

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
Thursday, February 20, 2025, 6:00 P.M.**

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

There were no declarations of Conflict of Interest.

Motion by Hirsch, second by Reade to approve the agenda of the regular meeting of the Summerset City Commission for February 20, 2025, as presented or amended. Motion carried.

CITIZEN INPUT

Black Hawk Post Office Post Master, Kristen Westling, addressed citizens and requested everyone ensure their house numbers are on their mailboxes. If you have issues or questions, please contact the post office for possible solutions.

CONSENT CALENDAR

APPROVAL OF THE MINUTES

Motion by Osten, second by Hirsch to approve the minutes of the meeting held on February 6th, 2025, as presented or amended. Motion carried.

APPROVAL OF THE CLAIMS

Motion by Reade, second by Markham to approve the claims in the amount of \$44,177.12 from February 6th, 2025, to February 19th, 2025. Motion carried.

Cardmember Services	188.95
SD State Treasurer	980.78
3RD EYE	3042.00
A&B Business Solutions	45.00
Axon Enterprise, Inc.	3367.04
Black Hawk Water Users District	40.00
Black Hills Energy	7131.80
City of Rapid City	5171.67
City of Sturgis	60.00
CNA Surety	50.00
Demersseman Jensen Tellinghuisen & Huffman, LLP	2622.14
Evergreen Office Products	119.99
Golden West Technologies	3983.98
HDR Engineering, Inc	4763.27
James Steele	8758.29
MDU	1823.93
MG Oil Company	732.60
Midcontinent Communications	197.08
On-Site First Aid & Safety	131.35
Print Market	92.00
SD One Call	1.05

SD Secretary of State	30.00
USA Bluebook	844.20

NOTED FOR THE RECORD - Department Head Reports are in the packet for viewing.

SEDC UPDATE

Brena Block gave her monthly update to the board. SEDC is now partnered with Black Hills Home Builder Association. SEDC also had a successful Open House for the Fireside Clinic opening in Summerset. The next Business Connections meeting will be held on March 4th, 2025. Amanda Anglin, Executive Director, then presented SEDC's annual report. A few highlights from 2024 included the SEDC and City of Summerset partnership. As well as the hiring of Ms. Block. Commissioner Gwenn Markham was also approved by the SEDC Board as an ex officio member.

SNOW REMOVAL ABATEMENTS/PENALTY

Motion by Reade, second by Osten to open discussion. Motion carried. Mayor Kitzmiller gave a brief overview to the public on the snow ordinance having been published in the Rapid City Journal, Facebook, Text My Gov, City Website and City Newsletter.

The Board then opened up public comment. Several citizens expressed their concerns regarding the violations:

Angy Lutz asked for clarification on the fee amounts included in the snow violation invoice and if the ordinance only covers the sidewalks and not the driveways. Public Works Director Anthony Kayl explained that the fees were set by resolution along with the 2023 FEMA rates that are used for the abatements. Kayl went onto to answer that the ordinance only covers sidewalks. Ms. Lutz asked about warnings being issued in lieu of the fine. Kayl stated that attempts had been made in the past were unsuccessful and became a safety issue for his staff. Ms. Lutz asked why the streets are not on the same 24-hour timeline as the ordinance. Kayl stated that policy is to plow when there is accumulation of four (4) inches of snow.

Curtis Frain expressed his concern about the snowplow coming through after the sidewalks had been shoveled. Kayl explained that the same can be difficult and unavoidable at times. Kayl explained that the equipment has been investigated that would alleviate the problem, but it is very spendy.

Ryan Tullis explained he had been on vacation during the snowstorm. Mr. Tullis felt he should have received a warning first before being fined. Mr. Tullis stated he did not feel the amount being collected in fines was the amount it cost to clear the sidewalks by the Public Works Department. Mayor Kitzmiller reminded citizens homeowners are responsible for the removal of the snow whether they are on vacation or not. Mayor Kitzmiller gave a reminder that citizens, even while on vacation, are responsible for having their sidewalks cleaned or a plan in place where they are gone.

Cody Peterson informed the Board he was also on vacation and was told by neighbors that there was no removal by the city. Finance Officer Brielle Schrock brought up the before and after pictures for viewing and the time stamp of the same. Mr. Peterson asked why code enforcement violations are being given more frequently this year. Kayl answered that the Public Works Department does not want to have shovel everyone's sidewalk. City Attorney Mike Wheeler stated it is the homeowner's responsibility.

Laurie Hanson came forward to thank Public Works Director Anthony Kayl for the work that his department does. Ms. Hanson asked if in the future could there be a way to know when the plows will be coming through. Kayl explained that the city is looking into different options to make that work.

Danette Schuman expressed to the Board that she was ill at the time of the storm and whether her violation could be forgiven.

Darrick Schuman asked about insurance for the City as far as liability coverage and would like to have a copy of the City's declaration page. Mayor Kitzmiller stated that a copy would be sent out to him.

Motion by Osten, second by Reade to close discussion. Motion carried. No action taken.

SECOND READING OF ORDINANCE 2025-01

Motion by Hirsch, second by Osten to approve the second reading of Ordinance 2025-01. Motion carried.

Motion by Osten, second by Markham to adopt Ordinance 2025-01. Motion carried.

LAND AND WATER CONSERVATION FUND GRANT APPLICATION FY2025/HAZARD MITIGATION GRANT FY2025 – LISA SCHIEFFER/TONY KAYL

Motion by Osten, second by Reade to open discussion. Motion carried. City Administrator Lisa Schieffer spoke on the topic. Information was given regarding the Land and Water Conservation Grant. Jordan Pulscher from the Parks and Recreation Board will be assisting in the process. Schieffer then presented the Hazard Mitigation Grant. This would help fund a generator for the Wastewater Treatment Plant.

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

Motion by Markham, second by Osten move forward with the Hazard Mitigation Grant FY2025. Motion carried.

SAFETY STANDARDS ON LEISURE LANE PARK – ANTHONY KAYL

Motion by Reade, second by Osten to open discussion. Motion carried. Public Works Director Anthony Kayl explained that the parks lack subgrade requirements for fall protection. He explained there are no materials to be found in the state, so engineered wood fill would need to be shipped. He estimated the cost to be \$7300 and would be satisfactory for approximately three to five years. Kayl explained that the current chips have been in place for approximately 25 years.

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

Motion by Osten, second by Markham to approve moving forward with the engineered wood fill order for shipping. Motion carried.

USGS JOINT FUNDING AGREEMENT

Motion by Osten, second by Markham to open discussion. Motion carried. Public Works Director Anthony Kayl explained that the City maintains monitoring wells in Sun Valley as well as Stagebarn Canyon Creek. These wells are a joint project together with USGS to collect information on water discharge. In the future they hope to use them for weather service as well.

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

Motion by Osten, second by Markham to approve the USGS Joint Funding Agreement. Motion carried.

TRASH SERVICE FOR SUMMERSET MOBILE HOME PARK – ANTHONY KAYL

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

City Attorney Mike Wheeler requested this agenda item be moved to the next meeting to allow him time to call Kieffer and review the ordinance. Public Works Director Anthony Kayl spoke on the ordering of the trash cans. Kayl explained that the correct cans would need to be ordered from a company out of state. Kayl explained that the cans can be picked up or shipped and it would save costs to go pick them up. Commissioner Osten asked Kayl if he would be able to cancel the order if, once the item is brought back up, it is decided the cans are not needed. Kayl stated he was unsure but could find out. The board then discussed that the can would still be needed for Norman Ranch once it is online.

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

Motion by Osten, second by Markham to approve moving forward with the trash can manufacturer to clarify the cancellation policy, and to table further contract discussion until the next meeting. Motion carried.

DOUBLE BILLING ON TRASH CANS/REFUND – BRIELLE SCHROCK - REFUND

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

Finance Officer Brielle Schrock explained that the January mailer had included the price breakdown for the sewer and garbage billing. From this letter several residents had discovered that they had been billed for two trash cans,

since inception, but have only had one. Schrock explained that investigation and documentation had been completed to verify the amount of over payment for each account.

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

Motion by Markham, second by Osten to approve refunds by check. Motion carried.

INCREASE ON LIMITS OF CREDIT CARD – BRIELLE SCHROCK

Motion by Hirsch, second by Osten to open discussion. Motion carried. Finance Officer Brielle Schrock explained the credit card limits broken out by staff type. Schrock also discussed inflation and explained that the current limit had been in place for many years. Commissioner Markham inquired as to what limit seemed reasonable. Schrock explained that due to current costs on goods and services that \$75,000 would be reasonable.

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

Motion by Osten, second by Reade to approve the credit limit of \$75,000. Motion carried.

CREDIT CARD REWARDS – BRIELLE SCHROCK

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

Finance Officer Brielle Schrock explained that the City currently had \$1,927.23. The City has the option to direct deposit these funds back into the checking account or to apply the amount to the credit card balance. Schrock explained that trying to apply it to the credit card balance would be difficult to break out for each department. Mayor Kitzmiller clarified to the Board that the funds would then return to the general fund. The use of the funds will be decided at another time.

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

Motion by Markham, second by Hirsch to approve depositing of rewards amounts into the General Fund. Motion carried.

CREDIT COLLECTIONS BUREAU WRITE-OFF IN THE AMOUNT OF \$57.36 – BRIELLE SCHROCK

Motion by Osted, second by Hirsch to open discussion. Motion carried.

Finance Officer Brielle Schrock explained that the account was a utility account from 2019 that was sent to collections. Collections were then unable to collect on the account and recommended writing off the account in the amount of \$57.36.

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

Motion by Hirsch, second by Markham to approve the write off in the amount of \$57.36. Motion carried.

ZONING HEARING/C1 COMMERCIAL – TOM NORMAN

*Planning and Zoning recommended a unanimous do pass.

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

City Administrator Lisa Schieffer explained that this was in regard to Lots 4 & 5 of Norman Avenue. This area is across from Black River Construction and C1 Commercial zoning would fit the surrounding lots.

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

Motion by Osten, second by Markham to approve the C-1 Commercial Zoning designation. Motion carried.

SET FIRST READING OF TSO 2025-01 – ZONING ORDINANCE MAP CHANGE FOR TOM NORMAN

Motion by Osten, second by Hirsch to set the first reading for March 20, 2025, at 6:00 p.m. Motion carried.

UPCOMING EVENTS

Local Boards of Equalization will be held on Monday, March 17th at 6:00 p.m. The last day to get your appeal is March 13th to the City of Summerset.

EXECUTIVE SESSION

Motion by Osten, second by Markham to enter into executive session at 8:07 p.m. The Board asked that City Administrator Lisa Schieffer, Public Works Director Anthony Kayl, and Police Chief Rich Nasser be present in executive session. Motion carried.

Motion by Markham, second by Hirsch to exit executive session at 9:35 p.m. Motion carried.

CONTRACTUAL SERVICES FOR SUMMERSET POLICE DEPARTMENT

Motion by Markham, second by Osten to table the matter until the March 6, 2025, Commission Meeting. Motion carried.

SET FIRST READING OF ORDINANCE 2025-02 REGARDING CHAPTER 92

Motion by Osten, second by Markham to set the first reading for Ordinance 2025-02 for March 20th at 6:00 p.m. Motion carried.

RESTRUCTURING OF CITY OFFICES

Motion by Markham, second by Osten to approve the restructuring of the Finance Department to be overseen by the City Administrator. Motion carried.

ADJOURNMENT

Motion by Hirsch, second by Markham to adjourn at 9:36 p.m. Motion carried.

(SEAL)

Michael Kitzmiller, Mayor

ATTEST:

Brielle, Schrock, Finance Officer

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