

CITY OF EYOTA
CITY COUNCIL SPECIAL MEETING MINUTES
MAY 3, 2023

Members Present: Tyrel Clark, Tony Nelson, John Chesney, Jamie Ward, John Pittenger

Members Absent: none

Staff: Marlis Knowlton, Clerk/Treasurer

Call to Order: Mayor Clark called the meeting to order at 6:30 p.m.

Agenda: This special meeting the agenda was posted and is limited to: Clerk/Treasurer job opening status, Utility Billing Clerk job opening status, and adjusting the employee pay scale.

Clerk/Treasurer: Clark, Ward, Tammy Myers, and Knowlton interviewed three applicants. Tammy Myers, current Accounting Clerk afterwards submitted her application for the position and was interviewed. With Myers' government experience, she scored the highest of all the applicants. The personnel committee recommends Myers be hired.

Motion was made by Nelson and seconded by Chesney to hire Tammy Myers as the Clerk/Treasurer – Office Supervisor at the current pay scale of Grade 5, Step 5, \$30.04 per hour. Discussion: Clark said the job was offered to Myers, she accepted, contingent on Council approval. Ayes 5, Nays 0. Motion carried.

Utility Billing Clerk: Three applicants are scheduled to be interviewed tomorrow night for the Utility Billing Clerk position.

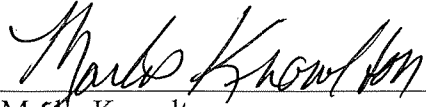
Employee Pay Scale and Wages: Clark explained the step plan that is in place is okay, but it should be adjusted by inflation. Clark suggested a three percent increase, even though inflation is more like six percent now. This would be a one time cost of living increase (COLA) and then should plan on making appropriate COLA adjustments each year before January.

Motion was made by Nelson and seconded by Chesney to approve the three percent increase to be effective May 8 (the beginning of next pay period). Ayes 5, Nays 0. Motion carried.

The Council discussed in great detail the current pay scale and how it is based on job descriptions, responsibility, the steps, and the grades. Public Works Scott Schmidt will be requested to take on more responsibility, for instance attending Park Board meetings and become the park lead person. With that, his grade and step position will change. The current Accounting Clerk position was suggested to be changed to be a Deputy Clerk/Treasurer, which will change steps and grades, but also protect the City by having another clerk in the office with legal authority for required tasks.

Motion was made by Pittenger and seconded by Nelson to change the Accounting Clerk to Deputy Clerk/Treasurer at a grade three and change Scott Schmidt's title to include Park Lead and change to grade three and step seven. Ayes 5, Nays 0. Motion carried.

Adjourn: Motion was made by Nelson and seconded by Ward to adjourn the meeting. Ayes 5, Nays 0. Motion carried. Meeting was declared adjourned at 7:32 p.m.



Marlis Knowlton
Clerk/Treasurer



Tyrel Clark
Mayor