

**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.

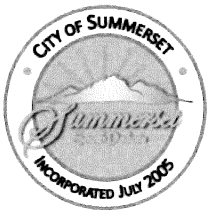
(SEAL)

ATTEST:

Brielle Schrock
Finance Officer

Michael Kitzmiller
Mayor

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



Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: 1816 - AT&T Mobility **Vendor Total:** 652.99

<u>2025.06</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	652.99	0.00	0.00	0.00	652.99
FirstNet SSPD		BANKEFT - BANK WEST EFT			No					
									Bank Draft:	DFT0000334

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
FirstNet SSPD	NA	0.00	0.00	652.99	0.00	0.00	0.00	652.99

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4210-42810</u>	Phone		652.99	100.00%

Vendor: 0021 - Black Hawk Water Users District **Vendor Total:** 42.00

<u>2025.06</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	42.00	0.00	0.00	0.00	42.00
Monthly usage		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly usage	NA	0.00	0.00	38.00	0.00	0.00	0.00	38.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4192-42800</u>	Utility Expense		38.00	100.00%

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly usage- park	NA	0.00	0.00	4.00	0.00	0.00	0.00	4.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4520-42800</u>	Utility Expense		4.00	100.00%

Vendor: 0036 - City of Rapid City **Vendor Total:** 5,807.34

<u>2506003</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	5,807.34	0.00	0.00	0.00	5,807.34
Solid waste disposal		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Solid waste disposal	NA	0.00	0.00	5,807.34	0.00	0.00	0.00	5,807.34

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4320-43230</u>	Solid Waste Collection		5,807.34	100.00%

Vendor: 1972 - Column Software PBC **Vendor Total:** 316.19

<u>71032</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	316.19	0.00	0.00	0.00	316.19
Publishing 2024 Annual Report		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
2025 Annual Report Published	NA	0.00	0.00	316.19	0.00	0.00	0.00	316.19

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4140-42300</u>	Publishing Exp		316.19	100.00%

Vendor: 0765 - Demersseman Jensen Tellinghuisen & Huffman, LLP **Vendor Total:** 2,067.50

<u>39830</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	2,067.50	0.00	0.00	0.00	2,067.50
Professional Services		BANKW - BANK WEST			No					

Payable Register

Packet: APPKT00169 - 06.17.2025

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description		Bank Code	On Hold							
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly Distributions		NA	0.00	0.00	2,067.50	0.00	0.00	0.00	2,067.50	
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4141-42200</u>	Prof Fees Expense				2,067.50	100.00%				

Vendor: 0246 - Golden West Technologies Vendor Total: 4,166.58

<u>40000771</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	4,166.58	0.00	0.00	0.00	4,166.58
Comprehensive services		BANKW - BANK WEST	No							
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total	
Comprehensive services		NA	0.00	0.00	4,166.58	0.00	0.00	0.00	4,166.58	
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4192-42201</u>	Dues/Subscriptions				4,166.58	100.00%				

Vendor: 1133 - HDR Engineering, Inc Vendor Total: 7,790.00

<u>1200729789</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	7,790.00	0.00	0.00	0.00	7,790.00
WWTP Reed Bed Expansion		BANKW - BANK WEST	No							
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP Reed Bed Expansion		NA	0.00	0.00	7,790.00	0.00	0.00	0.00	7,790.00	
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>604-4000-42200</u>	Prof Fees Expense				7,790.00	100.00%				

Vendor: 1101 - Meade County Auditor Vendor Total: 3,828.24

<u>06.2025</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	3,828.24	0.00	0.00	0.00	3,828.24
Dispatch Expenses		BANKW - BANK WEST	No							
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total	
Dispatch Expenses		NA	0.00	0.00	3,828.24	0.00	0.00	0.00	3,828.24	
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4210-42820</u>	Dispatch Expense				3,828.24	100.00%				

Vendor: 1433 - Midcontinent Communications Vendor Total: 186.92

<u>2025.06</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	186.92	0.00	0.00	0.00	186.92
WWTP Telephone		BANKW - BANK WEST	No							
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total	
WWTP Telephone		NA	0.00	0.00	186.92	0.00	0.00	0.00	186.92	
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>604-4000-42800</u>	Utility Expense				186.92	100.00%				

Vendor: 0018 - SD One Call Vendor Total: 42.00

<u>SD25-01423</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	42.00	0.00	0.00	0.00	42.00
40 Messages May 2025		BANKW - BANK WEST	No							
Item Description		Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total	
19 Messages for Mar 2025		NA	0.00	0.00	42.00	0.00	0.00	0.00	42.00	
Account Number	Account Name	Project Account Key			Amount	Percent				
<u>101-4232-42900</u>	Other Expense				42.00	100.00%				

Payable Register

Packet: APPKT00169 - 06.17.2025

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: 1245 - SD State Treasurer Vendor Total: 1,028.02

<u>2025.06</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	1,028.02	0.00	0.00	0.00	1,028.02
Sales tax payable		BANKEFT - BANK WEST EFT			No		Payment Date: 6/6/2025		Bank Draft:	DFT0000335

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Jan sales tax collected	NA	0.00	0.00	1,028.02	0.00	0.00	0.00	1,028.02

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-0000-21700</u>	Sales Tax Payable		1,028.02	100.00%

Vendor: 1328 - Servall Uniform & Linen Supply Vendor Total: 11.54

<u>1058764-00</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	11.54	0.00	0.00	0.00	11.54
Monthly services		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Monthly services	NA	0.00	0.00	11.54	0.00	0.00	0.00	11.54

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4192-42200</u>	Prof Fees Expense		11.54	100.00%

Vendor: 2075 - Wareing Sturgis Ford Vendor Total: 1,145.06

<u>6016960/1+2</u>	Invoice	6/17/2025	6/17/2025	6/17/2025	6/17/2025	1,145.06	0.00	0.00	0.00	1,145.06
Vehicle maintenance		BANKW - BANK WEST			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Vehicle maintenance	NA	0.00	0.00	1,145.06	0.00	0.00	0.00	1,145.06

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<u>101-4210-42500</u>	Repair/Maint Expense		1,145.06	100.00%

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	13	27,084.38	0.00	0.00	0.00	27,084.38	1,681.01	25,403.37
	Grand Total:	27,084.38	0.00	0.00	0.00	27,084.38	1,681.01	25,403.37

Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>101-0000-21700</u>	Sales Tax Payable	1,028.02
<u>101-4140-42300</u>	Publishing Exp	316.19
<u>101-4141-42200</u>	Prof Fees Expense	2,067.50
<u>101-4192-42200</u>	Prof Fees Expense	11.54
<u>101-4192-42201</u>	Dues/Subscriptions	4,166.58
<u>101-4192-42800</u>	Utility Expense	38.00
<u>101-4210-42500</u>	Repair/Maint Expense	1,145.06
<u>101-4210-42810</u>	Phone	652.99
<u>101-4210-42820</u>	Dispatch Expense	3,828.24
<u>101-4232-42900</u>	Other Expense	42.00
<u>101-4320-43230</u>	Solid Waste Collection	5,807.34
<u>101-4520-42800</u>	Utility Expense	4.00
	Total:	19,107.46

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<u>604-4000-42200</u>	Prof Fees Expense	7,790.00
<u>604-4000-42800</u>	Utility Expense	186.92
	Total:	7,976.92

May 2025 Finance Department

Meetings Attended

- ❖ 2 Commission meetings
- ❖ Check-ins with Commissioner Pulscher
- ❖ Check-ins with City Administrator
- ❖ Meeting with Tobin Morris and CA on TIF's

Utility Billing

- ❖ Communications with residents on delinquent accounts
- ❖ Delinquent account policy discussions with City Attorney
- ❖ Garbage change over for Summerset Mobile Home Court
- ❖ Preparing overdue utility account to be sent to collections
- ❖ NSF and Delinquent Account Policy discussions with city Attorney
- ❖ ACH bill draft
- ❖ Processing late fees
- ❖ Delinquent account lists to PW

Financial

- ❖ Code enforcement violation certified mailings sent
- ❖ Sales tax payable
- ❖ Assisting Commissioner Markham with collecting past invoices and contract information
- ❖ Bank recon
- ❖ Invoice review and claims prepared

Resident interactions

- ❖ Summerset mobile home court garbage accounts
- ❖ Overdue accounts
- ❖ Late penalty removals

Staff

- ❖ Assisted staff with HR and benefit topics
- ❖ Updating employee files and migrating to Incode
- ❖ Training CA on payroll procedures
- ❖ Payroll, reporting, and incurred payables

Budget

- ❖ Assisting department heads with current spending and planning for 2026 budget
- ❖ Preliminary finance office budgets completed
- ❖ 5 year budget conversations with department heads

Miscellaneous

- ❖ Preparing information for Commission meeting agenda items
- ❖ Continued work on FO operations manual
- ❖ Policy review and updating
- ❖ File retention work
- ❖ Preparing for HR/FO training in Pierre June 10-13
- ❖ Haulers license auditing

APRIL 2025 City Administrator Report

ECONOMIC DEVELOPMENT

- Visited with B. Block on new business in the community. Placed an announcement on Facebook.
- Visited with K. Lebron regarding Norman Ave. – quote for future development and infrastructure.

GRANTS

- Worked on grant for environmental study and new quotes.
- Visited with K. Snyder on finishing up the generator grant and SHPO response.
- Submitted application for FEMA to GO

PLANNING & ZONING

- Two septic permits completed.
- Issued an occupancy permit.
- Visited with M. Leon regarding an addressing issue.
- Reviewed Norman Ranch pay apps.
- Visited with S. Prescott SDDOT on disposal of properties.
- Visited with T. Kayl on carports along with N. Birgen on permitting the same.
- Visited with R. Kelly on property located at Infinity Drive and the zoning/building of the same.
- Updated all the changes on annexation and zoning and sent to HDR to have new maps built.
- Visited with T. Kayl regarding city lots off of recreation and interest in the same for building.
- Visited with Avid Engineering on 3-mile jurisdiction and whether we are in Pennington County.
- Visited with T. Vig on floodplain, 911 addressing and lay out plan.
- Visited with J. Steele on developing property.
- Zoom meeting on Exit 48
- Visited with HDR on updates with Norman Ranch.
- Visited with T. Thompson on concerns with Norman Ranch – sent email to all parties.
- Biweekly zoom calls on Norman Ranch.
- Visited with Post Office – addressing and will get mapping to PO for future reference on addressing.

*See next page

MISC.

- Met with S. Flockhart – Infinity Drive.
- Visited with S. Vogel regarding citations.
- Visited with R. Nasser and M. Wheeler regarding complaints on camera on Infinity.
- Researched ordinances on weeds, snow, citations and special assessment statutes.
- Complaint on payroll leave. Visited with B. Schrock about the software.
- Worked on Budget Sheets and built the financial year in the system to print off 2026 worksheets.
- Visited with R. Nasser on approval of painting back wall in office.
- Visited with K. Chleborad on Wonderland Homes Road District and the laws that govern approval.
- Got the filing for building permits, licensing filed in the office.
- Met with T. Morris on update on closing out SFR Loan. Rescheduled until FO could be available.
- Met with Evergreen on updating the computers to windows 11.
- Worked on N. Birgen job description.
- Visited with Evergreen on smart tv in the commission room and camera system.
- Started AP for May 1st meeting to help out B. Schrock. Finished minutes and sent to paper, sent resolutions to paper for publishing.
- Evergreen met with me regarding the tough books used by the police department that are not compatible.
- Built new account numbers for T. Kayl for budget.
- Visited with C. Hirsch regarding insurance with their homeowners association and permitting.
- Visited with Attorney E. Nies on paperwork for Wonderland Homes.
- Visited with N. Birgen on job description and reviewed the same with B. Schrock for Administrative Asst./Utility Clerk.
- Sonic wall replaced by Golden West.
- Did N. Birgen evaluation.
- Meeting with G. Markham, R. Nasser and M. Kitzmiller on police budget.
- Meeting with M. Carlson and T. Seaman on SDDOT property.
- Went over journal entries and audit items with B. Schrock.
- Sent claim into SDPAA on back window broken out of pickup.
- Weekly updates with N. Birgen and B. Schrock.
- Visited with K. Snyder on flyer and survey.
- Visited with Renatus on claim on pickup.
- Worked on snow ordinance.
- Visited with SDPAA to come out and do inspection on roof of city hall.

- Meeting on site w/ S. Triggs.
- Helped drop off garbage cans and took inventory numbers.
- Drafted vouchers for D. Klein case.
- Visited with R. Nasser on issue.
- B. Schrock trained myself in payroll and will continue to train me in the following months.
- Reviewed weekly naughty list for nonpayment on utilities.
- N. Birgen trained myself on utility billing.
- Reviewed COPS Fast requests for documents with R. Nasser.
- Attended the Dakota Build Scholarship event hosted by Summerset.

MAY

Sanitation

Hauled Solid Waste, Recycling, Cardboard and yard waste. Delivered cans to Summerset Mobile Home Park to begin service. Performed maintenance on solid waste equipment.

Public works

Performed maintenance on public works equipment. Had numerous conversations with the Public Works Commissioner, City Staff and Mayor. Numerous Norman Ranch inspections, and meetings concerning Norman Ranch progress meetings. Met with Tom from DOT concerning a construction project on Sturgis Road. Mowed right of ways on Sturgis Road. Received concerns about streetlights. Spoke with contractor about the concerns.

Code enforcement

Spoke with residents on fence questions, and possible violations.

Parks

Park inspections. Installed third park sign. Planted trees at City Hall for UCF grant. Mowed parks and City Hall. Sprayed weeds.

Miscellaneous

Spoke with Developer concerning turn around issues on Anderson Road. Met with developer concerning Astoria Lane/Recreational Drive Lots. Began working on Budget items.



SUMMERSET POLICE DEPARTMENT

Monthly Report-May 2025

Calls for service

- 357

Court appearances

- Inv Regan
- Officer Hamelin
- Officer Johnson

Training

- Macrander-CJIS
- Regan-Forensic Lab Capabilities, Evidence Handling, CJIS
- Nasser-COPS Office Community Policing-DOJ

Grants

- Traffic Safety
- Homeland Security

Special Events

- Attended Black Hills Energy PSSP Workshop

Daily

- Regular meetings with Commissioner Markham
- Covering patrol shifts and responding to calls for service
- Evidence.com management
- Citizen Meetings
- Flock Safety Meeting
- Updated department policies
- Police Applicant Interviews
- Cradlepoint Troubleshooting
- PD Maintenance/upgrades
- Fleet Management
- Submitted Traffic Safety Report
- Submitted reimbursement requests for highway safety grants
- Submitted Radio Project grant reimbursement
- NIBRS submissions
- Chiefs/Sheriffs Meeting
- Tech issues-GoldenWest

- SIM Card updates
- Salamander Updates
- Submitted COPS PR
- Budget
- Meeting with Dispatch Supervisor
- Meeting with FirstNet Rep
- Payroll
- Personnel matter

May 2025 Wastewater Department report

Daily Operations

5-1 Attended city commission meeting.
5-2 Cleaned effluent filters building filters.
5-5 Submitted DMR to DANR
5-5 Hydro Kleen began cleaning and televising Phase #2 of maintenance schedule.
5-7 Hydro Kleen cleaned all 3 lift stations.
5-8 Investigated damaged manhole.
5-10 Hydro Kleen finished cleaning and televising Phase #2.
5-13 Phone conference with Commissioner Hirsch.
5-21 Completed meter readings for billing.
5-23 DPI pulled Sun Valley lift pump #1 due to overamp issues. Check found ok.
5-29 Removed debris from pump #2 Main Lift station with assistance from Tony Kayl.
5-30 Phone conference with Commissioner Hirsch.
Treated 4.2 million gallons of sewer with an average of 140,000 gallons/day
Responded to 27 requests for utility location

Special Projects

Misc

The purpose of this policy is to provide police officers with financial assistance for purchasing and maintaining their required uniforms, ensuring they meet department standards for professionalism and safety.

ELIGIBILITY: All full-time, sworn officers of the Summerset Police Department who are required to wear a uniform for duty are eligible to receive a uniform stipend.

STIPEND AMOUNT: Each eligible officer shall receive a stipend of \$500.00 for uniform and \$200.00 for boots, annually, to offset the cost of uniform purchases, replacements, and maintenance. Officers will receive a stipend in the amount of \$350.00 in January and again in July.

NEW OFFICERS: The City of Summerset will furnish the newly hired employee the required police equipment required in connection with official duties. Police equipment will be deemed to include but is not limited to:

- (2) Uniform pants
- (2) Uniform shirts (SS)
- (2) Uniform shirts (LS)
- Jacket
- High-vis vest
- Cap
- Badge
- Collar brass
- Name tag
- Flag pin
- Duty belt
- Pistol holster
- Taser holster
- Flashlight holster
- Handcuff case
- Glove case
- Radio holster
- Magazine pouch
- Tourniquet
- Tourniquet case
- Keepers
- (2) Handcuffs
- Flashlight
- Ticket book

Body armor
Handgun (red dot reflex sight, weapon light, magazines)
Rifle (red dot reflex sight, magazines, sling)
Less lethal shotgun
CEW (Taser, cartridges)
Laptop
Portable radio
Body worn camera

PAYMENT PROCESS:

- The uniform stipend shall be disbursed through regular payroll.
- The stipend shall be considered taxable income unless exempted by applicable laws.
- Officers receiving the stipend are responsible for ensuring their uniforms comply with departmental standards.

COMPLIANCE AND REVIEW:

- The Commission reserves the right to review and adjust the stipend amount based on budgetary considerations and uniform cost changes.
- Officers failing to adhere to uniform requirements may be subject to disciplinary action.

APPROVAL & AMENDMENTS: This policy is subject to approval by the Summerset City Commission and may be amended as necessary to meet department and financial requirements.

The purpose of this policy is to provide Public Works and Wastewater employees with financial assistance for purchasing and maintaining their required clothing items, ensuring they meet department standards for professionalism and safety.

ELIGIBILITY: All full-time public works and wastewater employees whose job duties require safety or specialized clothing are eligible to receive a uniform stipend.

STIPEND AMOUNT: Each eligible public works and wastewater employee shall receive a stipend of \$500.00, annually, to offset the cost of clothing purchases, replacements, and maintenance. Eligible employees will receive a stipend in the amount of \$250.00 in January and again in July.

PAYMENT PROCESS:

- The uniform stipend shall be disbursed through regular payroll.
- The stipend shall be considered taxable income unless exempted by applicable laws.
- Employees receiving the stipend are responsible for ensuring their clothing complies with departmental standards.

COMPLIANCE AND REVIEW:

- The Commission reserves the right to review and adjust the stipend amount based on budgetary considerations and uniform cost changes.
- Employees failing to adhere to uniform requirements may be subject to disciplinary action.
- City credit cards or other forms of payment may not be used to purchase clothing items to include, but not limited to coats, boots, gloves, pants, coveralls, or footwear.

APPROVAL & AMENDMENTS: This policy is subject to approval by the Summerset City Commission and may be amended as necessary to meet department and financial requirements.

City of Summerset

Non-Sufficient Funds Policy

Non-Sufficient Funds (NSF) Policy outlines how payments will be accepted following the receipt of an NSF payment.

First Offense- No check, ACH or credit card payments will be accepted until the account balance is paid in full.

Second Offense within 12 months- No check, ACH or credit card payments will be accepted for a period of six (6) months.

Third Offense within 12 months- No check, ACH or credit card payments will be accepted for a period of twelve (12) months. Payment arrangements following a third offense will be at the discretion of the Finance Officer.

A \$30 returned check fee will be assessed to the account for any NSF payment.

The Finance Officer may designate certain accounts to be “cash only” at their discretion to secure payment. “Cash only” shall mean that the City shall accept only physical currency, and no other method of payment.

City of Summerset

Delinquent Accounts Policy

Per Ordinance 54.05, delinquent accounts are subject to suspension of services until such time the account is paid in full. Accounts will be considered delinquent if not paid in full after 60 days. In order to lift suspension of services the payment, in full, must be received by the City of Summerset no later than Monday at noon for garbage pick-up to occur that week. If payment is received after noon on Monday, the garbage services will not be resumed until the following week.

Job Title: Public Works Foreman

Location: Summerset

Job Type: Full-Time

Salary Range: \$24.32 – 29.49

Job Summary:

We are seeking a skilled and experienced Public Works Foreman to oversee and coordinate public works projects, maintenance, and infrastructure improvements. The successful candidate will lead staff, ensure quality control, and manage daily operations to maintain roads, parks, garbage refuge and other municipal assets.

Key Responsibilities:

- Assists the Public Works Director in operations of the Department (i.e. maintenance, roads, parks, garbage refuge, and code enforcement).
- Supervise and assist public works staff in construction, repair, and maintenance projects.
- Supervise and assist in the planning and scheduling of work assignments, ensuring efficiency and compliance with safety regulations.
- Supervise and assist with the operation and use of heavy equipment, tools, and vehicles.
- Supervise and assist in inspecting work sites and ensure adherence to standards, codes, and environmental regulations.
- Assist in budget planning, procurement, and inventory management for public works materials.
- Assist in coordination with city officials, engineers, and contractors to facilitate projects.
- Respond to emergency situations, including weather-related incidents or infrastructure failures.
- Respond to citizen complaints, calls, and emails as needed.
- Maintain accurate records of work performed, employee time tracking, and project progress.
- Supervise and assist in training and mentoring staff to ensure proper techniques are being used, job safety, and provide record keeping of the same.

- Performs all other duties as assigned by the Public Works Director and assists other departments as needed.

Qualifications:

- High school diploma or equivalent; additional technical or vocational training preferred.
- Proven experience in public works, construction, or maintenance roles.
- Strong leadership and team management skills.
- Knowledge of municipal infrastructure, road maintenance, and utility systems.
- Ability to operate heavy machinery and construction equipment.
- Excellent problem-solving and decision-making abilities.
- Strong communication, computer, and organizational skills.
- Valid driver's license; CDL preferred.

Work Environment:

- Outdoor and indoor settings with exposure to various weather conditions.
- Physical demands include lifting, operating equipment, and prolonged standing.

Interested applicants should submit their resume and relevant certifications to [Insert Contact Information].

Lisa Schieffer

From: Brielle Schrock
Sent: Tuesday, June 10, 2025 1:09 PM
To: Lisa Schieffer
Subject: Fw: Question on mygov

The mygov setup would take weeks it looks like. My humble opinion is use the authorize.net depending on what Adam says on cost. Then budget for mygov and get it up in 2026. But I agree to have commission decide on the 17th. Just wanted to update you. Still no quote. Thank ya maam.

From: [REDACTED]
Sent: Tuesday, June 10, 2025 11:01 AM
To: [REDACTED]
Subject: RE: Question on mygov

It's hard to say now just due to MyGov being such a new offering for Tyler. I know it's relatively quick, but the timeline is kind of in flux right now. I will say that you'd have a project manager assigned to you within a couple of weeks of a contract being executed and they would schedule all the training and configuration with you.

Tanner Cate
Account Representative
Tyler Technologies, Inc.

[REDACTED]

www.tylertech.com



Empowering people who serve the public®

Did you know you can chat with Support?
Chat with us at chat.tylertech.com!

From: [REDACTED]

Lisa Schieffer

From: [REDACTED]
Sent: Tuesday, June 10, 2025 8:31 AM
To: [REDACTED]
Cc: Adam Volmer, Ali Wilson, Lisa Schieffer
Subject: Re: Online Payment Options

Hey Angela and team,

I am still waiting on a quote for the mygov software. It would be a link to a separate site where we create our fillable fields and that creates a workflow and takes payment, just like our utility bill pay option. The problem is I think the backend setup work would take some time.

Lisa, what are your thoughts? I think maybe in order to go live quickly we go with authorize gateway and add-on. If so, Adam, I don't have any account rep information Chase. I believe we always just call customer service. Do you happen to know what the fees were for the authorize.net other than the \$40 add-on?

Thank you!



BRIELLE SCHROCK
Finance Officer



7055 Leisure Lane
Summerset, SD 57718
www.summerset.us

From: [REDACTED]
Sent: Monday, June 9, 2025 5:17 PM
To: Brielle [REDACTED]
Cc: [REDACTED]
Subject: Re: Online Payment Options

Hi everyone!

I'd like to get this site live soon!

Ali, I have changes on your desk for images and content changes where a few things are not flowing right or images or missing or low res.

Brielle, could we make the forms after you hit submit say to come to the city to pay until you get it worked out how you want to have it set up?

I think the site is so close to being better than what is live and we should flip it as soon as we get final changes done. :)