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| **Governmental Body:**The City Council of Baxter, Iowa | **Call In Information:****City Council Meeting – January 13, 2025, 6:00 – 9:00 PM (America/Chicago)****Please join my meeting from your computer, tablet or smartphone.**<https://meet.goto.com/974003253>**You can also dial in using your phone.****Access Code: 974-003-253****United States: +1 (646) 749-3122** |
| **Date of Meeting:**Monday, January 13th, 2025 |
| **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. **Approval of the Consent Agenda:** All items listed below are considered routine by the City Council and will be enacted by one motion:
	1. Minutes: December 9th, 2024.
	2. Financials
	3. Claims List
4. **Reports:**
	1. Hometown Pride
5. **Water Meter Discussion and Potential Action Concerning 6705 HWY F-17 W**
	1. Discussion regarding issues with the water meter at 6705 HWY F-17 W and potential actions to address this matter.
6. **West Avenue Phase II & III MSA Proposal**
	1. Nicole Sungren from MSA will present the current status and next steps for Phase II and Phase III of the SW Avenue project. The council will review the proposal and decide whether to proceed with Phase II, III, or both projects. Staff will be directed accordingly based on the decision.
7. **Public Hearing On Property Sale of 222 W. Station Street**
	1. Public hearing to receive public input regarding the sale and transfer of surplus property located at 222 W. Station Street, Baxter, Iowa.
		1. Open Hearing.
		2. Hold Hearing.
		3. Close Hearing.
	2. Resolution 2025-02 determining the property is no longer required for public use.
	3. Resolution 2025-03 setting the bid letting date for the sale and transfer of the property located at 222 W. Station Street, Baxter, Iowa.
8. **Consideration of Staff Apparel Invoice Approval**
	1. Consideration of the invoice from Fully Promoted in the amount of $472.00 for City staff apparel. This apparel will give the City a more unified and professional look when conducting public engagements, community events, intergovernmental meetings, and resident interactions by building trust and professionalism.
9. **Consideration of Approval for VC3 Labor Quote & Third-Party Laptop Purchase**
	1. Consider directing staff to purchase one new laptop for city use, with the price ranging up to $1,250, depending on current availability and pricing.
	2. Contingent on approval of laptop purchase, consider accepting the technical services quote from VC3 for $1,462 to set up and configure one new laptop purchased by the city.
	3. Total purchase cost would range up to $2,800 depending on laptop availability and pricing.
10. **Municipal Software Transition Proposal**
	1. Staff recommends the implementation of CivicSystems to replace the Banyon software.
11. **Office Assistant/Utility Clerk Title Change**
	1. Consider amending Office Assistant/Utility Clerk’s title from Office Assistant/Utility Clerk to Deputy City Clerk. This name change would allow them to register for professional development opportunities, like the Municipal Clerk/Certification/Iowa Municipal Finance Officer Certification, when otherwise couldn’t under their current title.
12. **Budget Workshop Reminder and Council Responsibilities**
	1. A reminder of the January 27th budget workshop, continuing discussions from the January 13th session. Following the budget workshops, the staff also want to highlight the Property Tax Levy Hearing on March 24th.
13. **Approval of Internal Loan for End Loader Replacement**
	1. Consider Resolution 2025-01 approving an inter-fund loan by and between the Landfill Fund and the Water, Sewer, and Road Use Funds for the replacement cost of the City’s front-end loader.
14. **Public Comments -** At this time, citizens may address the Council. Except in cases of legal emergency, the City Council cannot take formal action at the meeting but may ask the City staff to research the matter or have the matter placed on a subsequent Agenda. **To be heard, a citizen must be recognized by the chair and state his or her name and address.** Speakers will be given three minutes to present their concerns. Comments and/or questions must be related to City policies or the provision of City services and shall not include derogatory comments about other individuals. Unless specifically called upon by the Mayor, no additional comments and/or questions will be addressed during the remaining meeting once the Public Comment portion has been closed.
15. **Mayor’s Report:**
16. **Task List – Update and Review:**
17. **Adjournment**

*This notice is hereby given at the direction of the Mayor pursuant to Chapter 21.4, Code of Iowa, and the local rules of said governmental body.*

AMERICANS WITH DISABILITIES ACT COMPLIANCE: IF THERE IS ANYONE WISHING TO ATTEND THE MEETING THAT MAY REQUIRE SPECIAL ASSISTANCE IN BEING ABLE TO PARTICIPATE IN THIS MEETING, PLEASE ADVISE CITY HALL OF YOUR NEEDS 48 HOURS BEFORE THE MEETING