

**SUMMERSET CITY COMMISSION
REGULAR MEETING
ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY JANUARY 07, 2021 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 January 07, 2021 as presented or amended.

4) CONSENT CALENDAR

APPROVAL OF THE MINUTES

- 4A)** Approval of the minutes of the Regular Meeting December 17, 2020 as presented or amended.

APPROVAL OF THE CLAIMS

- 4B)** Approval of claims, hand checks in the amount of \$221,108.65 from December 17, 2020 to January 06, 2021 as presented or amended.

5) UTILITY BILLING ADJUSTMENTS

Approval of utility billing adjustments of \$179.52 for the period of December 01, 2020 to December 31, 2020

6) APPOINTMENT OF PLANNING AND ZONING MEMBERS

Greg Wilson
Michael Osten
Brody Oldfield
Michael Christensen
Kelly McIntosh

7) FIRST READING OF SUPPLEMENTAL BUDGET ORDINANCE 2020-3

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: Jan 7, 2021 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81478636741?pwd=aG9xNmR4TG9VqRU43amZnTVYxSWpCdz09>

Meeting ID: 814 7863 6741

Passcode: 763387

One tap mobile

+16699009128,,81478636741#,,,,*763387# US (San Jose)

+12532158782,,81478636741#,,,,*763387# US (Tacoma)

Meeting ID: 814 7863 6741

Passcode: 763387

Find your local number: <https://us02web.zoom.us/j/keDMLeRIa9>

**SUMMERSET CITY COMMISSION
REGULAR MEETING
ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY DECEMBER 17, 2020 6:00 P.M.**

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

Commissioner Kitzmiller led the Pledge of Allegiance.

Motion by Butler, second by McCoy to approve the agenda for the Regular Meeting of the Summerset City Commission for December 17, 2020. Motion carried

Motion by McCoy, second by Hirsch to approve the December 3, 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 \$49,259.43 from December 3, 2020 through December 17, 2020 as presented or amended. Motion carried.

A&B BUSINESS SOLUTIONS	Monthly Contract	\$4,850.00
Aflac	Employee Insurance	\$581.74
Artistic Custom Badges	Le Badges	\$391.50
Batchelder, Ned	WWDEP Refund	\$50.00
Bingham, Tony	WWDEP Refund	\$50.00
Black Hawk Water	Monthly Usage	\$30.00
Bradt, Jared	WWDEP Refund	\$100.00
Burgard, Matt	WWDEP Refund	\$100.00
C Haveman Business	September/ October Monthly Billing	\$1,368.75
Capelli, Anthony	WWDEP Refund	\$50.00
Cardmember Services	November Credit Card Charges	\$4,823.72
CBH Co-op	Govt Fuel	\$1,327.15
City of Rapid City	Solid Waste Disposal	\$3,778.36
Demersseman Jensen	Legal Services	\$842.50
DENR-Certification	Class 2 Certification-Ambrose	\$24.00
Excel Truck	PW Equipment Exp.	\$1,532.76
Golden West Industrial	Managed Services	\$1,855.50
High Tech Mechanical	Service Call	\$170.00
IBM	IBM Mass 360 Essentials	\$864.00
J & S Heating & Sheetmetal	440 V Elements	\$382.50
Jarvis, Erin	WWDEP Refund	\$50.00
Johnson Tree Company	2 Elm Trees	\$2,000.00

MDU	Utilities	\$628.07
Meade County Auditor	Dispatch	\$1,934.79
Midcontinent	WWTP Phone	\$194.79
Midcontinent Testing Labs	Testing WWTP	\$140.00
Northern Truck	Repair Parts	\$466.07
Postupack, Matthew	WWDEP Refund	\$50.00
Rapid City Journal	Publications	\$101.67
Red Road Inc.	12 Days Of Pizza	\$972.00
Sander Sanitation	Roll Offs	\$1,350.00
SD One Call	November Notifications	\$16.80
Servall Uniform & Linen	Monthly Fees	\$130.51
TNT Construction	Erosion Control Deposit	\$1,000.00
Truform Construction	Replace Sidewalk Govt Building	\$13,918.37
Wamco	Full Chronic Toxicity	\$1,800.00
Western First Aid	WWTP First Aid	\$378.67
South Dakota State Treasurer	Sales Tax November	\$955.21

DISCUSSION OF POLICY MANUAL UPDATES

Motion by Butler, second by McCoy to approve policy manual updates and table the section on vacation pay out policy. Motion carried.

MASTER AGREEMENT

Motion by McCoy second by Butler to approve the Master Short Form Agreement for Professional Services for HDR Engineering, Inc Task order 2021-01. Motion carried.

FINANCE OFFICER MONTHLY UPDATE

The Finance Officer gave an update on the City's financials.

CITIZENS INPUT

None

ITEMS FROM CITY ATTORNEY

Motion by Butler, second by Hirsch to enter Executive Session per SDCL 1-25-2 for discussing legal, economic development and personnel issues at 6:16 p.m.

Motion by Butler, Second by Hirsch to exit executive session at 6:23 p.m.

ADJOURNMENT

Motion for adjournment at 6:23 p.m. by Hirsch, second McCoy. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

Check Register Report

Date: 01/06/2021

Time: 1:12 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								
24297	12/17/2020	Printed			1483	TARGET	Cops & Kids	2,150.00
24298	01/06/2021	Printed			1098	A&B BUSINESS SOLUTIONS	Monthly Contract	860.22
24299	01/06/2021	Printed			0962	ALLEN, DON	Clothing Allowance	450.00
24300	01/06/2021	Printed			1111	AMBROSE, JONATHAN	Cell Phone Stipend	50.00
24301	01/06/2021	Printed			1695	ASPEN RIDGE LAWN & LANDSCAPE L	Kage Klawz	2,131.50
24302	01/06/2021	Printed			1363	AXON ENTERPRISE, INC	Evidence License	4,270.50
24303	01/06/2021	Printed			0808	BLACK HILLS ENERGY	Utilities	6,042.79
24304	01/06/2021	Printed			1697	BUNTAIN, JOSHUA	Uniform Allowance	450.00
24305	01/06/2021	Printed			0095	Butler, Dave	Cell Phone Stipend	50.00
24306	01/06/2021	Printed			1268	CANDACE SEALEY	Phone Stipend	50.00
24307	01/06/2021	Printed			1093	DAKOTA PUMP, INC	Service WWTP	2,904.75
24308	01/06/2021	Printed			1033	DENR-CERTIFICATION	Permit Fee-2021	1,500.00
24309	01/06/2021	Printed			1251	FIRST INTERSTATE BANK	Payment Leisure Lane	4,911.76
24310	01/06/2021	Printed			1120	FORD MOTOR CREDIT COMPANY, LLC	2020 Interceptor	1,479.21
24311	01/06/2021	Printed			0246	GOLDEN WEST TECHNOLOGIES	Security Labor LE	1,923.00
24312	01/06/2021	Printed			1369	GREENAPSIS	Professional Disinfecting	800.00
24313	01/06/2021	Printed			1369	GREENAPSIS	Janitorial	180.00
24314	01/06/2021	Printed			0274	HARMON, LONNIE	Phone Stipend	50.00
24315	01/06/2021	Printed			0698	HAWKINS INC.	Defoamer & Freight	2,412.00
24316	01/06/2021	Printed			1133	HDR ENGINEERING, INC	WWTP Evaluation	1,841.86
24317	01/06/2021	Printed			0041	HEALTH POOL OF SD	Employee Medical	10,187.29
24318	01/06/2021	Printed			1506	HERMANSON EGGE ENGINEERING	Inspection Services	600.00
24319	01/06/2021	Printed			1513	HIRSCH, CLYDE	Phone Stipend	50.00
24320	01/06/2021	Printed			1699	HUCK, JEREMIAH	Uniform Expense	450.00
24321	01/06/2021	Printed			0929	High Tech Mechanical	Radiant Heaters	3,163.27
24322	01/06/2021	Printed			1036	IRON OUTFITTER DBA	Cardboard Roll Offs	8,375.00
24323	01/06/2021	Printed			1700	JENNER EQUIPMENT	Mini Excavator	52,086.70
24324	01/06/2021	Printed			1566	JUSO, COLTON	Uniform Allowance	450.00
24325	01/06/2021	Printed			1103	KITZMILLER, MICHAEL	Phone Stipend	50.00
24326	01/06/2021	Printed			0324	Kayl, Anthony	Phone Stipend	50.00
24327	01/06/2021	Printed			0052	LUTZ, BRYCE	Phone Stipend	50.00
24328	01/06/2021	Printed			1411	MBFS USA LLC	Freightliner Payment	3,068.32
24329	01/06/2021	Printed			1052	MCKIE FORD LINCOLN	LE 2021 Ford Interceptor	41,926.00
24330	01/06/2021	Printed			1101	MEADE COUNTY AUDITOR	December Dispatch	2,486.19
24331	01/06/2021	Printed			1698	MONTILEAUX, CASEY	Uniform Allowance	450.00
24332	01/06/2021	Printed			1413	NORTHERN TRUCK EQUIPMENT CO	Cutting Edges	2,141.41
24333	01/06/2021	Printed			1408	PALMER, BRANDY	Phone Stipend	450.00
24334	01/06/2021	Printed			1580	RAPID CITY FIRE DEPARTMENT	Ambulance Service Contract	29,504.66
24335	01/06/2021	Printed			0008	RAPID CITY JOURNAL	Publications	222.20
24336	01/06/2021	Printed			0072	SD PUBLIC ASSURANCE ALLIANCE	2012 Mack Insurance	146.96
24337	01/06/2021	Printed			1022	SDRS-SUPPLEMENTAL	Supplemental Retirement	475.00
24338	01/06/2021	Printed			1328	SERVALL UNIFORM & LINEN SUPPLY	Monthly Contract	137.03
24339	01/06/2021	Printed			1346	STEPHANIE MCCOY	Phone Stipend	50.00
24340	01/06/2021	Printed			0983	TANNER FENENGA	Cell Phone Stipend	50.00
24341	01/06/2021	Printed			1235	TAYLOR, JUSTIN	Uniform Allowance	450.00
24342	01/06/2021	Printed			1432	TNT CONSTRUCTION	Erosion Control Deposit	1,000.00
24343	01/06/2021	Printed			1662	VALANDRA, MORGAN	Phone Stipend	50.00
24344	01/06/2021	Printed			0203	Verizon Wireless	LE Voice and Mobile	200.11
24345	01/06/2021	Printed			1434	WELLS FARGO FINANCIAL SERVICES	Bobcat Payment	1,079.30
24346	12/31/2020	Printed			1696	AAA STATE OF PLAY	Sun Valley Park Equipment	9,993.00

Total Checks: 50

Checks Total (excluding void checks):

203,900.03

Check Register Report

Date: 01/06/2021

Time: 1:12 pm

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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								
12	01/06/2021	Printed			0011	SDRS	Retirement	5,879.47
13	01/06/2021	Printed			0128	UNITED STATES TREASURY	December Payroll Taxes	11,329.15
Total Checks: 2							Checks Total (excluding void checks):	17,208.62
Total Payments: 2							Bank Total (excluding void checks):	17,208.62
Total Payments: 52							Grand Total (excluding void checks):	221,108.65

ACCOUNT HISTORY REPORT

Date: 01/06/202

Time: 10:40am

Page: 1

City of Summerset

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

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

1/30/2020	A	Adjustment	0.0000	0		0.00	-128.92
1/30/2020		Shared Meter		0		0.00	0.00
		.76560				0.00	-128.92

ACCOUNT TOTALS: 0.00 0.00 -128.92
 0.00 0.00 0.00

Account No: STGBM Cust Name: STAGEBARN MIDDLE SCHOOL Cycle: 1 Seq #: 0000000000
 Account ID: STUR-012500-0000-00 Svc Addr: 12500 STURGIS ROAD Section: SS Class: COMMERCIAL

1/30/2020	A	Adjustment	0.0000	0		0.00	-50.60
1/30/2020		Shared Meter		0		0.00	0.00
		.76562				0.00	-50.60

ACCOUNT TOTALS: 0.00 0.00 -50.60
 0.00 0.00 0.00

GRAND TOTALS: 0.00 0.00 0.00 0.00 0.00 -179.52
 0.00 0.00 0.00 0.00 0.00 0.00
 0.00 0.00 0.00 0.00 0.00

CITY OF SUMMERSET
ORDINANCE NO. 2020.3
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
420 <u>Law Enforcement</u>	\$ 75,000.00
Total Law Enforcement	<u>\$ 75,000.00</u>

Total Appropriations \$ 75,000.00

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>	
State Of South Dakota Grant	<u>\$75,000</u>
<u>TOTAL MEANS OF FINANCE</u>	<u>\$ 75,000.00</u>

Dated this

ATTEST:

Candace Sealey, Finance Officer

Bryce Lutz, Mayor

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

First Reading:
Second Reading:
Publication:

Published once at the approximate cost of \$ xxxx.