

December 30, 2021
Special City Council Meeting Minutes

The December 30, 2021 Special City Council meeting was called to order at 5:00PM by Mayor Pro Tem Kelchen. The Pledge of Allegiance was recited and then Hosch, Knepper, Delaney, Kelchen and Rausch answered roll call. Rausch attended via phone.

A motion was made by Delaney, second by Hosch to approve the agenda. Motion carried.

The main purpose of this special meeting was to hire an interim city administrator. The personnel committee had met prior to this meeting to discuss two possible qualified candidates for the interim position. The one candidate seems to be a better fit for Cascade. They discussed wage, housing, and hours. The interim will work 4-5 days in the office. The City will provide a hotel room or apartment while they are employed here as the interim. Cobblestone Hotel in Monticello is \$65 per night at the weekly rate. The wage discussed was \$45 per hour for at least 36 hours of work for a weekly gross salary of \$1,620. The City will also pay mileage reimbursement while doing city business. A formal agreement will be developed to be approved and signed by both parties.

Additionally, the City will begin to advertise right away for the full-time city administrator position. Advertise for 30 days including on the Iowa League of Cities site. We will also let the different consultants know we are looking for a full-time city administrator. We will also contact Patrick Callahan and do option 1 with him that will provide us an updated profile for the position, review of candidates and he will forward any qualified candidates. Following discussion on the above information, motion by Knepper, second by Delaney to offer the interim position to Chris Ball, have basic background check ran on him if he accepts position with pay of \$1,620 weekly salary for 36 hours of work, housing allowance and mileage reimbursement, which the City Administrator will review everything with him and also begin advertising right away for the full-time position. Motion carried unanimously.

With no other business, Knepper moved and Delaney seconded to adjourn the special meeting at 5:10p.m. Motion carried.

Deanna McCusker, City Administrator

Andy Kelchen, Mayor Pro Tem