

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
Thursday, March 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 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

There were no declarations of Conflict of Interest.

Motion by Osten, second by Markham to approve the agenda of the regular meeting of the Summerset City Commission for March 20, 2025, as presented or amended. Motion carried.

CITIZEN INPUT

Dan Klein spoke regarding the appeal of his snow removal violation invoice. Mr. Klein had questions about the violation fines and appeal. Mayor Kitzmiller informed Mr. Klein that citizen input was a time for statements to be made. Kitzmiller let Mr. Klein know that if he gets his questions into City Administrator Lisa Schieffer they will get reviewed and answered.

Mark Hall spoke also in regard to appealing his snow removal violation invoice. City Attorney Mike Wheeler reiterated that this time was only for statements. Mayor Kitzmiller informed Mr. Hall that for in order for his topic to be acted upon he would need to have an agenda item. Kitzmiller asked Mr. Hall to get his questions and request into the City Administrator.

CONSENT CALENDAR

APPROVAL OF THE MINUTES

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

APPROVAL OF THE CLAIMS

Motion by Hirsch, second by Reade to approve the claims in the amount of \$144,515.95 from March 6th, 2025, to March 19th, 2025. Motion carried.

Cardmember Services	33289.22
MDU	2045.72
A&B Business Solutions	360.91
American Legal	1031.85
Black Hawk Water Users District	41.25
Brittany Boyd	610.00
CBH CO-OP	4679.01
City of Belle Fourche	1416.75
City of Rapid City	4092.39
City of Sturgis	80.00
Cuinn Springer	620.00
Dakota Pump, Inc	763.19
Demersseman Jensen Tellinghuisen & Huffman, LLP	2877.50
Flock Group Inc	23250.00
Foothills Fence LLC	19233.08
Franklin Jes	620.00

Golden West Technologies	4137.98
HDR Engineering, Inc	4379.50
Jesse Herndon	620.00
Kiesler Police Supply	5262.84
Mid-American Research Chemical	1341.41
Midcontinent Communications	188.18
Midcontinent Testing Laboratories, Inc.	187.00
Rapid City Fire Department	32423.70
SD One Call	13.65
SD State Treasurer	650.82
TextMyGov	300.00

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

SEDC UPDATE

Brena Block, Economic Development Coordinator for SEDC, gave a monthly update. Block attended a GOED conference during Legislative Session. She also attended Economic Development Professionals Association (EDPA) day at the Capitol. Block attended the Elevate Economic Summit. SEDC is in the process of assisting with mapping topography of the area which will be valuable for prospective businesses.

LETTERS IN SUPPORT OF PLAYGROUND EQUIPMENT GRANT – JORDAN PULSCHER

Parks and Rec Board Member Jordan Pulscher spoke in regard to the Playground Equipment Grant. Pulscher stated the Board is looking for letters of support, for the park, from the community. Pulscher explained that the Board members have a template letter available for anyone that is interested. He and other Board members will also be going around the community in search of support and people who would be interested in submitting letters. April 3rd will be an open forum to present the plans for the park. This hearing is open to the public. The deadline for submission of the grant is April 15th, 2025.

DOT MARKETING WEBSITE UPDATE – ANGELA WOLTER

Angela Wolter, owner of DOT Marketing and Design LLC, presented the progress on the City’s new website. Pictures will be added soon. Ms. Wolter presented the website showing ease of navigation, calendar, as well as a news feed linked to the City’s Facebook page. Ms. Wolter also explained items she was hoping to add as the project progresses.

NEW HIRES – POLICE DEPARTMENT

Motion by Markham, second by Osten to approve the hiring of Joe Leveque- (Grade 17, Step I, \$29.49 per hour, waiving Health Insurance), and CarLee Oliver- (Grade 17, Step B, \$27.39 per hour), pending final background checks. Motion carried.

PAYROLL CHANGE POLICE DEPARTMENT – RICH NASSER

Motion by Hirsch, second by Reade to approve payroll change for Chief Nasser (Grade 21, Step K), to \$6,707.26 per month. Motion carried.

SIDEWALK REPAIR DISCUSSION – ANTHONY KAYL

Motion by Osten, second by Hirsch to open discussion. Motion carried. Public Works Director Anthony Kayl spoke on the need for sidewalk repairs throughout the City. Kayl discussed the differences between repairing the same to become fully ADA complaint and gross repairs for significant issues. The Commission discussed the topic, how to inform the residents of the responsibility and options for the sidewalk repair. The Commission requested that Kayl put together a proposal on how to present the information to residents and what options were available.

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

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

Motion by Hirsch, second by Osten to open discussion. Motion carried. City Administrator Lisa Schieffer explained that TSO 2025-01 changes the map to match the Ordinance.

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

Motion by Osten, second by Markham to approve the first reading of TSO 2025-01, and to set the second reading for April 3rd at 6:00 p.m. Motion carried.

FIRST READING OF ORDINANCE 2025-02 REGARDING CHAPTER 92 – HEARING CANCELLED

AMENDMENT TO RESOLUTION 2025-04 TIF APPLICATION – LISA SCHIEFFER

Motion by Osten, second by Markham to open discussion. Motion carried. City Administrator Lisa Schieffer spoke regarding the proposed amendment. Schieffer explained that she has been cross referencing the Fee Schedule. While doing so it was discovered that the City did not have a TIF application on record. Schieffer referred to surrounding cities and counties, citing varied fees. Schieffer felt that following Meade County was reasonable as Summerset is in said County.

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

Motion by Markham, second by Osten to approve City Administrator Lisa Schieffer and City Attorney Mike Wheeler to create an application and fee amount to be brought before the board in the future. Motion carried.

NSF POLICY – BRIELLE SCHROCK

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

Finance Officer Brielle Schrock spoke in regard to the increase in utility bill payments being returned as non-sufficient. City Attorney Mike Wheeler requested that Schrock meet with him to discuss the same further and to bring an actionable item in front of the board at a later time.

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

DELINQUENT ACCOUNTS POLICY - BRIELLE SCHROCK

No discussion

DISCUSSION ON PARKS AND RECREATION BOARD – LISA SCHIEFFER AND JORDAN PULSCHER

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

City Administrator Lisa Schieffer and Parks and Rec Board member Jordan Pulscher gave details on proposed changes to the Board. Schieffer spoke on reducing the Board from seven to five members. Pulscher stated the Board was in favor of the change. Schieffer discussed the possible need for an alternate Board member. Pulscher again stated that the Board was in agreement. Schieffer also discussed reorganization of the Board and their terms. Schieffer will draft an attendance policy in the future.

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

UPCOMING EVENTS

March 25th from 5:00 p.m. to 7:00 p.m. is the SEDC Annual Meeting of Members at the Sturgis Auditorium, Sturgis, SD.

April 1st from 6:00 p.m. to 8:00 p.m. is the District 10 Annual Meeting at the Lodge in Deadwood, SD.

EXECUTIVE SESSION

Motion by Osten, second by Markham to enter into executive session at 7:04 p.m. City Administrator Lisa Schieffer requested that Public Works Director Anthony Kayl, and SEDC's Brenna Block be present in executive session. Motion carried.

Motion by Reade, second by Markham to exit executive session at 7:38 p.m. Motion carried.

ADJOURNMENT

Motion by Osten, second by Hirsch to adjourn at 7:39 p.m. Motion carried.

(SEAL)

ATTEST:

Brielle Schrock
Finance Officer

Michael Kitzmiller
Mayor

Published once _____, 2025 at the total approximate cost of _____.