

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, NOVEMBER 21st, 2024 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:04 p.m. Commissioners Markham, Hirsch, and Reade were present. Commissioner Osten was absent. The City Attorney, City Finance Officer, and City Administrator were also present.

Mayor Kitzmiller led in the Pledge of Allegiance.

Mayor Kitzmiller gave the invocation.

CALL FOR CHANGES

Motion by Reade, second by Hirsch to approve the agenda of the regular meeting of the Summerset City Commission for November 21st, 2024 as presented or amended. Motion carried.

CONSENT CALENDAR

Motion by Hirsch, second by Reade to approve the minutes of the regular meeting held on November 7th, 2024, as presented or amended. Motion carried.

APPROVAL OF CLAIMS

Motion by Reade, second by Markham to approve the claims and hand checks in the amount of \$177,209.83 from November 7th, 2024 through November 20th, 2024, as presented or amended. Motion carried.

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| Cardmember Services | 297.62 |
| SD State Treasurer | 976.82 |
| USBank | 121528.82 |
| A&B Business Solutions | 45.00 |
| Black Hawk Water Users District | 41.25 |
| Black Hills Energy | 6852.46 |
| CBH CO-OP | 4967.72 |
| City of Rapid City | 5355.00 |
| City of Sturgis | 190.00 |
| Clarity Telecom | 1238.43 |
| Greenapsis | 366.79 |
| Haveman Business Services LLC | 750.00 |
| HDR Engineering, Inc | 18235.09 |
| Hermanson Egge Engineering, Inc. | 2100.00 |
| HUNEKE CONSTRUCTION | 1000.00 |
| Kieffer Sanitation | 350.00 |
| MDU | 706.25 |
| Meade County Auditor | 1232.50 |
| Meade County Register of Deeds | 90.00 |
| Midcontinent Communications | 184.87 |
| Midcontinent Testing Laboratories, Inc. | 182.50 |
| Rushmore Office | 357.00 |
| Servall Uniform & Linen Supply | 195.16 |
| TextMyGov | 1800.00 |

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|---------------------------------------|---------|
| TRANSOURCE TRUCK & EQUIPMENT, INC. | 7604.26 |
| USA Bluebook | 312.29 |
| JR BBQ | 250.00 |

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

PUZZLE BOX EXCHANGE BOX – LAURIE POTTHOFF

Motion by Markham, second by Reade to open discussion. Motion carried. Laurie presented the puzzle box program and the box she would like to create. Donations have already started, and a request was made to place the box in front of City Hall where it is accessible and safe.

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

Motion by Reade, second by Markham to approve of the puzzle box being placed at City Hall in a location designated by City Administrator Lisa Schieffer. Motion carried.

DOT MARKETING WEBSITE DESIGN– ANGELA WOLTER

Motion by Markham, second by Hirsch to open discussion. Motion carried. Ms. Wolter presented an example website for the City of Somerset. Other projects were also shown. The website would be usable, accessible, searchable, and scalable.

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

Motion by Markham, second by Reade to table the matter until December 5th meeting. Motion carried.

SEDC UPDATE – BRENNA BLOCK

Brenna updated the commission on numerous events she has been involved in this month. Ms. Block also updated the Board on upcoming events and plans as well as possibility of new coming businesses.

AXON ENTERPRISE CONTRACT – RICH NASSER

Motion by Reade, second by Hirsch to open discussion. Motion carried. Chief Nasser presented the contract for upgraded fleet tasers. The agreement includes no change to the budget for 2025.

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

Motion by Reade, second by Markham to approve the Axon contract. Motion carried.

PRELIMINARY/FINAL PLAT RESOLUTION 2024-21– LYON LLC

*Planning & Zoning Board recommended unanimously a do pass.

Motion by Hirsch, second by Reade to open discussion. Motion carried. City Administrator Lisa Schieffer presented to the board that all comments presented by HDR had been resolved and all items were in good order.

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

Motion by Reade, second by Markham to approve Resolution 2024-21 for the preliminary/final plat of Lyon LLC. Motion carried.

EXCEPTION REQUEST/PRELIMINARY PLAT NORMAN RANCH – VANOCKER DEVELOPMENT

*Planning and Zoning recommended an unanimous do pass contingent upon the following items: 1) Extended warranty on Norman Ranch pump and lift station to 3 years; 2) Air valves working to increase adequate flow; 3) Plan between the developer and city in case it is overloaded; 4) Letter from US Army Corp of Engineers for work in wetland area.

*All other documents pertaining to Norman Ranch can be found at www.summerset.us Departments> Planning & Zoning>Agenda & Minutes.

City Attorney Wheeler recommended this matter be returned to Planning and Zoning.

Motion by Markham, second by Reade to refer this matter back to Planning and Zoning. Motion carried.

SECOND READING OF TSO 2024-03

Motion by Markham, second by Reade to approve the second reading of TSO 2024-03. Motion carried.

Motion by Reade, second by Hirsch to adopt TSO 2024-03. Motion carried.

MEADE COUNTY TERMINATION OF MEMORANDUM OF UNDERSTANDING

Motion by Hirsch, second by Reade to open discussion. Motion carried. City Administrator Lisa Schieffer spoke on the original agreement stating Meade County would no longer conduct septic permit inspections. Hermanson Egge will now do the septic inspections for the city.

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

Motion by Markham, second by Reade to approve termination of the MOU. Motion carried.

SURPLUS PROPERTY – POLICE DEPARTMENT

Motion by Markham, second by Reade to approve surplus of the Armor Express Body Armor, Model AEXPG2-A-III A, serial number 2103293478 in the amount of \$247.50. Motion carried.

PAYROLL CHANGE – POLICE DEPARTMENT

Anna Hamelin has successfully become a certified officer after completing the 12-week course. Certified Officer Grade 17, Step A - \$25.31 effective 11/18/2024. Chief Nasser also praised Officer Hamelin for receiving the Leadership Challenge Coin Award, Inspiration Award, and was voted to give the commencement speech.

Motion by Reade, second by Markham to approve the payroll change. Motion carried.

LIGHTING MAINTENANCE – MIKE KITZMILLER

Motion by Markham, second by Reade to open discussion. Motion carried. Mayor Kitzmiller presented the quote from Lighting Maintenance for the sign at City Hall. Commission requested he attempt once more for quotes from additional companies.

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

CITIZENS INPUT

Laurie Potthoff expressed concern for citizens not being able to hear clearly at meetings. City Administrator Schieffer spoke to the Commission to remind them to speak clearly in to their microphones.

UPCOMING EVENTS:

City Offices will be closed Thursday/Friday, November 28th and 29th in honor of Thanksgiving.

ITEMS FROM CITY ATTORNEY: NONE

ADJOURNMENT

Motion by Hirsch, second by Reade to adjourn at 7:00p.m. Motion carried.

(SEAL)

Michael Kitzmiller, Mayor

ATTEST:

Brielle, Schrock, Finance Officer

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

