523.05
City of Rapid City	5,215.77
Clarity Telecom	1,124.95
Delta Dental	925.60
MDU	251.76
Millhouse, Janae	45.29
Horton, Deone	15.66
Buchtef, Rikka	14.22
Meffley, Carol	50.00
Steiner, Jon	21.22

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

Motion by Hirsch, second by Butler to approve the August 2023 payroll. Motion carried.

- Dept. 4000 - \$12,615.44 Wastewater
- Dept. 4110 - \$1,749.99 Commission
- Dept. 4120 - \$1,916.67 Mayor
- Dept. 4140 - \$11,189.59 Finance
- Dept. 4210 - \$41,470.13 Police
- Dept. 4310 - \$12,592.71 Public Works
- Dept. 4652 - \$300.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Butler, second by Hirsch to approve the billing adjustment of \$1,901.07 for the period of August 1st to August 31st, 2023. Motion carried.

COMMISSION REPORTS

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

DISCUSSION/ACTION ON ORDINANCE 2023-16, 92-034 DUTY OF OWNER, MANAGER, LESSEE OR TENANT – M. KITZMILLER

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

City Administrator Lisa Schieffer, gave a brief background on the addition of the ordinance so the city could better enforce the nuisance ordinance.

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

Motion by Butler, second by Reade to set first reading for September 21st. Motion carried.

CONDITIONAL USE PERMIT – MCKEEVER PROPERTIES, LLC

Motion by Reade, second by Kitzmiller to approve the conditional use permit of McKeever Properties LLC. Motion

carried.

BANKWEST REWARDS CREDIT CARD – S. BAUMEISTER

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

Finance Officer Stephany Baumeister explained the terms that BankWest offers, and the rewards associated with the same

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

Motion by Butler, second by Hirsch to authorize moving forward with the Business Platinum Rewards credit card. Motion carried.

PIEDMONT VALLEY CHAMBER OF COMMERCE/STURGIS ECONOMIC DEVELOPMENT/SUMMERSET - POSITION

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

Present were Amanda Anglin from Sturgis Economic Development, Brittini Bjorum and David Brennehan from the Piedmont Valley Chamber of Commerce. Each explained the services that they provide to Meade County and the Southern Corridor areas for economic development and events. They would be looking for a part/full-time person who would handle both economic development and chamber items. Both entities asked if Summerset would be willing to allocate \$35,000.00 for wages and the possibility of space and/or start up expense. This position is contingent upon both of the entities' Boards giving approval of the same.

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

Motion by Butler, second by Hirsch to allocate \$45,000 (\$35,000/wages - \$10,000/marketing/supplies) in the 211 budget, contingent upon SEDC and PVCC Board approval. Voting yes: Butler, Torno, and Hirsch. Voting no: Reade and Kitzmiller. Motion carried.

PLANNING & ZONING BOARD INCREASE PAY FOR FY2014 – L. SCHIEFFER

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

City Administrator Lisa Schieffer informed the Board that the Planning & Zoning Board wages have not been increased in over ten (10) years. Schieffer would like to see the wage increase from \$75.00 to \$100.00 per Board meeting effective 12/26/2023 for FY2024.

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

Motion by Kitzmiller, second by Reade to approve the raise from \$75.00 to \$100.00 effective 12/26/2023. Motion carried.

FIRST READING OF ORDINANCE 2024 – AN ORDINANCE APPROPRIATING FUNDS FOR THE FISCAL YEAR 2024

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

Mayor Torno gave a brief overview on the budget and stated she has had multiple meetings with department heads regarding cuts. Torno also included those revenues could be coming in higher, but we will not know the projected numbers on use tax until a couple of new businesses open their doors in 2024.

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

Motion by Butler, second by Reade to approve the first reading of Ordinance 2024. Motion carried.

PAYROLL INCREASE – POLICE DEPARTMENT

Motion by Hirsch, second by Kitzmiller to approve Derek Uebel 1% annual increase to \$27.94/hr. effective August 26, 2023.

RESOLUTION VACATING UTILITY EASEMENT - MCINTOSH

Motion by Reade, second by Butler to approve the resolution to vacate the utility easement for McIntosh. Motion carried.

APPLICATION AND CERTIFICATE FOR PAYMENT #6

Motion by Kitzmiller, second by Reade to approve payment #6 for the Wastewater Treatment Plant expansion project. Motion carried.

CITIZENS INPUT

None

UPCOMING EVENTS:

None

ITEMS FROM CITY ATTORNEY

None.

ADJOURNMENT

Motion by Kitzmiller, second by Hirsch to adjourn the meeting at 7:36 p.m. Motion carried.

(SEAL)

ATTEST:

Stephany Baumeister
Finance Officer

Melanie Torno
Mayor

Published once _____ 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: [0144 - BH Community Economic Development](#) **Vendor Total: 500.00**

2023 Pledge	Invoice	9/11/2023	9/11/2023	9/21/2023	9/11/2023	500.00	0.00	0.00	0.00	500.00
2023 Partnership Pledge		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
2023 Partnership Pledge	NA	0.00	0.00	500.00	0.00	0.00	0.00	500.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
211-4650-42900	Other Expense		500.00	100.00%

Vendor: [0808 - BH Energy](#) **Vendor Total: 6,079.90**

Sept 2023	Invoice	9/15/2023	9/15/2023	9/21/2023	9/15/2023	6,079.90	0.00	0.00	0.00	6,079.90
Utilities		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Utilities	NA	0.00	0.00	6,079.90	0.00	0.00	0.00	6,079.90

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-42800	Utility Expense		720.51	11.85%
101-4310-42800	Utility Expense		1,107.50	18.22%
101-4520-42800	Utility Expense		49.95	0.82%
604-4000-42800	Utility Expense		4,201.94	69.11%

Vendor: [0021 - Black Hawk Water Users District](#) **Vendor Total: 71.30**

Aug Usage	Invoice	9/7/2023	9/7/2023	9/21/2023	9/7/2023	71.30	0.00	0.00	0.00	71.30
Monthly Water Usage		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly Water Usage	NA	0.00	0.00	71.30	0.00	0.00	0.00	71.30

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-42800	Utility Expense		71.30	100.00%

Vendor: [1665 - Cardmember Services](#) **Vendor Total: 4,476.11**

Aug 2023	Invoice	8/31/2023	8/31/2023	9/21/2023	8/31/2023	878.28	0.00	0.00	0.00	878.28
PD Vehicle CC		BANKEFT - BANK WEST EFT			No	Payment Date: 9/21/2023				Bank Draft: DFT0000046

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
PD Vehicle CC	NA	0.00	0.00	878.28	0.00	0.00	0.00	878.28

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4210-42610	Auto Expense		768.96	87.55%
101-4210-42150	Postage		45.60	5.19%
101-4210-42500	Repair/Maint Expense		63.72	7.26%

[Aug 2023 Regular](#)

City Employee Credit Cards	Invoice	8/31/2023	8/31/2023	9/21/2023	8/31/2023	3,597.83	0.00	0.00	0.00	3,597.83
		BANKEFT - BANK WEST EFT			No	Payment Date: 9/21/2023				Bank Draft: DFT0000047

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code	On Hold								
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
City Employee Credit Cards	NA	0.00	0.00	3,597.83	0.00	0.00	0.00	3,597.83		
Distributions										
Account Number	Account Name	Project Account Key			Amount	Percent				
604-4000-42600	Supply/Material Exp				309.93	8.61%				
604-4000-42500	Repair/Maint Expense				205.44	5.71%				
101-4140-42200	Prof Fees Expense				160.00	4.45%				
101-4140-42700	Travel/Conf Expense				371.20	10.32%				
101-4210-42150	Postage				32.35	0.90%				
101-4210-42500	Repair/Maint Expense				925.15	25.71%				
101-4210-42600	Supply/Material Exp				53.49	1.49%				
101-4210-42610	Auto Expense				94.65	2.63%				
101-4210-42900	Other Expense				15.92	0.44%				
101-4310-42530	Landscape&Mowing Expense				119.44	3.32%				
101-4310-42500	Repair/Maint Expense				143.10	3.98%				
101-4520-42530	Landscape&Mowing Expense				54.48	1.51%				
101-4310-42600	Supply/Material Exp				586.22	16.29%				
101-4310-42610	Auto Expense				119.14	3.31%				
101-4320-42500	Repair/Maint Expense				276.47	7.68%				
101-4520-42600	Supply/Material Exp				18.53	0.52%				
101-4192-42600	Supply/Material Exp				112.32	3.12%				

Vendor: [1504 - CBH CO-OP](#)

Vendor Total: 5,096.69

Aug 2023	Invoice	8/31/2023	8/31/2023	9/21/2023	8/31/2023	5,096.69	0.00	0.00	0.00	5,096.69
Gov't Fuel	BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total	
Gov't Fuel	NA	0.00	0.00	5,096.69	0.00	0.00	0.00	5,096.69	

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4210-42600	Supply/Material Exp		2,866.82	56.25%
101-4310-42600	Supply/Material Exp		2,229.87	43.75%

Vendor: [0036 - City of Rapid City](#)

Vendor Total: 6,158.25

2309002	Invoice	9/6/2023	9/6/2023	9/21/2023	9/6/2023	6,158.25	0.00	0.00	0.00	6,158.25
August Solid Waste Disposal	BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total	
August Solid Waste Disposal	NA	0.00	0.00	6,158.25	0.00	0.00	0.00	6,158.25	

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4320-43230	Solid Waste Collection		6,158.25	100.00%

Vendor: [1093 - Dakota Pump, Inc](#)

Vendor Total: 311.43

17321	Invoice	9/12/2023	9/12/2023	9/21/2023	9/12/2023	321.43	0.00	0.00	0.00	321.43
Mail LS - Derag Pump	BANKW - BANK WEST		No							

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total	
Mail LS - Derag Pump	NA	0.00	0.00	321.43	0.00	0.00	0.00	321.43	

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
604-4000-42500	Repair/Maint Expense		321.43	100.00%

25808	Credit Memo	9/15/2023	9/15/2023	9/15/2023	9/15/2023	-10.00	0.00	0.00	0.00	-10.00
Credit from Payment 25808 9/23/2023	BANKW - BANK WEST		No							

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Credit from Payment 25808 9/23/2023	NA		0.00	0.00	-10.00	0.00	0.00	0.00	-10.00	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
604-4000-42500	Repair/Maint Expense				-10.00	100.00%				

Vendor: [0765 - Demerseman Jensen Tellinghuisen & Huffman, LLP](#) Vendor Total: 1,300.00

37217	Invoice	8/31/2023	8/31/2023	9/21/2023	8/31/2023	1,300.00	0.00	0.00	0.00	1,300.00
Legal Services	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Legal Services	NA		0.00	0.00	1,300.00	0.00	0.00	0.00	1,300.00	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
101-4141-42200	Prof Fees Expense				1,300.00	100.00%				

Vendor: [0709 - Diamond Water Company](#) Vendor Total: 320.00

Aug Usage	Invoice	9/6/2023	9/6/2023	9/21/2023	9/6/2023	320.00	0.00	0.00	0.00	320.00
Monthly Usage - SV Park	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly Usage - SV Park	NA		0.00	0.00	320.00	0.00	0.00	0.00	320.00	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
101-4520-42800	Utility Expense				320.00	100.00%				

Vendor: [1654 - Fastenal](#) Vendor Total: 16.31

SDRA1126477	Invoice	9/6/2023	9/6/2023	9/21/2023	9/6/2023	16.31	0.00	0.00	0.00	16.31
5/8"-11 S/S FHN - 5/8" JamNut	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
5/8"-11 S/S FHN - 5/8" JamNut	NA		0.00	0.00	16.31	0.00	0.00	0.00	16.31	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
604-4000-42600	Supply/Material Exp				16.31	100.00%				

Vendor: [0246 - Golden West Technologies](#) Vendor Total: 5,466.55

416042	Invoice	9/15/2023	9/15/2023	9/21/2023	9/15/2023	5,466.55	0.00	0.00	0.00	5,466.55
Wireless Locks	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Wireless Locks	NA		0.00	0.00	5,466.55	0.00	0.00	0.00	5,466.55	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
101-4192-43400	Equip Expense				5,466.55	100.00%				

Vendor: [1133 - HDR Engineering, Inc](#) Vendor Total: 30,393.85

1200556521	Invoice	9/13/2023	9/13/2023	9/21/2023	9/13/2023	30,393.85	0.00	0.00	0.00	30,393.85
WWTP Construction Phase #2022-04	BANKW - BANK WEST				No					
Items										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP Construction Phase #2022-04	NA		0.00	0.00	30,393.85	0.00	0.00	0.00	30,393.85	
Distributions										
Account Number	Account Name		Project	Account Key	Amount	Percent				
604-4000-42200	Prof Fees Expense				30,393.85	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: 1694 - IBM										Vendor Total:	26.76
4241236	Invoice	9/8/2023	9/8/2023	9/21/2023	9/8/2023	26.76	0.00	0.00	0.00	26.76	
MaaS360 Overage	BANKW - BANK WEST				No						
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
MaaS360 Overage	NA		0.00	0.00	26.76	0.00	0.00	0.00	26.76		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
101-4192-42200	Prof Fees Expense				26.76	100.00%					
Vendor: 0124 - Kieffer Sanitation										Vendor Total:	250.00
13369311T035	Invoice	9/1/2023	9/1/2023	9/21/2023	9/1/2023	250.00	0.00	0.00	0.00	250.00	
Portable Toilets	BANKW - BANK WEST				No						
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
Portable Toilets	NA		0.00	0.00	250.00	0.00	0.00	0.00	250.00		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
101-4520-42500	Repair/Maint Expense				250.00	100.00%					
Vendor: 0937 - MDU										Vendor Total:	244.31
14393310009	Invoice	9/8/2023	9/8/2023	9/21/2023	9/8/2023	50.71	0.00	0.00	0.00	50.71	
WWTP Generator	BANKW - BANK WEST				No						
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP Generator	NA		0.00	0.00	50.71	0.00	0.00	0.00	50.71		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
604-4000-42800	Utility Expense				50.71	100.00%					
19146935150	Invoice	9/8/2023	9/8/2023	9/21/2023	9/8/2023	15.95	0.00	0.00	0.00	15.95	
PW Building	BANKW - BANK WEST				No						
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
PW Building	NA		0.00	0.00	15.95	0.00	0.00	0.00	15.95		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
101-4310-42800	Utility Expense				15.95	100.00%					
33374310002-9	Invoice	9/8/2023	9/8/2023	9/21/2023	9/8/2023	54.71	0.00	0.00	0.00	54.71	
Lift Station Glenwood	BANKW - BANK WEST				No						
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
Lift Station Glenwood	NA		0.00	0.00	54.71	0.00	0.00	0.00	54.71		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
604-4000-42800	Utility Expense				54.71	100.00%					
44803668274-9	Invoice	9/8/2023	9/8/2023	9/21/2023	9/8/2023	48.25	0.00	0.00	0.00	48.25	
Govt Bldg Utilities	BANKW - BANK WEST				No						
Items											
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total		
Govt Bldg Utilities	NA		0.00	0.00	48.25	0.00	0.00	0.00	48.25		
Distributions											
Account Number	Account Name	Project Account Key			Amount	Percent					
101-4192-42800	Utility Expense				48.25	100.00%					
70173310007-9	Invoice	9/8/2023	9/8/2023	9/21/2023	9/8/2023	74.69	0.00	0.00	0.00	74.69	
Farm Tap	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		
Farm Tap	NA	0.00	0.00	74.69	0.00	0.00	0.00	74.69		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
604-4000-42800	Utility Expense		74.69	100.00%						

Vendor: [0664 - Meade County Register of Deeds](#) Vendor Total: 30.00

McIntosh	Invoice	9/21/2023	9/21/2023	9/21/2023	9/21/2023	30.00	0.00	0.00	0.00	30.00
Recording Fee-McIntosh		BANKW - BANK WEST			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Recording Fee-McIntosh	NA	0.00	0.00	30.00	0.00	0.00	0.00	30.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4652-42300	Publishing Exp		30.00	100.00%						

Vendor: [1433 - Midcontinent Communications](#) Vendor Total: 176.60

16731730113558	Invoice	9/2/2023	9/2/2023	9/21/2023	9/2/2023	176.60	0.00	0.00	0.00	176.60
WWTP Telephone		BANKW - BANK WEST			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
WWTP Telephone	NA	0.00	0.00	176.60	0.00	0.00	0.00	176.60		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
604-4000-42800	Utility Expense		176.60	100.00%						

Vendor: [1157 - Midcontinent Testing Laboratories, Inc.](#) Vendor Total: 345.50

124149	Invoice	9/7/2023	9/7/2023	9/21/2023	9/7/2023	345.50	0.00	0.00	0.00	345.50
WWTP Testing		BANKW - BANK WEST			No					

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						
604-4000-42620	Testing Expense		345.50	100.00%						

Vendor: [1826 - On-Site First Aid & Safety](#) Vendor Total: 249.85

2724	Invoice	9/21/2023	9/21/2023	9/21/2023	9/21/2023	249.85	0.00	0.00	0.00	249.85
First Aid Supplies Finance Office		BANKW - BANK WEST			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
First Aid Supplies Finance Office	NA	0.00	0.00	249.85	0.00	0.00	0.00	249.85		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4140-42600	Supply/Material Exp		249.85	100.00%						

Vendor: [0008 - Rapid City Journal](#) Vendor Total: 475.29

58979	Invoice	8/3/2023	8/3/2023	8/21/2023	8/3/2023	51.99	0.00	0.00	0.00	51.99
07-25-23 P&Z Minutes		BANKW - BANK WEST			No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
07-25-23 P&Z Minutes	NA	0.00	0.00	51.99	0.00	0.00	0.00	51.99		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4652-42300	Publishing Exp		51.99	100.00%						

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
58980	Invoice	8/3/2023	8/3/2023	9/21/2023	8/3/2023	241.63	0.00	0.00	0.00	241.63
7-20-23 Meeting Minutes		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
7-20-23 Meeting Minutes	NA	0.00	0.00	241.63	0.00	0.00	0.00	241.63

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4110-42300	Publishing Exp		241.63	100.00%

59034	Invoice	8/5/2023	8/5/2023	9/21/2023	8/5/2023	53.70	0.00	0.00	0.00	53.70
CUP Notice		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
CUP Notice	NA	0.00	0.00	53.70	0.00	0.00	0.00	53.70

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4652-42300	Publishing Exp		53.70	100.00%

59159	Invoice	8/10/2023	8/10/2023	9/21/2023	8/10/2023	51.99	0.00	0.00	0.00	51.99
Resolution 2023-09		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Resolution 2023-09	NA	0.00	0.00	51.99	0.00	0.00	0.00	51.99

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4110-42300	Publishing Exp		51.99	100.00%

59262	Invoice	8/17/2023	8/17/2023	9/21/2023	8/17/2023	75.98	0.00	0.00	0.00	75.98
8-9-23 Special Meeting		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
8-9-23 Special Meeting	NA	0.00	0.00	75.98	0.00	0.00	0.00	75.98

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4110-42300	Publishing Exp		75.98	100.00%

Vendor: [1949 - Rushmore Office](#) Vendor Total: 273.00

135445	Invoice	9/8/2023	9/8/2023	9/21/2023	9/8/2023	237.00	0.00	0.00	0.00	237.00
Plain Logo & Dbl Window envelopes		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Plain Logo & Dbl Window envelopes	NA	0.00	0.00	237.00	0.00	0.00	0.00	237.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-42600	Supply/Material Exp		237.00	100.00%

135481	Invoice	9/11/2023	9/11/2023	9/21/2023	9/11/2023	36.00	0.00	0.00	0.00	36.00
Schieffer Notary Date Stamp		BANKW - BANK WEST		No						

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Schieffer Notary Date Stamp	NA	0.00	0.00	36.00	0.00	0.00	0.00	36.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4140-42600	Supply/Material Exp		36.00	100.00%

Vendor: [1732 - Schieffer, Lisa](#) Vendor Total: 204.00

8-21-2023 Perdiem	Invoice	9/21/2023	9/21/2023	9/21/2023	9/21/2023	204.00	0.00	0.00	0.00	204.00
8-21-2023 Perdiem Summer Study		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		
8-21-2023 Perdiem Summer Study	NA	0.00	0.00	204.00	0.00	0.00	0.00	204.00		
Distributions										
Account Number	Account Name	Project Account Key	Amount	Percent						
101-4140-42700	Travel/Conf Expense		204.00	100.00%						

Vendor: [0018 - SD One Call](#) **Vendor Total:** 38.85

[SD23-02430](#) Invoice 8/31/2023 8/31/2023 9/21/2023 8/31/2023 38.85 0.00 0.00 0.00 38.85

37 Notifications for August BANKW - BANK WEST No

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

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4232-42900	Other Expense		38.85	100.00%

Vendor: [1245 - SD State Treasurer](#) **Vendor Total:** 968.63

[August 2023](#) Invoice 9/13/2023 9/13/2023 9/21/2023 9/13/2023 968.63 0.00 0.00 0.00 968.63

August Sales Tax BANKEFT - BANK WEST EFT No **Payment Date:** 9/21/2023 **Bank Draft:** DFT0000045

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
August Sales Tax	NA	0.00	0.00	968.63	0.00	0.00	0.00	968.63

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-0000-21700	Sales Tax Payable		968.63	100.00%

Vendor: [1328 - Servall Uniform & Linen Supply](#) **Vendor Total:** 184.26

[0821053](#) Invoice 9/12/2023 9/12/2023 9/21/2023 9/12/2023 184.26 0.00 0.00 0.00 184.26

Monthly Fees BANKW - BANK WEST No

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly Fees	NA	0.00	0.00	184.26	0.00	0.00	0.00	184.26

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-42200	Prof Fees Expense		184.26	100.00%

Vendor: [1164 - Simon Contractors](#) **Vendor Total:** 28,712.59

[Final](#) Invoice 9/12/2023 9/12/2023 9/21/2023 9/12/2023 28,712.59 0.00 0.00 0.00 28,712.59

Infinity Drive Improvements BANKW - BANK WEST No

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Infinity Drive Improvements	NA	0.00	0.00	28,712.59	0.00	0.00	0.00	28,712.59

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4310-42500	Repair/Maint Expense		28,712.59	100.00%

Vendor: [1950 - Sound Pro](#) **Vendor Total:** 10,140.50

[60178](#) Invoice 9/6/2023 9/6/2023 9/21/2023 9/6/2023 10,140.50 0.00 0.00 0.00 10,140.50

Conference Room Audio System BANKW - BANK WEST No

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Conference Room Audio System	NA	0.00	0.00	10,140.50	0.00	0.00	0.00	10,140.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-43400	Equip Expense		10,140.50	100.00%

Payable Register

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

Vendor: [1023 - Tyler Technologies](#) Vendor Total: 10,882.50

025-437189	Invoice	8/30/2023	8/30/2023	9/21/2023	8/30/2023	997.50	0.00	0.00	0.00	997.50
Validation testing	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Validation testing	NA	0.00	0.00	997.50	0.00	0.00	0.00	997.50

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-43400	Equip Expense		997.50	100.00%

025-437425	Invoice	8/31/2023	8/31/2023	9/21/2023	8/31/2023	6,000.00	0.00	0.00	0.00	6,000.00
Utility Data Conversion	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Utility Data Conversion	NA	0.00	0.00	6,000.00	0.00	0.00	0.00	6,000.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-43400	Equip Expense		6,000.00	100.00%

025-437748	Invoice	8/31/2023	8/31/2023	9/21/2023	8/31/2023	3,885.00	0.00	0.00	0.00	3,885.00
UB Go Live	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
UB Go Live	NA	0.00	0.00	3,885.00	0.00	0.00	0.00	3,885.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
101-4192-43400	Equip Expense		3,885.00	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Credit Memo	1	-10.00	0.00	0.00	0.00	-10.00	0.00	-10.00
Invoice	40	113,403.03	0.00	0.00	0.00	113,403.03	5,444.74	107,958.29
Grand Total:		113,393.03	0.00	0.00	0.00	113,393.03	5,444.74	107,948.29

Account Summary

Account	Name	Amount
101-0000-21700	Sales Tax Payable	968.63
101-4110-42300	Publishing Exp	369.60
101-4140-42200	Prof Fees Expense	160.00
101-4140-42600	Supply/Material Exp	285.85
101-4140-42700	Travel/Conf Expense	575.20
101-4141-42200	Prof Fees Expense	1,300.00
101-4192-42200	Prof Fees Expense	211.02
101-4192-42600	Supply/Material Exp	349.32
101-4192-42800	Utility Expense	840.06
101-4192-43400	Equip Expense	26,489.55
101-4210-42150	Postage	77.95
101-4210-42500	Repair/Maint Expense	988.87
101-4210-42600	Supply/Material Exp	2,920.31
101-4210-42610	Auto Expense	863.61
101-4210-42900	Other Expense	15.92
101-4232-42900	Other Expense	38.85
101-4310-42500	Repair/Maint Expense	28,855.69
101-4310-42530	Landscape&Mowing Expense	119.44
101-4310-42600	Supply/Material Exp	2,816.09
101-4310-42610	Auto Expense	119.14
101-4310-42800	Utility Expense	1,123.45
101-4320-42500	Repair/Maint Expense	276.47
101-4320-43230	Solid Waste Collection	6,158.25
101-4520-42500	Repair/Maint Expense	250.00
101-4520-42530	Landscape&Mowing Expense	54.48
101-4520-42600	Supply/Material Exp	18.53
101-4520-42800	Utility Expense	369.95
101-4652-42300	Publishing Exp	135.69
	Total:	76,751.92

Account	Name	Amount
211-4650-42900	Other Expense	500.00
	Total:	500.00

Account	Name	Amount
604-4000-42200	Prof Fees Expense	30,393.85
604-4000-42500	Repair/Maint Expense	516.87
604-4000-42600	Supply/Material Exp	326.24
604-4000-42620	Tesing Expense	345.50
604-4000-42800	Utility Expense	4,558.65
	Total:	36,141.11



City of Summerset, SD

Refund Check Register

Refund Check Detail

UBPKT00054 - 09.13.2023 Refund check 01-0192-09

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
01-0192-09	Campbell, Carol		0	31.37			31.37	Deposit

Total Refunds: 1

Total Refunded Amount: 31.37

Revenue Code Summary

Revenue Code	Amount
996 - 996	31.37
Revenue Total:	31.37

Aug 2023 Wastewater Department report

Daily Operations

8-7 Sent monthly DMR report to SDDANR
8-9 Construction meeting with RCS and HDR
8-14 Training with City Finance about new timesheets.
8-15 Muth Electric worked on reed bed return meter.
8-17 Meeting with Lindsay with HDR to discuss Norman Ranch development
8-17 Meet with Commissioner Butler to discuss budget and inspect project.
8-17 Attended city commission meeting
8-22 Completed monthly meter readings
8-23 Construction meeting with RCS and HDR.
8-30 Worked with David Brenneman on Gingrass Land purchase comp
Treated 5.3 million gallons of wastewater with an average of 170K gal/day
Responded to 20 requests for utility locations

Special Projects

Misc

AUGUST

Sanitation

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

Public works

Attended council meeting. Performed maintenance on public works equipment. Had numerous conversations with the Public Works Commissioner, Mayor and City Staff. Mowed drainages and city lots. Worked on cleaning drainage Behind Glenwood. Repaired Street lights. Patched pot holes.

Code enforcement

Issued 24 notices of violation that were reported to the Code Enforcement Officer.

Parks

Mowed parks, sprayed for mosquitos and weeds. Assisted Piedmont Valley in food truck night set up.

Miscellaneous

Conducted road maintenance at the Waste water treatment plant.



SUMMERSET POLICE DEPARTMENT

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

Summerset Police Department Monthly Report-August 2023

Calls for Service: 544

Traffic stops: 304

Breakdown of some calls for service:

DUI- 12

Drug- 21

Disturbance- 10

Motor vehicle crash- 5

Stolen Vehicle-1

Pursuit-3

Burglary-1

Theft-4

Burglary alarm- 4

Assist-other-agency- 40

Animal complaint- 10

Assist person- 8

Welfare check- 8

Saturation Patrol-6

Warrant-3

Sex Offender Registration-1

Community Service: Officer Uebel participated in a community service event at Our Lady of the Black Hills.

Department Training: Officer Siferd attended patrol rifle instructor course. Inv. Walker completed annual State handgun qualification.

August 2023 Finance Department Monthly Recap

- Budget meetings, trying to finalize
- Bi-weekly status call with Nancy Brady on migration timelines, project almost complete
- ERP Pro 10 Utility Billing Conversion, Data Pulls and Go Live
- Utility Billing Go Live training with Gerri-Gale
- Transitioned over to Tyler Payments and installed card reader. Training and installation with Mauricio
- Time Entry Training with all city employees
- Payroll processing, benefit's deduction review, process human resource updates for payroll Filed corresponding reports for payroll
 - August Payroll in new system went smooth this month
 - 941 filed electronically
 - SDRS filed electronically
 - SD Health Pool, Aflac, Delta Dental
 - Quarterly State unemployment
 - Quarterly 941
- Accounts Payable
 - Prepared and submitted South Dakota Sales Tax
 - Invoice processing, process checks for corresponding invoices to be paid and mailed out.
 - Journal entries in GL
 - Bank reconciliation
- Utility Billing
 - Daily
 - Post payments in Cash Receipts, process online credit card payments through lockbox, reconcile all payments to report, print reports and wrap up your work so that all payments post to the individual accounts
 - Deposit checks with BankWest scanner
 - Take cash deposits to bank
 - Process new resident applications
 - Process residents move out paperwork and process deposit refunds once account is at a zero balance
 - General customer service
 - Adjustments to resident accounts
 - Monthly
 - Post penalties to past due accounts
 - Process and mail out utility bills
 - Mailed August bills out in new system – a couple hiccups but went well
- Emailed Commission meeting minutes to Rapid City Journal to publish
- Published Commission meeting minutes on website
- Ordered office supplies
- Notary services for residents of Summerset
- Licensing, Permitting, Inspection upload to one drive
- Meeting with Toby Morris to go over TIFs
- Website upgrade meetings to review changes

AUGUST 2023 CITY ADMINISTRATOR REPORT

ECONOMIC DEVELOPMENT

- Renewed the GIS Listings for real estate listings that are available for sale in Summerset for economic development.
- Meeting with A. Anglin regarding future economic development.
- Attended GOED, SEDC Meeting in Sturgis regarding banking options for economic development.
- M. Bantren from Midwest Marketing on attaching economic development webpage to Rushmore Region.

GRANTS

- Assisted finance in requirements for CIP Grant questionnaire.
- Visited with K. Snyder on FEMA grant for generator for City Hall. Will need to put in 2024 budget.
- Worked on uploading all documents onto Sharepoint for the kickoff on the CIP Grant.
- Visited with B. Even on kickoff meeting for CIP Grant.

PLANNING & ZONING

- Visited with P. Wyatt on zoning on lots
- Conversation with S. Rost regarding questions on moving forward with Norman Ranch, sewer, and grant funding.
- Visited with C. Davis regarding grading permit and construction questions.
- Contacted J. Semmler regarding grading permit review.
- Visited with C. Thomson CAT Construction on sign permitting and building permit.
- Visited with J. Semmler and assisted with the NOI Application needed for Seed & Harvest Time property.
- Visited with J. Rudland regrading septic permit and new building permit on Summerset Meadows.
- Emailed C. Thomson variance and conditional use permit regarding potential new building.
- Gave list of contractors to N. Birgen to work on for upcoming building permit.
- Visited with C. Scott regarding upcoming platting on T. Norman property.
- Visited with P. Wyatt regarding streets.
- Visited with J. Semmler on additional permitting.
- Met with J. Schram regarding a minor plat to be done in the three-mile jurisdiction.
- Visited with M. Kingsbury with Vanocker Development regarding Norman phases, Annexation, Zoning, and potential TIF.
- Visited with P. Olsen on conditional use permit McKeever property.
- Visited with P. Wyatt on Simon Lots and potential roadway through on Astoria.
- Met with J. Schram to go over layout plan and sent it off to engineering.
- Followed up with J. Rudland on contractors not having contracting licenses.
- Visited with J. Semmler and A. Kayl regarding sidewalks on Hunt Brothers Pizza.
- Worked with J. Ambrose and King appraisals on D.O.T. Lots and utilities.
- Received septic permit, sent all documentation to Meade County for inspections.
- Visited with J. Sundby on property for sale.
- Visited with N. Stommel on contractor's licensing for permitting purposes.

*See next page

PLANNING & ZONING CONTINUED

- Met with G. Colasardo regarding minor plat in three-mile jurisdiction.
- Visited with J. Schram on water and utilities on minor plat.
- Meeting with M. Torno, L. Shagla, A. Kayl, J. Ambrose on Norman Ranch and lift station, south study.
- Attended one (1) planning and zoning meeting.
- Visited J. Schram on next steps for minor plat. Baseline Surveying to be doing the site survey.
- Met with J. Steele regarding subdividing on parcel in Black Hawk adjacent to city of Summerset boundaries.
- Received preliminary plat from Meade County on Besler property that is within the three-mile jurisdiction.
- Visited with T. Sabo regarding electrical inspections, referred him to State.
- Contacted Davis Engineering regarding minor plat and specifications.
- Contacted Baseline Surveying regarding J. Schram plat.
- Attended meeting with Vanocker Development for future Norman Ranch Subdivision.
- Researched plat on city owned property.
- Reviewed Astoria Court drainage and roadway improvement plan.
- Visited with surveyor on property located on Willmington Drive.
- Visited with R. Blakeman regarding property that will need to be added to the property rolls in Meade County, research on whether or not business got a building permit.
- Received preliminary plat from Besler. Sent onto engineering for review.

MISC.

- J. VanNuys, realtor, contacted me on any updated information on FEMA
- Visited with R. Nasser regarding matters involving an insurance claim with SDPAA
- Had a meeting with J. Krambeck from SDPAA regarding our general liability insurance.
- Visited with M. Torno regarding potential legal case.
- Visited with J. Ambrose regarding size of generators needed for insurance purposes.
- Sent out updated grades/steps to the departments.
- Visited with S. Reade regarding budget, steps/grades.
- Met with L. Shagla, M. Torno, A. Kayl, on Hydrology Study.
- Completed SD Department of Public Safety Questionnaire.
- Sent updated ordinances off to American Legal for publication on webpage.
- Visited with BankWest on documents needed for money market. Relayed information onto Finance.
- Updated job descriptions for commission meeting.
- Completed minutes for special meeting.
- Met with D. McComb and S. Stormo to go over the quarterly review with GoldenWest.
- Sent draw downs in for reimbursement on SRF/Grant.
- Received paperwork on insurance claim regarding hood latch.
- Attended Cops & Kids Fundraiser
- Signed up for Annual SDML Conference in Rapid City.
- Visited with J. Hudelson on insurance claim.
- Meeting with D. McComb regarding quotes on phones and internet service.
- Visited with M. Torno regarding agenda items.
- Citizen requested updated information on when FEMA was going to meet with us.
- Received claimant paperwork on insurance claim, sent to SDPAA and closed out the account.
- Received a message on a drainage complaint. I sent the same onto A. Kayl to look at.
- Visited with J. Keffeler, insurance adjuster, SDPAA on claim.
- Drafted letter to go out to residents on surplus land property.
- Worked with S. Baumeister on how to load a budget in Incode 10.
- Visited with L. Harmon regarding census figures for Piedmont. I directed him to the US Census Bureau city maps.
- Met with A. Kayl and T. Price on sirens.
- Visited with B. Even on upcoming kickoff
- Visited with J. Herz on lighting updates. Referred him to A. Kayl.
- Received a complaint on a parking ticket. Referred them to R. Nasser.
- Visited with D. Brenneman on upcoming end of the year Summer party at Stagebarn Middle School – borrowing picnic tables.

- Reviewed the emergency management preparedness tips for cities.
- Received two complaints from S. Triggs. Sent them to code enforcement and City Attorney.
- Visited with PVCC on garbage pickup and referred them to A. Kayl.
- Visited with S. Donley on letter sent to residents on surplus property.
- Visited with A. Moreno on letter sent to residents on surplus property.
- Sent surplus property analysis back to Federal Surplus.
- Contacted D. Brenneman on comps for possible purchase of land by WWTP.
- Met with J. Gingras, J. Ambrose, D. Butler and M. Torno regarding possible purchase of land around WWTP.
- Sent exit 48 information to D. Butler as requested.
- A. Kayl and I visited on easements, right of way access and building upon surplus lots.
- Visited with R. Olson from Legislative Audit on banking information and credit card receipts.
- Received draft of ordinance from M. Kitzmiller regarding weeds, nuisances. Reviewed the same and incorporated new language.
- Completed Pre-Award Risk Assessment on grant.
- Attended Kickoff meeting with ISG.

rescind prior approval if the additional outside employment begins to interfere with the employee's City duties. The Supervisor/Department Head will provide the employee with notification if the approval is to be rescinded.

2.7 Performance Evaluations:

Performance evaluations are designed to provide the employee with a record of his/her performance, to encourage professional growth and to promote communication between the Supervisor/Department Head and employee. When conducted, the performance appraisal will be conducted by the employee's Supervisor/Department Head. The purpose of the evaluation is to commend strengths, address weaknesses, suggest ways to improve, and discuss employee goals and objectives. Employees are required to sign their evaluations and may obtain a copy upon request. Signing does not imply agreement with the evaluation, but simply agreement that the contents have been made known or discussed with the employee.

Performance Evaluations shall be given after the ninety (90) day probationary period and thereafter annually. The employee's immediate Supervisor/Department Head shall complete the employee's evaluation at least once each year, typically near the employee's employment anniversary date.

Please understand that a positive performance evaluation does not guarantee an increase in salary, a promotion, or continued employment. The Board of Commissioners reserves the right and discretion to determine compensation increases and the terms and conditions of employment.

2.8 Personnel Records:

2.8.1 Personnel File

It is the policy of the City to maintain accurate and updated information on City employees in its personnel files. The personnel file may include the following documents, but will not include any information contained in the confidential file listing (see policy 2.9):

- personal data sheet
- letters of commendation
- payroll deduction authorizations
- W-4 form
- I-9 form
- leave and absence slips
- disciplinary actions
- termination or discharge record
- previous positions held with City and rate of pay
- performance appraisals

The Finance Officer shall be responsible for maintaining personnel records. In the absence of the Finance Officer, his/her designee shall assume responsibilities for such personnel records. Employee records are confidential. Such records shall be accessible only to the individual employee, the decision-making authority affecting the individual

Vacation Leave:	Full benefit
Sick Leave:	Full benefit
Holiday Pay:	Full benefit
Health (Dental) Insurance:	Full benefit
Life Insurance:	Full benefit
Personal Emergency Leave:	Full benefit
S.D. Retirement System:	Participating

Regular Part-time Employee: An employee who is employed by the City to work at least 29 hours but less than the full time hours per week as defined above on a regular basis [and has completed his/her employee-in-training period]. There are no benefits for these employees.

Employee-in-Training (Probationary): An employee who is newly hired by the City in a regular full time [or part time] position who is completing his/her 90 day training period unless otherwise negotiated. Benefits for these employees are as follows:

Vacation Leave: Accrue full benefits but may not use leave until completion of training period.
 All other benefits are the same as their respective classification.

POLICY 4: RECRUITMENT, SELECTION AND PROMOTION

4.1 Recruitment and Hiring Policy:

It is the policy of the City to recruit and fill job vacancies with the most qualified individual for the position. The City has three methods of recruiting qualified applicants to fill job vacancies in City employment. These are: 1) promotion from within; 2) transfer from within; or 3) open announcement and advertisement. All selections shall be based on merit and fitness to fill the job vacancy. All recruitment efforts are based upon equal employment opportunity and conducted without regards to race, religion, creed, color, national origin, sex (including gender identity, sexual orientation, and pregnancy), ancestry, genetic predisposition or carrier status, age, citizenship status, disability, marital or veteran status, or any other basis prohibited by state or federal law.

4.2 Promotion/Transfer:

If in the best interest of the City, promotions or transfers of individuals already employed with the City shall be given first consideration. This consideration, however, does not entitle the individual to an automatic promotion or transfer to a higher level of employment.

Transfers: A transfer is the movement of an employee to a different job in the same salary range (or lower) or to the same job in a different work area.

Application Procedures - A city employee may request a transfer from one position to another within the city. Individuals interested in applying for a position with the city must complete and submit an application form and/or résumé detailing their employment history, education, and other relevant or pertinent information.

Accrued vacation and sick leave transfer with the employee and are charged to the department supporting the employee at the time of use. * Should an employee volunteer to transfer to a lower position, they will receive the classification and pay allocated to that lower position.

Promotions: A promotion is the movement of an employee to a job with a higher salary range.

Application Procedures - Individuals interested in applying for a position, be it considered an entry level position or a promotional position, must complete and submit an application form and/or résumé detailing their employment history, education, and other relevant or pertinent information

Benefits & Compensations - In most cases, promotions are accompanied by an increase in salary.

Probationary Period - With respect to promotions, the promoted employee will be required to serve a probationary period of ninety (90) days. In the event the employee does not meet the performance standard, the employee will be subject to those procedures covering all employees in 4.14 Employee-in-Training Period (Probationary).

The recommendation to promote, transfer, or hire will be made by the Supervisor/Department Head in charge of such position and will be subject to Commission approval.

4.3 Job Announcement:

Except as set forth in 4.2 above, ~~announcements for regular full-time and part-time job vacancies shall be made according to the position. Announcements may include the job title; a brief job summary; the minimum qualifications for appointment; the deadline for filing an application; and location to send application. Announcements and advertisements shall state that the City is an "Equal Opportunity Employer and Provider."~~

4.4 Applications for Employment:

Individuals interested in applying for a specific position with the City must complete and submit a City application form. In addition to the completed application form, a resume may be strongly encouraged.

4.5 Eligibility:

To be eligible for employment with the City the applicant must:

- 1) be legally eligible to be employed in the United States as proven on the required I-9 form. (Required by the Immigration Reform and Control Act of 1986)
- 2) if born after December 31, 1959 and male, be registered for the selective service. (Required by federal law and SDCL 3-1-1.1)

Employment offers are for at-will employment, under which the employment relationship may be terminated with or without cause, with or without prior notice, by either the City or the employee.

4.11 Acceptance of Employment:

After an individual has accepted employment with the City, the Supervisor/Department Head shall ensure that the necessary and proper paperwork is filed within the employee's personnel file.

4.12 Residency Requirement:

Residency within the City shall not be a condition of employment unless the employee is an elected official or appointed member of Planning and Zoning.

4.13 Employment of Relatives (Nepotism):

The City's policy in employment is to hire and promote on the basis of an individual's merit, knowledge, skills, and abilities and avoid circumstances of favoritism and discrimination. Thus, the employment of immediate family members within the same department or other areas where an immediate family member would hire, supervise, discipline or otherwise judge the performance of the above is prohibited. Immediate family is defined as: parents, stepparents, spouse, children, stepchildren, brothers, sisters, step-brothers, step-sisters, grandparents, grandchildren or an individual who has acquired any of the above status through marriage.

4.14 Employee-in-Training Period (Probationary):

Every employee hired by the City must complete a 90 day training period for the purpose of assessing the individual's ability to perform their assigned duties. Such employment may be terminated at any time if either the City or the employee feels this is the appropriate action. There is no notice required of either party for such termination and no due process procedures will be held by the City for any disciplinary action during this time period consistent with the employee's status as an employee at will. During this training period an employee shall accrue both sick and vacation leave at the regularly scheduled rate. Sick leave may be used as necessary at this time; however, the employee is not entitled to use their accrued vacation leave until completion of their training period. An employee-in-training is entitled to paid holidays as observed by the City. At the discretion of the employer, the training period may be extended by an additional 90 days.

Employees receiving transfers, promotions etc. must complete a 90-working day training period for assessing his/her ability to perform the duties of the new position assigned.

POLICY 5: HOURS OF WORK

5.1 General Policy:

It is the City's intent to create a standard work week within which an employee is expected to perform City services. The City also realizes that emergency and extenuating circumstances may arise in which an employee is required to work variable hours.

Ordinance 2023-16

AN ORDINANCE ADDING ORDINANCE TITLE IX – GENERAL REGULATIONS, CHAPTER 92- HEALTH AND SANITATION; NUISANCES, SUBSECTION 92.034 DUTY OF OWNER, MANAGER, LESSEE OR TENANT

§ 92.034 DUTY OF OWNER, MANAGER, LESSEE OR TENANT.

It shall be unlawful for any owner, manager, agent, lessee, tenant, or other person occupying or having charge or control of any premises-lot in the city to permit unmaintained vegetation and weeds to remain upon said city lot. This requirement shall apply not only to the lot but also to the area between the lot line and the street surface within the right-of-way adjoining the lot. ~~or any area between the property lines of said premises and the centerline of any adjacent street or alley, including but not specifically limited to sidewalks, streets, alleys, easements, boulevards, rights of way, parking pads and all other area, public or private.~~ All weeds as hereinafter defined are hereby declared a nuisance and are subject to abatement as hereinafter provided.

"Weeds" as used herein, means any of the following:

- 1.Brush and woody vines;
- 2.GrassesVegetation and grasses, categorized as weeds, and any growth of the soil which attains such growth as to become, when dry, a fire menace to adjacent property;
- 3.Any growth or product of the soil which bear or may bear seeds of a down or wing type nature;
- 4.Vegetation which is located in an area which harbors rats, insects, animals, reptiles, or any other creature which either may or does constitute a menace to health, public safety or welfare;
- 5.Vegetation and grasses on or about property which would be categorized as weeds, having a negative appearance on the neighborhood.

"Vegetation" as used herein, means any growth or product of the soil except a vegetable garden, ornamental flowers or shrubs, trees, grain or food crops, if kept and maintained free of weeds and grass.

Passed and adopted this _____ day of _____ 2023.

Melanie Torno, Mayor

ATTEST:

Stephany Baumeister, Finance Officer

VOTE:

Torno:

Kitzmilller:

Butler:

Hirsch:

Reade:

First Reading: September 21st, 2023

Second Reading:

Adoption:

Publication:

Effective:

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

DRAFT

Change Order

No. 2

Date of Issuance: September 9, 2023

Effective Date: September 21, 2023

Project: Infinity Drive Roadway Improvements	Owner: City of Somerset	Owner's Contract No.: 2022-03
Contract: Infinity Drive Roadway Improvements	Date of Contract:	
Contractor: Simon's	Engineer's Project No.: 10346858	

The Contract Documents are modified as follows upon execution of this Change Order:

Change in quantities to ensure final contract amount matches the final payment made to contractor. See attached spreadsheet for reason of changes.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 243,276.00

Increase from previously approved Change Orders No.1

\$ 81,545.56

Contract Price prior to this Change Order:

\$ 324,821.56

Decrease of this Change Order:

\$ 94,134.56

Contract Price incorporating this Change Order:

\$ 230,687.00

CHANGE IN CONTRACT TIMES:

Original Contract Times: Calendar days

Substantial completion (days or date):

Ready for final payment (days or date):

[Increase][Decrease] from previously approved Change Orders No. _____ to No. _____:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

[Increase][Decrease] of this Change Order:

Substantial completion (days or date): _____

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date):

Ready for final payment (days or date):

RECOMMENDED:

By: 

Engineer (Authorized Signature)

Date: 9-12-23

ACCEPTED:

By: _____

Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: 

Contractor (Authorized Signature)

Date: 9-11-2023

Approved by Funding Agency (if applicable): _____

Date: _____

Change Order Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

Change Order #2 - Explanation of Changes

Item No.	Description of Item	Unit	Bid Price	Quantity Change	Cost Change	Reason for Change
6	Flagging	HR	\$ 55.00	-42.50	(\$2,337.50)	Less flagging was needed than estimated.
7	Silt Fence	LF	\$ 5.30	-320.00	(\$1,696.00)	Less silt fence was needed than estimated.
8	Topsoil Furnish & Install	CY	\$ 38.00	-170.00	(\$6,460.00)	Topsoil price change, based on CCO #1.
8	Topsoil Furnish & Install	CY	\$ 45.24	24.00	\$1,085.76	There was less existing topsoil and more area was disturbed than estimated.
9	Seeding	SY	\$ 0.22	1028.00	\$226.16	There was more area was disturbed than estimated.
10	Fertilizing	SY	\$ 0.11	1028.00	\$113.08	There was more area was disturbed than estimated.
11	Mulching	SY	\$ 0.20	1028.00	\$205.60	There was more area was disturbed than estimated.
12	Unclassified Excavation	CY	\$ 30.50	-3.00	(\$91.50)	Less area needed to be excavated than estimated.
13	Imported Backfill	CY	\$ 37.00	-326.11	(\$12,066.07)	Less imported backfill was needed than estimated.
14	Remove Asphalt Concrete	SY	\$ 29.00	102.00	\$2,958.00	Additional asphalt was removed to tie into Peaceful Pines.
15	Aggregate Base Course	TON	\$ 26.00	-3010.00	(\$78,260.00)	Base course price change, based on CCO #1.
15	Aggregate Base Course (CCO #1)	TON	\$ 33.96	90.39	\$3,069.64	More base course was needed than estimated in CCO #1.
16	Asphalt Concrete	TON	\$ 100.00	-6.93	(\$693.00)	Less asphalt was needed than estimated.
17	Bituminous Tack Coat	TON	\$ 699.00	-0.27	(\$188.73)	Less tack was needed than estimated.
Change Order #2 Total Cost =					(\$94,134.56)	

Contractor's Application For Payment No. 3

Application Period: 5/27/2023 to 8/25/2023		Application Date: 8/29/2023	
To (Owner):	City of Summerset	From (Contractor):	Simon
Project:	Infinity Drive Roadway Improvements	Contract:	
Owner's Contract No.:	2022-03	Contractor's Project No.:	10164956
		Engineer's Project No.:	10346858
		Via (Engineer):	HDR Engineering

APPLICATION FOR PAYMENT

Change Order Summary

Approved Change Orders Number	Additions	Deductions
CCC #1	\$ 81,545.56	
CCC #2		\$ 94,134.56
TOTALS	\$ 81,545.56	\$ 94,134.56
NET CHANGE BY CHANGE ORDERS		\$ (12,589.00)

1. ORIGINAL CONTRACT PRICE.....	\$ 243,276.00
2. Net change by Change Orders.....	\$ (12,589.00)
3. CURRENT CONTRACT PRICE (Line 1 ± 2).....	\$ 230,687.00
4. TOTAL COMPLETED AND STORED TO DATE (Column F on Progress Estimate).....	\$ 230,687.00
5. RETAINAGE:	
a. 0 %x\$ 230,687.00 Work Completed.....	\$ -
b. %x\$ Stored Material.....	\$ -
c. Total Retainage (Line 5a + Line 5b).....	\$ -
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5c).....	\$ 230,687.00
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 201,974.41
8. AMOUNT DUE THIS APPLICATION.....	\$ 28,712.59
9. BALANCE TO FINISH, PLUS RETAINAGE.....	\$ -
(Column G on Progress Estimate + Line 5 above).....	

CONTRACTOR'S CERTIFICATION

The undersigned Contractor certifies that: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass to Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: Simon Date: 9/11/2023

Payment of: \$ 28,712.59 (Line 8 or other - attach explanation of other amount)

is recommended by: Simon (Engineer) 9-12-23

Payment of: \$ 28,712.59 (Line 8 or other - attach explanation of other amount)

is approved by: _____ (Owner)

Funding Agency (if applicable) _____ (Date)

Progress Estimate

Contractor's Application

For (contract): Application Number: 3
 Application Period: 5/27/2023 to 8/25/2023 Application Date: 08/29/2023

A		B		C		D		E		F		G	
Bid Item No.	Description	Bid Quantity	Unit Price	Bid Value	Estimated Quantity Installed	Value	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F) (B - F)	Balance to Finish (B - F)			
1	Mobilization	1	\$7,230.00	\$7,230.00	1.00	\$7,230.00		\$7,230.00	100.0	\$0.00		\$0.00	
2	Incidental Work	1	\$4,000.00	\$4,000.00	1.00	\$4,000.00		\$4,000.00	100.0	\$0.00		\$0.00	
3	Construction Staking	1	\$7,220.00	\$7,220.00	1.00	\$7,220.00		\$7,220.00	100.0	\$0.00		\$0.00	
4	Construction Testing	1	\$1,780.00	\$1,780.00	1.00	\$1,780.00		\$1,780.00	100.0	\$0.00		\$0.00	
5	Traffic Control	1	\$3,550.00	\$3,550.00	1.00	\$3,550.00		\$3,550.00	100.0	\$0.00		\$0.00	
6	Flagging	70	\$55.00	\$3,850.00	27.50	\$1,512.50		\$1,512.50	100.0	\$0.00		\$0.00	
7	Silt Fence	320	\$5.30	\$1,696.00	0	\$0.00		\$0.00	100.0	\$0.00		\$0.00	
8	Topsoil Furnish & Install	170	\$45.24	\$7,690.80	194	\$8,776.56		\$8,776.56	100.0	\$0.00		\$0.00	
9	Seeding	1500	\$0.22	\$330.00	2528	\$556.16		\$556.16	100.0	\$0.00		\$0.00	
10	Fertilizing	1500	\$0.11	\$165.00	2528	\$278.08		\$278.08	100.0	\$0.00		\$0.00	
11	Mulching	1500	\$0.20	\$300.00	2528	\$505.60		\$505.60	100.0	\$0.00		\$0.00	
12	Unclassified Excavation	30	\$30.50	\$915.00	27.00	\$823.50		\$823.50	100.0	\$0.00		\$0.00	
13	Imported Backfill	630	\$37.00	\$23,310.00	303.89	\$11,243.93		\$11,243.93	100.0	\$0.00		\$0.00	
14	Remove Asphalt Concrete	28	\$29.00	\$812.00	130.00	\$3,770.00		\$3,770.00	100.0	\$0.00		\$0.00	
15	Aggregate Base Course	3010	\$33.96	\$78,260.00	1891.39	\$63,892.00		\$63,892.00	100.0	\$0.00		\$0.00	
16	Asphalt Concrete	1020	\$100.00	\$102,000.00	1013.07	\$101,307.00		\$101,307.00	100.0	\$0.00		\$0.00	
17	Bituminous Tack Coat	2	\$699.00	\$1,398.00	1.73	\$1,209.27		\$1,209.27	100.0	\$0.00		\$0.00	
18	Ordinary Shaping	5255	\$2.48	\$13,032.40	5255.00	\$13,032.40		\$13,032.40	100.0	\$0.00		\$0.00	
Totals				\$257,539.20		\$230,697.00	0.00	\$230,697.00		\$0.00		\$0.00	

SECTION C-943

FINAL REVIEW AND ACCEPTANCE

CONTRACTOR: Simon

ADDRESS: 3720 Sturgis Road, Rapid City, SD 57702

PROJECT: Infinity Drive Roadway Improvements

OWNER: City of Summerset

On this Date, September 6, 2023, a final review of the project as constructed was made.

The Contractor hereby certifies that the construction has been performed in accordance with the plans and specifications, approved Change Orders, and terms of the contract. The Contractor further certifies that there are no unpaid bills or labor disputes in connection with this contract and that the amount of \$230,687.00 shown on the final estimate is the total amount due him for all work completed for the project.

The undersigned Owner does hereby agree that all construction and engineering work on the project is complete and does satisfy all terms of appropriate construction or engineering agreements.

Owner and Contractor do hereby acknowledge that the one year warranty period will begin on September 7, 2023.

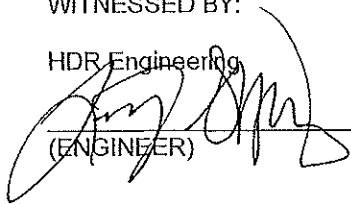
(OWNER)

By: _____

Date: _____

WITNESSED BY:

HDR Engineering



(ENGINEER)

(CONTRACTOR)

By:  _____

Date: 9-11-2023

Lisa Schieffer

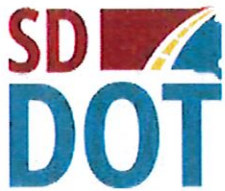
From: Wallingford, Rebecka <Rebecka.Wallingford@state.sd.us>
Sent: Wednesday, September 13, 2023 8:46 AM
To: Lisa Schieffer
Subject: Request for Letter of Support for Project in Meade County-City of Summerset
Attachments: SDDOT Exit 46 RCN Letter of Support Template.docx

Importance: High

Good morning! I am sending a request in hopes of obtaining a letter of support from the City of Summerset for a Reconnecting Communities grant SDDOT is applying for to obtain Federal Funds to assist in the below project. I am including verbiage that describes the project (feel free to use):

“The SDDOT is seeking Reconnecting Communities and Neighborhoods Grant Program funding for the Interstate 90 Exit 46 Bridge Reconstruction Project. The current interchange at Elk Creek Road is a considerable barrier to access and mobility for the rural communities of Piedmont and Summerset, in Meade County. The project includes reconstructing the Exit 46 (Elk Creek Road) bridge to include multimodal facilities for those walking and biking, eliminating an at-grade railroad crossing of Elk Creek Road, as well as regrading and resurfacing both directions of I-90 from east of Exit 44 to west of Exit 48. The new structure will address and correct existing unsafe conditions at the ramp terminals and intersections and accommodate future expansion of I-90. The total construction cost of the project is estimated to be \$56.3 million and is scheduled for letting in 2025. The Department is seeking 80% (\$45 million) of the project cost from the Reconnecting Communities and Neighborhoods Grant Program and providing 20% (\$11.3 million) in local match.”

Thank you in advance for your time! If I can provide any further information please let me know. The Reconnecting Communities grant application package is due 09/28/23 and would prefer to have the letter by **09/26/23**.
Kind regards,



Rebecka M. Wallingford
Grant and EV Coordinator |
South Dakota Department of Transportation
Better Lives Through Better Transportation
700 E. Broadway, Pierre, SD 57501
O: 605.773.3268 | dot.sd.gov

MELANIE TORNO,
MAYOR

COMMISSION:
DAVID BUTLER
MICHAEL KITZMILLER
SIDNEY READE
CLYDE HIRSCH

CITY OF
SUMMERSET



CITY HALL
7055 LEISURE LANE
SUMMERSET, SD 57718

TEL: 605.718.9858
FAX: 605.718.9883

WWW.SUMMERSET.US

September 21, 2023

The Honorable Pete Buttigieg
United States Department of Transportation
1200 New Jersey Avenue, SE
Washington, DC 20590

Dear Secretary Buttigieg,

We are writing regarding the application submitted by the South Dakota Department of Transportation (SDDOT) for the Reconnecting Communities and Neighborhoods Grant Program. The SDDOT will use this grant funding for the Interstate 90 Exit 46 Bridge Reconstruction Project. The project includes reconstructing the Exit 46 (Elk Creek Road) bridge to include multimodal facilities for those walking and biking, grade-separating Elk Creek Road from a railroad, as well as regrading and resurfacing both directions of I-90 from east of Exit 44 to west of Exit 48.

The current interchange at Elk Creek Road is a considerable barrier for the rural communities of Piedmont and Summerset, South Dakota. The interchange restricts access between residents, who primarily live on the east side of I-90, and their daily destinations such as schools, markets, the library, employment opportunities, and recreational opportunities in the Black Hills National Forest, all of which are located on the west side of I-90. The current bridge overpass is narrow and restricts mobility as it does not include shoulders or sidewalks for those who need and/or desire to walk or bike; the only way to cross the interstate is by vehicle.

This grant will provide needed funding to ensure the interchange and railroad crossing no longer present barriers to community access and mobility. The cities of Piedmont and Summerset, and the greater Meade County community's quality of life will be improved as a result of this project.

In addition to enhancing the community's access and mobility, the new structure will address and correct existing unsafe conditions and accommodate future expansion of I-90. For example, the closely spaced intersections at the ramp terminals and railroad cause conflict and safety concerns, and difficult turning movements for large vehicles.

I strongly urge you to give full and careful consideration to SDDOT's Reconnecting Communities and Neighborhoods Grant Program application.

Respectfully,

Melanie Torno
Mayor, City of Summerset

Lisa Schieffer

From: Jonas, Blaire <Blaire.Jonas@state.sd.us>
Sent: Monday, September 18, 2023 3:18 PM
To: Lisa Schieffer
Cc: Kailey Snyder; Petersen, Brandy; Poppen, Jim; Kafka, Kyle
Subject: Grant Award for Summerset Generator DR-4527-05F
Attachments: 4527-05F Summerset Generator Grant Award.pdf

Good afternoon,

Please find the attached grant award for Summerset's generator for the city hall and police station. Lisa, you are listed as the Subrecipient Authorized Representative (SAR). As the SAR, you may sign the grant award if your entity authorizes that. Please review the grant award, sign pages 9 and 14, and return them to our office for completion.

We are implementing a change to the grant award process. Our Mitigation staff will host a virtual grant award briefing to discuss the award, special project considerations, quarterly reporting, reimbursement process, and grant closeout. After receiving grant award signatures, we will coordinate with the city to schedule the briefing.

If anyone has any questions, please let our staff know.

Thank you, and congratulations!



BLAIRE JONAS | NFIP/MITIGATION SPECIALIST

PRONOUNS: SHE/HER

SD Dept. of Public Safety | Office of Emergency Management

[\(605\) 773-3231](tel:6057733231)



[Customer Experience Survey](#)

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SOUTH DAKOTA
DEPARTMENT
OF PUBLIC SAFETY

prevention — protection — enforcement
EMERGENCY MANAGEMENT

09/18/2023

City of Summerset
Lisa Schieffer, City Administrator
7055 Leisure Lane
Summerset, SD 57718

Re: Hazard Mitigation Grant Program (HMGP) Award –DR-4527-HMGP-05F

Dear Ms. Schieffer:

A grant award has been approved through the Hazard Mitigation Grant Program Grant. This award is to the City of Summerset to acquire and install a backup generator Summerset's city hall and police station. The federal share will not exceed \$25,267.50. Your entity has been awarded a 10% state share for \$2,807.50. Should the total eligible project cost be less than \$28,075.00, the respective federal, state and sub-applicant share will be reduced accordingly. **Please sign and return the Sub-Recipient Agreement and the Environmental Report to the Office of Emergency Management.**

Ensure all environmental/historical preservation requirements are complied with in the execution of this project per the enclosed FEMA Environmental Report. Any deviation from the original scope of work will require a written request for a change of scope. This request will identify the proposed change of scope and address any adjustments of the total project cost and/or work schedule. Work cannot progress with regard to the request for change of scope until authorization has been received from the state to proceed.

A quarterly report must be submitted by the **15th of January** and then quarterly thereafter until the project has been completed. Quarterly reports are due the 15th of January, April, July and October. **Please review paragraph 30 for further details.** Should you have any questions, please contact me at (605) 773-3231.

Respectfully,



Jim Poppen
Mitigation and Recovery Manager

CC:

File
Rhea Crane, Meade County EM
Brandy Petersen, Regional Coordinator

**STATE OF SOUTH DAKOTA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF EMERGENCY MANAGEMENT**

**Sub-Recipient Agreement
Between**

City of Summerset
7055 Leisure Lane
Summerset, SD 57718

State of South Dakota
Department of Public Safety
Office of Emergency Management
118 W. Capitol Ave.
Pierre SD 57501

Referred to as Sub-Recipient

Referred to as State

The State and Sub-Recipient hereby enter into this agreement (the "Agreement" hereinafter) for a grant award of Federal financial assistance to Sub-Recipient.

A. REQUIRED AUDIT PROVISIONS FOR GRANT AWARDS

1. FEDERAL AWARD IDENTIFICATION:

Information for the Federal Award Identification, as described in 2 CFR 200.331(a) is included in Exhibit A and, is incorporated herein. In the event of a change in the award or funding source, the information inserted below or included in Exhibit A may change. Sub-Recipient's consent shall not be required for the change in award or funding source and the change shall not be subject to the requirements for an amendment to this Agreement. In the event of a change, the State will provide updated information at least annually.

2. PERIOD OF PERFORMANCE OF THIS AGREEMENT:

This agreement shall be effective as indicated in Exhibit A.

3. SCOPE OF WORK AND PERFORMANCE PROVISIONS:

A. The Sub-Recipient will undertake and complete the work or performance as follows: to acquire and install a backup generator Summerset's city hall and police station

4. BASIS FOR SUBAWARD AMOUNTS:

This grant is made for the purpose of DR-4527-HMGP and the amounts are indicated in Exhibit A.

5. RISK ASSESSMENTS, MONITORING AND REMEDIES:

Risk assessments will be ongoing throughout the project period. Sub-Recipient agrees to allow the State to monitor Sub-Recipient to ensure compliance with program requirements, to identify any deficiencies in the administration and performance of the award and to facilitate the same. At the discretion of the State, monitoring may include but is not limited to the following: On-site visits, follow-up, document and/or desk reviews, third-party evaluations, virtual monitoring, technical assistance, and informal monitoring such as email and telephone interviews. As appropriate, the cooperative audit resolution process may be applied.

Sub-Recipient agrees to comply with ongoing risk assessments, to facilitate the monitoring process, and further, Sub-Recipient understands and agrees that the requirements and conditions under the grant award may change as a result of the risk assessment/monitoring process.

In the event of noncompliance or failure to perform under the grant award, the State has the authority to apply remedies, including but not limited to: temporary withholding payments, disallowances, suspension or

termination of the federal award, suspension of other federal awards received by Sub-Recipient, debarment, or other remedies including civil and/or criminal penalties as appropriate.

6. RETENTION AND INSPECTION OF RECORDS:

The Sub-Recipient agrees to maintain or supervise the maintenance of records necessary for the proper and efficient operation of the program, including records and documents regarding applications, determination of eligibility (when applicable), the provision of services, administrative costs, and statistical, fiscal, and other information records necessary for reporting and accountability required by the State. The Sub-Recipient shall retain such records for a period of three years after the date of the submission of the final expenditure report. Records for real property and equipment must be retained for 3 years after final disposition.

If any litigation, claim, or audit is started before the expiration of the three-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. The three-year retention period may be extended upon written notice by the State. Records for real property and equipment acquired with Federal funds must be retained for three years after final disposition. When records are transferred to or maintained by the Federal awarding agency or the State, the three-year retention requirement is not applicable to the Sub-Recipient. In the event Sub-Recipient must report program income after the period of performance, the retention period for the records pertaining to the earning of the program income starts from the end of Sub-Recipient's fiscal year in which the program income is earned. In the event the documents and their supporting records consist of indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable, the following applies: (1) If submitted for negotiation - If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the State) to form the basis for negotiation of the rate, then the three-year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation - If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the State) for negotiation purposes, then the three-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the Sub-Recipient's fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

The State, through any authorized representative, shall have access to and the right to examine and copy all records, books, papers, or documents related to services rendered under this Agreement and shall have access to personnel of the Sub-Recipient for purposes of interview and discussion related to the records, books, papers, and documents. State Proprietary Information, which shall include all information disclosed to the Sub-Recipient by the State, shall be retained in Sub-Recipient's secondary and backup systems, and shall remain fully subject to the obligations of confidentiality stated herein until such information is erased or destroyed in accordance with Sub-Recipient's established record retention policies.

All payments to the Sub-Recipient by the State are subject to site review and audit as prescribed and carried out by the State. Any over payment under this Agreement shall be returned to the State within thirty days after written notification to the Sub-Recipient.

7. AUDIT REQUIREMENTS:

If Sub-Recipient expends \$750,000 or more in federal awards during the Sub-Recipient's fiscal year, the Sub-Recipient must have an audit conducted in accordance with 2 CFR Part 200, Subpart F-Audit Requirements, by an auditor approved by the Auditor General to perform the audit. On continuing audit engagements, the Auditor General's approval should be obtained annually. Approval of an auditor must be obtained by forwarding a copy of the audit engagement letter to:

Department of Legislative Audit
A-133 Coordinator
427 South Chapelle
% 500 East Capitol
Pierre, SD 57501-5070

If the Sub-Recipient expends less than \$750,000 during any Sub-Recipient fiscal year, the State may perform a more limited program or performance audit related to the completion of the Agreement objects, the eligibility of services or costs, and adherence to Agreement provisions.

Audits shall be completed and filed with the Department of Legislative Audit by the end of the 9th month following end of the fiscal year being audited.

For either an entity-wide, independent financial audit or an audit under 2 CFR Part 200 Subpart F, the Sub-Recipient shall resolve all interim audit findings to the satisfaction of the auditor. The Sub-Recipient shall facilitate and aid any such reviews, examinations, agreed upon procedures etc., the State or its contractor(s) may perform.

Failure to complete audit(s) as required, including resolving interim audit findings, will result in the disallowance of audit costs as direct or indirect charges to programs. Additionally, a percentage of awards may be withheld, overhead costs may be disallowed, and/or awards may be suspended, until the audit is completely resolved.

The Sub-Recipient shall be responsible for payment of any and all audit exceptions which are identified by the State. The State may conduct an agreed upon procedures engagement as an audit strategy. The Sub-Recipient may be responsible for payment of any and all questioned costs, as defined in 2 C.F.R. 200.84, at the discretion of the State.

Notwithstanding any other condition of the Agreement, the cooperative audit resolution process applies, as appropriate. The books and records of the Sub-Recipient must be made available if needed and upon request at the Sub-Recipient's regular place of business for audit by personnel authorized by the State. The State and/or federal agency has the right to return to audit the program during performance under the grant or after close-out, and at any time during the record retention period, and to conduct recovery audits including the recovery of funds, as appropriate.

If applicable, Sub-Recipient agrees to comply in full with the administrative requirements and cost principles as outlined in OMB uniform administrative requirements, cost principles, and audit requirements for federal awards – 2CFR Part 200 (Uniform Administrative Requirements).

8. SUB-RECIPIENT ATTESTATION:

By signing this Agreement, Sub-Recipient attests to the following requirements as set forth in SDCL § 1-56-10:

- (A) A conflict of interest policy is enforced within the recipient's or sub-recipient's organization;
- (B) The Internal Revenue Service Form 990 has been filed, if applicable, in compliance with federal law, and is displayed immediately after filing on the recipient's or sub-recipient's website;
- (C) An effective internal control system is employed by the recipient's or sub-recipient's organization; and
- (D) If applicable, the recipient or sub-recipient is in compliance with the federal Single Audit Act, in compliance with § 4-11-2.1, and audits are displayed on the recipient's or sub-recipient's website.

Sub-Recipient further represents that any and all concerns or issues it had in complying with the foregoing attestations were provided to the State and resolved to their satisfaction prior to signing this Agreement.

If Sub-recipient is a non-state agency they agree to disclose to the State, in writing, any conflict of interest that exist under the Sub-recipient's conflict of interest policy. The State will publicly post any disclosed conflicts of interest along with the corresponding grant agreement on the OpenSD website.

In the event of a significant change in the conflict of interest policy, sub-recipient agrees to provide immediate notice of such change to the State, and provide a copy of the new conflict of interest policy. Sub-recipient understands that any change in the conflict of interest policy may result in a change in their monitoring or other performance requirements under the grant and expressly agrees to comply with those changes and to facilitate any additional monitoring as required by the State.

9. CLOSEOUT:

Sub-grant closeout will be completed upon verification of final reimbursement between the State and sub-recipient. The State will prepare the closeout documents consisting of: 1-Request to close the grant, 2-Final

Mitigation Project Work Schedule and Performance Report, 3-Written justification all environmental Conditions were met. The State will provide the completed documents to the sub-recipient for review for accuracy or corrections and upon verification of accuracy documents, sub-recipient will sign and return to the State. This will complete the sub-recipient closeout requirements.

B. STANDARD CLAUSES

10. ASSURANCE REQUIREMENTS:

The Sub-Recipient agrees to abide by all applicable provisions of the following: Byrd Anti Lobbying Amendment (31 USC 1352), Debarment and Suspension (Executive Orders 12549 and 12689 and 2 C.F.R. 180), Drug-Free Workplace, Executive Order 11246 Equal Employment Opportunity as amended by Executive Order 11375 and implementing regulations at 41 C.F.R. part 60, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Drug Abuse Office and Treatment Act of 1972, Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, Age Discrimination Act of 1975, Americans with Disabilities Act of 1990, Pro-Children Act of 1994, Hatch Act, Health Insurance Portability and Accountability Act (HIPAA) of 1996 as amended, Clean Air Act, Federal Water Pollution Control Act, Charitable Choice Provisions and Regulations, Equal Treatment for Faith-Based Religions at Title 28 Code of Federal Regulations Part 38, the Violence Against Women Reauthorization Act of 2013 and American Recovery and Reinvestment Act of 2009, as applicable; and any other nondiscrimination provision in the specific statute(s) under which application for Federal assistance is being made; and the requirements of any other nondiscrimination statute(s) which may apply to the award; and any additional provision found in Exhibit C.

11. SUB-RECIPIENT IDENTIFICATION:

Upon execution of this Agreement, Sub-Recipient will provide the State with Sub-Recipient's Employer Identification Number, Federal Tax Identification Number or Social Security Number.

12. USE OF EQUIPMENT, SUPPLIES AND FACILITIES:

Sub-Recipient will not use State equipment, supplies or facilities.

13. THIRD PARTY BENEFICIARIES:

This Agreement is intended to govern only the rights and interests of the parties named herein. It is not intended to create, does not and may not be relied upon to create, any rights, substantive or procedural, enforceable at law by any third party in any matters, civil or criminal.

14. COST PRINCIPLES:

Sub-Recipient agrees to comply in full with the administrative requirements and cost principles as outlined in OMB uniform administrative requirements, cost principles, and audit requirements for federal awards – 2CFR Part 200 (Uniform Administrative Requirements).

15. TERMINATION:

This Agreement may be terminated by either party hereto upon thirty (30) days written notice. In the event the Sub-Recipient breaches any of the terms or conditions hereof, this agreement may be terminated by the State for cause at any time, with or without notice. Sub-Recipient may only terminate this Agreement if no grant funds under this Agreement have been expended. If this Agreement is terminated for any reason and the project is only partially complete, the Sub-Recipient may be required to repay all grant funds paid under this Agreement to the State.

16. FUNDING:

This Sub-Recipient Agreement depends upon the continued availability of appropriated funds and expenditure authority from the Legislature for this purpose. If for any reason the Legislature fails to appropriate funds or grant expenditure authority, or funds become unavailable by operation of the law or federal funds reduction, this Agreement will be terminated by the State. Termination for any of these reasons is not a default by the State nor does it give rise to a claim against the State.

17. ASSIGNMENT AND AMENDMENT:

This Agreement may not be assigned, nor the funds given to a new or additional subrecipient, without the express written consent of the State. This agreement may not be amended except in writing, which writing shall be expressly identified as part hereof, and be signed by an authorized representative of each of the parties hereto. Any assignees, subrecipients, or successors in interest must agree to be bound by all terms contained within this agreement and shall be bound hereby to all these terms.

18. CONTROLLING LAW:

This Sub-Recipient Agreement shall be governed by and construed in accordance with the laws of the State of South Dakota, exclusive of its choice of law principals. Federal law, administrative rules, and grant guidelines control the use and administration of federal grants. Venue for any lawsuit pertaining to or affecting this Agreement shall be in the Circuit Court, Sixth Judicial Circuit, Hughes County, South Dakota.

19. SUPERCESSION:

All other prior discussions, communications and representations concerning the subject matter of this Agreement are superseded by the terms of this Agreement, and except as specifically provided herein, this Agreement constitutes the entire agreement with respect to the subject matter hereof.

20. SEVERABILITY:

In the event that any provision of this Agreement shall be held unenforceable or invalid by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement, which shall remain in full force and effect.

21. NOTICE:

Any notice or other communication required under this Agreement shall be in writing.

22. SUBCONTRACTORS/SUB-SUB-RECIPIENTS:

The Sub-Recipient may use contractors to perform work under this Agreement as set forth in Section C. The Sub-Recipient may not sub-grant funds under this Agreement without the previous written approval of the State.

The Sub-Recipient will include provisions in its contracts for this project (or sub-grants if approved) requiring its contractors and sub-recipients to comply with the applicable provisions of this Agreement, to indemnify the State, and to provide insurance coverage for the benefit of the State in a manner consistent with this Agreement. The Sub-Recipient will cause its contractors, sub-recipients, agents, and employees to comply with applicable federal, state, and local laws, regulations, ordinances, guidelines, permits and requirements and will adopt such review and inspection procedures as are necessary to assure such compliance. The State, at its option, may require the vetting of any contractors and/or sub-recipients. The Sub-Recipient is required to assist in this process as needed.

23. CONFLICT OF INTEREST:

Sub-Recipient agrees to establish safeguards to prohibit any employee or other person from using their position for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain as contemplated by SDCL 5-18A-17 through 5-18A-17.6. Any potential conflict of interest must be disclosed in writing and approved, in writing, by the State. In the event of a conflict of interest, the Sub-Recipient expressly agrees to be bound by the conflict of interest resolution process set forth in SDCL § 5-18A-17 through 5-18A-17.6.

24. TERMS:

By accepting this Agreement, the Sub-Recipient assumes certain administrative and financial responsibilities. Failure to adhere to these responsibilities without prior written approval by the State shall be a violation of the terms of this Agreement, and the Agreement shall be subject to termination. Termination of this Agreement for any reason by either party does not relieve the Sub-Recipient of its responsibilities under this Agreement as to funds already paid.

The indemnification provision of this Agreement survives termination. If the Sub-Recipient fails to complete the project within the timelines of this Agreement, the Sub-Recipient may submit a written request for an extension. If no request for an extension is received, and the term of this Agreement expires, the funds awarded under this Agreement will automatically de-obligate and be available to other sub-recipients. The term of this Agreement does not include processing time allowed for final bills, but all work must be completed within the term unless an extension is requested and approved in writing.

25. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION:

Sub-Recipient certifies, by signing this Agreement, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or any state or local government department or agency. Sub-Recipient further agrees that it will immediately notify the State if during the term of this Agreement it or its principals become subject to debarment, suspension, or ineligibility from participating in transactions by the federal government, or by any state or local government department or agency.

C. AGENCY OR GRANT SPECIFIC CLAUSES

26. COMPLIANCE WITH EXECUTIVE ORDER 2020-01

By entering into this Agreement, Sub-Recipient certifies and agrees that it has not refused to transact business activities, it has not terminated business activities, and it has not taken other similar actions intended to limit its commercial relations, related to the subject matter of this Agreement, with a person or entity that is either the State of Israel, or a company doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel to do business, or doing business in the State of Israel, with the specific intent to accomplish a boycott or divestment of Israel in a discriminatory manner. It is understood and agreed that, if this certification is false, such false certification will constitute grounds for the State to terminate this Agreement. Sub-Recipient further agrees to provide immediate written notice to the State if during the term of this Agreement it no longer complies with this certification and agrees such noncompliance may be grounds for termination of this Agreement.

27. COMPLIANCE WITH EXECUTIVE ORDER 2023-02:

Sub-Recipient certifies and agrees that the following information is correct:

In preparing its response or offer or in considering proposals submitted from qualified, potential vendors, suppliers, and subcontractors, or in the solicitation, selection, or commercial treatment of any vendor, supplier, or subcontractor, Sub-Recipient is not an entity, regardless of its principal place of business, that is ultimately owned or controlled, directly or indirectly, by a foreign national, a foreign parent entity, or foreign government from China, Iran, North Korea, Russia, Cuba, or Venezuela, as defined by South Dakota Executive Order 2023-02.

Sub-Recipient further agrees that, if this certification is false, such false certification will constitute grounds for the State to terminate this Agreement. Sub-Recipient further agrees to provide immediate written notice to the State if during the term of this Agreement it no longer complies with this certification and agrees such noncompliance may be grounds for termination of this Agreement.

28. CHANGES IN SCOPE OF WORK:

All conditions stated in the project's environmental document must be followed. This project cannot be changed or altered in any way without written authorization from the state and FEMA. A change in scope is any change from the description of the project as approved. Examples include increasing the number of structures, adding new structures in an acquisition, and changes to engineering design. Proposed changes must be formally submitted to the state for review. The applicant must obtain approval from the State and FEMA before proceeding with any changes to the project or federal funding will be jeopardized. Changes may require additional environmental review.

29. REIMBURSEMENTS:

The federal share will not exceed \$25,267.50. Should the total eligible project cost be less than \$28,075.00, the respective federal and sub-applicant share will be reduced accordingly. All reimbursements will be made to maintain the original grant cost share.

30. REPORTING REQUIREMENTS:

The Sub-Recipient shall submit quarterly reports that include a comparison of actual accomplishments to the approved activity objectives, percentage completed to date, and summary of the financial activity for the reporting quarter and include planned activity for the next quarter. The reports shall be submitted within 15 days of the end of the quarter. The quarters will end on December 30, March 30, June 30, and September 30. Failure to submit quarterly reports may result in termination of this grant agreement.

31. FEDERAL REGULATIONS:

The Sub-Recipient shall comply with Unified Hazard Mitigation Assistance Grant Program Guidance, 2 CFR Part 225, The Robert T. Stafford Relief and Emergency Assistance Act, as amended, 42 U.S.C. 5121-5206 (Stafford Act), Title 44 of the Code of Federal Regulations (CFR), and 31 CFR 205.6.

32. DOMESTIC PREFERENCES FOR PROCUREMENT:

In accordance with 2 CFR 200.322, the non-Federal entity should, to the greatest extent practicable under a federal award, provide a preference for the purchase, acquisition, or use of goods, products, or material produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products).

33. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT:

2 CFR 200.216 prohibits state and non-state entities from obligating or expending loan or grant funds to procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract (or extend or renew a contract) to procure or obtain, equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system as identified in Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018) and 2 C.F.R. §§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200.

34. RECORD OF ENVIRONMENT CONSIDERATION:

Sub-Recipient will read and comply with the Record of Environmental Consideration (REC), which is attached as Exhibit B.

D. AUTHORIZED SIGNATURES

In witness hereto, the parties signify their agreement by affixing their signatures hereto.

_____ Sub-Recipient Signature	_____ Date
_____ State - SD Office of Emergency Management Hazard Mitigation Grant Program Administrator	_____ Date
_____ State – Director of SD Office of Emergency Management	_____ Date

Exhibit A

FEDERAL AWARD IDENTIFICATION

- a. Sub-recipient's name (which must match the name associated with its Unique Entity Identifier (SAM)) number:
City of Summerset
- b. Sub-Recipient's unique entity identifier Unique Entity Identifier (SAM) number: X5BWCAJGRK98
- c. Federal Award Identification Number (FAIN): DR-4527-HMGP-05F
- d. Federal Award Date: 09/14/2023
- e. Sub-award Period of Performance: 09/14/2023-01/02/2027
- f. Amount provided by State/Grantor: \$28,075.00
- g. Amount matched by Sub-Recipient: \$0.00
- h. Total Grant Amount: \$28,075.00
- i. Amount of federal funds obligated to the Sub-Recipient by this agreement: \$25,267.50
- j. Total amount of federal funds obligated to the Sub-Recipient: \$25,267.50
- k. Total amount of the federal award committed to the Sub-Recipient: \$25,267.50
- l. The federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA), is as follows: to acquire and install a backup generator Summerset's city hall and police station
- m. Name of Federal awarding agency: Federal Emergency Management Agency (FEMA)
Pass-through entity: South Dakota Office of Emergency Management
Contact information for awarding official of the Pass-through entity: 118 W. Capitol Ave., Pierre, SD 57501-2479
ATTN: SHMO 605-773-3231
- n. CFDA No(s) and Name(s): 97-039 - Hazard Mitigation Grant Program
- o. Is the grant award for research and development (R&D)? YES ___ NO XX
- p. Indirect Cost Rate for federal award: N/A

EXHIBIT B

09/14/2023

FEDERAL EMERGENCY MANAGEMENT AGENCY

REC-01

20:46:56

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4527-0005-SD (F) (1)

Title: City of Summerset City Hall Backup Generator, Meade County, SD

NEPA DETERMINATION

Non Compliant Flag: No	EA Draft Date:	EA Final Date:
EA Public Notice Date:	EA Fonsi	Level: CATEX
EIS Notice of Intent	EIS ROD Date:	

Comment See project conditions. - mhansen6 - 09/14/2023 18:16:16 GMT

CATEX CATEGORIES

Catex Category Code	Description	Selected
*n18	(*n18) Federal Assistance for Construction or Installation of Structures, Facilities, or Equipment to Ensure Continuity of Operations. Federal assistance for the construction or installation of measures for the purpose of ensuring the continuity of operations during incidents such as emergencies, disasters, flooding, and power outages involving less than one acre of ground disturbance. Examples include the installation of generators, installation of storage tanks of up to 10,000 gallons, installation of pumps, construction of structures to house emergency equipment, and utility line installation. This CATEX covers associated ground disturbing activities, such as trenching, excavation, and vegetation removal of less than one acre, as well as modification of existing structures.	Yes

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project will not result in permanent air emissions - Review concluded	
Coastal Barrier Resources Act (CBRA)	Not Applicable	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	The proposed actions do not affect waters of the US. - mhansen6 - 09/14/2023 18:07:25 GMT
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	The proposed actions do not affect waters of the US. - mhansen6 - 09/14/2023 18:07:58 GMT The proposed actions do not affect waters of the US. - mhansen6 - 09/14/2023 18:08:09 GMT
Coastal Zone Management Act (CZMA)	Not Applicable	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4527-0005-SD (F) (1)

Title: City of Summerset City Hall Backup Generator, Meade County, SD

Environmental Law/ Executive Order	Status	Description	Comment
Executive Order 11988 - Floodplains	Completed	No effect on floodplain/flood levels and project outside floodplain - Review concluded	The proposed project is located in an unshaded Zone X (area of minimal flood hazard) per FIRM panel number 46093C1787F (eff. 9/16/2011). Based on the project scope of work, the project has no potential to impact floodplain function or resources. No further floodplain review is required under the 8-step process - mhansen6 - 09/14/2023 18:14:50 GMT
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	Construction activities will not result in permanent adverse impacts to wetlands. - mhansen6 - 09/14/2023 18:15:06 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	No Low income or minority population in, near or affected by the project - Review concluded	Due to project type and available census block group data, no minority or low-income populations were identified through EJSCREEN reports for the area around 7055 Leisure Ln, Summerset, SD 57718. Therefore, no additional review for potential EJ concerns is required. The maps, reports, and other information reviewed for this determination are saved to the project files. - mhansen6 - 09/14/2023 18:15:22 GMT
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	Based on the project location, scope of work, and species listed in Meade County, SD per IPaC, FEMA determines there will be no effect on endangered species or critical habitat. - mhansen6 - 09/14/2023 18:07:02 GMT
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4527-0005-SD (F) (1)

Title: City of Summerset City Hall Backup Generator, Meade County, SD

Environmental Law/ Executive Order	Status	Description	Comment
National Historic Preservation Act (NHPA)	Completed	Applicable executed Programmatic Agreement. Activity meets Programmatic Allowance (enter date and # in comments) - Review concluded	The proposed work will be confined to the previously disturbed areas and the generator will be installed adjacent to a structure less than 45 years old. The scope of work has been reviewed and meets the criteria of the July 29, 2021 signed Programmatic Agreement agreed to by FEMA and the SD SHPO, Appendix B: Programmatic Allowances. Project fits into categories II.D.2.a. See project conditions. - mhansen6 - 09/14/2023 18:05:38 GMT
State Air Quality Laws	Completed	Review concluded	The sub-applicant is responsible for following SD air quality regulations regarding EPA certified systems for new electrical generators. - mhansen6 - 09/14/2023 18:11:41 GMT
State Hazardous Materials and Solid Waste Laws	Completed	Review concluded	See Project Conditions. - mhansen6 - 09/14/2023 18:12:39 GMT
State Water and Soil Laws	Completed	Review concluded	See Project Conditions. - mhansen6 - 09/14/2023 18:13:57 GMT
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	

CONDITIONS

Special Conditions required on implementation of Projects:

1. Fill materials (soil, boulders, and/or riprap, etc.) must be obtained on-site from within the project APE or from previously approved sources (SD State Licensed Pits, existing commercial sources, existing contractor or County Stockpiles); otherwise, additional coordination with FEMA and the South Dakota SHPO will be required to obtain necessary approvals.

Source of condition: National Historic Preservation Act (NHPA) Monitoring Required: No

2. If cultural materials are inadvertently discovered during construction, the applicant must cease activity and contact FEMA and the SD SHPO immediately.

Source of condition: National Historic Preservation Act (NHPA) Monitoring Required: No

The sub-applicant is responsible for following SD air quality regulations regarding EPA certified systems for new electrical generators.

Source of condition: State Air Quality Laws Monitoring Required: No

If contamination is encountered or created during construction activities, the Town of Summerset, or its designated representative, must abide by all applicable hazardous waste regulations. To report hazardous waste, contact SD DANR at 605.773.3296.

Source of condition: State Hazardous Materials and Solid Waste Laws Monitoring Required: No

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP-4527-0005-SD (F) (1)

Title: City of Summerset City Hall Backup Generator, Meade County, SD

1. Any construction activity that disturbs one or more acre(s) of soil will require a storm water permit. For more information or to obtain a storm water permit, please contact SD DANR at 1-800-SD-Storm.

Source of condition: State Water and Soil Laws

Monitoring Required: No

2. Best Management Practices (BMPs) for sediment and erosion control must be incorporated into the planning, design, and construction of the project.

Source of condition: State Water and Soil Laws

Monitoring Required: No

3. A Surface Water Discharge Permit may be required if any construction dewatering should occur as a result of this project.

Source of condition: State Water and Soil Laws

Monitoring Required: No

The project sponsor must obtain and comply with all applicable permit and approvals required by federal, state, tribal and local regulatory agencies.

Source of condition: NEPA Determination

Monitoring Required: No

Standard best management practices for equipment maintenance, noise and dust abatement, worker protection, traffic control, fire safety, transportation of hazardous and contaminated materials, etc. must be implemented during project activities in accordance with the requirements of local, state, and federal regulations and guidelines.

Source of condition: NEPA Determination

Monitoring Required: No

Total ground disturbance must be less than one acre.

Source of condition: NEPA Determination

Monitoring Required: No

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

I have read and understand the Terms and Conditions of this project. If any questions arise from this project, we will contact the Office of Emergency Management.

Subrecipient Authorized Representative

Date



City of Summerset, SD

Budget Worksheet

Account Summary

For Fiscal: 2024 Period Ending: 12/31/2024

Defined Budgets

	2022	2022	2023	2023	2024	2024
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
Fund: 101 - General Fund						
Department: 0000 - Non departmental						
101-0000-31110	662,183.00	655,621.57	718,614.00	394,749.99	736,921.00	0.00
Current Year Property Tax						
101-0000-31120	1,200.00	6,235.09	10,000.00	1,445.75	2,500.00	0.00
Current Year Minus 1 Prop Tax						
101-0000-31310	700,000.00	1,027,739.83	900,000.00	666,453.02	1,050,000.00	0.00
Sales Tax Revenue						
101-0000-31400	3,000.00	2,884.98	3,000.00	0.00	3,000.00	0.00
GrossReceipts&BusTax-Utilities						
101-0000-31900	0.00	628.00	0.00	253.38	500.00	0.00
Penalties&Interest/DelinqTax						
101-0000-32060	0.00	-6,000.00	0.00	-4,000.00	4,000.00	0.00
Erosion Control Deposit Fee						
101-0000-32070	10,000.00	24,693.31	50,000.00	68,282.87	65,000.00	0.00
Building Permits Revenue						
101-0000-32090	0.00	25.00	0.00	614.50	1,000.00	0.00
Grading Permit Revenue						
101-0000-32120	4,000.00	10,650.00	4,000.00	7,175.50	6,500.00	0.00
Business/Contractor License						
101-0000-32130	0.00	75.00	0.00	1,836.75	600.00	0.00
Sign Permit Revenue						
101-0000-32140	2,500.00	10,095.00	6,000.00	6,160.00	7,500.00	0.00
Plat Fee Revenue						
101-0000-32150	0.00	300.00	0.00	600.00	600.00	0.00
Waiver/Variance Fee Revenue						
101-0000-32180	0.00	0.00	0.00	1,275.00	1,000.00	0.00
Conditional Use Permit						
101-0000-32390	0.00	450.00	0.00	600.00	500.00	0.00
Vendor License						
101-0000-32400	150.00	1,025.00	500.00	525.00	500.00	0.00
Fence Permit Fee Revenue						
101-0000-33100	0.00	0.00	125,000.00	120,086.20	0.00	0.00
Federal Grants						
101-0000-33210	1,800.00	1,955.00	1,800.00	1,800.00	1,800.00	0.00
Malt Beverage Revenue						
101-0000-33220	6,100.00	6,175.00	6,100.00	0.00	6,100.00	0.00
Liquor License Revenue						
101-0000-33230	1,400.00	1,400.00	1,400.00	1,000.00	1,400.00	0.00
Lottery Machine Revenue						
101-0000-33240	0.00	550.00	0.00	0.00	0.00	0.00
Wine License Revenue						
101-0000-33490	9,240.00	289,685.55	13,000.00	3,952.28	25,000.00	0.00
State Grants						
101-0000-33530	12,000.00	20,825.48	12,000.00	14,782.88	21,000.00	0.00
Liquor Reversion						
101-0000-33540	20,000.00	29,744.26	29,000.00	21,292.61	30,000.00	0.00
Motor Vehicle License 5%						
101-0000-33810	1,310.00	1,310.00	1,310.00	0.00	1,310.00	0.00
Cty Road Revenue						
101-0000-33890	0.00	6,477.82	0.00	13,768.76	10,000.00	0.00
Other County Revenue						

Budget Worksheet

For Fiscal: 2024 Period Ending: 12/31/2024

Defined Budgets

	2022	2022	2023	2023	2024	2024
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
<u>101-0000-34410</u>	180,000.00	190,187.71	180,000.00	144,745.68	190,000.00	0.00
Refuse Collection Charges						
<u>101-0000-35100</u>	0.00	277.88	0.00	0.00	0.00	0.00
Court Fines & Forfeits						
<u>101-0000-35900</u>	0.00	500.00	0.00	0.00	0.00	0.00
Other Fines and Forfeits						
<u>101-0000-36100</u>	0.00	1,392.71	250.00	2,358.69	125,000.00	0.00
Interest Revenue						
<u>101-0000-36350</u>	2,250.00	1,200.00	3,250.00	0.00	500.00	0.00
Street Lights Fee Revenue						
<u>101-0000-36400</u>	0.00	1,150.00	0.00	600.00	1,000.00	0.00
Code Enf Assmnt Fee Revenue						
<u>101-0000-36700</u>	0.00	350.00	0.00	5,284.02	0.00	0.00
Contributions and Donations						
<u>101-0000-36900</u>	23,650.00	133,174.83	371,034.00	32,677.99	50,000.00	0.00
Other Revenue						
<u>101-0000-36910</u>	16,800.00	16,642.46	16,800.00	11,429.03	16,800.00	0.00
Cable Television Franchise Fee						
Department: 0000 - Non departmental Total:	1,657,583.00	2,437,421.48	2,453,058.00	1,519,749.90	2,360,031.00	0.00
Department: 4110 - Commission Expenses						
<u>101-4110-41100</u>	28,000.00	28,583.17	28,000.00	16,333.24	28,000.00	0.00
Wage Expense						
<u>101-4110-41200</u>	2,142.00	2,186.86	2,142.00	1,396.26	2,142.00	0.00
PR Tax Expense						
<u>101-4110-42100</u>	500.00	197.12	500.00	140.65	250.00	0.00
Other Ins Expense						
<u>101-4110-42200</u>	15,000.00	10,256.15	0.00	0.00	2,500.00	0.00
Prof Fees Expense						
<u>101-4110-42300</u>	2,000.00	4,505.63	3,000.00	7,055.94	11,000.00	0.00
Publishing Exp						
<u>101-4110-42600</u>	200.00	10.50	200.00	219.00	300.00	0.00
Supply/Material Exp						
<u>101-4110-42700</u>	100.00	0.00	100.00	0.00	100.00	0.00
Travel/Conf Expense						
<u>101-4110-42810</u>	2,400.00	2,400.00	2,400.00	1,600.00	2,400.00	0.00
Phone						
<u>101-4110-42900</u>	500.00	778.45	500.00	11.50	100.00	0.00
Other Expense						
Department: 4110 - Commission Expenses Total:	50,842.00	48,917.88	36,842.00	26,756.59	46,792.00	0.00
Department: 4115 - Contingency Expense						
<u>101-4115-44150</u>	112,124.00	85,000.00	160,794.00	0.00	147,632.00	0.00
Contingency Expense						
Department: 4115 - Contingency Expense Total:	112,124.00	85,000.00	160,794.00	0.00	147,632.00	0.00
Department: 4120 - Mayoral Expense						
<u>101-4120-41100</u>	13,000.00	12,999.96	23,000.00	15,333.36	23,000.00	0.00
Wage Expense						
<u>101-4120-41200</u>	995.00	994.56	1,760.00	1,342.14	1,760.00	0.00
PR Tax Expense						
<u>101-4120-42100</u>	100.00	20.00	100.00	20.00	120.00	0.00
Other Ins Expense						
<u>101-4120-42200</u>	0.00	0.00	800.00	306.50	800.00	0.00
Prof Fees Expense						
<u>101-4120-42600</u>	50.00	545.26	50.00	42.43	50.00	0.00
Supply/Material Exp						
<u>101-4120-42700</u>	100.00	111.99	100.00	207.95	600.00	0.00
Travel/Conf Expense						

Budget Worksheet

For Fiscal: 2024 Period Ending: 12/31/2024

Defined Budgets

	2022	2022	2023	2023	2024	2024
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
<u>101-4120-42810</u>	600.00	600.00	600.00	450.00	600.00	0.00
<u>101-4120-42900</u>	4,600.00	3,716.27	1,500.00	664.93	1,500.00	0.00
Department: 4120 - Mayoral Expense Total:	19,445.00	18,988.04	27,910.00	18,367.31	28,430.00	0.00
Department: 4130 - Election Expense						
<u>101-4130-41100</u>	600.00	0.00	600.00	0.00	0.00	0.00
<u>101-4130-42200</u>	0.00	0.00	0.00	700.00	750.00	0.00
<u>101-4130-42300</u>	200.00	44.55	200.00	295.59	500.00	0.00
<u>101-4130-42600</u>	100.00	0.00	100.00	185.20	200.00	0.00
<u>101-4130-42700</u>	50.00	0.00	50.00	0.00	50.00	0.00
<u>101-4130-42900</u>	50.00	289.90	50.00	0.00	50.00	0.00
Department: 4130 - Election Expense Total:	1,000.00	334.45	1,000.00	1,180.79	1,550.00	0.00
Department: 4140 - Finance Office Expense						
<u>101-4140-41100</u>	54,383.00	54,382.80	56,574.00	49,271.70	123,342.00	0.00
<u>101-4140-41150</u>	17,680.00	17,345.65	19,474.00	8,329.84	0.00	0.00
<u>101-4140-41160</u>	34,338.00	34,337.52	35,721.00	15,743.71	0.00	0.00
<u>101-4140-41200</u>	8,140.00	7,886.06	8,550.00	5,350.03	9,700.00	0.00
<u>101-4140-41300</u>	6,384.00	6,363.99	6,706.00	4,400.76	7,401.00	0.00
<u>101-4140-41400</u>	800.00	49.26	800.00	0.00	800.00	0.00
<u>101-4140-41700</u>	18,410.00	22,733.16	22,444.00	25,823.52	41,972.00	0.00
<u>101-4140-42100</u>	4,000.00	3,924.41	4,000.00	4,469.58	5,400.00	0.00
<u>101-4140-42150</u>	700.00	864.99	700.00	287.90	700.00	0.00
<u>101-4140-42200</u>	31,490.00	29,365.39	25,140.00	9,550.17	25,500.00	0.00
<u>101-4140-42201</u>	0.00	0.00	0.00	0.00	1,500.00	0.00
<u>101-4140-42300</u>	500.00	661.50	500.00	703.72	1,400.00	0.00
<u>101-4140-42500</u>	500.00	0.00	500.00	0.00	500.00	0.00
<u>101-4140-42600</u>	3,500.00	2,807.42	3,500.00	4,783.24	4,500.00	0.00
<u>101-4140-42610</u>	750.00	75.19	200.00	159.63	200.00	0.00
<u>101-4140-42700</u>	5,000.00	2,429.23	5,000.00	3,203.06	6,700.00	0.00
<u>101-4140-42800</u>	0.00	50.00	0.00	0.00	0.00	0.00
<u>101-4140-42810</u>	1,800.00	1,700.00	1,800.00	1,150.00	1,800.00	0.00
<u>101-4140-42900</u>	3,250.00	3,780.86	3,250.00	5,083.24	4,000.00	0.00

Budget Worksheet

For Fiscal: 2024 Period Ending: 12/31/2024

Defined Budgets

	2022	2023	2024	2023	2024	2024
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
<u>101-4140-43400</u> Equip Expense	1,800.00	2,648.57	1,800.00	0.00	7,000.00	0.00
Department: 4140 - Finance Office Expense Total:	193,425.00	191,406.00	196,659.00	138,310.10	242,415.00	0.00
Department: 4141 - City Attorney Expense						
<u>101-4141-42200</u> Prof Fees Expense	40,400.00	34,032.75	25,000.00	31,320.00	30,000.00	0.00
Department: 4141 - City Attorney Expense Total:	40,400.00	34,032.75	25,000.00	31,320.00	30,000.00	0.00
Department: 4192 - General Government Buildings						
<u>101-4192-42100</u> Other Ins Expense	3,500.00	3,804.38	3,500.00	4,351.12	5,200.00	0.00
<u>101-4192-42200</u> Prof Fees Expense	18,450.00	8,913.44	18,450.00	60,472.93	61,820.00	0.00
<u>101-4192-42500</u> Repair/Maint Expense	10,840.00	12,769.65	4,940.00	5,039.70	15,000.00	0.00
<u>101-4192-42600</u> Supply/Material Exp	1,000.00	1,270.55	1,000.00	1,108.25	2,500.00	0.00
<u>101-4192-42800</u> Utility Expense	10,800.00	9,094.32	12,600.00	10,210.53	15,000.00	0.00
<u>101-4192-42810</u> Phone	9,600.00	13,419.76	13,440.00	9,000.33	13,560.00	0.00
<u>101-4192-42900</u> Other Expense	0.00	818.04	30,000.00	576.09	5,000.00	0.00
<u>101-4192-43400</u> Equip Expense	44,775.00	48,275.45	72,775.00	52,332.91	30,000.00	0.00
Department: 4192 - General Government Buildings Total:	98,965.00	98,365.59	156,705.00	143,091.86	148,080.00	0.00
Department: 4196 - City Engineer Expense						
<u>101-4196-42200</u> Prof Fees Expense	60,000.00	45,281.89	25,000.00	60,231.96	45,000.00	0.00
Department: 4196 - City Engineer Expense Total:	60,000.00	45,281.89	25,000.00	60,231.96	45,000.00	0.00
Department: 4210 - Law Enforcement						
<u>101-4210-41100</u> Wage Expense	64,336.00	64,335.48	66,927.00	62,954.91	496,918.00	0.00
<u>101-4210-41150</u> Wage Expense - Hourly	272,264.00	338,577.47	286,835.00	245,258.64	0.00	0.00
<u>101-4210-41170</u> Safety Grant Wages	21,133.00	1,200.16	21,133.00	6,641.21	16,421.00	0.00
<u>101-4210-41180</u> Other Wages	25,105.00	5,291.00	25,105.00	8,146.05	0.00	0.00
<u>101-4210-41200</u> PR Tax Expense	29,610.00	31,365.13	30,795.00	24,050.17	39,271.00	0.00
<u>101-4210-41300</u> SDRS Expense	28,187.00	31,996.83	29,399.00	21,686.48	41,070.00	0.00
<u>101-4210-41400</u> Workers Comp Expense	10,420.00	6,641.31	10,420.00	0.00	10,500.00	0.00
<u>101-4210-41700</u> Med Ins Expense	78,067.00	81,140.28	86,393.00	63,916.29	102,915.00	0.00
<u>101-4210-42100</u> Other Ins Expense	23,000.00	17,432.57	23,000.00	20,715.54	26,000.00	0.00
<u>101-4210-42150</u> Postage	300.00	298.21	400.00	255.20	500.00	0.00
<u>101-4210-42300</u> Prof Fees Expense	21,925.00	22,787.73	22,140.00	4,495.87	24,001.00	0.00
<u>101-4210-42300</u> Publishing Exp	0.00	0.00	0.00	0.00	2,500.00	0.00
<u>101-4210-42500</u> Repair/Maint Expense	15,000.00	11,483.02	15,000.00	12,866.97	15,000.00	0.00

Budget Worksheet

For Fiscal: 2024 Period Ending: 12/31/2024

Defined Budgets

	2022	2023	2024	YTD Activity
	Total Budget	Total Activity	Total Budget	Total Budget
<u>101-4210-42600</u>	2,000.00	2,625.32	3,500.00	2,101.14
Supply/Material Exp				
<u>101-4210-42610</u>	15,000.00	-7,377.99	36,000.00	15,895.19
Auto Expense				
<u>101-4210-42700</u>	2,000.00	660.71	2,000.00	2,492.75
Travel/Conf Expense				
<u>101-4210-42730</u>	4,000.00	1,736.16	4,000.00	1,370.12
Training Expense				
<u>101-4210-42800</u>	2,500.00	2,470.96	0.00	0.00
Utility Expense				
<u>101-4210-42810</u>	4,200.00	4,664.70	7,158.00	4,184.60
Phone				
<u>101-4210-42820</u>	51,942.00	43,749.19	32,000.00	22,130.29
Dispatch Expense				
<u>101-4210-42850</u>	5,600.00	6,400.00	6,400.00	6,138.13
Uniform Allowance				
<u>101-4210-42900</u>	6,000.00	6,711.20	8,440.00	7,116.42
Other Expense				
<u>101-4210-43400</u>	85,000.00	83,109.42	114,166.00	118,114.26
Equip Expense				
Department: 4210 - Law Enforcement Total:	767,589.00	757,298.86	831,211.00	650,530.23
Department: 4220 - Fire Department Expense				
<u>101-4220-42900</u>	35,257.00	32,925.46	35,257.00	31,114.43
Other Expense				
Department: 4220 - Fire Department Expense Total:	35,257.00	32,925.46	35,257.00	31,114.43
Department: 4232 - Proactive Inspection Admin				
<u>101-4232-42320</u>	15,000.00	7,265.00	7,500.00	2,265.00
Building Inspection Expense				
<u>101-4232-42900</u>	500.00	456.75	500.00	232.05
Other Expense				
Department: 4232 - Proactive Inspection Admin Total:	15,500.00	7,721.75	8,000.00	2,497.05
Department: 4310 - Street Expense				
<u>101-4310-41150</u>	145,034.00	142,200.67	150,656.00	105,817.40
Wage Expense - Hourly				
<u>101-4310-41200</u>	11,095.00	10,187.41	11,525.00	7,541.64
PR Tax Expense				
<u>101-4310-41300</u>	5,967.00	8,146.67	6,248.00	6,349.05
SDRS Expense				
<u>101-4310-41400</u>	2,000.00	4,717.45	2,000.00	0.00
Workers Comp Expense				
<u>101-4310-41700</u>	27,615.00	28,565.79	38,809.00	33,268.52
Med Ins Expense				
<u>101-4310-42100</u>	5,000.00	11,817.02	12,000.00	14,935.48
Other Ins Expense				
<u>101-4310-42200</u>	10,000.00	4,515.50	26,000.00	6,066.24
Prof Fees Expense				
<u>101-4310-42300</u>	300.00	337.00	300.00	192.59
Publishing Exp				
<u>101-4310-42500</u>	480,000.00	248,203.10	480,000.00	237,627.61
Repair/Maint Expense				
<u>101-4310-42510</u>	11,000.00	13,560.00	30,000.00	20,561.07
Street Snow Removal				
<u>101-4310-42530</u>	2,800.00	2,966.33	6,000.00	1,048.00
Landscape&Mowing Expense				
<u>101-4310-42550</u>	4,200.00	945.36	15,000.00	0.00
Street Light Repair				

Budget Worksheet

For Fiscal: 2024 Period Ending: 12/31/2024

Defined Budgets

	2022	2023	2024	2023	2024	2024
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
<u>101-4310-42600</u>	30,000.00	23,195.12	44,500.00	10,849.65	50,000.00	0.00
Supply/Material Exp						
<u>101-4310-42610</u>	12,100.00	11,815.29	15,500.00	811.11	20,000.00	0.00
Auto Expense						
<u>101-4310-42800</u>	19,000.00	18,039.04	21,000.00	12,904.48	21,000.00	0.00
Utility Expense						
<u>101-4310-42810</u>	1,200.00	1,650.00	1,800.00	1,350.00	1,800.00	0.00
Phone						
<u>101-4310-42900</u>	10,000.00	1,697.50	15,000.00	34.16	20,000.00	0.00
Other Expense						
<u>101-4310-43400</u>	113,000.00	119,046.33	250,000.00	250,084.53	250,000.00	0.00
Equip Expense						
Department: 4310 - Street Expense Total:	890,311.00	651,605.58	1,126,338.00	709,441.53	1,150,569.00	0.00
Department: 4320 - Code Enforcement & Sanitation						
<u>101-4320-41150</u>	16,952.00	130.25	16,952.00	0.00	0.00	0.00
Wage Expense - Hourly						
<u>101-4320-41200</u>	1,297.00	9.21	1,297.00	0.00	0.00	0.00
PR Tax Expense						
<u>101-4320-41300</u>	0.00	7.82	0.00	0.00	0.00	0.00
SDRS Expense						
<u>101-4320-42150</u>	1,500.00	1,869.86	1,500.00	537.23	1,500.00	0.00
Postage						
<u>101-4320-42500</u>	15,000.00	12,379.76	15,000.00	9,406.47	20,000.00	0.00
Repair/Maint Expense						
<u>101-4320-42600</u>	15,000.00	15,689.09	48,000.00	36,236.85	55,000.00	0.00
Supply/Material Exp						
<u>101-4320-42610</u>	0.00	132.62	0.00	0.00	0.00	0.00
Auto Expense						
<u>101-4320-42730</u>	750.00	249.00	7,000.00	6,428.53	15,000.00	0.00
Training Expense						
<u>101-4320-42810</u>	600.00	50.00	0.00	0.00	0.00	0.00
Phone						
<u>101-4320-42900</u>	25,000.00	21,940.84	25,000.00	18,681.09	40,000.00	0.00
Other Expense						
<u>101-4320-43230</u>	70,000.00	55,668.45	70,000.00	38,086.81	70,000.00	0.00
Solid Waste Collection						
<u>101-4320-43260</u>	0.00	120.00	0.00	0.00	1,000.00	0.00
C E Abatement Exp						
<u>101-4320-43400</u>	0.00	152.00	12,000.00	1,920.00	15,000.00	0.00
Equip Expense						
Department: 4320 - Code Enforcement & Sanitation Total:	146,099.00	108,398.90	196,749.00	111,296.98	217,500.00	0.00
Department: 4410 - Animal Control Dept						
<u>101-4410-43350</u>	250.00	0.00	1,000.00	250.00	1,000.00	0.00
Humane Society						
Department: 4410 - Animal Control Dept Total:	250.00	0.00	1,000.00	250.00	1,000.00	0.00
Department: 4520 - Parks and Recreation						
<u>101-4520-42100</u>	500.00	450.05	500.00	328.79	500.00	0.00
Other Ins Expense						
<u>101-4520-42500</u>	2,300.00	2,578.65	10,000.00	7,391.39	10,000.00	0.00
Repair/Maint Expense						
<u>101-4520-42530</u>	600.00	8.97	600.00	99.30	1,200.00	0.00
Landscape&Mowing Expense						
<u>101-4520-42600</u>	8,500.00	4,149.30	8,500.00	4,446.50	10,000.00	0.00
Supply/Material Exp						
<u>101-4520-42800</u>	600.00	1,000.18	600.00	967.30	1,000.00	0.00
Utility Expense						

Budget Worksheet

For Fiscal: 2024 Period Ending: 12/31/2024

Defined Budgets

	2022	2022	2023	2023	2024	2024
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
Other Expense	5,800.00	5,083.07	5,800.00	500.00	6,000.00	0.00
Department: 4520 - Parks and Recreation Total:	18,300.00	13,270.22	26,000.00	13,733.28	28,700.00	0.00
Department: 4652 - P & Z Expense						
Wage Expense	9,000.00	3,375.00	9,000.00	3,525.00	12,000.00	0.00
PR Tax Expense	689.00	258.22	689.00	269.68	918.00	0.00
Other Ins Expense	200.00	117.12	200.00	60.64	200.00	0.00
Postage	250.00	667.46	600.00	0.00	250.00	0.00
Prof Fees Expense	10,000.00	2,724.44	5,000.00	4,236.94	5,500.00	0.00
Publishing Exp	1,500.00	2,469.57	3,000.00	2,893.06	5,000.00	0.00
Supply/Material Exp	250.00	358.56	250.00	43.08	250.00	0.00
Travel/Conf Expense	0.00	105.00	0.00	0.00	0.00	0.00
Other Expense	0.00	1,025.73	500.00	525.00	500.00	0.00
Department: 4652 - P & Z Expense Total:	21,889.00	11,101.10	19,239.00	11,553.40	24,618.00	0.00
Department: 4800 - Debt Service						
Debt SrvMunicipal Bldg	18,913.00	0.00	0.00	0.00	0.00	0.00
Department: 4800 - Debt Service Total:	18,913.00	0.00	0.00	0.00	0.00	0.00
Department: 4900 - Miscellaneous						
Miscellaneous	30,900.00	31,325.66	0.00	900.00	900.00	0.00
Department: 4900 - Miscellaneous Total:	30,900.00	31,325.66	0.00	900.00	900.00	0.00
Fund: 101 - General Fund Surplus (Deficit):	-863,626.00	301,447.35	-420,646.00	-430,825.61	-739,948.00	0.00
Fund: 211 - Liquor, Lodging and Dining						
Department: 0000 - Non departmental						
Bed & Booze Tax	27,608.00	58,888.93	24,378.00	37,918.78	50,000.00	0.00
State Grants	0.00	39,323.18	0.00	245.44	500.00	0.00
Department: 0000 - Non departmental Total:	27,608.00	98,212.11	24,378.00	38,164.22	50,500.00	0.00
Department: 4650 - Economic Development Expense						
Admin Wages	17,169.00	17,168.76	17,861.00	12,585.11	20,317.00	0.00
PR Tax Expense	1,313.00	1,298.24	1,366.00	952.24	1,555.00	0.00
SDRS Expense	1,030.00	1,030.20	1,072.00	755.11	1,161.00	0.00
Med Ins Expense	2,301.00	2,488.72	2,499.00	2,599.62	3,000.00	0.00
Prof Fees Expense	0.00	0.00	0.00	0.00	8,000.00	0.00
Supply/Material Exp	0.00	0.00	0.00	0.00	2,000.00	0.00

Budget Worksheet

For Fiscal: 2024 Period Ending: 12/31/2024

Defined Budgets

	2022	2023	2024	2024	2024
	Total Budget	Total Activity	Total Budget	Total Activity	YTD Activity
<u>211-4650-42700</u> Travel/Conf Expense	1,000.00	388.22	1,580.00	0.00	0.00
<u>211-4650-42900</u> Other Expense	3,938.00	500.00	0.00	0.00	0.00
<u>211-4650-42901</u> Allocation	0.00	0.00	0.00	0.00	0.00
Department: 4650 - Economic Development Expense Total:	26,751.00	22,874.14	24,378.00	16,892.08	0.00
Fund: 211 - Liquor, Lodging and Dining Surplus (Deficit):	857.00	75,337.97	0.00	21,272.14	0.00
Fund: 302 - USDA/TIF #1 Fund					
Department: 0000 - Non departmental					
<u>302-0000-31100</u> TIF Tax Revenue	500,000.00	754,564.52	500,000.00	374,040.53	0.00
<u>302-0000-36100</u> Interest Revenue	200.00	2,959.06	600.00	633.27	0.00
Department: 0000 - Non departmental Total:	500,200.00	757,523.58	500,600.00	374,673.80	0.00
Department: 4700 - Swr Debt Service					
<u>302-4700-44200</u> Debt Service Expense	500,200.00	296,800.00	500,600.00	148,400.00	0.00
Department: 4700 - Swr Debt Service Total:	500,200.00	296,800.00	500,600.00	148,400.00	0.00
Fund: 302 - USDA/TIF #1 Fund Surplus (Deficit):	0.00	460,723.58	0.00	226,273.80	0.00
Fund: 305 - Fund 305					
Department: 0000 - Non departmental					
<u>305-0000-31100</u> TIF Tax Revenue	0.00	0.00	0.00	100,008.37	0.00
<u>305-0000-36100</u> Interest Revenue	0.00	0.00	0.00	0.00	0.00
Department: 0000 - Non departmental Total:	0.00	0.00	0.00	100,008.37	0.00
Fund: 305 - Fund 305 Total:	0.00	0.00	0.00	100,008.37	0.00
Fund: 502 - Improvement Projects					
Department: 3900 - Grant Funds					
<u>502-3900-39140</u> Grant Funds	0.00	0.00	0.00	1,411,846.00	0.00
<u>502-3900-39150</u> Proceeds From Debt	0.00	0.00	0.00	774,174.00	0.00
Department: 3900 - Grant Funds Total:	0.00	0.00	0.00	2,186,020.00	0.00
Department: 4850 - Capital Outlay					
<u>502-4850-48500</u> Construction Costs	0.00	0.00	0.00	2,932,255.42	0.00
Department: 4850 - Capital Outlay Total:	0.00	0.00	0.00	2,932,255.42	0.00
Fund: 502 - Improvement Projects Surplus (Deficit):	0.00	0.00	0.00	-746,235.42	0.00
Fund: 604 - Sanitary Sewer Fund					
Department: 0000 - Non departmental					
<u>604-0000-32110</u> Sewer Tap Fees	4,500.00	15,000.00	4,500.00	6,000.00	0.00
<u>604-0000-36100</u> Swr Interest Revenue	0.00	162.00	0.00	108.00	0.00

Budget Worksheet

For Fiscal: 2024 Period Ending: 12/31/2024

Defined Budgets

	2022	2022	2023	2023	2024	2024
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
sewer late fees	2,500.00	12,007.52	10,000.00	5,930.54	10,000.00	0.00
NSF fees	0.00	150.00	0.00	254.85	200.00	0.00
Swr Residential Charge	369,000.00	400,367.71	383,616.00	311,641.08	390,000.00	0.00
Swr Commercial Revenue	52,800.00	46,880.95	52,800.00	37,595.41	50,000.00	0.00
Swr Pine Hills Revenue	49,680.00	49,680.00	49,680.00	33,120.00	49,680.00	0.00
Swr Stagebarn San Dist Rev	70,800.00	77,711.40	77,711.00	51,807.60	77,711.00	0.00
Swr Maintenance Charge	46,116.00	56,090.04	47,952.00	42,928.09	55,000.00	0.00
Swr Debt Reserve Fee	31,200.00	32,125.65	31,200.00	32,572.99	32,000.00	0.00
CWSRF Surcharge	97,360.00	109,448.98	97,360.00	73,325.30	108,500.00	0.00
Swr Late Fees	0.00	0.00	0.00	-103.90	0.00	0.00
Swr Misc Revenue	100.00	218.38	100.00	443,542.56	100.00	0.00
Department: 0000 - Non departmental Total:	724,056.00	799,842.63	754,919.00	1,038,722.52	790,191.00	0.00
Department: 4000 - General Expense						
Wage Expense	66,170.00	66,170.16	67,570.00	46,070.20	162,785.00	0.00
Sewer City Admin Wages	17,169.00	17,168.76	17,861.00	12,585.08	0.00	0.00
Wage Expense - Hourly	47,840.00	39,970.21	41,113.00	28,987.09	0.00	0.00
Admin Wages	17,680.00	17,345.65	19,474.00	7,196.87	0.00	0.00
PR Tax Expense	11,388.00	9,842.64	11,170.00	6,634.19	12,454.00	0.00
SDRS Expense	8,932.00	8,461.48	8,761.00	5,690.32	9,868.00	0.00
Workers Comp Expense	2,000.00	3,701.98	2,000.00	0.00	4,000.00	0.00
Med Ins Expense	31,225.00	38,064.48	40,273.00	37,953.07	53,218.00	0.00
Other Ins Expense	8,000.00	10,607.58	10,000.00	12,246.10	15,000.00	0.00
Collection&Filing Fees	500.00	0.00	500.00	0.00	500.00	0.00
Postage	4,500.00	3,806.67	4,500.00	3,583.97	4,500.00	0.00
Prof Fees Expense	454,000.00	395,291.99	4,650.00	164,138.94	4,650.00	0.00
Publishing Exp	0.00	515.23	0.00	281.04	0.00	0.00
Repair/Maint Expense	79,500.00	81,593.28	94,500.00	179,648.74	152,500.00	0.00
Supply/Material Exp	15,000.00	1,446.00	15,000.00	4,245.10	15,000.00	0.00
Auto Expense	5,000.00	180.95	5,000.00	5,466.68	5,000.00	0.00
Testing Expense	3,000.00	2,471.32	3,000.00	2,725.00	4,000.00	0.00
Chemicals and Lab Supplies	5,000.00	8,108.94	5,000.00	9,207.54	10,000.00	0.00

Budget Worksheet

For Fiscal: 2024 Period Ending: 12/31/2024

Defined Budgets

	2022	2023	2024	2023	2024	2024
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
604-4000-42640	3,000.00	0.00	3,000.00	2,500.00	3,000.00	0.00
604-4000-42700	1,000.00	755.00	1,000.00	160.00	1,000.00	0.00
604-4000-42800	50,000.00	61,587.24	72,000.00	47,131.06	72,000.00	0.00
604-4000-42810	3,600.00	1,100.00	4,200.00	1,400.00	4,200.00	0.00
604-4000-42850	0.00	0.00	0.00	0.00	1,000.00	0.00
604-4000-42900	1,000.00	5,011.97	1,000.00	500.00	0.00	0.00
604-4000-43000	40,000.00	135,611.56	410,000.00	24,503.78	100,000.00	0.00
604-4000-43400	47,000.00	23,697.77	30,000.00	17,461.26	45,000.00	0.00
Department: 4000 - General Expense Total:	922,504.00	932,510.86	871,572.00	620,316.03	679,675.00	0.00
Department: 4700 - Swr Debt Service						
604-4700-47100	0.00	96,212.80	0.00	62,028.75	82,705.00	0.00
604-4700-47120	41,934.00	3,690.78	99,903.00	12,898.56	17,199.00	0.00
Department: 4700 - Swr Debt Service Total:	41,934.00	99,903.58	99,903.00	74,927.31	99,904.00	0.00
Fund: 604 - Sanitary Sewer Fund Surplus (Deficit):	-240,382.00	-232,571.81	-216,556.00	343,479.18	10,612.00	0.00
Report Surplus (Deficit):	-1,103,151.00	604,937.09	-637,202.00	-486,027.54	-275,669.00	0.00

Group Summary

Defined Budgets

Department	2022 Total Budget	2022 Total Activity	2023 Total Budget	2023 Total Activity	2024 Total Budget	2024 YTD Activity
Fund: 101 - General Fund						
0000 - Non departmental	1,657,583.00	2,437,421.48	2,453,058.00	1,519,749.90	2,360,031.00	0.00
4110 - Commission Expenses	50,842.00	48,917.88	36,842.00	26,756.59	46,792.00	0.00
4115 - Contingency Expense	112,124.00	85,000.00	160,794.00	0.00	147,632.00	0.00
4120 - Mayoral Expense	19,445.00	18,988.04	27,910.00	18,367.31	28,430.00	0.00
4130 - Election Expense	1,000.00	334.45	1,000.00	1,180.79	1,550.00	0.00
4140 - Finance Office Expense	193,425.00	191,406.00	196,659.00	138,310.10	242,415.00	0.00
4141 - City Attorney Expense	40,400.00	34,032.75	25,000.00	31,320.00	30,000.00	0.00
4192 - General Government Buildings	98,965.00	98,365.59	156,705.00	143,091.86	148,080.00	0.00
4196 - City Engineer Expense	60,000.00	45,281.89	25,000.00	60,231.96	45,000.00	0.00
4210 - Law Enforcement	767,589.00	757,298.86	831,211.00	650,530.23	940,786.00	0.00
4220 - Fire Department Expense	35,257.00	32,925.46	35,257.00	31,114.43	35,257.00	0.00
4232 - Proactive Inspection Admin	15,500.00	7,721.75	8,000.00	2,497.05	10,750.00	0.00
4310 - Street Expense	890,311.00	651,605.58	1,126,338.00	709,441.53	1,150,569.00	0.00
4320 - Code Enforcement & Sanitation	146,099.00	108,398.90	196,749.00	111,296.98	217,500.00	0.00
4410 - Animal Control Dept	250.00	0.00	1,000.00	250.00	1,000.00	0.00
4520 - Parks and Recreation	18,300.00	13,270.22	26,000.00	13,793.28	28,700.00	0.00
4652 - P & Z Expense	21,889.00	11,101.10	19,239.00	11,593.40	24,618.00	0.00
4800 - Debt Service	18,913.00	0.00	0.00	0.00	0.00	0.00
4900 - Miscellaneous	30,900.00	31,325.66	0.00	900.00	900.00	0.00
	-863,626.00	301,447.35	-420,646.00	-430,825.61	-739,948.00	0.00
Fund: 101 - General Fund Surplus (Deficit):						
Fund: 211 - Liquor, Lodging and Dining						
0000 - Non departmental	27,608.00	98,212.11	24,378.00	38,164.22	50,500.00	0.00
4650 - Economic Development Expense	26,751.00	22,874.14	24,378.00	16,892.08	72,533.00	0.00
	857.00	75,337.97	0.00	21,272.14	-22,033.00	0.00
Fund: 211 - Liquor, Lodging and Dining Surplus (Deficit):						
Fund: 302 - USDA/TIF #1 Fund						
0000 - Non departmental	500,200.00	757,523.58	500,600.00	374,673.80	602,000.00	0.00
4700 - Swr Debt Service	500,200.00	296,800.00	500,600.00	148,400.00	296,800.00	0.00
	0.00	460,723.58	0.00	226,273.80	305,200.00	0.00
Fund: 302 - USDA/TIF #1 Fund Surplus (Deficit):						
Fund: 305 - Fund 305						
0000 - Non departmental	0.00	0.00	0.00	100,008.37	170,500.00	0.00
	0.00	0.00	0.00	100,008.37	170,500.00	0.00
Fund: 305 - Fund 305 Total:						
Fund: 502 - Improvement Projects						
3900 - Grant Funds	0.00	0.00	0.00	2,186,020.00	3,500,000.00	0.00
4850 - Capital Outlay	0.00	0.00	0.00	2,932,255.42	3,500,000.00	0.00
	0.00	0.00	0.00	-746,235.42	0.00	0.00
Fund: 502 - Improvement Projects Surplus (Deficit):						
Fund: 604 - Sanitary Sewer Fund						
0000 - Non departmental	724,056.00	799,842.63	754,919.00	1,038,722.52	790,191.00	0.00

Budget Worksheet

For Fiscal: 2024 Period Ending: 12/31/2024

Defined Budgets

Department	2022		2023		2024		YTD Activity	2024
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	Total Activity		
4000 - General Expense	922,504.00	932,510.86	871,572.00	620,316.03	679,675.00	679,675.00	0.00	0.00
4700 - SWR Debt Service	41,934.00	99,903.58	99,903.00	74,927.31	99,904.00	99,904.00	0.00	0.00
Fund: 604 - Sanitary Sewer Fund Surplus (Deficit):	-240,382.00	-232,571.81	-216,556.00	343,479.18	10,612.00	10,612.00	0.00	0.00
Report Surplus (Deficit):	-1,103,151.00	604,937.09	-637,202.00	-486,027.54	-275,669.00	-275,669.00	0.00	0.00

Fund Summary

Defined Budgets

Fund	2022		2023		2024	
	Total Budget	Total Activity	Total Budget	Total Activity	Total Budget	YTD Activity
101 - General Fund	-863,626.00	301,447.35	-420,646.00	-430,825.61	-739,948.00	0.00
211 - Liquor, Lodging and Dining	857.00	75,337.97	0.00	21,272.14	-22,033.00	0.00
302 - USDA/TIF #1 Fund	0.00	460,723.58	0.00	226,273.80	305,200.00	0.00
305 - Fund 305	0.00	0.00	0.00	100,008.37	170,500.00	0.00
502 - Improvement Projects	0.00	0.00	0.00	-746,235.42	0.00	0.00
604 - Sanitary Sewer Fund	-240,382.00	-232,571.81	-216,556.00	343,479.18	10,612.00	0.00
Report Surplus (Deficit):	-1,103,151.00	604,937.09	-637,202.00	-486,027.54	-275,669.00	0.00

CITY OF SUMMERSET

ORDINANCE 2024

AN ORDINANCE APPROPRIATING FUNDS FOR THE FISCAL YEAR 2024

SECTION ONE

Be it ordained by the City of Somerset that the following sums are appropriated to meet the fiscal needs of the municipality for the fiscal year 2024.

<u>EXPENDITURES</u>	General Fund (Fund 101)	BBB Fund (Fund 211)	TIF # 1 Fund (Fund 302)	TIF # 2 Fund (Fund 305)	Improvement Proj. (Fund 502)
410 <u>GENERAL GOVERNMENT</u>					
411 Legislative	\$ 46,792				
411.5 Contingency	\$ 147,632				
412 Executive	\$ 28,430				
413 Election	\$ 1,550				
414 Financial & Administration	\$ 272,415				
419 Government Bldg & Engineering	<u>\$ 193,080</u>				
Total General Government	<u>\$ 689,899</u>				
420 <u>PUBLIC SAFETY</u>					
421 Police	\$ 940,786				
422 Fire	\$ 35,267				
423 Inspection	<u>\$ 10,750</u>				
Total Public Safety	<u>\$ 986,793</u>				
430 <u>PUBLIC WORKS</u>					
431 Streets & Drainage	\$ 1,150,569				
432 Sanitation	<u>\$ 217,500</u>				
Total Public Works	<u>\$ 1,368,069</u>				
440 <u>HEALTH & WELFARE</u>					
441 Animal Control	<u>\$ 1,000</u>				
Total Health & Welfare	<u>\$ 1,000</u>				
450 <u>CULTURE & RECREATION</u>					
452 Parks	<u>\$ 28,700</u>				
Total Culture & Recreation	<u>\$ 28,700</u>				
460 <u>CONSERVATION & DEVELOPMENT</u>					
465 Economic Development		<u>\$ 72,533</u>			
465.2 Planning & Zoning	<u>\$ 24,618</u>				
Total Consv & Development	<u>\$ 24,618</u>	<u>\$ 72,533</u>			
470 <u>DEBT SERVICE</u>					
470 Debt Service	<u> </u>		<u>\$ 296,800</u>	<u>\$ -</u>	
Total Debt Service	<u>\$ -</u>		<u>\$ 296,800</u>	<u>\$ -</u>	
485 <u>CAPITAL OUTLAY</u>					
485 Capital Outlay					<u>\$ 3,500,000.00</u>
Total Capital Outlay					<u>\$ 3,500,000.00</u>
490 <u>MISCELLANEOUS OTHER</u>					
499 Liquor	<u>\$ 900</u>				
Total Miscellaneous	<u>\$ 900</u>				
510 <u>OTHER FINANCE USES</u>					
510 Transfer Out	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u> </u>	
TOTAL 2024 APPROPRIATIONS	<u>\$ 3,099,979</u>	<u>\$ 72,533</u>	<u>\$ 296,800</u>	<u> </u>	<u>\$ 3,500,000.00</u>

SECTION TWO

The following designates the fund or funds to which the money derived from the following sources is applied.

<u>REVENUE</u>	<u>General Fund (Fund 101)</u>	<u>BBB Fund (Fund 211)</u>	<u>TIF # 1 Fund (Fund 302)</u>	<u>TIF # 2 Fund (Fund 305)</u>	<u>Improvement Proj. (Fund 502)</u>
300	<u>GENERAL GOVERNMENT</u>				
Undesignated Fund Balance	\$ 739,948	\$ 22,033	\$ (305,200.00)	\$ (170,500.00)	
310 Taxes	\$ 1,792,921	\$ 50,000	\$ 600,000	\$ 170,000.00	
320 Licenses & Permits	\$ 87,200				
330 Intergovernmental Revenue	\$ 96,610	500			
340 Charges for Goods and Services	190,000				
350 Fines & Forfeits	\$ -				
360 Miscellaneous Revenue	\$ 193,300		\$ 2,000	\$ 500.00	
390 Other Sources	\$ -				\$ 3,500,000.00
TOTAL MEANS OF FINANCE	\$ 3,099,979	\$ 72,533	\$ 296,800	\$ -	\$ 3,500,000.00

ENTERPRISE FUNDS

604	<u>SEWER ENTERPRISE FUND</u>	
Estimated Revenue	\$ 790,191	
Total Available	\$ 790,191	
Less Estimated Appropriations	\$ 779,579	
Estimated Surplus	\$ 10,612	
Est Surplus For Future Expansion	\$ 10,612	

SECTION THREE

That there is hereby levied upon all taxable property within the City of Summerset, for the fiscal year 2024, a tax sufficient to raise the following funds:

For General Purposes \$ 736,921

SECTION FOUR

The City Finance Officer is hereby authorized and directed to certify said tax levy to the Meade County Auditor, of Meade County, State of South Dakota, to the end that the same may be spread and assessed as provided by law.

Dated this 21st day of September, 2023

ATTEST:

Stephany Baumeister, Finance Officer

Melanie Torno, Mayor

Vote: Kitzmillier:
 Torno:
 Hirsch:
 Reade:
 Butler:

First Reading: Thursday, September 7, 2023
Second Reading: Thursday, September 21, 2023
Publication:

Published once _____ at the approximate cost of \$ _____