The regular meeting of the Baxter City Council was called to order on Monday, November 14, 2022 at 6:00 p.m. in the Council Chambers of City Hall by Mayor Bryan DeJong. Council members present were Josh Meckley, Tootie Samson, Jason Robinson, and Dan Kunkel. Josh Lokenvitz was absent.

Meckley moved to approve the Agenda. Samson seconded. Motion carried, all ayes. Meckley moved to approve Minutes of the October regular and special meetings. Robinson seconded. Motion carried, all ayes.

MSA Professional Services/Nichole Sungren – Items discussed:

1. S. West Avenue Street Reconstruction Project has been completed. The final pay application for retainage is being submitted for approval along with the Certificate of Completion.
2. Citywide GIS Utility Mapping Project has been completed. Public Works is reviewing the preliminary maps for revisions. Once revisions are made the maps will be presented to the City accordingly.

Pay Application #10 Retainage– S. West Avenue Phase I Redesign 2020 Street Reconstruction Project – Meckley moved to approve. Kunkel seconded. Motion carried, all ayes.

Resolution to Approve Certificate of Completion – S. West Avenue Phase I Redesign 2020 Street Reconstruction Project – Meckley moved to approve. Kunkel seconded. Roll call vote; Ayes; Meckley, Samson, Robinson, Kunkel. Nays; None. Absent; Lokenvitz. Resolution adopted.

BEDC Report – None

BEDC TIF Bills Payable – None

Fire and Ambulance Reports – Written Fire and Ambulance Reports were reviewed. EMS Director, Randi Gliem was also in attendance to address Council questions.

Police Report – A written report was reviewed. Chief Daggett was in attendance to address the Council. Items discussed:

1. A part-time officer hiring flyer and information was presented for Council review. Daggett will proceed with advertising for the position accordingly.
2. Information was provided to the Council regarding implementation of a new public safety cadets’ program within the community.
3. Information was provided concerning the changing of current City cell service to FirstNet. Council agreed with the change.

Review/Approval Baxter Police Department Purchase of Radar Trailer – Samson moved to approve. Meckley seconded. Motion carried, all ayes.

Maintenance Report – A written report was reviewed. Public Works Director Bryce Halter was in attendance. Items discussed:

1. MSA Professional services is updating City 2014 Supplemental SUDAS Standards for compliance with current DNR regulations.
2. Snow equipment installed and checked.
3. Four estimates obtained for surveying Geise Park. Need to ensure all current and future projects stay within the park boundary lines.
4. Discussion of residential sidewalk replacement Willow Avenue.
5. Street sweeping being performed Monday and Tuesday of this week.

Review/Selection Snow Hauling Bids – Two proposals received. Meckley moved to accept the proposal from Needham Excavating of Melbourne, Iowa. Robinson seconded. Motion carried, all ayes.

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

1. Fall lagoon discharge began November 7th and will end December 21st.
2. Abandoned service line on Station Street hit by a directional bore company installing fiber.
3. Halter has started Water Distribution classes at DMACC. Once completed will be eligible for DNR certification testing.
4. Daily water/wastewater averages reviewed for the month.

Review RFP Proposals/Nursing Home – The Clerk noted no proposals received.

Resolution #16-23; A Resolution to Approve the State of Iowa 2022 Financial Report – Samson moved to approve. Meckley seconded. Roll call vote: Ayes; Meckley, Samson, Robinson, Kunkel. Nays; None. Absent; Lokenvitz. Resolution #16-23 adopted.

Resolution #17-23; Resolution Authorizing the Transfer of Funds for the Storm Water Improvement Project Loan Interest Payment – Samson moved to approve. Robinson seconded. Roll call vote; Ayes; Kunkel, Robinson, Samson, Meckley. Nays; None. Absent; Lokenvitz. Resolution #17-23 adopted.

Resolution #18-23; Resolution to Approve a 28E Agreement for the Safety Coalition of Central Iowa Cities Shared Services Agreement – Meckley moved to approve. Robinson seconded. Roll call vote: Ayes; Kunkel, Robinson, Samson, Meckley. Nays; None. Absent; Lokenvitz. Resolution #18-23 adopted.

Resolution #19-23; Resolution Obligating Funds from the Incremental Property Tax Revenues for Appropriation to the Funding of an Economic Development Payment Obligation Which Shall Come Due in the Next Succeeding Fiscal Year to Baxter Economic Development Corporation – Samson moved to approve. Kunkel seconded. Roll call vote: Ayes; Kunkel, Robinson, Samson, Meckley. Nays; None. Absent; Lokenvitz. Resolution #19-23 adopted.

Resolution #20-23; Resolution Authorizing for the Transfer of Funds for the Payment of an Annual Appropriation Rebate Payment to Baxter Economic Development Corporation for Development of West Field Horizons Phase IV – Meckley moved to approve. Kunkel seconded. Roll call vote; Ayes; Kunkel, Robinson, Samson, Meckley. Nays; None. Absent; Lokenvitz. Resolution #20-23 adopted.

Approval of 2021/22 TIF State Levy Authority Report – Samson moved to approve. Robinson seconded. Motion carried, all ayes.

Approval of 2023/24 TIF Certification – Samson moved to approve. Robinson seconded. Motion carried, all ayes.

Review of City Health Insurance Plans/Contributions 2023/24 – Upon completion of review Council agreed to continue with renewal of current plans. Clerk will place on the next Agenda for formal approval.

Discussion of Shipping Containers/Accessory Buildings – The Clerk noted recommendation from the City Attorney was pending and should be available for the next meeting. Council agreed verbiage for the City Code of Ordinances should be addressed.

Consent Agenda – None

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

Mayor’s Report – DeJong advised he was approached regarding the City allowing cars to park in the nursing home parking lot during snow events to prevent street parking. Discussion was held. The Clerk will check with JSA Insurance regarding the matter for further consideration.

Other Business – Building Permit fees for Geise Park shelter were discussed. The Council agreed to pay the County permit fee. HIRTA Transportation Advisory Group City Rep was discussed. The Clerk was instructed to provide further information on the services being utilized by Baxter for further consideration.

Mayor DeJong advised the Council would need to go into closed session per **Iowa Code 21.5 Closed Session, Subsection i.**  To evaluate the professional competency of an individual whose appointment, hiring, performance, or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session – City Clerk Employment Agreement. Robinson moved to enter closed session. Samson seconded. Roll call vote; Ayes; Meckley, Samson, Robinson, Kunkel. Nays; None. Absent; Lokenvitz. Council entered into closed session at 7:19 p.m.

Council left closed session at 8:50 p.m. Meckley moved to amend the City Clerk/Administrator Employee Agreement as discussed in closed session. Robinson seconded. Motion carried, all ayes.

Meckley moved to adjourn. Robinson seconded. Motion carried, all ayes. Meeting adjourned at 7:53 p.m.

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 Mayor Bryan DeJong

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

 Peg Kimberley, City Clerk