

***SUMMERSET CITY COMMISSION  
REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY, MARCH 7th, 2024 6:00 P.M.***

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

Mayor Torno led in the Pledge of Allegiance.

Commissioner Butler gave the invocation.

**Motion** by Butler, second by Hirsch, to approve the agenda for the regular meeting of the Summerset City Commission for March 7th, 2024. Motion carried.

**CONSENT CALENDAR**

**Motion** by Hirsch, second by White, to approve the minutes of the regular meeting of February 15th, 2024, as presented or amended. Motion carried.

**Motion** by Butler, second by Hirsch, to amend the minutes of the regular meeting of February 1<sup>st</sup>, 2024 to reflect item #10/Resolution 2024-07 Annexation Resolution with a condensed legal description per the Meade County Register of Deeds. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by White, second by Kitzmiller, to approve the claims and hand checks in the amount of \$112,265.80 from February 15th, 2024, through March 6th, 2024, as presented or amended. Motion carried.

Cardmember Services	79.98
Cardmember Services	13,861.91
3E Elec Eng & Equip	215.00
A&B Business Solutions	459.23
Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
Baumeister, Stephany	158.00
Birgen, Nicholin	50.00
Butler, Dave	50.00
City of Sturgis	1,140.79
Davis, Owen	50.00
Golden West Technologies	6,230.10
Greenapsis	350.00
Haveman Business Services LLC	1,050.00
HAWKINS INC.	395.65
HDR Engineering, Inc	5,616.25
Hermanson Egge Engineering, Inc.	480.00
Hirsch, Clyde	50.00
I&S Group, Inc.	1,500.00
Kayl, Anthony	50.00
Kitzmiller, Michael	50.00
Northern Truck Equipment Corporation	1,483.01
Rapid City Journal	924.77
Schieffer, Lisa	178.00
SD One Call	15.75
Servall Uniform & Linen Supply	184.26

Smith, Jeff	50.00
Torno, Melanie	50.00
Tyler Technologies	18,346.95
Weidenback, Al	1,000.00
White, Stephanie	50.00
WILD WEST SCREEN PRINTING	713.75
AFLAC Remittance Processing	96.72
SDRS	4,631.24
SDRS	5,810.72
United States Treasury	5,565.16
United States Treasury	9,488.20
United States Treasury	2,219.06
BH Energy	6,444.41
Child Support Payment Center	517.00
Clarity Telecom	1,284.01
Delta Dental	1,037.30
Health Pool of SD	17,601.75
MDU	1,491.75
SDRS	548.11
SDRS-SUPPLEMENTAL RETIREMENT PLAN (SDSRP)	575.00
Tyer, Kaylee	21.97

#### **APPROVAL OF PAYROLL – JANUARY 2024 – SDCL 6-1-10**

**Motion** by Kitzmiller, second by White, to approve the following payroll. Motion carried.

Dept. 4000 - \$13,291.16 Wastewater

Dept. 4110 - \$2,333.32 Commission

Dept. 4120 - \$1,916.67 Mayor

Dept. 4140 - \$11,843.42 Finance

Dept. 4210 - \$37,114.91 Police

Dept. 4310 - \$13,459.01 Streets

Dept. 4652 - \$1,100.00 Planning & Zoning

#### **UTILITY BILLING ADJUSTMENTS**

**Motion** by Hirsch, second by Butler, to approve the utility billing adjustments of \$11.15 for the period February 1 thru January 29, 2024. Motion carried.

#### **COMMISSION REPORTS**

Commission gave reports on their monthly happenings.

#### **NORMAN RANCH DEVELOPER'S AGREEMENT**

**Motion** by Butler, second by White, to open discussion. Motion carried.

Mayor Torno gave a brief overview that there have been several changes and glad to see the change from 3 phases to multiple phases for completion.

Commissioner White stated she was happy to see 3 acres included for a park and city shop.

**Motion** by Hirsch, second by White, to close discussion. Motion carried.

**Motion** by Butler, second by White, to approve Norman Ranch Developer's Agreement. Motion carried.

#### **STREET MAINTENANCE TRAFFIC CONTROL DEVICE GRANT**

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

Commissioner Hirsch gave a brief overview on the two different options, the current ones by the park are working great but feels like the round option will work also and are more cost effective. Placement would be Manchester

and Leisure Lane intersection and the second one on Glenwood and Steamboat intersection. If not awarded, then will wait till next year to try again, and add to budget.

Public Works Manager stated he would like to see them be uniform throughout the city.

**Motion** by White, second by Butler, to close discussion. Motion carried.

**Motion** by Butler, second by Hirsch, to approve moving forward with the street maintenance traffic control device grant. Motion carried.

#### **ORDINANCE 150.25 - DESIGNATION OF FLOODPLAIN ADMINISTRATOR**

**Motion** by White, second by Butler, to open discussion. Motion carried.

Mayor Torno stated we do not have an emergency management commissioner and we will need to change the ordinance to have a floodplain administrator. City Attorney Mike Wheeler was asked if someone could be appointed in the meantime until the ordinance was updated, to which Wheeler stated yes.

**Motion** by Hirsch, second by White, to close discussion. Motion carried.

**Motion** by White, second by Kitzmiller, to set first reading of Ordinance 2024-02 for April 4, 2024, and appoint Anthony Kayl as the Floodplain Administrator. Motion carried.

#### **AMTRAK LETTER OF SUPPORT**

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

Amtrak is looking to get local government support. A map with possible routes was presented.

**Motion** by White, second by Kitzmiller, to close discussion. Motion carried.

**Motion** by Butler, second by White, to approve letter of support for Amtrak. Motion carried

#### **TABLED – PIEDMONT VALLEY CHAMBER OF COMMERCE MARKETING ALLOCATION**

**Motion** by White, second by Butler, to take the piedmont valley chamber of commerce marketing allocation off the table. Motion carried.

Mayor Torno gave a brief overview that the marketing allocation included in the professional services agreement is between City of Summerset and SEDC. SEDC and Piedmont Valley Chamber would need a contract between the two of them.

SEDC Executive Director, Amanda Anglin gave a brief update that they have hired a candidate that will be starting April 1, 2024. They have submitted 2 letters, one is the salary request and the second is the marketing dollars.

Anglin gave a brief overview of the scope of this new position, outlined marketing duties with estimated cost. Half of the marketing dollars will specifically go to market economic development in Summerset.

Commissioner White made sure that if the city will get audited SEDC will be able to supply the supporting documents needed.

**Motion** by Butler, second by White, to close discussion. Motion carried.

**Motion** by White, second by Butler, to approve the salary of \$34,000.00 for the economic development coordinator and \$10,000.00 marketing funds out of the 211 funds with the understanding that SEDC will retain the receipts of the marketing expenditures and supply upon request if the city gets audited. Motion carried.

#### **BRIGHT BEGINNINGS**

They have paid their 2023 and 2024 business license fees and we have submitted they 2024 business license to them.

#### **PAYROLL CHANGE – FINANCE OFFICE**

Annual review Stephany Baumeister to step 19C \$5087.09 per/month.

**Motion** by Kitzmiller, second by White, to approve the payroll change for Stephany Baumeister increase to \$5087.09 per/month. Motion carried.

#### **NEW HIRE – POLICE DEPARTMENT**

Tenessa Regan – investigator starting at step18I @ \$30.08 per/hr.

**Motion** by Hirsch, second by White, to approve new hire Tenessa Regan at \$30.08 per/hr. Motion carried.

#### **HAZARD MITIGATION GRANT PROGRAM (HMGP)**

**Motion** by White, second by Butler, to open discussion. Motion carried.

City Administrator, Lisa Schieffer, spoke that she is working on hazard mitigation grants for generators. The first generator would be located at Sun Valley and the second one would be located at Leisure Lane lift station. Also working with Black Hills Energy on a quote to bring everything up to three phase. Schieffer is asking for approval of the designation of applicant agent and also to pass a resolution appointing Lisa as the application agent.

**Motion** by White, second by Hirsch, to close discussion. Motion carried.

**Motion** by White, second by Kitzmiller, to approve moving forward with the hazard mitigation grant program and designating Lisa Schieffer as the application agent and approving Resolution 2024-08 appointment of applicant agent to be Lisa Schieffer. Motion carried

#### **2024 SDML WORK COMP FUND SAFETY GRANT APPLICATION**

**Motion** by Butler, second by White, to open discussion. Motion carried.

Public Works Manager, Anthony Kayl, spoke that the best use is for a tripod system since the one we currently have is for concrete only.

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

**Motion** by Butler, second by White, to approve moving forward with the 2024 SDML Work Comp Fund safety grant application. Motion carried.

#### **WATER WARRIORS & SUMMERSET SETTLEMENT AGREEMENT**

**Motion** by Butler, second by White, to open discussion. Motion carried.

City Attorney, Mike Wheeler, gave a brief overview that this is still in litigation that all discussions have been in executive session.

**Motion** by White, second by Butler, to close discussion. Motion carried.

**Motion** by Butler, second by Kitzmiller, to approve Water Warriors and Summerset Settlement agreement with the release of all claims. Motion carried.

#### **APPOINTMENT OF ELECTION BOARD**

Appointment to the election board: Pam Martin, Patricia Rasmussen and Connie Guptill-Cuny.

**Motion** by White, second by Hirsch to approve the appointment of the election board. Motion carried.

#### **SET FIRST READING FOR AMENDED ORDINANCES**

**Motion** by White, second by Butler, to open discussion. Motion carried.

Mayor Torno gave a brief overview that these ordinances are not changing much of the content just the penalty portion. The updating of the ordinances with streamline and make it easier for PD and code enforcement to get ticket books.

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

**Motion** by White, second by Kitzmiller to set the first reading of ordinances 2024-03 thru 2024-08 for April 4<sup>th</sup>, 2024. Motion carried.

#### **BOARD OF EQUALIZATION**

Local Board's of Equalization will be Monday March 18, 2024. Last day to receive appeals Thursday March 14, 2024.

**CITIZENS INPUT**

Eddy Herz spoke about the prairie fire in Sun Valley Estates. He inquired who is the fire department for them, he would like the City of Summerset investigate starting their own.

**UPCOMING EVENTS:**

City Offices will be closed Friday March 29, 2024, for Good Friday and Monday April 1, 2024, in observation of Easter per Governor Noem.

Board of Equalization will be Monday, March 18, 2024 at 6:00 p.m.

**ITEMS FROM CITY ATTORNEY**

None

**ADJOURNMENT**

**Motion** by Kitzmiller, second by Hirsch, to adjourn at 7:03 p.m. Motion carried.

(SEAL)

ATTEST:

\_\_\_\_\_  
Stephany Baumeister  
Finance Officer

\_\_\_\_\_  
Melanie Torno  
Mayor

Published once \_\_\_\_\_, 2024 at a cost of \$\_\_\_\_\_.