

Summerset City Commission
Regular Meeting
Summerset Municipal Building
7055 Leisure Lane
Thursday, December 4th, 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 Administrator, City Finance Officer and City Attorney 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 Pulscher, second by Osten to approve the agenda of the regular meeting of the Summerset City Commission for December 4th, 2025, as presented. Motion carried.

Citizen Input

There was no citizen input.

Consent Calendar

Approval of the Minutes

Motion by Osten, second by Markham to approve the minutes of the special meeting held on November 17th, 2025, as presented or amended. Motion carried.

Motion by Markham, second by Pulscher to approve the minutes of the regular meeting held on November 20th, 2025, as presented or amended. Motion carried.

Approval of Claims

Motion by Markham, second by Osten to remove the \$101.04 Midcontinent from the claims and approve the rest of the in the amount of \$429,652.58 from November 18th, 2025, to December 1st, 2025. Motion carried.

A & B Business Solutions \$627.88; Jonathan Ambrose \$50.00; Mitch Anglin \$50.00; Spen Ridge Lawn & Landscape \$5,112.75; AT&T Mobility \$3.24; Stephany Baumeister \$1,462.50; Nicholin Birgen \$50.00; Black Hills Energy \$6,832.15; Black River Contracting \$196,803.00; Cardmember Services \$12,546.11; Dakota Pump \$2,224.50; DOT Marketing \$600.00; Jason Doty \$50.00; Evergreen Office Products \$894.00; Lisa Fischer \$50.00; Golden West Technologies \$270.00; Greenapsis \$350.00; Clyde Hirsch \$50.00; Jaeson Garcia \$50.00; Anthony Kayl \$50.00; Michael Kitzmiller # \$50.00; Gwenn Markham \$50.00; MDU \$895.76; Midcontinent Testing Laboratories \$176.75; Rich Nasser \$39.70; Michael Osten \$50.00; Jordan Pulscher \$50.00; Lisa Schieffer \$50.00; SDML \$2,645.00; USDA \$148,400.00; Delta Dental \$871.00; Health Pool of SD \$15,617.81; SDRS \$11,440.66; SDRS Supplemental Retirement Plan \$615.00 Unites States Treasury \$20,575.77

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

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

Dept. 4000 - \$13,744.02 Wastewater
Dept. 4110 - \$2,333.32 Commission
Dept. 4120 - \$1,916.67 Mayor
Dept. 4140 - \$13,770.01 Finance
Dept. 4210 - \$42,790.61 Police
Dept. 4310 - \$14,934.53 Streets
Dept. 4652 - \$1,100.00 Planning

Utility Billing Adjustments

Motion by Pulscher, second by Markham to approve the utility adjustments of \$58.05 for the period of November 1st - November 30th, 2025. Motion carried.

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

Sewer Rate Study – Josiah Close (HDR)

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

Josiah Close, HDR Utility Rates Project Manager, presented to the Board the City of Summerset Sewer Rate Study Results. Close gave an overview of the study. Items included the purpose of the study, draft study results, and the Close, HDR Utility Rates Project Manager, presented to the Board the City of Summerset Sewer Rate Study next steps for the Commission. Close presented a rates chart with the potential increases on rates for sewer.

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

Motion by Pulscher, second by Markham to approve the Sewer Rate Study. Motion carried.

Resolution 2025-12 A Resolution Establishing Revised Sewer Rates Based on the City of Summerset Sewer Rate Study

Motion by Osten, second by Markham to open discussion. Motion Carried.

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

Motion by Markham, second by Pulscher to approve Resolution 2025-12 A Resolution Establishing revised Sewer Rates Based on the City of Summerset Sewer Rate Study. Motion carried.

First Reading of Ordinance 2025-07 An Ordinance Amending 53.081 Sewer Usage Charge

Motion by Pulscher, second by Osten to approve the first reading of Ordinance 2025-07. Motion carried.

Motion by Osten, second by Markham to set the second reading of Ordinance 2025-07 for December 18th, 2025. Motion carried.

Second Reading of Ordinance 2025-05 A Supplemental Appropriation Ordinance

Motion by Markham, second by Pulscher to approve the second reading of Ordinance 2025-05. Motion carried.

Motion by Markham, second by Osten to adopt Ordinance 2025-05.

Second Reading of Ordinance 2025-06 An Ordinance Granting a Franchise Agreement with MDU

Motion by Pulscher, second by Markham to approve the second reading of Ordinance 2025-06. Motion carried.

Motion by Osten, second by Hirsch to adopt Ordinance 2025-06. Motion carried.

Set Final Meeting Date of the Year to Process Bills for FYE 2025

Motion by Osten, second by Pulscher to open discussion. Motion carried.

City Administrator Lisa Schieffer presented to the Board to hold a phone conference on December 31st, 2025, at 7:30 A.M. to approve final bills for FYE 2025 only.

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

Motion by Pulscher, second by Hirsch to hold a phone conference on December 31st, 2025, at 7:30 A.M. to approve final bills for FYE 2025 only. Motion carried.

Discussion About First Meeting in January

Motion by Pulscher, second by Osten to open discussion. Motion carried.

City Administrator Lisa Schieffer presented to the Board dates to have the first meeting in January.

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

Motion by Osten, second by Pulscher to move the January meetings to January 8th, 2026, and January 22nd, 2026.
Motion carried.

Upcoming Events

City Offices will be closed December 24, 25, and 26th for Christmas per the Honorable Governor Larry Rhoden.

Executive Session-none

Adjournment

Motion by Pulscher, second by Markham to adjourn at 6:30 p.m. Motion carried.

(SEAL)

ATTEST:

Lisa Fischer
Finance Officer

Michael Kitzmiller
Mayor

Published once _____ at the total approximate cost of \$_____.