



CITY OF LYONS

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CITY COUNCIL SPECIAL MEETING MINUTES

January 9, 2017

Council Present: Mayor Troy Donohue, Councilor Jessica Ritchie, Councilor Lloyd Valentine, Councilor Mike Wagner

Council Absent: Councilor Mark Orr

Employees Present: Micki Valentine – City Recorder

Public Present: None

Opened w/pledge @ 6:35pm by Mayor Troy Donohue

Oath of Office

Mayor Troy Donohue and City Councilor Mike Wagner were sworn-in to their respective positions by Oath of Office, administered by Notary Micki Valentine.

Assistant City Recorder Position

The Assistant City Recorder job announcement and personnel agreement are reviewed. The position was advertised at 24 hours per week, which makes it a qualifying PERS position. She did not reach the 600 hour requirement, however she met the six month, in a qualified position, requirement. She works two days a week, which works out well for her and for the City Recorder. Employee manual policies are reviewed in regards to benefits. The PERS benefit is not listed in the manual. Council recommends a brief description be added.

Wage Step Scale

Councilor Lloyd declares a conflict of interest concerning this discussion. Mayor Troy explains that he can discuss it, he can't vote on the issue. Step scale example reviewed. Each step is a 2% increase. Each step is an annual increase. Mayor states that the meeting is for wage caps. Discussion concerning merit increases versus cost of living adjustments (COLA) – two different items. Mayor says benefits need to be accounted for when making a decision regarding COLA. Mike says it appears we've been a merit employer in the past and is supportive of the 2% increase. As positions come open, then review (hours, qualifications, pay). Mayor suggests flexibility with the percentage increase. The mayor and pro-tem will do the City Recorder annual performance review. Jessica confirms that the City Recorder takes care of annual employee performance reviews and she brings recommendations to council. It was recommended not to bring employees before council for follow-up of annual reviews.

Councilor Requests

Mayor asks that this topic be put on the agenda for the next meeting, a 0-3% step increase based on merit and annual performance reviews. Also, when a position is vacated, review position for requirements, wage, and wage scale. Mayor suggests that the job descriptions be reviewed and updated, if needed.

Adjourned 7:35 pm

Transcribed by Micki Valentine, City Recorder