

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

Mayor Torno called the Regular Meeting to order at 6:00 p.m. Commissioners Hirsch, Kitzmiller, Reade and Butler were present. Also present was the City Administrator.

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 October 5th, 2023. Motion carried.

CONSENT CALENDAR

Motion by Butler, second by Hirsch to approve the minutes of the regular meeting of September 21st, 2023. Motion carried.

APPROVAL OF CLAIMS

Motion by Kitzmiller, second by Reade to approve the claims and hand checks in the amount of \$443,891.20 from September 21st, 2023 through October 4th, 2023 as presented or amended. Motion carried.

AFLAC Remittance Processing	34.45
AFLAC Remittance Processing	4.29
AFLAC Remittance Processing	96.72
SDRS	4,327.18
SDRS	5,506.10
United States Treasury	5,553.49
United States Treasury	9,249.08
United States Treasury	2,163.08
A&B Business Solutions	437.30
Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
AT&T Mobility	609.62
Baumeister, Stephany	89.08
Birgen, Nicholin	50.00
Butler Machinery Company	3,765.09
Butler, Dave	50.00
City of Sturgis	150.00
Clarity Telecom	1,125.08
DAVIS, OWEN	50.00
Delta Dental	994.50
Fire Pro	102.00
Golden West Technologies	350.00
Greenapsis	485.00
HDR Engineering, Inc	3,420.00
Health Pool of SD	15,399.09
Hirsch, Clyde	50.00
Kayl, Anthony	50.00
Kitzmiller, Michael	50.00
Meade County Auditor	2,933.70
Meade County Register of Deeds	90.00

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Midwest Radar & Equipment	246.00
Northern Truck Equipment Corporation	382,897.83
Schieffer, Lisa	50.00
SDRS-SUPPLEMENTAL RETIREMENT PLAN (SDSRP)	495.00
Smith, Jeff	50.00
Torno, Melanie	50.00
Tyler Technologies	1,811.50
Western Communications Inc.	65.00
United States Treasury	812.05
Schreiner, Mark	27.67
Nordell, Ron	11.30

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

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

Dept. 4000 - \$12,469.46 Wastewater

Dept. 4110 - \$1,749.99 Commission

Dept. 4120 - \$1,916.67 Mayor

Dept. 4140 - \$11,401.81 Finance

Dept. 4210 - \$38,080.12 Police

Dept. 4310 - \$12,188.66 Public Works

Dept. 4652 - \$0.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Hirsch, second by Butler to approve the billing adjustment of \$254.34.00 for the period of September 1st to September 30th, 2023. Motion carried.

COMMISSION REPORTS

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

RESIGNATION – POLICE OFFICER DEREK UEBEL

Motion by Hirsch, second by Butler to accept the resignation. Motion carried.

RESIGNATION – PARKS & RECREATION BOARD PRESIDENT KELLY MCINTOSH

Motion by Kitzmiller, second by Reade to accept the resignation. Motion carried.

SECOND READING ON ORDINANCE 2023-16, 92-034 DUTY OF OWNER, MANAGER, LESEE OR TENANT.

Motion by Kitzmiller, second by Butler to approve the second reading. Motion carried.

Motion by Kitzmiller, second by Reade to adopt Ordinance 2023-16. Motion carried.

SUB-RECIPIENT AGREEMENT AND THE ENVIRONMENTAL REPORT TO THE OFFICE OF EMERGENCY MANAGEMENT

Motion by Reade, second by Butler to authorize City Administrator Lisa Schieffer to sign off on the grant for the generator. Motion carried.

MINOR PLAT – G. COLASARDO

Motion by Butler, second by Reade to approve the minor plat. Motion carried.

PRELIMINARY/FINAL PLAT – BESLER INC.

Motion by Kitzmiller, second by Hirsch to approve the preliminary/final plat. Motion carried.

BID – ASTORIA COURT & ASTORIA LANE DRAINAGE & ROADWAY IMPROVEMENTS

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

Mayor Torno explained that one bid was received on the Astoria Court and Astoria Lane Drainage & Roadway Improvements Project from Simon Contractors in the amount of \$343,773.00. Discussion was had on the pricing and the same had been put in the budget for 2024.

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

Motion by Reade, second by Kitzmiller to approve the bid of Simon Contractors. Motion carried.

UPDATE CITY OF SUMMERSET PUBLIC WORKS SAFETY MANUAL – PART 11: VEHICLE OPERATIONS

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

City Administrator Lisa Schieffer explained to the Board that when the Personnel Handbook was approved new language was put into place along with statutory authority regarding vehicle operations. To make it consistent throughout the Safety Manual needed to be updated with the same language.

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

Motion by Butler, second by Kitzmiller to approve the updating of the safety manual. Motion carried.

CITIZENS INPUT

None.

UPCOMING EVENTS:

City Offices will be closed Monday, October 9th for Native American Day.

ITEMS FROM CITY ATTORNEY

Motion by Kitzmiller, second by Hirsch, to go into executive session at 6:22 p.m. Motion carried.

Motion by Kitzmiller, second by Hirsch, to go out of executive session and return to regular session at 6:52 p.m. Motion carried.

RETAIN SPECIAL CITY COUNSEL TO REPRESENT CITY CONDERNING VIOLATION OF SUMMERSET ORDINANCES, INCLUDING BUT NOT LIMITED TO SUBDIVISON VIOLATIONS

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

Attorney Talbot Wiczorek presented a letter to the Board confirming the terms for representation of the City of Summerset regarding the above-entitled matter.

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

Motion by Butler, second by Hirsch to approve retaining Talbot Wiczorek as special counsel to represent the city. Motion carried.

ADJOURNMENT

Motion by Hirsch, second by Kitzmiller to adjourn the meeting at 6:55 p.m.

(SEAL)

ATTEST:

Stephany Baumeister

Finance Officer

Published once _____ at a cost of \$ _____.

Melanie Torno

Mayor