

Minutes

KEOTA CITY COUNCIL

225 E. BROADWAY AVE.

May 19th, 2025 6:00pm

Work Session called to order at 6:00pm by Mayor Tony Cansler.

Roll call: Councilmen Bender, Conrad, Greiner, and McDonald were present. City employees present were Assistant Clerk Clarke and PW Director Harmsen.

New Business: Mayor Cansler shared that Councilman Burroughs has resigned from his position on the Council. Mayor Cansler and several council members suggested potential candidates. It was ultimately determined that Assistant Clerk Clarke will post info about the opening on the City's website.

Work Session:

a. City Clerk Work Discussion

A few different options were discussed to aid Assistant Clerk Clarke with some of the additional duties that she will be taking on due to City Administrator Horras resigning. One of the suggestions made by Councilman Conrad was the possibility of outsourcing payroll. Mayor Cansler suggested reaching out to the League of Cities for some general guidance. After discussing all of the options, Assistant Clerk Clarke stated that she would feel most comfortable having someone walk her through the process of both payroll and paying bills at least the first few times. Mayor Cansler and Assistant Clerk Clarke will reach out to a potential candidate tomorrow afternoon to discuss the possibility of this arrangement.

Adjournment: Motion made to adjourn meeting by Greiner, seconded by Bender. Time 6:51 pm.

Attest:

Mayor Anthony Cansler

Asst City Clerk, Kristen Clarke