**City of Baxter, Iowa – City Council Meeting Regular Session**

Monday, March 12th, 2024 at 6:00pm

City Hall Chambers, 203 S. Main St., Baxter, IA 50028

Mayor Bishop called the meeting to order at 6:00pm. Present were Jamie Milligan, Stephen Smith, Dan Kunkel, Josh Meckley and Dalton Kinzel. Others present were Kelly Groskurth and members of the public in person and on-line.

Meckley moved to approve the agenda. Smith seconded. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Smith moved to approval the consent agenda. Kinzel seconded. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Smith addressed the council and public regarding conspiracies floating around and noted they are false along with Facebook. Asked to contact an elected representative for the truth.

BEDCO Report given

Fire Report given in written form

EMS Report given by Sally Seely. Bishop presented councilwoman Milligan EMS long term proposal. Long discussion regarding hybrid position.

Police Report given. Mayor Bishop noted the Sheriff’s department is doing a great job

Maintenance Report given in written form

Water/Wastewater report given by Milligan. Presented history on water usage(loss) in 2023 vs. 2024. 2024 savings thru Feb. 2024 around $60,000.

Certified water testing report given in written form

Smith motioned to approve Resolution #42-24 to hire Office of Auditor of State to perform procedures over City’s Operations. Discussion included items that needs to be addressed and if insurance will cover the cost of the audit. Seconded by Milligan. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Meckley motioned to approve Resolution #54-24 to close the Seely Alley. Seconded by Kinzel. Discussion regarding easements, % of ownership of the existing ally, 3 access points to the property and if the alley should be closed. Ayes: Milligan, Smith, Meckley and Kinzel. Nyes: Kunkel. Motion carried.

Milligan motioned to proceed with sale of City Owned Building – 222 W. Station St. and set public hearing on April 2024 to accept bids. Seconded by Meckley. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Clark’s Addition Water Discussion. Milligan presented a proposal for Clark’s Addition water purchases; meter pit or purchase directly from IRUA. Noted that testing had been completed by public works and losing close to $1700/month. Lengthy discussion regarding Clark’s Addition was not in city’s limit and questions regarding how the meter pit billing would work. Tabled the decision to have a meeting with all residents. Meeting date will be set at March 18th, 2024 meeting.

Smith motioned to table Resolution #44-24, A Resolution approving Street Patching in the amount not to exceed $9000. Seconded by Milligan. Discussion regarding concrete vs. asphalt. Concrete not the best route. Stated by Kunkel, asphalt would be better than concrete. It was unknown if the bid from the vendor could be done with asphalt. Street committee (Kunkel/Smith) to get with Bryce when he returns from vacation for clarification. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Smith motioned to approve Resolution #45-24, A Resolution to proceed with wheel loader insurance claim as directed by council and authorizing Mayor to finalize insurance agreement. Seconded by Milligan. Discussion to form a committee to assist in purchasing a new front end loader. Mayor Bishop appointed Steve Smith and Josh Meckley to the committee. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Milligan motioned to approve Resolution #46-24, A Resolution Naming Agents of the City of Baxter Authorized to Endorse Checks and Orders for Payment or Withdraw or Transfer Funds on Deposit with City Depository State Savings Bank of Baxter, Iowa. Seconded by Kinzel. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Milligan motioned to approve Resolution #47-24, A Resolution Authorizing Mayor to enter into Contract with Callahan Municipal Consultant, LLC. Seconded by Meckley. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Discussion regarding 24/25 Budget and Reminder that a Public Hearing Meeting has been set for 5:30pm on Wednesday, March 20th, 2024

Meckley motioned to table Resolution #48-24, A Resolution approving the 2024 City of Baxter Emergency Operation Plan. Seconded by Kinzel. Discussion regarding multiple issues/changes that need to be made to the plan. Smith to meet with Bryce Halter for updates. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Smith motioned to approve Resolution #49-24, A Resolution to rescind the gun buyback program. Seconded by Kinzel. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Milligan motioned to approve Resolution #50-24, A Resolution establishing an Internal Control Policy. Seconded by Smith. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Smith motioned to approve Resolution #51-24, A Resolution establishing a Procurement Policy. Seconded by Milligan. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Smith motioned to table Resolution #52-24, A Resolution establishing a Credit Card Policy. Seconded by Meckley. Discussion regarding the potential of a current credit card policy. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Milligan motioned to table Resolution #53-24, A Resolution establishing a Facebook Policy. Seconded by Meckley. Discussion stated city has to allow every comment or no comments per ACLU. Need to check with City Attorney on policy. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried.

Discussion on using ARPA monies to pave balance of West Ave. Discussion included using LMI funds for that portion of the street. Street committee to move forward.

The council directed Mayor to proceed with hiring temporary, part time billing clerk. Temporary position for 90 to 120 days. No guarantee of further employment. Pay range from $18 to $23 per hours. 30 hours per week. Mayor appointed a hiring committee of Milligan, Smith and the Mayor. Job to be posted on Facebook, Website, City Hall and Post Office.

Nursing Home property was discussed, and a task was assigned for Kinzel and Kunkel to meet with BEDCO on next steps. Discussed an option to go out to bid for the property. Mayor noted there was interest in the property.

Task List from Feb. meeting was read and updated. Task list for current (March) meeting was read and updated.

Mayor asked the council members to give an hour or two and help with open office tasks

Public Comments: Tedd See – Clark’s Addition Questions/Comments

Mayor’s Report: Damage at Geise Park - $1300 damage to door. No camera coverage of that area. Bryce proposed cameras to see bathrooms. Discussion was held that there is a camera at the park and the PD is able to access.

Other Business:

Smith address Kunkel regarding property that had a motorhome on gravel driveway. Kunkel noted property had a tenant and to address with the tenant. Conversation continued

regarding garage on same property regarding completion.

Meckley addressed the Board of Adjustments meeting which denied the request for the variance to the old trailer court property on West. Ave. He stated he spoke to Nicole at MSA and since the city adopted the final plat, the BOA meeting/variance was not needed as the decision was made prior and was final. Discussion was had regarding the process and the plat was not ready. Mute point as it was approved, and process will be known for future plats.

Milligan motioned to adjourn at 8:45pm. Seconded by Kinzel. Ayes: Milligan, Smith, Kunkel, Meckley and Kinzel. Motion carried. Meeting adjourned

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Mayor Doug Bishop