

**SUMMERSET CITY COMMISSION
PUBLIC HEARING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY JANUARY 16, 2020 6:00 P.M.**

AGENDA

1) ROLL CALL

Kitzmilller, McCoy, Butler, Hirsch, Lutz

2) PLEDGE OF ALLEGIANCE

3) CALL FOR CHANGES

Approval of the Agenda of the Regular Meeting of the Summerset City Commission for January 16, 2020 as presented or amended.

4) CONSENT CALENDAR

APPROVAL OF THE MINUTES

- 4A)** Approval of the minutes of the Regular Meeting January 2, 2020 as presented or amended.

APPROVAL OF THE CLAIMS

- 4B)** Approval of claims and hand checks in the amount of \$101,799.51 from January 3, 2020 to January 16, 2020 as presented or amended.

5) PUBLIC HEARING

5A) Motion to open public hearings on the following:

1) Summerset Board of Adjustments:

- a) Application for new Retail (on-sale) Liquor- from Stagebarn Lodging, 7900 Stagestop Rd., Summerset, SD 57718, at Lot 9, 24-3-6, Stagestop Subdivision, City of Summerset, Meade County, South Dakota.

Motion to close public hearing.

5B) Action Item-Vote on proposed public hearing item.

- a) Application for new Retail (on-sale) Liquor- from Stagebarn Lodging, 7900 Stagestop Rd., Summerset, SD 57718, at Lot 9, 24-3-6, Stagestop Subdivision, City of Summerset, Meade County, South Dakota.

- 6) **DISCUSSION AND VOTE OF DOT PROPERTY ANNEXATION AT EXIT 46**
Discussion and vote of SD Department of Transportation Land located at exit 46 for voluntary annexation from the City of Summerset to the Town of Piedmont.
- 7) **UPCOMING EVENTS**
- 8) **CITIZENS INPUT**
- 9) **ITEMS FROM CITY ATTORNEY**
Executive Session per SDCL 1-25-2 for discussing legal, economic development, and personnel issues.
- 10) **ADJOURNMENT**

Information regarding accessibility for the disabled may be obtained by calling the Summerset City Finance Officer at 605-718-9858. Individuals needing special accommodations are asked to call at least 48 hours prior to the meeting.

ALL MEETINGS OF THE SUMMERSET CITY COMMISSION ARE OPEN TO THE PUBLIC

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
THURSDAY JANUARY 2, 2020 6:00 P.M.**

Mayor Lutz called the Regular Meeting to order at 6:00 p.m. Commissioners Hirsch, Kitzmiller, McCoy and Butler were present. Also present was the City Finance Officer. The City Attorney and City Administrator were absent.

Mayor Lutz led the Pledge of Allegiance.

Motion by Butler, second by Hirsch to approve the agenda for January 2, 2020. Motion carried

Motion by Butler, second by McCoy to approve the December 19, 2019 Minutes as presented. Motion carried.

APPROVAL OF CLAIMS

Motion by Kitzmiller, second by McCoy to approve the claims and hand checks in the amount of \$90,626.41, from December 20, 2019 through January 2, 2020 as amended. Motion carried.

| | | |
|----------------------------|------------------------------|-----------|
| A&B BUSINESS SOLUTIONS | Professional Services | 142.09 |
| ALLEN, DON | Cell Phone/Uniform Allowance | 450.00 |
| AMBROSE, JONATHAN | Cell Phone Allowance | 50.00 |
| ANDERSON, DAN | Cell Phone Allowance | 50.00 |
| BUTLER, DAVE3 | Cell Phone Allowance | 50.00 |
| DELTA DENTAL | Insurance Expense | 498.60 |
| DENR-CERTIFICATION | Annual Certification Fee | 1,500.00 |
| FIRST INTERSTATE BANK | LE Auto Expense | 855.74 |
| FIRST INTERSTATE BANK | Govt Building Expense | 4,911.76 |
| FORD MOTOR CREDIT | LE Auto Expense | 1,479.21 |
| GREENAPSIS | Govt Repairs | 280.00 |
| HARMON, LONNIE | Cell Phone Allowance | 50.00 |
| HEALTH POOL OF SD | Insurance Expense | 8,531.74 |
| HERMANSON EGGE ENGINEERING | Professional Services | 1,520.00 |
| HIRSCH, CLYDE | Cell Phone Allowance | 50.00 |
| JUSO, COLTON | Cell Phone/Uniform Allowance | 450.00 |
| KITZMILLER, MICHAEL | Cell Phone Allowance | 50.00 |
| LAKOTA CONTRACTING, INC | LE Uniform Expense | 658.00 |
| MBFS USA LLC | Street Auto Expense | 3,068.32 |
| PALMER, BRANDY | Cell Phone/Uniform Allowance | 450.00 |
| RAPID CITY FIRE DEPARTMENT | Ambulance Contract | 28,756.97 |
| RAPID CITY JOURNAL | Publishing Expense | 363.29 |
| REKK PROPERTIES | Street Building Expense | 500.00 |
| SDRS-SUPPLEMENTAL | Retirement Expense | 420.00 |
| STEPHANIE MCCOY | Cell Phone Allowance | 50.00 |
| TANNER FENENGA | Cell Phone Allowance | 50.00 |
| TAYLOR, JUSTIN | Cell Phone/Uniform Allowance | 450.00 |
| VAST | Govt Utilities | 743.02 |
| WELLS FARGO FINANCIAL | Street Auto Expense | 1,079.30 |
| Payroll: | | |
| LE | | 14,016.36 |
| FINANCE OFFICE | | 8,735.97 |
| WWTP | | 3,181.33 |
| COMMISSION | | 2,477.83 |
| STREETS | | 3,587.71 |

UTILITY BILLING ADJUSTMENTS

Motion by Butler, second by Hirsch to approve utility billing adjustments of \$1,927.77 for the period of December 1, 2019- December 31, 2019.

MUNICIPAL ELECTION

Motion by Kitzmiller, second by Butler to approve and set the municipal election from April 14, 2020 at 7055 Leisure Lane, Summerset, SD.

NOTICE OF VACANY

Mayor Lutz spoke of two city commissioner seats available for a three-year term and one city mayor seat available for one-year. Current seats expire at the end of April and petitions can be dropped off at the City of Summerset from January 31, 2020 to February 28, 2020.

RESOLUTION 2020-01

CITY OF SUMMERSET

RESOLUTION 2020-01

A RESOLUTION SETTING THE SALARY AND WAGES FOR THE CITY OF SUMMERSET FOR 2020

BE IT RESOLVED by the Council of Commissioners of the City of Summerset, that the salaries and wages of City Officials and Employees for the year 2020 shall be as follows:

- Allen, Don/Police Chief/\$58,354.20/Annual Salary
- Ambrose, Jonathan/WWTP Supervisor/\$53,495.40/Annual Salary
- Anderson, Daniel-WWTP Operator/\$12.50 Per Hour
- Bewley, Dale/Planning & Zoning Board Member/\$75.00 Per Meeting
- Butler, David/City Commissioner/\$7,000 Annual Salary
- Christensen, Marcus/Planning & Zoning Board Member/\$75.00 per Meeting
- Fenenga, Tanner/Publics Works Manager/\$23.42 Per Hour
- Forbes, Nicolis/Reserve Police Officer/\$16.50 Per Hour
- Geigle Adam/ Reserve Police Officer/\$17.00 Per Hour
- Hagemann, Joshua/Code Enforcement Officer/\$16.00 Per Hour
- Harmon, Lonnie/City Administrator/\$54,075.00/Annual Salary
- Hirsch, Clyde/City Commissioner/\$7,000 Annual Salary
- Johnson, Scott/Reserve Police Officer/\$17.00 Per Hour
- Juso, Colton/Patrolman/\$19.00 Per Hour
- Kitzmiller, Michael/City Commissioner/\$7,000 Annual Salary
- Lutz, Bryce/Mayor/\$13,000 Annual Salary
- McCoy, Stephanie/City Commissioner/\$7,000 Annual Salary
- Moore, Jerry/Reserve Police Officer/\$16.50 Per Hour
- Muzio, Debbie/Finance Officer/\$ 53,943.37/Annual Salary
- Oldfield, Brody/Planning & Zoning Board Member/\$75.00 per Meeting
- Osten, Michael/Planning & Zoning Board Member/\$75.00 per Meeting
- Page, Benny/ Reserve Police Officer/\$16.50 Per Hour
- Palmer, Brandy/Patrolman/\$20.55 Per Hour
- Sealey, Candace/Municipal Clerk/\$ 18.15 Per Hour
- Taylor, Justin/Patrolman/\$22.80 Per Hour
- Twite, Jeffery/ Reserve Police Officer/\$16.50 Per Hour
- Walker, John/ Reserve Police Officer/\$17.00 Per Hour
- Wiest, Tracy/ Reserve Police Officer/\$16.50 Per Hour
- Wilson, Gregory/Planning & Zoning Board Member/\$75.00 Per Meeting

NOW THEREFORE, BE IT RESOLVED that the foregoing salaries and wages shall take effect on January 1, 2020.

BE IT RESOLVED this 2nd day of January 2020.

ATTEST:

Debbie Muzio
Finance Officer

Bryce Lutz
Mayor

Motion by Hirsch, second by Butler to approve Resolution 2020-01. A resolution approving of salary schedule for 2020. Roll call vote. All ayes.

OFFICIAL NEWSPAPER

Motion by Kitzmiller, second McCoy to approve the Rapid City Journal as the official newspaper for the City of Summerset for 2020.

RECOGNITION OF VOLUNTEERS

The City of Summerset recognizes the following volunteers in the Summerset Police Department:

- 1) Tracy Wiest
- 2) Mark Boddicker

SEWER FUNDS TRANSFER

Motion by Butler, second Kitzmiller to authorize the city finance officer to make four monthly transfers of \$12,500 each (January thru April) from the Sewer Fund to Debt Service Fund. The purpose of which is debt service on the USDA Sewer Bonds.

UNIFORM ALLOWANCE

Motion by Hirsch, second by Kitzmiller to approve the 2020 Annual Uniform Allowance Stipend for Law Enforcement Officers in the amount of \$800.00 to be paid in two installments of \$400.00 each on January 1 and July 1.

SUPPLEMENTAL ORDINANCE NO. 20.19.1

Motion by Kitzmiller, second by Butler to approve of Supplemental Ordinance No. 20.19.1. Roll call vote all ayes.

UPCOMING EVENTS

January 20, 2020-Admin Office closed for Martin Luther King Jr. Day

CITIZENS INPUT

None

Motion by Kitzmiller, second by Butler to enter executive session at 6:09 pm. Motion carried.

Motion by Butler, second by Hirsch to reconvene the regular meeting at 6:17 pm. Motion carried.

ADJOURNMENT

Motion for adjournment at 6:18 pm by Kitzmiller, second McCoy. Motion carried.

(SEAL)
ATTEST:

Debbie Muzio
Finance Officer

Bryce Lutz
Mayor

Date Received _____

License No. _____

Date Issued _____

Uniform Alcoholic Beverage License Application

Mail **this copy** to: Department of Revenue, Special Tax Division 445 East Capitol Ave Pierre, SD 57501-3100.

A. Owner Name and Address

George W. Jenter, DO
1010 Ball Park Rd St#2
Sturgis, SD 57785

B. Business Name and Address

Stagebarn Lodging LLC
7900 Stageshop Road
Summerset, SD 57718

Owner's Telephone #: 605-381-1933

Business Telephone #: 605-787-4844

C. Indicate the class of license being applied for
(submit separate application for each class of license).

- Retail (on-sale) Liquor
- Retail (on-sale) Liquor - Restaurant
- Retail (on-off sale) Wine
- Package (off-sale) Liquor
- Retail (on-off sale) Malt Beverage
- Retail (on-off sale) Malt Beverage & SD Farm Wine
- Package (off sale) Malt Beverage
- Package (off sale) Malt Beverage & SD Farm Wine
- Other (please classify) _____
- Transfer Fee \$150.00

Number of other Package Liquor Licenses held: _____

Number of other On-sale Liquor Licenses held: _____

Is this License in active use? Yes No

D. Legal description of licensed premise:

Lot 9, 24-3-6 Stageshop Subdivision
City of Summerset, Meade County,
South Dakota

Have you ever been convicted of a felony? Yes No

Do you own or lease this property? (Check one)

E. State Sales Tax Number: 1017-5916-ST

F. Remember to obtain a Federal Alcohol Stamp, for help call TTB at 1-800-937-8864.

G. New license? Transfer? (\$150) Re-issuance?

H. CERTIFICATE: The undersigned applicant certifies under the penalties of perjury that all statements provided herein are true and correct; that the said applicant complies with all of the statutory requirements for the class of license being applied for and in addition agrees to permit agents of the Department of Revenue access to the licensed premises and records as provided in SDCL 35-2-2.1, and agrees this application shall constitute a contract between applicant and the State of South Dakota entitling the same or any peace officers to inspect the premises, books and records at any time for the purpose of enforcing the provisions of Title 35 SDCL, as amended.

Signed this 19 day of December 2019 Signature _____

I. Any Application required to be submitted to a local governing board must be signed in the presence of the city or county auditor, the town clerk or notary public. This applies to ALL applications EXCEPT the following: distillers, manufacturers, wholesalers, municipalities, airports, solicitors, dispensers, carriers, transportation companies, and farm wineries.

Place of business is located in a municipality? Yes No County: _____

This application was subscribed and sworn to before me this _____ day of _____

Approving Officer's Telephone number _____ Signature: _____

J. APPROVAL OF LOCAL GOVERNING BODY - Notice of hearing was published on _____. Public hearing on the application was held _____, not less than SEVEN (7) days after official publication. The governing body by majority vote recommends the approval and granting of this license and certifies that requirements as to location and suitability of premises and applicant have been reviewed and conform to the requirements of local and South Dakota law.

Application approved for Sunday on-sale operation? Yes No

Are real property taxes paid to date? Yes No

Ineligible for video lottery

Number of video lottery terminals on licensed premise: _____

Amount of fee collected with application \$ _____

Amount of fee retained \$ _____

Forwarded with application \$ _____

For Local Government Use

(Seal) _____
Mayor or Chairman

If disapproved, endorse reason thereon and return to applicant

Transferred (State Use)

From: _____

Sales tax approval _____ Date _____

STATE LIQUOR AUTHORITY: APPROVAL _____ REVIEW _____

**Company supplement information
(For corporate/partnership/LP/LLC applicants)**

If supplement unchanged from last year check this box and sign below.

Affidavit

State of South Dakota)

County of _____ :ss)

We, the undersigned, being first duly sworn upon oath, supply the following information:

Name of corporation/partnership/LP/LLC Stagebarn Lodging LLC

Address of office and principal place of business of corporation/partnership/LP/LLC _____

Date of incorporation _____

Date of last report filed with Secretary of State _____

Are all managing officers of this corporation/partnership/LP/LLC of good moral character? _____

Have any of the managing officers of this corporation/partnership/LP/LLC ever been convicted of a felony? _____

Name, title of office, occupation and address of each of the officers/owners of the corporation, partnership, LP or LLC:

| Name | Office | Address | Occupation |
|---------------------------------|---------|---|------------|
| <u>George W. Jenter - Owner</u> | <u></u> | <u>1010 Ball Park Rd Ste #2, Sturgis SD 57785</u> | <u></u> |

Name, address and occupation of each of the directors of the corporation:

| Name | Address | Occupation |
|------|---------|------------|
| | | |

Name and address of each of the stockholders and percentage of shares owned or held by each:

| Name | Address | Percentage of Shares |
|------|---------|----------------------|
| | | |

Name of any officers, directors, partners or stockholders of applicant having a financial interest or capital stock in any other retail liquor outlet:

| Name | Type of License, Financial Interest Held, and Address of Retail Outlet |
|------|--|
| | |

Where and with whom are all company records kept, such as charter, by-laws, minutes, accounts, notes payable, and notes and accounts receivable, etc?

With signature the applicant agrees to the following:

That the applicant company will comply with all provisions of ARSD chapter No. 64:75:02 of the Department of Revenue, relating to the transfer of stock and prior approval of the transfer of such stock by the Secretary of Revenue and violation of any of the provisions of said regulation or failure to comply therewith, whether by the undersigned corporation, partnership/LP/LLC or by any stockholder thereof, or by anyone interested in said company, shall constitute cause for revocation or suspension of any license issued pursuant to and in reliance on this application, or for refusal to renew such license upon expiration thereof.

We the undersigned officers and directors of the applicant company acknowledge that the within supplement application form is true and correct in every respect and that there exists no financial arrangement concerning this or any other alcoholic beverage license than that expressly set forth above. If company stock is to be transferred we ask for approval of such voluntary stock transfer.

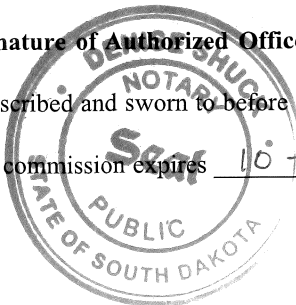
Signature of Authorized Officer/Director/Partner _____

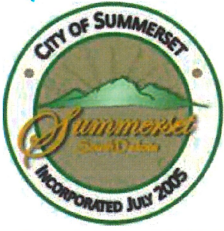
Subscribed and sworn to before me this 19 of December, 2019 County, State of South Dakota.

My commission expires 10-3-2021

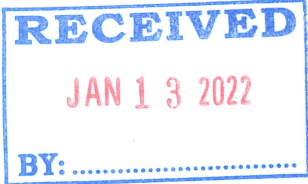
[Handwritten Signature]

(Notary Public)





City of Summerset

| | | | | | |
|--|----------------------------|---------------------------|---------------------------|--|---|
| City of Summerset Inspection Report | | | | REPORT NUMBER: 2019 - 02 - 07 A | |
| Address: Ramada - 7900 Stagestop Rd | | | Type of Inspection | | |
| CI Rep: Shane Delbrige | | Date: 01/10/2020 | | | |
| CM Work Schedule | | Weather Conditions | | Other | |
| Arrive: 4.30 pm | Temp: 18 | | | | |
| Depart: 5.00 pm | Precipitation: None | | | | |
| Inspection Requestor Information | | | | | Occurrence |
| Requested by: Dawn - General Manager | | | | | |
| Requestor Contact Number: 605-490-8092 | | | | | |
| Site Representative: Chad - Bar Manager - ramada48@hotmail.com | | | | | |
| Inspected Requirements | | | | | |
| Erosion control: | Present | <input type="checkbox"/> | No | <input type="checkbox"/> | N/a <input checked="" type="checkbox"/> |
| State electrical: | Rough present | <input type="checkbox"/> | Final present | <input type="checkbox"/> | Not present <input checked="" type="checkbox"/> |
| State plumbing: | Rough present | <input type="checkbox"/> | Final present | <input type="checkbox"/> | Not present <input checked="" type="checkbox"/> |
| *Certificate of Occupancy (CO) must be obtained from the City of Summerset. This inspection is not a CO. | | | | | |
| Work Summary and Remarks | | | | | |
| <p>This is an inspection to fulfill the requirements of a liquor license application.</p> <p>Exit signs - installed and functional Exit lighting - installed and functional Occupancy sign - Visible Fire Sprinkler - installed Fire Alarm - installed and functional Exit Doors are equipped with panic hardware State license post and visible</p> | | | | | |
|  | | | | | |

City of Summerset • 7055 Leisure Lane, Summerset, SD 57718
Office: (605) 737-0377 • Cell: (605) 381-9833 • CityInfo@summerset.us

Created by Project Solutions, Inc. Not to be recreated without permission.



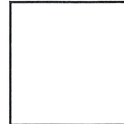
City of Summerset

Work Summary and Remarks (cont.)

2019 - 02 - 07 A



Approved



Not Approved

Additional inspection required.



City of Summerset

| Construction Photo Record | | 2019 - 02 - 07 A | |
|----------------------------|--|-----------------------------|--|
| | | | |
| Description: State License | | Description: Fire Sprinkler | |
| | | | |
| Description: Wash sink | | Description: Ice bin drain | |

City of Summerset • 7055 Leisure Lane, Summerset, SD 57718
 Office: (605) 737-0377 • Cell: (605) 381-9833 • CityInfo@summerset.us

Created by Project Solutions, Inc. Not to be recreated without permission.



City of Summerset

Construction Photo Record

2019 - 02 - 07 A



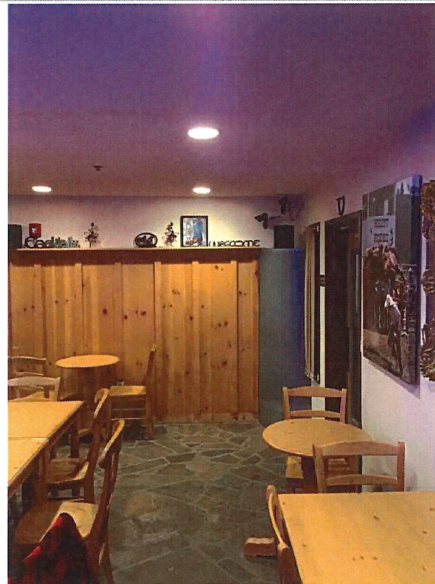
Description: Bar view



Description: Bar view



Description: Bar view



Description: Bar view

City of Summerset • 7055 Leisure Lane, Summerset, SD 57718
Office: (605) 737-0377 • Cell: (605) 381-9833 • CityInfo@summerset.us

Created by Project Solutions, Inc. Not to be recreated without permission.

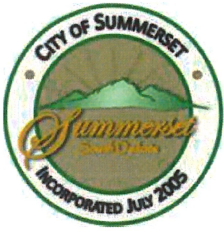


City of Summerset

| Construction Photo Record | | 2019 - 02 - 07 A | |
|---|--|--|--|
|  | |  | |
| Description: Convention center | | Description: Exit sign and emergency light | |
|  | |  | |
| Description: Restroom | | Description: Men's | |

City of Summerset • 7055 Leisure Lane, Summerset, SD 57718
Office: (605) 737-0377 • Cell: (605) 381-9833 • CityInfo@summerset.us

Created by Project Solutions, Inc. Not to be recreated without permission.



City of Summerset

| Construction Photo Record | | 2019 - 02 - 07 A | |
|---|--|--|--|
|  | |  | |
| Description: Men's | | Description: Women's | |
|  | |  | |
| Description: Women's | | Description: Convention bar | |

City of Summerset • 7055 Leisure Lane, Summerset, SD 57718
Office: (605) 737-0377 • Cell: (605) 381-9833 • CityInfo@summerset.us

Created by Project Solutions, Inc. Not to be recreated without permission.



City of Summerset

Construction Photo Record

2019 - 02 - 07 A



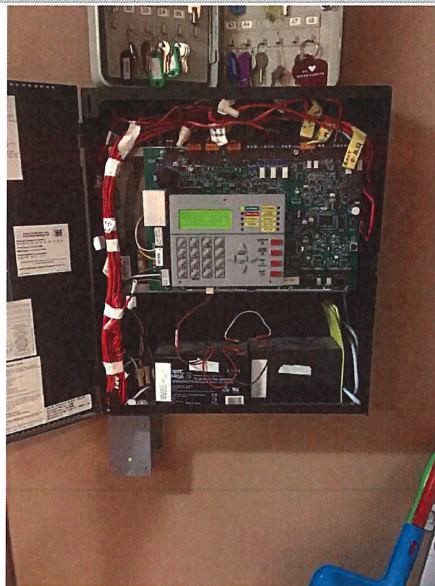
Description: Convention bar



Description: Convention bar



Description: Convention bar



Description: Ramada Fire alarm system

City of Summerset • 7055 Leisure Lane, Summerset, SD 57718
Office: (605) 737-0377 • Cell: (605) 381-9833 • CityInfo@summerset.us

Created by Project Solutions, Inc. Not to be recreated without permission.



City of Summerset

Construction Photo Record

2019 - 02 - 07 A



Description: Convention kitchen



Description: Convention kitchen



Description: Convention kitchen



Description: Convention center view

City of Summerset • 7055 Leisure Lane, Summerset, SD 57718
Office: (605) 737-0377 • Cell: (605) 381-9833 • CityInfo@summerset.us

Created by Project Solutions, Inc. Not to be recreated without permission.