

**SUMMERSET CITY COMMISSION  
REGULAR MEETING  
SUMMERSET MUNICIPAL BUILDING  
7055 LEISURE LANE  
Thursday, May 15th, 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 Administrator were present. The City Attorney 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 Osten, second by Markham to approve the agenda of the regular meeting of the Summerset City Commission for May 15th, 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 1st, 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 \$122,586.90 from May 1st, 2025, to May 14th, 2025. Motion carried.

Black Hills Energy	7114.27
Cardmember Services	13723.19
SD State Treasurer	1027.87
Demersseman Jensen Tellinghuisen & Huffman, LLP	2997.50
DOT Marketing	1200.00
GenPro Energy Solutions	87449.60
Golden West Technologies	4875.58
Greenapsis	350.00
Hills Toilet Service	195.00
Midcontinent Communications	187.54
Northern Balance & Scale	634.25
StopStick, LTD.	1737.00
Leon Holdings LLC	1000.00
SDRS	14.02
United States Treasury	31.08
Pulscher, Jordan	50.00

**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 has attended many meetings including Dakota Resource Housing Conference and GOED. Block also explained to the Commission the Business Connections Event. These social events are a great way for businesses to connect with future workforce candidates. Block encourages business owners to attend and learn about the scholarship program.

**Second Reading of Ordinance 2025-03 Alternate for Parks Board**

**Motion** by Osten, second by Markham to approve the second reading of Ordinance 2025-03. Motion carried.

**Motion** by Markham, second by Pulscher to adopt Ordinance 2025-03. Motion carried.

**Draft Memorandum of Agreement w/Meade County**

**Motion** by Osten, second by Hirsch to open discussion. Motion carried. Public Works Director Anthony Kayl explained to the Board which sections of road would be included for the City of Summerset. Kayl also stated that Meade County was still willing to loan certain equipment that the city may need. City Administrator Lisa Schieffer explained that the memorandum did not need to be signed at this time. Its purpose is to express consensus on the agreement.

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

**Petition/ Application for Incorporation of Wonderland Road District**

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

City Administrator Lisa Schieffer explained that per SDCL 31-12A-5.1, Wonderland Road District is required to submit a petition to the municipality's governing body for approval. Wonderland Homes is within the City of Summerset's three-mile platting jurisdiction, but not it's building jurisdiction.

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

**Motion** by Hirsch, second by Osten to approve the Wonderland Road District to move forward with application and petition with Meade County. Motion carried.

**Job Description Change Assistant Finance Officer to Administrative Asst./ Utility Clerk- Pay Rate**

**Motion** by Markham, second by Pulscher to open discussion. Motion carried. City Administrator Schieffer explained the difference in job duties currently performed and the job duties as listed on the Assistant Finance Officer job description. Schieffer also explained the pay grade applicable to the position.

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

**Motion** by Markham, second by Pulscher to approve the Administrative Assistant/Utility Clerk job description at the same rate of pay currently on a different grade/step (11H).

**Upcoming Events**

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

Public Hearings for input on the Summerset Comprehensive Plan will be June 3<sup>rd</sup> from 1:00 pm to 2:00 pm and 6:00 pm to 7:00 pm at the Stagebarn Middle School.

**Executive session**

None

**Adjournment**

**Motion** by Osten, second by Markham to adjourn at 6:28 p.m. Motion carried.

(SEAL)

ATTEST:

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

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

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