

**Summerset City Commission  
Regular Meeting  
Summerset Municipal Building  
7055 Leisure Lane  
Thursday, December 18th, 2025, 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Osten, Markham, Hirsch, and Pulscher were present. The City Administrator and Finance Officer 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 Pulscher to approve the agenda of the regular meeting of the Summerset City Commission for December 18th, 2025. Motion carried.

**Citizen Input**

No citizen input.

**Consent Calendar**

**Approval of the Minutes**

Motion by Markham, second by Hirsch to approve the minutes of the meeting held on December 4th, 2025, as presented or amended. Motion carried.

**Approval of the Claims**

Motion by Pulscher, second by Markham to approve the claims in the amount of \$138,127.91 from December 4th, 2025, to December 15th, 2025. Motion carried.

A to Z Shredding \$61.04; Black Hawk Water \$43.00; Black River Contracting \$86,827.50; Brenna Block, \$4,143.75; CBH Co-op \$2,341.86; City of Rapid City \$5,375.40; City of Sturgis \$55.00; Complete HVAC \$939.33; Demersseman Jensen Tellinghuisen & Huffman \$3,747.50; Golden West \$4,159.93; HDR Engineering \$18,968.59; Hills Toilet Service \$146.25; Lighting Maintenance \$3,604.83; MDU \$1,642.09; Meade County Auditor \$921.82; Midcontinent Testing \$176.75; Richter's Tire \$31.79; SD Depart. Of Revenue \$1,155.18; Servall \$206.70; US Treasury \$2,626.56; Western Mailers \$746.24; Stacy Domogalski \$65.16; Rachele White \$15.17; Kahler Property Mgmt. \$52.11; Mitch Yarbrough \$2.03; Richard Peter \$17.25; Kelley West \$55.08

**Noted for the record-Department Head Reports are in the packet for viewing**

**Second Reading of Ordinance #2025-07 An Ordinance Amending 53.081 Sewer Use Charge**

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

Motion by Osten, second by Markham to adopt Ordinance #2025-07. Motion carried.

**Transfer of Contingency Money**

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

City Administrator Lisa Schieffer presented to the Board the amounts that would need to be supplemented by the Contingency Fund.

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

Motion by Markham, second by Pulscher to transfer contingency money in the amount of \$36,742.00 to line item 101414042200 in the amount of \$34,116.00 and line item 101414042900 in the amount of \$2,626.00. Motion carried.

**Resolution #2025-13 Unclaimed Property**

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

City Administrator Lisa Schieffer presented to the Board Unclaimed Property from Motorola in the amount of \$121.16.

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

Motion by Osten, second by Pulscher to approve Resolution #2025-13 Unclaimed Property. Motion carried.

**Upcoming Events**

Holiday Lighting Contest takes place Saturday, December 20<sup>th</sup> between the hours of 6:00 p.m. and 8:00 p.m. City Offices will be closed Wednesday, Thursday & Friday, December 24<sup>th</sup> through the 26<sup>th</sup> for Christmas by the Honorable Governor Larry Rhoden.

A Special Commission Meeting will take place Wednesday, December 31<sup>st</sup> @ 7:30 a.m. to approve year-end bills. City Offices will be closed Thursday, January 1<sup>st</sup> for New Year's Day.

The regular Summerset Commission Meetings have been changed to January 8<sup>th</sup> & 22<sup>nd</sup>, 2026 @ 6:00 p.m.

**Executive Session**

Motion by Osten, second by Pulscher to enter executive session at 6:08 p.m. per SDCL 1-25-2 for discussing contractual agreements. Also requested to be present was Anthony Kayl, Lisa Schieffer and Lisa Fischer. Motion carried.

Motion by Hirsch, second by Pulscher to exit executive session and return to regular session at 6:20 p.m. Motion carried.

**Adjournment**

Motion by Osten, second by Markham to adjourn at 6:21 p.m. Motion carried.

(SEAL)

ATTEST:

\_\_\_\_\_  
Lisa Fischer

Finance Officer

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

Mayor

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

**Summerset City Commission  
Special Meeting  
Summerset Municipal Building  
7055 Leisure Lane  
Wednesday, December 31st, 2025, 7:30 A.M.**

Mayor Kitzmiller called the special meeting to order at 7:30 a.m. Commissioners Markham, Pulscher, Hirsch, and Kitzmiller were present. The City Administrator was also present.

Commissioner Markham gave the invocation.

**Citizen Input**

No citizen input.

**Approval of Claims**

Motion by Hirsch, second by Pulscher to approve the claims in the amount of \$219,351.84 from December 18<sup>th</sup> through December 29<sup>th</sup>, 2025. Motion carried.

A&B Business Solutions \$45.00; Black River Contracting \$63,576.00; Boom Construction \$1,000.00; Cardmember Services \$9,749.15; City of Belle Fourche \$1,039.72; Complete HVAC \$137.70; Dakota Pump \$4,610.00; GenPro Energy \$125,249.33; Great Western Tire \$552.00; Greenapsis \$525.00; Hagen Glass \$4,145.59; Hills Septic Service \$3,045.00; Mid-American Research \$916.84; Northwest Pipe \$1,948.54; Richter's Tire \$1,799.37; SD One Call \$12.60; Superior Custom Homes \$1,000.00

**Adjournment**

Motion by Markham, second by Pulscher to adjourn at 7:32 a.m. Motion carried.

(SEAL)

ATTEST:

\_\_\_\_\_  
Lisa Fischer

Finance Officer

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

Mayor

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



Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
<b>Vendor: <a href="#">0011 - SDRS</a></b>										<b>Vendor Total: 11,853.54</b>
<a href="#">INV0000303</a>	Invoice	12/30/2025	12/30/2025	12/30/2025	12/30/2025	4,993.64	0.00	0.00	0.00	4,993.64
SDRS 6%	BANKEFT - BANK WEST EFT				No	Payment Date: 12/30/2025				Bank Draft: DFT0000421
<b>Items</b>										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SDRS 6%	NA	0.00	0.00	4,993.64	0.00	0.00	0.00	4,993.64		
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">211-0000-21910</a>	SDRS Payable		211.40	0%						
<a href="#">101-0000-21910</a>	SDRS Payable		3,116.60	0%						
<a href="#">604-0000-21910</a>	SDRS Payable		1,665.64	0%						
<b>Vendor: <a href="#">0000304</a></b>										<b>Vendor Total: 6,859.90</b>
<a href="#">INV0000304</a>	Invoice	12/30/2025	12/30/2025	12/30/2025	12/30/2025	6,859.90	0.00	0.00	0.00	6,859.90
SDRS 8%	BANKEFT - BANK WEST EFT				No	Payment Date: 12/30/2025				Bank Draft: DFT0000422
<b>Items</b>										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SDRS 8%	NA	0.00	0.00	6,859.90	0.00	0.00	0.00	6,859.90		
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-0000-21910</a>	SDRS Payable		6,859.90	0%						
<b>Vendor: <a href="#">1022 - SDRS-Supplemental Retirement Plan (SDSRP)</a></b>										<b>Vendor Total: 590.00</b>
<a href="#">INV0000305</a>	Invoice	12/30/2025	12/30/2025	12/30/2025	12/30/2025	590.00	0.00	0.00	0.00	590.00
SDRS Supplemental	BANKW - BANK WEST				No					
<b>Items</b>										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
SDRS Supplemental	NA	0.00	0.00	590.00	0.00	0.00	0.00	590.00		
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-0000-21910</a>	SDRS Payable		435.01	0%						
<a href="#">604-0000-21910</a>	SDRS Payable		154.99	0%						
<b>Vendor: <a href="#">0128 - United States Treasury</a></b>										<b>Vendor Total: 20,530.55</b>
<a href="#">INV0000306</a>	Invoice	12/30/2025	12/30/2025	12/30/2025	12/30/2025	7,174.87	0.00	0.00	0.00	7,174.87
Federal W/H	BANKEFT - BANK WEST EFT				No	Payment Date: 12/30/2025				Bank Draft: DFT0000423
<b>Items</b>										
Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Federal W/H	NA	0.00	0.00	7,174.87	0.00	0.00	0.00	7,174.87		
<b>Distributions</b>										
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">211-0000-21710</a>	Payroll Tax Payable		205.78	0%						
<a href="#">604-0000-21710</a>	Payroll Tax Payable		1,142.88	0%						
<a href="#">101-0000-21710</a>	Payroll Tax Payable		5,826.21	0%						
<b>Vendor: <a href="#">0000307</a></b>										<b>Vendor Total: 10,824.20</b>
<a href="#">INV0000307</a>	Invoice	12/30/2025	12/30/2025	12/30/2025	12/30/2025	10,824.20	0.00	0.00	0.00	10,824.20
Social Security	BANKEFT - BANK WEST EFT				No	Payment Date: 12/30/2025				Bank Draft: DFT0000424

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Social Security	NA	0.00	0.00	10,824.20	0.00	0.00	0.00	10,824.20

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-0000-21710</a>	Payroll Tax Payable		1,632.50	0%
<a href="#">211-0000-21710</a>	Payroll Tax Payable		218.46	0%
<a href="#">101-0000-21710</a>	Payroll Tax Payable		8,973.24	0%

<a href="#">INV0000308</a>	Invoice	12/30/2025	12/30/2025	12/30/2025	12/30/2025	2,531.48	0.00	0.00	0.00	2,531.48
Medicare	BANKEFT - BANK WEST EFT			No	Payment Date: 12/30/2025			Bank Draft:		DFT0000425

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Medicare	NA	0.00	0.00	2,531.48	0.00	0.00	0.00	2,531.48

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">211-0000-21710</a>	Payroll Tax Payable		51.10	0%
<a href="#">604-0000-21710</a>	Payroll Tax Payable		381.76	0%
<a href="#">101-0000-21710</a>	Payroll Tax Payable		2,098.62	0%

### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
invoice	6	32,974.09	0.00	0.00	0.00	32,974.09	32,384.09	590.00
<b>Grand Total:</b>		<b>32,974.09</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>32,974.09</b>	<b>32,384.09</b>	<b>590.00</b>

### Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#"><u>101-0000-21710</u></a>	Payroll Tax Payable	16,898.07
<a href="#"><u>101-0000-21910</u></a>	SDRS Payable	10,411.51
<b>Total:</b>		<b>27,309.58</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#"><u>211-0000-21710</u></a>	Payroll Tax Payable	475.34
<a href="#"><u>211-0000-21910</u></a>	SDRS Payable	211.40
<b>Total:</b>		<b>686.74</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#"><u>604-0000-21710</u></a>	Payroll Tax Payable	3,157.14
<a href="#"><u>604-0000-21910</u></a>	SDRS Payable	1,820.63
<b>Total:</b>		<b>4,977.77</b>



City of Summerset, SD

# Payable Register

## Payable Detail by Vendor Name

Packet: APPKT00267 - 12.31.25-Insurance for payroll

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [0468 - Delta Dental](#) Vendor Total: 822.80

<a href="#">099991967451</a>	Invoice	12/31/2025	12/31/2025	12/31/2025	12/31/2025	822.80	0.00	0.00	0.00	822.80
Dental & Vision Ins.	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
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Dental & Vision Ins.	NA	0.00	0.00	822.80	0.00	0.00	0.00	822.80
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Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">998-0000-21800</a>	Dental & Vision Ins Payable		822.80	100.00%

Vendor: [0041 - Health Pool of SD](#) Vendor Total: 18,145.22

<a href="#">2026-1045</a>	Invoice	12/31/2025	12/31/2025	12/31/2025	12/31/2025	18,145.22	0.00	0.00	0.00	18,145.22
Health Insurance	BANKW - BANK WEST				No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
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Health Insurance	NA	0.00	0.00	18,145.22	0.00	0.00	0.00	18,145.22
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Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">998-0000-21830</a>	Medical Ins Payable		18,145.22	100.00%

### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	2	18,968.02	0.00	0.00	0.00	18,968.02	0.00	18,968.02
	<b>Grand Total:</b>	<b>18,968.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,968.02</b>	<b>0.00</b>	<b>18,968.02</b>

### Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#">998-0000-21800</a>	Dental & Vision Ins Payable	822.80
<a href="#">998-0000-21830</a>	Medical Ins Payable	18,145.22
	<b>Total:</b>	<b>18,968.02</b>



Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total	
<b>Vendor: <a href="#">1098 - A&amp;B Business Solutions</a></b>										<b>Vendor Total:</b>	<b>439.17</b>
<a href="#">IN1326005</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	439.17	0.00	0.00	0.00	439.17	
Monthly Copier Usage		BANKW - BANK WEST			No						
<b>Items</b>											
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>		
Monthly Copier Usage	NA		0.00	0.00	439.17	0.00	0.00	0.00	439.17		
<b>Distributions</b>											
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>					
<a href="#">101-4192-43400</a>	Equip Expense				439.17	100.00%					
<b>Vendor: <a href="#">1111 - Ambrose, Jonathan</a></b>										<b>Vendor Total:</b>	<b>50.00</b>
<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00	
Phone Stipend		BANKEFT - BANK WEST EFT			No						
<b>Items</b>											
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>		
Phone Stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00		
<b>Distributions</b>											
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>					
<a href="#">604-4000-42810</a>	Phone				50.00	100.00%					
<b>Vendor: <a href="#">1808 - Anglin, Mitch</a></b>										<b>Vendor Total:</b>	<b>50.00</b>
<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00	
Phone Stipend		BANKEFT - BANK WEST EFT			No						
<b>Items</b>											
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>		
Phone Stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00		
<b>Distributions</b>											
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>					
<a href="#">101-4310-42810</a>	Phone				50.00	100.00%					
<b>Vendor: <a href="#">1363 - Axon Enterprise, Inc.</a></b>										<b>Vendor Total:</b>	<b>14,592.90</b>
<a href="#">INUS410510</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	8,100.00	0.00	0.00	0.00	8,100.00	
PD Tasers		BANKW - BANK WEST			No						
<b>Items</b>											
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>		
PD Tasers	NA		0.00	0.00	8,100.00	0.00	0.00	0.00	8,100.00		
<b>Distributions</b>											
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>					
<a href="#">101-4210-42204</a>	Axon CEW				8,100.00	100.00%					
<a href="#">INUS412062</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	6,492.90	0.00	0.00	0.00	6,492.90	
Body worn cameras		BANKW - BANK WEST			No						
<b>Items</b>											
<b>Item Description</b>	<b>Commodity</b>		<b>Units</b>	<b>Price</b>	<b>Amount</b>	<b>Tax</b>	<b>Shipping</b>	<b>Discount</b>	<b>Total</b>		
Body worn cameras	NA		0.00	0.00	6,492.90	0.00	0.00	0.00	6,492.90		
<b>Distributions</b>											
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>					
<a href="#">101-4210-42202</a>	Axon BWC				6,492.90	100.00%					
<b>Vendor: <a href="#">1906 - Birgen, Nicholin</a></b>										<b>Vendor Total:</b>	<b>50.00</b>
<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00	
Phone Stipend		BANKEFT - BANK WEST EFT			No						

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code	On Hold								
Phone Stipend	NA					50.00	0.00	0.00	0.00	50.00
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<a href="#">101-4140-42810</a>	Phone				50.00	100.00%				

Vendor: [0808 - Black Hills Energy](#)

Vendor Total: 6,725.75

<a href="#">5408768657-121525</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	6,725.75	0.00	0.00	0.00	6,725.75
Monthly Usage	BANKEFT - BANK WEST EFT				No	Payment Date: 1/5/2026		Bank Draft:		DFT0000426

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly Usage	NA	0.00	0.00	647.10	0.00	0.00	0.00	647.10		
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<a href="#">101-4192-42800</a>	Utility Expense				647.10	100.00%				

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly Usage	NA	0.00	0.00	1,561.65	0.00	0.00	0.00	1,561.65		
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<a href="#">101-4310-42800</a>	Utility Expense				1,561.65	100.00%				

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly Usage	NA	0.00	0.00	66.45	0.00	0.00	0.00	66.45		
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<a href="#">101-4520-42800</a>	Utility Expense				66.45	100.00%				

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Monthly Usage	NA	0.00	0.00	4,450.55	0.00	0.00	0.00	4,450.55		
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<a href="#">604-4000-42800</a>	Utility Expense				4,450.55	100.00%				

Vendor: [2108 - Dakota Power Services LLC](#)

Vendor Total: 1,746.25

<a href="#">DPS1511B</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	331.64	0.00	0.00	0.00	331.64
Inspect & Service Unit-Onan	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Inspect & Service Unit-Onan	NA	0.00	0.00	331.64	0.00	0.00	0.00	331.64		
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<a href="#">604-4000-42500</a>	Repair/Maint Expense				331.64	100.00%				

<a href="#">DPS1511C</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	362.05	0.00	0.00	0.00	362.05
Inspection & Service Unit	BANKW - BANK WEST				No					

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total		
Inspection & Service Unit	NA	0.00	0.00	362.05	0.00	0.00	0.00	362.05		
<b>Distributions</b>										
<b>Account Number</b>	<b>Account Name</b>	<b>Project Account Key</b>			<b>Amount</b>	<b>Percent</b>				
<a href="#">604-4000-42500</a>	Repair/Maint Expense				362.05	100.00%				

<a href="#">DPS1703</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	1,052.56	0.00	0.00	0.00	1,052.56
Repair of ATS Unit	BANKW - BANK WEST				No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code		On Hold							
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Repair of ATS Unit	NA		0.00	0.00	1,052.56	0.00	0.00	0.00	1,052.56	
<b>Distributions</b>										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">604-4000-42500</a>	Repair/Maint Expense				1,052.56	100.00%				

Vendor: [1784 - DANR](#)

Vendor Total: 2,500.00

<a href="#">SD0027758-26</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	2,500.00	0.00	0.00	0.00	2,500.00
SD0027758-26 Permit	BANKW - BANK WEST		No							

<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
SD0027758-26 Permit	NA		0.00	0.00	2,500.00	0.00	0.00	0.00	2,500.00	
<b>Distributions</b>										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">604-4000-42640</a>	Permits/Penalties				2,500.00	100.00%				

Vendor: [2046 - Doty, Jason](#)

Vendor Total: 50.00

<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00
Phone Stipend	BANKEFT - BANK WEST EFT		No							

<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Phone Stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
<b>Distributions</b>										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4310-42810</a>	Phone				50.00	100.00%				

Vendor: [2102 - Fischer, Lisa](#)

Vendor Total: 50.00

<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00
Phone Stipend	BANKEFT - BANK WEST EFT		No							

<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Phone Stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
<b>Distributions</b>										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4140-42810</a>	Phone				50.00	100.00%				

Vendor: [1287 - Hills Septic Service Go Pro](#)

Vendor Total: 3,045.00

<a href="#">113002</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	3,045.00	0.00	0.00	0.00	3,045.00
Pumped 6 loads from WWTP	BANKW - BANK WEST		No							

<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Pumped 6 loads from WWTP	NA		0.00	0.00	3,045.00	0.00	0.00	0.00	3,045.00	
<b>Distributions</b>										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">604-4000-42650</a>	Sludge Hauling				3,045.00	100.00%				

Vendor: [1513 - Hirsch, Clyde](#)

Vendor Total: 50.00

<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00
Phone Stipend	BANKEFT - BANK WEST EFT		No							

<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Phone Stipend	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
<b>Distributions</b>										
Account Number	Account Name		Project Account Key		Amount	Percent				
<a href="#">101-4110-42810</a>	Phone				50.00	100.00%				

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					

Vendor: [2091 - Jaeson Garcia](#) Vendor Total: 50.00

<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00
Phone Stipend		BANKEFT - BANK WEST EFT			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Phone Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">604-4000-42810</a>	Phone		50.00	100.00%

Vendor: [0324 - Kayl, Anthony](#) Vendor Total: 50.00

<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00
Phone Stipend		BANKEFT - BANK WEST EFT			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Phone Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4310-42810</a>	Phone		50.00	100.00%

Vendor: [1103 - Kitzmiller, Michael](#) Vendor Total: 50.00

<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00
Phone Stipend		BANKEFT - BANK WEST EFT			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Phone Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4120-42810</a>	Phone		50.00	100.00%

Vendor: [1970 - Markham, Gwenn](#) Vendor Total: 50.00

<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00
Phone Stipend		BANKEFT - BANK WEST EFT			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Phone Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4110-42810</a>	Phone		50.00	100.00%

Vendor: [1971 - Osten, Michael](#) Vendor Total: 50.00

<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00
Phone Stipend		BANKEFT - BANK WEST EFT			No					

Items

Item Description	Commodity	Units	Price	Amount	Tax	Shipping	Discount	Total
Phone Stipend	NA	0.00	0.00	50.00	0.00	0.00	0.00	50.00

Distributions

Account Number	Account Name	Project Account Key	Amount	Percent
<a href="#">101-4110-42810</a>	Phone		50.00	100.00%

Vendor: [2047 - Pulscher, Jordan](#) Vendor Total: 50.00

<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00
Phone Stipend		BANKEFT - BANK WEST EFT			No					

Payable Register

Payable #	Payable Type	Post Date	Payable Date	Due Date	Discount Date	Amount	Tax	Shipping	Discount	Total
Payable Description	Bank Code				On Hold					
<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Phone Stipend Distributions	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4110-42810</a>	Phone		50.00	100.00%						

Vendor: [1732 - Schieffer, Lisa](#) Vendor Total: 50.00

<a href="#">Jan. 2026</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	50.00	0.00	0.00	0.00	50.00
Phone Stipend		BANKEFT - BANK WEST EFT			No					

<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Phone Stipend Distributions	NA		0.00	0.00	50.00	0.00	0.00	0.00	50.00	
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4140-42810</a>	Phone		50.00	100.00%						

Vendor: [1328 - Servall Uniform & Linen Supply](#) Vendor Total: 235.18

<a href="#">1143654</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	235.18	0.00	0.00	0.00	235.18
Monthly Services		BANKW - BANK WEST			No					

<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Monthly Services Distributions	NA		0.00	0.00	235.18	0.00	0.00	0.00	235.18	
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4192-42200</a>	Prof Fees Expense		235.18	100.00%						

Vendor: [1999 - Titan Machinery](#) Vendor Total: 120,968.55

<a href="#">ES0050687</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	120,968.55	0.00	0.00	0.00	120,968.55
Purchase Case IH Farmall 120C HI LO Tractor		BANKW - BANK WEST			No					

<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Purchase Case IH Farmall 120C HI LO Tr	NA		0.00	0.00	120,968.55	0.00	0.00	0.00	120,968.55	
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4310-43400</a>	Equip Expense		120,968.55	100.00%						

Vendor: [2016 - Western Truck & Equipment, LLC](#) Vendor Total: 11,380.00

<a href="#">1.2.26</a>	Invoice	1/8/2026	1/8/2026	1/8/2026	1/8/2026	11,380.00	0.00	0.00	0.00	11,380.00
Purchase JI Ranch Hand		BANKW - BANK WEST			No					

<b>Items</b>										
Item Description	Commodity		Units	Price	Amount	Tax	Shipping	Discount	Total	
Purchase JI Ranch Hand Distributions	NA		0.00	0.00	11,380.00	0.00	0.00	0.00	11,380.00	
Account Number	Account Name	Project Account Key	Amount	Percent						
<a href="#">101-4310-43400</a>	Equip Expense		11,380.00	100.00%						

### Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	25	162,282.80	0.00	0.00	0.00	162,282.80	6,725.75	155,557.05
<b>Grand Total:</b>		<b>162,282.80</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>162,282.80</b>	<b>6,725.75</b>	<b>155,557.05</b>

### Account Summary

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#">101-4110-42810</a>	Phone	200.00
<a href="#">101-4120-42810</a>	Phone	50.00
<a href="#">101-4140-42810</a>	Phone	150.00
<a href="#">101-4192-42200</a>	Prof Fees Expense	235.18
<a href="#">101-4192-42800</a>	Utility Expense	647.10
<a href="#">101-4192-43400</a>	Equip Expense	439.17
<a href="#">101-4210-42202</a>	Axon BWC	6,492.90
<a href="#">101-4210-42204</a>	Axon CEW	8,100.00
<a href="#">101-4310-42800</a>	Utility Expense	1,561.65
<a href="#">101-4310-42810</a>	Phone	150.00
<a href="#">101-4310-43400</a>	Equip Expense	132,348.55
<a href="#">101-4520-42800</a>	Utility Expense	66.45
<b>Total:</b>		<b>150,441.00</b>

<u>Account</u>	<u>Name</u>	<u>Amount</u>
<a href="#">604-4000-42500</a>	Repair/Maint Expense	1,746.25
<a href="#">604-4000-42640</a>	Permits/Penalties	2,500.00
<a href="#">604-4000-42650</a>	Sludge Hauling	3,045.00
<a href="#">604-4000-42800</a>	Utility Expense	4,450.55
<a href="#">604-4000-42810</a>	Phone	100.00
<b>Total:</b>		<b>11,841.80</b>

**Required Report**

Dec ~~2024~~ **Commissioner Clyde Hirsch**  
2025

**MEETINGS**

- Attended 2 ( ) Commission Meetings
- Attended 1 ( ) Special Meetings.

~~POICE~~ **DEPARTMENT**

Waste Water

Weekly phone visits  
Went to plant to view wind damage on old  
sewer plant

## Required Report

December 2025 Mayor Kitzmiller

### MEETINGS

- Attended all required Commission Meeting
- Attended all special meetings
- Attended DOT meeting

### PUBLIC WORKS

Almost daily calls or text messages with our City Administrator. Working directly with City department Commissioners and Department heads.

- Generators.... grant
- City Street Lighting.....some need to be straighten, and a solar panel replaced
- TIFF....working on final draft for changes
- Parks....no grant..... ideas for funds.
- Roads.....DOT
- Equipment.....everything is operational
- Employment.... Police Hiring
- Budget.....end of year meeting on 12/31/2025
- Employee.....unemployment

Monitored my Facebook page providing information and taking phone calls from our citizens.

# DECEMBER COMMISSION REPORT

## COMMISSIONER MARKHAM

### MEETINGS:

- 3 – COMMISSION MEETINGS
  - ONE MEETING - YEAR END APPROVAL OF THE CLAIMS FOR 2025
- 1 – COUNTY COMMISSION MEETING
  - THE NEW LAWS FOR VOTING AND HOW IT EFFECTS THE CITY
- 1 – KIWANIS – VISITED WITH A MEMBER OF THE NEWLY FORMED KIWANIS ORGANIZATION

### POLICE DEPARTMENT:

- WEEKLY/ DAILY TOUCH BASE WITH CHIEF NASSER
  - DAY TO DAY OPERATIONS
  - REVIEW SCHEDULE
  - REVIEW BUDGET

### OTHER BUSINESS:

- WORKING IN THE OFFICE:
  - L. SCHIFFER
    - WEBSITE
    - CITY CHRISTMAS PARTY
    - CHRISTMAS NIGHT LIGHTS
  - N. BIRGEN
    - FILING
    - REPORTS
    - BUSINESS LICENSES
    - RESIDENTIAL LICENSES
- VISITED WITH LOCAL CITIZENS REGARDING VARIOUS QUESTIONS ABOUT THE CITY
- PHONE CALLS
  - MAYOR
  - CITIZENS
- JUDGED THE CITY-WIDE CHRISTMAS LIGHTS
- AWARDED THE PRIZES FOR THE CITY-WIDE CHRISTMAS LIGHTS

- VARIOUS EMAILS WITH:
  - CHIEF NASSER
  - LISA SCHIFFER
  - MAYOR KITZMILLER
  - COMMISSIONERS
  - EMAILS TO CITY EMPLOYEES
  - DOT MARKETING
    - WORKING WITH ADAM REGARDING MYGOV AND THE WEBSITE. WHAT IS NEEDED TO GET IT LAUNCHED.
  - PARKS BOARD – NEW WEBSITE
    - VICE PRESIDENT
    - SECRETARY

## Commissioner Pulscher's Report- December 2025

- Attended 2 Commission Meetings
- Attended 1 Special Commission Meeting
- Check-ins with City Administrator and new Finance Officer
- Signed checks in tandem with City Administrator.
- Judged the Sun Valley Estates Christmas Lights Contest.
- Attended an appeal hearing with City Administrator and City Attorney.
- Had contact and conversations with multiple constituents about damage done from the Wind Storm.

**Michael Osten**  
**December**  
**Commission Report**

**12-31-25**

**Meetings:**

Attended the Summerset regular commission meeting on 12-04-2025, and 12-18-25.

Was absent from the special meeting on 12-31-25 due to work responsibilities.

**Public Works:**

Phone conversations with/from Director of Public Works on multiple occasions to discuss daily operations, monthly expenditures, and budget items.

Stopped at the office/shop building on Sunday January 4, 2026 and found everything to be in very good order.



# COMMUNITY PLANNING & DEVELOPMENT SERVICES

City of Summerset

7055 Leisure Lane, Summerset, SD 57718

Phone: (605) 718-9858

Fax: (605) 718-9883

Web: www.summerset.us

# APPLICATION FOR DEVELOPMENT REVIEW

### REQUEST (please check all that apply)

- Annexation
- Comprehensive Plan Amendment
- Fence Height Exception
- Planned Development (Overlay)
  - Designation
  - Initial Plan  Final Plan
  - Major Amendment
  - Minimal Amendment

- Subdivision
  - Layout Plan
  - Preliminary Plat
  - Final Plat
  - Minor Plat
- Variance
- Rezoning
- Road Name Change

- Conditional Use Permit
  - Major Amendment
  - Minimal Amendment
- Vacation
  - Utility / Drainage Easement
  - R.O.W. / Section Line Highway
  - Access / Non-Access
  - Planting Screen Easement
- OTHER (specify) \_\_\_\_\_

### LEGAL DESCRIPTION (Attach additional sheets as necessary)

<b>EXISTING</b>	Lot 6 of New Leaf Subd, Section 31, T3N, R07E, B.H.M City of Summerset, Meade County, South Dakota		
<b>PROPOSED</b>	Above		
<b>LOCATION</b>	Intersection of Heather Lane and Sturgis Road		
<b>Size of Site-Acres</b>	2.655±	<b>Square Footage</b>	115,645
		<b>Proposed Zoning</b>	C1
<b>DESCRIPTION OF REQUEST:</b>		Utilities: Private / Public	
Install asphalt millings instead of hard surfacing for Lot 6 of		Water Public - BHW	
<b>HARDSHIP:</b>	New Leaf Subdivision		Sewer Private

### APPLICANT

Name Robbie Rohl Phone 605.519.7750  
 Address 2902 West Main Street, Suite 4 E-mail robert@605legal.com  
 City, State, Zip Rapid City, South Dakota, 57702

### PROJECT PLANNER - AGENT

Name Towey Design Group - Brandon Kruse Phone 605.600.3758  
 Address 147 Chisholm Drive E-mail engineers@toweydesigngroup.com  
 City, State, Zip Box Elder, South Dakota, 57719

### OWNER OF RECORD (If different from applicant)

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Address \_\_\_\_\_ E-mail \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

<u><i>[Signature]</i></u>	<u>11-20-25</u>	<u>_____</u>	<u>_____</u>
Property Owner Signature	Date	Property Owner Signature	Date
<u>Robert J. Rohl</u>	<u>11-20-25</u>	<u>_____</u>	<u>_____</u>
Signature	Date	Signature	Date
Print Name: <u>RJR Holdings LLC</u>	<u>_____</u>	Print Name: <u>_____</u>	<u>_____</u>
Title*: <u>Owner/President</u>	<u>_____</u>	Title*: <u>_____</u>	<u>_____</u>

\*required for Corporations, Partnerships, etc.

### FOR STAFF USE ONLY

ZONING
Current
North
South
East
West
Planner
File No.
Comp Plan
Received By:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Sewer Utility         | <input type="checkbox"/> BHP&L                | <input type="checkbox"/> Diamond D Water   |
| <input type="checkbox"/> Fire Department       | <input type="checkbox"/> Finance Officer      | <input type="checkbox"/> Black Hills Water |
| <input type="checkbox"/> Public Works          | <input type="checkbox"/> Register of Deeds    | <input type="checkbox"/> _____             |
| <input type="checkbox"/> Planning              | <input type="checkbox"/> County - Planning    | <input type="checkbox"/> Other: _____      |
| <input type="checkbox"/> Building Inspector    | <input type="checkbox"/> SD DOT               | <input type="checkbox"/> Other: _____      |
| <input type="checkbox"/> Engineering           | <input type="checkbox"/> SD DENR              | <input type="checkbox"/> Other: _____      |
| <input type="checkbox"/> City Code Enforcement | <input type="checkbox"/> Auditor - Annexation | <input type="checkbox"/> Other: _____      |
| <input type="checkbox"/> Police                | <input type="checkbox"/> Drainage             | <input type="checkbox"/> _____             |
| <input type="checkbox"/> City Attorney         | <input type="checkbox"/> Parks & Recreation   |  |

Board of Adjustments Meeting Date: \_\_\_\_\_  
 Date Paid: \_\_\_\_\_  
 Sign Deposit Received: \_\_\_\_\_ Amount: \_\_\_\_\_ Sign returned: \_\_\_\_\_ Payment Type: Cash  Credit  Check  02/2024

**NOTICE OF PUBLIC HEARING**

**NOTICE OF HEARING APPLICATION FOR VARIANCE BEFORE THE CITY  
OF SUMMERSET BOARD OF ADJUSTMENTS**

Notice is hereby given that the following petitioner has applied to the City of Summerset Board of Adjustments under the provisions of the City of Summerset Zoning Ordinance as follows:

**Applicant:** Robbie Rohl

**Legal Description:** Parcel #0C.72.06

Lot 6 of New Leaf Subdivision, Section 31, Township 3 North, Range 7 East, Black Hills Meridian, City of Summerset, Meade County, SD.

**Variance:**

Variance request for ordinance 155.256(B)(1) Drainage and Surfacing – Applicant would like to use asphalt millings on the main travel lane and turning movement area between the three proposed buildings.

Notice is further given that said applications will be heard and considered by the City of Summerset Planning & Zoning Board at Summerset City Hall, 7055 Leisure Lane, Summerset, SD 57718 at 6:00 p.m. on the 23rd day of December 2025. At that time, any person, persons, or their attorney who are interested in the approval or rejection of said application may appear and be heard at said scheduled public hearing.

Dated this 26th day of November 2025.

City of Summerset

Published once \_\_\_\_\_, at an approximate cost of \$\_\_\_\_\_.



**Date:** November 24, 2025

**To:** Summerset Planning and Zoning – Lisa Schieffer  
7055 Leisure Lane  
Summerset, SD 57701

**Engineer:** Brandon Kruse, PE  
Towey Design Group, Inc.  
147 Chisholm Drive  
Box Elder, SD 57719

**RE:** 6396 Heather Lane Variance Application

---

Lisa,

Towey Design Group (TDG) is proposing 3 commercial storage buildings consisting of 21 total units completed in 1 to 3 phases. The attached site plan shows the planned phasing of the buildings and utilities on site. The owner of 6396 Heather Lane would like to utilize the use of asphalt millings for the main traveling lane and turning movement area between the 3 proposed buildings.

Each building is planned to have a 20' concrete apron in front of each building. The remainder of the site is planned to be asphalt millings. The owner would a large turning movement space in front of each buildings to allow easy movement for delivery trucks and easy access for the tenants. Hard paving this entire area will create unnecessary runoff for the site create high costs for the project. The use of asphalt millings has been frequently in Rapid City and the surrounding area. Asphalt millings do not create dust like typical gravel surfacing. This type of business frequently utilizes gravel/ milling surfacing instead of a complete hard surface for the entire parking and turning movement area. The use of asphalt millings does not typically cause any hardship on the community and/or on adjacent properties.

Thank you and the Board for your consideration for this variance.

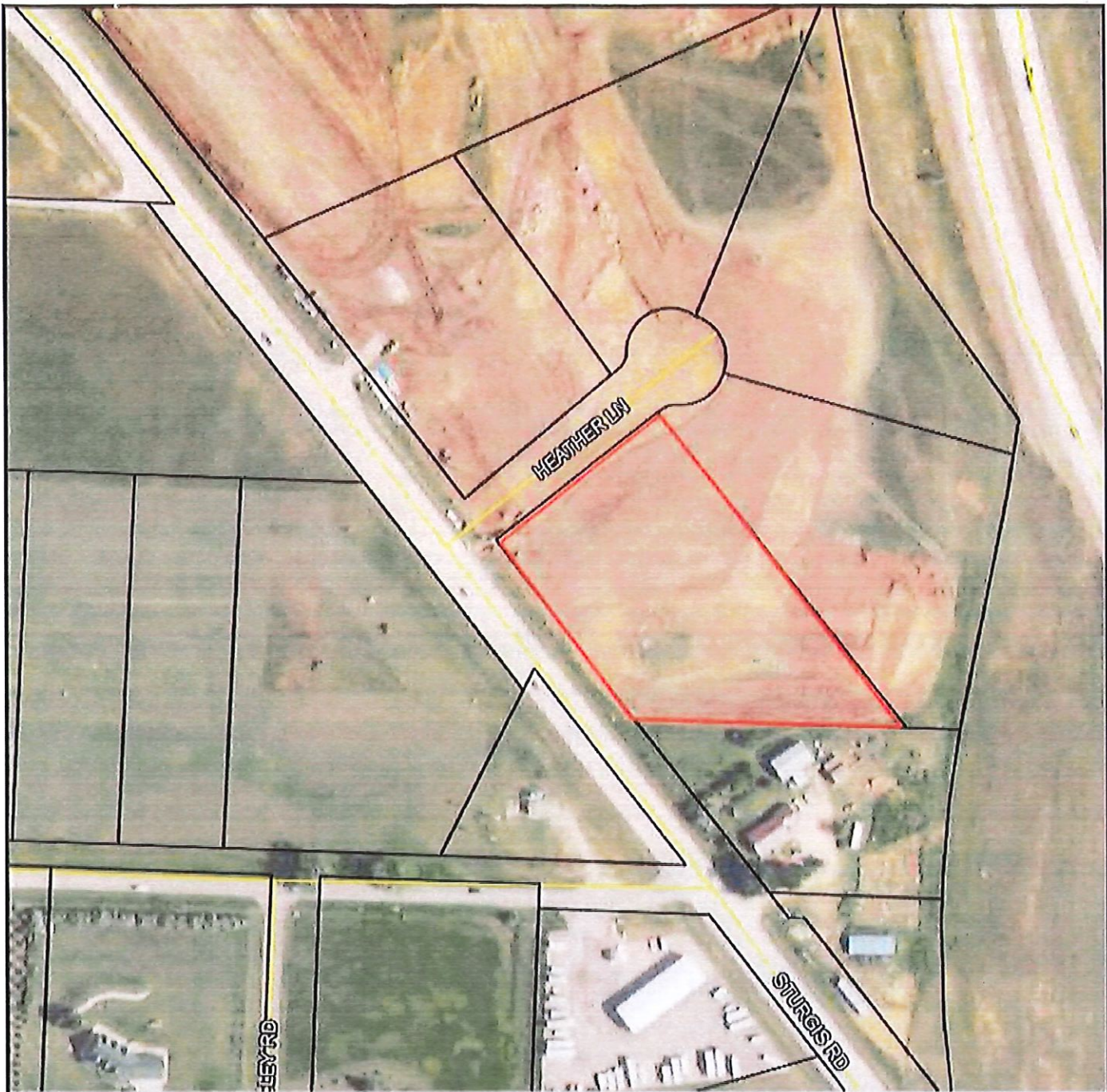
Sincerely,

Brandon Kruse, PE

Towey Design Group

brandon@toweydesigngroup.com





Owner Address CITY OF SUMMERSET  
7055 LEISURE LN  
SUMMERSET SD 57710

T

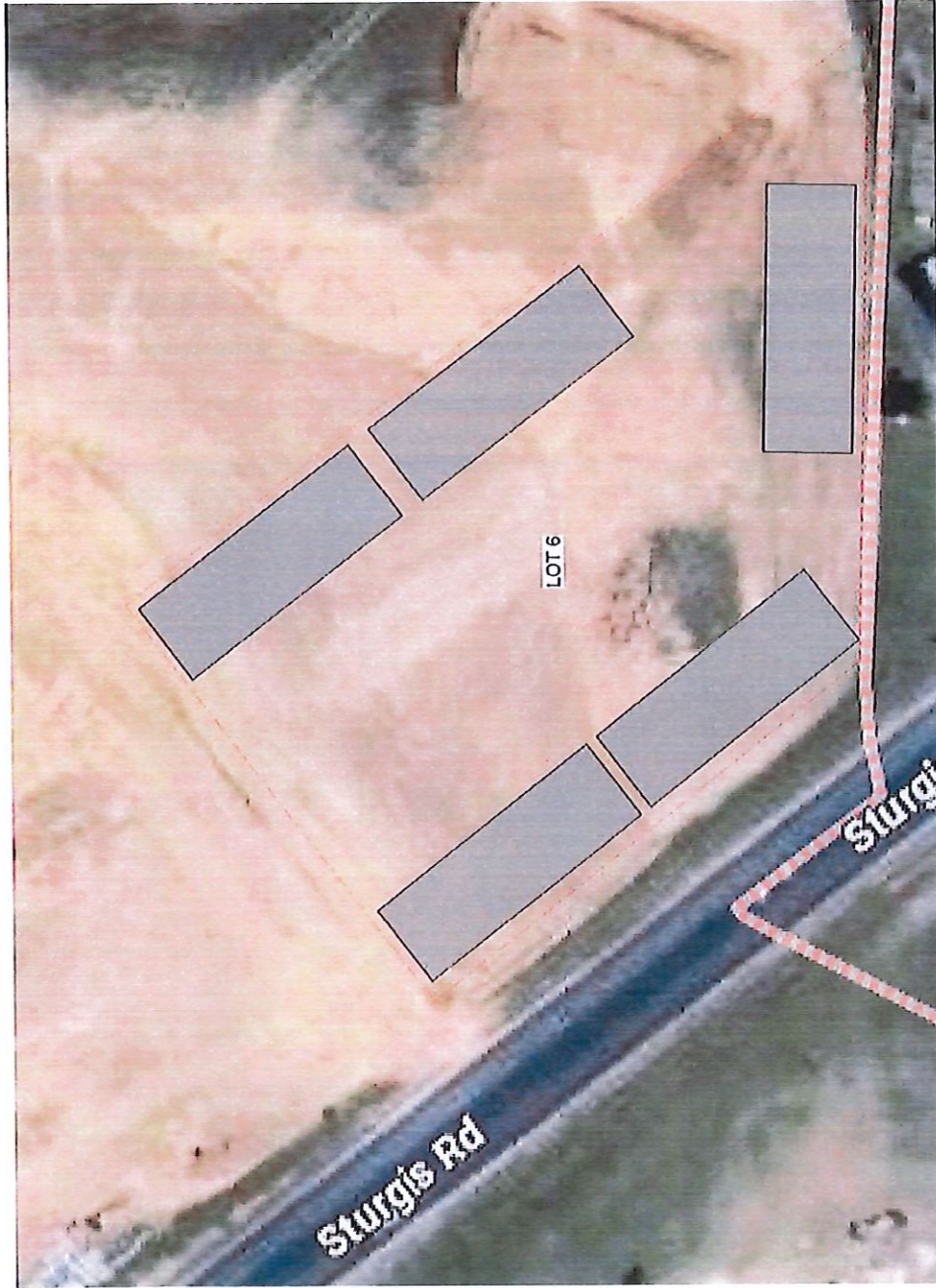
# New Storage Buildings

## RJR Holdings Storage Facilities

Summerset, South Dakota



HKG Architects, INC  
Architects, A.L.A.  
Aberdeen, South Dakota



Sheet No.	Sheet Title
ATD1	Site Plan & Floor Plan
ATD2	Floor Plan & Elevations
ATD3	Foundation Plan & Detail

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PROGRESS PRINT  
NOT FOR CONSTRUCTION  
REVISIONS 02/13/18 PM

**hkg**  
ARCHITECTS

hkg architects, inc.  
1000 S. GARDNER ST.  
ABERDEEN, SD 57501  
605.224.1111

Project Name	Client Name	Scale	Sheet No.	ATD1
Project No.	Client No.	Scale	Sheet No.	01

**COMBINED ELECTION AGREEMENT  
BETWEEN MEADE COUNTY AND THE CITY OF SUMMERSET**

This agreement is entered into between Meade County and City of Summerset, political subdivision of the State of South Dakota, for the purpose of conducting a combined election as provided under the provisions of SDCL 9-13-31, and 12-2-5.

The City approved this agreement for purposes of defining the responsibilities of each party during the Municipal election process. Both parties agree to hold an election with the Meade County Auditor's Office conducting the election in those precincts/wards within the Municipality located in Meade County. The City authorizes the staff of the Meade County Auditor's Office to handle and tabulate the Municipal ballots and forward the returns to the City Administrator and/or Mayor.

**EFFECTIVE DATE:** This agreement shall become effective on the date that all parties have signed the agreement.

**PURPOSE:** It is the purpose of this agreement for the parties to conduct their individually required election in one combined election. The combined election will be held June 2, 2026, which is the date of the regular primary election. The City shall provide the Auditor no later than **March 26th, 2026**, a Certificate of Ballot certifying offices, terms, spelling of candidate names and candidate order as they should appear on the ballot and include any ballot question language. The Auditor shall lay out the ballot with the information provided by the City.

**PUBLICATIONS:** The City shall publish its own notice of vacancy and time and place for filing petitions pursuant to statutory requirements. The Auditor shall publish all other statutorily required notices for the combined election. All publications will be published in the official newspaper for the City, which is the Rapid City Journal.

**PETITIONS:** Petitions for municipal vacancies shall be filed with the City.

**COST SHARING:** The parties to this agreement shall share the costs of the combined election as set forth herein:

Meade County will pay all costs associated with the election and the City agrees to reimburse the County a set dollar amount of \$2,500. Payment will be made within 30 days of the invoice date.

**ABSENTEE BALLOTS:** Absentee ballots shall be available in person and by mail at the Meade County Auditor's Office for all precincts/wards of the City according to statutory requirements for eligible voters who wish to vote absentee.

**CANVASSING OF THE VOTE:** Each entity shall canvass the votes of their own election following Meade County's canvass, meeting statutory requirements. The County will provide copies of Pollbooks, and Recap sheets and Unofficial Results. Any provisional ballots received will be evaluated and counted per state statute after the election. If necessary, the Auditor will update the unofficial results to include provisional ballot results and provide updated unofficial results to the City.

**RECOUNT:** All costs for a recount election will be borne fully by the entity requiring a recount and will include staff wages at \$100 per hour per employee.

**RECORDS RETENTION AND DESTRUCTION:** County shall maintain election records for twenty-two months per statutory requirement.

**MODIFICATION:** This agreement may be modified by mutual consent.

**TERMINATION:** If either of the parties of this agreement is not required to have an election, only those costs of the joint action, if any, to the point of termination will be shared. The remainder of the election costs will be borne by the remaining entity conducting the election. The termination shall in no way affect the agreement of the parties hereto with respect to any obligations incurred under the agreement until a full settlement has been made.

The Meade County Auditor and the City Administrator / Mayor are hereby empowered and directed to cooperate in any manner that will accomplish the purpose and intent of this agreement in order to facilitate this election in the most efficient and economical manner.

ATTEST:

\_\_\_\_\_  
Meade County Auditor  
Date: \_\_\_\_\_

\_\_\_\_\_  
Meade County Commission Chair  
Date: \_\_\_\_\_

\_\_\_\_\_  
City of \_\_\_\_\_ Administrator  
Date: \_\_\_\_\_

\_\_\_\_\_  
City of \_\_\_\_\_ Mayor  
Date: \_\_\_\_\_

**NOTICE OF VACANCY  
MUNICIPALITY OF SUMMERSET**

The following offices will become vacant due to the expiration of the present term or due to the resignation of office of the elective officer:

Summerset City Commissioner, three (3) year term  
Summerset City Commissioner, three (3) year term

Circulation of nominating petitions may begin on February 2nd, 2026 and petitions may be filed in the office of the Finance Officer located at 7055 Leisure Lane, Summerset SD between the hours of 8:00 a.m. and 4:00 p.m., mountain time not later than the 24th day of March, 2026 or mailed by registered mail not later than the 24th day of March, 2026, at 5:00 p.m. mountain time.

Lisa Fischer, Finance Officer

**CITY OF SUMMERSET**

**RESOLUTION 2026-01**

**A RESOLUTION SETTING THE SALARY AND WAGES FOR THE  
CITY OF SUMMERSET FOR 2026**

**BE IT RESOLVED** by the Commissioners of the City of Summerset, that the salaries and wages of City Officials and Employees for the year 2026 shall be as follows:

Ambrose, Jonathan/WWTP Supervisor/ \$6,569.20 per month  
Anglin, Mitch/Foreman Public Works/\$27.49 per hour  
Birgen, Nicholin/Asst. Finance Officer \$22.01 per hour  
Bjorum, Brittini/Planning & Zoning Board Member/\$100.00 per meeting  
Brenneman, David/Alternate Planning & Zoning Board Member/\$100.00 per meeting  
Doty, Jason/Public Works Laborer/\$24.30 per hour  
Fischer, Lisa/Finance Officer/\$5,131.85 per month  
Garcia, Jaeson/WWTP Operator/\$22.01 per hour  
Geigle Adam/ Part-Time Police Officer/\$25.53 per hour  
Hirsch, Clyde/City Commissioner/\$7,000.00 annual salary  
Hirsch, Dustin/Planning & Zoning Member/\$100.00 per meeting  
Johnson, Scott/Patrolman Officer/\$28.18 per hour  
Juso, Colton/School Resource Officer/Patrolman/\$33.11 per hour  
Kayl, Anthony/ Public Works Director/\$6,252.66 per month  
Kenrick, Casey/Planning & Zoning Member/\$100.00 per meeting  
Kitzmiller, Michael/City Commissioner/\$23,000.00 annual salary  
Macrander, Matthew/Sergeant/\$34.33 per hour  
Markham, Gwenn/City Commissioner/\$7,000.00 annual salary  
Martin, Mike/Planning & Zoning Board Member/\$100.00 per meeting  
McSherry, Kyle/Police Officer/\$26.82 per hour  
Nasser, Rich/Chief of Police/\$6,901.77 per month  
Oldfield, Brody/Planning & Zoning Board Member/\$100.00 per meeting  
Osten, Michael/City Commissioner/\$7,000.00 annual salary  
Pulscher, Jordan/City Commissioner/\$7,000.00 annual salary  
Regan, Tenessa/Investigator/\$31.88 per hour  
Schieffer, Lisa/City Administrator/\$7,432.45 per month

**NOW THEREFORE, BE IT RESOLVED** that the foregoing salaries and wages shall take effect on December 26th, 2025.

**BE IT RESOLVED** this 8th day of January 2026.

ATTEST:

\_\_\_\_\_  
Lisa Fischer  
City Finance Officer

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

**Unclaimed Property to the State, Write Offs & Reissuance of Checks**

**Motion** by Markham, second by Pulscher to open discussion. Motion carried. City Finance Officer Brielle Schrock explained that the items presented sat on the bank reconciliation each month. Said items dated back as far as 2020 and needed to be reconciled. Schrock explained that the unclaimed property, to be sent to the state, was from uncashed checks made out to prior residents as utility deposit returns. Schrock explained that due diligence letters had been sent as required by the State. Schrock went on to explain that write off items would need to be approved to void as the payments were no longer applicable. Lastly, Schrock explained that reissuing checks to prior and current employees for phone stipends and medical reimbursement payments was being requested.

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

 **Motion** by Osten, second by Pulscher to approve sending unclaimed property to the State. Motion carried.

**Motion** by Markham, second by Pulscher to approve writing off the three listed checks. Motion carried.

**Motion** by Markham, second by Osten to reissue checks as presented. Motion carried.



# Change Order No.   1

Project Name: Wastewater Treatment Plant Reed Bed Expansion	HDR Project No.: 10432213
Project Owner: City of Summerset, SD	Owner's Project No.:
	Date of Issuance: December 11, 2025
Project Contractor: (Name, Address) Black River Inc 8201 Norman Ave Summerset, SD 57718	Date of Contract: October 14, 2025

CPR #	ITEM AND DESCRIPTION OF CHANGES	CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
1	Pipe Quantity Adjustment	\$66,740.00	NA
	Difference Net	\$66,740.00	

**Summary: It is agreed to modify the Contract referred to above as follows:**

Contract Price prior to this Change Order	Contract Time prior to this Change Order
\$ 745,300.00	July 31, 2026 final completion
Net Increase (decrease) of this Change Order	Net Increase (decrease) of this Change Order
\$66,740.00	NA
Revised Contract Price with all approved Change Orders	Revised Contract Time with all approved Change Orders
\$812,040.00	July 31, 2026 final completion

**The changes included in this Change Order are to be accomplished in accordance with the terms, stipulations and conditions of the original Contract as though included therein.**

Accepted for Contractor by:	Date:
	12/17/25
Recommended for Approval by (HDR Engineering, Inc.):	Date:
	12/11/25
Approved for Owner by:	Attest:
	Date:

Distribution:     Owner     Contractor     Office     Field     Other



**QUOTE**

PROPOSAL# 251105  
DATE: 12/05/2025

8201 Norman Ave  
Summerset, SD 57718  
Sam@BlackRiverContracting.net  
Ethan@BlackRiverContracting.net

ATTN: Chris Robinson  
HDR Engineering

SALESPERSON	JOB	PAYMENT TERMS	PROPOSED START DATE
Alex Olson	City of Summerset WWTP Reed Bed Expansion	Monthly	

EST QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
1LS	Reed Bed Drain Material		\$3,345.00
1LS	Reed Bed Drain Installation		\$5,575.00
1LS	Digested Solids Material		\$28,600.00
1LS	Digested Solids Installation		\$29,220.00
	Subtotal		\$66,740.00
	Excise tax		-
	Total		\$66,740.00

Quotation prepared by: Alex Olson \_\_\_\_\_

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

To accept this quotation, sign here and return: \_\_\_\_\_

**THANK YOU FOR YOUR BUSINESS!**

SD FEDERAL PROPERTY AGENCY

20 Colorado Ave, SW
Huron, SD 57350-1898
Phone: 605-353-7150
In State Watts 1-800-438-8302

Application for Eligibility

I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

City of Summerset
Name of Organization
7055 Leisure Lane, Summerset, SD 57718 Meade
Mailing Address (PO Box #, Street, City, State & Zip Code) County
Street Address/Geographic Location (If different than mailing address)
605-718-9858 605-718-9883 cityinfo@summerset.us
Telephone# Fax# E-Mail Address

II. APPLICANT STATUS (Check One):

- Public Agency (incl. Public School Districts)
Nonprofit, Tax Exempt Organization
SBA 8 (a) Business
Veterans Service Organization
VOSB - Veteran Owned Small Business

III. TYPE OR PURPOSE OF ORGANIZATION: (Terms amended 2/4/99)

- State, County, City, Museum, Library, Radio/TV Stn, Child Care Center
Preschool, School District, Elementary School, Secondary School, College or University, School for Students with Disabilities
Hospital, Medical Institution, Clinic, Health Center, Volunteer Fire Dept, EMS or Rescue Squad
Workshop/Training Program, Provider of Assistance to the Impoverished, Provider of Assistance to the Homeless, Program Funded for Older Americans
Other (specify)

IV. PROVIDE A WRITTEN DESCRIPTION OF PROGRAM OR SERVICES OFFERED INCLUDING A DESCRIPTION OF FACILITIES OPERATED. (Required)

V. SOURCES OF FUNDING (Attach Supporting Documentation)(Not required for VOSB):
Tax Supported, Grant, Contributions, Other:

VI. HAS THE ORGANIZATION BEEN DETERMINED TO BE TAX EXEMPT UNDER SECTION 501 OF THE INTERNAL REVENUE CODE OF 1954. YES (Copy Required)

VII. HAS ORGANIZATION BEEN APPROVED, ACCREDITED, OR LICENSED? NA BY WHAT AUTHORITY? (Copy Required)

VIII. Date Signature of Applicant Authorized Official

FOR STATE AGENCY USE ONLY

The applicant has been determined ( ) eligible ( ) ineligible
as ( ) public agency ( ) nonprofit education ( ) nonprofit health ( ) VOSB-Veteran Owned Small Business
( ) VSO ( ) SBA 8 (a) Business ( ) homeless/impooverished assistance

Date SASP Approval Signature
Comments:

SD FEDERAL PROPERTY AGENCY

20 Colorado Ave, SW  
Huron, SD 57350-1898  
Phone: 605-353-7150  
In State Watts 1-800-438-8302

*Nondiscrimination Assurance*

I. LEGAL NAME & MAILING ADDRESS OF APPLICANT ORGANIZATION:

City of Summerset

*Name of Organization*

7055 Leisure Lane, Summerset, SD 57718

Meade

*Mailing Address (PO Box #, Street, City, State & Zip Code)*

*County*

*Street Address/Geographic Location (If different than mailing address)*

605-718-9858

605-718-9883

cityinfo@summerset.us

*Telephone#*

*Fax#*

*E-Mail Address*

City of Summerset

, the donee,

(Name of Organization)

agrees that the program for or in connection with which any property is donated to the donee will be conducted in compliance with, and the donee will comply with an will require any other person (any legal entity) who through contractual or other arrangements with the donee is authorized to provide services or benefits under said program to comply with all requirements imposed by or pursuant to the regulations of the general Services Administration (41 C.F.R. 101-6.2 and 101-8) issued under the provisions of Title VI of the Civil Rights Act of 1964, as amended, section 606 of Title VI of the Federal Property and Administrative Services Act of 1949, as amended, section 504 of the Rehabilitation Act of 1973, as amended, Title IX of the Education Amendments of 1972, as amended, section 303 of the Age Discrimination Act of 1975, and the Civil Rights Restoration Act of 1987, to the end that no person in the United States shall on the ground of race, color, national origin, sex, or age, or that no otherwise qualified handicapped person shall solely by reason of the handicap, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the donee received Federal assistance from the General Services Administration; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

The donee further agrees (1) that this agreement shall be subject in all respects to the provisions of said Federal Statutes and regulations (2) that this agreement obligates the donee for the period during which it retains ownership or possession of the property, (3) that the United States shall have the right to seek judicial enforcement of this agreement, and (4) that this agreement shall be binding upon any successor in interest of the donee and the word "donee" as used herein includes any such successor in interest.

\_\_\_\_\_ Date

X

\_\_\_\_\_ Signature of Applicant Authorized Official

\_\_\_\_\_ Title

SD FEDERAL PROPERTY AGENCY

20 Colorado Ave, SW  
Huron, SD 57350-1898  
Phone: 605-353-7150  
In State Watts 1-800-438-8302

**Certification Regarding Debarment, Suspension, Ineligibility and  
Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the General Services Administration regulation implementing Executive Order 12549-41 CFR 105-68 – for all lower tier transactions meeting the requirements stated at 41 CFR105-68.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered in to. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations (13CFR Part 145).
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

City of Summerset

NAME OF DONEE APPLICANT

Date	Signature of Applicant Authorized Official	Title

SD FEDERAL PROPERTY AGENCY

20 Colorado Ave, SW  
Huron, SD 57350-1898  
PH: 605/353-7150  
In State Watts 1-800-438-8302

Re-Authorization Form

Customer Name	Contact Name
Summerset City	Don Allen
Summerset City	Tanner Fenenga
Summerset City	Anthony Kayl
Summerset City	Lisa Schieffer

Please line out any names that should be deleted from the above list.  
To authorize replacement or new representatives, add new names and signatures below.

DESIGNATION OF ADDITIONAL REPRESENTATIVES:

Name	Title	Signature (Required)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

THE REPRESENTATIVES LISTED ABOVE ARE DESIGNATED TO:

Represent the Donee organization as its authorized agent; and  
Acquire Federal Surplus Property on behalf of the Donee Organization; and  
Obligate necessary Donee Organization funds for this purpose; and  
Execute Distribution Documents binding the Donee Organization to the terms, conditions, reservations, and restrictions applying to Property obtained through the agency.

CERTIFICATION: \_\_\_\_\_  
(Date) (Signature of Authorized Official)  
\_\_\_\_\_  
(Title)

## Lisa Schieffer

---

**From:** Rich Nasser  
**Sent:** Monday, December 29, 2025 12:05 PM  
**To:** Lisa Schieffer  
**Subject:** PD Hiring Services

Lisa,

We will be using Dr. Thom Flamboe (Psychologist) for psych evals and Dr. Eric Fausch (MD) for medical evals. Dr. Flamboe is charging \$600 per officer and Dr. Fausch is charging \$200 per officer. Not sure if we need to declare any of this or have this approved by commission for 2026? Thanks!

RICH NASSER  
CHIEF OF POLICE | SUMMERSET POLICE DEPARTMENT  
RNASSER@SUMMERSETPD.ORG  
7055 LEISURE LN SUMMERSET, SOUTH DAKOTA 57718  
P: 605.721.6806 | C: 605.391.5598 | F: 605.721.6381

**Anna Hamelin**  
**Patrol Officer**  
**Summerset Police Department**  
**12/23/2025**

**Chief Nasser**  
**Summerset Police Department**

Dear Chief Nasser,

Please accept this letter as formal notice of my resignation from my position as Patrol Officer with the Summerset Police Department. My last day of employment will be 1/6/2026.

This decision was not made lightly. I am grateful for the opportunities, training, and experience I have gained during my time with the department, and I appreciate the support and professionalism of my fellow officers and supervisors.

Over the next two weeks, I will do everything possible to assist with a smooth transition and ensure my duties are completed responsibly.

Thank you for the opportunity to serve the community and the department. I wish you and the agency continued success.

Respectfully,

  
**Anna Hamelin**

## Rate Design

Status Quo	Present Rates	2026	2027	2028	2029	2030
<b>Base Fee</b>	<i>\$/Mo</i>					
Sewer Service	\$36.00	\$37.80	\$39.70	\$41.70	\$43.80	\$46.00
Debt Reserve	2.20	2.30	2.40	2.50	2.65	2.80
Maintenance Charge	4.50	4.75	5.00	5.25	5.50	5.80
SRF Debt Service Fee	7.90	8.30	8.70	9.15	9.60	10.10
<b>Volume Charge</b>	<i>\$/Gallon</i>					
Commercial	\$0.00525	\$0.00551	\$0.00579	\$0.00608	\$0.00638	\$0.00670