

**SUMMERSET CITY COMMISSION REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY, SEPTEMBER 7<sup>th</sup>, 2023, 6:00 P.M.**

Mayor Torno called the Regular Meeting to order at 6:00 p.m. Commissioners Kitzmiller, Reade, Butler, and Hirsch were present. The City Administrator, Finance Officer, and City Attorney 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 Summerset City Commission for September 7<sup>th</sup>, 2023. Motion carried.

**CONSENT CALENDAR**

**Motion** by Reade, second by Butler, to approve the minutes of the regular meeting of August 17<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 \$411,495.19 from August 17<sup>th</sup>, 2023, through September 6<sup>th</sup>, 2023, as presented or amended. Motion carried.

AFLAC Remittance Processing	34.45
AFLAC Remittance Processing	4.29
AFLAC Remittance Processing	96.72
SDRS	4,487.72
SDRS	5,698.42
UNITED STATES TREASURY	6,112.14
UNITED STATES TREASURY	9,872.58
UNITED STATES TREASURY	2,308.92
SDRS	55.06
UNITED STATES TREASURY	54.56
UNITED STATES TREASURY	42.68
UNITED STATES TREASURY	9.98
Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
Baumeister, Stephany	50.00
BIRGEN, NICHOLIN	50.00
Butler, Dave	50.00
DAVIS, OWEN	50.00
Delta Dental	880.90
Golden West Technologies	6,361.56
Greenapsis	496.79
Harvey's Lock & Security	51.78
HDR Engineering, Inc	6,701.00
Health Pool of SD	15,395.94
Hermanson Egge Engineering, Inc.	110.00
HIRSCH, CLYDE	50.00
Kayl, Anthony	50.00
KITZMILLER, MICHAEL	50.00
Meade County Auditor	5,610.71
Olsen Real Estate	75.00

Rapid City Journal	1,503.54
Rapid Rooter	1,385.00
RCS Construction Inc	313,650.00
SCHIEFFER, LISA	50.00
SD MUNICIPAL LEAGUE	250.00
SDRS-SUPPLEMENTAL RETIREMENT PLAN (SDSRP)	495.00
Servall Uniform & Linen Supply	164.27
SMITH, JEFF	50.00
Sturdevant's AV Rapid City	502.90
Tech Sales Company	9,358.00
TORNO, MELANIE	50.00
Tyler Technologies	3,832.50
A&B Business Solutions	498.10
AT&T Mobility	607.16
BH Energy	6,523.05
City of Rapid City	5,215.77
Clarity Telecom	1,124.95
Delta Dental	925.60
MDU	251.76
Millhouse, Janae	45.29
Horton, Deone	15.66
Buchtel, Rikka	14.22
Meffley, Carol	50.00
Steiner, Jon	21.22

**APPROVAL OF PAYROLL – JULY 2023 – SDCL 6-1-10**

**Motion** by Hirsch, second by Butler to approve the August 2023 payroll. Motion carried.

- Dept. 4000 - \$12,615.44 Wastewater
- Dept. 4110 - \$1,749.99 Commission
- Dept. 4120 - \$1,916.67 Mayor
- Dept. 4140 - \$11,189.59 Finance
- Dept. 4210 - \$41,470.13 Police
- Dept. 4310 - \$12,592.71 Public Works
- Dept. 4652 - \$300.00 Planning & Zoning

**UTILITY BILLING ADJUSTMENTS**

**Motion** by Butler, second by Hirsch to approve the billing adjustment of \$1,901.07 for the period of August 1st to August 31st, 2023. Motion carried.

**COMMISSION REPORTS**

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

**DISCUSSION/ACTION ON ORDINANCE 2023-16, 92-034 DUTY OF OWNER, MANAGER, LESSEE OR TENANT – M. KITZMILLER**

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

City Administrator Lisa Schieffer, gave a brief background on the addition of the ordinance so the city could better enforce the nuisance ordinance.

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

**Motion** by Butler, second by Reade to set first reading for September 21<sup>st</sup>. Motion carried.

**CONDITIONAL USE PERMIT – MCKEEVER PROPERTIES, LLC**

**Motion** by Reade, second by Kitzmiller to approve the conditional use permit of McKeever Properties LLC. Motion

carried.

**BANKWEST REWARDS CREDIT CARD – S. BAUMEISTER**

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

Finance Officer Stephany Baumeister explained the terms that BankWest offers, and the rewards associated with the same

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

**Motion** by Butler, second by Hirsch to authorize moving forward with the Business Platinum Rewards credit card. Motion carried.

**PIEDMONT VALLEY CHAMBER OF COMMERCE/STURGIS ECONOMIC DEVELOPMENT/SUMMERSET - POSITION**

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

Present were Amanda Anglin from Sturgis Economic Development, Brittni Bjorum and David Brenneman from the Piedmont Valley Chamber of Commerce. Each explained the services that they provide to Meade County and the Southern Corridor areas for economic development and events. They would be looking for a part/full-time person who would handle both economic development and chamber items. Both entities asked if Summerset would be willing to allocate \$35,000.00 for wages and the possibility of space and/or start up expense. This position is contingent upon both of the entities' Boards giving approval of the same.

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

**Motion** by Butler, second by Hirsch to allocate \$45,000 (\$35,000/wages - \$10,000/marketing/supplies) in the 211 budget, contingent upon SEDC and PVCC Board approval. Voting yes: Butler, Torno, and Hirsch. Voting no: Reade and Kitzmiller. Motion carried.

**PLANNING & ZONING BOARD INCREASE PAY FOR FY2014 – L. SCHIEFFER**

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

City Administrator Lisa Schieffer informed the Board that the Planning & Zoning Board wages have not been increased in over ten (10) years. Schieffer would like to see the wage increase from \$75.00 to \$100.00 per Board meeting effective 12/26/2023 for FY2024.

**Motion** by Kitzmiller, second by Reade to end discussion. Motion carried.

**Motion** by Kitzmiller, second by Reade to approve the raise from \$75.00 to \$100.00 effective 12/26/2023. Motion carried.

**FIRST READING OF ORDINANCE 2024 – AN ORDINANCE APPROPRIATING FUNDS FOR THE FISCAL YEAR 2024**

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

Mayor Torno gave a brief overview on the budget and stated she has had multiple meetings with department heads regarding cuts. Torno also included those revenues could be coming in higher, but we will not know the projected numbers on use tax until a couple of new businesses open their doors in 2024.

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

**Motion** by Butler, second by Reade to approve the first reading of Ordinance 2024. Motion carried.

**PAYROLL INCREASE – POLICE DEPARTMENT**

**Motion** by Hirsch, second by Kitzmiller to approve Derek Uebel 1% annual increase to \$27.94/hr. effective August 26, 2023.

**RESOLUTION VACATING UTILITY EASEMENT - MCINTOSH**

**Motion** by Reade, second by Butler to approve the resolution to vacate the utility easement for McIntosh. Motion carried.

**APPLICATION AND CERTIFICATE FOR PAYMENT #6**

**Motion** by Kitzmiller, second by Reade to approve payment #6 for the Wastewater Treatment Plant expansion project. Motion carried.

**CITIZENS INPUT**

None

**UPCOMING EVENTS:**

None

**ITEMS FROM CITY ATTORNEY**

None.

**ADJOURNMENT**

**Motion** by Kitzmiller, second by Hirsch to adjourn the meeting at 7:36 p.m. Motion carried.

(SEAL)

ATTEST:

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

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

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