

**SUMMERSET CITY COMMISSION
REGULAR MEETING
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE
Tuesday, June 17th, 2025, 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Hirsch, Markham, Osten, and Pulscher was present. The City Finance Officer and City Attorney were present. The City Administrator was absent.

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 Markham, second by Osten to approve the amended agenda of the regular meeting of the SummerSet City Commission for June 17th, 2025, as presented or amended. Motion carried. Agenda was amended to remove item 13.

Citizen Input

No citizen input.

Consent Calendar

Approval of the Minutes

Motion by Osten, second by Pulscher to approve the minutes of the meeting held on June 5th, 2025, as presented or amended. Motion carried.

Approval of the Claims

Motion by Markham, second by Osten to approve the claims in the amount of \$27,084.38 from June 5th, 2025, to June 16th, 2025. Motion carried.

Black Hawk Water Users District	42.00
City of Rapid City	5807.34
Column Software PBC	316.19
Demersseman Jensen Tellinghuisen & Huffman, LLP	2067.50
Golden West Technologies	4166.58
HDR Engineering, Inc	7790.00
Meade County Auditor	3828.24
Midcontinent Communications	186.92
SD One Call	42.00
Servall Uniform & Linen Supply	11.54
Wareing Sturgis Ford	1145.06
AT&T Mobility	652.99
SD State Treasurer	1028.02

Noted for the record-Department Head Reports are in the packet for viewing.

SEDC Update- Brenna Block

Brenna Block gave updates on recent SEDC happenings. Block attended an open house for Schaffer Carpets. She also made note that C4 has sold, putting 15-20 employees in need of jobs. Block noted that a company had approached her regarding Tiny Homes. Block has also attended numerous meetings around the area. Block announced she will be leaving in 6 to 12 weeks and that her position is now open.

Draft Policy on Uniform Stipends- Brielle Schrock

Motion by Osten, second by Markham to open discussion. Motion carried. Finance Officer Brielle Schrock reported that the presented policy was from changes made during the previous year's budget meetings. Commissioner Markham expressed concerns and felt the policy needed to have been presented to the Department Heads before being presented to the board. Schrock stated she would get the policy to the Department Heads.

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

Motion by Osten, second by Markham to table the item until July 3rd, 2025. Motion carried.

Non-Sufficient Funds Policy – Brielle Schrock

Motion by Hirsch, second by Osten to open discussion. Motion carried. Finance Officer Brielle Schrock reviewed the policies with the board to include the previous changes they had requested. City Attorney Mike Wheeler stated he would create a resolution for the board on this item.

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

Delinquent Accounts Policy – Brielle Schrock

Motion by Osten, second by Hirsch to open discussion. Motion carried. Finance Officer Brielle Schrock reviewed the policies with the board to include the previous changes they had requested. City Attorney Mike Wheeler stated he would create a resolution for the board on this item as well.

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

Job Description Public Works Foreman/Payroll Change – Public Works

*Mitch Anglin Grade 15/Step I - @ 26.72 effective May 26th, 2025.

Motion by Markham, second by Osten to open discussion. Motion carried. Mayor Kitzmiller spoke to the Board about increasing Mitch Anglin's pay and recreating his job description. Mayor Kitzmiller expressed that he felt this rate put him where he needed to be in terms of pay.

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

Motion by Osten, second by Hirsch to approve both the Public Works Foreman job description and Mitch Anglin's Grade and Step increase with increased pay to 26.72, effective May 26th, 2025. Motion carried.

Discussion on Going Live with Website/taking Online Payments – Brielle Schrock

Motion by Osten, second by Markham to open discussion. Motion carried. Finance Officer Brielle Schrock presented the Board with options for Authorize.net or Mygov for taking payments through the City's new website. Schrock explained that at this time we have not received a quote for Mygov. Commissioner Pulscher stated he felt it best to wait until the Mygov quote came through so as to go live with the final product.

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

Upcoming Events

City Offices will be closed Thursday, June 19th for the Juneteenth Holiday.

Executive session

None

Adjournment

Motion by Osten, second by Hirsch to adjourn at 6:36 p.m. Motion carried.

(SEAL)

ATTEST:

Brielle Schrock
Finance Officer

Michael Kitzmiller
Mayor

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