The regular meeting of the Baxter City Council was called to order on Monday, December 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, and Dan Kunkel. Jason Robinson was absent.

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

MSA Professional Services/Nichol Sungren – No report.

BEDC Report – BEDC member Katie Petermeier reported. Roster of officers for 2023 are Katie Petermeier – President, Jon Northrup – Vice President, Katie Mills – Treasurer, and Amanda Moorman – Secretary. Nothing further to report.

Approval of 2023 BEDC Officers – Samson moved to approve. Meckley seconded. Motion carried, all ayes.

BEDC/TIF Bills Payable – None.

Katie Petermeier/Community Survey – Petermeier discussed a town-wide survey BEDC plans to perform to determine what residents of Baxter are looking for regarding housing needs, businesses, City amenities, and other various topics to assist BEDC, Baxter Chamber of Commerce, the City and various organizations with determining what direction Baxter needs to be looking at for future development. The survey will be provided online with paper copies available at City Hall and various businesses for residents to respond.

Fire and Ambulance Reports – A written Rescue Report was provided by Director Randi Gliem There was no Fire Report.

Police Report – A written report was reviewed. Chief Daggett was in attendance.

1. Currently working on Reserve applicants for the department.
2. Community safe driving and Neighborhood Watch signage has been ordered and will be installed when received.
3. Black SUV out of service for repair.
4. Public Safety Cadet Program held its first kick off meeting. Will be meeting again this week. Continuing to work on local student recruitment.

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

1. MSA Professional Services in the process of updating City SUDAS Supplemental Standards to be compliant with current DNR rules and regulations.
2. Fence and signage installed at the nursing home property.
3. Working on cost proposals for potential expansion of the Maintenance Shop.
4. Working on street evaluations for patching and repairs for future Council consideration.

Water/Wastewater Report – Written report.

1. Lead and copper sampling being done this month.
2. Daily water/wastewater averages reviewed for the month.

Resolution #23-23; Resolution Accepting Work Covering the S. West Avenue Street Reconstruction Project – Kunkel moved to approve Resolution #23-23. Samson seconded. Roll call vote: Ayes; Lokenvitz, Meckley, Samson, Kunkel. Nays; None. Absent; Robinson. Resolution #23-23 adopted.

Discussion was held regarding the levying of sidewalk and curb and gutter work performed for the S. West Avenue Street Reconstruction Project. Upon completion of discussion, Council agreed upon a length of period for assessments and interest rate to be used.

Resolution #24-23; Resolution Adopting Final Assessment Schedule for the S. West Avenue Street Reconstruction Project and Amending, Confirming and Levying the Assessments – Meckley moved to approve Resolution #24-23. Lokenvitz seconded. Roll call vote: Ayes; Lokenvitz, Meckley, Samson, Kunkel. Nays; None. Absent; Robinson. Resolution #24-23 adopted.

Resolution #22-23; Resolution Authorizing the Amendment of Funds to be Transferred for the Payment of an Annual Appropriation Rebate Payment to Baxter Economic Development Corporation for Development of West Field Horizons Phase IV – Lokenvitz moved to approve Resolution #22-23. Samson seconded. Roll call vote: Ayes; Kunkel, Samson, Meckley, Lokenvitz. Nays; None. Absent; Robinson. Resolution #22-23 adopted.

Council Motion to Omit ORDINANCE NO. 577; AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BAXTER, IOWA, 2010, BY INCLUDING PROVISIONS PERTAINING TO REAL ESTATE INSTALLMENT CONTRACT SALES INSPECTIONS, from Baxter City Code of Ordinance Codification – Samson so moved. Lokenvitz seconded. Motion carried, all ayes.

Approval of Employment Agreement – City Clerk Position – Samson moved to approve. Meckley seconded. Motion carried, all ayes.

Approval of Hiring – City Clerk Position – Lokenvitz moved to approve the hiring of Katie Mills to fill the position of City Clerk. Samson seconded. Motion carried, all ayes.

Consent Agenda – None.

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

Mayor’s Report – Update on hiring process for Utility Clerk/Office Assistant position. Samson and Lokenvitz agreed to sit on the Selection Committee for the position. The Committee along with the newly hired Clerk will set a date to review applications for the interview process.

Other Business –

1. A draft Ordinance prepared by the City Attorney regarding storage containers was reviewed. Revisions were made and the Clerk instructed to proceed with a finalized copy for approval at the next Council meeting.
2. Invoice for building permit fee for Geise Park shelter house reviewed and discussed.
3. Representative to HIRTA Transportation and Advisory Board discussed.

Public Comments – None.

Kunkel moved to adjourn. Samson seconded. Motion carried, all ayes. Meeting adjourned at 7:00 p.m.

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Mayor Bryan DeJong

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

Peg Kimberley, City Clerk