

M E M O

RE: Approve Classification Recommendation for City Clerk Position

On January 2, 2026 Megan DeWitte was appointed to the City Clerk position effective January 1, 2026. The job description has been evaluated by David Drown & Associates who is recommending the position be placed on range 15 of the city's current pay scale. City Administrator LaBrune is recommending Megan be placed at grade 15, step 1 of the city's current pay scale effective 1/1/2026.