The City Council of Elk Horn, Iowa met in special session on Thursday, February 20th, 2020 at 4:30 P.M. with the following members present: Fredericksen, McCarthy, Potts, and Teegerstrom. Lexi Christensen was also present.

McCarthy moved, seconded by Teegerstrom to approve the agenda. ROLL CALL: Ayes 4. Motion carried.

The council unanimously agreed to hire Lexi Christensen as an independent contractor to help with the utility billing and payroll while we find a permanent replacement to fill the city clerk position. Hourly wage will be $20 an hour roughly 8hrs a week until such time either party decides to terminate contract. Lexi is also willing to help train the new city clerk. These hours will be after 4:30 pm weekly and weekends as Lexi’s schedule permits.

The council reviewed several applications for city clerk. Discussion was also had on the number of hours needed for city clerk position; more discussion is needed to determine if this open position will be part time of full time. Majority of applications prefer full time but are willing to work part time if position will become full time in the future. Many applicants wanted a firm date on when position would become full time. There are also applicants that only want part time hours. Council must make a decision if position will be part or full time and plan to determine at special meeting held Tuesday Feb 25th at 5:30PM.

Deposits for utilities can be made by Lexi, council, or other city employees to the bank, BUT the payments must be recorded prior to dropping off at the bank. Lexi plans to start this process Monday next week, some council members may also help with this process while we find a new city clerk.

The meeting adjourned at 5:30.

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Tim Fredrickson, Mayor Pro-tem Nate Potts, Council Member