

***SUMMERSET CITY COMMISSION REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY, June 15th, 2023 6:00 P.M.***

Mayor Torno called the Regular Meeting to order at 6:00 p.m. Commissioners Kitzmiller, Reade and Butler were present. Absent: Hirsch. 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 Butler, second by Reade to approve the agenda for the Regular Meeting of the Summerset City Commission for June 15th, 2023. Motion carried.

**CONSENT CALENDAR**

**Motion** by Kitzmiller, second by Butler to approve the minutes of the Regular Meeting of June 1st, 2023. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Kitzmiller, second by Butler, to approve the claims and hand checks in the amount of \$729,719.91 from June 1st, 2023, through June 14th, 2023 as presented or amended. Motion carried.

AT&T MOBILITY	NM Mobility Premium Maint 25	\$1,499.40
BAUMEISTER, STEPHANY	Mileage/per diem Pierre	\$338.00
BIRGEN, NICHOLIN	Per diem Pierre	\$135.48
BLACK HAWK WATER USERS DIST.	utilities	\$42.50
CARDMEMBER SERVICES	May 2023 PD Vehicle cc statement	\$16,078.14
DELTA DENTAL	Employee Dental Insurance	\$880.90
DEMERSSEMAN JENSEN	Legal Services	\$1,615.00
ENGEL, AHRLIN	CR balance on account	\$18.40
GOLDEN WEST TECHNOLOGIES	Managed Srvs 6/01--6/31 2023	\$3,808.50
GREENAPSIS	Janitorial Govt Building	\$320.00
HDR ENGINEERING, INC	Task Order 2023-004	\$6,427.50
HEALTH POOL OF SD	Employee Medical Insurance	\$16,215.79
IBM	MaaS360 Essential Suite Client	\$26.84
MID-AMERICAN RESEARCH CHEMICAL	Thermo-Guard Grease	\$371.66
MIDCONTINENT COMMUNICATIONS	WWTP Telephone	\$176.48
MIDCONTINENT TESTING LABS	WWTP Chem testing	\$345.50
RAMKOTA HOTEL & CONFERENCE	Birgen Lodging FO School	\$575.00
RAPID CITY JOURNAL	Annual Report Dec 31 2023	\$1,123.28
RCS CONSTRUCTION INC	WWTP Expansion	\$671,850.00
SD ONE CALL	48 Notifications May 2023	\$50.40
SD Secretary of State	Notary - Nicholin Birgen	\$60.00
TYLER TECHNOLOGIES, INC	Configure UB with Gerri Fowler	\$4,648.75
USA BLUEBOOK	BOD Bottles 300mL qty 24; Caps	\$1,852.25
AFLAC REMITTANCE PROCESSING	Employee Insurance Premium	\$135.46
SOUTH DAKOTA STATE TREASURER	Sales Tax Collected May 2023	\$1,124.68

## **DEPARTMENT HEAD REPORTS**

Owen Davis on behalf of Jon Ambrose, Stephany Baumeister, Lisa Schieffer, Rich Nasser, and Anthony Kayl gave monthly reports.

## **PARLIAMENTARY PROCEDURE/EXECUTIVE – LEGAL MATTERS**

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

Lisa Schieffer explained the parliamentary procedure for when the public should be allowed to speak during open discussion.

Mike Wheler explained about what items take place during executive session.

Mayor Torno explained that other cities are using a form for the citizens to fill out if they want to speak during open discussion for items.

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

## **PAYROLL CHANGE – CITY ADMINISTRATOR LISA SCHIEFFER**

Anniversary 1% increase to \$71,442.60 effective May 26th, 2023.

**Motion** by Reade, second by Kitzmiller to approve increase to \$71,442.60. Motion carried.

## **SERGEANT POSITION**

Matt Macrander promotion to Sergeant @ \$29.80 per/hr., effective June 19th, 2023. Motion carried.

**Motion** by Reade, second by Butler to approve promotion @ \$29.80 effective June 19th, 2023. Motion carried.

## **FIRST READING – ORDINANCE 2023-03 GOVERNING BODY (3 PERSON to 5 PERSON)**

**Motion** by Kitzmiller, second by Reade to approve the first reading of Ordinance 2023-03. Motion carried.

**Motion** by Kitzmiller, second by Reade to set second reading for Ordinance 2023-03 for July 6th, 2023. Motion carried.

## **SECOND READING – ORDINANCE 2023-04 AMENDING LOCAL CAMPAIGN FINANCE ORDINANCES**

**Motion** by Kitzmiller, second by Reade to approve second reading of Ordinance 2023-04. Motion carried.

**Motion** by Kitzmiller, second by Reade to adopt second reading of Ordinance 2023-04. Motion carried.

## **SECOND READING – ORDINANCE 2023-05 AMENDING FENCE ORDINANCE**

**Motion** by Kitzmiller, second by Butler to approve second reading of Ordinance 2023-05. Motion carried.

**Motion** by Kitzmiller, second by Reade to adopt second reading of Ordinance 2023-05. Motion carried.

## **SET FIRST READING FOR FOLLOWING ORDINANCES**

2023-06 – Kennels; 2023-07 – Dangerous Animal; 2023-08 – Notice of Review by Legal and Finance Committee; 2023-09 – Notice to Cut Vegetation.

**Motion** by Kitzmiller, second by Butler to approve setting the first reading for July 6th, 2023. Motion carried.

## **SET FIRST READING FOR FOLLOWING ORDINANCES**

2023-10 – Penalty 91.999; 2023-11 – Definitions 93.01; 2023-12 – General Penalty 10.99; 2023-13 – Storing, Parking, or Leaving Vehicles as a Nuisance 93.02; 2023-14 – Storage on Public Property Prohibited 71.085; 2023-15 – Penalty 71.999.

**Motion** by Reade, second by Butler to approve setting the first reading for July 6th, 2023. Motion carried.

## **TYLER TECHNOLOGIES – TYLER PAYMENTS QUOTE**

A quote for purchasing credit card reader, and annual service charge.

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

**Motion** by Butler, seconded by Reade to close discussion. Motion carried.

**Motion** by Butler, seconded by Reade to approve Tyler Payments quote. Motion carried.

#### **APPLICATION AND CERTIFICATE FOR PAYMENT – WWTP EXPANSION**

**Motion** by Butler, second by Reade to approve application and certificate #3 for payment. Motion carried.

#### **SURPLUS PROPERTY**

**Motion** by Kitzmiller, seconded by Reade to open discussion. Motion carried.

Mike Wheeler went over 3 options.

**Motion** by Reade, seconded by Butler to close discussion. Motion carried.

**Motion** by Butler, seconded by Reade to list the surplus property with licensed real estate agent. Motion carried.

#### **EXIT 48 AND SDDOT INTERCHANGE STUDY DISCUSSION**

**Motion** by Kitzmiller, seconded by Reade to open discussion. Motion carried.

Mayor Torno read a statement.

**Motion** by Butler, seconded by Reade to close discussion. Motion carried.

#### **May 2023 REVENUE & EXPENDITURE REPORTS \*INFORMATION ONLY**

#### **CITIZENS INPUT**

None.

#### **UPCOMING EVENTS:**

June 19th - City Offices will be closed for Juneteenth Holiday.

June 20th, 5:30 pm to 7:30 pm - City of Summerset/Sturgis Economic Development Building a Community Together.

June 23rd & 24th, 7:30 am to 3:00 pm – City-wide cleanup.

July 8th, 4:00 – 7:00 pm – Summerfest at City Hall

#### **ITEMS FROM CITY ATTORNEY**

**Motion** by Butler, second by Reade, to enter executive session at 6:52 p.m. per SDCL 1-25-2 for discussing legal, economic development, and personnel issues. Motion carried.

**Motion** by Kitzmiller, second by Reade to go out of executive session at 7:15 p.m. Motion carried.

#### **ADJOURNMENT**

**Motion** by Kitzmiller, second by Reade, to adjourn at 7:15 p.m. Motion carried.

(SEAL)

ATTEST:

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

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

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