

**SUMMERSET CITY COMMISSION
REGULAR MEETING
and
ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY APRIL 1, 2021 6:00 P.M.**

AGENDA

1) ROLL CALL

Kitzmiller, 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 April 01, 2021 as presented or amended.

4) CONSENT CALENDAR

APPROVAL OF THE MINUTES

- 4A)** Approval of the minutes of the Regular Meeting March 18, 2021 as presented or amended.

APPROVAL OF THE CLAIMS

- 4B)** Approval of claims, hand checks in the amount of \$108,662.88 from March 19, 2021 to March 31, 2021 as presented or amended.

5) UTILITY BILLING ADJUSTMENTS

Approval of utility billing adjustments of \$2,189.22 for the period of March 01, 2021 to March 31, 2021

6) DISCUSSION ON LANDOWNER/RENTAL UTILITY ACCOUNT ORDINANCE

7) CITY ADMINISTRATOR MONTHLY REPORT

8) UPCOMING EVENTS

Municipal Election – April 13th
City Wide Cleanup – May 21-22nd
SummerFest – June 19th

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: Apr 1, 2021 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83943641976?pwd=ZjV2SGVqUGF3eE1aRW83ckJmOWVUQT09>

Meeting ID: 839 4364 1976

Passcode: 867200

One tap mobile

+12532158782,,83943641976#,,,,*867200# US (Tacoma)

+13462487799,,83943641976#,,,,*867200# US (Houston)

Meeting ID: 839 4364 1976

Passcode: 867200

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

**SUMMERSET CITY COMMISSION
REGULAR MEETING
ZOOM MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY March 18, 2021 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. The City Administrator and Finance Officer were present. Mayor Lutz and 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 March 18, 2021. Motion carried

Motion by Hirsch, second by Butler to approve the March 04, 2021 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 \$328,388.54 from March 04, 2021 through March 17, 2021 as presented or amended. Motion carried.

A&B Business Solution	Monthly Contract	\$354.14
BankWest	Garbage Truck Payoff	\$286,281.90
Black Hawk Water User	Monthly Usage	\$32.00
Cardmember Services	February CC Charges	\$5,140.05
CBH CO-OP	Govt Fuel	\$1,541.08
City of Rapid City	Solid Waste Disposal	\$3,328.78
Clark, Andrew	WWTP Refund	\$122.36
Central State's Mechanical	Fix Gas Valve & Heater	\$828.72
Delta Dental	Employee Dental Insurance	\$622.20
Docusign Inc	Yearly Membership	\$2,318.40
Golden West Technologies	Managed Services	\$1,889.50
Harvey's Lock & Security	Remove and Reinstall Locks	\$121.00
HDR Engineering	Task Order 2021-01	\$4,322.67
Hermanson Egge Engineering	3 Residential Inspections	\$315.00
MBFS USA LLC	April Payment	\$3,068.32
Meade County Auditor	February Dispatch	\$2,424.94
Meade County Reg of Deeds	New Leaf Plat	\$90.00
Midcontinent Testing Labs	Midcontinent Testing	\$198.00
Northern Truck Equip Corp	Belt/Rollers/Curb Guard	\$963.22
Palmer, Leanne	WWTP Refund	\$50.00
PCS Mobile	Tablets	\$11,936.41
Razor's Edge Graphics	2021 Chevy Graphics	\$950.00

Remington, Duane	WWDEP Refund	\$50.00
Roth, Wes	WWDEP Refund	\$50.00
SD Building Officials	ICC Code Officials Program	\$105.00
SD One Call	February	\$100.00
SD Depart of Revenue	Sales Tax	\$966.09

CASEY PETERSON AUDIT PRESENTATION

Audit presentation for fiscal years 2018 and 2019

PRELIMINARY AND FINAL PLAT APPLICATION

Plat of Tract 1A and Tract 1B of Pine Hills Subdivision. Formerly Tract 1 of Pine Hills Subdivision. All located in the NE ¼ of the SE ¼ of Section 36, Township 3 North Range 6 East, Black Hills Meridian, City of Summerset, Meade County South Dakota. Motion by Butler, second by McCoy, roll call vote all aye. Motion passed.

RESOLUTION 2021-04

Motion by Butler, second by Hirsch to approve Resolution 2021-04 for plat of Tract 1A and Tract 1B of Pine Hills subdivision. Roll call vote, all ayes. Motion carried.

APPOINTMENT OF ELECTION BOARD

Appointment of Election Board for April 13, 2021 Election
Pam Martin
Mike Martin

SET MEETING DATE TO CANVAS MUNICIPAL ELECTION VOTE

Set Meeting Date to Canvass Municipal Election Vote- Thursday, April 15, 2021 @ 5:30 p.m.

FINANCE OFFICER MONTHLY UPDATE

Finance Officer gave update about the garbage truck pay off and financial report on the bank accounts.

CITIZENS INPUT

One resident expressed their concerns about how early garbage starts. The City garage sales were brought up and asked what weekend would work.

ITEMS FROM CITY ATTORNEY

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

ADJOURNMENT

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

(SEAL)
ATTEST:

Candace Sealey
Finance Officer

Bryce Lutz
Mayor

Published March XX, 2021 at a cost of \$XX.XX.

Check Register Report

Date: 03/31/2021

Time: 11:20 am

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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								
24515	03/31/2021	Printed			1098	A&B BUSINESS SOLUTIONS	Water Machine	335.00
24516	03/31/2021	Printed			0322	AFLAC REMITTANCE PROCESSING	Employee Insurance	290.87
24517	03/31/2021	Printed			0962	ALLEN, DON	Phone Stipend	50.00
24518	03/31/2021	Printed			1111	AMBROSE, JONATHAN	Phone Stipend	50.00
24519	03/31/2021	Printed			0808	BLACK HILLS ENERGY	Utilities	5,587.29
24520	03/31/2021	Printed			1697	BUNTAIN, JOSHUA	Phone Stipend	50.00
24521	03/31/2021	Printed			0095	Butler, Dave	Phone Stipend	50.00
24522	03/31/2021	Printed			1268	CANDACE SEALEY	Phone Stipend	50.00
24523	03/31/2021	Printed			1083	CASEY PETERSON & ASSOC., LTD	Audit 2018 & 2019	21,666.25
24524	03/31/2021	Printed			0468	DELTA DENTAL	Employee Dental Insurance	663.40
24525	03/31/2021	Printed			1722	DUCHENEAUX, HALAYNA	Phone Stipend	50.00
24526	03/31/2021	Printed			1641	DUSTBUSTERS ENTERPRISES INC.	50% Municipal Roof	22,774.13
24527	03/31/2021	Printed			1710	EMW SOLUTIONS	Plow Blade	253.65
24528	03/31/2021	Printed			1251	FIRST INTERSTATE BANK	Leisure Lane Payment	4,911.76
24529	03/31/2021	Printed			1120	FORD MOTOR CREDIT COMPANY, LLC	2020 Ford Interceptor	1,479.21
24530	03/31/2021	Printed			0246	GOLDEN WEST TECHNOLOGIES	Security Labor	1,044.52
24531	03/31/2021	Printed			0274	HARMON, LONNIE	Phone Stipend	50.00
24532	03/31/2021	Printed			1725	HESAPA ENTERPRISES	LE Flexfit Caps	100.00
24533	03/31/2021	Printed			1513	HIRSCH, CLYDE	Phone Stipend	50.00
24534	03/31/2021	Printed			1566	JUSO, COLTON	Phone Stipend	50.00
24535	03/31/2021	Printed			1723	KEFFELER, CHRISTI	WWDEP Refund	50.00
24536	03/31/2021	Printed			1103	KITZMILLER, MICHAEL	Phone Stipend	50.00
24537	03/31/2021	Printed			0324	Kayl, Anthony	Phone Stipend	50.00
24538	03/31/2021	Printed			0052	LUTZ, BRYCE	Phone Stipend	50.00
24539	03/31/2021	Printed			1172	MASTERCARD	FIB Mastercard	200.00
24540	03/31/2021	Printed			1411	MBFS USA LLC	Freightliner Payment	3,068.32
24541	03/31/2021	Printed			0937	MDU	Utilities	1,254.95
24542	03/31/2021	Printed			1698	MONTILEAUX, CASEY	Phone Stipend	50.00
24543	03/31/2021	Printed			0186	McLeod's Printing & Office Sup	Election Supplies	66.47
24544	03/31/2021	Printed			1408	PALMER, BRANDY	Phone Stipend	50.00
24545	03/31/2021	Printed			1721	PCS MOBILE	LE Tablets	20,532.10
24546	03/31/2021	Printed			1708	PRESSURE SERVICES, INC.	Pressure Washer Chemicals	87.00
24547	03/31/2021	Printed			1724	PUPPEL, OLIVER	WWDEP Refund	50.00
24548	03/31/2021	Printed			0008	RAPID CITY JOURNAL	3/4/2021 Minutes	114.24
24549	03/31/2021	Printed			1274	RAPID ROOTER	Manhole Castlewood	195.00
24550	03/31/2021	Printed			1022	SDRS-SUPPLEMENTAL	March Contributions	410.00
24551	03/31/2021	Printed			1328	SERVALL UNIFORM & LINEN SUPPLY	Monthly Fees	137.03
24552	03/31/2021	Printed			1346	STEPHANIE MCCOY	Phone Stipend	50.00
24553	03/31/2021	Printed			0983	TANNER FENENGA	Phone Stipend	50.00
24554	03/31/2021	Printed			1024	USA BLUEBOOK	WWTP Supplies	3,093.22
24555	03/31/2021	Printed			1662	VALANDRA, MORGAN	Phone Stipend	50.00
24556	03/31/2021	Printed			1189	VAST	fax/phone/internet	1,049.08
24557	03/31/2021	Printed			0203	Verizon Wireless	LE Voice & Mobile Broadband	200.07
24558	03/31/2021	Printed			1434	WELLS FARGO FINANCIAL SERVICES	Bobcat Payment	1,079.30
24559	03/31/2021	Printed			0637	WaterTree	Reverse Osmosis System	83.47

Total Checks: 45

Checks Total (excluding void checks):

91,626.33

Total Payments: 45

Bank Total (excluding void checks):

91,626.33

Check Register Report

Date: 03/31/2021

Time: 11:20 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
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BANKWEST EFT Checks

23	03/31/2021	Printed			0011	SDRS	March Retirement	6,199.90
24	03/31/2021	Printed			0128	UNITED STATES TREASURY	Payroll Taxes March	10,836.65

Total Checks: 2	Checks Total (excluding void checks):	17,036.55
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Total Payments: 2	Bank Total (excluding void checks):	17,036.55
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Total Payments: 47	Grand Total (excluding void checks):	108,662.88
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53.012 RENTAL PROPERTY OWNERS AND UTILITY BILLING

BE IT ORDAINED BY THE CITY BOARD OF COMMISSIONERS OF THE CITY OF SUMMERSET, Meade County, South Dakota that Utility Accounts for rental properties will be in the property owner's name. The owner will receive the monthly utility invoice and is directly responsible for paying the utility bills for the rental property. The owner is liable to the City for all bills accrued through the use of utility services on the premises, whether personally used by the owner or a renter, lessee, or other occupant. Owners may request their renters receive a copy of the utility invoice however, this does not relieve the owner of his/her responsibility to the City. The City will not put a renter's name on a utility account.

Dated: XXXXXXXX, 2021.

ATTEST:

CITY OF SUMMERSET

Candace Sealey, Finance Officer

Bryce Lutz, Mayor

(Seal)

Vote: Lutz:
Kitzmilller:
Butler:
Hirsch:
McCoy:

First Reading:
Second Reading:
Publication:

Published once at approximate cost of \$ _____