

**Governmental Body:**

The City Council of Baxter, Iowa

**Date of Meeting:**

Monday, December 8th, 2025

**Time of Meeting:**

6:00 P.M.

**Place of Meeting:**

Baxter Council Chambers

**Call In Information:**

**City Council Meeting – December 8, 2025,  
6:00 PM (America/Chicago)**

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

<https://meet.goto.com/449155005>

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

**Access Code: 449-155-005**

**United States: +1 (571) 317-3122**

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: November 13th City Council Meeting
  - b. Financials
  - c. Claims
4. **Reports:**
  - a. City Administrator/Clerk
5. **Third and Final Reading – Plat of Survey Approval (Dollar General Site)**

Council consideration of the third and final 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.
6. **Third and Final Reading – Rezoning Ordinance (R-2 to C-1)**

Council consideration of the third and final 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.
7. **Baxter History Project – Presentation by Baxter Chamber of Commerce**

Council presentation and discussion with Natalie and Amanda Moorman on the Baxter History project, including progress to date, planned next steps, and any requests for City coordination or support.
8. **Budget Workshop – Preliminary FY2027 Budget Review**

Council work session to review the preliminary FY2027 budget, including fund summaries, revenue projections, department requests, and draft appropriations. Discussion only with possible direction to staff; no public hearing or formal action anticipated
9. **Annual Examination – Quote Review and Selection**

Council discussion and possible action to select a provider to complete the City's required Annual Examination (agreed-upon procedures) for FY2024, FY2025, and FY2026. Quotes: Haga Kommer, Ltd. at \$6,500 (FY2024), \$6,500 (FY2025), and \$7,000 (FY2026) per the attached agreement and proposal, and the Office of Auditor of State at

no more than \$9,075 for FY2024, \$8,470 for FY2025, and \$9,265 for FY2026. The State Auditor's report, which began in March 2024, does not qualify as an Annual Examination as defined by the Auditor of State; approval will allow Baxter to get current and continue Annual Examinations each year going forward.

**10. City Hall Sign – Quote Review and Possible Action**

Council discussion and possible action on a quote from Signarama/YESCO to repair the electronic message center connection by installing a media conversion kit and related communication hardware, with associated service and disposal, in the amount of \$2,724. Council may approve the quote as presented or request alternatives.

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

Council discussion and possible action to review three quotes from two vendors for monthly cleaning services. All quotes include an initial deep/start-up clean and recurring monthly service. Scopes cover the Community Center, restrooms, and kitchen areas; one option also consists of the Fire Station bathroom. Council may select a vendor, adjust the scope, or take no action.

**12. Gutter Cleaning Services – Quote Review and Possible Action**

Council discussion and possible action to review two quotes from Gutter Cleaning Iowa for recurring gutter maintenance at City facilities. One quote provides monthly service, including downspouts; the other offers bi-monthly service. Council may select a service frequency, a vendor, request changes, or take no action.

**13. IT Technical Services – Cost Savings Review and Possible Direction**

Council discussion on current IT support costs and service levels, with consideration of moving to a more cost-effective provider. Possible action to direct staff to solicit finalized quotes from multiple vendors and return with a recommendation and budget impact.

**14. Concrete in Front of Fire Station Doors – Repair Agreement and Possible Action**

Council consideration and possible action to approve an agreement with the contractor to remove and reset the damaged concrete in front of the firehouse doors at locations identified by the City Engineer. The contractor will perform the corrective work with no labor or supply charges for the removal and reset. The agreement will state that no further corrective work will be requested from the contractor beyond this defined scope, unless the City pays standard costs for materials and labor.

**15. Community Center – Purchase Authorization for Water Fountain and Microphone (Not to Exceed \$2,600)**

Council consideration and possible action to authorize the purchase of a new water fountain with a bottle filler and a new microphone for the Community Center, in a total amount not to exceed \$2,600, funded by the Albert and Vera Clement Charitable Trust award. The new fountain will replace the existing unit.

**16. Geise Park Pond Dredging – Bid Opening and Contract Award**

Council will open and read bids for the Geise Park Pond Dredging project, funded with FEMA and REAP grant dollars. Following the bid opening, Council may consider awarding the contract to the lowest responsive and responsible bidder and authorize the Mayor and City Administrator/Clerk to execute the contract. Council reserves the right to reject any or all bids and waive informalities.

**17. 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.

**18. Mayor's Report**

**19. Task List – Update and Review**

**20. 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