

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

Commissioner Osten called the regular meeting to order at 6:00 p.m. Commissioners Osten, Markham, and Reade were present. Mayor Kitzmiller and Commissioner Hirsch were absent. The City Attorney, City Finance Officer, and City Administrator were also present. Commissioner Hirsch arrived at 6:01 p.m. after the roll call.

Commissioner Osten led in the Pledge of Allegiance.

Commissioner Markham gave the invocation.

**Call for Changes**

Declaration of conflict of interest – none.

**Motion** by Reade, second by Markham, to approve the amended agenda for the regular meeting of the Summerset City Commission for February 6th, 2025. Motion carried. Agenda was amended as follows; item 9c to read as Motion T/B/D and strike item 15 as House Bill 1050 was sent to the 41<sup>st</sup> day.

**Citizen Input** - none

**Consent Calendar**

**Approval of the Minutes**

**Motion** by Markham, second by Reade, to approve the minutes of the regular meeting held on January 16th, 2025, as presented or amended. Motion carried.

**Approval of Claims**

**Motion** by Reade, second by Hirsch, to approve the claims in the amount of \$267,612.18 from January 16th, 2025, through February 5th, 2025, as presented or amended. Motion carried.

AT&T Mobility	689.52
Axon Enterprise, Inc.	12453.60
Birgen, Nicholin	50.00
Black Hills Energy	7605.32
Cardmember Services	14234.93
Child Support Payment Center	442
City of Sturgis	300.00
Complete HVAC Service & Installation LLC	294.71
Delta Dental	1289.2
Evergreen Office Products	224.75
First National Trust & Investment Management Services	24975.77
Greenapsis	350.00
HAMMS WELDING & SERVICES	800.00
HAWKINS INC.	587.00
Health Pool of SD	18575.05
Hermanson Egge Engineering, Inc.	360.00
Hirsch, Clyde	50.00

Iron Outfitter Waste Services, Inc.	26.24
Kayl, Anthony	50.00
KIESLER POLICE SUPPLY	5788.60
Kitzmilller, Michael	50.00
Markham, Gwenn	50.00
Meade County Auditor	1258.49
Midcontinent Communications	185.14
Midcontinent Testing Laboratories, Inc.	495.50
Osten, Michael	50.00
Precision Lawn & Hydroseed LLC	11500.00
Schieffer, Lisa	50.00
Schmagel, David	50.00
SCHROCK, BRIELLE	50.00
SDRS	14208
SDRS-SUPPLEMENTAL RETIREMENT PLAN (SDSRP)	800
Servall Uniform & Linen Supply	195.16
Smith, Jeff	50.00
Tech Sales Company	933.00
Tyler Technologies	385.00
United States Treasury	24030.97
USBank	121528.82
Western Mailers	1946.88

#### **Approval of Payroll – January 2025 (SDCL 6-1-10)**

**Motion** by Markham, second by Hirsch, to approve the following payroll. Motion carried.

- Dept. 4000 - \$14,991.16 Wastewater
- Dept. 4110 - \$1,749.99 Commission
- Dept. 4120 - \$1,916.67 Mayor
- Dept. 4140 - \$12,250.91 Finance
- Dept. 4210 - \$55,556.86 Police
- Dept. 4310 - \$17,259.26 Streets
- Dept. 4652 - \$300.00 Planning & Zoning

#### **Utility Billing Adjustments**

**Motion** by Hirsch, second by Markham, to approve the utility billing adjustments of \$884.82 for the period January 1<sup>st</sup> through January 31<sup>st</sup>, 2025. Motion carried.

#### **Commission Reports**

Noted for the Record - Commission reports are in the packet for review.

#### **Amendment to Task Order/HDR**

**Motion** by Markham, second by Reade, to open discussion. Motion carried. City Administrator Lisa Schieffer presented the amendment to the 2024 HDR contract in the amount of \$1,773.47.

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

**Motion** by Reade, second by Markham to approve the amendment to Task Order 2024-01. Motion carried.

**First Reading of Ordinance 2025-01 (153.051 Building Permit Required)**

**Motion** by Reade, second by Markham, to open discussion. Motion carried. City Administrator Lisa Schieffer presented information on the change in wording, taking out the \$300.00 amount, to clarify the Ordinance.

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

**Motion** by Markham, second by Hirsch, to approve the first reading of Ordinance 2025-01 and to set the second reading for February 20<sup>th</sup>, 2025. Motion carried.

**Payroll Change – Wastewater**

Commissioners spoke on Wastewater Superintendent Jon Ambrose’s knowledge and hard work.

**Motion** by Hirsch, second by Reade to approve the step increase for Jon Ambrose to 21G - \$ 6384.06/per month. Motion carried.

**Bureau of Finance and Management – Updated Travel Reimbursement Rates**

**Motion** by Hirsch, second by Markham, to open discussion. Motion carried. Finance Officer Brielle Schrock presented the new rates as set by the Bureau of Finance and Management.

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

**Motion** by Reade, second by Hirsch to approve updated travel reimbursement rates. Motion carried.

**Casey Peterson Engagement Letter**

**Motion** by Markham, second by Reade, to open discussion. Finance Officer Brielle Schrock presented the engagement letter pointing out the timeline and cost of the FY 2024 audit.

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

**Motion** by Reade, second by Markham to approve the Casey Peterson engagement letter. Motion carried. Commissioner Markham requested to obtain quotes on pricing for the next audit, in FY 2025. Motion carried.

**Jamie Steele Construction Quote**

**Motion** by Markham, second by Hirsch, to open discussion. Motion carried. Finance Officer Brielle Schrock presented the invoice on the pillar cap change in the amount of \$663.32, which was an adjustment over and above the quoted price.

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

**Motion** by Markham, second by Hirsch to approve payment of \$663.32. Motion carried.

**Worker’s Compensation/Grant Award Update**

City Administrator Lisa Schieffer presented information that she and Public Works Director Anthony Kayl had applied for and received a grant from the Workers Compensation Program, which allowed the City to purchase a tripod and gas detector with assistance from Stan Houston Equipment. Commissioner Osten spoke to the value for human life these items carry.

**Upcoming Events**

Offices will be closed Monday, February 17<sup>th</sup> in honor of President’s Day.

**Executive Session-** none

**Adjournment**

**Motion** by Reade, second by Markham, to adjourn at 6:25 p.m. Motion carried.

(SEAL)

ATTEST:

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

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

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