

**SUMMERSET CITY COMMISSION REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, August 3rd, 2023, 6:00 P.M.**

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

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

Motion by Butler, second by Reade to approve the agenda for the Regular Meeting of the Summerset City Commission for August 3rd, 2023. Motion carried.

CONSENT CALENDAR

Motion by Reade, second by Hirsch, approve the minutes of the regular meeting of July 20th, 2023. Motion carried.

APPROVAL OF CLAIMS

Motion by Hirsch, second by Reade to approve the claims and hand checks in the amount of \$84,383.43 from July 20th, 2023, through August 2nd, 2023, as presented or amended. Motion carried.

A & B BUSINESS SOLUTIONS	Monthly Printer Contract	\$861.59
AMBROSE, JONATHAN	Cell Phone Stipend	\$50.00
ANGLIN, MITCH	Cell Phone Stipend	\$50.00
AT&T MOBILITY	PD FirstNet	\$654.83
BAUMEISTER, STEPHANY	Cell Phone Stipend	\$50.00
BAYMONT	Lodging-Schieffer; Summer Study	\$83.90
BIRGEN, NICHOLIN	Cell Phone Stipend	\$50.00
Black Hills IV	Business License refund	\$50.00
Butler, Dave	Cell Phone Stipend	\$50.00
CLARITY TELECOM	Govt Bldg Phone/Fax/Internet	\$1,125.68
DAVIS, OWEN	Cell Phone Stipend	\$50.00
GREENAPIS	Govt Bldg Janitorial	\$485.00
HDR ENGINEERING, INC	Engineering Fees	\$24,498.03
HEALTH POOL OF SD	Emp Medical Premiums	\$17,037.74
HERMANSON EGGE ENGINEERING	Building Inspections	\$1,125.00
HIRSCH, CLYDE	Cell Phone Stipend	\$50.00
Kayl, Anthony	Cell Phone Stipend	\$50.00
KENNY'S BODY SHOP	2022 Ford Interceptor	\$3,062.48
KITZMILLER, MICHAEL	Cell Phone Stipend	\$50.00
Meade County Auditor	April 2023 Dispatch Fees	\$1,542.94
MIDCONTINENT TESTING LABS	WWTP Testing	\$345.50
ON-SITE FIRST AID & SAFETY	WWTP/PW First Aid Refill	\$275.10
PRINT MARKET	Instruction Poster	\$44.00
SCHIEFFER, LISA	Cell Phone Stipend	\$50.00
SERVALL UNIFORM & LINEN SUPPLY	Monthly Services	\$164.27
SMITH, JEFF	Cell Phone Stipend	\$50.00
TORNO, MELANIE	Cell Phone Stipend	\$50.00
TYLER TECHNOLOGIES, INC	ERP Pro 10 Upgrade	\$577.50
AFLAC REMITTANCE PROCESSING	AFLAC Accidental	\$34.45

AFLAC REMITTANCE PROCESSING	AFLAC Accidental	\$4.29
AFLAC REMITTANCE PROCESSING	AFLAC Disability	\$96.72
SDRS	SDRS 6%	\$4,640.02
SDRS	SDRS 8%	\$5,983.52
UNITED STATES TREASURY	Federal Withholding	\$6,141.20
UNITED STATES TREASURY	Social Security	\$10,298.54
UNITED STATES TREASURY	Medicare	\$2,408.54
SDRS	SDRS 6%	\$89.82
SDRS	SDRS 8%	\$709.32
SDRS Supplemental Retirement Plan	SDRS Supplemental	\$520.00
UNITED STATES TREASURY	Federal Withholding	\$112.65
UNITED STATES TREASURY	Social Security	\$642.54
UNITED STATES TREASURY	Medicare	\$150.26
UNITED STATES TREASURY	Social Security	\$18.00

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

Motion by Butler, second by Reade to approve the June 2023 payroll. Motion carried.

- Dept. 4000 - \$13,118.04 Wastewater/Public Works
- Dept. 4110 - \$1,749.99 Commission
- Dept. 4120 - \$1,916.67 Mayor
- Dept. 4140 - \$12,129.55 Finance
- Dept. 4210 - \$48,447.33 Police
- Dept. 4652 - \$600.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Butler, second by Hirsch to approve the billing adjustment of \$382.33 for the period of July 1st to July 31st, 2023. Motion carried.

COMMISSION REPORTS

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

SUMMERSET STAKEHOLDER COMMUNITY REPORT – AMANDA ANGLIN, EXECUTIVE DIRECTOR SEDC

Executive Director Amanda Anglin informed the Commission of the function of her organization.

RESOLUTION PARKS AND RECREATION BOARD

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

Motion by Reade, second by Hirsch close discussion. Motion carried.

Motion by Butler, second by Reade to approve Resolution increase to 7. Motion carried.

APPOINTMENT TO PARKS & RECREATION BOARD

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

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

Motion by Butler, second by Reade to appoint applicants. Motion carried.

VARIANCE – DARIN/KELLY MCINTOSH

*Planning and Zoning recommended a do pass.

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

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

Motion by Butler, second by Reade to approve variance. Motion carried.

UPDATED JOB DESCRIPTIONS

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

Motion by Reade, second by Hirsch to end discussion. Motion carried.

Motion by Butler, second by Hirsch to approve the City Administrator job description by amending item #5 from Supervises to Assists and approve the Public Works and Wastewater job descriptions by adding:

Be Knowledgeable of and implement and adhere to all OSHA and other applicable safety regulations.

Motion carried.

PAYROLL INCREASE – POLICE DEPARTMENT

Motion by Hirsch, second by Reade to approve payroll increase. Motion carried.

GRADE & STEP SCALE

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

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

Motion by Butler, second by Hirsch to table the matter. Motion carried.

CITIZENS INPUT

None

UPCOMING EVENTS:

FEMA will be unable to present at the August 17th, 2023 and will schedule another time accordingly.

ITEMS FROM CITY ATTORNEY

None.

ADJOURNMENT

Motion by Hirsch, second by Reade to adjourn the meeting at 7:26 p.m. Motion carried.

(SEAL)

ATTEST:

Stephany Baumeister
Finance Officer

Melanie Torno
Mayor

Published once _____ at a cost of \$ _____