

***SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, JANUARY 4th, 2024 6:00 P.M.***

Mayor Torno called the Regular Meeting to order at 6:00 p.m. Commissioners Hirsch, 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 Butler, second by Hirsch, to approve the agenda for the regular meeting of the Summerset City Commission for January 4th, 2024. Motion carried.

CONSENT CALENDAR

Motion by Hirsch, second by Kitzmiller, to approve the minutes of the regular meeting of December 21st, 2023, as presented or amended. Motion carried.

Motion by Kitzmiller, second by Butler to approve the minutes of the special meeting of December 28th, 2023, as presented or amended. Motion carried.

APPROVAL OF CLAIMS

Motion by Kitzmiller, second by Butler, to approve the claims and hand checks in the amount of \$588,543.19 from December 28th, 2023, through January 3rd, 2024, as presented or amended. Motion carried.

United States Treasury	\$845.00
United States Treasury	\$434.00
United States Treasury	\$101.50
United States Treasury	\$15,696.37
AFLAC Remittance Processing	\$96.72
Ambrose, Jonathan	\$550.00
Anglin, Mitch	\$550.00
Axon Enterprise, Inc.	\$6,492.90
Baumeister, Stephany	\$50.00
Birgen, Nicholin	\$50.00
Butler, Dave	\$50.00
Child Support Payment Center	\$517.00
Complete HVAC Service & Installation LLC	\$3,257.88
DANR	\$100.00
DANR	\$2,500.00
Davis, Owen	\$550.00
Delta Dental	\$949.80
Greenapsis	\$345.80
Health Pool of SD	\$15,816.65
Hirsch, Clyde	\$50.00
IBM	\$864.00
Johnson, Scott	\$400.00
Jonas, Corey	\$400.00
JUSO, COLTON	\$400.00
Kayl, Anthony	\$550.00
Kitzmiller, Michael	\$50.00
Macrander, Matthew	\$400.00
McComb Services	\$4,125.00
Meade County Auditor	\$4,419.85

Nasser, Rich	\$400.00
Rapid City Fire Department	\$32,172.32
RCS Construction Inc	\$483,864.16
Schieffer, Lisa	\$50.00
SDRS	\$8,813.36
SDRS Supplemental Retirement Plan SDSRP	\$575.00
Servall Uniform & Linen Supply	\$184.26
Siferd, Kaleb	\$400.00
Smith, Jeff	\$550.00
Torno, Melanie	\$50.00
USA Bluebook	\$277.83
Western Mailers	\$593.79

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

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

Dept. 4000 - \$12,416.73 Wastewater

Dept. 4110 - \$1,749.99 Commission

Dept. 4120 - \$1,916.67 Mayor

Dept. 4140 - \$11,488.60 Finance

Dept. 4210 - \$33,038.75 Police

Dept. 4310 - \$12,148.08 Streets

Dept. 4652 - \$225.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Butler, seconded by Kitzmiller, to approve the utility billing adjustments of \$67.49 for the period December 1 thru December 31, 2023. Motion carried.

COMMISSION REPORTS

Commission gave reports on their monthly happenings.

ROD HOLMES – POTENTIAL FOR DEVELOPERS AGREEMENT

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

Matt Bauer and Rod Holmes stated that the location of the property is already fenced and wanted to know if recycled asphalt would be a option for surfacing the lot for outdoor storage. Holmes stated they will be submitting a drawing with all information needed to City Administrator, Lisa Schieffer.

Motion by Kitzmiller, second by Hirsch, to close discussion with no action taken. Motion carried.

PRELIMINARY PLAT – DARLENE GILBY

Motion by Kitzmiller, second Butler, to approve the preliminary plat of Darlene Gilby, as recommended by the Planning & Zoning Board. Motion carried.

POLICE DEPARTMENT/FULL-TIME CERTIFIED OFFICER – SCOTT JOHNSON

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

Commissioner Hirsch stated that he would like to see Officer Johnson move up one step on the scale.

Commissioner Butler stated that Officer Johnson has been a part-time officer with City of Summerset for 10+ years and agrees with moving him up a step. Police Chief, Rich Nasser recommends moving Officer Johnson up a step to 17c.

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

Motion by Bulter, second by Kitzmiller, to approve Scott Johnson as a full-time police officer effective 12/26/2023 at the pay rate of \$26.59, which is 17C on the scale. Motion carried.

MUNICIPAL ELECTION

Motion by Kitzmiller, seconded by Hirsch, to set the Summerset Municipal Election for April 9th, 2024. Motion carried.

Motion by Kitzmiller, second by Butler, to set rate of pay for election workers: \$200.00 for precinct deputy, \$225.00 for precinct superintendent, \$25.00 for election training, and \$10.00 for personal use of cell phone. Motion carried.

NOTICE OF VACANCY

One (1) City Commissioner Seat - Three Year Term.

One (1) City Commissioner Seat - Two Year Term.

One (1) Mayor Seat - Three Year Term.

OFFICIAL NEWSPAPER

Motion by Kitzmiller, second by Hirsch, to designate Rapid City Journal as official newspaper for 2024. Motion carried.

RECOGNITION OF VOLUNTEERS

*Mayor Melanie Torno abstained from vote.

Motion by Butler, second by Hirsch, to approve the following volunteers in the Summerset Police Department:

Approval of the following volunteers in the Summerset Public Works Department: Gerald Torno – snow removal.

Motion carried.

APPOINT PLANNING & ZONING MEMBERS

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

Mayor Torno stated that they will be conducting interviews to fill the one open seat and select an alternate board member, are happy with the current board members.

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

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

APPOINTMENT OF CITY OFFICIALS

Motion by Butler, second by Hirsch, to appoint Mike Wheeler as City Attorney, HDR Engineering and Hermanson Egge Engineering as City Engineering Firms, and Stephany Baumeister as City Finance Officer. Motion carried.

ESTABLISH AMOUNT OF FINANCE OFFICER'S BOND SDCL 9-14-6.1

Motion by Butler, second by Kitzmiller, to set the bond for one hundred fifty thousand dollars per third class municipality. Motion carried.

AUTHORIZED BANK DEPOSITORY

Motion by Butler, second by Hirsch, to approve Bank West with the following signers as the authorized bank depository: Mayor, President of Commission, City Administrator, Finance Commissioner and City Finance Officer. Motion carried.

RESOLUTION 2024-01

Motion by Kitzmiller, second by Butler, to approve amended Resolution 2024-01, Salary Schedule 2024. Motion carried.

CITY OF SUMMERSET

RESOLUTION 2024-01

A RESOLUTION SETTING THE SALARY AND WAGES FOR THE CITY OF SUMMERSET FOR 2024

BE IT RESOLVED by the Council of Commissioners of the City of Summerset, that the salaries and wages of City Officials and Employees for the year 2024 shall be as follows:

Ambrose, Jonathan/WWTP Supervisor/ \$6,046.95 per month
Anglin, Mitch/Public Works Laborer/\$24.09 per hour
Baumeister, Stephany/ Finance Officer/ \$4,963.01 per month
Birgen, Nicholin/Asst. Finance Officer \$20.77 per hour
Boddicker, Mark/Part-Time Police Officer/\$19.00 per hour
Butler, David/City Commissioner/\$7,000.00 annual salary
Davis, Owen/Wastewater Operator/\$22.37 per hour
Geigle Adam/ Part-Time Police Officer/\$19.00 per hour
Hirsch, Clyde/City Commissioner/\$7,000.00 annual salary
Hirsch, Dustin/Planning & Zoning Member/\$100.00 per meeting
Hough, John/Planning & Zoning Board Member/\$100.00 per meeting
Johnson, Scott/Patrolman Officer/\$26.59 per hour
Jonas, Corey/Patrolman/\$27.25 per hour
Juso, Colton/Patrolman/\$31.35 per hour
Kayl, Anthony/ Public Works Director/\$5,344.62 per month
Kenrick, Casey/Planning & Zoning Member/\$100.00 per meeting
Kitzmiller, Michael/City Commissioner/\$7,000.00 annual salary
Macrander, Matthew/Sergeant/\$31.61 per hour
Martin, Mike/Planning & Zoning Board Member/\$100.00 per meeting
Nasser, Rich/Chief of Police/\$6,353.07 per month
Oldfield, Brody/Planning & Zoning Board Member/\$100.00 per meeting
Schieffer, Lisa/City Administrator/\$6,674.70 per month
Siferd, Kaleb/Patrolman/\$25.94 per hour
Smith, Jeff/Public Works Laborer/\$23.50 per hour
Torno, Melanie/Mayor/\$23,000.00/ annual salary
Taylor, Justin/Part-Time Police Officer/\$19.00 Per Hour
Twite, Jeffery/ Part-Time Police Officer/\$19.00 Per Hour
Walker, John/ Part-Time Police Officer/\$19.00 Per Hour
Wiest, Tracy/ Part-Time Police Officer/\$19.00 Per Hour

NOW THEREFORE, BE IT RESOLVED that the foregoing salaries and wages shall take effect on December 26th, 2023.

BE IT RESOLVED this 4th day of January 2024.

SET HEARING ON PETITION FOR VOLUNTARY ANNEXATION OF UNPLATTED PROPERTY – NORMAN RANCH SUBDIVISION LLC

Motion by Kitzmiller, second by Butler, to approve setting the hearing on petition for voluntary annexation of unplatted property, Norman Ranch, for January 18th, 2024. Motion carried.

SET HEARING ON PETITION FOR VOLUNTARY ANNEXATION OF UNPLATTED PROPERTY – THOMAS W. NORMAN & JOSEPH F. NORMAN

Motion by Butler, second by Kitzmiller, to approve setting the hearing on petition for voluntary annexation of unplatted property, Thomas W. Norman & Joseph F. Norman, for January 18th, 2024. Motion carried.

APPLICATION AND CERTIFICATE FOR PAYMENT #10

Motion by Butler, second by Hirsch, to approve payment #10 for the Wastewater Treatment Plant expansion project. Motion carried

APPROVAL OF CONTINGENCY FUNDS – to close out FY2023

Motion by Hirsch, second by Kitzmiller, to approve contingency funds in the amount of \$7,600 to department 4210 Law Enforcement. Motion carried.

HERMANSON EGGE ENGINEERING CONTRACT RENEWAL 2024

Motion by Kitzmiller, second by Butler, to approve Hermanson Egge Engineering contract for 2024. Motion carried

CITIZENS INPUT

None

UPCOMING EVENTS:

City Offices will be closed Monday January 15th, 2024, in observance of Martin Luther King Day.

ITEMS FROM CITY ATTORNEY

Motion by Kitzmiller, second by Hirsch, to enter executive session at 6:44 p.m. per SDCL 1-25-2 for discussing legal, economic development, and personnel issues. Motion carried.

Motion by Hirsch, second by Butler, to go out of executive session at 6:49 p.m. Motion carried.

ADJOURNMENT

Motion by Kitzmiller, second by Butler, to adjourn at 6:50 p.m. Motion carried.

(SEAL)

ATTEST:

Stephany Baumeister
Finance Officer

Melanie Torno
Mayor

Published once _____, 2024 at a cost of \$_____.