

**BAXTER CITY COUNCIL MINUTES**  
**Work Session**  
**December 4, 2018**

Mayor Darrel Olson called the Work Session to order at 6:45 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:** City Administrator Brad Chapulis, Finance Director Jeremy Vacinek, Community Development Director Josh Doty, Police Chief Jim Exsted, and Assistant City Administrator Kelly Steele

**Review Adopted Elected Officials Travel Policy**

Mayor Olson explained the elected official policy, adopted in 2009, has not been reviewed for a long period of time. The policy provides a council motion is needed before elected officials can incur expenses for travel. Council members serving on a committee representing the city need to be appointed by the council. City Administrator Chapulis explained excluding League of Minnesota Cities (“LMC”) events, money is not budgeted for council participation. Due to the LMC annual conference and training events being a budgeted item, a council motion of approval is not needed. The council consensus was to proceed with the policy has drafted.

**MOTION** by Council Member Cross, seconded by Council Member Barrows to adjourn the council work session at 6:55 p.m. Motion carried unanimously.

Approved by:

Respectfully submitted,

---

Darrel Olson  
Mayor

---

Kelly Steele  
Assistant City Administrator