



City of Summerset
Regular Commission Meeting
Agenda

7055 Leisure Lane
Summerset, SD 57718
(605)718-9858

Date: January 2nd, 2025 @ 6:00 p.m.

1) Roll call

Osten, Markham, Reade, Hirsch, and Kitzmiller.

2) Pledge of Allegiance

3) Invocation

4) Call for Changes

- a) Declaration of any potential conflict of Interest.
- b) Approval of the Agenda of the regular meeting of the Summerset City Commission for January 2nd, 2025 as presented or amended.

5) Citizen Input

*No action will be taken.

6) Consent Calendar

a) Approval of the Minutes

Approval of the Minutes of the regular meeting held on December 19th, 2024 as presented or amended.

b) Approval of the Claims

Approval of the claims in the amount of \$4,011.00 from December 30th, 2024 to January 1st, 2025.

c) Approval of Payroll – December 2024 (SDCL 6-1-10)

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

7) Utility Billing Adjustments

Approval of utility billing adjustments of \$68.70 for the period of December 1st – December 31st, 2024.

8) *Noted for the record-Commission Reports are in the packet for viewing.

9) Asset Management – Anthony Kayl

- a) Open Discussion.
- b) Close Discussion.
- c) Motion T/B/D.

10) Final Plat Lots 4 & 5 Resolution 2025-02– Tom Norman

*Planning and Zoning recommended approval unanimously.

- a) Open Discussion.
- b) Close Discussion.
- c) Motion to approve or deny the final plat/resolution 2025-02 of Tom Norman.

11) Voluntary Annexation Lots 4 & 5 Resolution 2025-03 – Tom Norman

*Planning and Zoning recommended approval unanimously.

- a) Open Discussion.
- b) Close Discussion.
- c) Motion to approve or deny the voluntary annexation/resolution 2025-03 of Tom Norman.

12) Municipal Election

- a) Set municipal election: April 8th, 2025 location: 7055 Leisure Lane, Summerset, South Dakota.
- b) 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.

13) Notice of Vacancy

- a) Approval of the terms:
 - One (1) City Commissioner Seat -Three (3) Year Term
 - One (1) City Commissioner Seat – One (1) Year Term

14) Official Newspaper

- a) Approval of Designated Newspaper:
 - Designation of Rapid City Journal as official newspaper for 2025.

15) Appointment of Planning & Zoning Board Members

- a) Appoint Brody Oldfield and Casey Kenrick to three-year terms.

16) Appointment of City Officials:

- a) City Attorney Mike Wheeler
- b) City Finance Officer Brielle Schrock
- c) City Engineering Firms HDR and Hermanson Egge
- d) Motion to approve/deny the appointment of city officials.

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

- a) Set the bond for one hundred and fifty thousand per second class municipality.

18) Authorizing Bank Depository

- a) Approval of BankWest with the following authorized signers as the authorized bank depository: Mayor, President of Commission, City Administrator, Finance Commissioner and City Finance Officer.

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

- a) Approve or deny Resolution 2025-01.

20) Approval of Contingency Funds – Close Out FY 2024

- a) Approve or deny 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 19th.
 - 101419642200 \$10,498.00 Engineering

21) Hermanson Egge Engineering Contract Renewal 2025

- a) Approve or deny the contract renewal of Hermanson Egge for 2025.

22) Resolution 2025-04 Fee Schedule

- a) Open Discussion.
- b) Close Discussion.
- c) Motion T/B/D.

23) Discussion on bulk sewer rates

- a) Open Discussion.
- b) Close Discussion.
- c) Motion T/B/D.

24) Set First Reading on Ordinance 153.051 Building Permit Required

- a) Set first reading on Ordinance 153.051 for February 6th @ 6:00 p.m.

25) Upcoming Events

- a) Offices will be closed Monday, January 20th in observance of Martin Luther King Day.

26) Executive Session

- a) Executive Session per SDCL 1-25-2 for discussing legal, economic development, and personnel issues.

27) Adjournment

*ADA Compliance: The City of Summerset fully subscribes to the provisions of the Americans with Disabilities Act. If you desire to attend this public meeting and are in need of special accommodations, please notify the City Finance Officer at least 24 hours prior to the meeting. Notification can be done in person, by phone, or by email as listed below.

- Phone: (605)718-2164
- Email: bschrock@summerset.us

Topic: City of Summerset's Zoom Meeting

City of Summerset is inviting you to a scheduled Zoom meeting.

Time: Jan 2, 2025 06:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87429143010?pwd=fc88sAslNetvbfrBzU6z0FReDvicGh.1>

Meeting ID: 874 2914 3010

Passcode: 663689