

Summerset City Commission
Regular Meeting
Summerset Municipal Building
7055 Leisure Lane
Thursday, July 2nd, 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, City Attorney and City Finance Officer 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 Hirsch, second by Pulscher to approve the agenda of the regular meeting of the Summerset City Commission for July 2nd, 2026, as presented. Motion carried.

Citizen Input

There was no citizen input.

Consent Calendar

Approval of the Minutes

Motion by Markham, second by Hirsch to approve the minutes of the regular meeting held on June 18th, 2026, as presented or amended. Motion carried.

Approval of Claims

Motion by Pulscher, second by Markham to approve the claims to the amount of \$112,748.14 from June 18th, 2026, to July 1st, 2026. Motion carried.

A&B Business \$45.00; Alliance Technical Group \$386.25; Ambrose, Jonathon \$50.00; Auto-Owners \$15.00; Birgen, Nicholin \$50.00; Black Hills Energy \$6,844.82; Cahoy, David \$50.00; Cardmember Services \$10,924.73; Casey Peterson \$30,353.47; Dakota Pump \$1,512.50; Doty, Jason \$50.00; Fischer, Lisa \$50.00; Foothills Fence \$2,420.24; Garcia, Jaeson \$50.00; Hills Septic \$6,594.00; Hirsch, Clyde \$50.00; Kayl, Anthony \$50.00; Kitzmiller, Michael \$50.00; Kotermanski, Kevin \$50.00; Madison National Life \$44.00; Markham, Gwenn \$50.00; Meade County Auditor \$4,371.63; Pulscher, Jordan \$50.00; Schieffer, Lisa \$50.00; Servall \$249.33; Delta Dental \$801.70; Health Pool of SD \$14,072.01; SDRS \$11,310.28; SDRS Supplemental \$490.00; US Treasury \$21,663.18

Approval of Payroll – June 2026 (SDCL 6-1-10)

Motion by Hirsch, second by Pulscher to approval Payroll for June 2026. Motion carried.

Dept. 4000 - \$14,571.23 Wastewater
Dept. 4110 - \$1,749.99 Commission
Dept. 4120 - \$1,916.67 Mayor
Dept. 4140 - \$12,800.27 Finance
Dept. 4210 - \$46,444.89 Police
Dept. 4310 - \$16,757.31 Streets
Dept. 4652 - \$800.00 Planning & Zoning

Utility Billing Adjustments

Motion by Pulscher, second by Markham to approve the utility adjustments of \$21.50 for the period of June 1st - June 30th, 2026. Motion carried.

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

Norman Ranch Final Plat of Phase 1A/Resolution 2026-05

Motion by Markham, second by Hirsch to take the matter off the table from the June 18th Commission Meeting and open discussion. Motion carried.

City Administrator, Lisa Schieffer said this had gone through Planning & Zoning on June 8th, everything is still in the packet, the memo from HDR, and all the comments have been addressed. Planning & Zoning did approve the plat contingent upon the section line vacation process. The resolution has been drawn up. Attorney Mike Nadolski, on behalf of Norman Ranch referred to SDCL 11-3-6, which references once everything is in compliance particularly with the subdivision ordinances, they shall by resolution approve the plat. The resolution itself essentially takes that language from that statute. Mayor Kitzmiller informed the board that discussion is only pertaining to the final plat, not anything else as far as with construction. He just wants the board to know that they are talking about the City shall.

Motion by Markham, second by Hirsch to close discussion.

Motion by Markham, second by Pulscher to approve Resolution 2026-05, as it concerns approving the Final Plat Phase1A, contingent upon the section line vacation process being initiated. Motion carried.

Sout Dakota Department of Legislative Audit Review Letter

Motion by Pulscher, second by Markham to accept the letter from the SD Department of Legislative Audit Review for City of Summerset Fiscal Year ending 12/31/2025. Motion carried.

SD DOT - Transfer of Disposal Property

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

City Administrator Lisa Schieffer informed the Board that the disposal property was approved by the SD Transportation Board. The original of the Agreement was sent to the Rapid City DOT Office. City Attorney Mike Wheeler stated that the Board could move forward with the surplus of the property even though the deed has not been received.

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

Surplus and Appraisal Disposal Property

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

City Administrator, Lisa Schieffer said in order to move forward with the disposal property, we need to surplus the property. We do have the legal description of that, according to our disposition of surplus property, the board would need to make a motion to surplus that. The next thing would be to appoint three landowners to appraise the property. Once the appraisals come back, the Board can then proceed. In reviewing all the processes, the Board can accept one of the three processes: sealed bids, auction or hire a real estate broker. With a real estate broker, the governing body may accept any offer. If the Board was to do it by sealed bid or auction, then the highest bid must be accepted.

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

Motion by Markham, second by Hirsch to surplus the following property:

Lot A, in Tract W in the E1/2NE1/4 of Section 6, Township 2 North, Range 7 East, of the BHM, City of Summerset, Meade County, South Dakota consisting of 13.35 acres.

and to appoint three appraisers that are landowners within the City of Summerset. Motion carried.

Appoint Real Estate Broker for Disposal Property

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

City Administrator Lisa Schieffer said that the Board could hire one or several brokers. If the Board would like Schieffer to reach out to the real estate broker that was used before, the Board would need to give Schieffer the authority to do so. That information could then be brought back to the July 16th meeting.

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

Motion by Pulscher, second by Hirsch to give Schieffer authority to reach out to the real estate broker to get details on what it would cost, then come back to the Board on July 16th with that information. Motion carried.

Positive Pay Bank Wast – Lisa Fischer

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

Finance Officer Lisa Fischer explained to the Board what Positive Pay was, and how it worked. It is another measure that would help prevent fraud. A report would be generated and sent to the bank when payables are processed.

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

Workers Comp Safety Grant – Approval

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

Public Works Superintendent Anthony Kayl stated that every year Brad Wilson with SDML Worker's Compensation puts out this Safety Grant. Public Works applied and were awarded the grant. Public Works have decided to purchase Hydraulic Shoring that will help with smaller trenching areas. This is a 50% matching grant. The total cost of the equipment is \$4,858.00.

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

Motion by Markham, second by Hirsch to approve the 50% match for the Safety Grant. Motion carried.

Promotion/Payroll Change Public Works – Jason Doty

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

Publics Works Superintendent Anthony Kayl requested to promote Jason Doty to Foreman in the Public Works Department.

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

Motion by Pulscher, second by Markham to approve the Promotion/Payroll change Public Works – Jason Doty to Foreman effective June 26th, 2026 at Grade 15, Step I at a rate of \$27.49. Motion carried.

Upcoming Events

- City Offices will be closed Friday, July 3rd.
- SD DOT Public Informational Meeting on Exit 46 will be held Wednesday, July 8th @ 5:30 p.m. at Piedmont Valley Elementary School.
- FY2027 Budget Meeting will be held Wednesday, July 22nd, 2026, at 6:00 p.m.

Executive Session

Motion by Pulscher, second by Hirsch to enter Executive Session at 6:31 p.m. to discuss contractual and legal matters. Also requested to be present were Anthony Kayl, and Lisa Schieffer. Motion carried.

Motion by Pulscher, second by Hirsch to exit executive session and return to regular session at 7:07 pm. Motion carried.

Adjournment

Motion by Hirsch, second by Markham to adjourn at 7:08 p.m. Motion carried.

(SEAL)

ATTEST:

Lisa Fischer
Finance Officer

Michael Kitzmiller
Mayor

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