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**City of Baxter, Iowa**

**Meeting Minutes**

**GOVERNMENTAL BODY: THE CITY COUNCIL OF BAXTER, IOWA**

**DATE OF MEETING: February 16th, 2024**

**TIME OF MEETING: 6:00 P.M.**

**PLACE OF MEETING: BAXTER CITY HALL/COUNCIL CHAMBERS**

Meeting was called to order at 6:00 pm.

Council members present: Smith, Meckley, Kinzel. Milligan participated by phone.

Motion to approve the agenda was made by Kinzel-2nd by Meckley

Motion was made Smith to approve the resignation of City Clerk Katie Wilson. 2nd by Meckley. Motion passed all ayes

Motion made by Kinzel 2nd by Meckley to approve resignation of Police Chief Bill Daggett- motion passed all ayes

Public safety measures- Mayor Bishop updated as to the status of Ambulance service and upcoming inspection

Discussion of law enforcement coverage by the sheriff’s office. Motion to approve contact presented by Smith 2nd Meckley Motion passed all ayes

Mayor Bishop discussed the lack of an inventory of items at the police station and the need for the city to be able to track inventory owned by the city at any given time.

Contract with interim City Administrator appointment of Cole O’Donnell. Motion by Meckley 2nd by Smith Motion passed all ayes.

Discussion held on city finances and the need for an audit and the report from the previous year.
Bishop asked the council if they were aware as to where we are at currently with the budget. Council was not aware. Segregation of duties were discussed at length.
Bishop expressed grave concerns with the mixing of funds and allotments of funds between West Malaka Benefitted Fire district and the city. Bishop addressed concerns with no invoice or verification of hours for EMS pay and the liabilities of having no documentation therefore he is requesting a forensic audit.
Motion made by Smith to allow Bishop to contact state of Iowa Auditor to get a quote for a forensic Audit. 2nd by Meckley. Motion passed all ayes.

Kunkel addressed the council about the previous audit and the audit results and concerns with spending money on an audit.

Milligan spoke by phone about having elected officials sign off on deposits etc

Bishop reported that EMS will be meeting on the following Sunday and an inventory will be conducted as two radios are currently missing.

Bishop reminded the council he and the council have a legal and fiduciary duty to protect the taxpayers.

Bishop stated that Bryce Halter had passed his first test and saved the citizens six thousand dollars for an affidavit operator.

Water committee and Halter identified leaks that have saved $55,000 of water expense.

Motion by Meckley 2nd by Smith to adjourn. Motion passed all ayes.
Meeting adjourned at 6:34 pm