

**SUMMERSET CITY COMMISSION REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, FEBRUARY 2nd, 2023 6:00 P.M.**

Mayor Torno called the Regular Meeting to order at 6:00 p.m. Commissioners Hirsch, Kitzmiller, Nasser and Butler were present. 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 Hirsch, to approve the agenda for the Regular Meeting of the Somerset City Commission for February 2nd, 2023. Motion carried.

CONSENT CALENDAR

Motion by Hirsch, second by Nasser, to approve the minutes of the Regular Meeting of January 19th, 2023. Motion carried.

APPROVAL OF CLAIMS

Motion by Kitzmiller, second by Nasser, to approve the claims and hand checks in the amount of \$157,148.31 from January 18th, 2023 through February 1st, 2023 as presented or amended. Motion carried.

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|--------------------------------|---|--------------|
| A&B Business Solution | Monthly Contract | \$ 457.02 |
| Ambrose, Jon | Cell Phone Stipend | \$ 50.00 |
| American Engineering Testing | Testing Astoria Ct | \$ 2,750.00 |
| Anglin, Mitch | Cell Phone Stipend | \$ 50.00 |
| Axon Enterprise Inc. | 1 of 5 Years Fleet Bundle | \$ 12,453.60 |
| Aflac | Emp. Insurance Premium-February | \$ 94.25 |
| American Legal Publishing Corp | Internet Renewal 02/25/2023-02/25/2024 | \$ 475.00 |
| BH Energy | January monthly usage | \$ 6,122.84 |
| Bluepeak | Fax/phone/internet-January | \$ 1,121.24 |
| Baumeister, Stephany | Cell Phone Stipend | \$ 50.00 |
| Butler, David | Cell Phone Stipend | \$ 50.00 |
| Cardmember Services | Dec 2022 Credit Card Charges | \$ 146.46 |
| Cardmember Services | Dec 2022 Credit Card Charges | \$ 9,750.82 |
| City of Sturgis | Boarding for Rogue | \$ 150.00 |
| Delta Dental | January Emp Dental Insurance | \$ 707.20 |
| Davis, Owen | Cell Phone Stipend | \$ 50.00 |
| EMW Solutions LLC | Labor & Seals/Bend Cylinder | \$ 222.82 |
| G&H Dist. of Rapid City | Public Works Supplies | \$ 62.07 |
| Golden West Technologies | MR51 e Billable Labor;Genetec;Doors | \$ 787.50 |
| Hawkins, Inc | Defoamer | \$ 2,467.20 |
| HDR Engineering, Inc | Engineering Fees 27-Nov-2022 to 31-Dec-2022 | \$ 10,885.00 |
| HDR Engineering, Inc | Engineering Fees 22-Sep-2022 to 22-Oct-2022 | \$ 17,013.75 |
| Health Pool of SD | Employee Medical Insurance | \$ 13,475.92 |

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| Hirsch, Clyde | Cell Phone Stipend | \$ 50.00 |
| IBM | MaaS360 Essential Suite 08-Dec-2022 to 07-Dec-2023 | \$ 864.00 |
| Kenny's Body Shop Inc | 2020 RT Headlamp | \$ 1,859.87 |
| Kitzmiller, Michael | Cell Phone Stipend | \$ 50.00 |
| Kayl, Anthony | Cell Phone Stipend | \$ 50.00 |
| Kayl, Anthony | Conference Reimbursement | \$ 616.50 |
| Meade County Auditor | Dispatch November 2022 | \$ 2,069.18 |
| Montana Dakota Utilities | Monthly Utilities | \$ 2,437.88 |
| Mid American Research Chemical | WWTP Supplies | \$ 348.94 |
| Nasser, Alexis | Cell Phone Stipend | \$ 50.00 |
| O'Grady, Brenda | Cell Phone Stipend | \$ 50.00 |
| Route | Havis Charge Guard | \$ 69.00 |
| Sealey, Candace | Cell Phone Stipend | \$ 50.00 |
| Schieffer, Lisa | Cell Phone Stipend | \$ 50.00 |
| SDRS/Retirement Contribution | January 2023 Retirement Contributions | \$ 9,746.14 |
| SDRS-Supplemental | January 2023 Supplemental Retirement | \$ 540.00 |
| Smith, Jeff | Cell Phone Stipend | \$ 50.00 |
| Torno, Melanie | Cell Phone Stipend | \$ 50.00 |
| Time Equipment Rental & Sales | Meyer Part Adapter | \$ 255.00 |
| United States Treasury | Payroll Tax Deposit-January 2023 | \$ 16,812.22 |
| USGS | USGS Contract | \$ 6,000.00 |
| USA BlueBook | Sensor Cap | \$ 197.66 |
| Western Mailers | Postcards-garbage Service & Processing | \$ 537.23 |
| Wegner Motors | 2023 Dodge Charger | \$ 34,952.00 |

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

Motion by Nasser, second by Hirsch to approve the following payroll. Motion carried.

Dept. 4000 - \$19,109.05 Wastewater/Public Works

Dept. 4110 - \$2,333.32 Commission

Dept. 4120 - \$1,916.67 Mayor

Dept. 4140 - \$13,199.25 Finance

Dept. 4210 - \$29,828.05 Police

Dept. 4652 - \$1,050.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Butler, seconded by Kitzmiller to approve the utility billing adjustments of \$1,126.38 for the period January 1 thru January 31, 2023. Motion carried.

COMMISSION REPORTS

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

SECOND READING – ORDINANCE 2023-02 COLLECTION AND DISPOSAL OF GARBAGE AND RUBBISH

Motion by Kitzmiller, second by Nasser to approve second reading of Ordinance 2023-02. Motion carried.

Motion by Kitzmiller, second by Hirsch to adopt Ordinance 2022-02. Motion carried.

PRELIMINARY PLAT – MAURICE COTTON

Motion by Butler, second by Hirsch to approve the preliminary plat of Maurice Cotton. Motion carried.

PAYROLL CHANGES – 1% ANNIVERSARY

Brenda O’Grady – Administrative Assistant from \$16.48 to \$16.64 per/hr. effective 12/26/2022.

Jon Ambrose – Wastewater Supervisor from \$68,155.27 to \$68,836.82 annually effective 01/26/2022.

Motion by Hirsch, second by Nasser, to approve the payroll change. Motion carried.

POLICE DEPARTMENT WAGES/SALARY

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

Police Chief Don Allen spoke about the staff shortages and the starting wage of certified police officers.

Summerset cannot compete with getting certified officers. Wages have been studied around the area and we are significantly lower. Chief Allen asked for a \$5.00 increase for certified officers.

City Finance Officer Candace Sealey left the meeting.

Motion by Nasser, second by Hirsch to put said item on hold and come back to the same. Motion carried. Said meeting resumed.

Motion by Hirsch, second by Nasser to come back to the matter of the Police Department wages. Motion carried.

The Board of Commissioners further discussed the wages and the difficulty of being able to get applicants to apply for said open positions.

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

Motion by Hirsch, second by Butler to give a \$5.00/per hr. raise to the certified officers, effective 1/26/2023. Motion carried.

DISCUSSION ON SUPPLEMENTAL CITY PROPERTIES – CITY ATTORNEY

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

City Attorney Mike Wheeler gave an overview on the next steps for the city in order to sell the surplus property. No action will be taken at this time. Public meetings will be set up to discuss the same with residents.

Mitch Burdick discussed with the Board on how they thought they would plat out the properties that sit as one whole parcel.

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

I.T. LIAISON CONSULTANT DOLAN McCOMB - CONTRACT

Dolan McComb introduced himself to the Board and gave an overview of some of the items that he could see the city needed help with regarding an I.T. audit. McComb will bring his contract at a later date for the Board to review and take action on.

SOUND SYSTEM FOR COMMISSION ROOM

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

Dolan McComb presented the quotes that he received regarding the sound system in the Commission Room to the Board.

Motion by Nasser, second by Butler to close discussion. Motion carried. No action will be taken at this time.

QUOTE – GOLDEN WEST ONE (1) ADDITIONAL CAMERA AND THREE (3) SWIPE PLATES.

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

Mayor Melanie Torno spoke to the security issues and the lack of cameras in blind spots in City Hall, along with Additional security on doors.

Motion by Nasser, second by Hirsch to close discussion. Motion carried
Motion by Butler, second by Nasser to approve the quote of Golden West for \$7,865.17.

LETTER OF APPROVAL TO ATTEND SMITH SYSTEM TRAINING CLASS (STREET MAINTENANCE ASSOCIATION TRAINING SCHOLARSHIP

Motion by Nasser, second by Kitzmiller to sign the letter of approval. Motion carried.

CITIZENS INPUT

Jon Steiner discussed recommendations on police training and contracting in the future.
Sid Reade discussed the possibility of the surplus property being turned over to parks and recreation.

UPCOMING EVENTS:

Planning and Zoning has moved there regular meeting on February 14th to February 15th @ 6:00 p.m.
City offices will be closed Monday, February 20th in observance of President's Day.

ITEMS FROM CITY ATTORNEY

Motion by Butler, second by Hirsch, to enter into Executive Session at 7:20 p.m. per SDCL 1-25-2 for discussing legal, economic development, and personnel issues. Motion carried.

Motion by Hirsch, second by Nasser, to come out of executive session at 7:52 p.m. Motion carried.

ADJOURNMENT

Motion by Hirsch, second by Kitzmiller, to adjourn at 7:52 p.m. Motion carried.

(SEAL)

ATTEST:

Stephany Baumeister
Asst. Finance Officer

Melanie Torno
Mayor

Published once _____ at a cost of \$_____.