



City of Baxter, Iowa Meeting Minutes

GOVERNMENTAL BODY: THE CITY COUNCIL OF BAXTER, IOWA

DATE OF MEETING: APRIL 8, 2024

TIME OF MEETING: 6:00 P.M.

PLACE OF MEETING: BAXTER CITY HALL/COUNCIL CHAMBERS

Mayor Doug Bishop called the meeting to order at 6:03 p.m. Present were Kunkel, Meckley, Milligan, and Smith. Kinzel was absent. Also present were Groskurth, Halter, and various members of the public in person and online.

Meckley moved to approve the agenda by removing item 6.d. Resolution 57-24 a 28 E agreement with SCCIC. Smith seconded. Ayes: Kunkel, Meckley, Milligan, and Smith. Motion carried.

Smith moved to approve the consent agenda. Meckley seconded. Ayes: Kunkel, Meckley, Milligan, and Smith. Motion carried. Consent agenda was as follows: the Minutes of February 12, March 11, March 18, March 20, and March 27, 2024, meetings, Renewal Class C Retail Alcohol License for That Juan Place and the following bill list:

MARCH BILL LIST:

ALLIANT ENERGY	Utilities	\$7,609.84
BANYON DATA SYSTEMS INC.	Support	\$395.00
BARNEY'S SERVICES INC	End loader	\$2,400.00
BAXTER FAMILY MARKET	Supplies	\$266.60
BISHOP, DOUG	Reimb stamps	\$136.00
BLACK HILLS ENERGY	Utilities	\$729.33
BOUND TREE MEDICAL, LLC	Med Supplies	\$206.68
BRICK GENTRY P.C.	Legal	\$2,730.00
CKENDALL CONSULTING, LLC	Consultant	\$1,439.00
CONSUMER'S ENERGY	Linden Street	\$142.54
COYOTE HILL COMMUNICATIONS	Labor	\$80.00
FIRST NET	Communications	\$193.09
FORBES OFFICE SOLUTIONS	Forms	\$63.02
FOREMAN ELEC.&PLUMBING	Water line repairs	\$4,962.83
GENERAL FIRE & SAFETY	Fire Extinguisher	\$157.00
GROSKURTH, KELLY	Mileage reimb. Thru 3/16/24	\$1,509.60
IA REGIONAL UTILITIES ASSOC.	Water	\$25,945.43
IPERS	Retirement	\$2,415.56
JASPER COUNTY RECORDER	Filing Fee	\$12.00
KARNS CONCRETE LLC	Man Hole Repairs	\$1,200.00
MENARDS/ANKENY	Supplies	\$130.02
MIDWEST SANITATION & REC	Solid Waste	\$12,846.41
MIKE BRANDT	Meter reads – Feb	\$445.50
MUNICIPAL SUPPLY INC.	Software Support	\$2,050.00
NEEDHAM	Snow removal	\$6,538.78
EXCAVAT.&LANDSHAPING		
NEWTON DAILY NEWS	Publications	\$33.39
PARTNER COMMUNICATIONS	Communications	\$483.56
POST OFFICE	Postage UB billing	\$197.60
SHAWN FULLER	Water/Sewer Operator	\$1,000.00
SPRINGER PROF. HOME SERVICES	Pest control	\$53.90
STATE OF IOWA AUDITOR	FYE 23 Audit filing fee	\$175.00
THATCHER AUTO CENTER	Snow removal	\$1,180.00

TITAN MACHINERY	Endloader	\$465.08
TREASURE STATE OF IOWA	Taxes	\$316.11
US TREASURY	Taxes	\$5,352.90
VC3 INC.	Computer support	\$1,563.66
WELLMARK	Insurance	\$3,213.45
WESTRUM LEAK DETECTION	Leak detection	\$1,100.00
Net March Payroll		\$34,872.28
Total March		<u>\$124,611.16</u>

APRIL 8TH BILL LIST:

ALLIANT ENERGY	Utilities	\$1,533.01
BAXTER FAMILY MARKET	Supplies	\$9.18
BLACK HILLS ENERGY	Utilities	\$606.92
CIT SEWER SOLUTIONS	Sewer Jet/Vac	\$6,920.31
COLE O'DONNELL	Reimb mileage & hotel	1149.71
DARLA KNUTSON	Summer Reading	\$150.00
FOREMAN ELEC.& PLUMB. LLC	Comm Bld. Maint.	\$862.41
HILLTOP HAVEN	Groskurth Accom. April	\$1,125.00
HOTSY CLEANING SYSTEMS	Oil Pump	\$17.83
IAMU	Dues	\$781.00
INGRAMS	Library materials	\$646.97
IOWA ONE CALL	Locate	\$19.80
JASPER CO. SHERIFFS OFFICE	Law Enforcement March	\$3,000.00
JSA INSURANCE	Insurance	\$59,176.00
KELTEK INCORPORATED	Emerg Lights	\$1,891.49
MARIE VANBEEK	Summer Reading	\$78.97
MIKE BRANDT	Cleaning	\$494.60
PARTNER COMMUNICATIONS	Telecommunications	\$398.99
POST OFFICE	UB Bills Postage	\$186.20
SHAWN FULLER	Water Operator	\$500.00
YOUR FLEETCARD PROGRAM	Maintenance	\$362.63
Total April 8, 2024		<u>\$79,911.02</u>
	Total April 8th and March	<u><u>\$204,522.18</u></u>

Council received reports from the following entities:

BEDCO, Hometown Pride, Chamber of Commerce, Fire and Ambulance Report, and Sheriff's Department. Topics included: potential campsite at Geise park, requested council thoughts on adding a water feature to the park, future ideas for parks and recreation.

Fire/EMS report: responded to several uncontrolled burns, department has fastest response time in county from dispatch to scene – other than Newton. The Sheriff has responded to 63 calls.

Board of Adjustments (BOA): 309 West Rippey. Mayor Bishop stated the city has forwarded this topic to the city attorney and will be decided by the city attorney. Board of Adjustment requested to address the council and state concerns. The city will forward concerns to the City Attorney. BOA spoke to the Iowa League of Cities, the league informed BOA a city council can not override a BOA decision. BOA asked, "How can a council (if) a council can honestly approve any type of document that is in violation in its own zoning ordinances." BOA gave step by step procedures to approve a building permit. Mayor Bishop thanked the BOA for their concerns and advised the city will forward concerns to city attorney.

Council discussed how to proceed with EMS. Discussion regarding short term to long term ideas, creating a temporary director of EMS, the possibility of hiring a consultant to assist with developing a matrix to assist the council with developing department structure occurred. Smith moved to hire Sally Seely as temporary EMS Director at the rate of \$20 per hour up to 30 hours per week. All Ayes, motion carried.

Law Enforcement: Mayor Bishop asked each council member to share their thoughts on how to proceed with law enforcement, contract law enforcement or city police depart. Discussion regarding availability, cost, involvement with special events was held. The council determined they would like to make an informed decision. Smith moved to request a proposal from Jasper County Sheriff's Department. Milligan seconded. All ayes, motion carried.

The council decided to table Ordinance No. 626 regarding Speed Regulations until decision on law enforcement.

Mayor and Council congratulated Public Works Director Bryce Halter in receiving DNR Certifications for Water Distribution and Wastewater Treatment. Smith moved to approve Resolution #62-24 A Resolution Setting Wage for Public Works Director. Milligan seconded. Ayes: Kunkel, Meckley, Milligan, and Smith. Motion carried.

Public Work reported the city is averaging 74 thousand to 80 thousand gallons of water per day. Recent water line repairs are saving the city approximately 40 thousand gallons a day a total savings of nearly \$60 thousand dollars this year.

Water Plant: Milligan moved to approve Resolution #55-24 A resolution setting public hearing and bid letting date for the sale of city owned property located at 222 W. Station St. known as the old water plant. Meckley seconded. Ayes: Kunkel, Meckley, Milligan, and Smith. Motion carried.

Budget FYE 24-25: Milligan moved to approve Resolution #54-24 setting public hearing date to Adopt FYE 2024 Budget to be on April 29, 2024. Meckley seconded. Ayes: Kunkel, Meckley, Milligan, and Smith. Motion carried.

Smith moved to approve Resolution #44-24 a Resolution approving Street Patching in the amount not to exceed \$11,000. Meckley seconded. Ayes: Kunkel, Meckley, Milligan, and Smith. Motion carried.

West Avenue Phase Two: Smith moved to approve Resolution #60-24 a resolution authorizing Mayor to enter into agreement with MSA Consultants for the purpose of providing survey services for the West Avenue Street Project. Meckley seconded. Ayes: Kunkel, Meckley, Milligan, and Smith. Motion carried.

Smith moved to approve resolution #61-24, a resolution to proceed with the purchase of a wheel end loader to replace damaged wheel end loader. Kunkel seconded. Ayes: Kunkel, Meckley, Milligan, and Smith. Motion carried.

Giese Park: Smith moved to approve Resolution #58-24 a resolution approving Frontier Proposal to provide surveillance cameras to Giese Park. Milligan seconded. Ayes: Kunkel, Meckley, Milligan, and Smith. Motion carried.

Code Compliance Officer: Meckley moved to table Resolution #59-24 a resolution authorizing mayor to seek proposals for code enforcement, forward proposal to attorney for review, and enter into agreement with contractor to provide code enforcement for the City of Baxter. Kunkel seconded. Ayes: Kunkel, Meckley, Milligan, and Smith. motion carried.

Computer Software: Council direct growth to train with Banyon Software and to proceed with software upgrade providing online billing system and workflow modules.

Milligan moved to approve Resolution #48-24, a resolution approving the 2024 City of Baxter Emergency Operational Plan. Meckley seconded. Ayes: Kunkel, Meckley, Milligan, and Smith. Motion carried.

Kunkel moved to approve Resolution #56-24, a resolution approving the hiring Lindy Butler as the temporary, part-time billing clerk. Meckley seconded. Ayes: Kunkel, Meckley, Milligan, and Smith. Motion carried.

Public Comments: Citizens mentioned Spring Clean-up, Hillbilly Days, Census regarding number of children, Davenport Street, Ordinance update, law enforcement, and nursing home.

Mayor's Report: Mayor informed there are 15 meters in Clark addition that will be changing to receive water directly from IRUA.

Kunkle moved to set council meetings to be held the 2nd and 4th Monday of the month. Milligan seconded. Ayes: Kunkel, Meckley, and Milligan. Nay: Smith. Motion carried.

Other Business:

City Wide Garage Sales: June 1, 2024

Spring Clean-Up: Proposed date June 8, 2024

Meckley moved to adjourn. Millegan seconded. All ayes. Motion carried.

Meeting adjourned at 8:45 p.m.

Kelly Groskurth, City Clerk

Doug Bishop, Mayor