



# City of Baxter, Iowa City Council Meeting Minutes

**GOVERNMENTAL BODY:** THE CITY COUNCIL OF BAXTER, IOWA  
**DATE OF MEETING:** June 24<sup>th</sup>, 2024  
**PLACE OF MEETING:** BAXTER CITY HALL/COUNCIL CHAMBERS

Mayor Bishop called the meeting to order at 6:00 p.m. members present were Churchill, Kinzel, Milligan, Smith, and Kunkel. Also present were Van Houten, Groskurth, Halter, and various members of the public online and in person.

A motion was made and seconded to Approval of the Agenda as amended to change item regarding consideration offer to public safety/office assistant to public safety/office administrator. 5-ayes, motion carried.

Milligan moved to approve Consent Agenda by amending June 4<sup>th</sup> minutes to state 5 ayes and by amending May28th minutes to purchasing copier without staples. Kinzel seconded. 5-ayes, motion carried. Consent agenda was as follows: Minutes of May 28, June 1, June 4, and June 10, 2024, Financials, and Bills Payables:

Alliant Energy	Utilities	2,486.21
Brandt, Mike	Meter Reading	442.80
Brick Gentry Law Firm	Legal Expenses	1,605.00
Central Pump and Motor	Sewer Pump Repairs	363.60
Consumers Energy	Utilities	138.65
First National Bank of Omaha	May CC Charges	1,155.93
Ia League of Cities	Dues	951.00
Ia St University	Training - Clerk	434.00
IMFOA	Dues	20.00
Iowa Dept of Revenue	May Sales Tax	694.82
Iowa Dept of Revenue	Water Excise Tax	2,555.42
Microbac	Lab Costs	97.50
Milligan, J	Reimb Elec Mtg	19.00
Newton Daily News	Publications	79.84
Niemann Hardware	Supplies	75.60
Partner Communications	Tele Communications	232.23
Quill	Office Supplies	53.64
SCCIC	Association Dues	169.24
Springer Prof. Home Service	Lawn Services	53.90
UMB Bank	Bond Fees	600.00
USIC	Locating Services	613.08
VC3 INC	Lap Top	2,376.00
Your Fleetcard Program	Fuel	907.71
Total Expenditures		16,125.17

## Reports:

Mayor gave Storm Update. Milligan reported on attending the Governor's meeting with Jasper County and community representatives regarding May Storm disaster declaration. Van Houten

informed Council Jasper County EMA had announced the Governor has granted Jasper County a declaration of disaster.

Van Houten gave the clerk report. Thanking the City for the opportunity to serve Baxter as City Clerk. Van Houten informed the council of tasks completed, including processing direct pay accounts electronically versus manually, utility billing posting, and upcoming plans to develop with council a capital improvement plan.

Baxter Fun Days: Smith moved transfer ownership of electrical meter used for Baxter Fund Days to Baxter Fun days who will allow community events to utilize power, including future e-bike charging stations. Churchill seconded. 5-ayes, motion carried.

Hometown Pride: Moorman gave the council update regarding Giese Park campsite and presented example policies for the park. The city will need to amend Park Ordinances to include campsite policies. Signage was discussed with the city council discussing city paying for signage. Emergency access was discussed Fire Chief Milligan, and EMS Interim Director informed council they are able to get fire truck and ambulance to proposed campsite.

Library:

Milligan moved to approve Resolution accepting Library Board Recommendation to hire Chantelle Maxwell as Library Director and proposed pay rate. Smith seconded. 5-ayes, motion carried.

Smith moved to approve Resolution appointing April Kearns and Amanda Sampson to the Library Board. 5-ayes, motion carried.

Mayor gave history regarding position and job description. Council held discussion with EMS Interim Director. Milligan moved to make an offer to public safety/office administrator candidate. Kinzel seconded. 5-ayes, motion carried.

Smith moved to approve Resolution # 71-24 Approving 28E West Malaka Agreement. Milligan seconded. Roll call vote: Ayes: Churchill, Kinzel, Milligan, Smith, and Kunkel. Motion carried.

Outdoor Warning System: Chief Milligan gave update on siren repairs for siren located at Fire Station. Chief Milligan gave the council estimate to install an additional siren and advised council wait and apply for mitigation monies that will be available with the Jasper County Disaster Declaration.

EMS: Council informed Groskurth a Resolution setting per diem amount for EMS calls had already been approved. No action was taken. Seeley and Mayor informed of need for City to make Payment Provider Enrollment Medicare Application is due.

Cleaning Contract: Discussion was held.

Public Comments included sheriff contract for law enforcement.

Mayor informed of a commercial property that is in the process of being sold.

Smith moved to adjourn. Milligan seconded. 5-ayes motion carried.

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Kelly Groskurth, Interim City Clerk

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Mayor Douglas Bishop

