

**SUMMERSET CITY COMMISSION REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY, AUGUST 17<sup>th</sup>, 2023, 6:00 P.M.**

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

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

**Motion** by Hirsch, second by Reade to approve the agenda for the Regular Meeting of the Summerset City Commission for August 17, 2023. Motion carried.

**CONSENT CALENDAR**

**Motion** by Butler, second by Hirsch to approve the minutes of the Regular Meeting of August 3<sup>rd</sup>, 2023. Motion carried.

**Motion** by Reade, second by Kitzmiller to approve the minutes of the Special Meeting of August 9<sup>th</sup>, 2023. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Reade, second by Butler, to approve the claims and hand checks in the amount of \$513,128.57 from August 3<sup>rd</sup>, 2023, through August 16<sup>th</sup>, 2023, as presented or amended. Motion carried.

FIRST NATIONAL TRUST AND INVESTMENT MANAGEMENT SERVICES	SWR SRF P&I	\$ 24,975.77
Cardmember Services	July CC statement	\$ 8,118.10
SD State Treasurer	July 2023 Sales Tax	\$ 971.66
United States Postal Service	postage	\$ 1,000.00
Black Hawk Water Users District	Monthly Water Usage	\$ 36.50
CBH CO-OP	Bulk Fuel	\$ 3,690.18
DEMERSSEMAN JENSEN TELLINGHUISEN & HUFFMAN, LLP	Professional Services	\$ 1,577.50
Diamond Water Company	Water Sun Valley Park	\$ 255.30
GOLDEN WEST TECHNOLOGIES	comp managed serviced/Licenses	\$ 3,808.50
HDR ENGINEERING, INC	WWTP #2022-04; General Eng Fees	\$ 44,873.90
IBM	Maas 360 Essential Suite	\$ 26.76
Kieffer Sanitation	Porta Potty-Summerfest & Temp	\$ 360.00
McIntosh, Darin	Variance Sign Dpst Refund	\$ 75.00
Meade County Auditor	May 2023 Dispatch Fees	\$ 1,723.59
MIDCONTINENT COMMUNICATIONS	WWTP Telephone	\$ 177.00
Midcontinent Testing Laboratories, Inc.	WWTP monthly testing	\$ 379.50
ON-SITE FIRST AID & SAFETY	First Aid Refill PD	\$ 77.65
RCS Construction Inc	WWTP Pay Application #5	\$ 289,800.00
Scott Peterson Motors	2020 Ford Repairs	\$ 712.50
SD ONE CALL	37 Notifications for July 2023	\$ 38.85
SDARWS	Annual Dues	\$ 790.00
SDML Work Compensation Fund	SDML Ann. Conf. Schieffer & Baumierster	\$ 250.00
Simon Contractors	Infinity Drive Improvements	\$ 124,650.14
Three E Elec Eng & Equip	Lift station generator service	\$ 1,176.19
TranSource Truck & Equipment, Inc	Mack Garbage Truck	\$ 2,661.67
Tyler Technologies	Go Live with Doug	\$ 498.75

United States Postal Service	First Class Presort Annual Fee	\$	310.00
USA Bluebook	pH Buffer Powder Pills	\$	113.56

### DEPARTMENT HEAD REPORTS

Jeff Smith, no behalf of Anthony Kayl, Jon Ambrose, Stephany Baumeister, Lisa Schieffer, and Rich Nasser, gave monthly reports.

### PAYROLL CHANGE – FINANCE OFFICE

90 DAY REVIEW Nicholin Birgen increase from \$19.00 from to \$20.00 per/hr effective July 26<sup>th</sup>, 2023.

**Motion** by Reade, second by Hirsch to approve the increase to \$20.00. Motion carried.

### SELECTION OF REAL ESTATE BROKER

**Motion** by Butler, seconded by Reade to open for discussion. Motion carried.

Opportunity to submit an application closed last Friday. We received 2 applications with resume, email, and compensation. Mayor Torno presented Mr. Brennaman as an applicant for Real Estate Broker citing his status as a City resident, he submitted the lowest commission rate. Commissioner Butler agreed and stated the applicant has done a lot for the community, to which Commissioners Kitzmiller, Hirsch and Read agreed.

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

**Motion** by Butler, second by Kitzmiller to approve Brennaman as Reas Estate Broker. Motion carried.

### APPLICATION AND CERTIFICATE OF PAYMENT/ENVIRONMENTAL FUNDING REIMBURSEMENT REQUEST

**Motion** by Butler, second by Kitzmiller. Motion carried.

### STATE REVOLVING FUND LOAN REIMBURSEMENT REQUEST

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

### PURCHASE OF NEW GARBAGE TRUCK

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

Mayor Torno stated that they had been looking at the 2023 & 2024 budget because the truck was down multiple times. The 2024 budget needs to be cut, and she sat with Tony about cutting \$260.00 out of his budget. There are finance options at 10%. There is money in the general fund. Wheeler pointed out that it needs to go to bids since the cost is over \$100,000.00. Kitzmiller agreed with others, and then supposed that 2 trucks were down. Should they keep the 3<sup>rd</sup> truck, or sell for surplus? They had found a new truck for \$401,000.00.

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

**Motion** by Butler, second by Reade to purchase new garbage truck and advertise for bid. Motion carried.

### 90-DAY STEP INCREASE DISCUSSION

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

Mayor Torno suggested holding 5%, and at review get that as raise. Kitzmiller would like to wait till anniversary date for raise, but still have 90-day review to see where they're at as far as expectations. Reade agrees with Mike: at 90 day, or 6 months should be a feedback session. Hirsch feels that they should stick with steps and grades. And review only, not raise at 90-day review. Feedback.

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

No action was taken.

### BUDGET FY2024

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

Mayor Torno stated she had looked at budgets with department heads and was able to cut \$512,000 out of the budget. She sat with Lisa to go over revenue increase of \$102,000, and there are more meetings with department heads on cuts to the FY2024 budget. They plan to have the first reading of the budget at the September 7th meeting.

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

No action was taken.

**CITIZENS INPUT**

None

**UPCOMING EVENTS:**

“Cops ‘n’ Kids” fundraiser on August 27<sup>th</sup>, at the American Legion from 11am – 3 pm.

**ITEMS FROM CITY ATTORNEY**

None

**ADJOURNMENT**

**Motion** by Kitzmiller, second by Hirsch to adjourn at 6:46 p.m. Motion carried.

(SEAL)

ATTEST:

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

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

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