

**Summerset City Commission
Regular Meeting
Summerset Municipal Building
7055 Leisure Lane
Thursday, November 20th, 2025, 6:00 P.M.**

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Markham, Hirsch, and Pulscher were present. Commissioner Osten was absent. The City Administrator was 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 Hirsch, second by Pulscher to approve the agenda of the regular meeting of the Summerset City Commission for November 20th, 2025. Motion carried.

Citizen Input

No citizen input.

Consent Calendar

Approval of the Minutes

Motion by Pulscher, second by Hirsch to approve the minutes of the meeting held on November 6th, 2025, as presented or amended. Motion carried.

Approval of the Claims

Motion by Markham, second by Pulscher to approve the claims in the amount of \$118,671.53 from November 6th, 2025, to November 17th, 2025. Motion carried.

Anthony Kayl \$294.67; A&B Business Solutions \$45.00; BH Striping \$573.48; Black Hawk Water Users District \$43.00; Black Hills Asphalt \$11,170.02; Black River Contracting \$54,387.00; CBH Co-op \$4,341.04; City of Rapid City \$6,431.34; Dakota Pump \$283.17; Demersseman Jensen Tellinghuisen & Huffman, LLP \$1,192.50; Diamond Water Company \$202.65; DOT Marketing \$900.00; Golden West Technologies \$4,159.93; Greenapsis \$373.78; Hach Company \$961.00; HDR Engineering \$22,631.47; Hills Toilet Service \$195.00; Meade County Auditor \$2,715.05; Mehlhaff Construction \$1,000.00; Mid-American Research Chemical \$1,065.38; On-site First Aid & Safety \$271.47; Rushmore Equipment \$426.50; SD Department of Agricultural & Natural Resources \$60.00; SD One Call \$30.45; Servall uniform & Linen Supply \$206.70; Summit Signs & Supply Inc. \$353.00; Text My Gov \$3,200.00.

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

Cornerstone Consulting/Brenna Block – Economic Development Update

Ms. Block informed the Board that she has made five (5) Summerset business visits and attended the Shooting Range Grand Opening. Ms. Block will be visiting further with the Board in executive session on economic development matters.

Summerset Marketing Fact Sheet Quotes – Brenna Block

Motion by Pulscher, second by Markham to open discussion. Motion carried. Ms. Block brought before the Board two (2) quotes for doing marketing fact sheets for the City of Summerset. Said quotes are as follows:

Midwest Marketing \$260.00-\$390.00
Dot Marketing \$1,050.00

Block stated the reason that Midwest was lower was due to the fact that they have done the Rushmore Regional Marketing fact sheet and have a lot of the statistics readily available. Block went on to state the importance of having a local marketing tool for just Summerset when RFI's come in for businesses.

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

Motion by Pulscher, second by Markham to approve the quote of Midwest Marketing for a local marketing fact sheet on Summerset. Motion carried.

First Reading of Ordinance #2025-05 A Supplemental Appropriation Ordinance

Motion by Pulscher, second by Markham to open discussion. Motion carried. City Administrator Lisa Schieffer presented the Supplemental Appropriation Ordinance to the Board for review. Ms. Schieffer stated that additional funding would be needed in the engineering account due to ongoing matters and also additional funding in the economic development fund. Schieffer explained that they will be getting a refund check back from SEDC that will cover the appropriation in the 211 Fund.

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

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

Motion by Markham, second by Hirsch, to set the second reading of Ordinance #2025-05 for December 4th @ 6:00 p.m. Motion carried.

First Reading of Ordinance #2025-06 An Ordinance to Amend Montana-Dakota Utilities Co., Franchise Agreement

Motion by Hirsch, second by Pulscher to open discussion. Motion carried. City Administrator Lisa Schieffer presented to the Board the Amendment to the MDU Franchise Agreement. Ms. Schieffer stated that every 20 years the franchise agreement gets renewed.

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

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

Motion by Pulscher, second by Markham, to set the second reading of Ordinance #2025-06 for December 4th @ 6:00 p.m. Motion carried.

HDR Task Order 2026-01 – General Engineering Services for FY2026

Motion by Markham, second by Pulscher to open discussion. Motion carried. City Administrator Lisa Schieffer presented the HDR Task Order 2026-01 to the Board for review. Ms. Schieffer stated this is the general engineering services contract that we usually sign for the new fiscal year

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

Motion by Markham, second by Pulscher to approve the HDR Task Order 2026-01 for General Engineering Services for FY2026. Motion carried.

Set First Reading of Ordinance #2025-07 An Ordinance Amending 53.081 Sewer Use Charge

Motion by Hirsch, second by Pulscher to open discussion. Motion carried. City Administrator Lisa Schieffer explained to the Board that when the draft of the Summerset Sewer Rate Study was presented at the November 6th meeting, Schieffer did a review of the ordinances and found that the current ordinance was not correct and needed to be updated.

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

Motion by Markham, second by Hirsch to set the first reading of Ordinance #2025-07 for December 4th @ 6:00 p.m. Motion carried.

Appointment of City Finance Officer

Motion by Pulscher, second by Markham to appoint Lisa Fischer to the position of Summerset City Finance Officer at Grade 19, Step A, \$59,846.66. Motion carried.

Upcoming Events

City Offices will be closed Thursday & Friday, November 27th & 28th for Thanksgiving.

Exit 48 Meeting put on by the SDDOT will be held December 3rd at Stagebarn Middle School from 5:30 p.m. to 7:00 p.m. This meeting is public, and everyone is encouraged to attend.

Executive Session

Motion by Pulscher, second by Markham to enter executive session at 6:21 p.m. per SDCL 1-25-2 for discussing economic development. Also requested to be present was Lisa Schieffer and Brenna Block. Motion carried.

Motion by Pulscher, second by Hirsch to exit executive session and return to regular session at 7:25 p.m. Motion carried.

Adjournment

Motion by Markham, second by Pulscher to adjourn at 7:26 p.m. Motion carried.

(SEAL)

ATTEST:

Lisa Schieffer
City Administrator

Michael Kitzmiller
Mayor

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