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| **Governmental Body:**  The City Council of Baxter, Iowa | **Call In Information:**  **City Council Meeting – February 10, 2025, 6:00 – 9:00 PM (America/Chicago)**  **Please join my meeting from your computer, tablet or smartphone.**  <https://meet.goto.com/149365093>  **You can also dial in using your phone.**  **Access Code: 149-365-093**  **United States: +1 (571) 317-3122** |
| **Date of Meeting:**  Monday, February 10th, 2025 |
| **Time of Meeting:**  6:00 P.M. |
| **Place of Meeting:**  Baxter City Hall/Council Chambers |

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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: January 13th, 2025.**
   2. **Financials**
   3. **Claims List**
4. **Reports:**
   1. EMS Report
   2. Library Report
5. **Jasper County Sheriff’s Office Contract**
   1. Review and discussion of the proposed contract with the Jasper County Sheriff's Office for dedicated law enforcement services, including the addition of a full-time deputy assigned to the City of Baxter. Consider funding options for a full-time School Resource Officer (SRO) in partnership with the local school district. Consider Resolution 2025-09 for approval of the contract and determination of the City’s role in funding the SRO position.
   2. Discuss the SRO role, funding structure, and its impact on school and community safety with school officials.
6. **Consideration of Contract with PCC for EMS Billing Services**
   1. Consider resolution 2025-11 approving the contract with PCC (Physicians Claims Consulting) for EMS billing services for the City of Baxter. This agreement would formalize the billing process for city-related EMS services.
7. **Consideration of the General Services Agreement with MSA Engineering**
   1. Consider resolution 2025-04 approving the proposed General Services Agreement with MSA Engineering for ongoing engineering and consulting services for the city.
8. **Bid Letting – Sale of Former Water Plant Property**
   1. The Mayor will open and announce sealed bids received for the sale of the City-owned property located at 222 W. Station Street, Baxter, Iowa. The City Council will review the submitted bids and consider Resolution 2025-05 to approve an accepted bid or reject all bids as they see fit.
9. **Discussion and Action on FY 2026 Proposed Property Tax Levy and Public Hearing**
   1. Proposal of the FY 2026 Tax Rate Levy – Review and consider the proposed property tax levy rate for Fiscal Year 2026, which must be submitted to the State of Iowa by March 5, 2025, as part of the budget process.
   2. Setting a Public Hearing Date for the Proposed Tax Rate Levy – Consider adoption of Resolution 2025-06, setting the required public hearing for the proposed tax rate levy on March 24, 2025, in accordance with Iowa law.
10. **Discussion on Scheduling a Workshop for FY 2025 & FY 2026 Road Maintenance Plans**
    1. The City Council will discuss scheduling a special workshop to review the FY 2025 and FY 2026 Road Maintenance Plans. This workshop would provide an opportunity to:
       1. Consult with Maggie from Speer Financial regarding funding options for potential road projects, including West Avenue.
       2. Review the FY 2026 Public Works road maintenance budget and identify priority areas for repairs and improvements.
11. **Budget Amendment for FYE 2025**
    1. Consider Resolution 2025-07 to set a public hearing date to amend the FYE 2025 budget for March 10th, 2025.
12. **Municipal Software Transition Proposal**
    1. Consider Resolution 2025-08, in which staff recommends the implementation of CivicSystems to replace the Banyon software.
13. **Discussion and Consideration of the Online Reservation Portal**
    1. Consider Resolution 2025-10, in which Staff recommends implementing ActiveNet to streamline rental management for the community center, campground, and shelter park facilities, improving efficiency and accessibility.
14. **Government Finance Officers Association – Certified Public Finance Officer Program (CPFO) Certification**
    1. The City Council will consider enrolling both clerks into the Certified Public Finance Officer (CPFO) Program through the Government Finance Officers Association (GFOA). Recommended by municipal finance peers, the CPFO certification provides in-depth education in municipal finance, preparing the City for evolving financial challenges and unpredictable legislative changes that may impact Baxter.
15. **Consideration of a 2% 90-day Pay Increase for the City Clerk and Deputy City Clerk**
    1. The City Council is asked to consider approving a 2% pay increase for the City Clerk and Deputy City Clerk following their 90-day employment period. This adjustment aligns with the city’s compensation structure and recognizes their contributions in their respective roles. The increase raises their hourly rate from $28.85 to $29.42.
16. **Consideration of Title Change for City Clerk**
    1. The City Council will consider a proposal to change the title of City Clerk to City Administrator/City Clerk to reflect better the scope of administrative responsibilities and leadership functions associated with the role.
17. **Discussion on Spring Cleanup with Midwest Sanitation & Recycling**
    1. The City Council will discuss the opportunity to partner with Midwest Sanitation & Recycling for a Spring Cleanup event. Due to limited availability, a decision will need to be made soon if the City wishes to proceed.
18. **Consideration of Rezoning Request for 310 W Buchanan St.**
    1. The City Council will review and consider a rezoning request for Parcel “H,” located adjacent to 310 W Buchanan St., which was recommended for approval by the Baxter Planning & Zoning Commission. The request seeks to rezone the parcel from C-2 (Commercial District) to R-1 (Residential District) to align with its intended residential use and the zoning designation of the primary property.
19. **Discussion on the implementation of a new approval procedure for subdivision developments between the City and developers.**
    1. The City seeks to improve collaboration with developers and ensure a smoother approval process. This could involve clarifying responsibilities, timelines, and expectations for both parties involved. Reviewing and potentially update the current approval procedures to streamline and clarify the process for both the City and developers.
20. **Review of City Ordinances and Council Direction**
    1. The City Council will review various ordinance updates and revisions, including recommendations from staff, legal counsel, and codifiers. The council will provide direction on proposed changes and the next steps. If needed, the council will discuss holding a separate codification workshop.
21. **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 their 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.
22. **Mayor’s Report:**
23. **Task List – Update and Review:**
24. **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