A special meeting of the Baxter City Council was called to order on Tuesday, November 29, 2022 at 5:00 p.m. in the Council Chambers of City Hall by Mayor Bryan DeJong. Council members present were Josh Lokenvitz, Josh Meckley, Tootie Samson, Jason Robinson, and Dan Kunkel.

Samson moved to approve the Agenda. Meckley seconded. Motion carried, all ayes.

City Clerk Position – A counteroffer submitted by Deputy/Utility Clerk Katie Mills for the position was discussed. Upon completion of discussion an agreement was reached by both parties regarding a satisfactory offer. The Clerk will proceed with a written Employment Agreement for formal approval.

Discussion was held in regard to filling the vacant position of Utility Clerk/Office Assistant. A salary range was agreed upon and the Clerk instructed to proceed with advertising the position.

Kunkel moved to adjourn. Lokenvitz seconded. Motion carried, all ayes. Meeting adjourned at 5:38 p.m.

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 Mayor Bryan DeJong

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Peg Kimberley, City Clerk