

Summerset City Commission
Regular Meeting
Summerset Municipal Building
7055 Leisure Lane
Thursday, January 22nd, 2026, 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 Markham gave the invocation.

Call for Changes

There were no declarations of conflict of interest.

Motion by Osten, second by Pulscher to approve the agenda of the regular meeting of the Summerset City Commission for January 22nd, 2026, as presented. Motion carried.

Citizen Input

There was no citizen input.

Consent Calendar

Approval of the Minutes

Motion by Markham, second by Osten to approve the minutes of the regular meeting held on January 8th, 2026, as presented or amended. Motion carried.

Approval of Claims

Motion by Hirsch, second by Pulscher to approve the claims in the amount of \$196,758.46 from January 8th, 2026, to January 21st, 2026. Motion carried.

A to Z Shredding \$63.54; American Legal \$525.00; Axon Enterprise \$31,871.66; Baumeister, Stephany \$1,068.75; Black Hawk Fire Dept. \$1,500.00; Black Hawk Water \$43.00; BH Council \$1,655.00; CBH Co-op \$3,216.46; City of Rapid City \$5,896.08; City of Sturgis \$55.00; Demersseman Jensen \$1,665.00; Elevat Rapid City \$75.00; Golden West \$4,391.93; HDR Engineering \$7,298.18; Hills Septic Service \$3,045.00; KC Trailers \$15,000.00; Leads On Line \$2,286.00; MDU \$1,710.00 Meade County Auditor \$4,505.26; Midwest Assistance Program \$500.00; RCS Construction \$8,152.00; SD Dept. of Labor \$1,659.00; SD Dept. of Revenue \$1,151.61; SD One Call \$21.00; SD Public Assurance Alliance \$98,592.19; SDML \$15.00; Tyler Technologies \$568.75; Western Communications \$120.00

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

Hermanson Egge Engineering, Inc. FY2026 Agreement for Construction

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

The City Administrator, Lisa Schieffer stated that this is to renew the contracts with the engineering firms that the Commission approved.

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

Motion by Pulscher, second by Markham to accept Hermanson Egge Engineering, Inc., FY2026 Agreement for Construction. Motion carried.

City of Summerset Shift Differential Pay Policy

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

Mayor Kitzmiller stated that we are trying to make sure the PD Department has the necessary tools to keep and get officers here. It was brought to his attention that differential pay per shift (night & weekend) is being exercised in different communities and could be a proficient tool here in Summerset.

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

Motion by Osten, second by Markham to approve the Shift Differential Pay Policy. Motion carried.

Summerset Police Department Job Descriptions

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

Mayor Kitzmiller stated that we would like to have all the job description positions available for the Summerset Police Department.

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

Motion by Markham, second by Osten to approve the Summerset Police Department Job Descriptions of Assistant Police Chief, Lieutenant, and Corporal. Motion carried.

Updated Grades/Steps Police Department

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

Mayor Kitzmiller stated that with these positions, he wants to make sure that the Board understands that we have not added any extra police officers, and everybody understands that if we wanted to add a position, we have budget for this and they would have to ask to have this approved.

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

Motion by Markham, second by Osten to approve the new Grades/Steps for the Police Department. Motion carried.

City of Summerset and City of Sturgis Animal Shelter Agreement

Motion by Osten, second by Pulscher to open discussion. Motion carried. Chief of Police Rich Nasser explained that this is the yearly contract with the City of Sturgis.

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

Motion by Osten, second by Hirsch to approve the City of Summerset and City of Sturgis Animal Shelter Agreement as presented. Motion carried.

Small Check Refund Policy

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

City Finance Officer, Lisa Fischer explained to the Board that it would be more beneficial and more consistent to have this Policy in place.

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

Motion by Pulscher, second by Markham to adopt the Small Check Refund Policy. Motion carried.

Resignation of Parks and Recreation Board Member

Motion by Osten, second by Pulscher that we accept the resignation of Dustin Hoiten. Motion carried.

Discussion on Ordinance- 31.080 city Parks and Recreation Board Established/SDCL 9-38-7

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

City Administrator, Lisa Schieffer stated that we should start a discussion of what direction our Parks & Recreation Board is going. They are scheduling a meeting in February. If we can't get members or keep them, then we might have to go back to having this under the Commission.

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

Conducting the Public's Business in Public – Open Meetings Laws Per SDCL 1-25-14 Annual Review

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

City Administrator, Lisa Schieffer stated that in your packet was the guide to the open meetings laws. We just reviewed this in June as well. We will have this on our agenda every January. The Board will need to acknowledge in their minutes that they have reviewed the same.

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

Motion by Osten, second by Pulscher to acknowledge that the Board has read and reviewed the Open Meetings Laws Per SDCL 1-25-24. Motion carried.

Travel Reimbursement Rates 2026

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

City Administrator, Lisa Schieffer presented the 2026 Travel Reimbursement rates to the Board, the only item that changed was the mileage reimbursement rate. Everything else stayed the same.

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

Motion by Markham, second by Osten, to approve the Travel Reimbursement Rates 2026 as presented. Motion carried.

Upcoming Events

Legislative Rib Dinner in Pierre, SD February 3rd, 2026 – Municipal Legislative Day at the Capitol in Pierre, SD on February 4th, 2026.

Executive Session

Motion by Osten. Second by Pulscher to enter executive session at 6:19 p.m. per SDCL 1-25-2 for discussing contractual agreements. Also requested to be present were Lisa Schieffer, Lisa Fischer, and City Attorney Wheeler. Motion carried.

Motion by Osten, second by Pulscher to exit executive session and return to regular session at 7:10 p.m. Motion carried.

Adjournment

Motion by Hirsch, second by Osten to adjourn at 7:11 p.m. Motion carried.

(SEAL)

ATTEST:

Lisa Fischer
Finance Officer

Michael Kitzmiller
Mayor

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

