



Baxter City Council _Special Meeting Minutes

**June 1, 2024
City Clerk Interviews**

Mayor Doug Bishop called the meeting to order at 8:30 a.m. Present were Kinzel, Churchill, Milligan, Smith, and Kunkel.

Kinzel moved to approve the agenda. Smith seconded. 4 ayes, motion carried.

A kick off meeting held with panel members to give a briefing for the interviews. Panel members consisted of: Ray Hauser, Marie VanBeek, Natalie Moorman, Bryce Halter, Kelly Milligan

Interviews were held with three candidates by three panels.

Smith moved to go into closed session per Chapter 21.5(i) "To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session." Kinzel seconded. Ayes: Kinzel, Churchill, Milligan, Smith, and Kunkel. Motion carried. Closed session began at 11:40 a.m.

Kunkel moved to return to open session. Churchill seconded. to return to open session. Ayes: Kinzel, Churchill, Milligan, Smith, and Kunkel. Motion carried. Returned to open session at 12:40 p.m.

Discussion by council regarding job descriptions for the city clerk and the EMS coordinator position. Churchill moved to hold a special meeting on Tuesday, June 4, 2024, to discuss and revamp job descriptions to fit the current needs of the city. Kunkel seconded. 4 ayes, motion carried.

Milligan moved to adjourn. Smith seconded. 4-ayes, motion carried.
Adjournment time was 12:41 p.m.

Jamie Milligan, Mayor Pro-Tem

Doug Bishop, Mayor