

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, JANUARY 5th, 2023 6:00 P.M.**

Mayor Torno called the Regular Meeting to order at 6:00 p.m. Commissioners Hirsch, Nasser, Butler and Kitzmiller 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 Hirsh, second by Nasser to approve the agenda for the regular meeting of the Summerset City Commission for January 5th, 2023. Motion carried.

CONSENT CALENDAR

Motion by Nasser, second by Butler to approve the minutes of the regular (rescheduled) meeting of December 19th, 2022 as presented or amended. Motion carried.

APPROVAL OF CLAIMS

Motion by Nasser, second by Hirsch to approve the claims and hand checks in the amount of \$343,754.64 from December 15th, 2022, through January 4th, 2023, as presented or amended. Motion carried.

A&B BUSINESS SOLUTIONS	Monthly Contract	430.03
ALLEN, DON	Uniform Allowance	400.00
AMBROSE, JONATHAN	Uniform Allowance	550.00
ANGLIN, MITCH	Uniform Allowance	550.00
ASPEN RIDGE LAWN & LANDSCAPE L	Treated Road Salt	5,400.00
AT&T MOBILITY	FirstNet SS PD	526.37
AXON ENTERPRISE, INC	Axon Subscription	345.24
BAUMEISTER, STEPHANY	Phone Stipend	50.00
BLACK HILLS ENERGY	Utilities	6,031.33
BLUEPEAK	Fax/Phone/Internet	1,120.73
Butler, Dave	Phone Stipend	50.00
C HAVEMAN BUSINESS SERVICES	Reconciliations	2,025.00
CANDACE SEALEY	Phone Stipend	50.00
DAKOTA PUMP, INC	Scada Service Agreement	3,135.06
DAVIS, OWEN	Uniform Stipend	550.00
DEMERSSEMAN JENSEN	Legal Services	3,070.00
GOLDEN WEST TECHNOLOGIES	Managed Services & Security Labor	459.00
GREENAPSYS	Professional Fees	335.81
Gunderson & Palmer	Legal Fees	4,350.00
HAWKINS INC.	Defoamer	4,934.40
HIRSCH, CLYDE	Phone Stipend	50.00
JT VEHICLE SYSTEMS	Flat Rate Vehicle Set-Up	1,813.90
COLTON JUSO	Uniform Allowance	400.00

KIEFFER SANITATION	Temp Portable Toilets	60.00
KITZMILLER, MICHAEL	Phone Stipend	50.00
Kayl, Anthony	Phone Stipend & Uniform	550.00
Lighting Maintenance Co.	New Streetlight	10,411.47
MACRANDER, MATTHEW	Uniform Allowance	400.00
MDU	Utilities	2,353.76
MEADE COUNTY	Pictometry Project	2,000.00
MEADE COUNTY AUDITOR	Dispatch Oct	2,227.06
MID-AMERICAN RESEARCH CHEMICAL	WWTP Supplies	575.96
MIDCONTINENT TESTING LABS	Mid Co Testing	223.50
MONTILEAUX, CASEY	Uniform Allowance	400.00
NASSER, ALEXIS	Phone Stipend	50.00
NASSER, RICH	Uniform Allowance	400.00
NORTHERN TRUCK EQUIPMENT CO	Snowplow	10,675.85
O'GRADY, BRENDA	Phone Stipend	50.00
RAPID CITY FIRE DEPARTMENT	Ambulance Service Contract	31,114.43
RAPID CITY JOURNAL	Publications	751.12
SCHIEFFER, LISA	Phone Stipend	50.00
SD ONE CALL	November Notifications	16.80
SDRS-SUPPLEMENTAL	Supplemental Retirement	540.00
SMITH, JEFF	Phone Stipend Uniform Allowance	550.00
STURGIS RESPONDER SUPPLY	Fire Extinguisher Clamps	101.80
TORNO, MELANIE	Phone Stipend	50.00
UEBEL, DEREK	Uniform Allowance	400.00
UNITED STATES POSTAL SERVICE	Postage	1,000.00
CARDMEMBER SERVICES	Credit Card Charges	21,168.45
SOUTH DAKOTA STATE TREASURER	Sales Tax	981.91
UNITED STATES TREASURY	Payroll Taxes	16,835.36
USDA	USDA Payment	148,400.00
AFLAC REMITTANCE PROCESSING	Employee Accident Insurance	94.25
CARDMEMBER SERVICES	Credit Card Charges	15,518.81
SDRS	Employee Retirement	8,912.02
UNITED STATES TREASURY	Payroll Taxes	15,165.22

APPROVAL OF PAYROLL – DECEMBER 2022 – SDCL 6-1-10

Motion by Kitzmiller, second by Butler to approve the following payroll. Motion carried.

Dept. 4000 - \$18,442.81 Wastewater/Public Works

Dept. 4110 - \$2,333.32 Commission

Dept. 4120 - \$1,083.33 Mayor
Dept. 4140 - \$12,606.82 Finance
Dept. 4210 - \$27,576.35 Police
Dept. 4652 - \$75.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Butler, seconded by Hirsch to approve the utility billing adjustments of \$841.37 for the period December 1 thru December 31, 2022. Motion carried.

COMMISSION REPORTS

Kitzmilller, Butler, Nasser, Hirsch, and Torno gave monthly reports.

MUNICIPAL ELECTION

Motion by Kitzmilller, seconded by Nasser, to set the Summerset Municipal Election for April 11, 2023. Motion carried.

NOTICE OF VACANCY

Two (2) City Commissioner Seats -Three Year Term.

CONTRACTOR'S APPLICATION FOR PAYMENT - HDR

Motion by Hirsch, seconded by Butler to approve. Motion carried.

OFFICAL NEWSPAPER

Motion by Kitzmilller, second by Butler to designate Rapid City Journal as official newspaper for 2023. Motion carried.

RECOGNITION OF VOLUNTEERS

*Mayor Melanie Torno abstained from vote.

Motion by Nasser, second by Hirsch to approve the following volunteers in the Summerset Police Department: Tracy Wiest and Mark Boddicker; Approval of the following volunteers in the Summerset Public Works Department: Gerald Torno – snow removal. Motion carried.

APPROVAL OF CONTINGENCY FUNDS – to close out FY2022

Motion by Butler, second by Nasser to approve contingency funds as listed. Motion carried.

4140	\$5,000.00	Finance Office
4192	\$40,000.00	General Governmental Bldg.
4210	\$40,000.00	Police Department

APPOINT PLANNING & ZONING MEMBERS

Motion by Kitzmilller, second by Hirsch to appoint Planning & Zoning members Brody Oldfield, Dustin Hirsch, Casey Kenrick, John Hough, and Mike Martin. Motion carried.

SECOND READING FOR ORDINANCE 2022-16 AMENDING SUPPLEMENTAL ITEMS AND LICENSING FEE

Motion by Butler, second by Hirsch to approve the second reading for Ordinance 2022-16. Motion carried.

ADOPT ORDINANCE 2022-16 AMENDING SUPPLEMENTAL ITEMS AND LICENSING FEE

Motion by Kitzmilller, second by Butler to adopt Ordinance 2022-16. Motion carried.

SECOND READING FOR ORDINANCE 2022-17 AMENDING PERMANENT LICENSES

Motion by Kitzmiller, second by Nasser to approve the second reading for Ordinance 2022-17. Motion carried.

ADOPT ORDINANCE 2022-17 AMENDING PERMANENT LICENSES

Motion by Hirsch, second by Nasser to adopt Ordinance 2022-17. Motion carried.

FIRST READING FOR ORDINANCE 2023-01 REPEAL ORDINANCE 31.024

Motion by Nasser, second by Hirsch to approve the first reading for Ordinance 2023-01. Motion carried.

SET SECOND READING FOR ORDINANCE 2023-01 REPEAL ORDINANCE 31.024

Motion by Kitzmiller, second by Hirsch to set the second reading for January 19th, 2023. Motion carried.

BLACK HAWK INCORPORATION INTENT LETTER

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

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

AGREEMENT WITH RCS CONSTRUCTION, INC.

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

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

Motion by Butler, second by Kitzmiller to approve agreement with RCS Construction, Inc. Motion carried.

BUILDING PERMIT VARIANCE-RCS STORAGE

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

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

Motion by Butler, second by Hirsch to approve building permit variance- RCS Storage. Motion carried.

FINALIZATION OF PERSONNEL HANDBOOK

Motion by Kitzmiller, second by Nasser to approve finalization of personnel handbook. Motion carried.

CITIZENS INPUT

None

UPCOMING EVENTS:

Summerset Christmas Party, January 6th– Meadowood Lanes.

City Offices will be closed Monday January 16th, 2023, in observance of Martin Luther King Day.

ITEMS FROM CITY ATTORNEY

Motion by Kitzmiller, second by Nasser, to enter executive session at 6:38 p.m. per SDCL 1-25-2 for discussing legal, economic development, and personnel issues. Motion carried.

Motion by Kitzmiller, second by Hirsch to go out of executive session at 8:05 p.m. Motion carried.

ADJOURNMENT

Motion by Nasser, second by Kitzmiller, to adjourn at 8:05 p.m. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

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