

CITY OF EYOTA
CITY COUNCIL SPECIAL MEETING MINUTES
JULY 17, 2019

Members Present: Tony Nelson, Bryan Cornell, Ray Schuchard and Jamie Ward

Members Absent: John Chesney (absent at roll call and did arrive later during the meeting, 6:40pm)

Staff Present: Marlis Knowlton, Clerk/Treasurer

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

Agenda: The purpose of this meeting is for the Personnel Representatives to make a recommendation to fill the Utility Billing Clerk's position; and for the Council to approve making an offer to one of the applicants.

Utility Billing Clerk: Nelson explained the Personnel representatives (Tony Nelson, Bryan Cornell and Marlis Knowlton) interviewed applicants. One withdrew her application before a decision was made. A job offer was made to one applicant but was refused due to the wage offered. An offer was made to Tammy Myers and she has accepted contingent on the Council's approval.

Motion was made by Schuchard and seconded by Ward to hire Tammy Myers at \$18.00 per hour. Ayes 4, Nays 0. Motion carried.

Knowlton then requested that the Council decide what Myers will receive for vacation accrual. Over the years the personnel policy has been interrupted differently. The Council agreed the policy is out of date and the current separate vacation and sick pay accrued hours should be changed to PTO (personal time off). The intention is to start revising the personnel policy this fall.

John Chesney arrived at the meeting 6:40pm.

After discussing options in detail, the Council agreed Myers should accrue vacation hours based on earning 40 hours the first year of employment and prorated based on her start date of Aug 5. Knowing that this fall the policy will be revisited and changed to PTO.

Motion was made by Cornell and seconded by Chesney to prorate the vacation, 40 hours for the first year, starting the day she gets hired, 15.3 hours and the Council will revisit vacation accrual for 2020. Ayes 5, Nays 0. Motion carried.

Adjourn: Motion was made by Cornell and seconded by Ward to adjourn the meeting. Ayes 5, Nays 0. Motion carried. The meeting was declared adjourned at 6:45 p.m.



Tony Nelson
Mayor



Marlis Knowlton
Clerk/Treasurer