

**SUMMERSET CITY COMMISSION REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY, MARCH 16th, 2023 6:00 P.M.**

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

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

**Motion** by Hirsh, second by Nasser to approve the agenda for the Regular Meeting of the Summerset City Commission for March 16th, 2023. Motion carried.

**CONSENT CALENDAR**

**Motion** by Nasser, second by Kitzmiller to approve the minutes of the Regular Meeting of March 2, 2023. Motion carried.

**Motion** by Kitzmiller, second by Butler to approve the minutes of the Special Meeting of February 28, 2023. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Nasser, second by Butler, to approve the claims and hand checks in the amount of \$183,208.68 from March 2, 2023 through March 15, 2023 as presented or amended. Motion carried.

|                                |                                 |           |
|--------------------------------|---------------------------------|-----------|
| BLACK HAWK WATER USERS DISTRIC | February monthly usage          | 39.25     |
| CBH CO-OP                      | Govt fuel Feb 2023              | 4,042.48  |
| DAKOTA PUMP, INC               | Transducer to keep on hand      | 9,099.00  |
| DEMERSSEMAN JENSEN             | Legal Services February 2023    | 1,455.00  |
| GOLDEN WEST                    | Microsoft Office 365 Subscript  | 3,513.50  |
| GREENAPSYS                     | Feb. Janitorial Srvs - 2 clean  | 320.00    |
| Gunderson & Palmer             | Legal Fees February 2023        | 325.00    |
| HAWKINS INC.                   | Defoamer                        | 2,467.20  |
| HDR ENGINEERING, INC           | WWTP Final Design & Bidding     | 19,286.95 |
| MCCOMB SERVICES                | IT Support February 2023        | 925.00    |
| MEADE COUNTY AUDITOR           | December 2023 Dispatch Fees     | 2,193.44  |
| MID-AMERICAN RESEARCH CHEMICAL | WWTP supplies                   | 416.05    |
| MIDCONTINENT COMMUNICATIONS    | WWTP telephone Feb 2023         | 193.38    |
| MIDCONTINENT TESTING LABS      | February 2023 WWTP testing      | 175.50    |
| PCS MOBILE                     | Vehicle laptop dock and adapter | 1,124.20  |
| PRINT MARKET                   | Business Cards S. Baumeister    | 353.65    |
| RAPID CITY JOURNAL             | Publications                    | 548.39    |
| RCS CONSTRUCTION INC           | 2022 WWTP Greenhouse Repairs    | 99,500.00 |
| SD ONE CALL                    | 14 notifications February 2023  | 14.70     |
| SERVALL UNIFORM & LINEN SUPPLY | February monthly services       | 162.89    |
| SIGNS NOW                      | Rest of wrap for SRO Vehicle    | 1,445.70  |
| TYLER TECHNOLOGIES, INC        | fund balance migration          | 157.50    |
| WASTEQUIP MANUFACTURING CO. LL | waste cont., recycle cont.,     | 24,413.00 |
| WEIDENBACK, JEFF               | Erosion Control Dpst Refund     | 1,000.00  |

|                              |                              |          |
|------------------------------|------------------------------|----------|
| WESTERN COMMUNICATIONS INC.  | reprogramming radios         | 1,500.00 |
| CARDMEMBER SERVICES          | February 2023 cc charges     | 7,560.53 |
| SOUTH DAKOTA STATE TREASURER | Feb 2023 Sales Tax Collected | 976.37   |

#### **UTILITY BILLING ADJUSTMENTS**

**Motion** by Butler, second by Hirsch to approve the utility billing adjustments of \$128.65 for the period February 1<sup>st</sup> thru February 28<sup>th</sup>, 2023

#### **DEPARTMENT HEAD REPORTS**

Owen Davis, Anthony Kayl, Rich Nasser, and Stephany Baumeister gave monthly reports.

#### **SET SALARY FOR FINANCE OFFICER STEPHANY BAUMEISTER**

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

Mayor Torno stated that she would like to see the starting salary to be between \$54,000 and \$55,000. Commissioner Nasser agrees with these numbers.

Commissioner Kitzmiller stated he would like it to stay at \$52,000 with a 90-day review and a possible increase. Commissioner Butler agrees with these numbers.

Commissioner Hirsch stated that he would like to see the starting salary \$54,000 with a 90-day review and possible increase.

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

**Motion** by Hirsch, second by Butler to approve Stephany Baumeister, Finance Officer salary at \$54,000 per/yr. with a 90-day review. Said effective date will be back dated to February 26, 2023. Motion carried.

#### **POLICE CHIEF JOB DESCRIPTION**

Commissioner Nasser abstained.

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

Commissioner Butler stated that everything is included, reviewed, and looks good.

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

**Motion** by Butler, second by Hirsch to approve the Police Chief Job description. Motion carried.

#### **SET SALARY FOR INTERIM POLICE CHIEF RICH NASSER**

Commissioner Nasser abstained.

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

Mayor Torno stated that since they changed the job description to a working Chief of Police that he should receive a salary with overtime after 45 hours and ½ pay if worked on a holiday.

Commissioner Hirsch stated he would like to see the position start at \$67,000 with a 90 day-review. Information on salary was collected from a study done by the Attorney General office.

Commissioner Kitzmiller stated he would like to see the same salary as old Police Chief with a 90-day review.

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

**Motion** by Butler, second by Hirsch to set Rich Nasser, Interim Police Chief at \$67,000 per/yr. with overtime paid after 90 hours in two weeks, ½ pay if worked on a holiday, with a 90-day review. Effective March 3, 2023

A roll call vote was then taken. Kitzmiller: nay; Butler: yes; Hirsch: yes; Torno: yes. Motion carried.

#### **PROMOTION, TRANSFER, OPEN ANNOUNCEMENT/ADVERTISEMENT**

Commissioner Nasser abstained.

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

Mayor Torno stated she talked with others some in favor and some not. Torno also stated she has received emails with compliments on Nasser and feels that he will be a good fit.

Commissioner Butler stated that Chief Allen had been grooming Nasser for this position.

Commissioner Kitzmiller expressed that he would like it to be consistent and open the position up to take applications which had been done before and stated that this was no ill-will towards Mr. Nasser just a matter of keeping it consistent.

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

**Motion** by Butler, second by Hirsch to approve a nomination appointing Rich Nasser as Police Chief.

A roll call vote was then taken. Kitzmiller, nay; Torno: yes; Hirsch: yes; Butler: yes. Motion carried.

#### **P.T. POLICY – POLICE DEPARTMENT**

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

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

**Motion** by Kitzmiller, second by Butler to approve the P.T. Policy – Police Department. Motion carried.

#### **TASK ORDER 2023-03 ASTORIA COURT AND ASTORIA LANE DRAINAGE AND ROADWAY**

**Motion** by Kitzmiller, second by Hirsch to approve task order 2023-03. Motion carried.

#### **FEBRUARY 2023 REVENUE & EXPENDITURE REPORTS \*INFORMATION ONLY**

#### **CITIZENS INPUT**

Jim Guthrie asked on the status of High Meadows Road. Commissioner Kitzmiller stated that he has made some calls and has a meeting with Meade County regarding the road.

#### **UPCOMING EVENTS:**

Local Board of Equalization will be Monday, March 20<sup>th</sup> @ 6:00 p.m.

Commission Candidate Forum Thursday, March 23<sup>rd</sup> @ 6:00 p.m. hosted by the Piedmont Valley Chamber of Commerce.

City offices will be closed April 7<sup>th</sup> and April 10<sup>th</sup> for Good Friday and Easter Monday per declaration of Governor Kristi Noem.

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

None

#### **ADJOURNMENT**

**Motion** by Kitzmiller, second by Hirsch, to adjourn at 6:49 p.m. Motion carried.

(SEAL)

ATTEST:

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

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

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