The regular meeting of the Baxter City Council was called to order on Monday, November 13, 2023 at 6:00 p.m. in the Council Chambers of City Hall by Mayor Bryan DeJong. Council members present were Josh Meckley, Tootie Samson, and Dan Kunkel. Jason Robinson and Josh Lokenvitz were absent.

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

Public Hearing; Proposal to Close a Portion of an Alley Located in the City of Baxter, Iowa- Samson made a motion to open the public hearing at 6:05 p.m. Meckley seconded. Roll call vote: Ayes; Kunkel, Samson, Meckley. Nays; None. Absent; Robinson, Lokenvitz. DeJong called for public comments. Council member Kunkel noted the property should not be identified as an alley due to the recent land survey completed showing the drive as county property. New business owner, Mike Churchill, questioned changes to dumpster access for the abutting businesses on Main Street. DeJong called for a motion to close the public hearing at 6:10 p.m. Samson so moved. Meckley seconded. Roll call vote: Ayes; Kunkel, Samson, Meckley. Nays; None. Absent; Robinson, Lokenvitz.

ORDINANCE NO. 624; AN ORDINANCE VACATING PROPERTY LOCATED IN THE CITY OF BAXTER, IOWA – Kunkel moved to table. Samson seconded. Motion carried, all ayes.

Approval of Jasper County Easement for Huey Helicopter Placement – Meckley moved to approve. Kunkel seconded. Motion carried, all ayes.

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

BEDCO – Katie Petermeier and Stephen Van Beek reported. Key updates:

1. BEDCO will begin hosting monthly meetings at local businesses
2. BEDCO was selected for the BOOST grant through IA Economic Development Authority’s Center for Rural Revitalization. The IAEDA’s committee is currently being formulated for Baxter and their goal is to meet with BEDCO’s steering committee in December. These experts will look at the strengths and weaknesses of the community and provide feedback to develop next steps for improvement with the use of the grant monies.
3. Purchase agreement is in place for S. West Ave. subdivision and awaiting city council’s process of approval
4. Business spotlights will be posted to bring more attention on social media

Baxter Chamber/Natalie Moorman – Moorman was present to discuss the recent Chichaqua Valley Trail envisioning plans.

Fire & Ambulance Reports – Randi Gliem, EMS Director, was in attendance to report.

1. 8 calls ran in October- 2 city; 6 rural; 2 calls uncovered
2. Gliem announced renewal of her coaching contract for wrestling for the upcoming year. Gliem will still be available to take calls from 3:00-4:00 M-F while at practice and will make up hours in the mornings if needed.
3. Gliem thanked everyone for their time and support with the EMS levy initiative.

Police Report – Chief Daggett reported.

1. Officer Nguyen is interested in attending the Academy and becoming a part-time officer.
2. Daggett is implementing a program to collect donations for the food pantry for the month of December.

Approval to Purchase Less Lethal Weapons to Reduce Liability for the Baxter Police Department - Samson moved to approve. Meckley seconded. Motion carried, all ayes.

Approval to Implement a Purchase Repayment Program for Baxter Police Officers - Meckley moved to approve. Samson seconded. Motion carried, all ayes.

Maintenance Report – Public Works Director, Bryce Halter, reported.

1. Large main line leak was discovered and repaired on West Ave

2. Service line leak found in Clark’s addition

3. North detention basin has been pumped and cattails will be burned

4. Bulk salt has been delivered for the upcoming snow season

5. Hydrants were flushed last week. Next scheduled flush will be late spring 2024

Water/Wastewater Report –

1. All DNR reports have been submitted.

2. Fall discharge has begun

Alley Vacation Request/J. Seeley – Joel Seeley presented information to request closing the alley that runs along the east end of his property at 205 W Station St. Meckley moved to approve request. Samson seconded. Motion carried, all ayes. A resolution setting a public hearing date will be placed on the next agenda.

MSA Professional Services Contract for S. West Ave. Subdivision – Nichole Sungren was in attendance to present a contract for engineer review for development of the trailer park property currently owned by BEDCO. Due to lack of quorum for a vote, Meckley moved to table. Samson seconded. Kunkel abstained.

Approval of Appointment to Planning & Zoning Commission – Tony Kaster - Samson moved to approve. Meckley seconded. Motion carried, all ayes.

Resolution #16-24; Resolution Authorizing Payment of Monthly City Obligations - DeJong presented Resolution #16-24. Samson moved to approve. Meckley seconded. Roll call vote: Ayes; Kunkel, Samson, Meckley. Nays; None. Absent; Robinson, Lokenvitz. Resolution #16-24 adopted.

Resolution #17-24; A Resolution Obligating Funds from the Incremental Property Tax Revenues for Appropriation to the Funding of an Economic Development Payment Obligation Which Shall Come Due in the Next Succeeding Fiscal Year to Baxter Economic Development Corporation - DeJong presented Resolution #17-24. Samson moved to approve. Meckley seconded. Roll call vote: Ayes; Kunkel, Samson, Meckley. Nays; None. Absent; Lokenvitz, Robinson. Resolution #17-24 adopted.

Resolution #18-24; A Resolution Approving 2024/25 TIF Certification For the City of Baxter, Iowa – DeJong presented Resolution #18-24. Meckley moved to approve. Kunkel seconded. Roll call vote: Ayes; Kunkel, Samson, Meckley. Nays; None. Absent; Lokenvitz, Robinson. Resolution #18-24 adopted.

Approval of Cindy Kendall Consulting for Training on FY 2024/25 Budget Procedures - Samson moved to approve. Kunkel seconded. Motion carried, all ayes.

Review/Approval - City Health Insurance Plans & Contributions for 2024 - Samson moved to approve. Meckley seconded. Motion carried, all ayes.

Fee Schedule - Lengthy discussion held over rate modifications to fee schedule. Changes were agreed upon and will be incorporated within codification. Meckley moved to approve changes to fee schedule. Samson seconded. Motion carried, all ayes.

Council did not enter a closed session.

Review/Approval – Development/Minimum Assessment Agreement for Sale of Real Property - 407 S East Ave; Nursing Home Property - Samson moved to approve. Meckley seconded. Motion carried, all ayes. The draft will be presented to Gliems.

Consent Agenda – None.

Bills Payable – Meckley moved to approve. Kunkel seconded. Motion carried, all ayes.

Mayor’s Report – Josh Lokenvitz has submitted a letter of resignation as city council member. Council will announce their intent to appoint a city council member at the 11-28 special council meeting. The appointment will take place at Jan. 8th regular meeting.

Other Business –

1. Special meeting scheduled for Nov. 28th at 5:30 p.m.
2. Public Comments will be moved to the beginning of agendas in the future

Public Comments – None.

Samson moved to adjourn. Kunkel seconded. Motion carried, all ayes. Meeting adjourned at 7:31 p.m.

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Mayor Bryan DeJong

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

Katie Wilson, City Clerk