

# City of Baxter, Iowa

## Notice of Meeting

**GOVERNMENTAL BODY:** THE CITY COUNCIL OF BAXTER, IOWA  
**DATE OF MEETING:** MARCH 18, 2024  
**TIME OF MEETING:** 6:00 P.M.  
**PLACE OF MEETING:** BAXTER CITY HALL/COUNCIL CHAMBERS

1. Call to Order by Mayor Doug Bishop
2. Approval of the Agenda
3. Clark's Addition: Set date to meet with Clark Addition Residents
4. Callahan Municipal Consultants, LLC \_ Patrick Callahan
  - a. Introductions and Overview of Meeting
    - i. Municipal Consultant – Patrick Callahan
    - ii. Mayor & Council Members
    - iii. City Staff and Employees
    - iv. Baxter Citizens
    - v. Overview of the purpose of the meeting
  - b. Review of City Organization Structures and Options in Iowa.
    - i. P.T. Mayor, City Council, City Clerk, and DPW
    - ii. P.T. Mayor, City Council, City Administrator position by ordinances.
    - iii. Formal Council – Manager Form – Requires voter approval
    - iv. Full Time Mayor & City Council & City Clerk
    - v.
  - c. The City Administrator Option:
    - i. The history of the city administrator or city manager position in Iowa and USA.
    - ii. The advantages of the city administrator position
    - iii. The disadvantages of the city administrator position
    - iv. The comparison to other positions.
      1. School Superintendent
      2. Company – Chief Executive Officer (CEO)
      3. City Manager vs City Administrator Title
  - d. The Decision Making Process – Four Phases
    - i. Callahan Handout – Suggested Preliminary Steps
    - ii. The Final Decision – Need 100% Council “Buy In”
    - iii. Learn from other Cities – Call them.

- e. Phase I – Research and Development
  - i. Review of City’s current structure
  - ii. Preliminary financial analysis and consideration
  - iii. Contact other cities & collect information
  
- f. Phase II – Preparation and Approval of Required Documents
  - i. City Ordinance establishing the position
  - ii. Preparation of a job description
  - iii. Preparation of a table of organization
  - iv. City Budget allocation of costs
  - v. Consider a recruitment and selection process.
  - vi. Conduct town hall meeting
  
- g. Phase III – Recruitment Phase of Potential Candidates
  - i. Review of the “current market” for city administrator.
  - ii. Preparation of a community and position profile or candidates’ packet
  - iii. Preparation and placement of advertisements on websites – state and national
  - iv. Contacts with potential candidates for the position
  - v. Baxter’s “pros & cons” from the candidates’ perspective
  
- h. Phase IV – Selection of the Candidate Who is the “Best Fit” for Baxter
  - i. Initial Screening of resumes
  - ii. First interview by Zoom
  - iii. Second interview in person on a weekend
  - iv. Selection of the preferred candidate
  - v. Negotiate Salary, benefits, and terms of employment
  - vi. Formal approval of appointment and employment agreement (?)
  
- i. General Discussion and Questions
  
- j. Timetable for the Process in Baxter
  - i. The Candidates’ Perspective – Know the dates
  - ii. Upcoming Budget Preparation for FY 2024-25
  - iii. Final Decision – The 2024 City Council
  
- k. Adjourn