

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, AUGUST 1st, 2024 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:01 p.m. Commissioners Osten, Markham, Hirsch, and Reade were present. The City Attorney and City Administrator were also present.

Mayor Kitzmiller led in the Pledge of Allegiance.

Commissioner Osten gave the invocation.

CALL FOR CHANGES

Motion by Osten, second by Markam to amend agenda item 6- utility billing adjustments to \$606.40. Motion carried.

CONSENT CALENDAR

Motion by Markham, second by Hirsch to approve the minutes of the regular meeting of July 18th, 2024, as presented or amended. Motion carried.

APPROVAL OF CLAIMS

Motion by Markham, second by Osten to approve the claims and hand checks in the amount of \$91,717.29 from July 18th, 2024, through July 31st, 2024, as presented or amended. Motion carried.

AFLAC Remittance Processing	96.72
SDRS	11540.90
SDRS 6%	4767.70
SDRS 8%	6773.20
United States Treasury	19310.05
Child Support Payment Center	442.00
Davis, Owen	368.48
Delta Dental	1084.00
Health Pool of SD	15144.05
SDRS-Supplemental	625.00
A&B Business Solutions	45.00
Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
AT&T Mobility	652.70
Birgen, Nicholin	50.00
Golden West Technologies	180.00
Hamelin, Anna	400.00
HDR Engineering, Inc	14187.05
Hermanson Egge Engineering, Inc.	120.00
Hirsch, Clyde	50.00
I&S Group, Inc.	1000.00
Kayl, Anthony	50.00
Kitzmiller, Michael	50.00
Markham, Gwenn	50.00
MDU	332.31
Meade County	150.00
Midcontinent Testing Laboratories, Inc.	360.00
Osten, Michael	50.00
Rapid City Journal	359.28
Schieffer, Lisa	50.00
Schmagel, David	50.00
Schrock, Brielle	50.00
Smith, Jeff	50.00

APPROVAL OF PAYROLL – July 2024 – SDCL 6-1-10

Motion by Hirsch, second by Markham, to approve the following payroll. Motion carried.

Dept. 4000 - \$12,825.20 Wastewater

Dept. 4110 - \$11749.99 Commission

Dept. 4120 - \$1,916.67 Mayor

Dept. 4140 - \$11,759.38 Finance

Dept. 4210 - \$43,111.38 Police

Dept. 4310 - \$15,146.04 Streets

Dept. 4652 - \$900.00 Planning & Zoning

****NOTED FOR THE RECORD – COMMISSION REPORTS ARE IN THE PACKET FOR VIEWING.**

UTILITY BILLING ADJUSTMENTS

Motion by Osten, second by Markham, to approve the utility billing adjustments of \$606.40 for the period July 1st, 2024- July 31st, 2024. Motion carried.

ROOFING QUOTES – ANTHONY KAYL

Motion by Markham, second by Osten to open discussion. Motion carried. Anthony Kayl, Public Works Director, spoke with Commission about the estimates provided.

Motion by Markham, second by Hirsch to close discussion. Motion carried.

Motion by Hirsch, second by Markham to choose the quote of All American Roofing. Motion carried

ROOFING QUOTES-REVISITED

Discussion took place on whether All American’s quote included the upgrade to class 4 shingles.

Motion by Hirsch, second by Osten to rescind motion on item 7C – roofing quotes. Motion carried.

The Board then reviewed the quotes regarding class 4 shingles.

Motion by Osten, second by Markham to accept the estimate from Renatus for the roofing at \$52,500.00. Motion carried.

FENCE PERMIT

Motion by Osten, second by Hirsch to take the matter off the table from the July 18th Commission meeting and open discussion. Motion carried.

City Administrator Lisa Schieffer explained that language was being taken out since the Homeowner’s Association was no longer in existence.

Motion to by Hirsch, second by Osten to close discussion. Motion carried.

Motion by Osten, second by Markham to adopt the fence permit. Motion carried.

ROOFING PERMIT

Motion by Osten, second by Markham to take the matter off the table from the July 18th Commission meeting and open discussion. Motion carried. Commissioner Reade expressed concerns about what needs to be contained in the permit. Discussion ensued about what the City Inspector would need to have on it.

Motion by Hirsch, second by Osten to close discussion. Motion carried.

Motion by Osten, second by Markham to table the discussion. Motion carried.

DISCUSSION ON TIF DEVELOPMENT AGREEMENT

Motion by Hirsch, second by Osten to open discussion. Motion carried. City Attorney Mike Wheeler stated he was still reviewing the same. It will be brought back before the Board on August 15th.

Motion by Markham, second by Osten to close discussion. Motion carried.

No action taken.

DISCUSSION ON ORDINANCE 31.083 – CHAIRPERSON, VICE CHAIRPERSON, SECRETARY OF PARKS & RECREATION BOARD

Motion by Markham, second by Hirsch to open discussion. Motion carried. City Administrator Lisa Schieffer presented a request for language to be changed on having more than just the Chairperson being the one to present to the Board of Commissioners.

Motion by Hirsch, second by Osten to close discussion. Motion carried.

Motion by Osten, second by Markham to set first reading for September 5th @ 6:00 p.m. Motion carried.

DISCUSSION ON BUILDING CODE AND CONSTRUCTION STANDARDS/BUILDING INSPECTOR AND BUILDING PERMIT ORDINANCES

Motion by Osten, second by Markham to open discussion. Motion carried. Discussion by City Attorney Mike Wheeler and City Administrator Lisa Schieffer on cleaning up the language in said chapter. Commissioner Reade also discussed wording clarification/definition.

Motion by Osten, second by Markham to close discussion. Motion carried.

Motion by Markham, second by Hirsch to set first reading for September 5th @ 6:00 p.m. Motion carried.

DISCUSSION ON AIRBNB/VRBO HOMES IN SUMMERSET

Motion by Osten, second by Hirsch to open discussion. Motion carried. Discussion was had regarding that the city does have ordinances in place for conditional use permits and business licenses. Wheeler will research the matter more to see if the city needs to have anything further in place.

Motion by Osten, second by Markham to close discussion. Motion carried.

No action taken.

CITY OF SUMMERSET CAPITAL IMPROVEMENT PLAN

Motion by Osten, second by Markham to open discussion. Motion carried.

City Administrator Lisa Schieffer went over the CIP Plan draft. Representatives from ISG will be here on the 15th for the final adoption.

Motion by Hirsch, second by Markham to close discussion. Motion carried.

Motion by Osten, second by Markham to set the adoption date for August 15th, 2024 @ 6:00 p.m. Motion carried.

BLUE PEAK FRANCHISE AGREEMENT – ORDINANCE 2024-10

Motion by Osten, second by Markham to approve the second reading of Ordinance 2024-10. Motion carried.

Motion by Hirsch, second by Markham to adopt Ordinance 2024-10. Motion carried.

DISCUSSION ON SDCL 9-9-20 through 9-9-24 RESPONSIBILITIES & DUTIES – M. WHEELER

Motion by Markham, second by Osten to open discussion. Motion carried.

Discussion took place on the oversight of department heads. Commissioner Reade spoke to wording in regards to finance. Request by Mayor to set resolution for clarity. City Attorney Mike Wheeler will bring back more information at the August 15th meeting.

Motion by Hirsch, second by Markham to close discussion. Motion carried.

SEPTIC PERMITS/911 ADDRESSING UPDATE – LISA SCHIEFFER

City Administrator Lisa Schieffer spoke on the transfer of delegation by Meade County to the City of Summerset.

CITIZENS INPUT

Concerns expressed by Lori Potthoff and Sue Reade.

UPCOMING EVENTS:

Public Safety Day will be Saturday, August 17th from 11:00 a.m. to 2:00 p.m. at Summerset City Hall.

ITEMS FROM CITY ATTORNEY

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

None

ADJOURNMENT

Motion by Osten, second by Hirsch to adjourn at 7:45 p.m. Motion carried.

(SEAL)

Michael Kitzmiller, Mayor

ATTEST:

Brielle, Schrock, Finance Officer

Published once _____, 2024, at a cost of \$_____.