



BAXTER

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Governmental Body:

The City Council of Baxter, Iowa

Date of Meeting:

Monday, October 13th, 2025

Time of Meeting:

6:00 P.M.

Place of Meeting:

Baxter Community Center

Call In Information:

**City Council Meeting – October 13, 2025,
6:00 PM (America/Chicago)**

**Please join my meeting from your
computer, tablet or smartphone.**

<https://meet.goto.com/130934477>

You can also dial in using your phone.

Access Code: 130-934-477

United States: +1 (571) 317-3112

- 1. Call to Order by Mayor Doug Bishop**
- 2. Approval of the Agenda**
- 3. Approval of the Consent Agenda: All items listed below are considered routine by the City Council and will be enacted by one motion:**
 - a. Minutes: September 22nd City Council Meeting
 - b. Financials
 - c. Claims
- 4. Reports:**
 - a. City Administrator/Clerk
- 5. Public Hearing – Plat of Survey Review (Dollar General Site)**
 - a. Council will hold a public hearing on a Plat of Survey submitted by applicant Jeff Shepley, in coordination with The Overland Group, LLC, dividing approximately 3.85 acres into two commercial lots (Parcels G and H, net areas 1.52 acres and 1.41 acres) with frontage on Hwy F-17W and SE Avenue. Following the hearing, the Council may consider approval of the Plat of Survey, contingent upon the approval and final adoption of the rezoning ordinance for the property from R-2 High Density Residential to C-1 Commercial.
- 6. Public Hearing – Rezoning Request (R-2 to C-1)**
 - a. Council will hold a public hearing on a rezoning request submitted by applicant Jeff Shepley, in coordination with The Overland Group, LLC, to rezone property located at the corner of SE Avenue and Hwy F-17W from R-2 High Density Residential to C-1 Commercial. Following the hearing, the Council may consider adoption of the first reading of an ordinance approving the rezoning. The Council may also waive the second and third readings of the ordinance with a supermajority vote or choose to hold the remaining readings at future council meetings. Approval of this rezoning ordinance is required for the associated Plat of Survey to take effect.
- 7. Resolution 2025-59 – Approval of Professional Services Agreement for South West Avenue and West Rippey Avenue Reconstruction**
 - a. Council consideration and possible action to approve Resolution 2025-59, authorizing the City of Baxter to enter into a Professional Services Agreement with MSA Professional Services, Inc. for design and engineering services related to the reconstruction of the South West Avenue and West Rippey Avenue intersection, including improvements at the Chichaqua Valley Trail crossing. The agreement provides for design, coordination with Jasper County Conservation, and preparation of construction plans and specifications at an estimated fee of \$38,700, billed on a time-and-expense basis.

8. Consideration of Development Review Checklists (Preliminary Plat, Final Plat, and Site Development)

- a. Council consideration and possible action to adopt the Preliminary Plat Checklist, Final Plat Checklist, and Site Development Application and Checklist. These documents establish standardized submittal and review requirements for development projects to ensure consistency with the City's subdivision and zoning codes. Council may ask questions or request revisions prior to adoption.

9. Consideration of Public Works Quotes

- a. Council consideration and possible action on the following Public Works quotes:
 - i. SCADA Software Upgrade – JETCO, Inc.: Quote for SCADA software and hardware upgrades required due to the discontinuation of Windows 10 support.
 - ii. City Hall Siding Replacement – Custom Gutters and LCI Construction: Two quotes received for the replacement of siding at City Hall.
 - iii. Geise Park Door Replacement – Walsh Door & Security: Quote to replace the right-hand door at the park shelter with a galvanized insulated door, including hardware installation.
 - iv. Generator Annual Maintenance – Heat Exchanger Group & Interstate Power Systems: Two quotes received for annual generator maintenance services at City Hall and the Wastewater Facility, including oil and filter changes, inspections, and general preventive maintenance.

10. Public Hearing – Sale of Surplus Police Vehicle

- a. Council will hold a public hearing on the proposed sale of the surplus black 2013 Ford Police Interceptor. The vehicle was declared surplus, and a public bid date was set by Resolution 2025-56. Bids were due by 5:00 p.m. on October 13, 2025. Following the hearing, the Council may consider a motion to accept the highest responsible bid or reject all bids.

11. Discussion – Potential Purchase of Former Grocery Store Building

- a. Council discussion on the concept of purchasing the former grocery store building located on Main Street for potential community redevelopment use. The purpose of this discussion is to allow Council to share feedback, explore how the project could align with Baxter's community and economic development goals, and identify what types of uses or development approaches the Council may wish to consider. No formal action will be taken at this meeting. If further discussion or negotiation is warranted, a closed session may be scheduled at a future meeting in accordance with Iowa Code §21.5(1)(j).

12. Discussion on Community Center Rental Rates

- a. Councilmember Schabillon and Councilmember Smith will present their review of Baxter's current Community Center rental rates, including full-day and commercial options with and without alcohol. The Council will discuss and consider possible adjustments to rental fees or deposit amounts, based on facility usage, operating costs, and regional benchmarks.

13. Consideration of Transition from Hourly to Salaried Pay for City Administrator/Clerk Position

- a. Council consideration and possible action to transition the City Administrator/Clerk position from hourly to salaried pay, effective immediately. The change is proposed to align with standard municipal practice, allowing the

City Administrator/Clerk to attend after-hours meetings and community events that benefit the City without accruing additional hourly costs. The transition is anticipated to result in cost savings to the City while maintaining consistent compensation for administrative duties.

14. Consideration of Cash-in-Lieu of Medical Benefits Stipend

- a. Council consideration and possible action to establish a Cash-in-Lieu of Medical Benefits stipend for eligible full-time employees who opt not to participate in the City's health insurance plan. The proposed stipend amount is \$250 per month and would be provided in lieu of medical benefits. This program is designed to provide a competitive alternative for employees while achieving overall cost savings for the City by reducing health insurance expenditures.

15. Approval of EMS Volunteer Clothing Invoice – A Team Apparel

- a. Council consideration and possible action to approve payment of an invoice in the amount of \$1,089.75 to 'A Team Apparel' for Baxter Emergency Medical Services volunteer apparel. The purchase includes uniform clothing for EMS volunteers and is recommended for approval.

16. Public Comments - At this time, citizens may address the Council. Except in cases of legal emergency, the City Council cannot take formal action at the meeting, but may ask the City staff to research the matter or have the matter placed on a subsequent Agenda. **To be heard, a citizen must be recognized by the chair and state their name and address.** Speakers will be given three minutes to present their concerns. Comments and/or questions must be related to City policies or the provision of City services and shall not include derogatory comments about other individuals. Unless specifically called upon by the Mayor, no additional comments and/or questions will be addressed during the remaining meeting once the Public Comment portion has been closed.

17. Mayor's Report

18. Task List – Update and Review

19. Adjournment

This notice is hereby given at the direction of the Mayor pursuant to Chapter 21.4, Code of Iowa, and the local rules of said governmental body.

AMERICANS WITH DISABILITIES ACT COMPLIANCE: IF THERE IS ANYONE WISHING TO ATTEND THE MEETING THAT MAY REQUIRE SPECIAL ASSISTANCE IN BEING ABLE TO PARTICIPATE IN THIS MEETING, PLEASE ADVISE CITY HALL OF YOUR NEEDS 48 HOURS BEFORE THE MEETING