



City of Baxter, Iowa Meeting Minutes

GOVERNMENTAL BODY: THE CITY COUNCIL OF BAXTER, IOWA

DATE OF MEETING: August 12th, 2024

Mayor Bishop called meeting to order at 6:08 p.m. Present were Schabilion, Kinzel, Milligan, Smith, and Kunkel. Also present were Van Houten, Halter, Seeley, and various members of the public.

Milligan moved to amend the agenda by removing action items 5a Resolution: Approval of New Locks are City Facilities, 5b Resolution: Authorizing Public Works to Purchase Meter and Meter Reading Equipment and Technology, 5d Review Office Coordinator Job Description, 5f Emergency Services Communication System, and 5n Resolution: Contract with Midwest Sanitation & Recycling Amendment then action item 5d Review Office Coordinator Job Description was repositioned in the agenda to a discussion item. Kunkel seconded. Ayes: Kinzel, Milligan, Schabilion and Smith.

Kinzel moved to approve the Consent Agenda. Smith seconded. 4-ayes, Kunkel abstained. motion carried. The consent agenda was as follows: Minutes of July 8, 2024, claims list, and treasurer's reports.

Expenditures July 8 through August 12, 2024:

ALLIANT ENERGY	Electricity at City Owned Facilities and Street Light Utility Bill	\$4,007.38
AMAZON CAPITAL SERVICES	City Hall Operating Supplies	\$142.68
BAXTER FAMILY MARKET	City Hall and PW Supplies	\$30.97
BAXTER TOWN CENTER HOA	Baxter Police Station HOA annual dues	\$900.00
BLACK HILLS ENERGY	Water Treatment Plant and Police Station Utility Bill	\$107.60
BRICK GENTRY P.C.	City Attorney Fees	\$375.00
CONSUMER S ENERGY	Westfield Street Lights, and City Owned Facilities Utility Bill	\$123.11
CONTRACTOR SOLUTIONS	Submersible Trash Pump	\$7,200.00
DIAMOND VOGEL PAINTS	Paint Purchase	\$282.50
DW TREE SERVICE	Tree Removal at Cemetery	\$1,450.00
ED LEEDOM	Code Enforcement	\$471.59
FIRST NATIONAL BANK OMAHA	Police Department Software and Street Paint Purchase	\$111.42
FIRST NET	Police Department Telecommunications	\$385.82
FORBES OFFICE SOLUTIONS	City Hall Supplies	\$116.96
FOREMAN ELEC. & PLUMBING LLC	Backhoe, Skid loader, labor and loads of rock	\$2,070.64

HILLTOP HAVEN	Room & Board for Interim City Clerk	\$2,375.00
IA REGIONAL UTILITIES ASSOC.	City of Baxter Water	\$41,827.78
IEMSA	EMS Billing and Documentation Conference	\$360.00
INGRAMS	Library Materials	\$419.36
INTL INSTITUTE OF MUNICIPAL CLERKS	Annual Association Dues	\$185.00
IOWA ONE CALL	Locates for May/June	\$36.90
ISKE, BLAKE	Ambulance Runs/Training Reimbursement	\$238.35
JASPER COUNTY TRIBUNE	Annual Subscription and Publications	\$181.60
JASPER COUNTY TREASURER	Special Election Expense	\$3,800.47
JOHN DEERE FINANCIAL	Shop Supplies	\$119.62
KARNS CONCRETE	Repairs to Storm Water Intakes	\$22,200.00
KELLOGG LAWN & SNOW	Mower Maintenance	\$902.63
LEGACY EMERGENCY VEHICLES	Ambulance System Temp Sensors	\$29.07
MANATT'S	Street Patch	\$7,905.00
MARTIN MARRIETTEA AGGREGATES	Rock	\$597.55
MECKLEY PARTS & SERVICE	Ambulance Repair	\$587.95
MENARDS/MARSHALLTOWN	Street Maintenance Supplies, Office/Shop Supplies	\$1,421.32
MICROBAC	Lab Costs	\$35.00
MIDWEST SANITATION & RECYCLING	City of Baxter Garbage and Recycling Bill	\$12,907.21
MIKE BRANDT	Meter Reading & Mowing	\$2,859.46
MSA PROFESSIONALS	S West Reconstruction Phase 2	\$3,217.13
MUNICIPAL SUPPLY INC.	Grate and curb replacement	\$660.50
OVERDRIVE	FY25 Bridges E-Book Content Fee	\$530.88
PARTNER COMMUNICATIONS	City Owned Facility Internet and Lan Lines	\$503.73

PYLE, JAKE	Snow Clean up and Street Sweeping	\$2,400.00
QUILL CORP	City Hall Supplies	\$491.18
RAY OHERRON	Baxter Police Department Gun Purchase	\$244.32
ROBINSON AG	Chemicals	\$471.60
SECRETARY OF STATE	Notary Fee	\$30.00
SIGN PRO	Street Banners	\$300.00
SPRINGER PROF HOME SERVICES	Contracted Services	\$53.90
UNPLUGGED WIRELESS COMM	Ambulance Parts	\$1,974.00
US CELLULAR	Ambulance Phone	\$164.31
USIC LOCATING SERVICES	7/1 to 7/31 Locating Services	\$460.57
YOUR FLEETCARD PROGRAM	June Fueling for PW	\$403.74
ZIEGLER INC	PW Vehicle Repair	\$2,264.64
Total Expenditures		\$130,935.44

City Clerk Update: Written report was submitted.

Nuisance Abatement Report: Written report was submitted. Mayor has asked the Code Enforcer to send his report to City Council and Maintenance Staff to be best informed on active cases in town.

Library Report: Written report was submitted.

EMS Update: Sally Seeley shared some highlights from her report and wanted City Council to be fully aware of the GEMT program and the opportunity to collect payment for Medicare runs. Smith provided input on the 7 runs that the Baxter Ambulance could have collected if this program would have been implemented.

Maintenance: Halter submitted written report. Smith shared an observation of standing water near gutters along Station Street and State Street. Halter reported that DENCO (contractor) has already been informed of repairs, they have assessed the entire town and provided suggested needs and Halter will share that report with Council. Smith shared that he has witnessed more truck traffic in town. Kunkel reported if the trucks are in town for deliveries, it is allowable, however if they are traveling through town enroute then that may be a problem. Mayor assigned the Street Committee to prioritize repairs needed and report back to Council. Mayor asked about an update regarding the FEMA report. Halter has submitted all his receipts to City Clerk.

Resolution #82-24 Mayor Bishop reported the Jasper County Sherriff's Contract. Milligan motioned to approve the contract Smith seconded. 4-ayes, Kunkel abstained. Motion carried.

The City's Personnel Benefit Manager Gallagher provided Annual HIPPA Disclosures needing authorization to sign. Smith motioned to approve signature Schabilion seconded. 4-ayes, Kunkel abstained. Motion carried.

First Reading of the Ordinance amendment for Chapter 47 Park Regulations was reviewed. Milligan

motioned to amend the following items: combine park hours and quite hours to 6 AM to 10 PM and to allow 2-night stays with 168 hours before returning to campsite. Motion as stated by Milligan, seconded by Smith. Roll Call Vote – 5 ayes, motion carried.

Milligan motioned to table action items 5h Approval of Online Reservation System and Vendor Selection for Giese Primitive Campsite Signs, 5i Resolution: Adopting Special Event Packet, and 5j Resolution: Adopting Updated Driveway/Sidewalk Permit Application due to needing financial reports for consideration. Second by Kinzel. 4-ayes, Kunkel abstained. Items tabled.

The VC3 IT Contract was shared, and Milligan reported updates on the issues setting up a new computer and delay in service. Milligan proposed to Council that the City of Baxter go to bid for IT Services. Smith reported that Ryan Eaton is an IT Director for Jasper County Sherrif's Office and would be open to sharing his input with Council. Milligan's motion is still on the table and Kinzel seconded. 4-ayes, Kunkel abstained. The City of Baxter will go to bid.

Consideration for reserved parking requests for downtown grocery store was discussed again after further clarification from the City Attorney. Kinzel proposed that there is too much hassle to conform to Iowa DOT sign requirements and there would be no way to supervise enforcement of designated parking spaces, seconded by Milligan. 4-ayes, Kunkel abstained. Motion carried.

Resolution #80-24 naming agents at the City of Baxter as authorized signers at the State Savings Bank of Baxter, Iowa. Motion made by Smith to approve the addition of Nicole Van Houten and Jamie Milligan alongside the continued authorized signers Doug Bishop and Kelly Groskurth. Second by Schabilion. 4-ayes, Kunkel abstained. Motion carried.

Resolution #81-24 authorized the City Clerk to make transfers of sums for FYE 2024 to abide by FY23/24 Budget and Budget Amendments. Motion by Smith, second by Schabilion. 4-ayes, Kunkel abstained. Motion carried.

Accounting Software quotes and proposals were submitted to City Council in writing. Mayor Bishop appointed Kinzel and Schabilion to establish a committee to review software proposals and report back to Council. Milligan seconds the request for a committee. Motion passed. All ayes.

Baxter Comfort Solutions quotes and proposals were submitted to City Council in writing. Smith reported that thermostat is not reading properly, the solution is to move to the hallway, and the purchase of a portable thermostat was proposed. Milligan proposed that item come back to City Council next for approval and action.

Kunkel and Schabilion were appointed to review the job description for an open position at city hall. Milligan shared a handout of her analysis of items taken away from the initial job description and the estimated working hours for each task. Milligan's analysis leads her to believe the proposed job description is part-time. Kunkel reported that based on the consensus of the committee there would be no mandated EMT requirements, but as the employee would progress, they would have an opportunity to pursue a further career in EMT. Kunkel reported by removing the items on the initial job description would not eliminate the tasks because the items will still be included in the items needed hand-and-hand with the EMS Director. Smith shared that he believes the job description that can be used could be the initial version but remove the EMT items. Kunkel and Schabilion wondered if it may be best to meet as a committee again based on the feedback. Mayor Bishop shared that if the job moved forward without including the EMT items then this job will not provide daily EMT guaranteed coverage. Kunkel reports that this style of job has been tried before and it did not work. Milligan reports the City of Baxter cannot hire a third employee if the EMT responsibilities are not met. Mayor Bishop assigned Kunkel and Schabilion to discuss and bring back to Council at the next meeting on Monday, August 26, 2024.

Guests:

Austin Bennien was not present.

Debra Slings shared utility billing issue. Milligan motioned to waive late fees and make a note in customer's account to not post a payment if lost check is found. Second by Smith. 4-ayes, Kunkel abstained. motion carried.

Natalie Moorman reported Baxter Chamber of Commerce was awarded a grant from Jasper County Community Foundation to wayfinding signs as part of Phase 2 of the Main Street Beautification. Two locations have been determined – F17 and Main Street and near the bank on Main Street.

Natalie Moorman reported the Baxter Hometown Pride update on the Community Visioning Grant Application and asked City Council for a letter of support.

Natalie Moorman asked about the October 12th Street Closure. Mayor Bishop reported that the agenda could not be amended since we were within a 24-hour notification. The closure will be on the August 26th council agenda.

Public Comments: Chief Milligan asked to share his report which included details about receiving a Prairie Meadows Grant and this week's pump testing and maintenance on rigs. Mayor Bishop reported that Milligan, Halter, and himself are going to discuss the Fire Department driveway replacement. Mayor Bishop reported that the Emergency Communications System will be on the next Council agenda. Chief Milligan has met with the RVTV event coordinators and asks the city to place no parking signs on Fox and High Street. Nancy Foreman asked if the minutes and bills are still published in the paper and asked about a contracted employees mileage expense. Tootie Sampson shared concerns about a Council Member's actions by asking When have expectations changed of Council Members.

Mayor's Report: The West Malaka 28E Agreement is in the process of being recorded with the county. West Malakas financial reports will be evaluated, and the refund of the funds left from the EMT's budget will be on the next Council agenda. The Governor's Traffic Bureau has awarded money to enforce speeding. The City of Baxter will seek to actively address the issues in town. Mayor Bishop reported that property tax statements will be sent soon and shared selected property owners tax details and explained that the city council had shaved seventy-one cents per thousand from the cities levy.

A motion to adjourn by Kinzel and second by Schabilion at 8:15 PM. Motion passed all ayes.

Nicole Van Houten, MAC, CPRP, City Clerk

Doug Bishop, Mayor