

**SUMMERSET CITY COMMISSION
ONLINE ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY APRIL 2, 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 April 2, 2020 as presented or amended.

4) CONSENT CALENDAR

APPROVAL OF THE MINUTES

- 4A)** Approval of the minutes of the Regular Meeting from March 26, 2020 as presented or amended.

APPROVAL OF THE CLAIMS

- 4B)** Approval of claims, hand checks and payroll checks in the amount of \$55,795.97 from March 27, 2020 to April 2, 2020 as presented or amended.

5) UTILITY BILLING ADJUSTMENTS

Approval of utility billing adjustments of \$16,278.64 for the period March 1-March 31, 2020.

6) POSTPONEMENT OF ELECTION

Approval of postponing and setting the date for the Municipal Election to June 2, 2020.

7) UPCOMING EVENTS

8) CITIZENS INPUT

9) ITEMS FROM CITY ATTORNEY

Executive Session per SDCL 1-25-2 for discussing legal, economic development, and personnel issues.

10) ADJOURNMENT

Information regarding accessibility for the disabled may be obtained by calling the Somerset 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 SOMERSET CITY COMMISSION ARE OPEN TO THE PUBLIC

In relation to the COVID-19 virus, and in following guidelines from the CDC in relation to minimizing exposure, the City will have a call-in number available (instructions below) for Thursday's City Commission meeting. For those that wish to participate in the meeting remotely, we encourage you to follow the instructions below.

Call-in instructions:

Topic: Commission Meeting

Time: Apr 2, 2020 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting. Click the link below to join the meeting starting at 6:00 pm:

<https://us04web.zoom.us/j/607726569>

Meeting ID: 607 726 569

*If you are participating telephonically, please ensure that you mute your phone during times where you are not speaking to keep the background noise to a minimum.

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY MARCH 26, 2020 6:00 P.M.**

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

Mayor Lutz led the Pledge of Allegiance.

Motion by Kitzmiller, second by McCoy to approve the agenda for March 26, 2020. Motion carried

Motion by Hirsch, second by McCoy to approve the March 5, 2020 Minutes as presented. Motion carried.

APPROVAL OF CLAIMS

Motion by Butler, second by Hirsch to approve the claims and hand checks in the amount of \$58,747.60, from March 6, 2020 through March 26, 2020 as amended. Motion carried.

A&B BUSINESS SOLUTIONS	Professional Services	512.39
AFLAC REMITTANCE	Accidental Insurance	124.67
BLACK HAWK WATER USERS	Govt Utilities	25.00
DAKOTA PUMP, INC	WWTP Repairs	3,950.00
HAWKINS, INC	WWTP Supplies	2,853.32
HERMANSON EGGE ENGINEERING	Professional Services	1,045.00
KIEFFER SANITATION	Sanitation Expense	12,671.88
MDU	Govt Utilities	533.75
MIDCONTINENT COMMUNICATIONS	Govt Utilities	192.39
MIDCONTINENT TESTING LABS	WWTP Testing	112.00
RAPID CITY JOURNAL	Publishing Expense	211.34
SD ONE CALL	Locating Expense	16.80
TNT CONSTRUCTION	Erosion Control Deposit	1,000.00
	Refund	
AMERICAN LEGAL	Ordinance Publishing	1,373.00
BLACK HILLS ENERGY	Govt Utilities	5,468.01
DELTA DENTAL	Insurance Expense	498.60
GROUNDBREAKING CONSTRUCTION	WWTP Repairs	9,650.00
HDR ENGINEERING, INC	Professional Services	3,921.38
HIGH TECH MECHANICAL	WWTP Repairs	8,500.00
JOHNSON TREE COMPANY	Park Repairs	425.00
MEADE COUNTY AUDITOR	Dispatch Expense	2,049.62
PALMER, BRANDY	LE Supplies	18.59
SCHULZE LANDSCAPE	Erosion Control Deposit	1,000.00
	Refund	
SDML	Worker's Comp Expense	193.00
SDRS-SUPPLEMENTAL	Retirement Expense	420.00
VAST	Govt Utilities	742.52
VERIZON WIRELESS	LE Utilities	160.04
WELLS FARGO FINANCIAL	Street Auto Expense	1,079.30

APPOINTMENT OF ELECTION BOARD

Motion by Kitzmiller, second by Butler to approve appointment of Election Board for the April 14, 2020 election.

Pam Martin

Mike Martin

Pat Rasmussen

Discussion was done about the possibility of pushing back the election and whether it can be done.

SET MEETING DATE TO CANVAS MUNICIPAL ELECTION VOTE

Motion by Butler, second by Hirsch to approve meeting date to canvas municipal election vote for Thursday, April 16, 2020 at 5:30 pm. Motion carried.

APPOINT MEMEBERS TO ASSESS LAND VALUE

Motion by McCoy, second by Butler to approve Michael Kitzmiller, Clyde Hirsch and Bryce Lutz to asses the value of land at a portion of Glengarriff Park 3. Motion carried

APPROVAL OF EXTENTION OF USGS AGREEMENT

Motion by Kitzmiller, second by McCoy to approve Task1a, Option 2 for the extension of the USGS Agreement in the amount of \$10,000 for 2021. Motion carried.

AWARDING OF PUBLIC WORKS BUILDING PROJECT

Motion by Kitzmiller, second by Butler to approve the bid from Semmler Construction for the Public Works Building project in the amount of \$183,900. Motion carried

DISCUSSION ON COVID-19

Discussion was done on COVID-19. The City office has been closed and LE is limiting the number of calls. Bars/casinos will be checked to see if they are following the CDC guidelines. City parks have also been closed and the city is looking at doing Zoom meeting for further commission meetings.

UPCOMING EVENTS

Election-April 14, 2020
Voters Registration Open till March 30, 2020

CITIZENS INPUT

None

ADJOURNMENT

Motion for adjournment at 6:25 pm by Hirsch, second McCoy. Motion carried.

(SEAL)
ATTEST:

Debbie Muzio
Finance Officer

Bryce Lutz
Mayor

Direct Deposit - ACHA Preview

City of Summerset
Emp.Code Desc.:SDSUM

Date: 3/26/2020
Time: 12:57:50

Employee ID	Employee Name	Bank Routing Number	Account Number	Acct.Type	Amount
ALLEND	ALLEN, DONALD D	291479592	146868002	C	\$3,349.40
AMBROSEJ	AMBROSE, JONATHAN D	091400486	500014070	C	\$3,175.90
ANDERSONE	ANDERSON, DANIEL	091400046	1057990267	C	\$690.31
BUTLERD	DAVID, BUTLER	291479291	52249	S	\$511.20
FENENGAT	FENENGA, TANNER	091409733	706754	C	\$3,568.73
FORBESN	FORBES, NICOLIS J	091400046	1055332553	C	\$152.38
GEIGLEA	GEIGLE, ADAM M	291479686	10002502400209	C	\$266.89
HARMONL	HARMON, LONNIE J	092901683	3301634	C	\$3,267.71
HIRSCHC	HIRSCH, CLYDE A	291479592	030391084	C	\$486.20
JOHNSONS	JOHNSON, SCOTT	091400525	900038450	C	\$207.59
JUSOC	JUSO, COLTON	091400538	1000048135	C	\$2,443.41
KITZMILLER	KITZMILLER, MICHAEL J	291479592	22139001	S	\$538.70
LUTZB	LUTZ, BRYCE J	291479592	52132002	C	\$722.95
MANDASG	MANDAS, GEORGE J	291479592	152464002	C	\$39.24
MCCOYS	MCCOY, STEPHANIE	091408501	175091113530	C	\$538.70
MOOREJ	MOORE, JERRY N	291479592	29084088	C	\$426.66
MUZIOD	MUZIO, DEBRA L	291479592	160396002	C	\$3,323.16
RYANB	PALMER, BRANDY N	291479592	150658002	C	\$2,629.63
SEALEYC	SEALEY, CANDACE L	091408734	13530074	C	\$2,251.88
TAYLOR	TAYLOR, JUSTIN P	091408763	31802814	C	\$2,672.91
				Total Amount:	\$31,263.55

Check Register Report

Date: 04/01/2020

Time: 11:58 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								
22766	04/02/2020	Printed			0962	ALLEN, DON	Cell Phone Allowance	50.00
22767	04/02/2020	Printed			1111	AMBROSE, JONATHAN	Cell Phone Allowance	50.00
22768	04/02/2020	Printed			1572	ANDERSON, DAN	Cell Phone Allowance	50.00
22769	04/02/2020	Printed			0095	Butler, Dave	Cell Phone Allowance	50.00
22770	04/02/2020	Printed			1093	DAKOTA PUMP, INC		637.61
22771	04/02/2020	Printed			1251	FIRST INTERSTATE BANK		855.74
22772	04/02/2020	Printed			1251	FIRST INTERSTATE BANK		4,911.76
22773	04/02/2020	Printed			1120	FORD MOTOR CREDIT COMPANY, LLC		1,479.21
22774	04/02/2020	Printed			1369	GREENAPSIS		420.00
22775	04/02/2020	Printed			1403	HAMM'S WELDING & SERVICES		80.00
22776	04/02/2020	Printed			0274	HARMON, LONNIE	Cell Phone	50.00
22777	04/02/2020	Printed			0041	HEALTH POOL OF SD		8,531.74
22778	04/02/2020	Printed			1513	HIRSCH, CLYDE	Cell Phone	50.00
22779	04/02/2020	Printed			1472	HUNEKE CONSTRUCTION	Erosion Control Deposit	1,000.00
22780	04/02/2020	Printed			0929	High Tech Mechanical		1,260.39
22781	04/02/2020	Printed			1566	JUSO, COLTON	Cell Phone	50.00
22782	04/02/2020	Printed			1103	KITZMILLER, MICHAEL	Cell Phone	50.00
22783	04/02/2020	Printed			0052	LUTZ, BRYCE	Cell Phone	50.00
22785	04/02/2020	Printed			1172	MASTERCARD		5,302.69
22786	04/02/2020	Printed			1411	MBFS USA LLC		3,068.32
22787	04/02/2020	Printed			1052	MCKIE FORD LINCOLN		35.14
22788	04/02/2020	Printed			0186	McLeod's Printing & Office Sup		112.65
22789	04/02/2020	Printed			1408	PALMER, BRANDY	Cell Phone	50.00
22790	04/02/2020	Printed			1569	REKK PROPERTIES	PW Building	50.00
22791	04/02/2020	Printed			1346	STEPHANIE MCCOY	Cell Phone	50.00
22792	04/02/2020	Printed			0983	TANNER FENENGA	Cell Phone	50.00
22793	04/02/2020	Printed			1235	TAYLOR, JUSTIN	Supplies	37.17
22794	04/02/2020	Printed			1235	TAYLOR, JUSTIN	Cell Phone	50.00
22795	04/02/2020	Printed			1594	TRACY LOCKE	WWTP Deposit Refund	100.00

Total Checks: 29	Checks Total (excluding void checks):	28,532.42
Total Payments: 29	Bank Total (excluding void checks):	28,532.42
Total Payments: 29	Grand Total (excluding void checks):	28,532.42

March 2020

<u>Name</u>	<u>Address</u>	<u>Account#</u>		<u>Amount</u>	
The Pit Stop	8034 Stage Stop Rd	PITST	\$	15,427.35	Meter Error
Michael Zenahlik	10061 Remington	ZENMI	\$	15.65	Xtra Garbage Charge
Leanne Palmer	10866 Freedom	PALAM	\$	73.68	PMT applied to wrong account
Amanda Ulmer		PALML	\$	68.68	PMT applied to wrong account
Kyle Davis	10030 Kaelem	DAVKY	\$	5.00	Zero out account
Patti Broer	6985 Manchester	BROPA	\$	5.00	Zero out account
Candace Rivera	14815 Telluride	RIVJO	\$	0.16	Zero out account
Chris Ludens	7205 Castlweood Dr	LUDC	\$	618.12	Didn't sign up for services
	14796 Whistler Ct		\$	25.00	Xtra Garbage Charge
	6647 Cambridge Pl		\$	40.00	Xtra Garbage Charge
			Total: \$	16,278.64	

House Bill 1298 Guidance – City and Schools

- **ALL city and school elections** scheduled between April 14 and May 26 **MUST** be **POSTPONED** to any Tuesday in June.
- The governing body must determine the new election date. The legislation that was passed did not allow for the option to postpone a second time. Please keep that in mind when you are choosing your date in June.
- If the jurisdiction is able, they should pull their election notice from the paper before it publishes to save on the cost.
- **The jurisdiction must use any and all reasonable means to notify any eligible voter that the election has been postponed.** *There is no formal notice in administrative rule for this.* Notifying your voters can be done via the newspaper, social media, website and/or posting the information in the city or the school district.
- Contact your election workers to let them know the election has changed.
- Secure your polling locations for the new election date.
- The jurisdiction may hold their election on the June 2 Primary date **without combining** with the county.
 - There can be multiple election boards in one location. Ex: County, City and School could each have their own election board handing out their own ballot.
 - A huge issue with this would be the ELECTION BOARDS making sure the voters put the correct ballot in the correct ballot box. Hand-counted paper ballots have to be counted at the polling location. County ballots (optical scan) are taken from the polling location back to the courthouse to be tabulated. If a hand-counted paper ballot is put in the county ballot box then that ballot would not be counted.
 - You could hiring an election assistant to direct traffic, make sure voters put their ballot in the correct box and disinfect areas. An assistant does not perform any of the duties of the election board and does not have to work from open of polls to close of polls. You could have shifts if you wanted to.
 - If you would like to use the same polling location as the County Auditor, make sure to discuss this with the County Auditor. There could be an issue regarding space.
- If the jurisdiction **wants to combine with the county** for the June 2 Primary, the county commission has to agree to this (this is the same law that is currently on the books; see language in 1298 for specifics).
 - **CONTACT THE AUDITOR TODAY** if you would like to combine. Do not expect the county to be reaching out to you.
 - The Counties would need to know by **Friday, April 3rd** if a jurisdiction is going to combine their election with the June 2nd Primary. They will conduct the drawing for ballot order on April 6th or 7th. Any jurisdiction will need to conduct a drawing for ballot order and certify their candidates with the order to the county auditor on or before April 7th.
 - If the jurisdiction wants to combine with the county on the June 2nd primary election, the county and jurisdiction(s) **have to all agree** to combine. They will have an agreement to set out duties of each jurisdiction and cost for each one involved.
 - Even if you hadn't planned to combine with the County when you set your election date in January, you are able to combine for this new election date.

- If a city or school already started [ABSENTEE VOTING](#), they will need to continue offering absentee voting up till the day prior to the new election date.
- The [VOTER REGISTRATION DEADLINE](#) for your current election will extend to 15 days prior to the new election date.
- Publication deadlines for the voter registration notice, the notice of election and the facsimile ballot will all be based off of the new election date.
- Cities and schools do not have to reprint ballots with a new date on them.
 - All absentee ballots that have been voted will still be valid.
- Our office cannot advise on the legal question of whether you have to be open for in-person absentee voting even if your offices are closed to the public. The legislature would not pass any changes in this area that would've assisted with this issue. Since statute says that absentee in-person voting is to be done during "normal" business hours, your jurisdiction needs to consult with your attorney or association to determine how to handle this.
- When do officials take office? Consult your attorney or association to answer this.
- Those jurisdictions that have campaign finance would want to discuss with their attorney how to handle this. For the April 14 election, the deadline to file the pre-election report was March 30. With the new election date, it would stand to reason that the deadline to file a pre-election report for that election would apply, which is 15 days prior to the election date. But campaign finance was not addressed with the legislation.
- There is no proof that wearing gloves to process ballots will cut down on germs. Germs can be on a glove just as easy as on your hands. All involved in handling of ballots and working on election day need to practice hand hygiene – washing hands frequently and not touching your face.

Calendar with new deadlines

The Secretary of State's office will put together timelines based off of the Tuesdays in June that your elections can be held. Please be patient as it may be a week or so before we can take the time to do this. The election calendar we have currently for cities and schools does have the elections dates of June 2 and 16 on there if you wanted to see what the deadlines are.

Below is information if you want to create your own. If your jurisdiction is combining with the County please talk to the county regarding these publications.

[Voter registration notice](#) – published once each week for two consecutive weeks, the last publication to be not less than ten nor more than fifteen days before the deadline for registration (deadline is always 15 days prior to the election date).

[Notice of Election](#) – published for two consecutive weeks right before the election date.

[Facsimile Ballot publication](#) – published in **one of the two calendar weeks prior to the election** date. The timeframe to publish