

**Governmental Body:**

The City Council of Baxter, Iowa

Date of Meeting:

Monday, August 25, 2025

Time of Meeting:

5:30 P.M.

Place of Meeting:

Baxter City Hall/Council Chambers

Call In Information:

**City Council Meeting – August 25, 2025,
5:30 PM (America/Chicago)**

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

<https://meet.goto.com/225447805>

You can also dial in using your phone.

Access Code: 225-447-805

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: July 21st City Council Meeting
 - b. Financials
 - c. Claims
- 4. Reports:**
 - a. Library Director
 - b. City Administrator
- 5. Restland Cemetery – American Flag Concrete Bases**
 - a. Council discussion and possible consideration on assisting the Baxter Legion with the installation of new concrete bases for the 15 American flags at Restland Cemetery. Discussion may include the scope of work, cost-sharing, materials, and timeline.
- 6. Discussion and Possible Approval of PT School-to-Work Program Budget**
 - a. Council discussion and possible consideration of the proposed School-to-Work program for one part-time student worker in Public Works. The position would be 15 hours per week at \$11.50/hour over approximately 180 days. Council approval at this time is limited to the budget allocation for wages and IPERS. Implementation of the program remains subject to attorney review, execution of a 28E agreement with the Baxter School District, and insurance underwriter approval.
- 7. Small Town Tailgate – Street Closure Approval**
 - a. Council consideration and possible action to approve the “Small Town Tailgate” event on Saturday, September 6, 2025, including the closure of Main Street from Fox Avenue to East Station Street from 8:00 a.m. to 6:00 p.m. for residential tailgating. The event would operate on a first-come, first-served basis, allowing individuals to bring vehicles, tents, games, and food to set up along the closed street for the Iowa v. Iowa State game.
- 8. Resolution 2025-49 – Approval of West Avenue Phase II Construction Administration Agreement**
 - a. Council discussion and possible action to approve Resolution 2025-49, a resolution authorizing the City of Baxter to enter into a professional services agreement with MSA Professional Services for construction administration and observation of the South West Avenue Reconstruction Phase II project, from Hwy F17 to W. Watson Street. The agreement includes project oversight, weekly

progress meetings, staking, part-time construction observation, submittal reviews, and post-construction services at an estimated fee of \$30,000.

9. Public Hearing on Proposed General Obligation Loan Agreement

- a. The City Council will hold a public hearing on the proposal to enter into a General Obligation Corporate Purpose Loan Agreement in a principal amount not to exceed \$750,000, for the purpose of paying the costs of road, water, and stormwater infrastructure improvements. Members of the public may comment in person at the hearing or submit written comments to City Hall prior to the meeting. Following the hearing, the Council may take action on the final resolution authorizing the loan agreement and issuance of bonds.

10. Resolution 2025-50 - Taking Additional Action on Proposal to Enter Into a General Obligation Loan Agreement, Setting Date for the Sale of General Obligation Corporate Purpose Bonds, Series 2025, and Authorizing the Use of a Preliminary Official Statement in Connection Therewith

- a. Council discussion and possible action to approve Resolution 2025-50, a resolution taking additional action on the proposal to enter into a General Obligation Corporate Purpose Loan Agreement in a principal amount not to exceed \$750,000. This follows the public hearing held on August 25, 2025, and authorizes the City to proceed with issuing General Obligation Bonds to finance eligible infrastructure improvements.

11. Public Hearing on a Proposed Amendment to the Baxter Urban Renewal Area

- a. The City Council will hold a public hearing on a proposed amendment to the Urban Renewal Plan for the Baxter Urban Renewal Area. The amendment would authorize a new urban renewal project using tax increment financing (TIF) to pay the costs of constructing street and curb and gutter improvements. Members of the public may comment in person at the hearing or submit written comments to City Hall prior to the meeting. Following the hearing, the Council may take action on Resolution 2025-51 approving the amendment.

12. Resolution 2025-51 - Resolution to Approve Urban Renewal Plan Amendment for the Baxter Urban Renewal Area

- a. The Council will consider Resolution 2025-51, approving an amendment to the Urban Renewal Plan for the Baxter Urban Renewal Area. The amendment authorizes the undertaking of a new urban renewal project consisting of using tax increment financing (TIF) to pay the costs of constructing street and curb and gutter improvements.

13. City Ordinance Review – Codifier Questions

- a. Council discussion on the review of outstanding questions submitted by the City's codifier during the municipal code update process. Staff will present specific items requiring clarification or policy direction from the Council to ensure accurate and consistent codification of Baxter's ordinances. Council may provide guidance or request follow-up on any ordinances needing revision or confirmation.

14. Community Center Rental Rates

- a. Council discussion and possible action on current Community Center rental rates, including full-day and commercial rental options with and without alcohol. Council may consider whether adjustments to rental fees or deposit amounts are

warranted based on facility usage, operating costs, or comparable rates in surrounding communities. No formal action will be taken unless directed for a future meeting.

15. Reservation Portal Revenue

- a. Council consideration and possible action to designate how revenue generated from the online reservation portal will be allocated. Options for discussion include directing funds toward ongoing park upkeep and maintenance or establishing a specific fund dedicated to future park improvement projects.

16. Resolution 2025-52 – Approving the Submission of the REAP Grant Application for Geise Park Pond Dredging and Trail Project

- a. Council will consider Resolution 2025-52, approving the submission of a Resource Enhancement and Protection (REAP) Grant application to the Iowa Department of Natural Resources. The \$50,000 request would cover the remaining cost of dredging the Geise Park retention pond and provide initial funding toward construction of a loop trail around the pond. Approval of the resolution confirms City Council support for the project and authorizes the Mayor and City Administrator to execute and submit the application on behalf of the City of Baxter.

17. Resolution 2025-53 – Approval of Amendment No. 1 to the Agreement for 2025 General Engineering Services with MSA Professional Services

- a. Council discussion and possible action to approve Resolution 2025-52, approving Amendment No. 1 to the agreement with MSA Professional Services, Inc. for 2025 General Engineering Services. The amendment authorizes additional work as defined in the scope of services, with an estimated fee of \$10,000, billed on a time and expense basis per the attached rate schedule.

18. Authorization of City Match for Comprehensive Plan Grant

- a. Council discussion and possible action to authorize the City Administrator to remit a local match in the amount of \$2,977.44 toward the total cost of the \$23,000 Comprehensive Plan update. The city match is required to access \$20,022.56 in grant funding, which has been awarded in support of the project. Payment of the local match will ensure full eligibility for the grant and allow the comprehensive planning process to move forward.

19. 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.

20. Mayor's Report

21. Task List – Update and Review

22. 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