

**Governmental Body:**

The City Council of Baxter, Iowa

Date of Meeting:

Monday, February, 9th 2026

Time of Meeting:

5:30 P.M.

Place of Meeting:

Baxter Council Chambers

Call In Information:

**City Council Meeting – January 26, 2026,
6:00 PM (America/Chicago)**

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

<https://meet.goto.com/551209685>

You can also dial in using your phone.

Access Code 551-209-685

United States: +1 (571) 317-3122

- 1. Call to Order by Mayor Danny Kunkel**
- 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: January 26th City Council Meeting
 - b. Financials
- 4. Reports:**
 - a. City Administrator/Clerk
- 5. 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)
- 6. Rippey Intersection and Chichaqua Valley Trail Improvements Project (SW Avenue Phase 2B) – Construction Alternates and Project Discussion**

Council discussion and possible action with the City Engineer regarding construction alternates and additional project considerations for the Rippey Intersection and Chichaqua Valley Trail Improvements Project (SW Avenue Phase 2B), prior to proceeding with bid letting and public hearing scheduling.
- 7. SW Avenue Phase 2 Reconstruction – Bid Letting and Public Hearing Scheduling**

Council consideration and possible action to set a bid letting date of March 9, 2026 at 2PM, and schedule a special public hearing for March 23, 2026, for the SW Avenue Phase 2 Reconstruction Project.

8. Ordinance Review – Final Codifier Approval

Council consideration and possible action to approve the final review of remaining ordinance amendments and authorize staff to submit the approved ordinances to the City's codifier. The proposed ordinances are attached for Council review.

9. Resolution – Adoption of Updated Employee Handbook

Council consideration and possible action to adopt a resolution approving an updated Employee Handbook to align the document with previously approved Council actions, including compensation, benefits, time-off policies, procurement procedures, conduct standards, and administrative role clarifications. No new policy changes are proposed. Provisions related to City Administrator/Clerk roles are consistent with current Council direction and will be further reflected in the Code of Ordinances through the ongoing codification process.

10. Contingency Plan and Safe Access Procedures – Approval

Council consideration and possible action to approve the City's Contingency Plan and associated safe access and acknowledgment procedures governing access to protected administrative materials in the event of an emergency or staff absence. The plan has been reviewed and approved by the City Attorney.

11. Resolution – Land and Water Conservation Fund Grant Application (Geise Park Pond Trail)

Council consideration and possible action to adopt a resolution authorizing submission of a Land and Water Conservation Fund (LWCF) grant application in the amount of \$200,000 for the construction of a recreational trail surrounding Geise Park Pond.

12. Resolution – Prairie Meadows Community Betterment Grant Application (Ambulance Cot)

Council consideration and possible action to adopt a resolution authorizing submission of a Prairie Meadows Community Betterment Grant application to support the purchase of a new ambulance cot for the City of Baxter Emergency Medical Services.

13. Baxter Spring Cleanup Day with Midwest Sanitation – Approval and Scheduling

Council consideration and possible action to approve the Baxter Spring Cleanup Day with Midwest Sanitation, to be held on June 6, from 8:00 a.m. to noon, at the Public Works Shop.

14. Resolution – Approval of New E-911 Address for Dollar General Development

Council consideration and possible action to adopt a resolution approving a new E-911 address of 507 S East Avenue for the Dollar General development, identified by Jasper County Parcel No. 021440002, and authorizing staff to notify the Jasper County Auditor and applicable emergency services agencies to officially record and implement the address.

15. Professional Development – 2026 IMMI Conference Attendance

Council consideration and possible action to authorize the City Administrator/Clerk to attend the 2026 IMMI Conference, including approval of conference registration, travel, and hotel lodging expenses, consistent with the City's professional development and reimbursement policies.

16. Scheduling of Special Council Meeting

Council action to set a special council meeting on February 23 for a presentation by the independent investigator, with legal counsel present.

17. Budget Workshop #4 – FY2027 Preliminary Budget Review

Council work session to continue review of the preliminary FY2027 budget, following prior review of revenues and the General Fund. Discussion only, with possible direction to staff; no formal action anticipated.

18. 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.

19. Mayor's Report

20. Task List – Update and Review

21. 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