

**SUMMERSET CITY COMMISSION  
REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY, September 5th, 2024 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Osten, Markham, and Hirsch were present. Commissioner Reade was present by phone. The City Attorney, City Finance Officer, and City Administrator were also present.

Mayor Kitzmiller led in the Pledge of Allegiance.

Commissioner Osten gave the invocation.

**CALL FOR CHANGES**

**Motion** by Markham, second by Osten to approve the agenda of the regular meeting of the Summerset City Commission for September 5<sup>th</sup>, 2024 as presented or amended. Motion carried.

**CONSENT CALENDAR**

**Motion** by Hirsch, second by Markham to approve the minutes of the regular meeting of August 15th, 2024, as presented or amended. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Reade, second by Hirsch to approve the claims and hand checks in the amount of \$241,660.16 from August 15th, 2024, through September 4th, 2024, as presented or amended. Motion carried.

A&B Business Solutions	462.63
A&B Business Solutions	45.00
A&B Business Solutions	555.20
AFLAC Remittance Processing	96.72
Ambrose, Jonathan	50.00
American Legal	1221.50
Anglin, Mitch	50.00
AT&T Mobility	652.70
Birgen, Nicholin	50.00
Black Hills Energy	7936.77
Child Support Payment Center	442.00
Clarity Telecom	1238.07
Delta Dental	1130.70
Delta Dental	118.40
Diesel Machinery Inc	4330.00
Diesel Machinery Inc	750.00
Dustbuster Enterprise Inc	4560.00
Fire Pro	36.50
HDR Engineering, Inc	4860.20
HDR Engineering, Inc	3636.25
Health Pool of SD	17203.57
Kayl, Anthony	50.00

Kitzmilller, Michael	50.00
Markham, Gwen	50.00
McComb Services	1672.65
MDU	256.75
Meade County Auditor	1618.96
Midcontinent Testing Laboratories Inc	360.00
On-Site First Aid & Safety	90.50
Osten, Michael	50.00
Rapid City Journal	203.34
Renatus Exteriors	39112.50
Schieffer, Lisa	50.00
Schrock, Brielle	50.00
SDRS	4657.20
SDRS	7250.08
SDRS- Supplemental Retirement Plan	650.00
Servall Uniform & Linen Supply	195.16
Simon Contractors	116056.90
Smith, Jeff	50.00
Tyler Technologies	105.00
United States Treasury	6548.99
United States Treasury	10621.74
United States Treasury	2484.16

**APPROVAL OF PAYROLL – August 2024 – SDCL 6-1-10**

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

Dept. 4000 - \$12,968.00 Wastewater

Dept. 4110 - \$1749.99 Commission

Dept. 4120 - \$1,916.67 Mayor

Dept. 4140 - \$11,694.47 Finance

Dept. 4210 - \$45,978.02 Police

Dept. 4310 - \$14,147.56 Streets

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

**UTILITY BILLING ADJUSTMENTS**

**Motion** by Hirsch, second by Markham, to approve the utility billing adjustments of \$505.71 for the period August 1 thru August 31, 2024. Motion carried.

**MINOR PLAT RESOLUTION 2024-15 – STAN JONES**

\*Planning and Zoning Board recommended unanimously a do pass.

**Motion** by Osten, second by Hirsch to open discussion. Motion carried. City Administrator Lisa Schieffer presented the minor plat to the Board.

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

**Motion** by Markham, second by Reade to approve the minor plat of Stan Jones. Motion carried.

**VARIANCE FOR NON-ANNEXATION – STAN JONES**

\*Planning and Zoning Board recommended unanimous approval of the variance.

**Motion** by Osten, second by Hirsch to open discussion. Motion carried. Discussion was had regarding the lots were located by Hide Away Hills and potential future incorporation of Black Hawk. It was not in the best interest of Summerset to annex the same.

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

**Motion** by Markham, second Reade to approve the variance for non-annexation. Motion carried.

#### **PARKS AND RECREATION SIGNS – JORDAN PULSCHER**

**Motion** by Osten, second by Markham to open discussion. Motion carried. Jordan Pulscher presented proposed donated sign design.

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

**Motion** by Osten, second by Markham to approve the design. Motion carried.

#### **RESOLUTION 2023-12 ESTABLISHMENT OF CAPITAL OUTLAY FOR STREET IMPROVEMENTS**

**Motion** by Reade, second by Hirsch to open discussion. Motion carried. Discussion was had on making it it's own fund.

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

**Motion** by Reade, second by Markham to direct City Attorney Mike Wheeler to redraft the item as a fund. Motion carried.

#### **CHANGE ORDER ASTORIA COURT/LANE**

**Motion** by Hirsch, second by Osten to open discussion. Motion carried. Public Works Director Anthony Kayl gave an overview on the change order.

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

**Motion** by Osten, second by Markham to approve the change order. Motion carried.

#### **ROOFING PERMIT**

**Motion** by Reade, second by Markham to take the matter off the table from the August 1st Commission meeting and open discussion. Motion carried. City Administrator presented the roofing permits and explained the differences between the two.

**Motion** by Osten, second by Reade to close discussion. Motion carried.

**Motion** by Osten, second by Markham to approve the version from Commissioner Reade for the roofing permit. Motion carried.

#### **DISCUSSION ON AIRBNB/VRBO HOMES IN SUMMERSET**

**Motion** by Reade, second by Osten to open discussion. Motion carried. It was discussed that the City already has ordinances in place wherein a business license would need to be acquired.

**Motion** by Hirsch, second by Osten to close discussion. Motion carried. No action taken.

#### **FIRST READING ON ORDINANCE 2024-12 BUILDING CODE AND CONSTRUCTION STANDARDS/BUILDING INSPECTOR AND BUILDING PERMIT ORDINANCES**

**Motion** by Osten, second by Markham to open discussion. Motion carried. City Attorney Mike Wheeler presented the new language to the Board.

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

**Motion** by Reade, second by Markham to approve the first reading of amended Ordinance 2024-12 and set the second reading for September 19<sup>th</sup> @ 6:00 p.m. Motion carried.

#### **FIRST READING OF AMENDED ORDINANCE 2024-11 - CHAIRPERSON, VICE CHAIRPERSON, SECRETARY OF PARKS & RECREATION BOARD**

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

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

**Motion** by Osten, second by Markham to approve the first reading of amended Ordinance 2024-11 and set the second reading for September 19<sup>th</sup> @ 6:00 p.m. Motion carried.

**FIRST READING OF ORDINANCE 2025 – AN ORDINANCE APPROPRIATING FUNDS FOR THE FISCAL YEAR 2025**

**Motion** by Hirsch, second by Markham to open discussion. Motion carried. Finance Officer Brielle Schrock went over the changes to the budget. Those numbers were then put in the ordinance for first reading.

**Motion** by Reade, second by Osten to close discussion. Motion carried.

**Motion** by Reade, second by Markham to approve first reading of amended Ordinance 2025 and set the second reading for September 19<sup>th</sup> @ 6:00 p.m. Motion carried.

**CITIZENS INPUT-** Harlan Gerlach came before the Board to discuss roofing permits.

**UPCOMING EVENTS-** None

**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 Markham to adjourn at 7:11 p.m. Motion carried.

(SEAL)

\_\_\_\_\_  
Michael Kitzmiller, Mayor

ATTEST:

\_\_\_\_\_  
Brielle, Schrock, Finance Officer

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