

**SUMMERSET CITY COMMISSION  
REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
THURSDAY, NOVEMBER 7th, 2024 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:00 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 Hirsch to approve the agenda of the regular meeting of the Summerset City Commission for November 7th, 2024 as presented or amended. Motion carried.

**CONSENT CALENDAR**

**Motion** by Markham, second by Reade approve the minutes of the regular meeting on October 17<sup>th</sup> 2024 as presented or amended. Motion carried.

**APPROVAL OF CLAIMS**

**Motion** by Hirsch, second by Reade to approve the claims and hand checks in the amount of \$184,808.57 from October 17<sup>th</sup>, 2024, through November 6<sup>th</sup>, 2024, as presented or amended. Motion carried.

First National Trust and Investment	24975.77
A&B Business Solutions	474.05
Ambrose, Jonathan	50.00
Anglin, Mitch	118.00
AT&T Mobility	652.98
Birgen, Nicholin	50.00
Black Hills Energy	7126.35
Cardmember Services	6201.34
CASEY PETERSON & ASSOC., LTD	53940.00
Clarity Telecom	1239.06
Complete HVAC Service & Installation LLC	294.71
Dakota Pump, Inc	355.23
Demersseman Jensen Tellinghuisen & Huffman, LLP	1537.66
Fire Pro	873.70
Golden West Technologies	3983.98
Goosen, Michael	75.00
Hirsch, Clyde	50.00
Kayl, Anthony	118.00
Kitzmiller, Michael	50.00
Macrander, Matthew	100.00
Markham, Gwenn	50.00
MDU	285.33
Meade County Auditor	1614.19
Mid-American Research Chemical	1479.79
Midcontinent Testing Laboratories, Inc.	360.00
Nasser, Rich	100.00

Osten, Michael	50.00
RCS Construction Inc	9852.67
Schieffer, Lisa	50.00
Schmagel, David	50.00
SCHROCK, BRIELLE	50.00
Smith, Jeff	50.00
Solar Sound Corp.	9045.60
AFLAC Remittance Processing	96.72
SDRS	11864.86
United States Treasury	19683.81
Child Support Payment Center	442.00
Delta Dental	1177.40
Health Pool of SD	17203.57
SDRS-SUPPLEMENTAL RETIREMENT PLAN (SDSRP)	775.00
United States Treasury	103.78
SDRS	63.04
James Steele	8094.98

**APPROVAL OF PAYROLL – OCTOBER 2024 (SDCL 6-1-10)**

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

Dept. 4000 - \$13,230.84 Wastewater

Dept. 4110 - \$1,749.99 Commission

Dept. 4120 - \$1,916.67 Mayor

Dept. 4140 - \$11,790.52 Finance

Dept. 4210 - \$45,085.42 Police

Dept. 4310 - \$14,347.01 Streets

Dept. 4652 - \$500.00 Planning & Zoning

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

**UTILITY BILLING ADJUSTMENTS**

**Motion** by Reade, second by Markham, to approve the utility billing adjustments of \$127.18 for the period October 1 thru October 30, 2024. Motion carried.

**CASEY PETERSON & ASSOCIATES – AUDIT REVIEW FOR 2022/2023**

\*A copy of the full audit can be found on the website.

**Motion** by Reade, second by Osten to open discussion. Motion carried. Devin Pfaff with Casey Peterson & Associates gave an overview of the 2022-2023 audit.

**Motion** by Reade, second by Osten to close discussion. Motion carried. Not action taken.

**CASTLEWOOD PARK – LEAH BERG**

**Motion** by Osten, second by Hirsch to open discussion. Motion carried. Leah Berg presented the plans for the park. Public Works Director Kayl also spoke on the plans. A resident from a neighboring home came forward to ask questions. Parks and Rec Board Members Rodriguez and Pulscher spoke in favor of the park.

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

**Motion** by Osten, second by Markham to approve the Castlewood Park plans as presented by Leah Berg/ ACES and waive all applicable fees. Motion carried.

**SEDC PROFESSIONAL SERVICES CONTRACT – AMANDA ANGLIN**

**Motion** by Hirsch, second by Reade to open discussion. Motion carried. Amanda Anglin with SEDC presented the contract to the board for approval.

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

**Motion** by Markham, second by Osten to approve the SEDC Professional Services Contract as presented. Motion carried.

#### **LIGHTING MAINTENANCE QUOTE/ELECTRICAL SIGN – M. KITZMILLER**

**Motion** by Osten, second by Hirsch to open discussion. Motion carried. City Administrator Schieffer reviewed the matter which was tabled on previously. Mayor Kitzmiller and Finance Officer Schrock spoke on acquiring additional quotes. It was also discussed that the signs would be supplemented in the 2024 budget.

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

#### **LIQUOR LICENSING/RESOLUTION 2024-20**

**Motion** by Reade, second by Markham to open discussion. Motion carried. Finance Officer Schrock presented liquor license renewals for 2025 with no concerns.

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

**Motion** by Hirsch, second by Osten to approve all presented liquor licenses for 2025. Motion carried.

#### **FIRST READING OF ORDINANCE TSO 2024-03**

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

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

**Motion** by Osten, second by Markham to approve the first reading and set the second reading for November 21<sup>st</sup> @ 6:00 p.m. Motion carried.

#### **RESIGNATION OF PARKS AND RECREATION BOARD MEMBER YVONNE CARTER**

**Motion** by Reade, second by Osten to accept resignation. Motion carried.

#### **TRANSFER OF CASH FROM 302 FUND TO 502 FUND**

**Motion** by Reade, second by Osten to open discussion. Motion carried. City Administrator Schieffer presented information on the transfer of Tif 1 money to TIF 2 to take the account out of the negative. Because it is for wastewater it will satisfy audit requirements.

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

**Motion** by Markham, second by Reade to approve the transfer of \$898,910.75 from fund 302 to Fund 502. Motion carried.

#### **SET FIRST READING FOR SUPPLEMENTAL ORDINANCE 2024-13**

**Motion** by Markham, second by Reade to set first reading for December 5<sup>th</sup> @ 6:00 p.m. Motion carried.

#### **SET FIRST READING FOR ORDINANCE 2024-14 APPENDIX A: ROUTE MAP – CHAPTER 50 SNOW AND ICE REMOVAL ROUTES AND POLICIES**

**Motion** by Reade, second by Markham to set first reading for December 5<sup>th</sup> @ 6:00 p.m. Motion carried.

#### **NOTIFICATION OF REIMBURSEMENT/PAYMENT LETTER #SRMC – L. SCHIEFFER**

City Administrator Schieffer informed the board about an additional grant received for the City Hall Generators.

#### **APPLICATION AND CERTIFICATE FOR PAYMENT #19-F (FINAL ON WWTP PROJECT)**

**Motion** by Reade, second by Markham to approve Final Pay App. Motion carried.

#### **CITIZENS INPUT**

Angela Lutz spoke on needing personal information redacted when published in agenda packets. Jordan Pulscher praised the City for the new solar street lighting.

#### **UPCOMING EVENTS:**

City Offices are closed Monday, November 11th in honor of Veteran's Day.

City Offices are closed Thursday and Friday, November 28<sup>th</sup> and 29<sup>th</sup> for Thanksgiving per Governor Kristi Noem.

**ITEMS FROM CITY ATTORNEY**

Motion by Osten, second by Reade to enter Executive Session per SDCL 1-25-2 for discussing legal, economic development, and personnel issues at 7:15pm. Motion carried.

Motion by Reade, second by Hirsch to exit Executive Session at 7:28pm. Motion carried.

**ADJOURNMENT**

**Motion** by Reade, second by Osten to adjourn at 7:48p.m. Motion carried.

(SEAL)

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

ATTEST:

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

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