

Summerset City Commission
Regular Meeting
Summerset Municipal Building
7055 Leisure Lane
Thursday, October 15th, 2026, 6:00 P.M.

Mayor Kitzmiller called the regular meeting to order at 6:00 p.m. Commissioners Jordan Pulscher, Gwenn Markham and Clyde Hirsch were present. City Attorney Mike Wheeler and City Administrator Lisa Schieffer were also present. Absent: City Finance Officer Lisa Fischer.

Mayor Kitzmiller led in the Pledge of Allegiance.

Commissioner Markham gave the invocation.

Call for Changes

Commissioner Markham informed the Board that she would be abstaining from Item #13, HDR - Final High Meadows Road Paving Scope and Fee Contract.

Motion by Pulscher, second by Markham to approve the agenda of the regular meeting of the Summerset City Commission for October 15th, 2026, as presented. Motion carried.

Citizen Input – None.

Administer Oath of Office - Commission

Mayor Kitzmiller asked Justin Duncan to raise his right hand and administer the oath. Commissioner Duncan will fulfill the remainder of the term of Michael Osten (June 2027). Duncan will serve as the Public Works Commissioner.

*The record will reflect that Justin Duncan is present for roll call.

Consent Calendar

Approval of the Minutes

Motion by Hirsch, second by Pulscher to approve the minutes of the regular meeting held on October 1st, 2026, as presented or amended. Motion carried.,

Approval of Claims

Motion by Markham, second by Pulscher to approve the claims to the amount of \$88,106.78 from October 1st, 2026, to October 14th, 2026. Motion carried.

***Noted for the record – Department Head reports are in the packet for viewing.**

A&J Screening-Park Bench Apparel \$153.00; Alliance Technical Group, LLC. \$375.50; Black Hawk Water Users District \$206.00; CBH CO-OP \$4,820.91; City of Rapid City \$6,718.07; Demersseman Jensen Tellinghuisen & Huffman, LLP. \$2,435.00; Diamond Water Company \$155.95; Evergreen Office Products \$220.00; Golden West Technologies \$4,303.43; HDR Engineering, Inc. \$5,206.19; Hills Toilet Service \$244.53; On-Site First Aid & Safety \$33.40; Lisa Schieffer \$603.60; SD One Call \$19.95; Servall Uniform & Linen Supply \$249.33; Tyler Technologies \$767.50; Delta Dental \$954.70; Health Pool of SD \$17,985.53; SDRS \$11,815.92; SDRS-Supplemental Retirement Plan \$490.00; United States Treasury \$20,526.80.

Appointment of Shawn Kohl as Alternate to the Planning & Zoning Board

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

City Administrator Lisa Schieffer informed the Board that they had an opening for an alternate Planning and Zoning Board Member when Brittnei Bjorum resigned. Kohl had previously sat on the Parks and Recreation Board and would be a suitable candidate for Planning and Zoning.

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

Motion by Pulscher, second by Hirsch to approve appointing Shawn Kohl as alternate to the Planning and Zoning Board. Motion carried.

Rhonda Siegrist – Preliminary/Final Plat

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

Rhonda Siegrist was in attendance and available to answer any questions. City Administrator Lisa Schieffer presented the preliminary/final plat and resolution to the Board. The plat is in the 3-mile jurisdiction of Summerset and has been reviewed by HDR Engineering and Meade County. All items on the review have been addressed.

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

Motion by Hirsch, second by Markham to approve the Preliminary/Final Plat of Rhonda Siegrist along with Resolution 2026-08. Motion carried.

Synova Nicolaisen – Black Hills Consulting

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

Synova Nicolaisen came before the Board to distribute information material from Black Hills HR Consulting, outlining the services provided by her firm and giving an overview of her more than 20 years of experience. Nicolaisen explained that her process typically begins with an HR Risk Assessment to identify potential risks and opportunities for improvement. Nicolaisen advised that should the Board wish to pursue the services further, she would ask the Board to establish a preliminary budget before proceeding.

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

Steven Salvetti – Infinity Business Park Lot 9 Developer's Agreement

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

City Administrator Lisa Schieffer explained that Salvetti purchased the lot from Speedy Properties LLC, the previous owner who had entered into a Developer's Agreement with the City of Summerset. Schieffer noted that the agreement contained provisions prohibiting its transfer to a subsequent property owner. Accordingly, Salvetti is appearing before the Board to discuss the possibility of entering into a new Developer's Agreement with the City.

Salvetti provided a brief history of his purchase of the property and explained that he is currently leasing the lot to Lidel Construction Company to help offset the cost of the property. He stated that he does not have any definitive plans for the property at this time. Salvetti requested that the Board extend the existing agreement or approve a new Developer's Agreement granting him five (5) years to hard-surface the lot.

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

Motion by Pulscher, second by Hirsch to direct City Attorney Mike Wheeler to either draft an extension of the existing agreement or a new agreement for the Board's consideration. Motion carried.

HDR – Final High Meadows Road Paving Scope and Fee Contract

Motion by Hirsch, second by Pulscher to open discussion (Markham abstained). Motion carried.

City Administrator Lisa Schieffer presented the HDR Contract to the Board for review. Discussion ensued regarding the total contract cost of \$84,374.00. Public Works Director Anthony Kayl explained that the contract included project management, design, bidding, and construction administration services. Mayor Kitzmiller clarified that the purpose of the contract was to have the project plans completed and readily available should the City elect to proceed with construction in the future.

Board members expressed concerns regarding the funding source for the contract. Schieffer explained that approval would require a budget supplement. Following discussion, the majority of Board expressed a

preference to delay signing the contract. Mayor Kitzmiller advised the Board that the matter could be tabled pending receipt of additional information.

Motion by Hirsch, second by Pulscher to close discussion (Markham abstained). Motion carried.

Motion by Hirsch, second by Duncan to table the matter (Markham abstained). Motion carried.

Resolution of Intent to Annex – Setting Hearing Date

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

City Administrator Lisa Schieffer presented the Resolution of Intent to Annex – Notice of Hearing to the Board for review. Schieffer explained that the proposed annexation process is, in part, related to an agreement with the South Dakota Department of Transportation (SDDOT) involving a land and road exchange. The City of Summerset recently acquired JB Road and Captain Soelzer Road from the SDDOT. Schieffer further explained that the public hearings would provide an opportunity for affected property owners to offer input regarding the proposed annexation. Schieffer noted that the City must follow the applicable statutory process, with the public hearing serving as the initial step.

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

Motion by Markham, second by Pulscher to set the public hearing for November 19th, 2026, at 6:00 p.m. Motion carried.

Upcoming Events

- City of Summerset presents the Workforce Road Show at Milliron Granite & Quartz on Monday, October 19th @ 5:30 p.m.
- Trunk or Treat sponsored by the Legacy Ryders Saturday, October 31st from 6:00 – 8:00 p.m. at Summerset City Hall.

Executive Session

Motion by Pulscher, second by Markham to enter executive session at 6:47 p.m. to discuss contractual matters. City Administrator Lisa Schieffer and Chief of Police Rich Nasser were also requested to be present. Motion carried.

Motion by Pulscher, second by Markham to exit executive session and return to regular session at 7:03 p.m. Motion carried.

USMS MOU Agreement with Summerset Police Department/Addendum

Motion by Markham, second by Pulscher to approve the USMA MOU Agreement with the Summerset Police Department along with the Addendum. Motion carried.

Adjournment

Motion by Pulscher, second by Hirsch to adjourn at 7:05 p.m. Motion carried.

(SEAL)

ATTEST:

Lisa Fischer
Finance Officer

Michael Kitzmiller
Mayor

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