



Baxter City Council – Meeting Minutes

May 28, 2024, at 6:00 p.m.

Mayor Doug Bishop called the meeting to order at 6:00 pm. Present were Kinzel, Kunkel - Online, Milligan, and Smith. Vacant Seat. Also present were Groskurth, Fire Chief Kelly Milligan, Jasper County Community Development, and various members of the public in person and online.

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

Kunkel requested minutes of May 20, 2024, be pulled from the consent agenda. Kunkel moved to approve the May 20, 2024, minutes with requested amendment. Motion died due to a lack of second. Milligan moved to approve May 13, and May 20, 2024, minutes as presented. Smith seconded. Ayes: Kinzel, Milligan, and Smith. Nay: Kunkel. Motion carried.

Smith moved to approve the remainder of the consent agenda. Seconded. Discuss occurred regarding attorney billing. Ayes: Kinzel, Milligan, Smith, and Kunkel. Motion carried. The remainder of the Consent Agenda included the FY25 Cigarette Permits, and the bill lists as follows.

Alliant Energy	Utilities	1,651.36
Banyon Data Systems	Software	600.00
Baxter Family Market	Supplies	4.91
Black Hills Energy	Utilities	233.75
Brandt, Mike	Meter Reading	884.70
Brick Gentry Law Firm	Legal	2,055.00
Consumer's Energy	Utilities	101.77
Core & Main	Water Supplies	547.58
Degoey, Sandra	Mileage Reimb	93.80
Dennis Simon	Security	150.00
Farver True-Value	Chainsaw	75.60
First National Bank	Water Supplies	531.80
Foreman Elec & Plumb	Hydrant Repairs	2,459.90
Frontier Tech	Giese Park Security	5,354.00
Fuller, Shawn	Water Operator	500.00
Hilltop Haven	Accommodations	1,125.00
Ia Dept of Public Safety	Ia System Services	900.00
Iowa Finance Authority	Bond:2012 Sewer Rev	27,130.00
	Bond: 2007 Sewer	
Iowa Finance Authority	Rev	26,367.50
Iowa Finance Authority	Bond: 210 Water Rev	16,293.75
	Bond: 2010 Sewer	
Iowa Finance Authority	Rev	100,146.25
Iowa Finance Authority	Bond: TIF	64,421.25
	Bond: 2008 Sewer	
Iowa Finance Authority	Rehab	52,351.25
Iowa One Call	Locates	42.30
IPERS	Retirement	1,365.94
Jasper County Treasurer	Animal Control	1,588.00
Jasper Cty Sheriffs Office	Law Enforcement	3,000.00

John Deere Financial	Equip maintenance	49.96
Kellogg Lawn & Snow	Mower Repair	10.40
Kollum, Jason	Summer Reading	450.00
Microbac Lab	Labs	167.50
Midwest Sanitation	Garbage	12,980.16
Milligan, Jamie	Reimb. Accom	392.38
Newton Daily News	Publications	855.92
Partner Comm	Utilities	393.13
Quill	Office Supplies	344.42
Robinson Ag	Maintenance	1,414.90
SAAK, Inc	Equip maintenance	100.00
Springer Prof Home Service	Pest Control	107.80
	Bond: 2016 Trailer	
State Savings Bank	Park	11,521.25
The Carpet Gal	Lib. Cleaning	250.00
Treasurer State of Iowa	PR Taxes	710.07
UMB Bank	Bond: West Ave	81,691.87
United State Treasury	PR Taxes	2,031.25
USIC Locating Services	Locates	550.20
Vanbeek, Marie	Reimb. Supplies	237.74
VC3 Inc	Tech Support	1,549.66
VC3 Inc	Tech Support	1,562.66
Wilkerson, Joel	Security	50.00
Your Fleet Card	Fuel	462.35
Zigler, Inc	End Loader	109,352.00
Total Expenditures May 28, 2024		<u>537,211.03</u>

Expenditures by Fund:

General Fund	22,627.36
Road Fund	28,608.84
Sewer Fund	235,097.92
Water Fund	48,817.12
Landfill Fund	40,318.16
Debt Fund	157,634.37
PR Liability	4,107.26
Total Expenses May 28, 2024	<u>537,211.03</u>

Kinzel moved to approve Resolution 77-24 Appointing Michael Churchill to vacant council seat. Kunkel seconded. Ayes: Kinzel, Milligan, Kunkel. Nayas: none. Abstain: Smith. Motion carried. Mayor Bishop informed citizens of their right to petition for election.

Reports:

West Ave Phase 2 project: Contract with MSA to begin designing has been signed.

Public works: Storm update: Sewer lagoons have runoff damage. Cemetery has runoff damage that is being addressed. City has placed roll offs for storm damage items at the city shop. City will leave roll offs for storm items through June 2, 2024. City staff has established storm expense reporting process to be prepared should a disaster declaration occur. Smith noted FEMA is requesting Derecho hours to be turned in.

Street Sweeping will occur May 29, 2024, to remove storm debris from streets.

City Clerk Position: Milligan informed council, city received approximately 100 applications. Committee screened 6 applicants virtually today May 28, 2024. The council will interview 3 finalists on June 1.

Mayor Bishop thanked Kunkel and Milligan for their time in screening applicants.

Interim assistant Clerk Wanda Hemesath thanked the City Council for courtesy extended to her and complimented Council member Milligan's incredible commitment to the city and the council's commitment to the city.

Nursing Home: Milligan moved to open public Hearing. Kinzel seconded. All ayes, motion carried. The public hearing began at 6:32 p.m. There being no verbal or written comments for or against, Smith moved to close public hearing. Milligan seconded. All ayes, motion carried. The hearing closed at 6:32 p.m.

Mayor Bishop opened sealed bid(s) for the Nursing Home property located at South 4 Acres West ¼ SW SE better known as 407 S East Ave, Baxter, IA 50028. A single bid of \$1.00 was received from Jeff Shepley Construction.

Smith moved to approve Resolution 70-27 approving the development agreement and to accept the bid of \$1.00 received from Jeff Shepley for the nursing home property located at South 4 Acres West ¼ SW SE better known as 407 S East Ave, Baxter, IA 50028. Agreement to require nursing home building to be removed within 6 months and a minimum assessed value of property of \$300,000 (Three-Hundred Thousand Dollars) within two years of deed transfer. Kinzel seconded. Ayes: Kinzel, Milligan, Smith, and Kunkel. Motion carried.

Budget Amendment FYE 2024: Smith moved to open public hearing. Milligan seconded. All ayes, motion carried. Public hearing began at 6:36 p.m. There being no verbal or written comments for or against FYE 2024 Budget Amendment. Milligan moved to close the public hearing. Smith seconded. All ayes, motion carried. The public hearing closed at 6:37 p.m.

Kinzel moved to approve Resolution 69-24 approving FY24 budget amendment. Smith seconded. Ayes: Kinzel, Milligan, Smith and Kunkel. Motion carried.

Fire Chief Kelly Milligan and board members from West Malaka Benefitted Fire District gave presentation regarding the 28 E Agreement between West Malaka Fire District and the City of Baxter. The Baxter Rural Fire is an independent advisor board intended to provide recommendations to the West Malaka Benefitted Fire District and City Council. Smith moved to table Resolution 71-24 approving 28E West Malaka Agreement to June 10, 2024, meeting providing council time to review. Kinzel seconded. Ayes: Kinzel, Milligan, Smith, and Kunkel. Motion carried.

Smith moved to authorize Mayor to purchase laptop computer in the amount of \$3,100 for the Clerk's Office. Kinzel seconded. All ayes, motion carried.

Kinzel moved to authorize Mayor to enter into a 5-year lease agreement with Premier for Copier with stapler and duplexing. Smith seconded. All ayes, motion carried.

Kinzel moved to approve Resolution 74-24 authorizing mayor to into 28E agreement Jasper County Sheriff's Contract for the purpose of law enforcement services contingent upon language change requests of: city will provide office space, city is to keep equipment until such time Jasper County Sheriff's office has a full time officer in place for Baxter, and to return the (2) green AED's to the fire department. Smith seconded. Ayes: Kinzel, Milligan, and Smith. Nay: Kunkel. Motion carried.

Milligan moved to approve Resolution 76-24 Code Enforcement Contract with Ed Lemman as presented. Kinzel seconded. Discussion occurred regarding language of agreement. Ayes: Kinzel, Milligan, and Smith. Nay: Kunkel. Motion carried.

Smith moved to approve Resolution 73-24 approving 28E Agreement with Central Iowa Cities Shared Services Agreement for the purpose of providing mandatory safety training to City of Baxter's Employees. Kinzel seconded. Ayes: Kinzel, Milligan, Smith, and Kunkel. Motion carried.

Milligan moved to approve Resolution 75-24 approving Jasper County Building Code and Fee update. Smith seconded. Ayes: Kinzel, Milligan, Smith, and Kunkel. Motion carried.

Milligan moved to table request to designate a parking space for loading/unloading at 102 State Street to seek legal counsel regarding designating parking spaces. Kinzel seconded. Discussion occurred. All ayes, motion carried.

Council Task list update: announce change in cleanup day, cleaning contract for June 10 meeting. Completed tasks: Code Enforcement and Law Enforcement.

Public Comments: Public comments regarding community room cleaning, is a building permit needed to move a building from one property to another – Jasper County Community Development responded, yes, and code enforcement.

Council member Kinzel gave an updated-on codification.

Mayor Bishop informed the school and city will begin meeting on a regular basis again this week providing opening communication between the two entities. Mayor Thanked the council members for their assistance in codification, employee search, storm, office assistance, and EMS assistance.

Milligan moved to adjourn. Kinzel seconded. All ayes, motion carried.

Adjournment time was 7:31 p.m.

Kelly Groskurth, Interim City Clerk

Doug Bishop, Mayor