

**Summerset City Commission
Regular Meeting
Summerset Municipal Building
7055 Leisure Lane
Thursday, September 18th, 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 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 Markham to approve the agenda of the regular meeting of the Summerset City Commission for September 18th, 2025, as amended. The claim for Central States Radar was amended from \$366.00 to \$336.00. The amended claims total was \$73,247.59. Motion carried.

Citizen Input

No citizen input.

Consent Calendar

Approval of the Minutes

Motion by Osten, second by Pulscher to approve the minutes of the meeting held on September 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 \$73,247.59 from September 4th, 2025, to September 17th, 2025. Motion carried.

Black Hawk Water Users District	194.85
Cardmember Services	12,546.54
CBH CO-OP	4,875.25
Central States Radar	336.00
City of Rapid City	7,409.40
City of Sturgis	55.00
Demersseman Jensen Tellinghuisen & Huffman	3,665.00
Golden West Technologies	4,692.93
HDR Engineering, Inc.	15,743.89
Karl Chevrolet	17,384.56
Meade County Auditor	2,748.58
Mid-American Research Chemical	1,024.39
Midcontinent Testing Laboratories, Inc.	368.25
Midstates Group	68.00
Schneider Geospatial	750.00
SD One Call	26.25
SD State Treasurer	1,152.00
Servall Uniform & Linen Supply	206.70

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

Preliminary Plat- Carol Marso

*Planning and Zoning recommended a unanimous do pass, contingent upon an additional 27' of dedicated public right of way, reflected on the plat.

Motion by Osten, second by Markham to open discussion. Motion carried. City Administrator Lisa Schieffer explained that the plat is within the City's three mile jurisdiction. Schieffer explained that the City has worked with Meade County, who has submitted comments. The plat has also been sent to HDR for review. Shannon Vasknetz of Baseline Surveying also spoke. He explained that there was currently 66 feet and the Final Plat would show dedication of 27 additional feet.

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

Motion by Osten, second by Pulscher to approve the Preliminary Plat contingent on the 27' of dedicated public right of way. Motion carried.

Bid Letting on Street Lights

Motion by Osten, second by Hirsch to open discussion. Motion carried. City Administrator Lisa Schieffer gave an overview of the submitted bids. Schieffer explained that HDR had submitted a recommendation for GenPro, as lowest bid. Commissioner Osten requested that GenPro, who has installed the previous lighting, fix one light that is currently malfunctioning, prior to the new bid work starting.

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

Motion by Osten, second by Markham to accept the bid by GenPro for solar street lights. Motion carried.

MyGov Location Record Integration- FTP (File Transfer Point)

Motion by Hirsch, second by Pulscher to open discussion. Motion carried. City Administrator Lisa Schieffer explained that MyGov required a location record. Schieffer went on to explain that the File Transfer Point would be a one-time file for integration into MyGov. Schieffer notified the Board that Mayor Kitzmiller and Commissioner Pulscher had preemptively approved the FTP at a cost of \$750. The cost was transferred by ACH due to the 10 day processing time which interfered with the tight timeline given by MyGov.

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

Motion by Markham, second by Pulscher to approve the File Transfer Point for MyGov. Motion carried.

Special Assessments (Ordinance 50.11/ SDCL 9-30-5)

Motion by Osten, second by Pulscher to open discussion. Motion carried. Finance Officer Brielle Schrock explained that the presented list of parcels had not paid code enforcement and mitigation assessments for FY 2025. Per City Ordinance 50.11, Finance Officer would submit said assessments to Meade County for special assessment to 2025 payable 2026 taxes, by October 1st.

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

Motion by Osten, second by Markham to send to Meade County the special assessments. Motion carried.

Second Reading of Ordinance 2026- An Ordinance Appropriating Funds for the Fiscal Year 2026

Motion by Pulscher, second by Markham to open discussion. Motion carried. Finance Officer Brielle Schrock explained that since the First Reading, \$15,000 was removed from the Governmental Buildings Department that had previously been designated for seal coating the parking lot at City Hall. This work was completed FY 2025.

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

Motion by Markham, second by Osten to approve the Second Reading of Ordinance 2026. Motion carried.

Motion by Osten, second by Hirsch to adopt Ordinance 2026- An Ordinance Appropriating Funds for the Fiscal Year 2026. Motion carried.

Community Forestry Grant Opportunity

Motion by Osten, second by Pulscher to open discussion. Motion carried. City Administrator Lisa Schieffer explained that she and Public Works Director Anthony Kayl would like to apply for a grant to purchase trees for the Leisure Lane Park. Schieffer explained that there was a layout plan in the agenda packet for Commission to review. Schieffer notified the Board that, if approved, she and Kayl would move forward with the grant and obtain quotes for the trees. Commissioner Markham asked if the cost was in the 2026 budget. Schieffer explained that if the

playground park grant is awarded, the less expense playground option would be chosen, leaving room for the City's 50 % match on the Forestry Grant.

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

Motion by Osten, second by Pulscher to pursue the Community Forestry Grant. Motion carried.

Police Department- Resignation

Motion by Markham, second by Osten to accept resignation of Joe Leveque, effective September 25, 2025. Motion carried.

Upcoming Events

Comprehensive Plan Public Hearings will be held Tuesday, October 7th at Summerset City Hall. More information will follow.

City Offices will be closed Monday, October 13th in honor of Native American Day.

Executive Session

Motion by Osten, second by Hirsch to enter executive session per SDCL 1-25-2 for discussing contract and negotiations. Also requested to be present were Lisa Schieffer and Anthony Kayl. Motion carried.

Motion by Hirsch, second by Markham to exit executive session at 7:43p.m. Motion carried.

Adjournment

Motion by Osten, second by Pulscher to adjourn at 7:43p.m. Motion carried.

(SEAL)

ATTEST:

Brielle Schrock
Finance Officer

Michael Kitzmiller
Mayor

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