

**CITY OF PRAIRIE CITY
CITY COUNCIL MINUTES
NOVEMBER 22, 2022**

CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE: The City Council of Prairie City, Jasper County, Iowa, met on November 22, 2022, in special session at the Prairie City Council Chambers at City Hall and via Zoom. At 6:03 p.m., Mayor Pro Tem Deb Townsend called the meeting to order, and all joined in reciting the Pledge of Allegiance.

ROLL CALL: Roll was called showing members present and absent as follows:

Present: Mayor Pro Tem Townsend; Councilors Simmons, Holland, Ingle and via Zoom Laidig

Also in attendance: Water/Sewer Superintendent Carl Van Der Kamp; Public Works staff Jake Nolin and Ryan Martin; and Library Director Sue Ponder

AGENDA APPROVAL: Simmons moved to approve the agenda and was seconded by Ingle. The motion passed all ayes.

CONSENT AGENDA: Simmons moved to approve the consent agenda. The motion was seconded by Holland. The motion passed all ayes.

PUBLIC COMMENT: No comments from the public.

OLD BUSINESS:

- a. Discussion of Mayor vacancy and appointment: Joel Overton submitted a notice that he was interested in filling the appointment. His answers to the council questions were submitted prior to the meeting. Chad Alleger also indicated his interest in filling the vacancy. Councilor Ingle read Mr. Overton's responses to the Council's questions and Mr. Alleger responded verbally. Following the responses, a written vote was taken with Laidig texting his vote to Sue Ponder. Votes were counted. Mr. Alleger received the majority of the votes. Simmons made the motion to appoint Chad Alleger to serve the remainder of Eric Imerman's term as Mayor of Prairie City. Ingle seconded the motion. The motion passed all ayes.

NEW BUSINESS:

- a. Discussion and possible action – Utility Billing Clerk position: Mayor Pro Tem Townsend shared that Emily Voeller resigned as Deputy Clerk of Prairie City effective November 28, 2022. Townsend wanted to publicly thank Voeller for her service to the community. Ingle moved to post the opening as Utility Billing Clerk. Simmons seconded the motion. Motion passed all ayes.
- b. Discussion and possible action – Utility billing coverage: Townsend shared that Emily Voeller offered to help with the duties of Utility Billing Clerk until the position is filled at her current overtime rate. Townsend also indicated she had spoken to Sue Ponder and asked if she would be willing to provide additional coverage, and she agreed. Emily Simmons also offered to help where possible. Ingle made the motion to take advantage of all three options, as needed. Laidig seconded the motion. Motion carried all ayes.
- c. Discussion and possible action – City Clerk Hours for 11/23/2023: The new City Clerk Christie Busby's official start date is November 28, 2022, but she is available to come in on November 23, 2022, to train with Emily prior to her departure. Simmons moved to pay Busby her hourly rate for any hours worked that day. Holland seconded the motion. Motion passed all ayes.
- d. Discussion and possible action - City Clerk Transition: Mayor Pro Tem Townsend shared that Nancy Earles said as a new City Clerk, Busby would probably need more assistance than she is

able to provide at this time. She reached out and suggested both Janon Douglas and Cindy Kendall would be good resources for training. Townsend said she would be willing to obtain rate information for both options. Simmons moved to have Mayor Pro Tem Townsend get rate information for the two options. Ingle seconded. Motion passed all ayes.

- e. Discussion and possible action - City Administrator position: Simmons moved to post the City Administrator position again as a full-time position. Holland seconded the motion. Motion passed all ayes.

ADJOURNMENT:

Simmons moved to adjourn the meeting. Ingle seconded the motion. Motion passed all ayes. Meeting adjourned at 6:38 p.m.

Following the meeting, a Council Workshop was held to discuss the proposed Capital Improvement Plan.

Deb Townsend, Mayor Pro Tem

ATTESTED TO:

Sue Ponder, Library Director