



City of Baxter, Iowa City Council Minutes June 10, 2024

Mayor Pro-Tem Jamie Milligan called the meeting to order at 6 p.m. Present were Churchill, Kinzel, Milligan, Smith, and Kunkel. Also present were Groskurth, VanHouten, and various members of the public.

Smith moved to approve the agenda. Kinzel seconded. 5-ayes, motion carried.

Smith moved to approve the consent agenda. Churchill seconded. 5-ayes, motion carried. Consent agenda was as follows: Minutes of May 28, June 1, and June 4, 2024, Baxter Fun Days Special Event Liquor License, Financials: Expenditures vs Budget through June 7, 2024, and Bills Payable as follows:

| | | |
|------------------------------|----------------------------|---------------|
| Hemesath, Wanda | Mileage Reimb | 971.50 |
| Banyon Data Systems | Software Annual Support | 1,875.00 |
| Banyon Data Systems | UB Auto Pay Software | 795.00 |
| Baxter Comm School | Library Supplies | 635.09 |
| Baxter Rural Fire and Rescue | AED Supplies | 77.99 |
| Black Hills | Utility | 171.59 |
| Brandt, Mike | Mowing | 4,833.32 |
| Demco | Library Supplies | 875.38 |
| Domain Listing | Web Domain | 288.00 |
| East West | Library Materials | 352.60 |
| FirstNet | Phones | 195.85 |
| Fonziba Koster | Summer Reading | 325.00 |
| Hilltop Haven | Accommodations | 1,000.00 |
| Ingram | Library Materials | 205.18 |
| IURA | Water | 16,114.62 |
| Jasper Co Sheriff | Law Enforcement | 3,000.00 |
| Jasper Co. Recorder | Alley Vacation | 42.00 |
| John Deere Financial | Lawn Maintenance | 253.58 |
| Kellogg Lawn & Snow | Mower Repair | 134.27 |
| Know Buddy Resources | Library Materials | 539.02 |
| Lakeview Books | Library Materials | 325.60 |
| Midwest Sanitation | Garbage Contract and Storm | 15,904.16 |
| Milligan, Jamie | Reimb - employment ad | 374.35 |
| New Century | Generator Fuel | 615.30 |
| New Comtech | Cemetery Annual Support | 350.00 |
| Newton Daily News | Publications | 251.99 |
| NIS | Insurance | 106.01 |
| Quill | Office Supplies | 73.25 |
| Sass & Soul | Summer Reading | 57.40 |
| Thatcher Auto Center | Storm Clean Up | 296.46 |
| Vanbeck, Marie | Summer Reading | <u>150.00</u> |
| Total Bill Pay List | | 51,189.51 |

Reports:

Special Election Update: Groskurth informed council that a petition for special election had been received after council filled the vacancy by appointment on May 28, 2024. The council did not receive a petition for special election after filling vacancy by appointment in January 2024. Iowa law requires vacant seats filled by appointment to be on the next city election. Therefore, both vacancies will be on the July 9, 2024, ballot.

Storm Update: Milligan, Halter, Smith will be representing Baxter on June 12 when the Governor meets with communities to determine the extent of storm damage for possible disaster declaration.

Interim Clerk Report: Groskurth reported on the progress the city has made. The city has added the direct pay option to the utility billing system. This will allow the city to submit an electronic file directly to the bank, reducing the time to process auto pays by nearly 18 hours per month. Groskurth informed of several additional processes that have been streamlined and will be updated in near future.

Public Works Written was given.

Fire Report: Chief Milligan gave report. The siren at Fire Station needs work, once completed siren will need to be placed on a maintenance agreement.

EMS Report: Seeley gave report.

Baxter Fun Days Update: none

EMS Coordinator/Clerk- Job Posting Update and timeline: Council, EMS interim director Seeley, and Chief Milligan discussed job description, title, and hiring timeline. Title will be Public Safety/Office Assistant.

Smith moved to approve A resolution hiring City Clerk, Nicole Van Houten and to Set Wage. Second by Churchill. Ayes: Churchill, Kinzel, Milligan, Smith, and Kunkel. Motion carried.

Milligan updated council on June City Hall Office Hours.

Clark's Addition Project Update: IURA is still on schedule to complete this fall.

Smith moved to approve a resolution terminating the 28E SRO Agreement by and between Baxter Community School District and City of Baxter. Kinzel seconded. Ayes: Churchill, Kinzel, Milligan, Smith, and Kunkel. Motion carried.

Kinzel moved to table renewal of Interim Contract. Smith seconded. 5-ayes, motion carried.

Geise Park: Kids Express in Baxter on June 17-20, Newton YMCA is sponsoring event.

Codification workshop will be held prior to June 24, 2024, meeting and will start at 5:00 p.m.

Reviewed task May 28, 2024, council task list.

Public Comments: none.

Smith moved to adjourn. Kinzel seconded. 5-ayes, motion carried.

The meeting adjourned at 7:36 p.m.

Kelly Groskurth, Interim Clerk

Mayor Pro-Tem, Jamie Milligan