

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, SEPTEMBER 1st, 2022 6:00 P.M.**

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

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Butler, second by Nasser, to approve the agenda for the regular meeting of the Summerset City Commission for September 1st, 2022 as presented or amended. Motion carried.

CONSENT CALENDAR

Motion by Hirsch, second by Nasser, to approve the minutes of the regular meeting of August 18th, 2022 as presented or amended. Motion carried.

APPROVAL OF CLAIMS

Motion by Nasser, second by Hirsch, to approve the claims and hand checks in the amount of \$40,478.20 from August 18th, 2022 through August 31st, 2022 as presented or amended. Motion carried.

ERICKSON, DON	WWDEP REFUND	168.68
UEBEL, DEREK	Uniform Allowance	400.00
A&B BUSINESS SOLUTIONS	Water Machine	378.04
AFLAC REMITTANCE PROCESSING	Accident Insurance	94.25
ALLEN, DON	Phone Stipend	50.00
AMBROSE, JONATHAN	Phoen Stipend	50.00
AMERICAN ENGINEERING TESTING	Infinity Drive Reconstruction	2,500.00
ANGLIN, MITCH	Phone Stipend	50.00
BLACK HILLS ENERGY		6,522.81
Butler, Dave	Phone Stipend	50.00
CANDACE SEALEY	Phone Stipend	50.00
CMS SERVICES	Economizer Replacement Kit	1,088.00
DAVE'S AUTO & CYCLE	2016 MAP Srensor Replacement	245.92
DAVIS, OWEN	Phone Stipend	50.00
DELTA DENTAL	Employee Dental Insurance	928.30
HAWKINS INC.	Defoamer	464.40
HDR ENGINEERING, INC	Engineering Fees	5,513.75
HIRSCH, CLYDE	Phone Stipend	50.00
JUSO, COLTON	Phone Stipend	50.00
KITZMILLER, MICHAEL	Phone Stipend	50.00
Kayl, Anthony	Phone Stipned	50.00
LIGHT AND SIREN	Equipment fo 2021 Ford	6,335.05

MACRANDER, MATTHEW	Phone Stipend	50.00
MDU	Utilities	222.21
MONTILEAUX, CASEY	Phone Stipend	50.00
NASSER, ALEXIS	Phone Stipend	50.00
NASSER,RICH	Phone Stipend	50.00
O'GRADY, BRENDA	Phone Stipend	50.00
SCHIEFFER, LISA	Phone Stipend	50.00
SCHROCK, BRIELLE	Phone Stipend	50.00
SD ONE CALL	July Notifications	32.55
SDML	2022 Annual Conference	130.00
SDRS	Aug Retirement	10,373.66
SDRS-SUPPLEMENTAL	Supplemental Retirement	560.00
SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	162.89
SMITH, JEFF	Phone Stipend	50.00
TNT CONSTRUCTION	Erosion Control Deposit	2,000.00
TORNO, MELANIE	Phone Stipend	50.00
USA BLUEBOOK	WWTP Supplies	96.16
VAST BROADBAND	Fax/Phone /Internet	1,121.45
Verizon Wireless	LE Voice & Mobile Broadband	190.08

APPROVAL OF PAYROLL – AUGUST 2022 – SDCL 6-1-10

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

Dept. 4000 - \$20,267.18 Wastewater/Public Works

Dept. 4110 - \$2,333.32 Commission

Dept. 4120 - \$1,083.33 Mayor

Dept. 4140 - \$13,195.82 Finance

Dept. 4210 - \$29,259.97 Police

Dept. 4652 - \$0.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Butler, second by Hirsch to approve utility billing adjustments of \$346.11 for the period August 1st thru August 31st, 2022. Motion carried.

COMMISSION REPORTS

Commissioners gave monthly reports.

PAYROLL CHANGE– MAINTENANCE WORKER JEFF SMITH

Motion by Nasser, second by Butler to approve the 90-Day Review of Jeff Smith, currently at \$20.00/increase of \$1.50 to \$21.50 effective August 26th, 2022. Motion carried.

PAYROLL CHANGE – SCHOOL RESOURCE OFFICER COLTON JUSO

Motion by Hirsch, second by Butler to approve the payroll change for Colton Juso, currently at \$22.08/increase of \$2.00 to \$24.08 effective August 26th, 2022. Motion carried.

CHAPTER 92, SUBSECTION 92.073 – UNAUTHORIZED USE OF CITY GARBAGE CONTAINERS/UNAUTHORIZED DUMPING IN THE CITY OF SUMMMERSET.

Motion by Nasser, second by Hirsch to approve Second Reading of Ordinance 2022-09. Motion carried.

Motion by Butler, second by Nasser to adopt Ordinance 2022-09. Motion carried.

BUDGET ORDINANCE #2023 – AN ORDINANCE APPROPRIATING FUNDS FOR THE FISCAL YEAR 2023

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

The following citizens gave budget input: James Guthrie, Helen Riedlinger, Kelly McIntosh, Laurene Hastings, Kelsey Cox, Tom Zimmerman, Darren Walker, Laurie Potthoff, Sid Reede, Susan Guthrie, Marc Sarchet.

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

Motion by Hirsch, second by Nasser to approve the First Reading of Ordinance #2023. Motion carried.

Motion by Nasser, second by Butler to set second reading for Ordinance #2023 for September 15th, 2022. Motion carried.

POLICY CHANGES/NEW ADDITION TO PERSONNEL HANDBOOK

FLEX TIME:

Motion by Nasser, second by Butler to open discussion on Flex Time. Motion carried.

Motion by Butler, second by Hirsch to close discussion.

Motion by Nasser, second by Butler to approve amending flex time in the Personnel Handbook effective September 1, 2022. Motion carried.

LEAVE SLIPS:

Motion by Nasser, second by Hirsch to open discussion on Leave Slips. Motion carried.

Motion by Hirsch, second by Nasser to close discussion.

Motion by Nasser, second by Hirsch to approve amending leave slips in the Personnel Handbook effective September 1, 2022. Motion carried.

TELEWORK:

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

Motion by Hirsch, second by Butler to close discussion.

Motion by Nasser, second by Butler to approve adding a telework section to the Personnel Handbook effective September 1, 2022. Motion carried.

CITIZENS INPUT

Laurie Potthoff discussed with the Board ordinances on animal defecation.

UPCOMING EVENTS:

City Offices will be closed on Monday, September 5th in observance of Labor Day.

Special meeting – executive session will be held Monday, September 12, 2022 @ 8:00 a.m.

Coffee with the Commission – Clyde Hirsch/Police Department, Saturday, September 17th @ 10:00 a.m.

ITEMS FROM CITY ATTORNEY

None

ADJOURNMENT

Motion by Nasser, second by Hirsch, to adjourn at 8:24 p.m. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Melanie Torno
Mayor

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