

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY JANUARY 02, 2020 6:00 P.M.**

AGENDA

1) ROLL CALL

Kitzmilller, McCoy, Butler, Hirsch, Lutz

2) PLEDGE OF ALLEGIANCE

3) CALL FOR CHANGES

Approval of the Agenda of the Regular Meeting of the Summerset City Commission for January 02, 2020 as presented or amended.

4) CONSENT CALENDAR

APPROVAL OF THE MINUTES

- 4A)** Approval of the minutes of the Regular Meeting December 19, 2019 as presented or amended.

APPROVAL OF THE CLAIMS

- 4B)** Approval of claims, hand checks and payroll checks in the amount of \$90,626.41 from December 20, 2019 to January 02, 2020 as presented or amended.

5) UTILITY BILLING ADJUSTMENTS

Approval of utility billing adjustments of \$1,927.77 for the period December 1-December 31, 2019.

6) MUNICIPAL ELECTION

Set municipal election: April 14, 2020, location: 7055 Leisure Lane, Summerset, South Dakota.

7) NOTICE OF VACANCY

Two City Commissioner Seat-Three Year Term
One City Mayor Seat-One Year Term

8) RESOLUTION 2020-01

Approval of Resolution 2020-1- Salary Schedule 2020

- 9) **OFFICAL NEWSPAPER**
Designation of Rapid City Journal as official newspaper for 2020.

- 10) **RECOGNITION OF VOLUNTEERS**
Recognition of the following volunteers in the Summerset Police Department:
 - 1) Tracy Wiest
 - 2) Mark Boddicker

- 11) **SEWER FUNDS TRANSFER**
Authorize finance officer to make 4 monthly transfers, \$12,500 each, (January thru April) from the Sewer Fund to Debt Service Fund. The purpose of which is debt service on the USDA Sewer Bonds.

- 12) **UNIFORM ALLOWANCE**
 - a) Approval of 2020 Annual Uniform Allowance Stipend for Law Enforcement Officers in the amount of \$800.00 to be paid in two installments of \$400.00 each on January 1 and July 1.
 - b) Approval of 2020 Annual Uniform Allowance Stipend for WWTP Employees in the amount of \$200.00 to be paid in two installments of \$100.00 each on January 1 and July 1.

- 13) **SUPPLEMENTAL ORDIANCE NO. 20.19.1**
Second reading and vote of Ordinance 20.19.1-Supplemental Ordinance for 2019.

- 14) **UPCOMING EVENTS**

- 15) **CITIZENS INPUT**

- 16) **ITEMS FROM CITY ATTORNEY**
Executive Session per SDCL 1-25-2 for discussing legal, economic development, and personnel issues.

- 17) **ADJOURNMENT**

Information regarding accessibility for the disabled may be obtained by calling the Summerset City Finance Officer at 605-718-9858. Individuals needing special accommodations are asked to call at least 48 hours prior to the meeting.

ALL MEETINGS OF THE SUMMERSET CITY COMMISSION ARE OPEN TO THE PUBLIC

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY DECEMBER 19, 2019 6:00 P.M.**

Mayor Lutz called the Regular Meeting to order at 6:00 p.m. Commissioners Hirsch and Butler were present. Commissioner Kitzmiller and McCoy were absent. Also present was the City Attorney, City Finance Officer and the City Administrator.

Mayor Lutz led the Pledge of Allegiance.

Motion by Hirsch, second by Butler to approve the agenda for December 19, 2019. Motion carried

Motion by Hirsch, second by Butler to approve the December 5, 2019 Minutes as presented. Motion carried.

APPROVAL OF CLAIMS

Motion by McCoy, second by Hirsch to approve the claims and hand checks in the amount of \$74,358.95, from December 6, 2019 through December 19, 2019 as amended. Motion carried.

A&B BUSINESS SOLUTIONS	Professional Services	364.41
AFLAC REMITTANCE	Accidental Insurance	124.67
BLACK HAWK WATER USERS	Govt Utilities	25.00
BLACK HILLS ENERGY	Govt Utilities	5,226.39
BRENT BANNING	WWTP Deposit Refund	100.00
CBH CO-OP	Govt Fuel	2,634.41
CHAD SCHONE	WWTP Deposit Refund	50.00
DAKOTA PUMP	WWTP Repairs	35,764.14
DEMERSSEMAN JENSEN	Professional Services	1,810.00
DENR-CERTIFICATION	WWTP Certifications	24.00
DIAMOND D WATER	Govt Utilities	34.00
FIRE PRO	Professional Services	69.90
H&S UNIFORMS	LE Supplies	12.00
HAWKINS INC	WWTP Supplies	2,350.00
HDR ENGINEERING, INC	Professional Services	4,947.39
HOWARD SIZEMORE	WWTP Deposit Refund	50.00
JAMES TEPO	WWTP Deposit Refund	50.00
JOHN STEVENS	WWTP Deposit Refund	55.00
KAY BOND	WWTP Deposit Refund	50.00
KILOWATT ELECTRIC	WWTP Repairs	564.02
LEE LANGDON	WWTP Deposit Refund	50.00
LIGHT AND SIREN	Street Auto Expense	286.00
MDU	Govt Utilities	427.96
MEADE CO AUDITOR	Dispatch Expense	1,674.86
MEADE CO REG OF DEEDS	Plat Publishing Expense	90.00
MELS AUTO BODY	Street Auto Expense	3,821.16
MIDCONTINENT COMMUNICATIONS	WWTP Utilities	195.04
NVB PLAYGROUNDS	Parks Expense	2,779.00
RAPID CITY JOURNAL	Publishing Expense	301.60
RAZOR'S EDGE GRAPHICS	Cops w/Kids	125.00
REKK PROPERTIES	Street Building Expense	500.00
SD ONE CALL	Locating Expense	17.85
SERVALL UNIFROM & LINENE	Govt Repairs	124.28
TWILIGHT FIRST AID	Govt Supplies	207.03
VERIZON WIRELESS	LE Utilities	160.04
USA BLUEBOOK	WWTP Supplies	1,105.05
LE		12,229.12

PRESENTATION OF AWARD

The Mayor’s Performance award was presented to Officer Brandy Palmer for her work with Cops with Kids.

MASTER AGREEMENT

Motion by Hirsch, second by Butler to approve to approve the Master Short Form Agreement for Professional Services for HDR Engineering, Inc. Motion carried.

2020 GENERAL ENGINEERING SERVICES TASK ORDER

Motion by Hirsch, second by Butler to approve the HDR Engineering 2020-01 Task Order. Motion carried.

RESOLUTION 2019-20

**CITY OF SUMMERSET
RESOLUTION 2019-20**

WHEREAS, there has been presented to the Board of Commissioners, of the City of Summerset, South Dakota a plat of the following described real property:

Preliminary Plat of Lot 1 through Lot 9 and Norpeck Court Right of Way Located in Lot HG Revised of Shadowland Ranch Subdivision in Tract 6 of the SW ¼ of Section 25 in Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota.

and it appearing to the Board of Commissioners that said plat conforms to the existing plats of said City of Summerset, that the streets set forth therein conform to the system of streets of the municipality, that all provisions of the subdivision regulations have been complied with, that all taxes and special assessments upon the land have been fully paid, and that said plat and survey thereof have been executed according to law.

NOW THEREFORE BE IT RESOLVED that said plat is hereby approved in all respects.

Dated this 19th Day of December 2019.

ATTEST:
(SEAL)

Debbie Muzio
Finance Officer

Bryce Lutz
Mayor

Motion by Hirsch, second by Butler to approve Resolution 2019-20. Preliminary Plat of Lot 1 through Lot 9 and Norpeck Court Right of Way Located in Lot HG Revised of Shadowland Ranch Subdivision in Tract 6 of the SW ¼ of Section 25 in Township 3 North, Range 6 East, Black Hills Meridian, City of Summerset, Meade County, South Dakota. Roll call vote. All ayes. Motion carried.

PAYROLL CHANGE

Motion by Hirsch, second by Butler to approve new hire part-time Code Enforcement Officer hire, Joshua Hagemann, within budget, at \$16.00/hr.

APPROVAL OF PLANNING AND ZONING COMMISSION APPOINTMENTS

Motion by Hirsch, second by Butler to approve Marcus Christensen for the Planning and Zoning Commission seat, with Dusty Hirsch and Gerard Torno as alternates.

APPROVAL OF STOP SIGNS

Motion by Hirsch, second by Butler to approve stop signs at the corner of Castlewood Drive/Remington Street, and a stop sign at the corner of Remington Street/Mulberry Drive. Motion carried.

SUPPLEMENTAL ORDINANCE NO. 20.19.1

First reading of Supplemental Ordinance No. 20.19.1

UPDATE ON PUBLIC WORKS BUILDING

An update was given on the possibility of a new public works building.

UPCOMING EVENTS

December 20, 2019-Admin office closes at noon for training.

December 23-25, 2019-Admin office closed for Christmas Holiday

December 31, 2019-Admin office closed at noon for New Year's Eve

January 1, 2020-Admin office closed for New Year's Day

CITIZENS INPUT

None

ADJOURNMENT

Motion for adjournment at 6:33 pm by Hirsch, second Butler. Motion carried.

(SEAL)

ATTEST:

Debbie Muzio
Finance Officer

Bryce Lutz
Mayor

Check Register Report

Date: 12/31/2019

Time: 8:31 am

Page: 1

City of Summerset

BANK: FIRST INTERSTATE BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
FIRST INTERSTATE BANK Checks								
22551	01/02/2020	Printed			1098	A&B BUSINESS SOLUTIONS		142.09
22552	01/02/2020	Printed			0962	ALLEN, DON	Cell Phone Allowance	50.00
22553	01/02/2020	Printed			0962	ALLEN, DON	Uniform Allowance	400.00
22554	01/02/2020	Printed			1111	AMBROSE, JONATHAN	Cell Phone Allowance	50.00
22555	01/02/2020	Printed			1111	AMBROSE, JONATHAN	Uniform Allowance	100.00
22556	01/02/2020	Printed			1572	ANDERSON, DAN	Cell Phone Allowance	50.00
22557	01/02/2020	Printed			0095	Butler, Dave	Cell Phone Allowance	50.00
22558	01/02/2020	Printed			0468	DELTA DENTAL		498.60
22559	01/02/2020	Printed			1033	DENR-CERTIFICATION		1,500.00
22560	01/02/2020	Printed			1251	FIRST INTERSTATE BANK		855.74
22561	01/02/2020	Printed			1251	FIRST INTERSTATE BANK		4,911.76
22562	01/02/2020	Printed			1120	FORD MOTOR CREDIT COMPANY, LLC		1,479.21
22563	01/02/2020	Printed			1369	GREENAPSIS		280.00
22564	01/02/2020	Printed			0274	HARMON, LONNIE	Cell Phone Allowance	50.00
22565	01/02/2020	Printed			0041	HEALTH POOL OF SD		8,531.74
22566	01/02/2020	Printed			1506	HERMANSON EGGE ENGINEERING		1,520.00
22567	01/02/2020	Printed			1513	HIRSCH, CLYDE	Cell Phone Allowance	50.00
22568	01/02/2020	Printed			1566	JUSO, COLTON	Cell Phone Allowance	50.00
22569	01/02/2020	Printed			1566	JUSO, COLTON	Uniform Allowance	400.00
22570	01/02/2020	Printed			1103	KITZMILLER, MICHAEL		50.00
22571	01/02/2020	Printed			1581	LAKOTA CONTRACTING, INC		658.00
22572	01/02/2020	Printed			1411	MBFS USA LLC		3,068.32
22573	01/02/2020	Printed			1408	PALMER, BRANDY	Cell Phone Allowance	50.00
22574	01/02/2020	Printed			1408	PALMER, BRANDY	Uniform Allowance	400.00
22575	01/02/2020	Printed			1580	RAPID CITY FIRE DEPARTMENT		28,756.97
22576	01/02/2020	Printed			0008	RAPID CITY JOURNAL		363.29
22577	01/02/2020	Printed			1569	REKK PROPERTIES		500.00
22578	01/02/2020	Printed			1022	SDRS-SUPPLEMENTAL		420.00
22579	01/02/2020	Printed			1346	STEPHANIE MCCOY	Cell Phone Allowance	50.00
22580	01/02/2020	Printed			0983	TANNER FENENGA	Cell Phone Allowance	50.00
22581	01/02/2020	Printed			0983	TANNER FENENGA	Uniform Allowance	100.00
22582	01/02/2020	Printed			1235	TAYLOR, JUSTIN	Cell Phone Allowance	50.00
22583	01/02/2020	Printed			1235	TAYLOR, JUSTIN	Uniform Allowance	400.00
22584	01/02/2020	Printed			1189	VAST		743.02
22585	01/02/2020	Printed			1434	WELLS FARGO FINANCIAL SERVICES		1,079.30

Total Checks: 35

Checks Total (excluding void checks): 57,708.04

Total Payments: 35

Bank Total (excluding void checks): 57,708.04

Total Payments: 35

Grand Total (excluding void checks): 57,708.04

Direct Deposit - ACHA Preview

City of Summerset
Emp.Code Desc.:SDSUM

Date: 12/27/2019
Time: 10:20:58

Employee ID	Employee Name	Bank Routing Number	Account Number	Acct.Type	Amount
ALLEND	ALLEN, DONALD D	291479592	146868002	C	\$3,266.39
AMBROSEJ	AMBROSE, JONATHAN D	091400486	500014070	C	\$3,181.33
ANDERSONE	ANDERSON, DANIEL	091400046	1057990267	C	\$707.06
BEWLEYD	BEWLEY, ORVILLE D	291479592	141529002	C	\$69.26
BUTLERD	DAVID, BUTLER	291479291	52249	S	\$442.58
FENENGAT	FENENGA, TANNER	091409733	706754	C	\$3,587.71
FORBESN	FORBES, NICOLIS J	091400046	1055332553	C	\$152.38
HARMONL	HARMON, LONNIE J	092901683	3301634	C	\$3,170.91
HIRSCHC	HIRSCH, CLYDE A	291479592	030391084	C	\$461.75
JOHNSONS	JOHNSON, SCOTT	091400525	900038450	C	\$443.09
JUSOC	JUSO, COLTON	091400538	1000048135	C	\$3,034.44
KITZMILLER	KITZMILLER, MICHAEL J	291479592	22139001	S	\$461.75
LUTZB	LUTZ, BRYCE J	291479592	52132002	C	\$654.33
MCCOYS	MCCOY, STEPHANIE	091408501	175091113530	C	\$461.75
MUZIOD	MUZIO, DEBRA L	291479592	160396002	C	\$3,244.98
OLDFIELDB	Oldfield, Brody R	314074269	236313746	C	\$69.26
RYANB	PALMER, BRANDY N	291479592	150658002	C	\$2,780.44
SEALEYC	SEALEY, CANDACE L	091408734	13530074	C	\$2,320.08
TAYLOR	TAYLOR, JUSTIN P	091408763	31802814	C	\$3,775.82
TWITEJ	TWITE, JEFFREY	091400046	0900153576	C	\$563.80
WILSONG	WILSON, GREGORY L	091400046	2755231814	C	\$69.26
				Total Amount:	\$32,918.37

December 2019

<u>Name</u>	<u>Address</u>	<u>Account#</u>		<u>Amount</u>	
Toy Jonson	14772 Whistler Ct	JONTO	\$	0.15	Moved Out
Phillip Barnett	6610 Astoria Lane	BARPH	\$	5.00	Moved Out
Kyle Davis	10030 Kaelem Ct	DAVKY	\$	5.00	Moved Out
Chad Raterman	10158 Ventura Lane	RATCH	\$	4.90	Moved Out
Carolyn Argiz	14965 Sun Valley Dr	ARGCA	\$	69.00	Pmt Applied to Wrong Account
Adam Armstrong	6695 Mulberry Dr	ARMAD	\$	79.00	Pmt Applied to Wrong Account
Dennis Johnson			\$	71.68	NSF
Sarah Janklow	6677 Cambridge Place	JANSA	\$	1,217.56	Never had an account
Stagebarn Lodging	7900 Stagestop rd	STGBA	\$	55.18	Morton Adjustment
Brian Burgner	14320 Jasper Ct	BUBR	\$	5.00	Late Fee Removal
Toby Sutton	14865 Telluride St	SUTTO	\$	5.00	Late Fee Removal
Slap Shot Apts	7051 Freedom	SLAPS	\$	207.65	Pmt Applied to Wrong Account
Slap Shot Apts-2	7051 Freedom	SLAP2	\$	202.65	Pmt Applied to Wrong Account
			Total: \$	1,927.77	

CITY OF SUMMERSET

RESOLUTION 2020-01

A RESOLUTION SETTING THE SALARY AND WAGES FOR THE CITY OF SUMMERSET FOR 2020

BE IT RESOLVED by the Council of Commissioners of the City of Summerset, that the salaries and wages of City Officials and Employees for the year 2020 shall be as follows:

Allen, Don/Police Chief/\$58,354.20/Annual Salary
Ambrose, Jonathan/WWTP Supervisor/\$53,495.40/Annual Salary
Anderson, Daniel-WWTP Operator/\$12.50 Per Hour
Bewley, Dale/Planning & Zoning Board Member/\$75.00 Per Meeting
Butler, David/City Commissioner/\$7,000 Annual Salary
Christensen, Marcu/Planning & Zoning Board Member/\$75.00 per Meeting
Fenenga, Tanner/Publics Works Manager/\$23.42 Per Hour
Forbes, Nicolis/Reserve Police Officer/\$16.50 Per Hour
Geigle Adam/ Reserve Police Officer/\$17.00 Per Hour
Hagemann, Joshua/Code Enforcement Officer/\$16.00 Per Hour
Harmon, Lonnie/City Administrator/\$54,075.00/Annual Salary
Hirsch, Clyde/City Commissioner/\$7,000 Annual Salary
Johnson, Scott/Reserve Police Officer/\$17.00 Per Hour
Juso, Colton/Patrolman/\$19.00 Per Hour
Kitzmiller, Michael/City Commissioner/\$7,000 Annual Salary
Lutz, Bryce/Mayor/\$13,000 Annual Salary
McCoy, Stephanie/City Commissioner/\$7,000 Annual Salary
Moore, Jerry/Reserve Police Officer/\$16.50 Per Hour
Muzio, Debbie/Finance Officer/\$ 53,943.37/Annual Salary
Oldfield, Brody/Planning & Zoning Board Member/\$75.00 per Meeting
Osten, Michael/Planning & Zoning Board Member/\$75.00 per Meeting
Page, Benny/ Reserve Police Officer/\$16.50 Per Hour
Palmer, Brandy/Patrolman/\$20.55 Per Hour
Sealey, Candace/Municipal Clerk/\$ 18.15 Per Hour
Taylor, Justin/Patrolman/\$22.80 Per Hour
Twite, Jeffery/ Reserve Police Officer/\$16.50 Per Hour
Walker, John/ Reserve Police Officer/\$17.00 Per Hour
Wiest, Tracy/ Reserve Police Officer/\$16.50 Per Hour
Wilson, Gregory/Planning & Zoning Board Member/\$75.00 Per Meeting

NOW THEREFORE, BE IT RESOLVED that the foregoing salaries and wages shall take effect on January 1, 2020

BE IT RESOLVED this 2nd day of January 2020.

ATTEST:

Debbie Muzio
Finance Officer

Bryce Lutz
Mayor

**CITY OF SUMMERSET
ORDINANCE NO. 20.19.1
SUPPLEMENTAL APPROPRIATION ORDINANCE**

Be it ordained by the City of Somerset that the following sums are supplementally appropriated to meet obligations of the municipality.

<u>EXPENDITURES</u>	General Fund Fund 101
410 <u>GENERAL GOVERNMENT</u>	
412 Mayoral	100.00
414 Financial & Administration Professional Fees	
419 Government Bldg & Engineering Professional Fees	3,400.00
Total General Government	<u>\$ 3,400.00</u>
420 <u>PUBLIC SAFETY</u>	
421 Police	\$ 5,000.00
422 Professional Fees	
426 Supplies and Materials	
428 Dispatch	
Total Public Safety	<u>\$ 5,000.00</u>
430 <u>PUBLIC WORKS</u>	
431 Streets	\$ 4,700.00
425 Repair and Maintenance	
432 Sanitation	\$ 26,000.00
Professional Fees	
Street Drainage	
Total Public Works	<u>\$ 30,700.00</u>
<u>Total Appropriations</u>	<u>\$ 39,100.00</u>

SECTION TWO

The following designates the fund or funds to which the money derived from the following source is applied.

<u>REVENUE</u>	General Fund Fund 101
<u>SOURCE OF FUNDING</u>	
Unassigned Fund Balance	<u>\$ 39,100.00</u>
<u>TOTAL MEANS OF FINANCE</u>	<u>\$ 39,100.00</u>

ENTERPRISE FUNDS

Dated this

ATTEST:

Debbie Muzio, Finance Officer

Bryce Lutz, Mayor

Vote: Kitzmiller:
McCoy:
Lutz:
Butler:
Hirsch:

First Reading:
Second Reading:
Publication:

Published once at the approximate cost of \$ xxxx.