

City of Somerset  
Regular Commission Meeting  
January 2<sup>nd</sup>, 2025; 6pm

Mayor Kitzmiller called the Regular Meeting to order at 6:00 p.m. Commissioners Osten, Markham, Reade and Hirsch 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.

**Call for Changes**

Declaration of conflict of interest- none

**Motion** by Markham, second by Reade, to approve the agenda for the regular meeting of the Somerset City Commission for January 2nd, 2025. Motion carried.

Citizen Input- none

**Consent Calendar**

**Motion** by Osten, second by Hirsch, to approve the amended minutes of the regular meeting of December 30th, 2024. Amended to add claims. Motion carried.

**Approval of Claims**

**Motion** by Hirsch, second by Reade, to approve the claims in the amount of \$4,011.00 from December 30th, 2024, through January 1st, 2025, as presented or amended. Motion carried.

Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
AT&T Mobility	1305.96
Birgen, Nicholin	50.00
Clarity Telecom	1238.88
Greenapsis	525.00
Hirsch, Clyde	50.00
Kayl, Anthony	78.00
Kitzmiller, Michael	50.00
Markham, Gwenn	50.00
Meade County Register of Deeds	90.00
Osten, Michael	50.00
Schieffer, Lisa	78.00
Schmagel, David	50.00
Schrock, Brielle	50.00
Servall Uniform & Linen Supply	195.16
Smith, Jeff	50.00

**Approval of Payroll – December 2024 – SDCL 6-1-10**

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

Dept. 4000 - \$13,274.38 Wastewater  
Dept. 4110 - \$1,749.99 Commission  
Dept. 4120 - \$1,916.67 Mayor  
Dept. 4140 - \$11,790.52 Finance  
Dept. 4210 - \$50,694.50 Police  
Dept. 4310 - \$14,275.33 Streets  
Dept. 4652 - \$1,000.00 Planning & Zoning

### **Utility Billing Adjustments**

**Motion** by Reade, second by Markham, to approve the utility billing adjustments of \$68.70 for the period December 1 through December 31, 2024. Motion carried.

### **Commission Reports**

Commission reports are in the packet for review.

### **Asset Management – Anthony Kayl**

**Motion** by Osten, second by Markham, to open discussion. Motion carried. Public Works Director Anthony Kayl updated the Commission on the asset management system. He stated there is a grant for the mapping cost. The cost for the city would be around \$1000 per year for the licensing. The city would also need to buy the equipment. Kayl was directed by the Commission to find out what type of storage the system runs on and how many users can be added.

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

**Motion** by Osten, second by Markham to table the matter until the January 16<sup>th</sup> meeting. Motion carried.

### **Final Plat Lots 4 & 5 Resolution 2025-02– Tom Norman**

\*Planning and Zoning recommended approval unanimously.

**Motion** by Hirsch, second by Osten, to open discussion. Motion carried. City Administrator Lisa Schieffer presented the information on the Final Plat to the Commission.

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

**Motion** by Osten, second by Markham, to approve the final plat/resolution 2025-02 of Tom Norman. Motion carried.

### **Voluntary Annexation Lots 4 & 5 Resolution 2025-03 – Tom Norman**

\*Planning and Zoning recommended approval unanimously.

**Motion** by Reade, second by Markham to open discussion. Motion carried. City Administrator Lisa Schieffer presented the information on the Voluntary Annexation.

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

**Motion** by Reade, second by Osten to approve the Voluntary Annexation of Lots 4&5/Resolution 2025-03 of Tom Norman. Motion carried.

### **Municipal Election**

**Motion** by Osten, second by Markham, to set municipal election for April 8th, 2025 location: 7055 Leisure Lane, Summerset, South Dakota. Motion carried.

**Motion** by Hirsch, second by Reade, to set rate of pay for election workers: \$200.00 for precinct deputy, \$225.00 for precinct superintendent, \$25.00 for election training, and \$10.00 for personal use of cell phone. Motion carried.

**Notice of Vacancy**

**Motion** by Markham, second by Reade, to approve the terms: One (1) City Commissioner Seat -Three (3) Year Term; One (1) City Commissioner Seat – One (1) Year Term. Motion carried.

**Official Newspaper**

**Motion** by Hirsch, second by Markham, to approve of Designated Newspaper: Designation of Rapid City Journal as official newspaper for 2025. Motion carried.

**Appointment of Planning & Zoning Board Members**

**Motion** by Markham, second by Reade, to appoint Brody Oldfield and Casey Kenrick to three-year terms. Motion carried.

**Appointment of City Officials:**

**Motion** by Osten, second by Hirsch, to appoint City Attorney Mike Wheeler. Motion carried.

**Motion** by Reade, second by Hirsch, to appoint City Finance Officer Brielle Schrock. Motion carried.

**Motion** by Osten, second by Markham, to appoint City Engineering Firms HDR and Hermanson Egge. Motion carried.

**Establish the amount of Finance Officer's Bond SDCL 9-14-6.1**

**Motion** by Reade, second by Hirsch, to set the bond for one hundred and fifty thousand per second class municipality. Motion carried.

**Authorizing Bank Depository**

**Motion** by Markham, second by Osten, to approve BankWest with the following authorized signers as the authorized bank depository: Mayor, President of Commission, City Administrator, Finance Commissioner and City Finance Officer. Motion carried.

**Resolution 2025-01 Setting the Salary and Wages for the City of Summerset for 2025**

**Motion** by Osten, second by Markham, to approve Resolution 2025-01. Motion carried.

**Approval of Contingency Funds – Close Out FY 2024**

**Motion** by Reade, second by Markham, to approve the contingency funds (101-4115-44150) in the amount of \$58,671.48 to Department line items: 101412041100 \$5.00 Mayor; 101419242900 \$48,168.48 per minutes of December 19<sup>th</sup>; 101419642200 \$10,498.00 Engineering. Motion carried.

**Hermanson Egge Engineering Contract Renewal 2025**

**Motion** Osten, second by Hirsch, to approve the contract renewal of Hermanson Egge for 2025. Motion carried.

**Resolution 2025-04 Fee Schedule**

**Motion** by Osten, second by Markham, to open discussion. Motion carried. City Administrator Lisa Schieffer and Finance Officer Brielle Schrock presented the proposed changes.

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

**Motion** by Hirsch, second by Markham, to approve Resolution 2025-04 Fee Schedule with amendments. Motion carried.

**Discussion on bulk sewer rates**

**Motion** by Osten, second by Hirsch, to open discussion. Motion carried. Discussion to raise standard

solid waste disposal rate from \$16.98 to \$18.00. Discussion was also had on Stagebarn Sanitary District. City Attorney Mike Wheeler agreed to send a certified letter to Stagebarn about the potential increase and to have the same discussed at the January 16<sup>th</sup> regular meeting. Discussion also ensued about bulk user Pine Hills (Summerset Mobile Home Court). Wastewater Supervisor Jon Ambrose spoke on the issues that he repeatedly has with the owner/ landlord of the mobile home court. The largest issue is the continuation of non-maintenance on the sewer line and raw sewage has been pumped out on the ground, with no immediate response from the court owner. City Attorney Wheeler had previously presented them with an addendum which they have refused to sign. The board decided to keep the court's sewage rates the same as a courtesy to the residents. In moving forward, the mobile home court, as decided by the Commission, would be fined for any further issues. The City will begin abating any further issues for the health and safety of the court's residents.

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

**Motion** by Osten, second by Markham, to approve the changes to the garbage rates. Motion carried.

**Set First Reading on Ordinance 153.051 Building Permit Required**

**Motion** by Osten, second by Markham, to set first reading on Ordinance 153.051 for February 6<sup>th</sup> @ 6:00 p.m. Motion carried.

**Upcoming Events**

Offices will be closed Monday, January 15<sup>th</sup> in observance of Martin Luther King Day.

**Executive Session-** none

**Adjournment**

**Motion** by Reade, second by Hirsch, to adjourn at 8:05 p.m. Motion carried.

(SEAL)

ATTEST:

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

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

Published once \_\_\_\_\_ at the total approximate cost of \_\_\_\_\_.