



## City of Baxter, Iowa Minutes August 26, 2024

Mayor Bishop called the meeting to order 6:00 p.m. Present were: Kinzel, Schabilion, Milligan, Smith, and Kunkel. Also present were Halter, Groskurth, Seeley, and various members of the public.

Kinzel moved to approve the agenda by removing the following items: 5c Ordinance No 629 regarding Solid Waste Rates, 5j Ordinance No 628 amending park regulations, 5h Emergency Services Comm. System Purchase, 5k Thermostat City Hall, 6b Job Description discussion, and 6d Financial discussion. Milligan seconded. 5 ayes, motion carried.

Smith moved to approve the consent agenda. Kinzel seconded. 5 ayes, motion carried. The consent agenda was as follows: August 12, 2024 Minutes, Claims list:

ALLIANT ENERGY	UTILITY	\$6,672.50
AMAZON	OFFICE SUPPLIES	\$383.57
BRICK GENTRY P.C.	LEGAL FEES	\$750.00
BLACK HILLS ENERGY	UTILITY	\$108.14
CONSUMER S ENERGY	UTILITY	\$120.92
FIRST NATIONAL BANK OMAHA	SOFTWARE UPDATES AND ENVELOPES	\$2,542.97
IEMSA	EMS ASSOC. FEES	\$100.00
RANDY FUCHS		\$72.00
INTERSTATE POWER SYSTEMS	MAINTENANCE CONTRACT – GENERATORS	\$779.09
KEYSTONE LABORATORIES	LABS	\$95.75
JASPER CO. DEV.	ANIMAL CONTROL	\$1,588.00
JASPER CO. SHERIFF	AUGUST LAW ENFORCEMENT	\$3,000.00
JASPER CO. TREAS.	PROPERTY TAX	\$12.00
JOHN DEERE FINANCIAL	Shop Supplies	\$6.37
MADISON LIFE INSURANCE	LIFE AND DISABILITY FOR EE'S	\$126.57
IOWA DNR	ANNUAL NPDES AND OPERATION PERMIT FEE	\$210.00
NEWTON FIRE DEPT	AMBULANCE RUNS	\$250.00
MIKE BRANDT	AUGUST MOWING	\$2416.66
PARTNER COMM	UTILITY	\$593.75
QUILL CORP.	SUPPLIES	\$43.48
SPRINGER PROF. HOME	PEST CONTROL	\$107.80
US CELLULAR	AUGUST - AMBULANCE CELL PHONE BILL	\$120.54
WELLMARK	VAN HOUTEN AND HALTER PREMIUMS	\$1669.30
YOUR FLEETCARD PROGRAM	END OF JULY PW FUEL	\$299.86
ZIEGLER INC	SUPPLIES	\$33.97
IPERS	RETIREMENT	\$5,186.81
U.S. TREASURER	PAYROLL TAXES	7897.09

AUGUST NET PAYROLL	PAYROLL	\$27,002.70
TOTAL CLAIMS	AUGUST 12 THROUGH AUGUST 26	\$62,189.84

Reports:

Public Works Report: Discussion regarding length of agreement with property owner regarding a garage. Groskurth to review and verify agreement terms. Rural water has begun switching Clark's Addition over to rural water system. Rural water is contacting public works to allow public works to get a final read on water usage. Rural water will provide meter readings/usage in the future to allow city to bill sewer based on usage.

Midwest Sanitation & Recycling Contract Amendment: Smith moved to table Resolution No 83-24 amending contract with Midwest Sanitation and Recycling. Kinzel seconded. 5 ayes, motion carried.

Water Meter Reading Equipment Upgrade: Smith moved to approve upgrading to radio reading Equipment and Technology as presented. Kunkel seconded. 5 -ayes, motion carried.

Sidewalk/Driveway Permit application: Milligan moved to direct public works director and Kunkel to review Sidewalk/Driveway Permit application and prepare for final review of the council. Schabillion seconded. 5-ayes, motion carried.

Sidewalk Program Application: Milligan moved to approve Sidewalk Program Application submitted for 109 S High Street in the amount of \$72.00 and verified by public works director. Kinzel seconded. 5-ayes, motion carried.

West Malaka funds: Council discussed the West Malaka funds and how funds are to be utilized. Groskurth thanked council for discussion and will review funds received and how they were utilized.

Daily Deposit ACH Limit: Smith moved to approve Resolution 85-24 a resolution requesting State Savings Bank to increase the City of Baxter's Daily ACH Deposit Limit to be (\$50,000) fifty thousand dollars and authorizing current signers to increase ACH Deposit limits as needed. Schabillion seconded. 5 ayes, motion carried.

Ordinance No. 627 An Ordinance amending the Code of Ordinances of the City of Baxter, Iowa, 2010, by repealing Chapter 116 pertaining t Park Regulations. Smith moved to approve the 1<sup>st</sup> reading of Ordinance No. 627. Kinzel seconded. 5 ayes, motion carried.

Kinzel moved to extend Groskurth's interim City's Clerk contract to continue on a month by month basis with same terms as before: \$50.00 per hour, Mileage at the IRS rate, room and board up to \$400 per week or higher with Mayor's approval. Milligan seconded. 5-ayes, motion carried.

Smith moved to approve Hemesath's temporary contract as presented. Milligan

seconded. 5-ayes, motion carried.

Smith moved to approve the RVTV Special Event Packet to be held on September 5, 2024. Milligan seconded. 5-ayes, motion carried.

New Locks – City Facilities: Public Works Director and Council discussed plan to change locks, including changing community center lock to a keyless entry that can be programmed. Action to be taken in September.

Codification process: Council scheduled a codification workshop to be held September 23, 2024, at 5 p.m.

Public Safety/Office Coordinator Job Description. Council held discussion regarding job descriptions of City Clerk, 2<sup>nd</sup> Office position, and EMS Position. Discussion was held regarding should there be 2 or 3 positions.

Public Comments: Topics were publication of bills and minutes – Mayor informed minutes and bills have been published. Chicken ordinances and requirements.

Milligan reviewed task list from today's meeting and previous meeting.

Mayor's Report: Sheriff's department will be increasing traffic enforcement. City Sign was damaged during hailstorm – Halter will forward past proposals to council. Mayor formally announced City Clerk had resigned.

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

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Kelly Groskurth, Interim City Clerk

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Douglas Bishop, Mayor