

SUMMERSET CITY COMMISSION
SPECIAL MEETING
WEDNESDAY, AUGUST 9th, 2023 @ 7:30 A.M.
SUMMERSET MUNICIPAL BUILDING
7055 LEISURE LANE, SUMMERSET SD

Mayor Torno called the Special Meeting to order at 7:30 a.m. Commissioners Butler, Hirsch, Kitzmiller, and Reade (via telephone) were present. Also present was the City Administrator.

Mayor Torno led the Pledge of Allegiance.

Commissioner Butler gave the invocation.

CONTINUED TABLED DISCUSSION ON GRADES AND STEPS FROM 8/3/2023

Motion by Kitzmiller, second by Hirsch to open discussion.

The Board discussed the latest pay scale that had done by Meade County and agreed that it made an accurate reflection on the grades and steps that could be used for the City of Summerset.

Discussion ensued on step and grade placement. The Board felt that most employees were put on at the correct grade/step, but four employees needed to have further review. Anthony Kayl, Public Works Director; Jon Ambrose, Wastewater Superintendent; Lisa Schieffer, City Administrator; and Rich Nasser, Police Chief were discussed on placement, job description and certifications. It was also discussed whether the Board wanted to take the steps out to 18 or 20 years.

Cost of Living (CPI) would also need to be decided. The Board felt it could follow what is sent out each year by the SD Department of Revenue in March for CPI.

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

Motion by Butler, second by Hirsch to approve the 20-year step plan as presented and adopt step & grade placement with a 3% cost of living, as published by SD Department of Revenue. *Effective 12/26/2023 there is no more overtime for salaried employees. Motion carried.

Motion by Kitzmiller, second by Butler to move the Public Works Director from hourly to salary and place Anthony Kayl at Grade 20 Step C. Motion carried.

Motion by Butler, second by Kitzmiller to place Jon Ambrose, Wastewater Superintendent on Grade 21, Step D. Motion carried.

Motion by Kitzmiller, second by Hirsch to place Lisa Schieffer, City Administrator, at Grade 23, Step B. Motion carried.

Motion by Hirsch, second by Butler to place Rich Nasser, Police Chief, at Grade 21 Step F. Motion carried.

CITIZEN INPUT

None.

ITEMS FROM CITY ATTORNEY

None.

ADJOURNMENT

Motion by Kitzmiller, second by Hirsch, to adjourn at 8:44 a.m. Motion carried.

(SEAL)

ATTEST:

Stephany Baumeister
Finance Officer

Melanie Torno
Mayor

Published once _____, 2023 at a cost of \$_____.