

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, DECEMBER 5th, 2024 5:30 P.M**

Mayor Kitzmiller called the regular meeting to order at 5:30 p.m. Commissioners Osten, Markham, and Reade were present. Commissioner Hirsch was absent. The City Attorney and City Administrator were also present.

EXECUTIVE SESSION SDCL 1-25-2 – LEGAL/CONTRACTUAL

Motion by Osten, second by Markham to enter Executive Session per SDCL 1-25-2 for discussing legal, contractual at 5:30 p.m. Mayor Kitzmiller also motioned to include City Administrator Lisa Schieffer, HDR’s Lindsay Shagla and Chris Robinson, Public Works Director Tony Kayl, and Waste Water Director Jon Ambrose in executive session. Motion carried.

Motion by Reade, second by Markham to exit Executive Session at 6:03pm. Motion carried.

Mayor Kitzmiller led in the Pledge of Allegiance.

Commissioner Osten gave the invocation.

CALL FOR CHANGES

Motion by Osten, second by Reade to approve the agenda of the regular meeting of the Summerset City Commission for December 5th, 2024 as presented or amended. Motion carried.

CONSENT CALENDAR

Motion by Reade, second by Markham approve the minutes of the regular meeting on November 21st, 2024 as presented or amended. Motion carried.

APPROVAL OF CLAIMS

Motion by Reade, second by Osten to approve the claims and hand checks in the amount of \$207,725.82 from November 21st, 2024, through December 4th, 2024, as presented or amended. Motion carried.

A&B Business Solutions	534.31
AFLAC Remittance Processing	96.72
Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
Axon Enterprise, Inc.	4,116.00
Birgen, Nicholin	50.00
Child Support Payment Center	442.00
Delta Dental	1,177.40
Greenapsis	350.00
Health Pool of SD	17,203.57
Hirsch, Clyde	50.00
JR's BBQ	736.40
Kayl, Anthony	50.00
Kitzmiller, Michael	50.00
Markham, Gwenn	50.00
Osten, Michael	50.00
Rapid Rooter	1,520.45
Schieffer, Lisa	50.00
Schmagel, David	50.00
SCHROCK, BRIELLE	50.00
SDRS	11,665.22

SDRS-SUPPLEMENTAL	775.00
Smith, Jeff	50.00
Tech Sales Company	830.00
United States Treasury	19,278.75
USDA	148,400.00

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

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

- Dept. 4000 - \$12,929.07 Wastewater
- Dept. 4110 - \$1,749.99 Commission
- Dept. 4120 - \$1,916.67 Mayor
- Dept. 4140 - \$11,634.74 Finance
- Dept. 4210 - \$44,385.77 Police
- Dept. 4310 - \$13,921.05 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 Osten, to approve the utility billing adjustments of \$75.57 for the period November 1 through November 30, 2024. Motion carried.

DESIGN EXCEPTION REQUEST/PRELIMINARY PLAT FOR NORMAN RANCH – VANOCKER DEVELOPMENT

Motion by Osten, second by Markham to open discussion on Design Exception Request and Preliminary Plat. Motion carried. City Attorney Mike Wheeler expressed his concerns on contingencies A & B to Kyle Treloar from Vanocker. Wheeler suggested that these both be removed. Tony Thompson with TNT Homes came forward and discussed his concerns with protection of capacity for the development. Wheeler and Treloar discussed this and ultimately agreed the concerns would be addressed by the Cost Sharing Agreement that is to come in the future.

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

Motion by Markham, second Osten to approve the Design Exception Request and Preliminary Plat for Norman Ranch with the contingencies, as listed below, presented by Attorney Mike Wheeler. Mayor Kitzmiller called for a roll-call vote. Commissioner Osten, aye. Commissioner Markham, aye. Commissioner Reade, aye. Mayor Kitzmiller, aye:

- A. Norman Ranch Subdivision, LLC, the developer, agrees to construct a force main that meets the 2 ft/sec minimum City of Summerset IDCM requirement. The force main is anticipated to be an HDPE 4” line for the use of Norman Ranch Subdivision, LLC. The design and layout of the offsite sewer shall be constructed prior to issuance of any Certificates of Occupancy to Norman Ranch Subdivision, LLC. The force main and lift station flow rate will be limited to 80 gal/min or less for phases 1A and 1B to allow City of Summerset lift station to operate as currently designed and confirmed by the City staff.
- B. The Norman Ranch Subdivision, LLC lift station will be designed to meet City of Summerset IDCM requirements.
- C. Power plans, instrumentation, and control plans will be developed by a licensed engineer and submitted to the City for approval.
- D. Any building constructed for dedication to the City of Summerset for Norman Ranch Subdivision, LLC will be designed to current adopted City building code. Building plans require approval from the City’s Building Review Authority.
- E. The Norman Ranch Subdivision, LLC lift station will be provided to the City with pump alarms, high level alarms, generator alarms and all other requirements defined in the City of Summerset IDCM. All alarms and operating outputs will be integrated into the City’s SCADA system. The City will have the opportunity to review and approve alarm strategies.
- F. The developer will provide an odor control evaluation as required by the IDCM and address any potential odor issues with the design. Any odor control design will include and consider O&M costs. Odor control is

not proposed to be provided with phase one. Any odor complaints that arise as a result, will be resolved by Norman Ranch.

G. A flow meter will be provided on the discharge line of the Norman Ranch Subdivision, LLC lift station and flow data will be integrated into the City's SCADA system.

H. Proper air valves will be specified.

I. Project specifications will be provided to the City for review and approval. The following requirements will be included at a minimum.

1. Equipment startup services will be provided by a manufacturer authorized representative.

2. Equipment training services will be provided to City staff by manufacturer authorized representatives.

3. As-built construction drawings will be provided to the City.

4. Equipment O&M manuals will be provided to the City.

5. The City's standard warranty period will be provided for all equipment (two years).

J. Any proposed equipment and building materials not covered by the standard specifications will be submitted to the City for review and approval. Any equipment or building materials not approved by the City are subject to rejection.

K. USACE approval is required for work in the existing drainage.

BLACK HILLS COUNCIL OF LOCAL GOVERNMENTS – PERFORMANCE AGREEMENT

Motion by Reade, second by Osten to open discussion. Motion carried. City Administrator Schieffer presented the Comprehensive Plan agreement with cost. She stated there are grants available which she will apply for. The Comprehensive Plan will be budgeted in 2025 to be paid in 2026. The plan would begin in January or February of 2025 and would take approximately 1 year. Throughout the year there will be items brought to the Commission as well as Planning and Zoning Board.

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

Motion by Markham, second by Reade to approve the Mayor signing the agreement and to move forward with the Comprehensive Plan. Motion carried.

FIRST READING FOR SUPPLEMENTAL ORDINANCE 2024-13

Motion by Osten, second by Markham to open discussion. Motion carried. Finance Officer Schrock presented the Supplemental Ordinance for 2024.

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

Motion by Osten, second by Markham to approve Supplemental Ordinance 2024-13 and set the second reading for December 19th @ 6:00 p.m. Motion carried.

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

Motion by Markham, second by Reade to open discussion. Motion carried. City Administrator Schieffer presented the information that was to be corrected as the outdated ordinance did not match the newest resolution.

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

Motion by Reade, second by Osten to approve the first reading and set the second reading for December 19th @ 6:00 p.m. Motion carried.

SUMMERSSET CITY WEBSITE – GWENN MARKHAM/LISA SCHIEFFER

*Agenda item was tabled until the Commission Meeting set for December 19th @ 6:00 p.m.

PARKS AND RECREATION BOARD APPLICATION

*Shawn was unable to attend the Commission meeting. City Administrator Schieffer felt he would be a great addition.

Motion by Markham, second by Reade to approve Shawn Kohl to the Parks and Recreation Board. Motion carried.

SET LAST MEETING IN DECEMBER FOR BILLS

Motion by Markham, second by Osten to set meeting for December 30th at 5:30 p.m. Motion carried.

CITIZENS INPUT

Eddie Herz, a resident in Sun Valley, spoke on his concerns for speeding, stop sign violations, and parking violations in the subdivision.

UPCOMING EVENTS:

City Offices are closed December 23 – 25th, 2024 for Christmas per Governor Kristi Noem

ITEMS FROM CITY ATTORNEY: NONE

ADJOURNMENT

Motion by Markham, second by Reade to adjourn at 6:43p.m. Motion carried.

(SEAL)

Michael Kitzmiller, Mayor

ATTEST:

Brielle, Schrock, Finance Officer

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