The regular meeting of the Baxter City Council was called to order on Monday, January 9, 2023 at 6:00 p.m. in the Council Chambers of City Hall by Mayor Bryan DeJong. Council members present were Josh Lokenvitz, Josh Meckley, Tootie Samson, Jason Robinson, and Dan Kunkel remotely.

Lokenvitz moved to approve the Agenda. Samson seconded. Motion carried, all ayes.

Oath of Office Fire Chief – Hansen was unable to attend and had taken oath in office prior to Council meeting.

Meckley moved to approve Minutes of the December regular and special meetings. Lokenvitz seconded. Motion carried, all ayes.

MSA Professional Services/Nichole Sungren – No report.

BEDC/TIF Bills Payable – None.

Fire and Ambulance Reports – Written reports were reviewed.

Police Report – A written report was reviewed. Chief Daggett was in attendance to address the Council.

1. 2022 Annual Police Report was reviewed
2. Windshield on white Explorer cracked recently
3. Black SUV currently being repaired
4. New Reserve officers were present for appointment
5. Officer Nguyen will take patrol car to annual charity event

Resolution #25-23; Resolution Approving the Expenditure of Monies From the Police Equipment Fund – Lokenvitz presented Resolution #25-23 and moved to approve. Meckley seconded. Roll call vote: Ayes; Robinson, Kunkel, Samson, Meckley, Lokenvitz. Nays; None. Resolution #25-23 adopted.

Resolution #26-23; Resolution #26-23; Resolution to Appoint Reserve Police Officers Ronald Clark, Joshua Price, and Max Salyers – Samson presented Resolution #26-23 and moved to approve. Robinson seconded. Roll call vote: Ayes; Lokenvitz, Meckley, Samson, Kunkel, Robinson. Nays; None. Resolutions #26-23 adopted.

Maintenance Report – A written report was reviewed. Public Works Director Bryce Halter was in attendance. Items discussed:

1. Snyder & Associates will begin survey on Geise Park next week
2. Has been in contact with two builders looking at the potential for the building expansion
3. Partner Communications has taken down Christmas lights on Main Street
4. Oil changes and vehicle maintenance will be scheduled while there is no snow forecasted
5. Discussion was held regarding gravel placement request by contractor for Geise Park shelter house construction. Council agreed to provide one load of gravel to start and re-assess at a later date pending budget.

Water/Wastewater Report – Written report.

1. All DNR reports have been submitted
2. Lead and copper sampling has been completed
3. A main discharge pump has stopped working and Central Pump will be repairing shortly

ORDINANCE NO. 618; AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BAXTER, IOWA, 2010, AMENDING PROVISIONS PERTAINING TO GARBAGE/RECYCLING RATES – Lokenvitz moved to approve Ordinance No. 618 on its first reading. Meckley seconded. Roll call vote: Ayes; Lokenvitz, Meckley, Samson, Kunkel, Robinson. Nays; None. Robinson moved to waive the second and third readings for Ordinance No. 618. Samson seconded. Roll call vote: Ayes; Lokenvitz, Meckley, Samson, Kunkel, Robinson. Nays; None. Meckley moved to approve Ordinance No. 618 on its final reading. Samson seconded. Roll call vote: Ayes; Lokenvitz, Meckley, Samson, Kunkel, Robinson. Nays; None. Ordinance No. 618 adopted.

Approval of Appointments to Planning & Zoning – Samson moved to approve. Lokenvitz seconded. Motion carried, all ayes.

General Services Agreement Between the City of Baxter, Iowa and Impact Community Action Partnership, Inc. – Samson moved to approve. Meckley seconded. Motion carried, all ayes.

2023 Joint City/School Meeting - Discussion was held regarding Joint City/School meeting. The Joint City/School meeting will take place Wednesday, April 5th at the Baxter Community Center.

Approval of City Emergency Operations Plan – Changes to the Emergency Operations Plan were reviewed. Chief Bill Daggett addressed NIMS certification for city officials. Lokenvitz moved to approve the City Emergency Operations Plan. Meckley seconded. Motion carried, all ayes. The Clerk will research requirements for distributing the plan.

Approval of City Attorney Employment Agreement – Samson moved to approve. Lokenvitz seconded. Motion carried, all ayes.

Utility Clerk/Office Assistant Position – Upon completion of discussion, the Clerk will proceed with contacting the selected candidate with original offer.

Approval of Cindy Kendall Consulting for City Clerk Training – Samson moved to approve. Robinson seconded. Motion carried, all ayes.

Set Date for Public Hearing on Resolution to Approve Maximum Property Tax Dollars – Meckley moved to set the public hearing date for Monday, February 6, 2023 at 5:35pm in the Council Chambers. Samson seconded. Motion carried, all ayes.

Set Date for 2023/24 Budget Work Session – Meckley moved to set the date for Tuesday, January 24th at 5:30pm in the Council Chambers. Samson seconded. Motion carried all ayes.

Consent Agenda – Meckley moved to approve. Lokenvitz seconded. Motion carried, all ayes.

Bills Payable – Lokenvitz moved to approve. Robinson seconded. Motion carried, all ayes.

Mayor’s Report –

1. Mayor DeJong presented a citizen’s inquiry about regulations for owning an Airbnb within city limits. Council concluded property owner would need to comply with rental inspection requirements.
2. February 28th meeting will be dispensed due to City Clerk being out of town.
3. Discussion was held regarding going back to one meeting per month after budget season. Will revisit topic in March.

Other Business - Marie Van Beek presented the annual Library report and 2023/24 budget requests to the Council.

Public Comments – None.

Samson moved to adjourn. Robinson seconded. Motion carried, all ayes. Meeting adjourned at 6:53 p.m.

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      Mayor Bryan DeJong

Attest: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Katie Mills, City Clerk