

**SUMMERSET CITY COMMISSION  
REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY, MARCH 3, 2022 6:00 P.M.**

Mayor Torno called the Regular Meeting to order at 6:00 p.m. Commissioners Kitzmiller, Thurman, and Butler were present. Absent: Commissioner Hirsch. The City Attorney, City Finance Officer and City Administrator were also present.

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

**COMMISSIONER REPORTS**

Reports were given by the Commissioners.

**Motion** by Butler, second by Thurman, to approve the agenda for the regular meeting of the Summerset City Commission for March 3rd, 2022. Motion carried.

**CONSENT CALENDAR**

**Motion** by Kitzmiller, second by Thurman, to approve the minutes of the regular meeting of February 17th, 2022. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Thurman, second by Butler, to approve the claims and hand checks in the amount of \$133,830.21 from February 17th, 2022 through March 2nd, 2022 as presented or amended. Motion carried.

A&B BUSINESS SOLUTIONS	Water Machine	374.04
AKER, LORRAE	WWDEP Refund	50.00
AMBROSE, JONATHAN	Phone Stipend	50.00
BLACK HILLS ENERGY	Utilities	6,137.00
BORRIES, JONATHAN	WWDEP Refund	50.00
Butler, Dave	Phone Stipend	50.00
CANDACE SEALEY	Phone Stipend	50.00
CARDMEMBER SERVICES	Credit Card Charges	55.95
DELTA DENTAL	Employee Dental	792.00
DUCHENEAUX, HALAYNA	Phone Stipend	50.00
GREENAPSIS	Janitorial	320.00
GUMMO, DANA	Balance Refund	34.34
GUTHRIE INC.	Erosion Control	1,000.00
HDR ENGINEERING, INC	General Engineering	816.25
HEALTH POOL OF SD	Employee Medical	16,254.14
HERMANSON EGGE ENGINEERING	Building Inspection Services	1,155.00
HIRSCH, CLYDE	Phone Stipend	50.00
HUNT, DREW	Phone Stipend	50.00
HYDRO-KLEAN, INC	Televise Lines	16,206.65
JONES, JESSICA	WWDEP Refund	48.18
JUSO, COLTON	Phone Stipend	50.00

KITZMILLER, MICHAEL	Phone Stipend	50.00
Kayl, Anthony	Phone Stipend	50.00
MACRANDER, MATTHEW	Phone Stipend	50.00
MEADE COUNTY TREASURER	Property Taxes	722.54
MONTILEAUX, CASEY	Phone Stipend	50.00
NASSER,RICH	Phone Stipend	50.00
O'GRADY, BRENDA	Phone Stipend	50.00
OPSTEDAHL, TAYLER	Phone Stipend	50.00
PALMER, BRANDY	Phone Stipend	50.00
RAPID CITY JOURNAL	Publications	372.39
SCHIEFFER, LISA	Conference Travel	233.12
SCHROCK, BRIELLE	Phone Stipend	50.00
SD PUBLIC ASSURANCE ALLIANCE	2022 Renewal	48,167.77
SDRS-SUPPLEMENTAL	Supplemental Retirement	575.00
SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	143.10
SIMPSON,ANDREW	WWDEP Refund	100.00
STOLTZ, DONALD	WWDEP Refund	50.00
TANNER FENENGA	Phone Stipend	50.00
THURMAN, KATHLENE	Phone Stipend	50.00
TNT CONSTRUCTION	Erosion Control	1,000.00
TORNO, MELANIE	Phone	50.00
UNITED STATES POSTAL SERVICE	Postage	1,000.00
USA BLUEBOOK	WWTP Supplies	443.14
VAST BROADBAND	Fax/Phone/Internet	1,081.27
Verizon Wireless	LE Voice & Mobile Broadband	380.12
ALLEN, DON	Phone Stipend	50.00
AFLAC REMITTANCE PROCESSING	Employee Accident Insurance	186.94
CARDMEMBER SERVICES	Credit Card Charges-Jan22	9,567.57
SDRS	Retirement	9,542.28
UNITED STATES TREASURY	Payroll Taxes February	15,971.42

**APPROVAL OF PAYROLL – FEBRUARY 2022 – SDCL 6-1-10**

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

Dept. 4000 - \$19,544.31 Wastewater/Public Works

Dept. 4110 - \$2,333.32 Commission

Dept. 4120 - \$1,083.33 Mayor

Dept. 4140 - \$13,136.32 Finance

Dept. 4210 - \$28,439.23 Police

Dept. 4652 - \$300.00 Planning & Zoning

**UTILITY BILLING ADJUSTMENTS**

**Motion** by Butler, second by Kitzmiller to approve utility billing adjustments of \$314.13 for the period February 1<sup>st</sup> thru February 28th, 2022. Motion Carried

**FIRST READING FOR ORDINANCE 2022-01**

Revision to ordinance Title XV Chapter 153 – Subsection 153.025 Adoption of Building Code.

**Motion** by Thurman, second by Butler to approve first reading of Ordinance 2022-01. Motion carried.

**Motion** by Kitzmiller, second by Butler to set second reading of Ordinance 2022-01 for March 17<sup>th</sup>, 2022. Motion carried.

**FIRST READING FOR ORDINANCE 2022-02 w/amendments**

Revision to ordinance Title XV Chapter 152 – Subsection 152.01 Adoption of 2018 International Building Code by Reference.

**Motion** by Butler, second by Thurman to open discussion on amendments. Motion carried. City Administrator Lisa Schieffer spoke to the amendments.

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

**Motion** by Butler, second by Thurman to approve first reading of Ordinance 2022-02. Motion carried.

**Motion** by Butler, second by Kitzmiller to set second reading of Ordinance 2022-02 for March 17<sup>th</sup>, 2022. Motion carried.

**FIRST READING FOR ORDINANCE 2022-03 w/amendments**

Revision to ordinance Title XV Chapter 152 – Subsection 152.02 Adoption of 2018 International Property Maintenance Code by Reference.

**Motion** by Kitzmiller, second by Butler to open discussion on amendments. Motion carried. City Administrator Lisa Schieffer spoke to the amendments.

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

**Motion** by Kitzmiller, second by Butler to approve first reading of Ordinance 2022-03. Motion carried.

**Motion** by Thurman, second by Butler to set second reading of Ordinance 2022-03 for March 17<sup>th</sup>, 2022. Motion carried.

**FIRST READING FOR ORDINANCE 2022-04 w/amendments**

Revision to ordinance Title XV Chapter 152 – Subsection 152.03 Adoption of 2018 International Residential Code by Reference.

**Motion** by Kitzmiller, second by Thurman to open discussion on amendments. Motion carried. City Administrator Lisa Schieffer spoke to the amendments.

**Motion** by Kitzmiller, second by Thurman to close discussion on amendments. Motion carried.

**Motion** by Kitzmiller, second by Thurman to approve first reading of Ordinance 2022-03. Motion carried.

**Motion** by Thurman, second by Kitzmiller to set second reading of Ordinance 2022-03 for March 17<sup>th</sup>, 2022. Motion carried.

**FINANCE - FIRST READING OF SUPPLEMENTAL ORDINANCE 2022-05**

**Motion** by Butler, second by Kitzmiller to approve first reading of Ordinance 2022-05. Motion carried.

**Motion** by Butler, second by Thurman to set second reading of Ordinance 2022-05 for March 17<sup>th</sup>, 2022. Motion carried.

**CITIZENS INPUT**

Meade County Treasurer, Robin Shrake, introduced herself.

**UPCOMING EVENTS:**

Board of Equalization will be Monday, March 21<sup>st</sup> at 6:00 p.m.

**ITEMS FROM CITY ATTORNEY**

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

**Motion** by Thurman, second by Butler, to come out of executive session at 6:59 p.m. Motion carried.

**ADJOURNMENT**

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

(SEAL)

ATTEST:

\_\_\_\_\_  
Candace Sealey  
Finance Officer

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

Published once \_\_\_\_\_, 2022 at a cost of \$ \_\_\_\_\_.