

**SUMMERSET CITY COMMISSION
REGULAR MEETING
ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY DECEMBER 03, 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 December 03, 2020 as presented or amended.

4) CONSENT CALENDAR

APPROVAL OF THE MINUTES

- 4A)** Approval of the minutes of the Regular Meeting November 19, 2020 as presented or amended.

APPROVAL OF THE CLAIMS

- 4B)** Approval of claims, hand checks in the amount of \$73,675.16 from November 20, 2020 to December 02, 2020 as presented or amended.

5) UTILITY BILLING ADJUSTMENTS

Approval of utility billing adjustments of \$677.37 for the period of November 01, 2020 to November 30, 2020

6) RESOLUTION 2020-17

Agreement between the City of Summerset and Meade County for the cost sharing of maintenance of the Summerset portion of High Meadows

7) DISCUSSION OF POLICY MANUAL UPDATES

- 7a)** Approval of updates

8) CITY ADMINISTRATOR MONTHLY REPORT

9) CITIZENS INPUT

10) ITEMS FROM CITY ATTORNEY

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

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: Dec 3, 2020 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85940444788?pwd=MU9uRFB1YzM3UGpjN0FYUktJVVZFUT09>

Meeting ID: 859 4044 4788

Passcode: 653348

One tap mobile

+16699009128,,85940444788#,,,,,0#,,653348# US (San Jose)

+12532158782,,85940444788#,,,,,0#,,653348# US (Tacoma)

Meeting ID: 859 4044 4788

Passcode: 653348

Find your local number: <https://us02web.zoom.us/j/85940444788?pwd=MU9uRFB1YzM3UGpjN0FYUktJVVZFUT09>

**SUMMERSET CITY COMMISSION
REGULAR MEETING
ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY NOVEMBER 19, 2020 6:00 P.M.**

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

Mayor Lutz led the Pledge of Allegiance.

Motion by Kitzmiller, second by Butler to approve the agenda for the Regular Meeting of the Summerset City Commission for November 20, 2020. Motion carried

Motion by Butler, second by Hirsch to approve the November 5, 2020 minutes as presented. Motion carried.

APPROVAL OF CLAIMS

Motion by Hirsch, second by Kitzmiller to approve the claims and hand checks in the amount of \$350,672.82 from November 5, 2020 through November 19, 2020 as presented or amended. Motion carried.

A&B BUSINESS SOLUTIONS	Monthly Contract	\$45.00
Anderson, Dan	Delta Dental Refund	\$63.90
Black Hawk Water User District	Monthly Usage	\$30.00
Black Hills Energy	Utilities	\$5,752.61
Cardmember Services	Credit Card Charges	\$10,708.60
CBH CO-OP	Government Fuel	\$1,763.64
Computer Village	3 Macbook Pros-Cares Act	\$17,524.00
Dave's Auto & Cycle	LE Auto Repair	\$242.02
Excel Truck	Equipment	\$10,413.34
Hagemann, Joshua	WWTP Refund	\$50.00
HDR Engineering	Task Order 2020-02	\$5,403.08
Hermanson Egge	9 Residential Inspections	\$855.00
Iron Outfitters	Roll Off Dumpsters	\$45,980.00
Kieffer Sanitation	Monthly Billing	\$14,894.32
Kayl, Anthony	Cell Phone Stipend	\$50.00
MDU	Monthly Utilities	\$462.87
Motorola Solutions	LE Radios	\$19,046.05
Northern Truck	Roll Off Body Install	\$50,889.00
Rapid City Journal	Publications	\$31.99
RDO Equipment Co.	Base Course	\$360.00
SD Governmental Human Resources	Annual Dues	\$25.00
SD City Management Association	Annual Dues	\$150.00

SD Finance Officers Association	Annual Dues	\$40.00
SD One Call	October Notifications	\$19.95
SD Police Chief Association	Annual Dues	\$97.54
SDML	Annual Membership Dues	\$1,714.12
Servall Uniform & Linen	Monthly Fees	\$130.51
Taylor, Justin	CC Reimb	\$69.74
TNT Construction	Erosion Control Refund	\$1,000.00
USA Bluebook	WWTP Supplies	\$2,723.65
Westech	Auger WWTP	\$10,350.00
Midcontinent Communications	WWTP Phone	\$195.31
Midcontinent Testing Labs	Mid Continent Testing	\$198.00
SD State Treasurer	Sales Tax	\$993.58
USDA Dec. 2020	USDA Dec 2020	\$148,400.00

TEXTMYGOV DISCUSSION AND APPROVAL

The Commission discussed purchasing and using TextMyGov as the City’s main mass communication system. **Motion** by Butler, second by Hirsch to approve the purchase and implementation of the Textmygov system.

DISCUSSION OF RENTAL ACCOUNTS FOR UTILITY BILLING

The Commission discussed having an ordinance that would not permit rental accounts for utility billing.

LIQUOR LICENSES

Motion by Hirsch, second by Butler to table renewal of Retail On-Off Sale Wine License #RW-24486 for 2021 with Sunday Sales, from Dollar General Store #18299, 12000 Sturgis Road, Summerset, SD 57718, Lot C of Tract 1R of Siouxland Estates Subdivision, City of Summerset, Meade County, South Dakota.

APPROVAL OF MEADE COUNTY RESOLUTION ON HIGH MEADOWS ROAD MAINTENANCE

Motion by Kitzmiller, second by Butler Meade County Resolution on High Meadows road maintenance. Motion carried

SUPPLEMENTAL BUDGET ORDINANCE 2020.02

Mayor Lutz gave the second reading of the Supplemental Budget Ordinance 2020.02.

CITIZENS INPUT

A citizen commented on the number of cars parked on the sidewalks and curbs.

ITEMS FROM CITY ATTORNEY

None

ADJOURNMENT

Motion for adjournment at 6:08 p.m. by Hirsch, second Kitzmiller. Motion carried.

(SEAL)
ATTEST:

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

Check Register Report

Date: 12/02/2020

Time: 10:34 am

Page: 1

City of Summerset

BANK: BANKWEST

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
BANKWEST Checks								
24212	12/02/2020	Printed			1098	A&B BUSINESS SOLUTIONS	Monthly contract	227.35
24213	12/02/2020	Printed			0962	ALLEN, DON	Phone Stipend	50.00
24214	12/02/2020	Printed			1111	AMBROSE, JONATHAN	Phone Stipend	50.00
24215	12/02/2020	Printed			1107	APPLIED CONCEPTS, INC	Equipment Expense	155.00
24216	12/02/2020	Printed			0095	Butler, Dave	Phone Stipend	50.00
24217	12/02/2020	Printed			1268	CANDACE SEALEY	Phone Stipend	50.00
24218	12/02/2020	Printed			0468	DELTA DENTAL	Employee Dental	603.70
24219	12/02/2020	Printed			1251	FIRST INTERSTATE BANK	Payment Leisure Lane	4,911.76
24220	12/02/2020	Printed			1120	FORD MOTOR CREDIT COMPANY, LLC	2020 Explorer	1,479.21
24221	12/02/2020	Printed			1369	GREENAPSYS	Professional Fees-Janitorial	930.00
24222	12/02/2020	Printed			0274	HARMON, LONNIE	Phone Stipend	50.00
24223	12/02/2020	Printed			0698	HAWKINS INC.	Defoamer	2,412.00
24224	12/02/2020	Printed			0041	HEALTH POOL OF SD	December Health Insurance	9,862.88
24225	12/02/2020	Printed			1506	HERMANSON EGGE ENGINEERING	Building Inspections	1,615.00
24226	12/02/2020	Printed			1513	HIRSCH, CLYDE	Phone Stipend	50.00
24227	12/02/2020	Printed			1674	JARVIS, ERIN	WWDEP Refund	50.00
24228	12/02/2020	Printed			1566	JUSO, COLTON	Phone Stipend	50.00
24229	12/02/2020	Printed			1516	KIESLER POLICE SUPPLY	Clock 9MM	1,317.00
24230	12/02/2020	Printed			1103	KITZMILLER, MICHAEL	Phone Stipend	50.00
24231	12/02/2020	Printed			0324	Kayl, Anthony	Phone Stipend	50.00
24232	12/02/2020	Printed			0052	LUTZ, BRYCE	Phone Stipend	50.00
24233	12/02/2020	Printed			1675	M & W TOWING	Roll Off Tow Bill	220.00
24234	12/02/2020	Printed			1172	MASTERCARD	mastercard bills	95.00
24235	12/02/2020	Printed			1110	MID-AMERICAN RESEARCH CHEMICAL	Nitrite Gloves	269.01
24236	12/02/2020	Printed			1676	NEWMAN, JOHN	WWDEP Refund	50.00
24237	12/02/2020	Printed			1413	NORTHERN TRUCK EQUIPMENT CO	Proximity switch & harness	139.54
24238	12/02/2020	Printed			1408	PALMER, BRANDY	Phone Stipend	50.00
24239	12/02/2020	Printed			0007	PRINT MARKET	Business Cards	134.20
24240	12/02/2020	Printed			0008	RAPID CITY JOURNAL	publications	271.32
24241	12/02/2020	Printed			1678	RECLAMATION SERVICES LLC	Base Course	360.00
24242	12/02/2020	Printed			1679	SANDINE, JACOB	wwdep refund	55.02
24243	12/02/2020	Printed			0853	SD DEPT OF TRANSPORTATION	Statewide Bridge Inspection	668.96
24244	12/02/2020	Printed			0077	SD Muni Street Maintenance	annual street maint. dues	35.00
24245	12/02/2020	Printed			1022	SDRS-SUPPLEMENTAL	November Contributions	425.00
24246	12/02/2020	Printed			1346	STEPHANIE MCCOY	Phone Stipend	50.00
24247	12/02/2020	Printed			1680	STOUT, AGELIA	wwdep refund	50.00
24248	12/02/2020	Printed			0983	TANNER FENENGA	Phone Stipend	50.00
24249	12/02/2020	Printed			1235	TAYLOR, JUSTIN	Phone Stipend	50.00
24250	12/02/2020	Printed			1681	TEXTMYGOV	textmygov subscription	1,800.00
24251	12/02/2020	Printed			0056	UNITED STATES POSTAL SERVICE	Postage	1,000.00
24252	12/02/2020	Printed			1662	VALANDRA, MORGAN	Phone Stipend	50.00
24253	12/02/2020	Printed			1189	VAST	fax/phone/internet	754.42
24254	12/02/2020	Printed			0203	Verizon Wireless	LE Voice & Mobile	200.11
24255	12/02/2020	Printed			1434	WELLS FARGO FINANCIAL SERVICES	Bobcat Payment	1,079.30
24256	12/02/2020	Printed			1188	WESTECH	Cleanflo Spiral Screen	24,150.00
24257	12/02/2020	Printed			0202	WESTERN COMMUNICATIONS INC.	Repair Radios	100.00
24258	12/02/2020	Printed			1682	WHITE, RICK	WWEP refund	50.00

Total Checks: 47

Checks Total (excluding void checks):

56,220.78

Total Payments: 47

Bank Total (excluding void checks):

56,220.78

Check Register Report

Date: 12/02/2020
 Time: 10:34 am
 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
BANKWEST EFT Checks								
9	12/02/2020	Printed			0011	SDRS	November Retirement	5,993.29
10	12/02/2020	Printed			0128	UNITED STATES TREASURY	payroll taxes	11,461.09

	Total Checks: 2	Checks Total (excluding void checks):	17,454.38
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	Total Payments: 2	Bank Total (excluding void checks):	17,454.38
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	Total Payments: 49	Grand Total (excluding void checks):	73,675.16
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ACCOUNT HISTORY REPORT

Date: 12/02/2020

Time: 6:01am

Page: 1

City of Somerset

 Trans Date Transaction Type Mult Usage Prev Read TAX Other
 Entry Date Note Meter No. Curr Read GARBAGE Total
 Record No. XTRA TRASH New Bal

 Acct No: CLJEF Cust Name: JEFFREY CLARK Cycle: 1 Seq #: 0000000000
 Loc ID: TELL-014815-0000-04 Svc Addr: 14815 TELLURIDE STREET Section: SV Class: RESIDENTIAL

11/05/2020	A	Adjustment	0.0000	0		0.00	-75.55
11/05/2020		New customer		0		0.00	0.00
		173717				0.00	0.00

ACCOUNT TOTALS:						0.00	-75.55
			0.00			0.00	0.00

 Acct No: SCHDE Cust Name: DEREK SCHRODING Cycle: 1 Seq #: 0000000000
 Loc ID: WILL-010090-0000-04 Svc Addr: 10090 WILLMINGTON DRIVE Section: SS Class: RESIDENTIAL

11/09/2020	A	Adjustment	0.0000	0		0.00	0.00
11/09/2020		X-tra trash		0		0.00	20.00
		173777				20.00	88.68

ACCOUNT TOTALS:						0.00	0.00
			0.00			0.00	20.00

 Acct No: SNYDA Cust Name: DAREN SNYDER Cycle: 1 Seq #: 0000000000
 Loc ID: GLEN-014799-0000-04 Svc Addr: 14799 GLENWOOD DRIVE Section: SV Class: RESIDENTIAL

11/09/2020	A	Adjustment	0.0000	0		0.00	0.00
11/09/2020		X-tra trash		0		0.00	20.00
		173778				20.00	88.68

ACCOUNT TOTALS:						0.00	0.00
			0.00			0.00	20.00

 Acct No: KIEAD Cust Name: ADAM KIENAST Cycle: 1 Seq #: 0000000000
 Loc ID: CAMC-006731-0000-00 Svc Addr: 6731 CAMBRIDGE COURT Section: SS Class: RESIDENTIAL

11/09/2020	A	Adjustment	0.0000	0		0.00	0.00
11/09/2020		X-tra trash		0		0.00	10.00
		173779				10.00	78.68

ACCOUNT TOTALS:						0.00	0.00
			0.00			0.00	10.00

 Acct No: SMIBO Cust Name: BONNIE SMITH Cycle: 1 Seq #: 0000000000
 Loc ID: EVAL-014600-0000-01 Svc Addr: 14600 E. VALLEY VIEW DRIVE Section: SV Class: RESIDENTIAL

11/10/2020	A	Adjustment	0.0000	0		0.00	-303.69
11/10/2020		CCB Collection		0		0.00	0.00
		173780				0.00	490.00

ACCOUNT HISTORY REPORT

Date: 12/02/2020
 Time: 6:01am
 Page: 2

City of Summerset

 Trans Date Transaction Type Mult Usage Prev Read TAX Other
 Entry Date Note Meter No. Curr Read GARBAGE Total
 Record No. XTRA TRASH New Bal

 Acct No: SMIBO Cust Name: BONNIE SMITH Cycle: 1 Seq #: 0000000000
 Loc ID: EVAL-014600-0000-01 Svc Addr: 14600 E. VALLEY VIEW DRIVE Section: SV Class: RESIDENTIAL

 ACCOUNT TOTALS: 0.00 0.00 -303.69
 0.00 0.00 0.00

 Acct No: MCKEA Cust Name: EARL MCKINSTRY Cycle: 1 Seq #: 0000000000
 Loc ID: EMER-006964-0000-01 Svc Addr: 6964 EMERALD HEIGHTS ROAD Section: SS Class: RESIDENTIAL

11/18/2020 A Adjustment 0.0000 0 0.00 68.68
 11/18/2020 Adjustment 0 0.00 0.00
 174340 0.00 0.00

 ACCOUNT TOTALS: 0.00 0.00 68.68
 0.00 0.00 0.00

 Acct No: MCKJA Cust Name: EARL MCKINSTRY Cycle: 1 Seq #: 0000000000
 Loc ID: CASD-007410-0000-01 Svc Addr: 7410 CASTLEWOOD DRIVE Section: SS Class: RESIDENTIAL

11/18/2020 A Adjustment 0.0000 0 0.00 -73.68
 11/18/2020 pmt applied to wrong ac ount 0 0.00 0.00
 174341 0.00 68.68

 ACCOUNT TOTALS: 0.00 0.00 -73.68
 0.00 0.00 0.00

 Acct No: HOTEL Cust Name: SUMMERSET HOTEL LLC Cycle: 1 Seq #: 0000000000
 Loc ID: STAG-007900-0000-01 Svc Addr: 7900 STAGE STOP ROAD Section: USA Class: RESIDENTIAL

11/24/2020 A Adjustment 0.0000 0 0.00 -105.77
 11/24/2020 Morton & Angels 0 0.00 0.00
 174574 0.00 -105.77

 ACCOUNT TOTALS: 0.00 0.00 -105.77
 0.00 0.00 0.00

 GRAND TOTALS: 0.00 0.00 0.00 0.00 0.00 -490.01
 0.00 0.00 0.00 0.00 0.00 50.00
 0.00 0.00 50.00 0.00 0.00

RESOLUTION OF CITY OF SUMMERSET BOARD COMMISSIONERS

WHEREAS, most of High Meadows Drive is a County road, and

WHEREAS the first 1075 feet (0.2 miles) of High Meadows Drive from where it intersects with Sturgis Road lies within the boundaries of the City of Summerset; and

WHEREAS, it is beneficial for Meade County to access the County portion of the road through the City section thereof; and

WHEREAS, it is beneficial for the City of Summerset to utilize the Meade County Highway Department for certain maintenance requirements of the portion of High Meadows Drive that is located within the City boundaries; and

WHEREAS, Meade County is authorized by SDCL 7-18-30 to give personal property or perform any work to any public corporation of the State of South Dakota, such as the City of Summerset, and Meade County is further authorized by SDCL 31-12-41 to contract with municipalities for the maintenance of public streets within said municipalities, and that the City of Summerset has similar and corresponding authority to enter into a contract with Meade County; and

WHEREAS, the City of Summerset has been advised that the Meade County Highway Department has the capability of providing gravel, delivery of gravel, delivery of Magnesium Chloride water or other work on the City of Summerset portion of High Meadows Drive in agreement with the City of Summerset on reasonable notice and in conjunction with projects undertaken by the Meade County Highway Department, and that Meade County has adopted or will adopt a Resolution for the same as it pertains to the portion of High Meadows Drive located within the City of Summerset; now therefore be it

RESOLVED that the City of Summerset may contract with the Meade County Highway Department for maintenance concerning that portion of High Meadows Drive located within the City boundaries subject to the following:

1. In conjunction with projects scheduled by the Meade County Highway Department, the City of Summerset will pay for the Magnesium Chloride Water (Mag Water), such application to be under the supervision of the Meade County Highway Superintendent. The parties understand that the price of the Mag Water will vary from time to time, but the contracted price shall be the same price paid by Meade County for the same material, and that Meade County shall provide the necessary manpower and equipment for the application.
2. Summerset agrees that the payment for the Mag Water shall be within 45 days of presentation of an invoice to the City.
3. The application of the Mag Water will be done in conjunction with Meade County's annual plan for application of Mag Water and in accordance with the County's schedule.
4. The Meade County Highway Department will blade that portion of Highway Meadows Drive within the boundaries of the City of Summerset as necessary, not to exceed three times annually. Summerset agrees that the determination of the necessity to blade the road shall be within the sole discretion of the Meade County Highway Superintendent, who shall give due consideration to any request from the City of Summerset.

5. This Resolution is not intended to encompass the application of additional gravel if and when such is needed.

BE IT FURTHER RESOLVED that this Resolution is for calendar year 2021 only. The Resolution may be withdrawn action of either the Meade County Board of Commissioners or the City of Summerset Board of Commissioners at any time, giving a minimum of 30 days notice to the other of an intent to do so.

Passed this day ____ day of XXXXXber, 2020 by a unanimous vote of the City of Summerset Board of Commissioners.

APPROVED: _____

Bryce Lutz
Mayor, City of Summerset

ATTEST: _____

Candace Sealey
Finance Officer, City of Summerset