

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY, APRIL 3RD, 2025, 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Osten, Markham, Reade, and Hirsch were present. The City Administrator, the City Finance Officer and the City Attorney 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 Hirsch to amend the April 3rd agenda to add SEDC after item #9 SDDOT Disposal of Land, and approve the remaining agenda. Motion carried

CITIZEN INPUT

Lauri Potthoff gave her input regarding the disrepair of Christmas lights and decorations left up after the holidays.

CONSENT CALENDAR

APPROVAL OF THE MINUTES

Motion by Markham, second by Osten to amend the minutes of the regular meeting on March 20th to correct item #12 correcting Rich Nasser's from \$6,706.26 to \$6,707.26 and approving the rest of the minutes. Motion carried.

APPROVAL OF CLAIMS

Motion by Hirsch, second by Reade to approve the claims and hand checks in the amount of \$64,639.78 from March 20th, 2025, to April 2nd, 2025, as presented or amended. Motion carried.

Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
Birgen, Nicholin	50.00
Blue Peak	1247.68
Cardmember Services	6.90
Hirsch, Clyde	50.00
Kayl, Anthony	50.00
Kitzmiller, Michael	50.00
Markham, Gwenn	50.00
Osten, Michael	50.00
Schieffer, Lisa	50.00
Schmagel, David	50.00
Schrock, Brielle	50.00
A TO Z Shredding	37.69
A&B Business Solutions	512.76
AT&T Mobility	1926.88
Golden West Technologies	706.86
Greenapsis	373.80
Jiay Higgins	100.00
Meade County Auditor	2009.22
Mountain West LLC	7621.98
Rushmore Office	238.00

SD Dept of Transportation Finance Office	62.50
Servall Uniform & Linen Supply	195.16
United States Treasury	824.94
United States Treasury	399.99
American Swing Products Inc	473.15
SDRS	10247.04
United States Treasury	17196.30
Child Support Payment Center	442.00
Delta Dental	1167.00
Health Pool of SD	17609.93
SDRS-Supplemental Retirement Plan (SDSRP)	690.00

APPROVAL OF PAYROLL – MARCH 2025 (SDCL 6-1-10)

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

Dept. 4000 - \$13,118.30 Wastewater

Dept. 4110 - \$1,749.99 Commission

Dept. 4120 - \$1,916.67 Mayor

Dept. 4140 - \$11,978.20 Finance

Dept. 4210 - \$39,804.13 Police

Dept. 4310 - \$14,008.95 Streets

Dept. 4652 - \$1600.00 Planning & Zoning

UTILITY BILLING ADJUSTMENTS

Motion by Reade, second by Markham, to approve the utility billing adjustments of \$4,487.92 for the period of March 1st – March 31st, 2025. Motion carried.

****NOTED FOR THE RECORD – COMMISSION REPORTS ARE IN THE PACKET FOR VIEWING.**

SDDOT DISPOSAL OF LAND – SCOTT PRETZER

Motion by Osten, second by Reade to open discussion. Motion carried. Scott Pretzer, Property Manager for SD DOT, presented information on excess property being offered to City of Summerset for sale. Parcels of land include 5 acres, 13 acres, and 60 acres on either side of I-90 at exit 52.

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

Motion by Osten, second by Markham to move forward with discussion with the SDDOT, Mr. Pretzer, Schieffer, and the commission. Motion carried.

SEDC UPDATE- BRENNA BLOCK

Brenna Block gave updates on recent SEDC happenings. SEDC has seen an increase in business plans as is to be expected with the warm weather. A new business has come to the city. Hose Clamp Customs will be opening soon on Infinity Drive. Ms. Block informed the Board that she has attended numerous events within the first quarter. Many more events are planned to include the next Business Connections Event on May 29th at 5pm at Summerset City Hall.

VARIANCE – MATT LEON/LEON HOLDINGS

*Planning and Zoning recommended a unanimous do pass.

Motion by Osten, second by Reade to open discussion. Motion carried. City Administrator Lisa Schieffer presented information on the variance for no hard surface below the retaining wall on the property. Schieffer explained that both sides of the shop do have a hard surface. The business uses heavy equipment and has limited staff so the hard surface parking below the retaining wall is not necessary.

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

Motion by Reade, second by Markham to approve the variance. Motion carried.

PUBLIC HEARING ON GRANT APPLICATION TO THE LAND AND WATER CONSERVATION FUND FOR THE LEISURE LANE PARK PLAYGROUND EQUIPMENT

Motion by Markham, second by Osten to open discussion. Motion carried. City Administrator Lisa Schieffer gave an overview of the two park quotes that have been received. The first quote was an “all inclusive,” to include all work, at \$342,957. The second quote would include more work by the City’s Public Works Department, for \$167,225. Mayor Mike Kitzmiller confirmed that the cost of the project would be a 2026 budget item. Both options include Forever Lawn which is ADA compliant. Trevor Madsen with Black Hills Council of Local Governments was present to discuss the grants as well. Mr. Madsen explained that the grants were a 50% match and did allow in-kind work. City Attorney Mike Wheeler brought up the fact that due to the initial cost of the projects, they may be subject to bid laws. Mr. Wheeler and Schieffer would be looking into the same. Jordan Pulscher spoke in favor of the park upgrade and explained that he and the Parks and Recreation board had collected numerous letters for the grant. Domico Rodriguez, also from the Parks and Recreation Board, shared his knowledge on the Forever Lawn. He also suggested items such as sun covers, possibly being covered by separate grants.

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

Motion by Osten, second by Markham to approve the design by Dakota Playground for \$342,957. Motion carried.

2025 FEMA GENERATOR GRANT APPLICATION FOR WASTEWATER AND MAINTENANCE BUILDINGS – LISA SCHIEFFER

Motion by Osten, second by Markham to open discussion. Motion carried. City Administrator Lisa Schieffer explained that the current generator at the Wastewater Treatment Plant is around 23 years old. The grant has FEMA and State funding, and the city would match cash as well as in-kind.

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

Motion by Markham, second by Reade to approve the Chairman to sign all documents and move forward with the generator grant as proposed. Motion carried.

DISCUSSION ON AMENDING ORDINANCES 31.082 AND 31.080 PARKS AND RECREATION BOARD

Motion by Markham, second by Hirsch to open discussion. Motion carried. The amendment to Ordinance 31.080 would allow for an alternate on the board. Under Ordinance 31.082 when it comes to compensating the Board. City Attorney Mike Wheeler explained that by his understanding of the statute, he recommended no financial compensation for board members.

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

Motion by Markham, second by Osten to set First Reading of Ordinance 31.080 for May 1st, 6:00 p.m. Motion carried.

PARKS AND RECREATION BOARD RESOLUTION 2025-06 TO DECREASE SIZE TO FIVE MEMBERS – LISA SCHIEFFER

Motion by Reade, second by Markham to open discussion. Motion carried. City Administrator Lisa Schieffer explained that the Board historically has a hard time maintaining seven members. Additionally, Jordan Pulscher will be transitioning to the Commission Board this month. Leaving only five members.

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

Motion by Osten, second by Markham to approve Resolution 2025-06 decreasing the size to a five-member board. Motion carried.

PARKS AND RECREATION BOARD ATTENDANCE POLICY – LISA SCHIEFFER

Motion by Reade, second by Markham to open discussion. Motion carried. City Administrator Lisa Schieffer explained that there had been a span of no meetings since September and felt an attendance policy should be put in place for the members of the Board to attend at least 50% of the meetings. The Parks and Rec Board’s wish is to have meetings bi-monthly. Dustin Hoiten explained that the Board would have no problem with the attendance policy. They will begin meeting every other month starting April 15th.

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

Motion by Markham, second by Osten to approve the attendance policy. Motion carried.

DISCUSSION ON ORDINANCES 50.09 AND 50.10 NOTICE/ASSESSMENT AND FILING OF ASSESSMENT – LISA SCHIEFFER

Motion by Reade, second by Osten to open discussion. Motion carried. City Administrator Lisa Schieffer explained that the filing dates in the ordinances do not match how the process is done in state law. Schieffer sought Board permission to meet with City Attorney Mike Wheeler on these changes.

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

SECOND READING OF TSO 2025-01 TOM NORMAN PROPERTY

Motion by Osten, second by Markham to open discussion. Motion carried. City Administrator Lisa Schieffer refreshed the Board on TSO 2025-01, which would change the map to match the Ordinance.

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

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

Motion by Reade, second by Hirsch to adopt TSO 2025-01. Motion carried.

CITY OF SUMMERSET AND CITY OF STURGIS ANIMAL SHELTER AGREEMENT

Motion by Markham, second by Osten to open discussion. Motion carried. City Administrator Lisa Schieffer and Commissioner Markham explained the renewal agreement to the Board, citing no changes other than increased rates.

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

Motion by Reade, second by Hirsch to approve the Animal Shelter Agreement. Motion carried.

UPCOMING EVENTS:

City offices will be closed on Good Friday, April 18th through Monday, April 21st for Easter Monday.

EXECUTIVE SESSION – none

ADJOURNMENT

Motion by Osten, second by Hirsch to adjourn at 7:24 p.m. Motion carried.

(SEAL)

Michael Kitzmiller, Mayor

ATTEST:

Brielle, Schrock, Finance Officer

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