

SUMMERSET CITY COMMISSION REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, June 1st, 2023 6:00 P.M.

Mayor Torno called the Regular Meeting to order at 6:00 p.m. Commissioners Hirsch, Kitzmiller, Reade 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 Hirsch, second by Butler to approve the agenda for the Regular Meeting of the Summerset City Commission for June 1st, 2023. Motion carried.

CONSENT CALENDAR

Motion by Butler, second by Hirsch to approve the minutes of the regular meeting of May 18th, 2023. Motion carried.

APPROVAL OF CLAIMS

Motion by Kitzmiller, second by Reade to approve the claims and hand checks in the amount of \$214,669.08 from May 18th, 2023 through May 31st, 2023 as presented or amended. Motion carried.

A & B BUSINESS SOLUTIONS	mnthly contract copy machines	\$445.14
AMBROSE, JONATHAN	cell phone stipend	\$50.00
ANAYA, LANNY	Wastewater Deposit Refund	\$50.00
ANGLIN, MITCH	cell phone stipend	\$50.00
ARTISTIC CUSTOM BADGES	Badge for Chief Nasser	\$106.50
AT&T MOBILITY	FirstNet	\$526.56
BAHR, KIM	Wastewater Deposit Refund	\$50.00
BAUMEISTER, STEPHANY	cell phone stipend	\$50.00
BIRGEN, NICHOLIN	cell phone stipend	\$50.00
BOND, ROBERT	Wastewater Deposit Refund	\$50.00
Butler, Dave	cell phone stipend	\$50.00
CLARITY TELECOM	fax/phone/internet	\$1,126.57
CLARK, JEFFREY	Wastewater Deposit Refund	\$50.00
COVINGTON, FAYE	Wastewater Deposit Refund	\$50.00
DAVIS, OWEN	cell phone stipend	\$50.00
DELTA DENTAL	Employee Dental Insurance	\$767.30
DOLNEY, CASEY	deposit refund and CR balance	\$305.93
GANTZLER, JEREMY	Wastewater Deposit Refund	\$50.00
GOLDEN WEST TECHNOLOGIES	smart cards for genatec system	\$548.00
HAKALA, KENNY	Wastewater Deposit Refund	\$50.00
HDR ENGINEERING, INC	Engineering Fees	\$31,056.66
HEDDERMAN, TRISTA	Wastewater Deposit Refund	\$50.00
HIRSCH, CLYDE	cell phone stipend	\$50.00
HUGHES, CARLEY	Wastewater Deposit Refund	\$50.00
KITZMILLER, MICHAEL	cell phone stipend	\$50.00

KLEIIN, BRIAN	Wastewater Deposit Refund	\$50.00
Kayl, Anthony	cell phone stipend	\$50.00
MCKAY, DENNY	Wastewater Deposit Refund	\$50.00
MEADE COUNTY AUDITOR	March 2023 Dispatch Fees	\$1,486.08
Meade County Equalization & PI	on-site septic inspection	\$150.00
O'GRADY, BRENDA	cell phone stipend	\$50.00
POWLES, BRANDON	Wastewater Deposit Refund	\$50.00
RHODES, NATHAN	Wastewater Deposit Refund	\$50.00
SCHIEFFER, LISA	cell phone stipend	\$50.00
SCHOEPLER, KURT	Wastewater Deposit Refund	\$50.00
SCHUNNEMAN, JEREMY	Wastewater Deposit Refund	\$100.00
SD Secretary of State	Notary Filling Fees	\$90.00
SDRS-SUPPLEMENTAL	May Contribution	\$520.00
SEELY, MATTHEW	Wastewater Deposit Refund	\$50.00
SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	\$164.31
SMITH, JEFF	cell phone stipend	\$50.00
SWANSON, MARSHALL	Wastewater Deposit Refund	\$100.00
SWIFT, TRAVIS	Wastewater Deposit Refund	\$50.00
TORNO, MELANIE	cell phone stipend	\$50.00
ULMER, AMANDA	Wastewater Deposit Refund	\$50.00
WILLIAMS, GENE	Wastewater Deposit Refund	\$100.00
SDRS	May 2023 Contributions	\$9,818.76
UNITED STATES TREASURY	Payroll Tax Deposit May 2023	\$17,357.27
USDA	USDA Bi-Yearly Payment	\$148,400.00
	TOTAL:	\$214,669.08

APPROVAL OF PAYROLL – MARCH 2023 – SDCL 6-1-10

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

Dept. 4000 - \$18,833.14 Wastewater/Public Works
 Dept. 4110 - \$1,749.99 Commission
 Dept. 4120 - \$1,916.67 Mayor
 Dept. 4140 - \$13,180.47 Finance
 Dept. 4210 - \$35,718.62 Police
 Dept. 4652 - \$255.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Butler, second by Reade to approve the billing adjustment of \$90.00 for the period of May 1st to May 31st, 2023.

COMMISSION REPORTS

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

PAYROLL CHANGE – PUBLIC WORKS JEFF SMITH

Anniversary 1% increase to \$22.37 effective May 26, 2023.

Motion by Kitzmilller, second by Hirsch to approve the increase to \$22.37. Motion carried.

PAYROLL CHANGE – 90 DAY REVIEW POLICE CHIEF

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

Commissioner Hirsch stated that if Chief Nasser didn't accept the position, he would have gotten a raise with the

rest of the officers. Chief Nasser is a working Police Chief and is doing a wonderful. He is a top-notch Chief with a full load every day. Hirsch recommends a \$3.00 per/hr. raise.

Mayor Torno gave information on several options on increase, \$1.00 per/hr. raise would be \$69,742.40; \$1.50 per/hr. raise would be \$70,782.40; \$2.00 per/hr. raise would be \$71,882.40; \$3.00 per/hr. raise would be \$73,902.40. These amounts also include the 1% raise that he didn't receive. We will have to supplement the police departments budget, but already knew this when the Board approved the \$5.00 increase for the officers. Budget numbers are not matching up and we are looking into this. Historically the police department has had to supplement over the last few years.

Commissioner Kitzmiller stated that he would like to wait until the budget approval in a few months to see where we are at with the budget. At this time, we can re-evaluate options for a raise.

Commissioner Reade stated that Nasser is worthy of a raise but agrees with Kitzmiller on waiting for the budget numbers to get figured out until giving out raises.

Commissioner Butler stated that they did approve the \$5.00 increase for the officers to keep them in Summerset, we don't want to see them go somewhere else, now is the time to also compensate Chief Nasser. Nasser is a working Chief and has a lot more on his plate than the previous Chief and is comfortable with \$2.00 per/hr. raise.

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

Motion by Hirsch, second by Butler to approve the increase of \$3.00 per/hr. Motion carried.

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

PAYROLL CHANGE – 90 DAY REVIEW FINANCE OFFICER

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

Commissioner Reade stated that he thinks Stephany is doing a fantastic job, she has her hands full with all the upgrade items and everything else she is doing. She is deserving of a raise but also need to get our numbers figured out. Recommends \$1.50 per/hr. raise.

Mayor Torno stated that her current salary is \$54,000, previous Finance Officer was at \$56,000. Ran some numbers on this as to where the Finance Officer position should be in our state, some included HR some did not. Torno recommends \$1.50 per/hr. due to all the items she has fixed and currently making changes to, this will put her in line with the others in the state.

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

Motion by Reade, second by Butler to approve the increase of \$1.50 per/hr. Motion carried.

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

JAMES GYLES APPEAL PER ORDINANCE 91.999 (B)(2)

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

James Gyles did not show up in person.

City Attorney spoke about the process since Mr. Gyles was not there in person to answer questions regarding the appeal. His advice to the Board is to make decision based on the written appeal.

Chief Nasser gave an overview; On May 16th the police department received a complaint about chickens in the back yard. He referred this to code enforcement, but the way our ordinance read it is not code enforcement and is

for the police department. Code enforcement was able to snap a photo of the chickens from the back side of the property. May 19th two officers went to the home and had a brief conversation with the homeowner.

Reade asked if there are different processes between code enforcement and police code enforcement.

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

Motion by Butler, second by Kitzmiller, to deny James Gyles appeal per ordinance 91.999 (B)(2). Motion carried.

FIRST READING FOR ORDINANCE 2023-04 AMENDING LOCAL CAMPAIGN FINANCE ORDINANCES.

Motion by Kitzmiller, second by Butler to approve the first reading for Ordinance 2023-04. Motion carried.

SET SECOND READING FOR ORDINANCE 2023-04 AMENDING LOCAL CAMPAIGN FINANCE ORDINANCES.

Motion by Kitzmiller, seconded by Buter to set the second reading for June 15th, 2023. Motion carried.

FIRST READING FOR ORDINANCE 2023-05 AMENDING FENCE ORDINANCE.

Motion by Kitzmiller, seconded by Hirsch to approve the first reading for Ordinance 2023-05. Motion carried.

SET SECOND READING FOR ORDINANCE 2023-05 AMENDING FENCE ORDINANCE.

Motion by Kitzmiller, seconded by Butler to set the second reading for June 15th, 2023. Motion carried.

DISCUSSION ON ADDING AGENDA ITEMS – TWO COMMISSIONER APPROVAL

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

Commission President Butler stated that item was previously added to the agenda, he wasn't sure on what it was regarding so he asked the City Administrator, and she explained it in five minutes. Butler doesn't think it should have been on the agenda. Butler is recommending having 2 commissioners approve items being added to the agenda.

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

No action was taken. Motion carried.

BLACK HILLS COMMUNITY ECONOMIC DEVELOPMENT \$2,000 GRANT AWARD FOR SUMMERFEST.

CITIZENS INPUT

Melony Gyles expressed her concern about not being notified of the time and place of the appeal hearing.

UPCOMING EVENTS:

June 19th City Offices will be closed in observation of Juneteenth.

ITEMS FROM CITY ATTORNEY

None.

ADJOURNMENT

Motion by Kitzmiller, second by Reade to adjourn the meeting at 7:03 p.m.

(SEAL)

ATTEST:

Stephany Baumeister

Finance Officer

Published once _____ at a cost of \$_____.

Melanie Torno

Mayor