

**Summerset City Commission
Regular Meeting
Summerset Municipal Building
7055 Leisure Lane
Thursday, June 5th, 2025, 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Hirsch, Osten, Markham, and Pulscher 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 June 5th, 2025, as presented or amended. Motion carried.

Citizen Input

No citizen input.

Consent Calendar

Approval of the Minutes

Motion by Hirsch, second by Pulscher to approve the minutes of the meeting held on May 15th, 2025. Motion carried.

Approval of the Claims

Motion by Markham, second by Osten to approve the claims in the amount of \$275,620.54 from May 15th, 2025, to June 5th, 2025. Motion carried.

A TO Z Shredding	91.09
A&B Business Solutions	530.98
Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
Birgen, Nicholin	50.00
Black Hawk Water Users District	40.50
Black Hills Energy	6870.01
Cardmember Services	8686.99
CBH CO-OP	4057.41
City of Rapid City	4725.04
Column Software PBC	147.36
Delta Dental	874.40
Doty, Jason	50.00
Evergreen Office Products	1080.25
Golden West Technologies	2064.96
Greenapsis	515.00
HDR Engineering, Inc	6565.75
Health Pool of SD	14654.54
Hirsch, Clyde	50.00
Hydro-Klean, INC	41117.57
James Steele	663.32
Kayl, Anthony	50.00
Kitzmiller, Michael	50.00

Leveque, Victor J.	48.20
Markham, Gwenn	50.00
MDU	940.34
Meade County Auditor	1530.69
Midcontinent Communications	259.28
Midcontinent Testing Laboratories, Inc.	187.00
Osten, Michael	50.00
Pulscher, Jordan	50.00
Schieffer, Lisa	50.00
Schmagel, David	50.00
Schrock, Brielle	50.00
SD One Call	49.35
SDRS	10635.60
SDRS-Supplemental Retirement Plan (SDSRP)	865.00
Servall Uniform & Linen Supply	218.24
Stopstick, LTD.	59.00
United States Treasury	18569.71
USA Bluebook	522.96
USDA	148400.00

Approval of Payroll – May 2025 (SDCL 6-1-10)

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

Dept. 4000 - \$13,123.66 Wastewater

Dept. 4110 - \$2,333.32 Commission

Dept. 4120 - \$1,916.67 Mayor

Dept. 4140 - \$11,983.53 Finance

Dept. 4210 - \$37,964.04 Police

Dept. 4310 - \$14,039.72 Streets

Utility Billing Adjustments

Motion by Pulscher, second by Markham, to approve the utility billing adjustments of \$259.44 for the period of May 1st – May 31st, 2025. Motion carried.

****Noted For the Record – Commission Reports are in the packet for viewing.**

Request for Surplus of Police Firearms

Motion by Osten, second by Markham to open discussion. Motion carried. City Administrator Lisa Schieffer spoke, explaining that the request for surplus is for the record. Schieffer and City Attorney Mike Wheeler confirmed that the guns could be sold privately or at public sale.

Make	Model	Caliber	Serial Number	Condition
Glock	19	9mm	ZUL720	Used
Glock	19	9mm	ZUL719	Used
Glock	19	9mm	ZUL721	Used
Glock	19	9mm	ZUL718	Used
Glock	19	9mm	ZUL727	Used
Glock	19	9mm	BKUY805	Used
Glock	45	9mm	BRMC183	Used
Glock	45	9mm	BRMC187	Used
Glock	45	9mm	BRMC190	Used

Motion by Markham, second by Pulscher to close discussion.

Motion by Markham, second by Osten to approve the surplus sale of the listed Police firearms. Motion carried.

Set First Reading of Ordinance 2025-04 – Lisa Schieffer

Motion by Hirsch, second by Pulscher to open discussion. Motion carried. City Administrator Lisa Schieffer explained the proposed revisions. The updated Ordinance would exclude the need for the City to announce a snow removal alert. The revised Ordinance would state that the alert automatically goes into effect with four or more inches of snow on public streets. Schieffer explained that the assessment section would now match that of SDCL 9-30-5. Commissioner Pulscher asked for clarification on publishing the Ordinance. Schieffer explained that the City publishes it in the Rapid City Journal, as required by law, as well as the City website, Facebook page, and TextMyGov.

Motion by Osten, second by Pulscher to close discussion.

Motion by Markham, second by Osten to set the First Reading of Ordinance 2025-04 for July 3rd, 2025. Motion carried.

Resignation of Jordan Pulscher from Parks and Recreation Board

Motion by Osten, second by Markham to approve the resignation of Commissioner Pulscher. Motion carried.

Delinquent Account Policy – Brielle Schrock

Motion by Markham, second by Hirsch to open discussion. Motion carried. City Finance Officer Brielle Schrock explained that, per current Summerset City Ordinance 54.05, the City is not obligated to collect garbage until the account is paid up to date. The proposed delinquent account policy would clarify that payment must be made in full by noon Monday in order to have garbage services restored the same week. The Board went on to agree that 60 days would be the threshold to define delinquency. Schrock explained she would update the policy with the Commissioners notes and present it on June 17th, 2025.

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

NSF Policy- Brielle Schrock

Motion by Osten, second by Markham to open discussion. Motion carried. City Finance Officer Brielle Schrock explained that NSF payments are a recurring issue for the City. Schrock explained that each NSF incurs \$30-\$45 penalty charges for the residents. Schrock also stated that there are residents who have submitted non-sufficient funds payments three or more times. The Board asked what the current procedure for these returned payments was. Schrock explained that currently we still accept the same payment method as there is no policy stating otherwise. The Board agreed that a 12-month period for returned payment would be used. Schrock explained she would update the policy with the Commissioners' notes and present it on June 17th, 2025.

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

Discussion on Garage Sales as Home Business – Commissioner Pulscher

Motion by Osten, second by Markham to open discussion. Motion carried. Commissioner Pulscher explained that he has been approached by citizens as to a home where there seems to be a revolving garage sale. He questioned whether this constitutes a business and would therefore need a Business License through the City. City Attorney Mike Wheeler explained that from the description it sounded like a business but stated he would investigate the matter.

Motion by Hirsch, second by Pulscher to close discussion. Motion carried. No action taken.

Discussion on copiers – Commissioner Markham and Lisa Schieffer

Motion by Osten, second by Pulscher to open discussion. Motion carried. Commissioner Markham explained that she has been collecting information for all the contracts that the City holds. One such contract is with A&B Business for the use of two copy machines at City Hall and in the Police Department. Commissioner Markham explained that the contract is over in March of 2026. Currently, however, the City is paying a monthly fee for the use of the printer, as well as overages to the contracts allotted copy amount. Commissioner Markham explained that while Commissioner Reade was still on the board, they had met with A&B Business as well as Evergreen Office Products and had requested quotes from both entities. Commissioner Markham presented the cost for each company's proposal. After reviewing the quotes, it is determined that the department head's budget accordingly in FY2026 for their copier needs per the quotes presented to the Board.

Motion by Pulscher, second by Hirsch to close discussion. Motion carried. No action taken.

Discussion on Going out for Quotes for Cleaning City Hall

Motion by Osten, second by Pulscher to open discussion. Motion carried. Commissioner Markham explained she felt it was time to go out to bid for building janitorial services. Markham was hoping to begin requesting bids in July.

Motion by Pulscher, second by Hirsch to close discussion. Motion carried. No action taken.

Upcoming Events

The June 19th regular Commission Meeting is rescheduled for Tuesday, June 17th due to the Juneteenth Holiday. City Offices will be closed on Thursday, June 19th.

Executive Session- none

Adjournment

Motion by Osten, second by Pulscher to adjourn at 6:51p.m. Motion carried.

(SEAL)

ATTEST:

Brielle Schrock
Finance Officer

Michael Kitzmiller
Mayor

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