

**Governmental Body:**

The City Council of Baxter, Iowa

**Date of Meeting:**

Monday, January 12th, 2025

**Time of Meeting:**

6:00 P.M.

**Place of Meeting:**

Baxter Council Chambers

**Call In Information:**

**City Council Meeting – January 12, 2025,  
6:00 PM (America/Chicago)**

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

<https://meet.goto.com/183251021>

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

**Access Code: 183-251-021**

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

**1. Oath of Office – Mayor and City Council Members**

Administration of the Oath of Office to newly elected Mayor Danny Kunkel and Councilmembers Joel Schabillon, Michael Churchill, and Lindsay Bethards.

**2. Call to Order by Mayor Dan Kunkel**

**3. Approval of the Agenda**

**4. 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: December 8th City Council Meeting
- b. Financials
- c. Approval of a Class “C” Retail Alcohol License for Benola’s LLC, located at 108 N Main Street, Baxter, Iowa, for the license period January 15, 2026, through January 14, 2027, subject to receipt of all required state approvals.

**5. Reports:**

- a. City Administrator/Clerk

**6. Mayoral Appointments – Committees, Boards, and Administrative Roles**

The Mayor will announce appointments that do not require Council approval, including the Mayor Pro Tem, the Zoning Administrator, and the Assistant Zoning Administrator.

The Mayor will then present the following appointments requiring Council approval, which may be considered individually or as a group:

- City Council Committees:
  - Cemetery Committee (1-2 councilmembers)
  - Finance Committee (1-2 councilmembers)
  - Parks Committee (2 councilmembers)
  - Street Committee (2 councilmembers)
  - Water/Sewer Committee (2 councilmembers)
- Baxter Rural Fire & Rescue Advisory Board (3 residents)
- Baxter Red Cross Representatives (1-2 residents)

**7. Review and Approval of Claims**

Council will review the claims listing and may ask staff questions regarding individual payments. Any claim requiring additional research or clarification may be deferred and brought back to the Council for approval at a future meeting.

**8. Resolution 2026-01 – Approval of General Engineering Services Agreement with MSA Professional Services**

- a. Council consideration and possible action to approve Resolution No. 2026-01 authorizing execution of the 2026 General Engineering Services Agreement with

MSA Professional Services, Inc. The agreement provides on-call professional engineering services for calendar year 2026, including development reviews, site plan reviews, capital improvement planning support, council meeting attendance, and general engineering consultation, with an estimated not-to-exceed amount of \$25,000.

**9. Rippey Intersection and Chichaqua Valley Trail Improvements – Preliminary Plans and Cost Estimate**

The City Council will review the preliminary plans and cost estimate for the Rippey Intersection and Chichaqua Valley Trail Improvements project prepared by MSA Professional Services. This item is for Council discussion, questions, and general direction to staff and the project engineer prior to completion of final plans.

Estimated Project Schedule:

- Final plan preparation: January 2026
- Bid notice and letting: February – March 2026
- Contract award: March 2026
- Construction: Spring 2026 through Fall 2026

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

Council consideration and possible action to approve a written repair agreement with the concrete contractor to replace specific sections of concrete in front of the fire station doors identified by the City Engineer as prematurely deteriorated. The contractor has agreed to perform the corrective work at no cost to the City, contingent upon a written agreement confirming that the repair work is limited to the areas identified by the City Engineer and that no future repairs or replacement will be requested by the City for concrete previously installed in front of the fire bay doors without separate authorization and compensation.

**11. Budget Workshop #2 – 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.

**12. Ordinance Workshop – Codifier Review and Possible Action**

Council discussion and possible action to review the latest responses and recommendations from the City's codifier regarding proposed ordinance updates, formatting, and code consistency, and to provide direction to staff on next steps.

**13. Resolution 2026-02 – Establishing Water Rates for Calendar Year 2026**

Council consideration and possible action to adopt a resolution establishing water rates effective January 1, 2026. Council will consider whether to match the contract-based wholesale increase of 7.02 percent or adopt a higher adjustment. The City has not increased water rates since 2023, while the City's wholesale water provider has increased rates by a cumulative 8.63 percent since January 1, 2024. For reference, a 7.02 percent increase would result in rates of \$28.60 for the first 1,000 gallons and \$8.69 for each additional 1,000 gallons. Matching the cumulative wholesale increase since January 1, 2024, would result in rates of \$30.91 for the first 1,000 gallons and \$9.39 for each additional 1,000 gallons. Council direction will determine final rates and implementation.

**14. Resolution 2026-03 – Approval of Invoice from Iowa Office of the Auditor of State**

Council consideration and possible action to approve payment of an invoice from the Iowa Office of the Auditor of State for costs associated with the special investigation of the City of Baxter covering the period July 1, 2021, through February 29, 2024.

**15. Resolution 2026-04 – Transfer from Low- and Moderate-Income (LMI) Fund to Water Fund**

Council consideration and possible action to approve Resolution 2026-04, authorizing the transfer of \$34,498.20 from the City's Low- and Moderate-Income (LMI) Fund to the Water Fund. The transfer is intended to reimburse eligible costs associated with a qualified water infrastructure project and to ensure proper accounting and compliance with applicable program requirements.

**16. Mayor Work Phone – Authorization and Service Selection**

Council discussion and possible action to authorize a City-issued work phone for the Mayor, with monthly service and device costs, not to exceed \$100 per month with FirstNet telecommunications vendor.

**17. Joint Community Coordination Meeting – Spring 2026**

Council discussion and possible action to authorize the Mayor to coordinate and schedule a joint community meeting in Spring 2026 with the Baxter Community School District and local partner organizations, including the Baxter Chamber of Commerce, Baxter Recreation, and the Baxter Economic Development Corporation (BEDCO), to discuss shared priorities, upcoming projects, and opportunities for collaboration.

**18. City Administrator/Clerk Resignation**

Council acknowledgment and acceptance of the resignation of the City Administrator/Clerk, Lucas Battani, with an effective date of January 29, 2026.

**19. Closed Session – Evaluation and Appointment of City Administrator/Clerk**

Council will consider entering into closed session pursuant to Iowa Code §21.5(1)(i) to evaluate the professional competency of an individual whose appointment as City Administrator/Clerk is being considered. The individual has been provided the option to request an open session. No final action will be taken in closed session.

**20. Appointment of City Administrator/Clerk**

Council discussion and possible action following closed session regarding the City Administrator/Clerk position. Council may consider appointing a City Administrator/Clerk effective January 30, 2026, including permanent or interim appointment options, approval of associated employment terms, if applicable, or direction to staff regarding recruitment.

**21. Deputy Clerk and City Administrator/Clerk Recruitment Authorization**

Council consideration and possible action to authorize staff to post and recruit for one or more positions, including a Deputy Clerk position based on the job description and salary range provided in the meeting packet, and, if directed by Council, recruitment for the City Administrator/Clerk position. Applications would open on January 13, 2026, and remain open until the position (s) are filled.

**22. 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.

**23. Mayor's Report**

**24. Task List – Update and Review**

**25. 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