The regular meeting of the Baxter City Council was called to order on Tuesday, March 28, 2023 at 6:00 p.m. in the Council Chambers of City Hall by Mayor Bryan DeJong. Council members present were Josh Lokenvitz, Josh Meckley, Tootie Samson, Jason Robinson, and Dan Kunkel.

Robinson moved to amend the Agenda. Lokenvitz seconded. Motion carried, all ayes.

Samson moved to approve the Agenda as amended. Kunkel seconded. Motion carried, all ayes.

Nursing Home – RFP Revisions – Jeff Davidson, JEDCO Director, was present to discuss options for the nursing home property and provide advice for drafting the Request for Proposal.

Police Report – Chief Bill Daggett was in attendance to provide a brief update.

1. Ammunition has been ordered for the reserve officers.
2. Chief Daggett requested permission to take patrol car home. Council proceeded to pass resolution in accordance with request.

Resolution #33-23; A Resolution Approving the Use of a Take Home Patrol Vehicle for the Chief of Police – DeJong presented Resolution #33-23. Samson moved to approve. Lokenvitz seconded. Roll call vote; Ayes; Kunkel, Robinson, Samson, Meckley, Lokenvitz. Nays; None. Resolution #33-23 adopted.

Maintenance Report – Public Works Director, Bryce Halter, was in attendance to provide a brief update. Halter is working on obtaining quotes for fire hydrant.

2023/24 Budget – Cindy Kendall with Kendall Consulting was present electronically. Final budget details were presented to the council. Public hearing will be held at the April 25th meeting to approve the budget.

Review/Selection City Insurance Package – Representatives from Interstate Insurance Services and JSA Insurance were in attendance to present insurance package quotes for year 2023. Upon completion of presentations, Lokenvitz moved to approve JSA quote and renew EMC Insurance for the city. Robinson seconded. Motion carried, all ayes.

Discussion was held to increase the city deductible on insurance package. Meckley motioned to increase deductible to $2500. Robinson seconded. Motion carried, all ayes.

Review/Selection On-Call Custodial Work Bids – One bid was submitted and reviewed. Lokenvitz moved to accept the bid submitted by Mike Brandt. Kunkel seconded. Motion carried. Ayes; Lokenvitz, Meckley, Robinson, Kunkel. Nays; Samson.

Resolution #34-23; A Resolution Amending Garbage/Recycling Rates in Accordance with City-Wide Clean Up Service Fee for 2023 – DeJong presented Resolution #34-23. Samson moved to approve. Lokenvitz seconded. Roll call vote; Ayes; Kunkel, Robinson, Samson, Meckley, Lokenvitz. Nays; None. Resolution #34-23 adopted.

City-Wide Clean Up will involve a roll-off being provided by Midwest Sanitation at the City Maintenance yard from 8:00 a.m. – 12:00 p.m. on Saturday, June 17th. Residents can bring items to the roll-off for removal. Council requested maintenance director to monitor the event and record participation from community. Clerk was instructed to add line item to water bills for monthly spring clean-up charge.

City-Wide Garage Sale Day – Robinson moved to set date for city-wide garage sale day to Saturday, June 10th. Samson seconded. Motion carried, all ayes.

Golf Cart Permitting/Inspections – Upon completion of discussion, amended ordinance to omit inspection process of golf carts will be placed on next meeting agenda for approval. Permitting will still be required on golf carts.

UTV Permitting – With county legislation no longer issuing UTV permits and following Iowa state law, clerk will amend Baxter ordinance to follow Iowa state law and place on next agenda for approval. City UTV permits will no longer be required.

City Hall Hours – The clerk requested modifying City Hall business hours to 8:00 a.m. to 4:30 p.m., with employees taking a half hour break instead of an hour break. Samson moved to change City Hall hours to 8:00 a.m. to 4:30 p.m. Monday through Friday. Robinson seconded. Motion carried, all ayes.

Consent Agenda – None.

Bills Payable – Lokenvitz moved to approve. Robinson seconded. Motion carried, all ayes.

Mayor’s Report – Mayor Bryan DeJong will communicate with school on park funding plans prior to joint school/city meeting on April 5th.

Other Business –

1. School request to close street from 3:00pm-8:00pm for prom on Saturday, April 15th
2. A member of the legion requested permission from the council to place a helicopter at the memorial on Main Street. Upon completion of discussion, council determined space is too limited with the caboose on the property
3. Discussion potential candidates for 2023 Baxter Fun Days Citizen of the Year
4. Discussion food pantry location – Clerk will invite food pantry representatives to next meeting

Nursing Home RFP – Robinson moved to advertise new Request for Proposal. Meckley seconded. Motion carried, all ayes. The Request for Proposal can be found online at [www.baxter-iowa.com](http://www.baxter-iowa.com). Proposals will be accepted until July 1, 2023 at 4:30 pm.

Public Comments – None.

Kunkel moved to adjourn. Robinson seconded. Motion carried, all ayes. Meeting adjourned at 7:57pm.

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Mayor Bryan DeJong

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

Katie Mills, City Clerk