

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY OCTOBER 15, 2020 6:00 P.M.**

AGENDA

1) ROLL CALL

Kitzmilller, McCoy, Butler, Lutz, Hirsch

2) PLEDGE OF ALLEGIANCE

3) CALL FOR CHANGES

Approval of the Agenda of the Regular Meeting of the Summerset City Commission for October 15, 2020 as presented or amended.

4) CONSENT CALENDAR

APPROVAL OF THE MINUTES

- 4A)** Approval of the minutes of the Regular Meeting October 01, 2020 and October 08, 2020 as presented or amended.

APPROVAL OF THE CLAIMS

- 4B)** Approval of claims, hand checks in the amount of \$397,197.18 from October 01, 2020 to October 14, 2020 as presented or amended.

5) AUDIT UPDATE

6) UTILITY BILLING UPDATES

Update on utility billing account receivables and deposit adjustments.

7) WASTEWATER TREATMENT PLANT UPDATE

8) CITIZENS INPUT

9) ITEMS FROM CITY ATTORNEY

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

10) 90 DAY PAY ADJUSTMENT FOR FINANCE OFFICER

11) 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

Topic: Commission Meeting

Time: Oct 15, 2020 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81440964721?pwd=cWtXSTNNcmtrbk1HUjU3M2JtQzF3QT09>

Meeting ID: 814 4096 4721

Passcode: 888163

One tap mobile

+16699009128,,81440964721#,,,,,0#,,888163# US (San Jose)

+12532158782,,81440964721#,,,,,0#,,888163# US (Tacoma)

**SUMMERSET CITY COMMISSION
REGULAR MEETING
ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY OCTOBER 01, 2020 6:00 P.M.**

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

President Kitzmiller led the Pledge of Allegiance.

Motion by McCoy, second by Butler to approve the agenda for October 01, 2020. Motion carried

Motion by Butler, second by Hirsch to approve the September 17, 2020 Minutes as presented. Motion carried.

APPROVAL OF CLAIMS

Motion by Hirsch, second by McCoy to approve the claims and hand checks in the amount of \$127,254.23 from September 17, 2020 through September 30, 2020 as presented or amended. Motion carried.

A&B BUSINESS SOLUTIONS	Monthly Contract	\$149.09
Aflac Remittance Processing	August Accident Insurance	\$290.87
Allen, Don	Cell Phone Stipend September	\$50.00
Ambrose, Jonathan	Cell Phone Stipend September	\$50.00
Anderson, Dan	Cell Phone Stipend September	\$50.00
Black Hills Energy	Utilities	\$6,034.05
Butler Dave	Cell Phone Stipend September	\$50.00
Sealey, Candace	Cell Phone Stipend September	\$50.00
Dakota Pump	Back up pump	\$8,450.00
Dave's Auto & Cycle	LE Auto Repair	\$22.50
Debra Buchman	WWDEP Refund	\$50.00
Delta Dental	Employee Dental Insurance	\$603.70
Fastenal	Clamps	\$166.37
Fire Pro	LE Fire Extinguisher Main	\$187.00
First Interstate Bank	Debt Service	\$4,911.77
FMG Engineering	Field Testing	\$334.55
Ford Motor Credit Company LLC	2020 Ford Interceptor	\$1,479.21
Gold West Technologies	Managed Services	\$1,855.00
Greenapsis	Gov. Building Cleaning	\$430.00
Hach Company	Lab Supplies WWTP	\$1,339.56
Harmon, Lonnie	Cell Phone Stipend September	\$50.00
HDR Engineering	WWTP Engineering	\$20,202.59
Hermanson Egge Engineering	Building Inspections	\$855.00

Hess, Katherine	WWDEP Refund	\$50.00
Hirsch, Clyde	Cell Phone Stipend September	\$50.00
Iron Outfitter DBA	WWTP Truss	\$26,250.00
Juso, Colton	Cell Phone Stipend September	\$50.00
Kieffer Sanitation	Monthly Billing	\$16,234.64
Kiley, Beck	WWDEP Refund	\$50.00
Kitzmiller, Michael	Cell Phone Stipend September	\$50.00
Legendary Electric	PW Material	\$4,223.22
Lutz, Bryce	Cell Phone Stipend September	\$50.00
Mastercard	Monthly	\$8,007.37
MBFS USA LLC	Freightliner Payment	\$3,068.32
Murphy Sheds	LE Shed	\$1,000.00
Palmer, Brandy	Cell Phone Stipend September	\$50.00
Postupack, Matthew	WWDEP Refund	\$50.00
Project Works	Supplies for WWTP Upgrade	\$1,115.68
Rapid City Journal	Publishing	\$203.92
SDRS Supplemental	Supplemental retirement	\$400.00
McCoy Stephanie	Cell Phone Stipend September	\$50.00
Fenenga, Tanner	Cell Phone Stipend September	\$50.00
Taylor, Justin	Cell Phone Stipend September	\$50.00
Twilight First Aid Safety	First Aid Restock	\$92.81
US Logistics	Shipping of materials WWTP	\$2,800.00
USA Bluebook	WWTP Supplies	\$103.91
Valley Sweeping	Striping basketball court	\$800.00
Vast	Fax/phone/internet	\$719.84
Verizon Wireless	LE utility expense	\$200.28
Wells Fargo Financial Services	Bobcat Payment	\$1,079.30
Westerbeck, Mike	WWDEP Refund	\$50.00
SDRS	Retirement	\$5,556.43
United States Treasury	Payroll Tax	\$7,129.26

UTILITY BILLING ADJUSTMENTS

Motion by Butler, second by Hirsch to approve utility billing adjustments in the amount \$453.54 for the period September 1, 2020 – September 30, 2020

PRELIMINARY AND FINAL PLAT APPLICATION

Lot 6A and Lot 6B of Tract 3 (Formerly Lot 6 of Tract 3 Shadowland Ranch Subdivision) Located in the NE1/4NW1/4 of Section 36 Township 3 North, Range 6 East of the Black Hills Meridian, Meade County, South Dakota. Motion by McCoy, second by Butler, roll call vote all aye. Motion passed.

PRELIMINARY AND FINAL PLAT APPLICATION

Plat of Sun Valley Estates Lots 161R and Glengarriff Park 3 Revised being a Replat of Lot 161 and Glengarriff Park 3 Located in the NE1/4SW1/4 in section 14 Township 3 North- Range 6 East of the B.H.M., City of Summerset, Meade County South Dakota. Motion by Butler, second by Hirsch, roll call vote all aye. Motion passed.

PRELIMINARY AND FINAL PLAT APPLICATION

Plat of Sun Valley Estates Lot 125R-1, Lot 125R-2 and Lot 125R-3 Located in Lot 125R of the SE1/4 of the SW ¼ of Section 14 Township 3 North Range 6 East of the B.H.M., City of Summerset, Meade County, South Dakota Motion by Hirsch, second by McCoy, roll call vote all aye. Motion passed.

FINAL PLAT APPLICATION

Plat of Lot 1 through Lot 9 and Norpeck Court Right of Way and Shadowland Road Right of Way of Shadowland Ranch Subdivision, Formerly Lot HG Revised Shadowland Ranch Subdivision in Tract 6 of the SW ¼ of Section 25 in Township 3 North Range 6 East of the Black Hills Meridian, City of Summerset, Meade County, South Dakota. Motion by Butler, second by Hirsch, roll call vote all aye. Motion passed.

10) COLLECTION AND DISPOSAL ORDINANCE

First reading of Collection and Disposal Ordinance. First reading completed.

CITIZENS INPUT

Comment on speeding on Savannah Lane. Comments regarding curbside recycling pickup.

ITEMS FROM CITY ATTORNEY

Motion by Butler second by Hirsch to enter into Executive Session per SDCL 1-25-2 for discussing legal, economic development, and personnel issues at 6:22 p.m.

Motion by Hirsch second by Butler to exit Executive Session at 6:36 p.m.

ADJOURNMENT

Motion for adjournment at 6:37 p.m. by Butler, second Hirsch. Motion carried.

(SEAL)
ATTEST:

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

Published October 7th, 2020 at a cost of \$136.52

**SUMMERSET CITY COMMISSION
SPECIAL MEETING
ZOOM MEETING
7055 LEISURE LANE
THURSDAY OCTOBER 08, 2020 6:00 P.M.**

Mayor Lutz called the Special Meeting to order at 6:05 p.m. Commissioners McCoy and Butler were present. Commissioners Hirsch and Kitzmiller were absent. Present was the Finance Officer and the City Administrator.

Motion by McCoy, second by Butler to approve the agenda for October 08, 2020. Motion carried

RESOLUTION 2020-13

**City of Summerset
RESOLUTION 2020-13**

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:

Lot 6A and Lot 6B of Tract 3 (Formerly Lot 6 of Tract 3 Shadowland Ranch Subdivision) Located in the NE1/4NW1/4 of Section 36 Township 3 North, Range 6 East of the Black Hills Meridian, 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 8th Day of October 2020.

ATTEST:
(SEAL)

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

Motion by Butler, second by McCoy to approve Resolution 2020-13. A Resolution approving a plat of the real property described as Lot 6A and Lot 6B of Tract 3 (Formerly Lot 6 of Tract 3 Shadowland Ranch Subdivision) Located in the NE1/4NW1/4 of Section 36 Township 3 North, Range 6 East of the Black Hills Meridian, Meade County, South Dakota. Roll call vote. All ayes.

RESOLUTION 2020-14

**City of Summerset
RESOLUTION 2020-14**

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:

Plat of Sun Valley Estates Lots 161R and Glengarriff Park 3 Revised being a Replat of Lot 161 and Glengarriff Park 3 Located in the NE1/4SW1/4 in section 14 Township 3 North- Range 6 East of the B.H.M., 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 8th Day of October 2020.

ATTEST:
(SEAL)

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

Motion by McCoy, second by Butler to approve Resolution 2020-14. A Resolution approving the Plat of Sun Valley Estates Lots 161R and Glengarriff Park 3 Revised being a Replat of Lot 161 and Glengarriff Park 3 Located in the NE1/4SW1/4 in section 14 Township 3 North- Range 6 East of the B.H.M., City of Summerset, Meade County South Dakota. Roll call vote. All ayes.

RESOLUTION 2020-15

**City of Summerset
RESOLUTION 2020-15**

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:

Plat of Sun Valley Estates Lot 125R-1, Lot 125R-2 and Lot 125R-3 Located in Lot 125R of the SE1/4 of the SW ¼ of Section 14 Township 3 North Range 6 East of the B.H.M., 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 8th Day of October 2020.

ATTEST:
(SEAL)

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

Motion by Butler, second by McCoy to approve Resolution 2020-15. A resolution approving a replat of Sun Valley Estates Lot 125R-1, Lot 125R-2 and Lot 125R-3 Located in Lot 125R of the SE1/4 of the SW ¼ of Section 14 Township 3 North Range 6 East of the B.H.M., City of Summerset, Meade County, South Dakota. Roll call vote. All ayes.

RESOLUTION 20-16

**City of Summerset
RESOLUTION 2020-16**

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:

Plat of Lot 1 through Lot 9 and Norpeck Court Right of Way and Shadowland Road Right of Way of Shadowland Ranch Subdivision, Formerly Lot HG Revised Shadowland Ranch Subdivision in Tract 6 of the SW ¼ of Section 25 in Township 3 North Range 6 East of the 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 8th Day of October 2020.

ATTEST:
(SEAL)

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

Motion by McCoy, second by Butler to approve Resolution 2020-16. A Resolution approving Plat of Lot 1 through Lot 9 and Norpeck Court Right of Way and Shadowland Road Right of Way of Shadowland Ranch Subdivision, Formerly Lot HG Revised Shadowland Ranch Subdivision in Tract 6 of the SW ¼ of Section 25 in Township 3 North Range 6 East of the Black Hills Meridian, City of Summerset, Meade County, South Dakota. Roll call vote. All ayes.

ADJOURNMENT

Motion for adjournment at 6:12 p.m. by McCoy, second Butler. Motion carried.

(SEAL)
ATTEST:

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

Check Register Report

Date: 10/14/2020

Time: 3:45 pm

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City of Summerset

BANK: BANKWEST

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
BANKWEST Checks								
24087	10/14/2020	Printed			1098	A&B BUSINESS SOLUTIONS	Monthly Contract Finance	346.02
24088	10/14/2020	Printed			0322	AFLAC REMITTANCE PROCESSING	Ocotber Insurance	581.74
24089	10/14/2020	Printed			0021	BLACK HAWK WATER USERS DISTRICT	Monthly usage	30.00
24091	10/14/2020	Printed			1665	CARDMEMBER SERVICES	MOnthly Creditcard Charges	8,627.08
24092	10/14/2020	Printed			1666	CASCADE ENGINEERING	96 Gallon Toters	25,812.00
24093	10/14/2020	Printed			1504	CBH CO-OP	Gov Fuel September	834.37
24094	10/14/2020	Printed			0307	DAVE'S AUTO & CYCLE	LE Auto Repair 2016 Intercepto	210.30
24095	10/14/2020	Printed			0765	DEMERSSEMAN JENSEN	Legal Services	1,052.50
24096	10/14/2020	Printed			0709	DIAMOND D WATER	Monthly usage Sun Valley Park	112.40
24097	10/14/2020	Printed			0246	GOLDEN WEST TECHNOLOGIES	Managed Services	1,855.50
24098	10/14/2020	Printed			0984	HACH COMPANY	Laboratory Supplies	840.74
24099	10/14/2020	Printed			1323	HARVEY'S LOCK & SECURITY	Rekey locks	508.29
24100	10/14/2020	Printed			0698	HAWKINS INC.	Aqua Hawk	2,412.00
24101	10/14/2020	Printed			1133	HDR ENGINEERING, INC	Task Order 20-02 WWTP	15,733.25
24102	10/14/2020	Printed			0041	HEALTH POOL OF SD	Employee Medical Insurance	10,246.04
24103	10/14/2020	Printed			0929	High Tech Mechanical	Radiant Heaters	6,836.75
24104	10/14/2020	Printed			0124	KIEFFER SANITATION	Monthly Billing	15,636.82
24105	10/14/2020	Printed			1101	MEADE COUNTY AUDITOR	Dispatch September	2,336.51
24106	10/14/2020	Printed			0664	MEADE COUNTY REG OF DEEDS	Shadowland Plat Fee	90.00
24107	10/14/2020	Printed			0664	MEADE COUNTY REG OF DEEDS	Mcintosh PLat	90.00
24108	10/14/2020	Printed			0664	MEADE COUNTY REG OF DEEDS	Weidenbach/Peterson Plat Fee	90.00
24109	10/14/2020	Printed			0664	MEADE COUNTY REG OF DEEDS	Sun Valley Glengarriff Plat	90.00
24110	10/14/2020	Printed			1433	MIDCONTINENT COMMUNICATIONS	WWTP Phone	201.58
24111	10/14/2020	Printed			1157	MIDCONTINENT TESTING LABS	Mid Co Testing	247.00
24112	10/14/2020	Printed			1413	NORTHERN TRUCK EQUIPMENT CO	GA Truck Payment	294,338.60
24113	10/14/2020	Printed			0008	RAPID CITY JOURNAL	Publications	448.75
24114	10/14/2020	Printed			1274	RAPID ROOTER	WWTp Inspection	1,144.00
24115	10/14/2020	Printed			1661	ROYER, RYAN	WWDEP Refund	50.00
24116	10/14/2020	Printed			0018	SD ONE CALL	September Notifications	40.95
24117	10/14/2020	Printed			1328	SERVALL UNIFORM & LINEN SUPPLY	Monthly fees	130.51
24118	10/14/2020	Printed			1023	TYLER TECHNOLOGIES, INC	Maint. Fee Annual	4,616.96
24119	10/14/2020	Printed			1662	VALANDRA, MORGAN	Cell Phone	50.00
24120	10/14/2020	Printed			1663	WESTERN MAILERS	Garbage Postcards	282.12
Total Checks: 33							Checks Total (excluding void checks):	395,922.78
Total Payments: 33							Bank Total (excluding void checks):	395,922.78

Check Register Report

Date: 10/14/2020

Time: 3:45 pm

Page: 2

City of Summerset

BANK: BANKWEST EFT

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
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BANKWEST EFT Checks

3	10/14/2020	Printed			1623	BANKWEST	Line Of Credit Payment	329.00
4	10/14/2020	Printed			0167	SD DEPARTMENT OF REVENUE	Sales Tax September	945.40

Total Checks: 2	Checks Total (excluding void checks):	1,274.40
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Total Payments: 2	Bank Total (excluding void checks):	1,274.40
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Total Payments: 35	Grand Total (excluding void checks):	397,197.18
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City of Summerset

Reconciliation of Summerset Wastewater Utility Payable (aka Customer Deposits)

604-0000-2200

\$ 38,709.65

\$ 38,709.65

Reconciliation Date	9/30/2020
Balance per Fund Balance Subsidiary List	\$ 39,136.75
	<u>\$ 39,136.75</u>
Ending GL Balance:	\$ 39,136.75
Unidentified Variance	\$ (427.10)

Prepared By _____

Date _____

Reviewed By _____

Date _____

Reviewed By _____

Date _____

City of Somerset

Reconciliation of Accounts Receivable

101-0000-1150	\$ 22,901.79	
604-0000-1150	\$ 74,133.30	\$ 97,035.09

Reconciliation Date	9/30/2020	
Outstanding Items in General Ledger:		
FundBalance Utility Billing Balance Report	\$ 114,130.36	
		\$ 114,130.36
Ending GL Balance:		\$ 114,130.36
Difference Unknown(November 122.99 December 23.65)		\$ (17,095.27)

Prepared By _____

Date _____

Reviewed By _____

Date _____

Reviewed By _____

Date _____