



## NOTICE OF PUBLIC MEETING

City Council Special Meeting Minutes for Monday, April 29, 2024, at 7:00 pm at City Hall, 120 North Main Avenue, Alburnett, Iowa 52202.

The City Council of the City of Alburnett met in a special session, Monday, April 29, 2024, at 7:00 pm at City Hall with Mayor Sarazin presiding. Sarazin called the meeting to order at 7:00 pm.

The Pledge of Allegiance was waived. Following this, roll call was taken.

Joe Trumm, Dave Boesenberg, Grant Soukup, and Chris Myers were present. TJ West was absent.

**APPROVAL OF AGENDA:** Mayor Sarazin called for a motion to approve the agenda. No changes. Moved by Soukup, second by Myers. All Ayes (4). Motion carried.

### NEW BUSINESS:

- a. Resolution 2024-11: Appointment of Interim City Clerk

Motion to adopt Resolution 2024-11 for the appointment of Mack Kleitsch as interim City Clerk. Moved by Trumm, second by Boesenberg. All Ayes (4). Motion carried.

- b. Oath of Office: Interim City Clerk

Mayor Sarazin administered the Oath of Office to Mack Kleitsch.

- c. Resolution 2024-12: Agreement with Lynch Dallas, P.C. for Supplemental Attorney Services

Motion to adopt Resolution 2024-12 for the Contract for Services with Lynch Dallas, P.C. for supplemental attorney services. Moved by Myers, second by Soukup. All Ayes (4). Motion carried.

- d. Discussion and possible action regarding City staffing and job posting

- i. Resolution 2024-13: Adopt City Clerk Job Description

Motion to adopt Resolution 2024-13 for the updated City Clerk job description. Moved by Myers, second by Trumm. All Ayes (4). Motion carried.



ii. Job posting

Motion to post a job opening for a part-time City Clerk on Indeed, in the newspaper, and at City Hall. Moved by Soukup, second by Boesenberg. All Ayes (4). Motion carried.

iii. Hiring committee

Councilors Boesenberg and Trumm volunteered to serve on the hiring committee for the City Clerk.

iv. Interim City Hall Hours

Motion to approve exploring a temporary contract for interim City Hall support to offer consistent hours of operation. Moved by Myers, second by Trumm. All Ayes (4). Motion carried.

Motion to adjourn. Moved by Soukup, second by Myers. All Ayes (4). Motion carried. Meeting adjourned at 7:52 pm.

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