

**SUMMERSET CITY COMMISSION  
REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY, AUGUST 4th, 2022 6:00 P.M.**

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

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

**Motion** by Butler, second by Nasser, to approve the agenda for the regular meeting of the Summerset City Commission for August 4th, 2022 as presented or amended. Motion carried.

**CONSENT CALENDAR**

**Motion** by Nasser, second by Butler, to approve the minutes of the regular meeting of July 21st, 2022 as presented or amended. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Hirsch, second by Kitzmiller, to approve the claims and hand checks in the amount of \$65,593.08 from July 21st, 2022 through August 3rd, 2022. Motion carried.

A&B BUSINESS SOLUTIONS	MONTHLY CONTRACTS	709.39
ALLEN, DON	CELL PHONE STIPEND	50.00
AMBROSE, JONATHAN	CELL PHONE STIPEND	50.00
ANGLIN, MITCH	CELL PHONE STIPEND	50.00
AT&T MOBILITY	PD NETMOTION	480.00
BLACK HILLS ENERGY	JULY 2022	6,163.53
BLUEPEAK	FAX, PHONE, INTERNET	1,118.95
Butler, Dave	CELL PHONE STIPEND	50.00
CANDACE SEALEY	CELL PHONE STIPEND	50.00
CARDMEMBER SERVICES	CREDIT CARD FLEET CHARGES	135.19
DAVIS, OWEN	CELL PHONE STIPEND	50.00
DELTA DENTAL	EMP DENTAL INS	1,122.50
DUCHENEAUX, HALAYNA	CELL PHONE STIPEND	50.00
GOLDEN WEST TECHNOLOGIES	GENETEC SOFTWARE INSTALL	150.00
GREENAPSIS	JANITORIAL GOVT BUILDINGS	475.00
Gunderson & Palmer	LEGAL FEES	2,350.00
HAWKINS INC.	DEFOAMER	2,467.20
HEALTH POOL OF SD	EMP MEDICAL INS	16,937.28
HERMANSON EGGE ENGINEERING	2 RESIDENTIAL INSPS	210.00
HIRSCH, CLYDE	CELL PHONE STIPEND	50.00
Humane Society of Black Hills	HUMANE SOCIETY	125.19
JUSO, COLTON	CELL PHONE STIPEND	50.00
KITZMILLER, MICHAEL	CELL PHONE STIPEND	50.00

Kayl, Anthony	CELL PHONE STIPEND	50.00
LEGENDARY ELECTRIC	BREAKER PD	76.53
MACRANDER, MATTHEW	CELL PHONE STIPEND	50.00
MONTILEAUX, CASEY	CELL PHONE STIPEND	50.00
NASSER, ALEXIS	CELL PHONE STIPEND	50.00
NASSER,RICH	CELL PHONE STIPEND	50.00
O'GRADY, BRENDA	CELL PHONE STIPEND	50.00
SCHIEFFER, LISA	CELL PHONE STIPEND	50.00
SCHROCK, BRIELLE	CELL PHONE STIPEND	50.00
SDRS-SUPPLEMENTAL	SUP RET CONTS JULY 2022	545.00
SERVALL UNIFORM & LINEN SUPPLY	MONTHLY FEES	162.89
SMITH, JEFF	CELL PHONE STIPEND	50.00
TORNO, MELANIE	CELL PHONE STIPEND	50.00
TYLER TECHNOLOGIES, INC	MAINT AND ANNUAL FEES	17.27
UNITED STATES TREASURY	PAYROLL TAX DEP JULY 2022	15,776.27
USA BLUEBOOK	WWTP SUPPLIES	473.70
Verizon Wireless	LE VOICE AND MOBILE	190.10
AFLAC REMITTANCE PROCESSING	EMP INS PREMIUMS JULY	156.65
CARDMEMBER SERVICES	CREDIT CARD CHARGES	4,666.58
SDRS	JULY 2022 RET CONTS	9,108.80
SOUTH DAKOTA STATE TREASURER	SALES TAX COLL JULY 2022	975.06

#### **APPROVAL OF PAYROLL – July 2022 – SDCL 6-1-10**

**Motion** by Kitzmiller, second by Nasser to approve the payroll for July 2022. Motion carried.

Dept. 4000 - \$18,367.24 Wastewater/Public Works

Dept. 4110 - \$2,333.32 Commission

Dept. 4120 - \$1,083.33 Mayor

Dept. 4140 - \$12,447.82 Finance

Dept. 4210 - \$26,824.23 Police

Dept. 4652 - \$0.00 Planning & Zoning

#### **UTILITY BILLING ADJUSTMENTS**

**Motion** by Butler, second by Nasser to approve of utility billing adjustments of \$1,531.02 for the period July 1<sup>st</sup> thru July 31<sup>st</sup>, 2022. Motion carried.

#### **COMMISSIONER REPORTS**

Commissioners gave report on monthly activity.

#### **BLACK HILLS COUNCIL OF LOCAL GOVERNMENTS 2023 DUES PRESENTATION – JENNIFER SIETSEMA, EXECUTIVE DIRECTOR**

J. Sietsema presented to the Board the history on the dues and what to expect for 2023. Sietsema also discussed new funding for South Dakota Housing eligibility.

#### **PAYROLL CHANGE TABLED FROM 7/21/2022 – PUBLIC WORKS DIRECTOR/ANTHONY KAYL**

**Motion** by Nasser, second by Kitzmiller to open 90-Day Review - currently at \$25.00. Effective July 4<sup>th</sup>, 2022. For review. Motion carried.

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

**PAYROLL CHANGE – WASTEWATER OPERATOR/OWEN DAVIS**

**Motion** by Butler, second by Hirsch to open 90-Day Review from \$18.00 to \$19.00. Effective July 26<sup>th</sup>, 2022 for discussion. Motion carried.

**Motion** by Butler, second by Nasser to approve. Motion carried.

**POLICE DEPARTMENT – ADDITIONAL PERSONNEL DISCUSSION**

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

**Motion** by Nasser, second by Hirsch to table for August 18<sup>th</sup> meeting. Motion carried.

**GOLDEN WEST TECHNOLOGIES QUOTE – REPLACING SECURITY TOTAL CARE/GENETEC**

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

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

**Motion** by Hirsch, second by Nasser to table until August 18<sup>th</sup> meeting. Motion carried.

**RESOLUTION 2022-16 A RESOLUTION CONCERNING ON-SALE AND OFF-SALE LIQUOR LICENSES AND ESTABLISHING FEES.**

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

**Motion** by Hirsch, second by Butler to table for August 18<sup>th</sup> meeting. Motion carried.

**SUMMERSET PERSONNEL POLICY HANDBOOK – DRAFT VERSION (Pages 1 – 22).**

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

**CITIZENS INPUT**

None

**UPCOMING EVENTS**

FY Budget Hearings are set for August 22<sup>nd</sup>, 24<sup>th</sup>, and 25<sup>th</sup>.

Piedmont Valley Event August 20<sup>th</sup>.

**ITEMS FROM CITY ATTORNEY**

None

**ADJOURNMENT**

**Motion** by Nasser, second by Kitzmiller, to adjourn at 7:41 p.m. Motion carried.

(SEAL)

ATTEST:

\_\_\_\_\_  
Candace Sealey  
Finance Officer

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

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