The regular meeting of the Baxter City Council was called to order on Monday, September 12, 2022 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.

The Mayor amended the Agenda to move Other Business to the beginning of the meeting. Meckley moved to approve the Agenda as amended. Samson seconded. Motion carried, all ayes. Samson moved to approve Minutes of the August regular meetings. Lokenvitz seconded. Motion carried, all ayes.

Other Business - Logan Bird was present to request a variance on his new construction sidewalk that does not meet R1A code. Discussion was held regarding communication between the City and Jasper county in regards to the building permit process. Council agreed more information must be obtained from county inspectors to move forward with process. Council informed Bird to apply for a variance permit to start the process through the zoning board of adjustments.

Natalie Moorman was in attendance to provide updates for Chamber of Commerce and Hometown Pride. The chamber is focusing on Main Street beautification by obtaining garbage/cigarette receptacles. Baxter will be in the Eat, Shop, Play magazine for Jasper County again this year. Moorman advised to send all community events to her for publication.

Moorman gave an update on the Geise Park project. A community vision meeting is being held by the Friends of Chichaqua Valley on September 20th at the Baxter Community Center. Moorman also expressed concern with the Verizon Tower placement affecting park functionality.

MSA Professional Services/Nichole Sungren – Items discussed:

1. Update on City zoning ordinances – A final draft is almost ready to submit for Council review
2. MSA is down to a couple items on the punch list for S. West Avenue Street Reconstruction Project.
3. Pay Application & Change Order – Change order is a little larger due to going through and closing out many items. This is the last payment until everything is complete.

Approval of Pay Application #9; S. West Avenue Phase I Redesign 2020 Street Reconstruction Project – Meckley moved to approve. Lokenvitz seconded. Motion carried, all ayes.

Approval of Change Order #7; S. West Avenue Phase I Redesign 2020 Street Reconstruction Project – Meckley moved to approve. Robinson seconded. Motion carried, all ayes.

Verizon Tower/Geise Park – Meckley moved to table discussion. Robinson seconded. Motion carried, all ayes.

BEDC Report – None

BEDC/TIF Bills Payable – None

Fire and Ambulance Reports – A written Fire report was provided. EMS Director, Randi Gliem, was in attendance to present the Ambulance report. Gliem requested a Closed Session meeting to address concerns with the current position.

Police Report Updates – Chief Bill Daggett was in attendance. Items discussed:

1. Chief Daggett will be teaching DARE at the school this year.
2. Has found highly discounted solar radar trailers available for purchase. Will provide more information upon council’s interest.
3. A Melbourne council member has approached Chief Daggett to request Baxter’s consideration of taking over the Melbourne police department.
4. Chief Daggett has expressed interest in moving to Baxter city limits.

Resolution #12-23; Resolution Approving a 28E Agreement Between the Baxter Community School District and the City of Baxter, Iowa for a School Resource Officer (SRO) Program – Mayor DeJong presented Resolution #12-23. Lokenvitz moved to approve. Samson seconded. Roll call vote: Ayes; Kunkel, Robinson, Samson, Meckley, Lokenvitz. Nays; None. Resolution #12-23 adopted.

Maintenance Report – Public Works Director Bryce Halter was in attendance. Items discussed:

1. S. West Avenue Project is almost complete. Two ADA ramps and sidewalks that were damaged or didn’t pass inspection will be fixed prior to final walk through and acceptance of project.
2. Snow equipment is being prepped for winter. The new salter is scheduled for installation at the end of September.
3. Storm water intakes have been cleaned out.

Water/Wastewater Report – Written report reviewed. Items discussed:

1. CIT has been awarded the sewer line inspections. They plan to begin in the fall.
2. CIT vacuumed and jetted various sewer lines while they were in town for a sewer manhole that was backing up.
3. Halter will begin water distribution classes in November. Upon completion of classes, he will be eligible to take the DNR test.

Review Ordinance Garbage/Recycling Rate Increase – Discussion held that garbage rate increase was never formally voted on. Council agreed to place ordinance on next agenda for approval.

ORDINANCE NO. 614; AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BAXTER, IOWA, 2010, BY AMENDING PROVISIONS PERTAINING TO ANIMAL PROTECTION AND CONTROL AND LICENSING OF DOGS AND CATS – Meckley moved to approve the first reading of Ordinance 614. Samson seconded. Roll call vote: Ayes; Kunkel, Robinson, Samson, Meckley, Lokenvitz. Nays; None. Samson moved to waive the second and third readings. Lokenvitz seconded. Roll call vote: Ayes; Kunkel, Robinson, Samson, Meckley, Lokenvitz. Nays; None. Ordinance #614 adopted.

Review/Selection Sealed Proposals for City 2021/22 Annual Audit Examination – Meckley moved to approve a bid submitted by Martens & Company of West Des Moines. Lokenvitz seconded. Motion carried, all ayes

Discussion City Clerk Position – Mayor DeJong gave a brief update of the search process to date. The job ad was placed in a couple new venues and have received numerous applicants. The application deadline has been set for September 19th. A meeting has been scheduled for September 22nd to narrow down applicants before presenting to City Council. Goal for projected start date is early November.

Designation of Beggar’s Night – Meckley moved to set the date for Monday, October 31, 2022 from 6:00 p.m. – 8:00 p.m. Lokenvitz seconded. Motion carried, all ayes.

Consent Agenda – None

Bills Payable - Meckley moved to approve. Kunkel seconded. Motion carried, all ayes.

Mayor’s Report – Discussion was held regarding nursing home property. An asbestos removal certificate has not been supplied to the City yet. Council requested City Clerk to send out the existing RFP for review and to alter. Mayor DeJong presented a citizen concern in regards to the installation of a Verizon tower.

Public Comments – None

Samson moved to adjourn. Robinson seconded. Motion carried, all ayes. Meeting adjourned at 7:48 p.m.

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Mayor Bryan DeJong

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

  Katie Mills, Deputy Clerk