

**SUMMERSET CITY COMMISSION
REGULAR MEETING
ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY JANUARY 21, 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 21, 2021 as presented or amended.

4) CONSENT CALENDAR

APPROVAL OF THE MINUTES

- 4A)** Approval of the minutes of the Regular Meeting January 07, 2021 as presented or amended.

APPROVAL OF THE CLAIMS

- 4B)** Approval of claims, hand checks in the amount of \$31,835.94 from January 06, 2021 to January 16, 2021 as presented or amended.

5) NOTICE OF VACANCY

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

6) RECOGNITION OF VOLUNTEERS

Recognition of the following volunteers in the Summerset Police Department:

- 1) Tracy Wiest
- 2) Mark Boddicker

7) MUNICIPAL ELECTION

Set municipal election: April 13, 2021, location: 7055 Leisure Lane, Summerset, South Dakota.

8) FINANCE OFFICER MONTHLY UPDATE

9) RESOLUTION 2021-01

Approval of Resolution 2021-1- Salary Schedule 2021

10) APPROVAL OF NEW POLICE OFFICERS THROUGH COPS GRANT

- a) Casey Montileaux
- b) Jeremiah Huck
- c) Joshua Buntain

11) SECOND READING OF SUPPLEMENTAL BUDGET ORDINANCE 2020-3

12) CITIZENS INPUT

13) ITEMS FROM CITY ATTORNEY

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

14) 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 21, 2021 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/84377631722?pwd=WHZKa215bUJU043dTNjZGVxVl04UT09>

Meeting ID: 843 7763 1722

Passcode: 541532

One tap mobile

+13462487799,,84377631722#,,,,*541532# US (Houston)

+16699009128,,84377631722#,,,,*541532# US (San Jose)

Meeting ID: 843 7763 1722

Passcode: 541532

Find your local number: <https://us02web.zoom.us/j/84377631722?pwd=WHZKa215bUJU043dTNjZGVxVl04UT09>

**SUMMERSET CITY COMMISSION
REGULAR MEETING
ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY January 7, 2021 6:00 P.M.**

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

Mayor Lutz led the Pledge of Allegiance.

Motion by Butler, second by Hirsch to approve the agenda for the Regular Meeting of the Summerset City Commission for January 07, 2021. Motion carried

Motion by McCoy, second by Kitzmiller to approve the December 17, 2020 minutes as presented. Motion carried.

APPROVAL OF CLAIMS

Motion by McCoy, second by Butler to approve the claims and hand checks in the amount of \$221,108.65 from December 17, 2020 through January 06, 2021 as presented or amended. Motion carried.

A&B BUSINESS SOLUTIONS	Monthly Contract	\$860.22
Allen, Don	Clothing Allowance	\$450.00
Ambrose, John	Phone Stipend	\$50.00
Aspen Ridge Lawn & Landscaping	Kage Klawz	\$2,131.50
Axon Enterprise	Evidence License	\$4,270.50
Black Hills Energy	Utilities	\$6,042.79
Buntain, Joshua	Uniform Allowance	\$450.00
Butler, Dave	Phone Stipend	\$50.00
Sealey,Candace	Phone Stipend	\$50.00
Dakota Pump, INC	Service WWTP	\$2,904.75
Denr-Certification	Permit Fee-2021	\$1,500.00
First Interstate Bank	Payment Leisure Ln	\$4,911.76
Ford Motor Credit Company	2020 Interceptor	\$1,479.21
Golden West Technologies	Security Labor LE	\$1,923.00
Greenapsis	Professional Disinfecting	\$800.00
Greenapsis	Janitorial	\$180.00
Harmon, Lonnie	Phone Stipend	\$50.00
Hawkins	Defoamer & Freight	\$2,412.00
HDR Engineering, INC	WWTP Evaluation	\$1,841.86
Health Pool of SD	Employee Medical	\$10,187.29
Hermanson Egge Engineering	Inspection Services	\$600.00
Hirsch, Clyde	Phone Stipend	\$50.00
Huck, Jeremiah	Uniform Allowance	\$450.00

High Tech Mechanical	Radiant Heaters	\$3,163.27
Iron Outfitter DBA	Cardboard Roll Offs	\$8,375.00
Jenner Equipment	Testing WWTP	\$140.00
Juso, Colton	Uniform Allowance	\$450.00
Kitzmilller, Michael	Phone Stipend	\$50.00
Kayl, Anthony	Phone Stipend	\$50.00
Lutz, Bryce	Phone Stipend	\$50.00
MBFS USA LLC	Freightliner Payment	\$3,068.32
MCKIE Ford Lincoln	LE 2021 Ford Interceptor	\$41,926.00
Meade Co Auditor	December Dispatch	\$2,486.19
Montileaux, Casey	Uniform Allowance	\$450.00
Northern Truck Equipment Co	Cutting Edges	\$2,141.41
Palmer, Brandy	Phone Stipend	\$50.00
RC Fire Department	Ambulance Service Contract	\$29,504.66
RC Journal	Publications	\$222.20
SD Public Assurance Alliance	2012 Mack Insurance	\$146.96
SDRS- Supplemental	Supplemental Retirement	\$475.00
Servall Uniform & Linen Supply	Monthly Contract	\$137.03
McCoy, Stephanie	Phone Stipend	\$50.00
Fenenga, Tanner	Phone Stipend	\$50.00
Target	Cops & Kids 2020	\$2,150.00
Taylor, Justin	Uniform Allowance	\$450.00
TNT Construction	Erosion Control Deposit	\$1,000.00
Valandra, Morgan	Phone Stipend	\$50.00
Verizon Wireless	LE Voice and Mobile	\$200.11
Wells Fargo Financial Services	Bobcat Payment	\$1,079.30
AAA State of Play	Sun Valley Park Equipment	\$9,993.00
SDRS	Retirement	\$5,879.47
United States Treasury	December Payroll Taxes	\$11,329.15

UTILITY BILLING ADJUSTMENTS

Motion by Butler, second by Hirsch to approve the utility billing adjustments in the amount of \$179.52 for period December 01, 2020 to December 31, 2020 Motion carried.

APPOINTMENT OF PLANNING AND ZONING MEMBERS

Motion by Kitzmilller, second by Butler to appoint the Planning and Zoning members; Greg Wilson, Michael Osten, Brody Oldfield, Michael Christensen, Kelly McIntosh. Motion carried.

FIRST READING OF SUPPLEMENTAL BUDGET ORDINANCE 2020-3

First reading of supplement budget ordinance 2020-3 was completed.

CITY ADMINISTRATOR MONTHLY UPDATE

The city administrator gave an overview of current City affairs.

CITIZENS INPUT

One citizen asked about future zoom meetings & also inquired about future community involvement.

ITEMS FROM CITY ATTORNEY

Motion by Hirsch, second by McCoy to enter 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 Kitzmiller to exit executive session at 7:22 p.m.

ADJOURNMENT

Motion for adjournment at 7:24 p.m. by McCoy, second Kitzmiller. Motion carried.

(SEAL)

ATTEST:

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

Published January 16, 2021 at a cost of \$114.81.

Check Register Report

Date: 01/20/2021

Time: 1:49 pm

Page: 1

City of Somerset

BANK: BANKWEST

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
BANKWEST Checks								
24347	01/20/2021	Printed			1098	A&B BUSINESS SOLUTIONS	Water Machine	45.00
24348	01/20/2021	Printed			0322	AFLAC REMITTANCE PROCESSING	Employee Accident Insurance	290.87
24349	01/20/2021	Printed			1414	AMERICAN LEGAL	Internet hosting of Ordinances	475.00
24350	01/20/2021	Printed			1683	ARTISTIC CUSTOM BADGES	Repair Badges PD	106.50
24351	01/20/2021	Printed			1363	AXON ENTERPRISE, INC	LE Subscription renewal	5,112.00
24352	01/20/2021	Printed			0021	BLACK HAWK WATER USERS DISTRICT	Monthly Usage	30.00
24353	01/20/2021	Printed			0025	Black Hawk Fire Department	Donation for Equipment Fund Ra	1,500.00
24355	01/20/2021	Printed			1665	CARDMEMBER SERVICES	December CC Charges	6,279.73
24356	01/20/2021	Printed			1504	CBH CO-OP	Govt Fuel	2,297.26
24357	01/20/2021	Printed			0036	CITY OF RAPID CITY	Solid Waste Disposal	4,718.82
24358	01/20/2021	Printed			0468	DELTA DENTAL	Employee Dental Insurance	603.70
24359	01/20/2021	Printed			1703	DRESSEN, DENNY	Overpayment Refund	68.68
24360	01/20/2021	Printed			0246	GOLDEN WEST TECHNOLOGIES	Managed Services	1,872.50
24361	01/20/2021	Printed			0698	HAWKINS INC.	Aqua Hawk	2,729.00
24362	01/20/2021	Printed			1133	HDR ENGINEERING, INC	Engineering Services	906.14
24363	01/20/2021	Printed			1656	LEGENDARY ELECTRIC	Hook Up New Panel	99.49
24364	01/20/2021	Printed			0937	MDU	Utilities	827.77
24365	01/20/2021	Printed			1433	MIDCONTINENT COMMUNICATIONS	WWTP Phone	196.75
24366	01/20/2021	Printed			1157	MIDCONTINENT TESTING LABS	Testing WWTP	140.00
24367	01/20/2021	Printed			1702	MOFFAT, SHAWNA	WWDEP Refund	50.00
24368	01/20/2021	Printed			1423	NORTH CENTRAL SUPPLY	Fix Electric Strike Govt Build	240.62
24369	01/20/2021	Printed			0007	PRINT MARKET	Address Cards	58.70
24370	01/20/2021	Printed			0008	RAPID CITY JOURNAL	Dec 17 minutes	94.25
24371	01/20/2021	Printed			1560	RAZOR'S EDGE GRAPHICS	Reflective Graphics 2021 LE	950.00
24372	01/20/2021	Printed			1688	RED ROAD INC.	12 days of pizza	810.00
24373	01/20/2021	Printed			0167	SD DEPARTMENT OF REVENUE	Application Fee, Plate Fee	21.20
24374	01/20/2021	Printed			0018	SD ONE CALL	December Notifications	21.00
24375	01/20/2021	Printed			0072	SD PUBLIC ASSURANCE ALLIANCE	2020 Peterbuildt Insurance	665.91
24376	01/20/2021	Printed			1022	SDRS-SUPPLEMENTAL	Supplemental Contributions	425.00
24377	01/20/2021	Printed			0203	Verizon Wireless	LE Voice & Mobile Broadband	200.05
					Total Checks: 30	Checks Total (excluding void checks):		31,835.94
					Total Payments: 30	Bank Total (excluding void checks):		31,835.94

Check Register Report

Date: 01/20/2021

Time: 1:49 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

14	01/20/2021	Printed			1623	BANKWEST	Xfer donation funds Cops & Kid	1,000.00
15	01/20/2021	Printed			0167	SD DEPARTMENT OF REVENUE	Sales Tax Collected in Dec	980.01

Total Checks: 2	Checks Total (excluding void checks):	1,980.01
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Total Payments: 2	Bank Total (excluding void checks):	1,980.01
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Total Payments: 32	Grand Total (excluding void checks):	33,815.95
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CITY OF SUMMERSET

RESOLUTION 2021-01

A RESOLUTION SETTING THE SALARY AND WAGES FOR THE CITY OF SUMMERSET FOR 2021

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 2021 shall be as follows:

Allen, Don/Police Chief/\$61,271.91/Annual Salary
Ambrose, Jonathan/WWTP Supervisor/\$56,170.17/Annual Salary
Butler, David/City Commissioner/\$7,000 Annual Salary
Christensen, Marcu/Planning & Zoning Board Member/\$75.00 per Meeting
Fenenga, Tanner/Public Works Manager/\$25.06 Per Hour
Forbes, Nicolis/Reserve Police Officer/\$16.50 Per Hour
Geigle Adam/ Reserve Police Officer/\$17.00 Per Hour
Harmon, Lonnie/City Administrator/\$66,300.00/Annual Salary
Hirsch, Clyde/City Commissioner/\$7,000 Annual Salary
Johnson, Scott/Reserve Police Officer/\$17.00 Per Hour
Juso, Colton/Patrolman/\$21.00 Per Hour
Kayl, Anthony/Utility Worker/ \$20.48 Per Hour
Kitzmilller, Michael/City Commissioner/\$7,000 Annual Salary
Lutz, Bryce/Mayor/\$13,000 Annual Salary
McCoy, Stephanie/City Commissioner/\$7,000 Annual Salary
McIntosh, Kelly/Planning & Zoning Member/\$75.00 Per Meeting
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/\$21.58 Per Hour
Sealey, Candace/Municipal Finance Officer/\$50,825.00 Annual Salary
Stacy, Danny Reserve Police Officer/ \$16.50 Per Hour
Taylor, Justin/Patrolman/\$23.94 Per Hour
Twite, Jeffery/ Reserve Police Officer/\$16.50 Per Hour
Valandra, Morgan Assistant Finance Officer/ \$17.85
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, 2021

BE IT RESOLVED this 21st day of January 2021.

ATTEST:

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

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.