

**Governmental Body:**

The City Council of Baxter, Iowa

Date of Meeting:

Monday, September 14, 2026

Time of Meeting:

6:00 P.M.

Place of Meeting:

Baxter Council Chambers

Mayor Pro Tem Michael Churchill called the regular meeting of the Baxter City Council to order at 6:00 p.m.

Present were Council Members Lindsay Bethards, Michael Churchill, Joel Schabilion, and Stephen Smith. Absent were Mayor Daniel Kunkel and Council Member Jamie Milligan.

Also present was City Administrator/Clerk Jill Braye.

Approval of the Agenda

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

Approval of the Consent Agenda

Bethards motioned to approve the Consent Agenda consisting of the August 10, 2026 City Council Meeting minutes and financial reports. Seconded by Schabilion. Motion carried.

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

VENDOR	DESCRIPTION	AMOUNT
ACTIVE NET	Website fees	\$2,391.00
ALLIANT ENERGY	Utilities	\$5,233.38
AMAZON CAPITAL SERVICES	Library materials & supplies	\$1,077.02
BLACK HILLS ENERGY	Utilities	\$131.64
BOUND TREE MEDICAL, LLC	EMS supplies	\$135.27
BRANDT, MIKE	Mowing	\$5,000.00
BRICK GENTRY P.C.	Legal services	\$6,000.00
CHANTEL MAXWELL	Library training mileage reimbursement	\$16.80
CHURCHILL, BUNNY	JEDCO façade improvement grant local match	\$5,165.93
CONSUMERS ENERGY	Utilities	\$141.54
DEMCO	Library office supplies	\$122.96
EASTERN IOWA PUBLICATIONS	Publications	\$402.87
FIRST NATIONAL BANK OMAHA	Credit card purchases	\$1,915.12
FIRST NET	Phone services	\$424.97
FOREMAN ELEC. & PLUMBING LLC	Water main repair	\$835.00
FRANK DUNN CO.	Street patch material	\$998.00
GEMT	GEMT state share	\$1,005.70
GOTO TECHNOLOGIES	Meeting recording service	\$19.00
HEATER EXCHANGE GROUP, LLC	Generator repair	\$1,200.00
IA REGIONAL UTILITIES ASSOC.	Water purchase	\$13,793.78
IEMSA	EMS membership dues	\$200.00
IOWA DEPT. OF REVENUE	WET & sales tax	\$1,662.66
IOWA ONE CALL	Utility locating notifications	\$73.80
IOWA PRISON INDUSTRIES	Traffic signs	\$159.70
IOWA WORKFORCE DEVELOPMENT	Unemployment benefit charge	\$623.05
ISKE, BLAKE	Baxter Fun Days reimbursement	\$47.65
JASPER COUNTY SHERIFF EMS/ALS	ALS services	\$300.00
JASPER COUNTY TRIBUNE	Annual subscription	\$52.00
JAVA JAVA ON MAIN	JEDCO grant local match	\$7,500.00
JEDCO	2026 assessment	\$1,924.00
JETCO INC.	Wastewater equipment & repair	\$15,985.00
JOHN DEERE FINANCIAL	Public Works supplies	\$51.84
MADISON NATL. LIFE INS. CO.	Employee insurance	\$131.52
MERCYONE	EMS pharmacy supplies	\$0.36
MICROBAC	Water testing	\$196.50
MIDWEST SANITATION & RECYCLING	Garbage & recycling services	\$28,337.49
MSA PROFESSIONAL SERVICES	Engineering services	\$10,852.01
MUNICIPAL SUPPLY INC.	Water main repair supplies	\$992.50
NEWTON FIRE DEPARTMENT	Ambulance services	\$250.00
PARTNER COMMUNICATIONS	Phone & internet services	\$341.11
POC	Ambulance billing	\$307.35
QUILL CORP.	Office supplies	\$119.47
RYAN, SARAH	Community Center deposit refund	\$150.00
SEELEY, SALLY	Mileage & supplies reimbursement	\$52.27
SPRINGER PROF. HOME SERVICES	Pest control	\$53.90
SWEPT AWAY CLEANING SERVICES	Community Center cleaning	\$250.00
U.S. POSTAL SERVICE	Utility billing postage	\$236.50
UNITED SEEDS, INC.	Grass seed	\$2,250.00
USIC LOCATING SERVICES	Utility locating services	\$2,481.16
VC3 INC.	IT & cybersecurity services	\$1,994.04
WELLMARK	Health insurance	\$3,955.15
WEX BANK	Fuel	\$705.57
XEROX CORPORATION	Copier agreement	\$130.15
ZIFT	Online transaction services	\$10.50
TOTAL CLAIMS		\$128,387.23

Expenditures By Fund

EXPENDITURES BY FUND	
FUND	AMOUNT
001 GENERAL FUND	\$41,357.65
110 ROAD USE TAX	\$8,843.86
112 EMPLOYEE BENEFIT	\$2,415.58
301 CAPITAL PROJECT FUND	\$8,527.91
600 WATER FUND	\$18,613.63
610 SEWER FUND	\$19,889.07
670 LANDFILL FUND	\$28,680.41
740 STORM WATER FUND	\$59.12
TOTAL EXPENDITURES	\$128,387.23

Revenues by Fund:

REVENUES BY FUND AUGUST 2026	
FUND	RECEIVED
001 GENERAL FUND	\$32,195.83
110 ROAD USE TAX	\$17,040.88
600 WATER FUND	\$24,003.81
605 METER DEPOSITS	\$100.00
610 SEWER FUND	\$41,260.49
670 LANDFILL FUND	\$15,110.08
740 STORM WATER FUND	\$1,881.55
TOTAL REVENUES	\$131,592.64

Reports

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

No formal action taken.

Public Comments

Joyce Christianson provided an update regarding the Trees Forever project and trees planned for planting this fall.

No formal action taken.

Public Hearing on Amendment to the Baxter Commercial Urban Revitalization Area

Mayor Pro Tem Churchill opened the public hearing at 6:05 p.m.

No oral or written comments were received.

Mayor Pro Tem Churchill closed the public hearing at 6:07 p.m.

Resolution No. 2026-24 – Baxter Commercial Urban Revitalization Area and Proposed Plan

Bethards motioned to adopt Resolution No. 2026-24 stating the intentions of the City Council with regard to the designation of the Baxter Commercial Urban Revitalization Area and the proposed plan therefor. Seconded by Smith.

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

Motion carried.

FY 2028 TIF Certification and TIF Update

Maggie Burger with Speer Financial provided an update regarding the City's TIF and FY 2028 TIF Certification.

Smith motioned to approve the FY 2028 TIF Certification as presented. Seconded by Schabilion. Motion carried.

MSA Engineering Update

Council received an update regarding current engineering projects. Updates included the development review flow chart, SW Avenue Phase II seeding, and the Rippey Intersection and Chichaqua Trail Improvements Project. The development review flow chart is expected to be presented to Council in October. MSA will continue monitoring the SW Avenue Phase II seeding, and work continues toward closeout of the Rippey Intersection and Chichaqua Trail Improvements Project.

No formal action taken.

Resolution No. 2026-25 – Security Camera Policy

Council discussed the City's existing security camera system and proposed Security Camera Policy.

Smith motioned to adopt Resolution No. 2026-25 approving the Security Camera Policy. Seconded by Schabilion.

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

Motion carried.

Code Enforcement Services and Enforcement Process

Council discussed the City's current code enforcement process and information gathered from other communities regarding outside code enforcement services.

Bethards motioned to direct staff to follow up regarding the code enforcement service used by the City of Maxwell and table further discussion until the October meeting. Seconded by Schabilion. Motion carried.

Resolution No. 2026-26 – No-Parking Zone on East Side of East Avenue

Council discussed the request to prohibit parking on the east side of East Avenue from F17 north to the City limits.

Bethards motioned to adopt Resolution No. 2026-26 establishing a no-parking zone on the east side of East Avenue from F17 north to the City limits and authorizing the purchase and installation of necessary signage. Seconded by Schabilion.

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

Motion carried.

Hominy Ridge 4-H Sign Location Request

Council discussed the request from Hominy Ridge 4-H to place a club sign on City-owned property. Council discussed maintaining consistency regarding signs on City property and the lack of a designated location for organizational signs.

Smith motioned to deny the request to place the sign on City-owned property and suggested the organization explore placement with other organizations or property owners in the community. Seconded by Churchill. Motion carried.

Designation of Official Meeting Notice Posting Locations

Council discussed designation of the City's official meeting notice posting location.

Smith motioned to designate City Hall as the City's official meeting notice posting location. Seconded by Bethards. Motion carried.

Brick Gentry P.C. – Consent to Use of Artificial Intelligence Tools

Council discussed consent to Brick Gentry P.C.'s use of artificial intelligence tools in providing legal services to the City.

Bethards motioned to approve consent to Brick Gentry P.C.'s use of artificial intelligence tools in providing legal services to the City. Seconded by Smith. Motion carried.

Part-Time Public Works Employee Hire

Council discussed the hiring of Scott Allan as a Part-Time Public Works employee.

Schabillon motioned to approve the hiring of Scott Allan as a Part-Time Public Works employee, pending completion of a background check. Seconded by Bethards. Motion carried.

Mayor's Report

No Mayor's Report was provided due to Mayor Kunkel's absence.

Task List – Update and Review

Council reviewed and updated the current task list.

No formal action taken.

Adjournment

Bethards motioned to adjourn. Seconded by Smith. Motion carried.

Meeting adjourned at 7:24 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