

**Minutes**  
**KEOTA CITY COUNCIL**  
**225 E. BROADWAY AVE.**  
**January 21<sup>st</sup>, 2025**

**Meeting was called to order** at 7:00pm by Mayor Cansler

**Roll call:** Councilmen McDonald, Conrad, Burroughs and Bender were present. City employees present were Administrator Horras, PW Director Harmsen and Librarian Greiner. Public present, Casey Jarmes from Sigourney New-Review.

**Consent Agenda:** Motion to approve Consent Agenda by Burroughs, including Agenda, previous meeting minutes from January 6<sup>th</sup> Council Meeting - Budget review and payment of Bills. Conrad 2<sup>nd</sup> the motion, Bender & McDonald in favor and Greiner absent.

**Bills Paid January 7<sup>th</sup> thru January 21<sup>st</sup>, 2025**

**Checks**

**Payroll**

ALLIANT ENERGY	1/21/2025	\$189.37
ALYCIA HORRAS	1/21/2025	\$22.40
CARGILL, INC.	1/21/2025	\$6,505.84
COX SANITATION & RECYCLING	1/21/2025	\$5,201.00
FARMERS CO-OP ASSN	1/21/2025	\$602.38
H & M FARM & HOME SUPPLY	1/21/2025	\$85.98
JIM TINNES TRUCKING	1/21/2025	\$319.25
KEVIN'S SALES AND SERVICE	1/21/2025	\$90.00
MALLEY HARDWARE & APPL.	1/21/2025	\$25.61
MID-AMERICA PUBLISHING COR	1/21/2025	\$151.03
Odessa Mechanical Contracting	1/21/2025	\$2,312.68
QUILL CORPORATION	1/21/2025	\$126.64
RIVER PRODUCTS COMPANY	1/21/2025	\$1,078.29
SINCLAIR TRACTOR	1/21/2025	\$185.21
TREMME L BACKHOE SERVICE	1/21/2025	\$800.00
US CELLULAR	1/21/2025	\$118.13
UNITED STATES POST OFFICE	1/21/2025	\$220.00
WATER SOLUTIONS UNLIMITED	1/21/2025	\$666.25
WELLMARK	1/21/2025	\$3,564.26
WINDSTREAM	1/21/2025	\$249.75
<b>Total Checks</b>		<b>\$22,514.07</b>

Fisher, Tabitha C	36.94
GREINER, ASHLEY	136.62
Greiner, Bridget M.	156.63
GREINER, TONIA	1,249.24
HARMSEN, MICAH	1,808.19
HORRAS, Alycia A	1,922.15
SLAUBAUGH, KEVIN L.	1,789.25

**Public Forum:** None

**Department Reports:**

**Public Works** – Harmsen reported that he has been busy working on budget numbers for next weeks expenditure workshop. They have been taking advantage of maintenance on vehicles and equipment with light snowfall so far this Winter. The dump remains to stay busy. Harmsen will be off January 22<sup>nd</sup>. **Water Plant** – nothing new to note for this month. **Lagoons** – Things have been normal at the lagoons. We had another aerator blow off; we'll get with IA Rural Water about that when the weather gets nicer.

**Library** – Librarian Greiner shared that she went to school last Thursday to be the Royal Reader for the Pre-K and Kindergartens. We had 8 ladies here to quilt today and have 3 more twin size comforters ready for the Sleep in Heavenly Peace project. I have received an email from Miss Iowa confirming that she will be here for the Princess Party on March 8th. Next library board meeting will be Monday Jan 27th at 6pm

**Clerk** – Horras shared that it is Homecoming week for KHS. We will throw out the basketballs this week, with half of them at the pep rally on Thursday at 2:15pm and the other half Friday evening at a designated time between quarters/games. Our next budget workshop will be Monday, the 27<sup>th</sup> at 7pm to discuss our FY26 expenditures. MPI training for Horras will be Feb 5<sup>th</sup> – 7<sup>th</sup>. She will plan to be open on the 5<sup>th</sup> and 7<sup>th</sup>, and to close on the 6<sup>th</sup> as this is an all-day training day. Slaubaugh has training/conference on Feb 10<sup>th</sup> – 12<sup>th</sup>. Horras will run to Sigourney to get the final survey paperwork recorded for the area of the small park that is to be developed, and in order to move forward with that project. She has started work on getting all the employee W2's ready to ensure mailing by the Jan 31<sup>st</sup> deadline. Horras is working with Kevin Miller on his first submission of receipts/reimbursement for his Catalyst grant. She will also be working with the Morgan's on their paperwork to ensure that they have their grant submitted by the Jan 31<sup>st</sup> deadline. Tuesday the 28<sup>th</sup>, city hall will close by 3pm for an evening appointment. It will also be closed all day on Thur., the 30<sup>th</sup> and Fri., the 31<sup>st</sup> as Horras will be out of town. Our new hire will begin working on Monday, February the 3<sup>rd</sup> and Horras has been getting things ready for Kristin's start time with the city as well.

**New Business**

**Discussion/Possible Action** – February 17<sup>th</sup> meeting, to move to the 18<sup>th</sup> – Motion to approve by Burroughs, 2<sup>nd</sup> by Bender, Conrad & McDonald in favor and Greiner absent.

**Closed Session** – Iowa Code 21.5, Sub Section J- Possible Acquisition of Real Estate – 7:23pm motion to move to closed session by Bender, 2<sup>nd</sup> by Burroughs, Conrad & McDonald in favor and Greiner absent.

Meeting called back to order by Mayor Cansler at 8:49pm.

**Mayor Comments:** Mayor Cansler reiterated that our next workshop will be Monday, the 27<sup>th</sup> at 7pm and there will be pizza included. He is looking forward to the start of employment of Kristen Clarke and all that she will bring to our city administration office. Cansler confirmed that Horras has begun the process of posting for and looking at hiring staffing for our aquatic center for the 2025 season. Horras will post the announcement for these positions to be included in the newspaper next week, as well as get the certification schedules and applications that she has been working on to the school this week to begin that work. Mayor Cansler then opened the floor to Councilman Burroughs to share information on the 2021 audit report that is finalized. Burroughs shared that the findings and recommendations were similar to and the same as findings in the past reports. In 2023 as a council, several areas were worked on to ensure these were being

addressed. Each issue was remedied such as, verification of city employee benefit time, the budget/cash line items out of bounds, etc., with the exception of separation of duties. The council did their due diligence to answer and follow up with a new protocol on the question of verification of city employee benefit time. Horras worked with the budget and balances as she worked with our vendor on software transfer of information to find where the decade old issue with our cash line items being out of balance due to an unbalanced transfer/transaction process being utilized and was able to remedy this issue. So, these will still show for the 2022, 2023 and 2024 audit reporting, but later in the 2024 FY and beyond, these should go away for us. The hiring of and utilization of Kristen Clarke should then help eliminate our separation of duties finding, to fully work through and all recommendations made by the state of Iowa. Mayor Cansler thanked everyone for all of their hard work with that project, the current budget work and continued work to keep our community moving forward and staying strong.

**Adjournment:** Motion made to adjourn meeting by Conrad, 2<sup>nd</sup> by Bender, McDonald & Burroughs in favor and Greiner absent. Time 8:59pm.

**Next regular meeting, February 3<sup>rd</sup>, 2025 at 7:00 pm.**

Attest:

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Mayor Anthony Cansler

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City Administrator Alycia A Horras