

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, APRIL 4th, 2024 6:00 P.M.**

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

Mayor Torno led in 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 April 4th, 2024. Motion carried.

CONSENT CALENDAR

Motion by White, second by Hirsch, to approve the minutes of the regular meeting of March 21st, 2024, as presented or amended. Motion carried.

Motion by Butler, second by Hirsch, to approve the minutes of the local board of equalization meeting of March 18th, 2024, as presented or amended. Motion carried.

APPROVAL OF CLAIMS

Motion by White, second by Hirsch, to approve the claims and hand checks in the amount of \$773,766.47 from March 21st, 2024, through April 3rd, 2024, as presented or amended. Motion carried.

Cardmember Services	856.77
Cardmember Services	12,676.76
A&B Business Solutions	377.41
Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
AT&T Mobility	607.54
Baumeister, Stephany	94.37
Birgen, Nicholin	50.00
Boom Construction Inc.	75.00
Butler, Dave	50.00
Dakota Pump, Inc	1,020.41
Davis, Owen	50.00
Delta Dental	1,037.30
Foothills Fence LLC	31,328.30
Greenapsis	350.00
Health Pool of SD	16,710.20
Hirsch, Clyde	50.00
Kayl, Anthony	50.00
Kitzmiller, Michael	50.00
McLeod's Printing & Office Sup	56.28
Meade County Auditor	3,602.92
Meade County Register of Deeds	90.00
RCS Construction Inc	631,384.03
Regan, Tenessa	400.00
Schieffer, Lisa	50.00
SD FEDERAL PROPERTY AGENCY	202.50
Smith, Jeff	50.00

Torno, Melanie	292.08
WaterTree	235.35
White, Stephanie	50.00
AFLAC Remittance Processing	96.72
SDRS	4,617.60
SDRS	5,763.50
United States Treasury	5,111.28
United States Treasury	9,522.62
United States Treasury	2,227.06
Child Support Payment Center	517.00
SDRS-SUPPLEMENTAL RETIREMENT PLAN (SDSRP)	575.00
Wegner Motors	43,361.00
Meek, James	20.45
Eliason, Todd	7.02

APPROVAL OF PAYROLL – MARCH 2024 – SDCL 6-1-10

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

- Dept. 4000 - \$13,259.40 Wastewater
- Dept. 4110 - \$2,333.32 Commission
- Dept. 4120 - \$1,916.67 Mayor
- Dept. 4140 - \$11,754.71 Finance
- Dept. 4210 - \$36,705.75 Police
- Dept. 4310 - \$13,465.78 Streets
- Dept. 4652 - \$800.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Hirsch, second by Butler, to approve the utility billing adjustments of \$11.15 for the period March 1 thru March 31, 2024. Motion carried.

COMMISSION REPORTS

Commission gave reports on their monthly happenings.

NORMAN RANCH ZONING HEARING

Hearing will be re-noticed.

THOMAS & JOSEPH NORMAN ZONING HEARING

Hearing will be re-noticed.

BOOM CONSTRUCTION SEPTIC VARIANCE

Planning & Zoning Board recommended do pass to the Board of Commissioners 4-aye/1-nay.

Motion by Butler, second by Hirsch, to approve the septic variance for Boom Construction. Motion carried.

APPROVAL OF MINOR PLAT

Motion by Butler, second by White, to approve resolution 2024-09 minor plat John Zogorski. Motion carried.

FIRST READING – ORDINANCE 2024-02 DESIGNATION OF FLOODPLAIN ADMINISTRATOR ORDINANCE 150.25

Motion by White, second by Hirsch, to approve first reading of Ordinance 2024-02 and to set the second reading of Ordinance 2024-02 for April 18, 2024. Motion carried.

FIRST READING – ORDINANCE 2024-03 ADMINISTRATIVE ORDINANCE 10.28

Motion by Butler, second by White, to approve first reading of Ordinance 2024-03 and to set the second reading of Ordinance 2024-03 for April 18, 2024. Motion carried.

FIRST READING – ORDINANCE 2024-05 COMPLAINTS AND ABATEMENTS 10.31

Motion by Hirsch, second by Butler, to approve first reading of Ordinance 2024-05 and to set the second reading of Ordinance 2024-05 for April 18, 2024. Motion carried.

FIRST READING – ORDINANCE 2024-07 DEFINITIONS 50.01

Motion by White, second by Butler, to approve first reading of Ordinance 2024-07 and to set the second reading of Ordinance 2024-07 for April 18, 2024. Motion carried.

FIRST READING – ORDINANCE 2024-08 PENALTY 91.999

Motion by White, second by Butler, to approve first reading of Ordinance 2024-08 and to set the second reading of Ordinance 2024-08 for April 18, 2024. Motion carried.

FINANCE OFFICER JOB DESCRIPTION

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

City Administrator, Lisa Schieffer, discussed adding HR to the Finance Officer's job description.

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

Motion by White, second by Butler, to approve the updated Finance Officer job description. Motion carried

CASEY PETERSON AUDIT ENGAGEMENT LETTER

Motion by White, second by Hirsch, to approve signing the Casey Peterson audit engagement letter. Motion carried.

ISG-CAPITAL IMPROVEMENT PROJECT PRIORITY LIST

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

ISG has sent out their listing of projects for the Capital Improvement Project Grant for the City of Somerset. The lists are to be reviewed by the Board and priorities set for said projects. Public Works Manager, Anthony Kayl, came before the Board and gave his recommendations of priorities regarding streets/buildings. It was determined that the Board will review the same further and come back with recommendations for ISG at the next regular meeting on the 18th.

No action was taken.

AMENDED RESOLUTION OF FEES

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

Public Works Manager, Anthony Kayl, informed the Board that they would like to contract out abatements, if at all possible, but there are times when that does not happen and Public Works staff must complete the abatement work. The FEMA rate for equipment/labor is updated annually on the site and gives a fair and accurate rate to charge regarding abatements.

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

Motion by White, second by Butler, to amend the Resolution of Fees 2023-13 and adopt the FEMA schedule of equipment rates as the most current listed. Motion carried

AGREEMENT TO UTILIZE COMMUNICATION SERVICES – DISPATCH ANNUAL CONTRACT

Motion by Hirsch, second by Butler, to approve the dispatch annual contract agreement with Meade County to utilize communication services. Motion carried.

APPLICATION AND CERTIFICATE FOR PAYMENT – WWTP EXPANSION

Motion by Butler, second by White, to approve supplication and certificate #13 for payment. Motion carried.

GOLDEN WEST CYBER SECURITY TRAINING

Please make sure all city employees and elected officials participate to get the cyber training needed as this helps with insurance rates/credit.

CITIZENS INPUT

None.

UPCOMING EVENTS:

Municipal Election will be held April 9th, 2024, from 7:00 a.m. to 7:00 p.m. at Summerset City Hall.

ITEMS FROM CITY ATTORNEY

None

ADJOURNMENT

Motion by White, second by Hirsch, to adjourn at 6:52 p.m. Motion carried.

(SEAL)

ATTEST:

Stephany Baumeister
Finance Officer

Melanie Torno
Mayor

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