

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

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Hirsch, Markham, Osten, and Reade were present. The City Attorney 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 April 17th, 2025, as presented or amended. Motion carried.

**CITIZEN INPUT**

No citizen input.

**ADMINISTER OATH OF OFFICE - COMMISSION**

Mayor Kitzmiller administered the oath of office to Clyde Hirsch. Hirsch will be starting a three-year term. Mayor Kitzmiller administered the oath of office to Jordan Pulscher. Pulscher will be starting a one-year term. The Board extended thanks to Sidney Reade for his service.

\*The record will reflect that the new officers have been sworn in and are present to conduct business.

**APPOINTMENT OF COMMISSION**

**Motion** by Osten, second by Markham to open discussion. Motion carried. City Administrator Lisa Schieffer reviewed the Commission form of Government and each of the appointments to be made.

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

**Public Safety** – Motion was made by Osten, second by Pulscher to nominate Gwenn Markham to Public Safety. There being no further nominations, motion was made by Osten, second by Hirsch to cease nominations and a unanimous vote be cast for Gwenn Markham for Public Safety Commissioner. Motion carried.

**Public Works** – Motion was made by Markham, second by Pulscher to nominate Mike Osten to Public Works. There being no further nominations, motion was made by Markham, second by Hirsch to cease nominations and a unanimous vote be cast for Mike Osten for Public Works Commissioner. Motion carried.

**Utilities** – Motion was made by Osten, second by Markham to nominate Clyde Hirsch to Utilities. There being no further nominations, motion was made by Pulscher, second by Markham to cease nominations and a unanimous vote be cast for Clyde Hirsch for Utilities Commissioner. Motion carried.

**Finance** – Motion was made by Markham, second by Hirsch to nominate Jordan Pulscher to Finance. There being no further nominations, motion was made by Markham, second by Osten to cease nominations and a unanimous vote be cast for Jordan Pulscher for Finance Commissioner. Motion carried.

**LIAISON TO PARKS AND RECREATION BOARD**

Mayor Kitzmiller stated that usually the Public Works Commissioner is appointed to the position, but it is open for voluntary commitment. Commissioner Osten stated that he would volunteer to continue the appointment with the Parks and Recreation Board.

**Motion** by Markham, second by Pulscher to appoint Commissioner Osten as the liaison to the Parks and Recreation Board. Motion carried.

**ELECTION OF THE PRESIDENT OF THE SUMMERSET COMMISSION**

**Motion** was made by Markham, second by Hirsch to nominate Mike Osten to President of the Commission. There being no further nominations, motion was made by Markham, second by Pulscher to cease nominations and a unanimous vote be cast for Mike Osten as President of the Summerset Commission. Motion carried.

**ELECTION OF THE VICE PRESIDENT OF THE SUMMERSET COMMISSION**

**Motion** was made by Osten, second by Hirsch to nominate Gwenn Markham to Vice-President of the Commission. There being no further nominations, motion was made by Hirsch, second by Pulscher to cease nominations and a unanimous vote be cast for Gwenn Markham as Vice-President of the Summerset Commission. Motion carried.

**CONSENT CALENDAR**

**APPROVAL OF THE MINUTES**

**Motion** by Markham, second by Hirsch to amend the minutes of the meeting held on April 3rd, 2025, under item #18 – City of Summerset and City of Sturgis Animal Shelter Agreement to state that the rates had not increased. Motion carried.

**APPROVAL OF THE CLAIMS**

**Motion** by Markham, second by Osten to approve the claims in the amount of \$159,741.65 from April 3rd, 2025, to April 16th, 2025. Motion carried.

Kayl, Anthony	146.00
Cardmember Services	80.18
Cardmember Services	10,459.84
SD Department of Revenue	1,408.32
Black Hills Energy	6,871.47
Tyler Technologies	19,429.91
MDU	1,554.62
AT&T Mobility	652.99
Black Hawk Water Users District	49.25
Butler Machinery Company	1,745.91
CBH CO-OP	2,901.02
Dakota Pump, Inc	4,681.55
DANR	100.00
Demersseman Jensen Tellinghuisen & Huffman, LLP	2,172.50
Golden West Technologies	4,137.98
Haveman Business Services LLC	150.00
HDR Engineering, Inc	2,613.75
JJ'S ENGRAVING AND SALES	9.82
Mid-American Research Chemical	223.00
Midcontinent Communications	186.92
Northern Truck Equipment Corporation	7,315.96
POWLES & SONS	2,739.80
SD Department of Labor	38.52
SD One Call	19.95
SD PUBLIC ASSURANCE ALLIANCE	87,661.89
Settlers Creek Carriers LLC	1,625.00
Tyler Technologies	433.75
WaterTree	331.75

**NOTED FOR THE RECORD** - Department Head Reports are in the packet for viewing.

**BLACK HAWK FIRE DEPARTMENT QUARTERLY UPDATE – KURT KLUNDER**

Fire Chief Kurt Klunder gave a quarterly update to the Board. Klunder went over key topics on the Rockerville Fire that they assisted at. Klunder informed the Board that they have several contracts with different agencies and currently they have a crew in Pine Ridge. Klunder went over fire hydrant testing and how often it should be done. Klunder appreciates the pre-planning that Summerset does and keeping the Black Hawk Fire Department involved in the same.

**PARK CAMERA QUOTES – PARKS AND RECREATION**

**Motion** by Osten, second by Markham to open discussion. Motion carried.

Commissioner Pulscher informed the Board that at the last Parks and Recreation Meeting the Board reviewed two quotes. One from Midco Business and the other from Blue Peak for internet at Steamboat Park for the camera. The Parks and Recreation Board recommended going with Midco Business.

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

**Motion** by Pulscher, second by Markham to go with the recommendation from the Parks and Recreation Board to approve the quote of Midco Business. Motion carried.

**SUN VALLEY ELECTRONIC SIGN QUOTE**

**Motion** by Markham, second by Hirsch to open discussion. Motion carried.

Mayor Kitzmiller gave a quick overview of how the city has demonstrated trying to keep the citizens informed of events in our community. Recently, a digital sign was put up by City Hall and a quote was received to put one up in the Sun Valley area as well. Public Works Director Anthony Kayl stated that they could actually do some of the trenching and that would reduce the quote of \$65,480.09 down to \$59,806.03. If the City were to purchase the same, it is currently not budgeted for but a supplement or contingency dollars could be used.

Commissioner Pulscher discussed with the Board the possibility of the need for money elsewhere. Although this is a great way to notify citizens, Pulscher would like to visit with the residents of Sun Valley and get their thoughts. Commissioner Markham and Commissioner Osten felt that maybe this could be pushed back and once more information is received from the citizens, it could be put in next year's budget. Also, we will be launching a new website that will be more user-friendly and can get notifications out that way. Commissioner Hirsch stated that usually only city halls have digital notification boards in other municipalities. Mayor Kitzmiller stated that he appreciated the input and stated that he wanted to make sure that we are getting notifications out to all our citizens on both sides. The Board will await feedback from Commissioner Pulscher from the citizens on the Sun Valley side.

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

No Action Taken.

**VENDOR APPLICATIONS FOR FOOD TRUCK/BIKE NIGHT**

**Motion** by Markham, second by Pulscher to open discussion. Motion carried.

City Administrator Lisa Schieffer stated that since the city is no longer doing food truck night at City Hall there is a new business in Summerset called Hose Clamp Customs that would like to put on bike night and have food trucks available. In the past the Board would waive the fee on food truck night for the vendors. This could be done this year and revisited annually.

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

**Motion** by Markham, second by Osten to waive the vendor fees for this year for vendors at Hose Clamp Custom's bike night. Motion carried.

**DRAFT TIF APPLICATION/RESOLUTION 2025-07 – FEE SCHEDULE**

**Motion** by Hirsch, second by Pulscher to open discussion. Motion carried.

City Administrator Lisa Schieffer stated she has been reviewing the applications and cross-referencing them with the fee schedule. In the process she found there is no TIF (tax increment financing) application. With the help from City Attorney Mike Wheeler an application has been drafted and presented to the Board. In reviewing the fees of surrounding areas, it was suggested the application fee be a \$2,500.00 nonrefundable and upon approval a \$7,500.00 administration fee.

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

**Motion** by Markham, second by Osten to approve the application/fees along with Resolution 2025-07 – A Resolution revising and amending Resolution 2025-04 pertaining to fees and application procedure for tax increment financing.

**PAYROLL CHANGE – PUBLIC WORKS**

City Administrator Lisa Schieffer stated that the evaluation has been sent to all the Commissioners and the next step for Mitch Anglin would be Grade 14, Step I @ \$25.43. Public Works Director Anthony Kayl stated that he would like the Board to consider an increase over the Grade/Step. Discussion ensued on the process and if additional duties have been assigned. The Board suggested that the job description be revisited and to come back before the Board.

**Motion** by Osten, second by Markham to approve Grade 14, Step I @ \$25.43 for Mitch Anglin.

**UPCOMING EVENTS**

Black Hills Energy Wildfire Mitigation and Public Safety Power Shutoff Program Meeting will be held at the Summerset City Hall on Friday, April 18<sup>th</sup> @ 9:00 a.m.

City Offices will be closed on Good Friday, April 18<sup>th</sup> and Easter Monday, April 21<sup>st</sup>.

Summerset Department Heads will be attending the Day of Excellence on April 23<sup>rd</sup>.

**EXECUTIVE SESSION**

No executive session.

**ADJOURNMENT**

**Motion** by Osten, second by Markham to adjourn at 6:58 p.m. Motion carried.

(SEAL)

ATTEST:

\_\_\_\_\_  
Brielle Schrock  
Finance Officer

\_\_\_\_\_  
Michael Kitzmiller  
Mayor

Published once \_\_\_\_\_, 2025 at the total approximate cost of \_\_\_\_\_.