

**SUMMERSET CITY COMMISSION REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, MARCH 2nd, 2023 6:00 P.M.**

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

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Nasser, second by Butler to approve the agenda for the Regular Meeting of the Summerset City Commission for March 2nd, 2023. Motion carried.

CONSENT CALENDAR

Motion by Kitzmiller, second by Hirsch to approve the minutes of the Regular Meeting of February 16th, 2023. Motion carried.

APPROVAL OF CLAIMS

Motion by Kitzmiller, second by Nasser to approve the claims and hand checks in the amount of \$308,703.49 from February 2nd, 2023 through March 1st, 2023 as presented or amended. Motion carried.

A&B BUSINESS SOLUTIONS	Monthly Contract	385.54
AMBROSE, JONATHAN	March Cell Phone Stipend	50.00
ANGLIN, MITCH	March Cell Phone Stipend	50.00
BAUMEISTER, STEPHANY	March Cell Phone Stipend	50.00
BLACK HILLS ENERGY	01/12/2023 - 02/13/2023	5,915.99
BLACK HILLS OVERHEAD DOORS	Fix Garage Door @ City Hall BI	165.49
BLUEPEAK	Fax/Phone/Internet expenses	1,126.64
Butler, Dave	March Cell Phone Stipend	50.00
CMS SERVICES	WWTP Repair Air	273.57
City of Sturgis	Dec 2022 Dispatch Expenses	2,193.44
DAVIS, OWEN	March Cell Phone Stipend	50.00
DELTA DENTAL	March 2023 Emp. Dental Ins.	901.40
HARVEY'S LOCK & SECURITY	Duplicate City Hall Keys	451.79
HAWKINS INC.	Defoamer	1,578.76
HEALTH POOL OF SD	March Health & Life Insurance	15,536.57
HIRSCH, CLYDE	March Cell Phone Stipend	50.00
IBM	MSSS360 Devise Overage	26.84
JJ'S ENGRAVING AND SALES	Name Plate Baumeister	10.45
KITZMILLER, MICHAEL	March Cell Phone Stipend	50.00
Kayl, Anthony	March Cell Phone Stipend	50.00
McLeod's Printing & Office Sup	Election Supplies	176.58
NASSER, ALEXIS	march Cell Phone Stipend	50.00
O'GRADY, BRENDA	March Cell Phone Stipend	50.00
RAMKOTA HOTEL & CONFERENCE	Conference Lodging - Torno	101.00
ROYAL WHEEL ALIGNMENT	2020 Ford Explorer Brake Check	33.00

SANITATION PRODUCTS	Elgin Pelican Sweeper	248,425.00
SCHIEFFER, LISA	March Cell Phone Stipend	50.00
SDRS-SUPPLEMENTAL	March Contribution	540.00
SMITH, JEFF	March Cell Phone Stipend	50.00
STOPSTICK, LTD.	(3) 12' Stop Stick Kit	1,745.00
TORNO, MELANIE	March Cell Phone Stipend	50.00
TYLER TECHNOLOGIES, INC	Fund Balance Migration-Finance	520.00
UEBEL, DEREK	Per diem Pm Feb 26 - Pm Mar 3	220.00
Verizon Wireless	LE Voice and Mobile	312.73
SDRS	February 2023	9,578.36
UNITED STATES TREASURY	February 2023	16,791.21
South Dakota State Treasurer	January 2023	1044.13

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

Motion by Nasser, second by Butler to approve the February 2023 payroll. Motion carried.

Dept. 4000 - \$20,949.04 Wastewater/Public Works
 Dept. 4110 - \$2,333.32 Commission
 Dept. 4120 - \$1,916.67 Mayor
 Dept. 4140 - \$10,864.90 Finance
 Dept. 4210 - \$34,715.13 Police
 Dept. 4652 - \$300.00 Planning & Zoning

COMMISSION REPORTS

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

FINANCE OFFICER /ASSISTANT FINANCE OFFICER POSITIONS - HIRING

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

Mayor Torno informed the Board that they have the choice to promote from within, transfer from another department or open the position and accept applications. Torno had stated that she had discussed the position with other staff and with consultant Cathy Haveman and felt Interim Finance Officer Stephany Baumeister was knowledgeable in accounting procedures and had background in the same.

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 Ms. Baumeister just a matter of keeping it consistent.

Commissioner Hirsch agreed that it had nothing to do with Ms. Baumeister but would like to see consistency.

Mayor Torno then asked City Attorney for proper procedure, which was to nominate to the position.

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

Motion by Butler, second by Nasser, to approve a nomination appointing Stephany Baumeister as Finance Officer. A roll call vote was then taken. Nasser: yes; Kitzmiller: nay; Torno: yes; Hirsch: nay; Butler: yes. Motion carried.

POLICE CHIEF DON ALLEN – RETIREMENT RESIGNATION

Mayor Torno read the resignation of Police Chief Don Allen

Motion by Hirsch, second by Butler to approve accepting the resignation of Don Allen effective 3/3/2023.

APPOINTMENT OF INTERIM POLICE CHIEF

Commissioner Alexia Nasser abstained.

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

Discussion was had regarding pay increase for the position, which further review needed to be done. Said increase will be put on the March 16th agenda after further review. Discussion also took place on whether the position needed to be open to take applications. City Administrator Lisa Schieffer asked if the job description was up to date, reviewed and approved by the Board before they make that decision. Said job description will be put on the March 16th agenda to be reviewed. The Board was advised by the City Attorney Mike Wheeler that the only motion to be made was for the item on the agenda to appoint an Interim Police Chief.

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

Motion by Hirsch, second by Kitzmiller to approve Rich Nasser as Interim Police Chief. Motion carried.

NEW HIRE – POLICE DEPARTMENT

Motion by Hirsch, second by Butler to approve the hire of Anthony Spencer, contingent upon his background check, passing his physical fitness test before going to academy and signed contract. Motion carried.

PAYROLL CHANGE

Motion by Kitzmiller, second by Hirsch to approve Scott Johnson -Temporary/Certified Police Officer FT @ \$23.00 effective 2/26/2023.

TRAFFIC CONTROL DEVICE GRANT

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

City Administrator Lisa Schieffer informed the Board that there is a \$2,500.00 Street Maintenance Traffic Control Device Grant that is available to the cities. Commissioner Hirsch stated that Public Works Director Anthony Kayl had located a BlinkerStop Flashing LED Stop Sign @ \$1,675.00. The Board discussed various areas that the signs could be located at.

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

Motion by Butler, second by Kitzmiller to move forward with applying for the grant and issuing a letter of support approving the purchase of two BlinkerStop Flashing LED Stop Signs. Motion carried.

Mayor Torno left the meeting via telephone at 6:44 p.m.

APPOINTMENT OF ELECTION BOARD

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

City Administrator Lisa Schieffer presented the following names to the Commission for appointment to the election board: Pam Martin, Patricia Rasmussen and Connie Guptill-Cuny. Said rate of pay will be \$225.00 for the Superintendent, \$200.00 for Election Worker, \$25.00 for Election School, and \$10.00 for cell phone use.

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

Motion by Kitzmiller, second by Butler to approve the appointment of the election board. Motion carried.

ADDITION OF VOLUNTEERS TO WORKER'S COMPENSTION

Yvonne Carter, Tom Zimmerman, Mike Martin, Kelly McIntosh, and Sidney Reade.

DATES FOR LOCAL REVIEW BOARD

May 20th – 24th, 2023.

PRELIMINARY PLAT – NEW LEAF

Motion by Butler, second by Kitzmiller, to approve the preliminary plat of New Leaf, contingent upon all items being addressed on the reviews. Motion carried.

WASTEWATER TREATMENT PLANT EXPANSION – CHANGE ORDER #3

Motion by Butler, second by Hirsch, to approve Change Order #3 to the Wastewater Treatment Plant Expansion. Motion carried.

2022 YEAR END FINANCIALS – JANUARY 2023 REV./EXP. REPORT *INFORMATION ONLY

City Administrator Lisa Schieffer gave an overview of year ending financials for 2022.

CITIZENS INPUT

Jim Guthrie asked on the status of High Meadows Road. Commissioner Kitzmiller stated that he will be trying to get ahold of Meade County regarding the same.

UPCOMING EVENTS:

None.

ITEMS FROM CITY ATTORNEY

None.

ADJOURNMENT

Motion by Kitzmiller, second by Butler, to adjourn at 6:55 p.m. Motion carried.

(SEAL)

ATTEST:

Stephany Baumeister
Finance Officer

Melanie Torno
Mayor

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