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**City of Baxter, Iowa**

**Minutes Council Meeting**

**September 23, 2024**

Mayor Pro-Tem Milligan called the workshop to order at 6:05 p.m. Present were: Schabilion, Smith, Kunkel, Kinzel, and Milligan. Mayor Bishop was absent. Also present were Groskurth, Halter, and various members of the public .

Smith moved to approve the agenda. Kinzel seconded. 5-ayes, motion carried.

Milligan requested Beggar’s Night Resolution be pulled from the consent agenda.

Kinzel moved to approve consent agenda by amending the September 9, 2024, minutes to state “JEDCO not MPI.” Smith seconded. 5-ayes, motion carried. Consent agenda was as follows:

1. September 9, 2024, Minutes, Claims List,
2. Resolution #89-24 a resolution approving Street Closure for the Fall Market to be held on October 12, 2024,
3. Homecoming Parade to be held on September 26, 2024.
4. Claims as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Alliant Energy | Utilities | $3,483.47 | 3483.47 |  |  |
| Bound Tree | Med Supplies | $156.08 | 156.08 |  | $0.00 |
| BP Marketers | Amb Fuel - Need Receipts | $771.41 | 771.41 |  | $0.00 |
| Brick Gentry | Legal Fees | $2,370.00 | 2370 |  | $0.00 |
| Black Hills Energy | Utilities | $107.41 | 107.41 |  | $0.00 |
| Consumers Energy | Utilities | $113.31 | 112.12 |  | $1.19 |
| First Net | Phone | $193.21 | 193.21 |  | $0.00 |
| First National Bank (FNBO) | Sept Activity | $26.14 | 26.14 |  | $0.00 |
| FNBO | Sept Activity-Library | $70.40 |  |  | $70.40 |
| John Deere Financial | Supplies | $10.69 | 10.69 |  | $0.00 |
| Jasper Co Sheriff | RVTV Deputies | $550.00 | 655 |  | -$105.00 |
| InGram | Library Materials | $419.36 | 419.36 |  | $0.00 |
| Overdrive | Software | $530.88 |  |  | $530.88 |
| MSA | Engineering West Ave Project | $6,697.65 | 6697.65 |  | $0.00 |
| Partner Communication | Utility | $43.93 | 43.93 |  | $0.00 |
| Springer Prof. Home Services | Pest Control | $53.90 | 53.9 |  | $0.00 |
| UnPlugged | Siren Repairs | $5,829.52 | 5829.52 |  | $0.00 |
| Xerox | Copier Agreement | $92.34 | 92.34 |  | $0.00 |
| Wellmark | Insurance | $1,603.72 |  |  | $1,603.72 |
|  |  | $23,123.42 |  |  |  |

Milligan moved to Approve Resolution #90-24 a resolution setting Beggar’s Night to be October 31, 2024. Smith seconded. Ayes: Kunkel, Smith, Milligan, Scabilion, and Kinzel. Motion carried.

Chamber of Commerce: Fall Market is October 12, 2024, there are 40 vendors registered. The Iowa Tourism Grant to promote Iowa tourism Chamber is partnering with CVT, BEDC, and Hometown to be placed on Iowa Tourism website. Bike Rake placement discussed. Partnership with CVT regarding way finding signs.

Jeff Cook with Friends of CVT (Cedar Valley Trail) discussed Trail Head and Sign to market and advocate Trail. Signage will include Baxter and Trail information.

Kunkel moved to approve the third reading and finally adopting Ordinance No. 627 An ordinance amending the Code of Ordinances of the City of Baxter, Iowa, 2010, by repealing Chapter 116 pertaining to Park Regulations. Kinzel seconded. Ayes: Smith, Milligan, Schabilion, Kinzel, and Kunkel. Motion carried.

Kunkel moved to approve the third reading and finally adopt Ordinance No. 628, An ordinance amending the Code of Ordinances by adding Chapter 117 Park Regulations. Ayes: Milligan, Schabilion, Kinzel, Kunkel, and Smith. Motion carried.

West Avenue Phase II Street Project: Council discussed project costs, phase II and 3, and prior engineering regarding West Ave.

Davenport Water Project: Project will replace water main upgrading main to today’s standards.

West Malaka: Groskurth informed council of need to meet with West Malaka to establish proposed reimbursement amount and fair way to split cost of shared equipment to be presented council and the West Malaka board for approval.

Financial Discussion: Capital Improvement list presented to council was discussed during workshop. Smith moved to approve Resolution #87-24 directing Mayor / Mayor pro-tem and Clerk to make investment per investment policy up to $225K. Schabilion seconded. Schabilion, Kinzel, Kunkel, Smith, and Milligan. Motion carried.

EMS:

1. Job description received from committee. Smith moved to approve job description as presented. Kinzel seconded. 5-ayes, motion carried.
2. EMS Squad Leader: discussion held regarding paid or volunteer position.
3. Call run proposal: Committee gave update. Council discussed budget regarding this.
4. Schabilion gave update regarding job descriptions posted for Clerk and Office Assistant. Postings were pulled due to discovering discrepancies. Discussion to verify job descriptions. Kinzel informed city had received several resume. Interview dates/times were established.

Kunkel moved to approve Resolution #91-21 a resolution acknowledging Baxter Public Library Board decision regarding Connie Kimberley’s wage increase. Kinzel seconded. Ayes: Kinzel, Kunkel, Smith, Milligan, and Schabilion.

Public Comments: discussion included open records requests and how they are handle.

Mayor’s Report: None.

Council reviewed Task List.

Kinzel moved to adjourn. Milligan seconded. 5-ayes, motion carried.

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Kelly Groskurth, Interim City Clerk Jamie Milligan, Mayor-Pro Tem