**City of Baxter, Iowa**

**Notice of Special Meeting**

**GOVERNMENTAL BODY: THE CITY COUNCIL OF BAXTER, IOWA**

**DATE OF MEETING: June 4th, 2024**

**TIME OF MEETING: 5:30 p.m.**

**PLACE OF MEETING: City Hall**

Mayor Bishop called the meeting to order at 5:30 p.m. Present were Kinzel, Churchill, Milligan, Smith, and Kunkel. Also present was Groskurth and Van Houten.

A motion to approve the agenda was made and seconded. All ayes - motion carried.

Council discussed and revised City Clerk job description.

Council discussed and EMS Coordinator/Office Assistant job description and title. Job title will be Public Safety/Office Assistant.

A motion directing mayor to make offer to City Clerk candidate was made and seconded. All ayes – motion carried.

Meeting adjourned at 6:38 p.m.

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Kelly Groskurth, Interim City Clerk Doug Bishop, Mayor