



**BAXTER**

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**Governmental Body:**

The City Council of Baxter, Iowa

**Date of Meeting:**

Monday, April 13th 2026

**Time of Meeting:**

6:00 P.M.

**Place of Meeting:**

Baxter Council Chambers

**Call In Information:**

City Council Meeting – April 13th, 2026,  
6:00 PM (America/Chicago)

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

<https://meetgoto.com/848750501>

You can also dial in using your phone.

Access Code 848-750-501

United States: +1 (571) 317-3122

**1. Call to Order by Mayor Daniel 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: March 23<sup>rd</sup> City Council Meetings
- b. Financials

**4. Reports:**

- a. City Administrator/Clerk
- b. Jasper County Sheriff March calls for service
- c. Library Report

**5. Public Hearing – FY2027 City Budget**

- Open Public Hearing
- Receive written and/or oral comments regarding the proposed FY2027 City Budget
- Close Public Hearing

**6. Resolution – Adoption of FY2027 City Budget**

Council consideration and possible action to adopt the FY2027 City Budget following the public hearing and discussion.

**7. Resolution – Approval of FY2027 Employee Wages**

Council consideration and possible action to approve the wages for all City employees as part of the FY2027 City Budget.

**8. Approval of Annual Insurance Renewal – City of Baxter**

Council discussion and possible action to approve the annual insurance renewal for the City of Baxter, effective April 1, 2026 to April 1, 2027, with EMC Insurance.

**9. Street Closure Request – Benola’s Bike Nights**

Council discussion and possible action to approve street closures for Benola’s Bike Nights to be held on Wednesdays from May 6 through September 2, 2026. Closures will be consistent with previous years, including State Street from Main Street to the Bank parking lot, allowing continued access to the bank during road closure times.

**10. Facade Improvement Grant – City Match Request (Benola’s Pub & Patio)**

Council discussion and possible action regarding a request for City participation in a facade improvement grant project for Benola’s Pub & Patio, including consideration of a City match contribution. Project details are included in the Council packet for review.

**11. Trailside Community Patio Project – Grant Match Request**

Council discussion and possible action regarding a request for City participation in a proposed Trailside Community Patio project located behind Java Java on Main, including consideration of a potential City match toward grant funding. Project details are included in the Council packet for review.

**12. Past Due Debt Service Payments – 2016 General Obligation Bonds**

Council consideration and possible action to approve payment of past due obligations.

**13. Baxter Rec – City Mowing of Chad Flora Field**

Presentation by Ben Maxwell of Baxter Recreation regarding the City’s mowing of the Chad Flora Field. Council discussion and possible action regarding the City’s involvement in mowing the field, including any direction or decision on this matter.

**14. Emergency Communication Platform – Invoice for Payment**

Council discussion regarding the invoice received from Unplugged Wireless Communications for the recently installed emergency communication platform at the fire station, as approved by Council in October 2024. This discussion serves as a reminder that the platform was installed, and the bill is now due for payment. Council will review the invoice and determine the next steps for processing the payment.

**15. Approval of City-Wide Garage Sale Dates**

Council consideration and possible action to approve the dates for the City-Wide Garage Sale, to be held on May 29th and 30th, 2026 (the last weekend in May). The Deputy City Clerk, Joci Miller, has volunteered to assist in coordinating the event and will work with the City to ensure its success.

**16. Approval of Flagpole Installation at Baxter Cemetery**

Council consideration and possible action to proceed with the installation of flagpoles at the Baxter Cemetery, as previously approved in 2025. The total installation cost is \$8,950.00. The City has received \$3,000.00 from Black Hills Energy, will be receiving \$500.00 from Partner Communications, and \$250.00 from Aureon, which will cover a portion of the cost. The remaining balance of \$5,200.00 needs to be covered from the City's funds. Council will also provide direction on which fund the remaining balance should be drawn from to proceed with the installation.

**17. Approval of City-Issued Cell Phone**

Council consideration and possible action to approve the issuance of a City cell phone through FirstNet for City Administrator/Clerk use. The cost of the phone and plan will be obtained through FirstNet, in alignment with the City's existing agreements to secure competitive pricing for all City staff.

**18. Street Closure Approvals – Baxter Markets**

Council consideration and possible action to approve the closure of Main Street (from Station Street to Fox Avenue) and State Street (between the bank and Benola's) for the Baxter Spring Market on Saturday, May 16th, 2026 (event from 10:00 AM to 2:00 PM, with setup starting at 8:00 AM), and the Fall Market on Saturday, October 3rd, 2026 (event from 10:00 AM to 2:00 PM, with setup starting at 8:00 AM). The Baxter Chamber of Commerce, in coordination with Public Works, will notify affected businesses and ensure all due diligence is observed.

**19. Approval of New Book Return Purchase – Baxter City Library**

Council consideration and possible action to approve the purchase of a new book return for the Baxter City Library, to replace the current unit, which is in poor condition. The purchase will be funded in part by a grant from the Norma Jean Warner Trust. Approval is requested to proceed with the purchase.

**20. Clarification on Meetings Between Elected Officials and City Staff**

Council discussion and possible action to clarify the procedures for meetings between elected officials and City staff, as previously outlined in the February 2026 Council meeting. Specifically, Council will review the process for third-party participation and meeting scheduling to ensure City staff can approve the inclusion of third parties and confirm meeting times and locations based on staff availability. This clarification aims to maintain transparency, proper scheduling, and alignment with City operations.

**21. Update on Mandatory Council and City Staff Training – Iowa League of Cities**

Council discussion regarding the training options provided by the Iowa League of Cities (ILC) in response to the Council's request for guidance on various topics. The Municipal Leadership Academy (MLA) includes recorded sessions on topics. The ILC has offered these sessions as self-paced learning, along with upcoming in-person options starting in May/June. Council will review the available resources and discuss next steps regarding training for the entire Council and staff.

**22. Catalyst Grant Application – Bun Bun Bakery**

Council consideration and possible action to approve the City's participation in the Iowa Economic Development Authority's Community Catalyst Building Remediation Program for the Bun Bun Bakery project. The City will apply for a \$100,000 grant to support the redevelopment of downtown property, with the project proposal reviewed by the City Council. Approval is necessary for the submission of the Letter of Intent by the April 15th deadline. The Mayor will sign the Letter of Intent, as outlined in the attached document.

**23. Appointment of City Administrator/Clerk as MIPA Board Representative**

Council consideration and possible action to approve the appointment of Jill Braye as the City's representative to the Mid-Iowa Planning Alliance for Community Development (MIPA) Board of Directors for Calendar Year 2026. This appointment is necessary to ensure the City's active participation in the MIPA Board and supporting community development efforts in our region.

**24. Cell Tower Lease Renewal – Vertical Bridge**

Council discussion regarding the current land lease agreement with Vertical Bridge for the City's cell tower. Council will consider the information gathered regarding renewal terms, pricing, and potential alternatives for the upcoming lease period, with the goal of making a decision on how to proceed with the lease renewal. Further details will be provided based on the information received prior to the meeting.

**25. Approval of Special Closed Session Meeting**

Council consideration and possible action to schedule a special closed session meeting to discuss matters related to public safety and emergency preparedness. This session will be held separately from the regular Council meeting to ensure compliance with Iowa Code §21.5(1)(i), which allows closed sessions for discussions concerning the location of public property where disclosure could harm public safety. The Council will also discuss the timing and logistics of scheduling this session to accommodate relevant parties.

**26. 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.

**27. Mayor's Report**

**28. Task List – Update and Review**

**29. 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