

**SUMMERSET CITY COMMISSION REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY, DECEMBER 7<sup>th</sup>, 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. The City Attorney and City Administrator were also present.

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

**Motion** by Kitzmiller, second by Butler to approve the agenda for the Regular Meeting of the Summerset City Commission for December 7<sup>th</sup>, 2023. Motion carried.

**CONSENT CALENDAR**

**Motion** by Hirsch, second by Reade to approve the minutes of the regular meeting of November 16<sup>th</sup>, 2023. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Reade, second by Kitzmiller to approve the claims and hand checks in the amount of \$321,933.65 from November 16<sup>th</sup> to December 5<sup>th</sup>, 2023, as presented or amended. Motion carried.

USDA	\$148,400.00
Cardmember Services	\$15,825.28
A&B Business Solutions	\$512.01
Ambrose, Jonathan	\$50.00
Anglin, Mitch	\$50.00
AT&T Mobility	\$610.65
Axon Enterprise, Inc.	\$4,116.00
Baumeister, Stephany	\$50.00
BH Energy	\$5,780.55
Birgen, Nicholin	\$50.00
Butler, Dave	\$50.00
Clarity Telecom	\$1,126.39
Dakota Pump, Inc	\$12,302.80
Davis, Owen	\$50.00
Demersseman Jensen Tellinghuisen & Huffman, LLP	\$2,927.50
Golden West Technologies	\$3,808.50
Greenapsis	\$320.00
HDR Engineering, Inc	\$59,026.30
Hills Septic Service Go Pro	\$475.00
Hirsch, Clyde	\$50.00
Kayl, Anthony	\$50.00
Kitzmiller, Michael	\$50.00
Mid-American Research Chemical	\$256.79
Northern Truck Equipment Corporation	\$215.17
Rapid City Journal	\$969.28
Sanitation Products Inc.	\$176.44
Schieffer, Lisa	\$50.00
SD Association of Code Enforcement	\$75.00
SD City Management Association	\$150.00
SD Governmental FO Association	\$40.00

SD Governmental HR Association	\$25.00
SD Municipal Street Maint. Association	\$35.00
SD Police Chief Association	\$200.00
SDML WORK COMPENSATION FUND	\$19,172.00
Smith, Jeff	\$50.00
Torno, Melanie	\$50.00
Leszczynski, Matthew	\$50.00
Gardiner, Halona	\$100.00
Griffith, Anna	\$110.78
Baxter, Bonnie	\$3.59
Kearney, Sam	\$50.00
Hammond, Brandon	\$39.22
Henrich, John	\$83.63
Galbraith, Twila	\$54.89
AFLAC Remittance Processing	\$96.72
SDRS	\$4,497.20
SDRS	\$5,173.98
United States Treasury	\$5,976.74
United States Treasury	\$9,694.92
United States Treasury	\$2,267.38
Child Support Payment Center	\$517.00
Delta Dental	\$949.80
Health Pool of SD	\$14,577.14
SDRS-SUPPLEMENTAL RETIREMENT PLAN (SDSRP)	\$545.00

#### **APPROVAL OF PAYROLL – NOVEMBER 2023 – SDCL 6-1-10**

**Motion** by Kitzmiller, second by Reade to approve the November 2023 payroll. Motion carried.

Dept. 4000 - \$12,784,.46 Wastewater  
 Dept. 4110 - \$1,749.99 Commission  
 Dept. 4120 - \$1,916.67 Mayor  
 Dept. 4140 - \$11,566.50 Finance  
 Dept. 4210 - \$39,924.36 Police  
 Dept. 4310 – \$13,125.57 Public Works  
 Dept. 4652 - \$300.00 Planning & Zoning

#### **UTILITY BILLING ADJUSTMENTS**

**Motion** by Butler, second by Reade to approve the billing adjustment of \$4.79 cents for the period of November 1st to November 30th, 2023. Motion carried.

#### **COMMISSION REPORTS**

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

#### **SEDC PROFESSIONAL SERVICES AGREEMENT FOR SUMMERSET**

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

Amanda Anglin, Executive Director of SEDC and Brittni Bjorum from the Piedmont Valley Chamber of Commerce were on hand to answer any questions. Anglin presented to the Board documents on Celebrating 50 years of Economic Success, SEDC 2022 Annual Report and City of Summerset Presentation. Board members asked about the goals and objectives that will be set for Summerset and the hours this person will provide to Summerset.

Anglin advised having a meeting with the Board to go over those goals together in what the City would like to achieve. The hours will be split between the City of Summerset and Piedmont Valley Chamber of Commerce.

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

**Motion** by Butler, second by Hirsch to approve the agreement between the City of Summerset and SEDC. A roll call vote was then taken. Aye: Kitzmiller, Reade, Butler, Hirsch and Torno. Nay: none. Motion carried.

#### **SECOND READING OF ORDINANCE 2023-17 EXTRA TERRITORIAL JURISDICTION**

**Motion** by Kitzmiller, second by Butler to approve the second reading of Ordinance 2023-17. Motion carried.

**Motion** by Kitzmiller, second by Reade to adopt Ordinance 2023-17. Motion carried.

#### **SECOND READING OF ORDINANCE 2023-18 AMENDING 153.999 PENALTY**

**Motion** by Kitzmiller, second by Butler to approve the second reading of Ordinance 2023-18. Motion carried.

**Motion** by Kitzmiller, second by Reade to adopt Ordinance 2023-18. Motion carried.

#### **SECOND READING OF ORDINANCE 2023-19 AMENDING 155.999 PENALTY**

**Motion** by Kitzmiller, second by Butler to approve the second reading of Ordinance 2023-19. Motion carried.

**Motion** by Kitzmiller, second by Reade to adopt Ordinance 2023-19. Motion carried.

#### **FIRST READING FOR 2023-20 – SUPPLEMENTAL APPROPRIATION ORDINANCE**

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

City Administrator went over the ordinance with the Board and stated the reasonings are stated in the document. If there were any further questions, they could be addressed by the Finance Officer.

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

**Motion** by Reade, second by Kitzmiller to approve the first reading. Motion was then amended to also include setting the second reading for December 21<sup>st</sup>. Motion carried.

#### **RESOLUTION AMENDING 2023-13 A RESOLUTION SETTING CERTAIN FEES AND CHARGES FOR SERVICES PROVIDED BY THE CITY OF SUMMERSET FOR 2024. \*Effective January 1, 2024.**

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

City Administrator Lisa Schieffer stated that the Police Department wanted to add additional fees to the schedule, including case reports, arrest reports, log entries and reconstructions reports.

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

**Motion** by Butler, second by Reade to approve amending Resolution 2023-13. Motion carried

#### **CITIZENS INPUT**

None.

#### **UPCOMING EVENTS:**

Special Commission Meeting Monday, December 11<sup>th</sup> @ 5:30 p.m. regarding FEMA- Stagebarn Alluvial Fan.

City Offices will be closed Monday, December 25<sup>th</sup> in observance of Christmas Day.

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

**Motion** by Hirsch, second by Butler to go into executive session per SDCL 1-25-2 for discussing legal, economic development and personnel matters at 6:28 p.m. Motion carried.

**Motion** by Butler, second by Hirsch to go out of executive session and return to regular session at 6:59 p.m.  
Motion carried.

**ADJOURNMENT**

**Motion** by Kitzmiller, second by Butler to adjourn the meeting at 6:59 p.m. Motion carried.

(SEAL)

ATTEST:

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

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

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