Governmental Body: The City Council of Baxter, Iowa	
Date of Meeting: Monday, November 9, 2026	
Time of Meeting: 6:00 P.M.	
Place of Meeting: Baxter Council Chambers	

Mayor Daniel Kunkel called the regular meeting of the Baxter City Council to order at 6:00 p.m.

Present were Council Members Lindsay Bethards, Michael Churchill, Jamie Milligan, Joel Schabilion, and Stephen Smith. Absent: None.

Also present were City Administrator/Clerk Jill Braye, Public Works Director Bryce Halter, Deputy City Clerk Josi Miller, and Nichole with MSA Professional Services.

Approval of the Agenda

Smith motioned to approve the agenda as presented. Seconded by Bethards. Motion carried.

Approval of the Consent Agenda

Milligan motioned to approve the Consent Agenda consisting of the October 12, 2026 City Council Meeting minutes, October 21, 2026 Special City Council Meeting minutes, and financial reports. Seconded by Smith. Motion carried.

The claims listing was approved as part of the consent agenda.

VENDOR	DESCRIPTION	AMOUNT
ALLIANT ENERGY	Utilities	$5,207.00
AMAZON CAPITAL SERVICES	Library materials & office supplies	$1,003.12
BAXTER PROPERTY MANAGEMENT	Payment	$100.37
BLACK HILLS ENERGY	Utilities	$137.76
BOOTH, JEN	EMS payment	$50.00
BRAYE, JILL	Employee reimbursement	$144.40
BRICK GENTRY P.C.	Legal services	$3,020.78
CARTER, MALLORY	Payment	$113.21
CONSUMERS ENERGY	Utilities	$141.07
CORE & MAIN	Water system supplies	$1,710.00
EASTERN IOWA PUBLICATIONS	Publications	$247.60

FIRST NATIONAL BANK OMAHA	Credit card purchases	$773.53
FIRST NET	Phone services	$75.14
GEMT	EMS services	$521.48
GERDES WHOLESALE NURSERY INC.	Trees & landscaping	$15,075.00
GOTO TECHNOLOGIES	Meeting recording service	$19.00
IOWA DEPT. OF REVENUE	State taxes	$2,057.19
IOWA ONE CALL	Utility locating notifications	$27.90
IOWA PRISON INDUSTRIES	Supplies	$119.00
ISKE, BLAKE	EMS payment	$50.00
JETCO INC.	Utility system services	$5,250.25
JOHN DEERE FINANCIAL	Maintenance supplies	$112.17
KELLOGG LAWN & SNOW	Grounds maintenance	$807.96
MADISON NATL. LIFE INS. CO. IN	Employee insurance	$129.46
MECKLEY PARTS & SERVICE	Equipment maintenance	$1,061.50
MICROBAC	Water testing	$154.50
MIDSTATE SOLUTION	Rippey intersection project	$15,764.92
MSA PROFESSIONAL SERVICES	Engineering services	$17,874.85
NEWTON FIRE DEPARTMENT	Ambulance services	$500.00
NIGHTSER, MICHELLE	Payment	$121.76
ODONNELL, COLE	Payment	$100.32
O'REILLY AUTO PARTS	Vehicle maintenance	$15.10
PARKHILL, MADISON	EMS payment	$110.00
PARTNER COMMUNICATIONS	Phone & internet services	$329.77
PIERCE, LYDIA	EMS payment	$100.00
SEELEY, SALLY	EMS services	$945.00
SINGLETARY, ADAM	EMS payment	$20.00
SMITH, SCOTT	Payment	$126.03
SPRINGER PROF. HOME SERVICES	Pest control	$53.90
SWEPT AWAY CLEANING SERVICES	Community Center cleaning	$250.00
SWIFT, STEPHANIE	EMS payment	$10.00
THALACKER, TIMOTHY	Payment	$121.76

U.S. POSTAL SERVICE	Utility billing postage	$192.21
UMB BANK, N.A.	Financial services	$600.00
USIC LOCATING SERVICES	Utility locating services	$2,927.40
VC3 INC.	IT & cybersecurity services	$2,007.17
WARNER, RONALD	Payment	$150.00
WELLMARK	Health insurance	$3,955.15
WEX BANK	Fuel	$660.37
ZIFT	Online transaction services	$8.00
TOTAL CLAIMS		**$85,053.10**

October Expenditures by Fund

FUND	**AMOUNT**
General Fund	$132,322.29
Road Use Tax	$8,095.58
Employee Benefits	$25,143.67
Debt Service	$600.00
Capital Project Fund (301)	$15,764.92
Cemetery Perpetual Care	$80.00
Water	$19,804.50
Water Customer Deposits (605)	$1,167.49
Sewer	$9,596.31
Garbage	$14,603.15
Storm Water	$15,477.07
TOTAL EXPENDITURES	**$242,654.98**

October Revenues by Fund:

FUND	RECEIVED
General Fund	$151,933.10
Road Use Tax	$16,099.81
Employee Benefits	$3,008.90
Tax Increment Financing (125)	$62,990.59
Debt Service	$38,193.36
Cemetery Perpetual Care	$80.00
Water	$23,227.39
Sewer	$41,742.46
Garbage	$14,596.59
Storm Water	$1,953.25
TOTAL REVENUES	**$353,825.45**

Reports

Council reviewed the City Administrator/Clerk Report, City Engineer/MSA Report, Jasper County Sheriff October Calls for Service Report, Library Report, Code Compliance Report, and Fire Department financials.

Nichole with MSA Professional Services provided an engineering update and answered questions from Council. Council also discussed the reporting period reflected in the Sheriff's monthly Calls for Service Report.

No formal action taken.

Public Comments

Joyce Christensen provided an update regarding the community tree planting project.

No formal action taken**.**

BEDCO Funding Request

Council considered a funding request from Baxter Economic Development Corporation (BEDCO).

Milligan motioned to approve payment to BEDCO in the amount of $14,802.51. Seconded by Smith. Motion carried.

Ordinance No. 626 – Baxter Commercial Urban Revitalization Area

Council considered the remaining consideration and final adoption of Ordinance No. 626, designating the Baxter Commercial Urban Revitalization Area.

Bethards motioned to waive the remaining required consideration of Ordinance No. 626. Seconded by Milligan.

Roll Call Vote: Bethards – Yes; Churchill – Yes; Milligan – Yes; Schabilion – Yes; Smith – Yes.

Motion carried.

Bethards motioned to approve the second and final consideration and adopt Ordinance No. 626. Seconded by Milligan.

Roll Call Vote: Bethards – Yes; Churchill – Yes; Milligan – Yes; Schabilion – Yes; Smith – Yes.

Motion carried. Ordinance No. 626 was adopted.

FY2025–2026 Annual Urban Renewal Report

Council reviewed the FY2025–2026 Annual Urban Renewal Report.

Milligan motioned to approve the FY2025–2026 Annual Urban Renewal Report and authorize its submission to the appropriate State agencies. Seconded by Schabilion. Motion carried.

ZOLL Defibrillator Preventive Maintenance Agreement

Council considered a three-year ZOLL ExpertCare preventive maintenance agreement for the EMS defibrillator.

Smith motioned to approve the three-year ZOLL ExpertCare preventive maintenance agreement in the amount of $1,015 and authorize execution of the agreement. Seconded by Bethards. Motion carried.

Resolution No. 2026-30 – EMS Service Director Transition, Appointment, and Job Description

Council considered the transition of the EMS Service Director position, appointment of Deputy City Clerk Josi Miller as EMS Service Director in addition to her existing duties, and approval of the updated EMS Service Director Job Description.

Churchill motioned to adopt Resolution No. 2026-30, approving the EMS Service Director transition, appointment of Josi Miller, and updated job description. Seconded by Schabilion.

Roll Call Vote: Bethards – Yes; Churchill – Yes; Milligan – Yes; Schabilion – Yes; Smith – Yes.

Motion carried.

Resolution No. 2026-31 – EMS Training and Service Policy

Council considered the proposed EMS Training and Service Policy establishing requirements for City-funded EMS training, including a twenty-four-month service commitment and prorated repayment provisions.

Smith motioned to adopt Resolution No. 2026-31, approving the EMS Training and Service Policy. Seconded by Bethards.

Roll Call Vote: Bethards – Yes; Churchill – Yes; Milligan – Yes; Schabilion – Yes; Smith – Yes.

Motion carried.

Rippey Intersection and Chichaqua Trail Improvements – Reseeding Agreement

Council considered a reseeding agreement with Mid State Solution LLC for permanent reseeding associated with the Rippey Intersection and Chichaqua Trail Improvements project.

Milligan motioned to approve the reseeding agreement with Mid State Solution LLC at no additional cost to the City. Seconded by Smith. Motion carried.

Proposed Stop Sign Installations at Selected Intersections

Council discussed traffic and pedestrian safety concerns at various intersections, including speeding near school and recreational areas. Discussion included the use of a speed monitoring trailer, increased Sheriff's Office enforcement, and evaluation of intersections that may need additional signage.

Milligan motioned to request a speed monitoring trailer and coordinate with the Jasper County Sheriff's Office to monitor traffic and provide findings, with emphasis on early morning and school-related traffic periods, including distracted driving concerns. Seconded by Churchill. Motion carried.

Code Enforcement Services and Enforcement Process – Follow-Up

Council discussed alternative code enforcement services and the need to establish a clear enforcement process. Council Member Smith will follow up with a potential service provider. Council also discussed the possibility of assigning code enforcement responsibilities to existing City staff if an alternative provider is not secured.

Smith motioned to table the item until the next Council meeting. Seconded by Milligan. Motion carried.

Resolution No. 2026-32 – Amendment to Code of Conduct for Mayor and City Council

Council considered amendments to the existing Code of Conduct to include the Mayor and update references to the City Administrator/Clerk.

Smith motioned to adopt Resolution No. 2026-32, approving the amended Code of Conduct for Mayor and City Council. Seconded by Bethards.

Roll Call Vote: Bethards – Yes; Churchill – Yes; Milligan – Yes; Schabilion – Yes; Smith – Yes.

Motion carried.

Mayor/City Administrator Communication and Scheduled Meeting Protocol

Council reviewed the previously approved protocol for scheduled meetings and communication between the Mayor and City Administrator/Clerk. Mayor Kunkel indicated he would follow the established protocol moving forward.

No formal action taken.

Mayor Communication Practices and City-Issued Cell Phone

Council discussed the use of City-issued communication equipment and City email for official City business. Council Member Smith emphasized the importance of using City-issued devices and communication systems. Mayor Kunkel indicated he would comply.

No formal action taken.

Resolution No. 2026-33 – Approving Amended Development Agreement with Baxter Economic Development Corporation

Council considered an amendment to the 2018 Development Agreement with Baxter Economic Development Corporation.

Milligan motioned to adopt Resolution No. 2026-33, approving the amended Development Agreement with Baxter Economic Development Corporation. Seconded by Bethards.

Roll Call Vote: Bethards – Yes; Churchill – Yes; Milligan – Yes; Schabilion – Yes; Smith – Yes.

Motion carried.

Water Usage Discrepancy and Potential Engineering Evaluation

Council discussed ongoing water usage discrepancies and potential steps to evaluate the City's water system. Discussion included replacing and testing four large irrigation meters, two serving the school and two serving the sports complex.

Public Works Director Bryce Halter will obtain estimated costs for the meters, and staff will request a proposal from MSA Professional Services for a water system evaluation. Both items will be brought back for Council consideration at the December meeting.

No formal action taken.

Mayor's Report

No formal action taken.

Task List – Update and Review

Council reviewed the current task list.

No formal action taken.

Adjournment

Milligan motioned to adjourn. Seconded by Schabilion. Motion carried.

Meeting adjourned at 7:30 p.m.

CITY COUNCIL OF THE CITY OF
BAXTER, IOWA

_____
DANIEL KUNKEL, MAYOR
CITY OF BAXTER, IOWA

ATTEST:

_____
JILL BRAYE, CITY ADMINISTRATOR/CLERK
CITY OF BAXTER, IOWA