

**SUMMERSET CITY COMMISSION
REGULAR MEETING
ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY OCTOBER 15, 2020 6:00 P.M.**

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

Mayor Lutz led the Pledge of Allegiance.

Motion by Kitzmiller, second by Butler to amend the agenda for October 15, 2020 moving item seven into Executive Session for discussion. Motion carried

Motion by McCoy, second by Hirsch to approve the October 1, 2020 and October 8, 2020 minutes as presented. Motion carried.

APPROVAL OF CLAIMS

Motion by Hirsch, second by McCoy to approve the claims and hand checks in the amount of \$397,197.18 from October 1, 2020 through October 14, 2020 as presented or amended. Motion carried.

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|--------------------------------|---------------------------------|-------------|
| A&B BUSINESS SOLUTIONS | Monthly Contract | \$346.02 |
| Aflac Remittance Processing | Accident Insurance | \$581.74 |
| BankWest | Line of Credit Payment | \$329.00 |
| Black Hawk Water | Monthly Usage | \$30.00 |
| Cardmember Services | Monthly Credit Card Charges | \$8,627.08 |
| Cascade Engineering | 96 Gallon Toters | \$25,812.00 |
| CBH CO-OP | Gov Fuel | \$834.37 |
| Dave's Auto & Cycle | LE Auto Repair 2016 Interceptor | \$210.30 |
| Demerseman Jensen | Legal Services | \$1,052.50 |
| Diamond D Water | Monthly Usage Sun Valley Park | \$112.40 |
| Golden West Technologies | Managed Services | \$1,855.50 |
| Hach Company | Laboratory Supplies | \$840.74 |
| Harvey's Lock & Security | Rekey locks | \$508.29 |
| Hawkins Inc. | Aqua Hawk | \$2,412.00 |
| HDR Engineering, Inc. | Task Order 20-02 WWTP | \$15,733.25 |
| Health Pool Of SD | Employee Medical Insurance | \$10,246.04 |
| High Tech Mechanical | Radiant Heaters | \$6,836.75 |
| Kieffer Sanitation | Monthly Billing | \$15,636.82 |
| Meade County Auditor | Dispatch September | \$2,336.51 |
| Meade County Register Of Deeds | Shadowland Plat | \$90.00 |
| Meade County Register Of Deeds | McIntosh Plat | \$90.00 |
| Meade County Register Of Deeds | Weidenbach/ Peterson Plat | \$90.00 |

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| Meade County Register Of Deeds | Sun Valley Glengarriff | \$90.00 |
| Midcontinent Communications | WWTP Phone | \$201.58 |
| Midcontinent Testing | Mid Co Testing | \$247.00 |
| Northern Truck Equip. | GA Truck Payment | \$294,338.60 |
| Rapid City Journal | Publications | \$448.75 |
| Rapid Rooter | WWTP Inspection | \$1,144.00 |
| Royer, Ryan | WWDEP Refund | \$50.00 |
| SD One Call | September Notifications | \$40.95 |
| SD Department Of Revenue | Sales Tax September | \$945.40 |
| Servall Uniform & Linen Services | Monthly Fees | \$130.51 |
| Tyler Technologies | Maint Fee Annual | \$4,616.96 |
| Valandra, Morgan | Phone Stipend | \$50.00 |
| Western Mailers | Garbage Postcards | \$282.12 |

AUDIT UPDATE

The City Administrator updated the Commission on the status of the financial audit. The audit is still incomplete.

UTILITY BILLING UPDATES

The Finance Officer spoke to the Commission about utility billing accounts and deposit adjustments.

CITIZENS INPUT

None

ITEMS FROM CITY ATTORNEY

Motion by Kitzmiller, second by Butler to enter Executive Session per SDCL 1-25-2 for discussing legal, economic development and personnel issues at 6:14 p.m.

Motion by Kitzmiller second by Hirsch to exit Executive Session at 6:58 p.m.

90 DAY PAY ADJUSTMENT FOR FINANCE OFFICER

Motion by McCoy, second by Butler to review pay increase for City Finance Officer at annual performance review. Motion carried.

ADJOURNMENT

Motion for adjournment at 6:59 p.m. by Hirsch, second Butler. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

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