

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

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

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Kitzmiller, second by Butler, to amend the agenda by adding 16A) Siouxland Road for discussion on the Regular Meeting of the Summerset City Commission for February 16th, 2023. Motion carried.

CONSENT CALENDAR

Motion by Butler, second by Nasser, to approve the minutes of the Regular Meeting of February 2, 2023. Motion carried.

Motion by Nasser, second by Butler, to approve the minutes of the Special Meeting of February 4, 2023. Motion carried.

APPROVAL OF CLAIMS

Motion by Nasser, second by Kitzmiller, to approve the claims and hand checks in the amount of \$93,834.53 from February 2, 2023 through February 15, 2023 as presented or amended. Motion carried.

MEADE COUNTY REG OF DEEDS	Release of Lien Filing Fees Kay Burchfield Reimer	30.00
3RD EYE	Yearly PW Camera Contract	1,920.00
A & B WELDING SUPPLY	OXY, ACET, C25	53.02
BLACK HAWK WATER USERS DISTRIC	Monthly Usage - 7400 gallons	46.00
BRIESE, SUSAN	dpst refund	50.00
CARROT-TOP INDUSTRIES, INC	5x-9.5' Flag	166.17
CBH CO-OP	PD Fuel January PW Fuel January	3,580.56
CITY OF RAPID CITY	January Sanitation Fees	4,008.69
City of Sturgis	Animal Control/Shelter Fees	100.00
DAKOTA PUMP, INC	Replace Auger Level Sensor	2,856.76
DELEPENA, LISA	Deposit Refund	50.00
DELTA DENTAL	February Dental	856.70
DEMERSSEMAN JENSEN	General Advisory	2,105.00
DOMAIN NETWORKS	Annual Website Domain Listing	288.00
GAETA, LUKE	Dpst Refund/CR balance refund	118.68
GOLDEN WEST INDUSTRIAL SUPPLY	Remote login help-Torno 01-13	3,601.00
GREENAPSIS	Jan Janitorial Service	480.00
Gunderson & Palmer		5,675.00
HARVEY'S LOCK & SECURITY	RE-Key Admin Bldg	394.00
HDR ENGINEERING, INC	WWTP Final Design srvs	5,966.25
HEALTH POOL OF SD	March Health Insurance	15,968.79
JOB, LES	Deposit Refund	50.00
KELLEY, DEBORA	Deposit Refund Rental	100.00

MACHESKY, RALPH	Deposit Refund Rental	100.00
MARQUARDT, ALYSSA	Deposit Refund	50.00
MDU	Utilities	2,078.27
MEADE COUNTY REG OF DEEDS	Recording Fee - Maurice Colton	90.00
MIDCONTINENT COMMUNICATIONS	WWTP Phone	201.66
MIDCONTINENT TESTING LABS	January WWTP Testing	175.50
NTEC	Filter	174.62
OLESEN, ORVILLE	Deposit Refund	50.00
PCS MOBILE	charger pedestal system kit Screen Support	514.37
PITSOR, COURTNEY	deposit refund	50.00
RAPID CITY JOURNAL	Notice of Vacancy Election 23	1,182.53
RETZLAFF, DUSTY	dpst refund/CR balance refund	115.00
RITTENOUR, COURTNEY	dpst refund	50.00
SCHIEFFER, LISA	Managers Mtg Reimbursement	258.00
SD DEPARTMENT OF REVENUE	2023 Charger	1,408.08
SD ONE CALL	9 Notifications January 2023	9.45
SIGNS NOW	2021 Charger Wrap	1,445.71
STAMMERS, ROBERT	dpst refund rental	100.00
STURGIS RESPONDER SUPPLY		18,065.00
TYLER TECHNOLOGIES, INC	Migration to ERP Pro 10	315.00
USA BLUEBOOK	WWTP Supplies	822.45
WESTBERG, TRISHA	dpst refund	50.00
AFLAC REMITTANCE PROCESSING	Employee Accidental Ins. March	94.25
CARDMEMBER SERVICES	January CC statement	17,970.02

Motion by Nasser, second by Kitzmiller to approve the ACH for Withdrawal of Cops-Kids in the amount of \$3,286.02. Motion carried.

Motion by Nasser, second by Kitzmiller to approve the Austin Hamm (out-of-cycle check) Refund on Erosion Control/Light \$1,150.00. Motion carried.

DEPARTMENT HEAD REPORTS

Anthony Kayl, Rich Nasser, Jon Ambrose, and Lisa Schieffer gave monthly reports.

CHANGE ORDER #2 WASTEWATER TREATMENT PLANT EXPANSION

Motion by Butler, second by Nasser to approve Change Order #2 of the Wastewater Treatment Plant Expansion.

CITY OF SUMMERSET RENEWAL APPLICATION FOR CITY'S SURFACE WATER DISCHARGE PERMIT.

Motion by Butler, second by Kitzmiller to approve the renewal application for the City's Surface Water Discharge Permit. Motion carried.

PAYROLL CHANGES *per motion regarding \$5.00 increase on 2/2/2023

Matt Macrander \$27.94 effective 1/26/2023

Derek Uebel \$27.66 effective 1/26/2023

Casey Montileaux \$26.70 effective 1/26/2023

Colton Juso – School Resource Officer \$29.80 effective 1/26/2023

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

POLICE CHIEF AND SERGEANT PAY INCREASE

Commissioner Nasser abstained.

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

Police Chief Don Allen came before the Board and stated that he got several comparison cities and would ask that

the Board consider increasing the Sergeant position by \$5.00 per/hr. and consider taking the Police Chief up to \$76,669.00 annually. The Board asked if they had received job descriptions from the various cities. Mayor Torno said she had visited with Commissioner Liaison Clyde Hirsch about getting job descriptions. Allen responded that only the demographics were used for comparison and no job descriptions were asked for.

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

Motion by Kitzmiller, second by Butler to table the matter until March 2nd in order to get the job descriptions. Motion carried.

APPROVAL OF CONSULTANT BRIELLE SCHROCK

Motion by Kitzmiller, second by Nasser to approve the consultant rate of pay @ \$75.00 per/hr. Motion carried.

APPROVAL OF INTERIM FINANCE OFFICER

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

Mayor Torno stated that she had looked into the numbers and felt \$25.00 per/hr. would be an adequate starting place. Board members asked to see the history of the starting wages for past Finance Officers. Said history was given to the Board.

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

Motion by Kitzmiller, second by Nasser to appoint Stephany Baumeister, Interim Finance Officer at \$25.00 per/hr. Motion carried.

CONTRACT FOR SERVICES – DOLAN MCCOMB (I.T. CONSULTANT)

Motion by Kitzmiller, second by Butler to approve the contract for services. Motion carried.

DEPARTMENT OF AGRICULTURE and NATURAL RESOURCES NOTICE OF INTENT/CERTIFICATION OF APPLICANT

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

City Administrator Lisa Schieffer stated that the Notice of Intent was for the Wastewater Expansion Project.

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

Motion by Butler, second by Nasser to approve the D.A.N.R. Notice of Intent/Certification of Applicant. Motion carried.

COST ESTIMATE HDR – HIGH MEADOWS ROAD

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

The Board was presented with the engineer's estimate of probable cost. Jim Guthrie spoke to the history of the same and to the petitions he presented to the Board. Guthrie had also obtained quotes from various asphalt companies. HDR Engineer Lindsay Shagla stated that the estimate was completed using the City's ordinances. Discussion was had on curb, gutter and doing bore samplings. Sid Reade informed the Board that they had the power to change the ordinances at any time and that area is surrounded by horse property and curb and gutter would not be necessary. The Board expressed their concern that this portion of the road is not even owned by the City. It is owned by the County. Commissioner Kitzmiller offered to have some preliminary discussions with officials from Meade County.

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

No action was taken.

SIouxLAND ROAD

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

Mayor Torno informed the Board that they need to have a recommendation on which way they want to go for upgrading Siouxland Road and whether or not it needs curb and gutter. HDR Engineer Lindsay Shagla spoke to the price difference of having curb and gutter vs. not having the same. Public Works Director Anthony Kayl spoke to the history on Siouxland Road. The Board had a discussion with City Attorney on how special assessments would work.

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

Motion by Kitzmiller second by Butler to move forward with Siouxland Road with no curb and gutter. Motion carried.

RESOLUTION FINAL PLAT – MAURICE COTTON

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

City Administrator Lisa Schieffer stated that the final plat had went through Planning & Zoning and was recommended for do-pass.

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

Motion by Butler, second by Nasser, to approve Resolution 2023-05. Motion carried.

PARKS & RECREATION BOARD APPOINTMENTS

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

Mayor Torno stated that only five applications were turned in so there would be no need for interviews. Torno also stated that the Commissioner Liaison should be appointed as well.

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

Motion by Kitzmiller, second by Nasser, to appoint Sid Reade, Yvonne Carter, Mike Martin, Tom Zimmerman and Kelly McIntosh to the Parks and Recreation Board and appoint Public Works Commissioner Kitzmiller as the liaison. Motion carried.

CITIZENS INPUT

No input.

UPCOMING EVENTS:

City offices will be closed Monday, February 20th in observance of President’s Day.

ITEMS FROM CITY ATTORNEY

Motion by Kitzmiller, second by Nasser, to enter into Executive Session at 7:14 p.m. per SDCL 1-25-2 for discussing legal, economic development, and personnel issues. Motion carried.

Motion by Kitzmiller, second by Nasser, to come out of executive session at 7:40 p.m. Motion carried.

ADJOURNMENT

Motion by Kitzmiller, second by Nasser, to adjourn at 7:41 p.m. Motion carried.

(SEAL)

ATTEST:

Stephany Baumeister
Interim Finance Officer

Melanie Torno
Mayor

Published once _____, 2023 at a cost of \$ ____.