

BAXTER CITY COUNCIL MINUTES
July 5, 2016

Mayor Darrel Olson, who led in the pledge to the flag, called the regular meeting of the Baxter City Council to order at 7:00 p.m.

COUNCIL MEMBERS PRESENT: Mayor Darrel Olson and Council Members Quinn Nystrom, Steve Barrows, Todd Holman, and Mark Cross.

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Interim City Administrator Kelly Steele, Community Development Director Josh Doty, Finance Director Jeremy Vacinek, Police Chief Jim Exsted, and Public Works Director/City Engineer Trevor Walter.

PUBLIC COMMENTS

No public comments were received.

CONSENT AGENDA

- A. Approve City Council Minutes from June 21, 2016.
- B. Approve City Council Work Session Minutes from June 21, 2016.
- C. Approve City Council Special Minutes from June 29, 2016.
- D. Approve Parks and Trails Commission Minutes from June 27, 2016.
- E. Approve Long Range Planning Commission Minutes from June 27, 2016.
- F. Approve the Payment of Bills and Finance Report.
- G. Approve the \$3,500 Purchase of Night Vision System with Proceeds from the Drug Forfeiture Fund.
- H. Approve the \$4,500 Purchase of Less Lethal Weapons Systems with Proceeds from the Drug Forfeiture Fund.
- I. Approve Appointment Election Judges for the August 9, 2016 Primary Election and November 8, 2016 General Election.
- J. Approve Baxter Park and Rec Joint Powers Budget for 2016-2017.
- K. Accept with Gratitude a \$350 Donation from the Baxter Lions Club for the 2016 Lakes Area Triathlon.
- L. Accept with Gratitude the Donations for the Oscar Kristofferson Park Pavilion Grand Opening Event and Associated Expenditures for the Event.
- M. Adopt Ordinance No. 2016-038 and Summary Ordinance No. 2016-039, An Ordinance Amending Title 8-1-8 of the Baxter City Code Providing for a Radio Read Meter System and an Alternate Meter System Option.
- N. Approve Oscar Kristofferson Park Picnic Pavilion Construction Contract Extension Request.
- O. Approve City staff assisting the Baxter Baseball Association with hosting the 2016 9-U Cal Ripken State Baseball Tournament at Oscar Kristofferson Park at an estimated cost of \$3,152.00 plus equipment and extra trash disposal.

MOTION by Council Member Cross, seconded by Council Member Barrows to approve the Consent Agenda. Motion carried unanimously.

OTHER BUSINESS

Consider Selecting City Administrator Finalist Candidates and Discuss Interview Process.

David Drown Associates Representative Gary Weirs discussed how the City would like to bring candidates in for final interviews and which components you would like to add into the interview process. Mr. Weirs clarified that tonight's discussion council must use the numbering system provided, it is not appropriate to identify any candidates by name or characteristics.

Mr. Weirs stated that upon being named finalist the candidate's name does become public information, the other applicants' names never become public information. There were 28 applicants for the position and Mr. Weirs selected top candidates and narrowed the selection to the top nine (9) candidates.

Mr. Weiers asked each council member to pick three candidates identified solely by numbers 1 - 9. The candidate numbers were tallied below:

- Candidate No. 1 - 4
- Candidate No. 2 - 0
- Candidate No. 3 - 4
- Candidate No. 4 - 1
- Candidate No. 5 - 0
- Candidate No. 6 - 4
- Candidate No. 7 - 0
- Candidate No. 8 - 0
- Candidate No. 9 - 2

MOTION by Council Member Cross, seconded by Council Member Barrows to interview Candidate No. 1, 3, and 6. Motion carried unanimously.

Mayor Olson inquired if the names became public at this time or do the finalists need to be contacted. Mr. Weirs stated the names would now become public information and he would be contacting the candidates once the meeting was concluded.

Mr. Weirs requested information on how the council would like to proceed with the interviews in regards to meeting individually with candidates or as a group and whether to include engagement with department heads or community members. Mr. Weirs felt a tour of the City should be included with any chosen activities.

Council Member Cross stated he preferred a full council interview of the candidates. Mayor Olson stated in the past there has been a breakfast meeting and department heads provided a tour of the city while interviews were being conducted. Council Member Cross stated he would like to keep interviews to one day.

Council Member Nystrom felt a civic engagement element would be nice in order for city residents to interact with the candidates who will be responsible to them. Mr. Weirs stated this could be set up with a meeting the night before the interviews.

Mayor Olson stated he saw it differently than hiring a school superintendent or a college president because those are far-reaching positions across multiple jurisdictions. Hiring a city administrator is for

the people of Baxter but he wasn't sure how far-reaching that should be. Council Member Holman suggested an expanded lunch meeting with an opportunity for the public and department heads to meet the candidates and still keep the activities in one day. Mr. Weiers said he could accommodate whatever schedule the council wanted but didn't want to combine too many things into one day.

Council Member Cross stated he will be out of town for two weeks starting on Friday, July 29, and if the council didn't make a decision that day on their selection, they may have to wait until the middle of August. Mr. Weiers stated he was confident the council would be in a position to make a decision that Friday.

Consensus of the council was to have a casual meet and great dinner the evening of Thursday, July 28th, interviews by the full council on the morning of Friday, July 29th, with the council meeting in a working lunch as they deliberate. Candidates would also be able to tour the city with staff members that Friday.

Mr. Weiers stated that some cities provide travel expenses, arrange for lodging, put a cap on a reimbursement or go without offering to reimburse candidates. Council Member Barrows said the city may have to look at two days of hotel stays as candidates are involved in activities on Friday. Mr. Weiers said candidates should be concluded with the interviews by noon July 29. The council agreed to pay up to \$500 in expenses to potentially cover the cost of lodging, travel and meals for the three (3) candidates.

COUNCIL COMMENTS

Quinn Nystrom: Great 4th of July and community action did a great job.

Mark Cross: Thanked Brainerd/Baxter residents the wonderful 4th of July celebration and for the local support given since a majority of the donations come from individual fund raising.

CITY ADMINISTRATOR'S REPORT

Interim Administrator Steele inquired if the council will be available for the 2016 Mill & Overlay, Full Depth Reclamation and Turn Lane Improvements Open House scheduled for July 14, 2016 at 6:00 p.m.

Consensus of to the council was to schedule the 2016 Mill & Overlay, Full Depth Reclamation and Turn Lane Improvements Open House scheduled for July 14, 2016 at 6:00 p.m.

ADJOURNMENT

MOTION by Council Member Barrows, seconded by Council Member Holman to adjourn the meeting at 7:38 p.m. to the Golf Course Drive Assessment Hearing Special Meeting on July 7, 2016 at 6:00 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Mary Haugen
Administrative Assistant