

**Summerset City Commission  
Regular Meeting  
Summerset Municipal Building  
7055 Leisure Lane  
Thursday, May 1st, 2025, 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Hirsch, Osten, and Pulscher were present. Markham was present via zoom. 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 Hirsch, second by Pulscher to approve the agenda of the regular meeting of the Summerset City Commission for May 1st, 2025, as presented or amended. Motion carried.

**Citizen Input**

No citizen input.

**Consent Calendar**

**Approval of the Minutes**

**Motion** by Osten, second by Hirsch to approve the minutes of the meeting held on April 17th, 2025. Motion carried.

**Approval of the Claims**

**Motion** by Osten, second by Pulscher to approve the claims in the amount of \$229,807.92 from April 17th, 2025, to April 30th, 2025. Motion carried.

A&B Business Solutions	459.54
Ambrose, Jonathan	50.00
Anglin, Mitch	50.00
AT&T Mobility	652.99
Auto Owners Insurance	100.00
Birgen, Nicholin	50.00
Blue Peak	1247.68
City of Rapid City	4384.58
Complete HVAC Service & Installation LLC	9989.88
Dakota Pump, Inc	566.33
Delta Dental	970.80
Doty, Jason	50.00
First National Trust & Investment Management Services	24975.77
Health Pool of SD	15655.65
Hirsch, Clyde	50.00
Kayl, Anthony	50.00
Kitzmiller, Michael	50.00
Markham, Gwenn	50.00

Meade County Auditor	1510.87
Mid-American Research Chemical	170.96
Midcontinent Testing Laboratories, Inc.	187.00
Motorola Solutions, INC	8940.88
Osten, Michael	50.00
Schieffer, Lisa	50.00
Schmagel, David	50.00
Schrock, Brielle	50.00
SD Department of Revenue	750.00
SDRS	11081.10
SDRS-Supplemental Retirement Plan (SDSRP)	840.00
Servall Uniform & Linen Supply	206.70
Tyler Technologies	150.00
United States Treasury	19134.49
USA Bluebook	5703.88
USBank	121528.82

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

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

- Dept. 4000 - \$13,907.04 Wastewater
- Dept. 4110 - \$2,333.32 Commission
- Dept. 4120 - \$1,916.67 Mayor
- Dept. 4140 - \$12,208.15 Finance
- Dept. 4210 - \$42,080.54 Police
- Dept. 4310 - \$10,753.14 Streets
- Dept. 4652 - \$1200.00 Planning & Zoning

**Utility Billing Adjustments**

**Motion** by Osten, second by Pulscher, to approve the utility billing adjustments of \$703.58 for the period of April 1<sup>st</sup> – April 30<sup>th</sup>, 2025. Motion carried.

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

**HDR Task Oder#3- Wastewater Treatment Plant Reed Bed Expansion**

**Motion** by Hirsch, second by Osten to open discussion. Motion carried. Wastewater Superintendent Jon Ambrose explained that the reed beds are the final step for completion of the plant expansion. Ambrose explained that the reed bed portion of the project was held over due to budget constraints. Ambrose is working with HDR to update the proposal and looking to move forward with going out for bid. Ambrose explained that the project would be split between the 2025 and 2026 budgets.

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

**Motion** by Hirsch, second by Osten to approve Task Order #3. Motion carried.

**Malt Beverage License Renewals- Resolution 2025-08**

**Motion** by Osten, second by Pulscher to open discussion. Motion carried. City Finance Officer Brielle Schrock presented the list of renewals to the Board.

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

**Motion** by Pulscher, second by Osten to approve the License Renewals for 2025/06 – Resolution 2025-08. Motion carried.

### **First reading of Ordinance 2025-03 Alternate for Parks Board**

**Motion** by Osten, second by Pulscher to open discussion. Motion carried. City Administrator Lisa Schieffer explained to the Board that the language is to add an alternate to the Parks and Recreation Board.

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

**Motion** by Pulscher, second by Osten to approve first reading of Ordinance 2025-03, and set the second reading for May 15<sup>th</sup>. Motion carried.

### **Summerset Mobile Home Park Agreement**

**Motion** by Osten, second by Hirsch to open discussion. Motion carried. Public Works Director Anthony Kayl explained that the agreement is to hold the city harmless from damage to any roads within the mobile home park.

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

**Motion** by Osten, second by Pulscher to approve the Mayor signing the Waiver and Release of Liability/Solid Waste Hauler Agreement with Summerset MHC, LLC. Motion carried.

### **Draft Memorandum of Agreement with Meade County**

**Motion** by Hirsch, second by Pulscher to open discussion. Motion carried. City Administrator Lisa Schieffer stated that the Mayor, Public Works Director and herself met with Rich Liggett, Commissioner for Meade County, regarding the Memorandum of Agreement wherein the City of Summerset would be taking over roads that are on the boundaries of the county. The agreement covers the potential of six different roads from various lengths of road. The Board inquired how soon this would take place. Public Works Director Anthony Kayl stated in the next couple of months. Kayl was going to check on some further information and report back to the Board.

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

### **New Hire Public Works Department**

**Motion** by Osten, second by Pulscher to approve Jason Doty at Grade 14 Step D at \$23.61 an hour, effective April 28<sup>th</sup>, 2025. Motion carried.

### **Results of Survey on Digital Sign Board – Jordan Pulscher**

Commissioner Jordan Pulscher sent out a survey on Facebook regarding a digital sign board and the need for the same in the Sun Valley area. Pulscher reported that 98% of the comments received were to use the money for improvements/emergencies instead of the sign.

### **2024 Annual Report SDCL 9-22-21**

**Motion** by Osten, second by Hirsch to open discussion. Motion carried. City Administrator Lisa Schieffer presented the annual report for 2024 to the Board and went over a quick summary of the year. Schieffer stated that the annual report was sent into Legislative Audit on time and was published in the Rapid City Journal as required by law.

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

### **Upcoming Events**

City Offices will be closed Monday, May 26<sup>th</sup> for Memorial Day.

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

### **Executive session**

**Motion** by Osten, second by Hirsch to enter into executive session per SDCL 1-25-2(3) at 6:35 p.m. The Board requested that the City Attorney Mike Wheeler, City Administrator Lisa Schiffer, Public Works Director Anthony Kayl, and Wastewater Treatment Plant Superintendent Jon Ambrose be present in the executive session. Motion carried.

**Motion** by Osten, second by Pulscher to exit executive session at 7:03 p.m. Motion carried.

### **Adjournment**

**Motion** by Hirsch, second by Osten to adjourn at 7:04 p.m. Motion carried.

(SEAL)

ATTEST:

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

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

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