

**City of Summerset**  
**Regular Commission Meeting**  
**December 19<sup>th</sup>, 2024; 6pm**

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Osten, Markham, Hirsch, and Reade were present. 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.

**Motion** by Osten, second by Markham to approve the Agenda of the regular meeting of the Summerset City Commission for December 19<sup>th</sup>, 2024 as presented or amended. Motion carried.

**Consent Calendar**

**Motion** by Reade second by Hirsch for approval of the Minutes of the regular meeting held on December 5<sup>th</sup>, 2024 as presented or amended. Motion carried.

**Approval of the Claims**

**Motion** by Reade second by Osten for approval of the claims in the amount of \$182,757.92 from December 2<sup>nd</sup>, 2024 through December 16<sup>th</sup> 2024. Motion carried.

A&B Business Solutions	45
A&B Welding Supply	124.16
Black Hawk Water Users District	38.5
Black Hills Energy	7131.84
Card Member Services	16371.53
CBH CO-OP	3105.75
City of Rapid City	4445.91
Coleman Moore Company	2473.34
Demersseman Jensen Tellinghuisen & Huffman, LLP	4695
GenPro Energy Solutions	87256.67
Golden West Technologies	3983.98
Hermanson Egge Engineering, Inc.	360
Kieffer Sanitation	350
MDU	1092.54
Midcontinent Communications	186.92
Midcontinent Testing Laboratories, Inc.	182.5
NTEC	1131.04
SD One Call	64.05
SD State Treasurer	976.03
SDML WORK COMPENSATION FUND	21377
Servall Uniform & Linen Supply	195.16
Sturgis Economic Development Corp	200
Tech Sales Company	5171
USGS	21800

**Noted for the record- Department Head Reports are in the packet for viewing.**

**Application for Abatement/ Refund of Property Taxes- Fred and Sherry Passananti**

**Motion** by Hirsch second by Osten to open discussion. Motion carried. City Administrator Lisa Schieffer presented the application to the board.

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

**Motion** by Reade second by Markham to approve the application. Motion carried.

**SEDC Update- Brenna Block** gave updates on recent meetings, teaching ethics at SBHS, potential businesses.

#### **DOT Marketing Website Design**

**Motion** by Osten second by Markham to open discussion. Motion carried. Commissioner Markham gave a summary about what has been requested for the website. City Administrator Lisa spoke about the comparison to GoDaddy and other quotes. Security was a top concern. Future growth was also discussed. Fillable forms also high importance. Commissioner Reade stated he was uncomfortable making a vote without knowing existing contractual agreements with GoDaddy.

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

**Motion** by Hirsch second by Markham to table until the board comes out of executive session. Motion carried.

#### **Variance- Lyon LLC**

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

**Motion** by Osten second by Markham to open discussion. Motion carried. City Administrator Lisa presented the variance to the board.

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

**Motion** by Osten second by Reade to approve the variance. Motion carried.

#### **Preliminary Plat- Tom Norman**

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

**Motion** by Hirsch second by Osten to open discussion. Motion carried. City Administrator Lisa presented the Preliminary Plat with no concerns noted.

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

**Motion** by Reade second by Hirsch to approve the preliminary plat. Motion carried.

#### **HDR 2025 General Engineering Services- Task Order**

City Administrator Lisa explained the annual contract.

**Motion** Markham second by Osten to approve. Motion carried.

#### **Second Reading for Supplemental Ordinance 2024-13**

**Motion** by Markham second by Osten to approve the Second Reading of Ordinance 2024-13. Motion carried.

**Motion** by Osten second by Markham to adopt Ordinance 2024-13. Motion carried.

#### **Second Reading of Ordinance 2024-14 Appendix A: Route Map- Chapter 50 Snow and Ice Removal Routes and Policies**

**Motion** by Osten second by Markham to approve the Second Reading of Ordinance 2024-14. Motion carried.

**Motion** by Reade second by Markham to adopt Ordinance 2024-14. Motion carried.

#### **Lighting Maintenance- Mike Kitzmiller**

**Motion** by Reade second by Osten to open discussion. Motion carried. Mr. Webber from Lighting Maintenance present to answer questions. It was agreed that the Sun Valley sign was on hold. Currently considering City Hall parking lot. Commissioner Markham asked questions to clarify who controlled the messages, how servicing is completed and software updates. Public Works Director Anthony asked if it was dimmable which was confirmed. 5 year parts only warranty is included. Service call hourly rate is \$150/ hr. Turn around time is generally a "couple days". Commissioner Hirsch clarified with Lisa that the insurance would cover the sign.

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

**Motion** by Osten second by Hirsch to approve with funds being taken from contingency. Motion carried.

**2025 SDML Workers Compensation Fund- Trenching and Confined Space Entry Safety Equipment Grant Application- Lisa Schieffer**

**Motion** by Hirsch second by Osten to open discussion. Motion carried. City Administrator Lisa presented the grant to be sought for safety equipment in 2025 for the City's public works department. Public Works Director Anthony spoke on City's lack of safety equipment for employees.

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

**Motion** by Osten second by Hirsch to approve purchase through grant. Motion carried.

**Summerset City Agenda Template- Brielle Schrock**

**Motion** by Osten second by Hirsch to open discussion. Motion carried. Finance Officer Brielle presented the proposed template for agendas citing accessibility and ADA.

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

**Motion** by Osten second by Markham to adopt. Motion carried.

**Grant Award Community Forestry- Beautification City Hall Campus**

The City of Summerset has been awarded the grant for trees at City Hall.

**Upcoming Events**

City Offices are closed December 23<sup>rd</sup>-25<sup>th</sup> for Christmas.

Year End Commission Meeting- bills only- will be held December 30<sup>th</sup> at 5:30pm.

**Items From City Attorney**

Motion by Markham, second by Osten to enter Executive Session per SDCL 1-25-2 for discussing legal, economic development, and personnel issues at 7:20pm. Motion carried.

Motion by Reade, second by Hirsch to exit Executive Session at 7:38pm. Motion carried. No action taken.

**Adjournment**

**Motion** by Osten, second by Hirsch to adjourn at 7:38p.m. Motion carried.

(SEAL)

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

ATTEST:

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

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