

Summerset City Commission
Regular Meeting
Summerset Municipal Building
7055 Leisure Lane
Thursday, June 18th, 2026, 6:00 P.M.

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Pulscher, Markham and Hirsch were present. The City Administrator 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 Pulscher, second by Markham to approve the agenda of the regular meeting of the Summerset City Commission for June 18th, 2026, as presented. Motion carried.

Citizen Input

Richard Hausvik stated he lives at 6935 Townsend Street and that there is a house one over on the street that has not been mowing their lawn regularly.

Administer Oath of Office- Commission

Mayor Kitzmiller administered the oath of office to Gwenn Markham. Markham will be serving a three-year term.

Mayor Kitzmiller administered the oath of office to Jordan Pulscher. Pulscher will be serving a three-year term.

*The record will reflect that the new officers have been sworn in and are present to conduct business for the rest of the regular meeting of the Summerset Commission.

Appointment of Commission

Motion by Hirsch, second by Pulscher to open discussion. Motion carried. City Administrator Lisa Schieffer reviewed the Commission form of Government and each of the appointments to be made.

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

Public Safety – Motion was made by Pulscher, second by Hirsch to nominate Gwenn Markham to Public Safety. Motion carried.

Public Works – None.

Utilities – Motion was made by Pulscher, second by Markham to nominate Clyde Hirsch to Utilities. Motion carried.

Finance – Motion was made by Hirsch, second by Pulscher to nominate Jordan Pulscher to Finance. Motion carried.

Election of the President of the Summerset Commission

Motion made by Pulscher, second by Hirsch to nominate Gwenn Markham to President of the Commission. Motion carried.

Election of the Vice-President of the Summerset Commission

Motion by Hirsch, second by Markham to nominate Jordan Pulscher to Vice-President of the Commission. Motion carried.

Consent Calendar

Approval of the Minutes

Motion by Markham, second by Hirsch to approve the minutes of the regular meeting held on June 4th, 2026, as presented or amended. Motion carried.

Approval of Claims

Motion by Pulscher, second by Markham to approve the claims to the amount of \$66,405.98 from June 4th, 2026, to June 17th, 2026. Motion carried.

Black Hawk Water \$408.20; CBH CO-OP \$4,263.02; City of Rapid City \$6,807.92; City of Sturgis \$40.00; Dakota Pump \$204.08; Demersseman Jensen \$1,717.50; Diamond Water \$45.00; DOT Marketing \$360.00; Fischer, Lisa \$327.60; Golden West \$4,241.93; HDR Engineering \$16,057.56; Hills Septic \$3,297.00; Hills Toilet \$222.30; MDU \$289.05; SD Dept. of Revenue \$1,169.64; SD One Call \$23.10; Thomas Flamboe \$600.00; USA Bluebook \$1,494.18; USGS \$22,025.00; Block, Brenna \$2,812.90

***Noted For the Record – Department Head Reports are in the packet for viewing.**

Phase 1A – Final Plat Norman Ranch

Planning & Zoning approved the Phase 1A Final Plat unanimously, contingent upon moving forward with the vacation of section line.

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

City Administrator Lisa Schieffer stated that you will find the minutes of the Planning & Zoning, along with the final plat for Phase 1A, there is a memo from HDR, and all the items in the comments have been addressed. Schieffer reviewed part of the Ordinance and the Developer's Agreement. The application is in for the vacation of the section line. Mayor Kitzmiller stated his recommendation is to table this until the section line is completely resolved.

Motion by Markham, second by Hirsch to close discussion.

Motion by Hirsch, second by Pulscher to table the matter until the section line of 158' is addressed. Motion carried.

Casey Peterson and Associates 2025 Audit Findings – Financial Statements

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

Devin Pfaff from Casey Peterson and Associates stated that everything went very well. There was one finding, and there were three journal entries that were made, and that they went over the Cash Basis notes. Overall, Pfaff stated that everything looks good.

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

Receipt and Waiver of Mechanic's Lien Rights

Motion by Pulscher, second by Hirsch to take the matter off the table from the June 4th Commission Meeting and open discussion. Motion carried.

City Administrator Lisa Schieffer stated that when we received the check from the Title Company, she was unsure why we received the Receipt & Waiver of Mechanic's Lien Rights. It was sent to Mr. Wheeler to review the same. Mr. Wheeler has changed some of the format on the waiver. Once it is signed, Schieffer will get it sent off.

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

Motion by Markham, second by Hirsch to approve signing the Receipt and Waiver of Mechanic's Lien Rights. Motion carried.

I.T. Policies and Procedures Manual/Secure SD -Discussion Only

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

City Administrator Lisa Schieffer explained while we were at training, there were discussions on Cyber Security, and we have received information from Golden West as well. We do have an Incident Response Plan and are also insured with SDPAA. In going one step further, they are wanting us to have a Policies and Procedures Manual. There were several concerns from Police Chief Rich Nasser and Schieffer on some items. Nasser and Schieffer are going to get together and also meet with Golden West to get clarification and make sure the Policies and Procedures Manual is done correctly.

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

July 1st Notable Law Changes for Municipalities

Motion by Markham, second by Pulscher to open discussion.

City Administrator Lisa Schieffer reviewed some of the notable law changes that will be affecting municipalities. Schieffer informed the Board that SB 3 had to do with building permits and that the city was already following the same. SB10 had to do with CDL regulations which the Public Work's Department has already taken care of. SB 46 requires the agenda of the Board of Commissioners to describe each item in sufficient detail. Schieffer has reached out to the State and the County asking for a definition of sufficient. SB 47 was a cleanup bill pertaining to executive session. SB129 Updated the ICC Building Code Edition from 2021 to 2024. SB228 made significant changes to structure and procedure of Tax Increment Financing and HB 1095 was a cleanup bill on election matters.

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

Set Budget Meeting Date with Dept. Heads in July 2026

City Administrator Lisa Schieffer stated that we usually hold a meeting in July with all Department Heads to start discussing budget. The initial date for the meeting will be Wednesday, July 22nd at 6:00 p.m.

Upcoming Events

City offices will be closed Friday, July 3rd in Honor of Independence Day.

Planning and Zoning meetings will take place on July 14th and July 27th due to the State-wide runoff election.

Executive Session -None**Adjournment**

Motion by Pulscher, second by Markham to adjourn at 6:40 p.m. Motion carried.

(SEAL)

ATTEST:

Lisa Fischer
Finance Officer

Michael Kitzmiller
Mayor

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