



# BAXTER

## I O W A

**Governmental Body:**

The City Council of Baxter, Iowa

**Date of Meeting:**

Thursday, November 13th, 2025

**Time of Meeting:**

6:00 P.M.

**Place of Meeting:**

Baxter Community Center

**Call In Information:**

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

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

<https://meet.goto.com/130100837>

**You can also dial in using your phone.**

**Access Code: 130-100-837**

**United States: +1 (872) 240-3412**

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: October 13th City Council Meeting
  - b. Financials
  - c. Claims
4. **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 City staff to research the matter or have it 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.
5. **Opening Statement from the Mayor**
6. **Reports:**
  - a. City Administrator/Clerk
7. **Second Reading – Plat of Survey Approval (Dollar General Site)**

Council consideration of the second reading for approval of 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. Approval of the Plat of Survey remains contingent upon the final adoption of the rezoning ordinance for the subject property.
8. **Second Reading – Rezoning Ordinance (R-2 to C-1)**

Council consideration of the second reading of an ordinance to rezone property located at the corner of SE Avenue and Hwy F-17W from R-2 High Density Residential to C-1 Commercial, as submitted by applicant Jeff Shepley in coordination with The Overland Group, LLC. The rezoning is required for the proposed Plat of Survey to take effect. The Council may also choose to waive the third reading of the ordinance with a supermajority vote or proceed with final consideration at a future meeting.
9. **Resolution 2025-63 – Approval of FY2025–2026 28E Agreement with West Malaka Benefited Fire District**

Council consideration and possible action to approve Resolution 2025-63, a resolution authorizing the City of Baxter to enter into a 28E Agreement with the West Malaka Benefited Fire District for the provision of fire protection and emergency medical services for Fiscal Year 2025–2026. The agreement outlines responsibilities for service area coverage, cost-sharing formulas, financial contributions, insurance, and administrative oversight. Upon approval, the agreement will be filed with the Iowa Secretary of State and recorded with the Jasper County Recorder as required by Iowa Code Chapter 28E.

**10. FY2024–2025 EMS Revenue True-Up – Baxter Fire Department**

Council consideration and possible action to acknowledge the EMS revenue and expense true-up between the Baxter Fire Department and the City of Baxter following the transition of EMS operations to the City on July 1, 2024. Staff will provide a summary of the final reconciliation and amount due to the City.

**11. Former Grocery Store Building – Purchase Decision and Redevelopment Support**

Council consideration and possible action on whether to proceed with the City's purchase of the former grocery store building on Main Street. If the Council opts not to purchase the property, staff will present options for how the City can continue to support redevelopment through grant assistance, economic development incentives, and technical support for eligible private partners.

**12. Discussion – FY2027 Budget Process Timeline**

Council will review and discuss the proposed FY2027 Budget Process Timeline, which outlines key steps including department budget submissions, budget workshops on December 8 and January 12, setting the Property Tax Levy Hearing for March 23, 2026, publication of required notices, and final budget adoption on April 13, 2026, with submission to the County Auditor by April 30, 2026. Council may ask questions or suggest adjustments to the proposed timeline prior to formal acknowledgment at a future meeting.

**13. Board of Adjustment Appointments**

Council consideration and possible action to appoint two members to the City of Baxter Board of Adjustment. Appointees will serve five-year terms as outlined in the City's zoning ordinance. Names to be confirmed at the meeting.

**14. Library Staffing – Part-Time Hire Approval**

Council consideration and possible action to approve the hiring of Joyce Christianson as a part-time backup employee for the Baxter Public Library at a wage of \$13.00 per hour. This position will serve in a substitute or on-call capacity and will not alter the total number of part-time hours budgeted for the Library in Fiscal Year 2026.

**15. Resolution 2025-60 – Approval of FY2025 Annual Financial Report**

Council consideration and possible action to approve Resolution 2025-60, a resolution approving the submission of the Fiscal Year 2025 Annual Financial Report (AFR) to the State of Iowa as required by Iowa Code §384.22.

**16. Resolution 2025-61 – Adoption of Updated Time Off Request Approval Policy**

Council will consider adoption of Resolution 2025-61, updating the City's Time Off Request Approval Policy. The updated policy requires that all time-off requests for the Deputy City Clerk and the Public Works Director be approved by the City Administrator/Clerk, and that all time-off requests for the City Administrator/Clerk be approved by the Mayor. Requests may be submitted retroactively within 7 calendar days

of the absence, and all approved forms will be retained as public records available to the City Council upon request.

**17. Resolution 2025-62 – Authorization of Annual TIF Rebate Payment for BEDCO**

Council will consider adopting Resolution 2025-62, authorizing payment of the annual Tax Increment Financing (TIF) rebate in the amount of \$14,500 to the developer, in accordance with the approved Development Agreement and Urban Renewal Plan. The payment amount has been reviewed and verified by the City's financial consultant to ensure compliance with the agreement terms. The resolution authorizes the City Administrator/Clerk to issue payment for the FY2025 rebate amount as outlined in the agreement.

**18. Community Center Rental – Alcohol Deposit Adjustment**

Council consideration and possible action to reduce the alcohol deposit required for Community Center rentals from \$500 to \$350, as recommended during prior discussion. The adjustment is based on a review of regional benchmarks and is intended to align Baxter's deposit amount with comparable facilities.

**19. Monthly Cleaning Services – Quote Review and Possible Action**

Council discussion and possible action regarding two quote options for monthly cleaning services. Both quotes include an initial deep clean followed by ongoing monthly cleaning of the Community Center, Community Center bathrooms, and Fire Station bathroom.

- Option 1 includes monthly cleaning of City Hall offices and council room in addition to the spaces listed above.
- Option 2 excludes City Hall and includes only the Community Center, Community Center bathrooms, and Fire Station bathroom.

**20. City Hall Siding Replacement – Quote Review and Contractor Selection**

Council consideration and possible action to review two quotes for the replacement of siding at City Hall. Quotes include \$3,600.00 from Custom Gutters for siding only, and \$4,147.13 from LCI Distributing for siding and replacement of the metal trim above the brick façade. Public Works staff will present details and a recommendation for contractor selection.

**21. Mayor's Report**

**22. Task List – Update and Review**

**23. 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