

BAXTER CITY COUNCIL MINUTES
Special Meeting
March 31, 2016

Mayor Darrel Olson called the Special City Council Meeting to order at 6:01 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: Assistant City Administrator Kelly Steele

Mayor Olson explained the history of hiring city administrators for Baxter has included assistance by two local businesspersons. Finance Director Vacinek has also prepared a brochure that was a very useful tool. Former City Clerk Beva Olson did a very good job with the hiring process. Current city staff is very busy completing major projects and does not have time to assist with the hiring process. The Joint Powers has offered to pay approximately half of the cost to hire a consultant. The City's cost would be \$8,500. Mayor Olson has spoken to the consultant and found he is familiar with our area. Mayor Olson has contacted the consultant's references and received very positive comments. Mayor Olson explained the consultant would contact council members and department heads to discuss the qualities they are seeking in the next city administrator. The consultant will provide weekly email updates on the progress of the search.

MOTION by Council Member Cross, seconded by Council Member Barrows to enter into a contract with the consultant to conduct the city administrator hiring process. Motion carries unanimously.

Mayor Olson explained he would inform the consultant the council has approved his contract.

MOTION by Council Member Barrows, seconded by Council Member Nystrom to adjourn at 6:23 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Kelly Steele
Assistant City Administrator