



Governmental Body:
The City Council of Baxter, Iowa

Date of Meeting:
Monday, October 12, 2026

Time of Meeting:
6:00 P.M.

Place of Meeting:
Baxter Council Chambers

Mayor Daniel Kunkel called the regular meeting of the Baxter City Council to order at 6:00 p.m.

Present were Council Members Michael Churchill, Jamie Milligan, Joel Schabilion, and Stephen Smith. Absent was Council Member Lindsay Bethards.

Also present were City Administrator/Clerk Jill Braye, Public Works Director Bryce Halter, and Alyssa Schaffer with MIPA.

Approval of the Agenda

Milligan motioned to approve the agenda as presented. Seconded by Schabilion. Motion carried.

Approval of the Consent Agenda

Smith motioned to approve the Consent Agenda consisting of the September 14, 2026 City Council Meeting minutes and financial reports. Seconded by Churchill. Motion carried.

The claims listing was approved as part of the consent agenda.

Vendor	Description	Amount
ALLIANT ENERGY	Utilities	\$4,256.41
AMAZON CAPITAL SERVICES	Library materials & office supplies	\$590.30
BLACK HILLS ENERGY	Utilities	\$134.59
BRANDT, MIKE	Mowing	\$2,500.00
BRAYE, JILL	League of Cities mileage reimbursement	\$190.00
CONSUMERS ENERGY	Utilities	\$122.37
EASTERN IOWA PUBLICATIONS	Publications	\$298.21
ED LEEDOM	Code enforcement services	\$940.40
FIRST NATIONAL BANK OMAHA	Credit card purchases	\$830.19
FIRST NET	Phone services	\$140.10
GOTO TECHNOLOGIES	Meeting recording service	\$19.00
IOWA DEPT. OF REVENUE	WET & sales tax	\$1,809.14
IOWA ONE CALL	Utility locating notifications	\$76.50
IOWA POND GUY, LLC	Pond treatment	\$1,500.00
JASPER COUNTY EMERGENCY MANAGEMENT	Annual assessment	\$1,443.00

JASPER COUNTY SHERIFF	Law enforcement contract	\$35,155.25
MADISON NATL. LIFE INS. CO.	Employee insurance	\$129.46
MICROBAC	Water testing	\$39.00
MIDWEST SANITATION & RECYCLING	Garbage & recycling services	\$14,232.28
NEW CENTURY FS INC.	Tank rental	\$278.20
NEWTON FIRE DEPARTMENT	Ambulance services	\$500.00
O'REILLY AUTO PARTS	Vehicle maintenance	\$12.49
PARTNER COMMUNICATIONS	Phone & internet services	\$341.11
SPANGENBURG, INC.	Water leak repairs	\$11,938.50
SPRINGER PROF. HOME SERVICES	Pest control	\$53.90
SWEPT AWAY CLEANING SERVICES	Community Center cleaning	\$250.00
U.S. POSTAL SERVICE	Utility billing postage	\$192.21
USIC LOCATING SERVICES	Utility locating services	\$1,767.16
VC3 INC.	IT & cybersecurity services	\$58.14
WELLMARK	Health insurance	\$3,955.15
WEX BANK	Fuel	\$642.05
XEROX CORPORATION	Copier agreement	\$107.20
ZIFT	Online transaction services	\$10.50
TOTAL CLAIMS		\$84,512.81

September Expenditures by Fund

FUND	AMOUNT
General Fund	\$95,879.67
Road Use Tax	\$8,644.33
Employee Benefits	\$25,245.45
Capital Project Fund (301)	\$8,527.91
Cemetery Perpetual Care	\$512.50
Water	\$23,072.87
Water Customer Deposits	\$806.48
Sewer	\$23,891.53
Garbage	\$14,506.96
Storm Water	\$48.06
TOTAL EXPENDITURES	\$201,135.76

September Revenues by Fund:

FUND	RECEIVED
General Fund	\$51,478.28
Road Use Tax	\$18,332.48
Employee Benefits	\$556.53
Tax Increment Financing (125)	\$7,026.20
Debt Service	\$6,674.51
Capital Project Fund (301)	\$9,695.00
Cemetery Perpetual Care	\$512.50
Water	\$21,798.05
Sewer	\$38,838.10
Garbage	\$14,833.20
Storm Water	\$1,908.76
TOTAL REVENUES	\$171,653.61

Reports

Council reviewed the City Administrator/Clerk Report, Jasper County Sheriff September Calls for Service Report, Library Report, Code Compliance Report, and Fire Department financials.

No formal action taken.

Public Comments

Natalie Moorman provided an update on the success of Camp Baxter, the DNR tree grant and upcoming tree planting scheduled for October 20, 2026, at 9:00 a.m., and discussed the possibility of community wayfinding signage.

No formal action taken.

Resolution No. 2026-27 – Baxter Commercial Urban Revitalization Plan

Milligan motioned to adopt Resolution No. 2026-27, approving the proposed Baxter Commercial Urban Revitalization Plan. Seconded by Churchill.

Roll Call Vote: Bethards – Absent; Churchill – Yes; Milligan – Yes; Schabillion – Yes; Smith – Yes.

Motion carried.

Ordinance No. 626 – Baxter Commercial Urban Revitalization Area

Council considered Ordinance No. 626, designating the Baxter Commercial Urban Revitalization Area.

Milligan motioned to approve the first consideration of Ordinance No. 626. Seconded by Churchill.

Roll Call Vote: Bethards – Absent; Churchill – Yes; Milligan – Yes; Schabilion – Yes; Smith – Yes.

Motion carried.

Council discussed waiving the remaining two considerations; however, no motion was made. The ordinance will return for further consideration at the November meeting.

Resolution No. 2026-28 – 2026–2046 Baxter Comprehensive Plan

Alyssa Schaffer with MIPA presented the City of Baxter 2026–2046 Comprehensive Plan and answered questions from Council regarding the plan.

Smith motioned to adopt Resolution No. 2026-28, approving the City of Baxter 2026–2046 Comprehensive Plan. Seconded by Schabilion.

Roll Call Vote: Bethards – Absent; Churchill – Yes; Milligan – Yes; Schabilion – Yes; Smith – Yes.

Motion carried.

Resolution No. 2026-29 – Subdivision Review Process Flowchart

Milligan motioned to adopt Resolution No. 2026-29, approving the City of Baxter Subdivision Review Process Flowchart. Seconded by Smith.

Roll Call Vote: Bethards – Absent; Churchill – Yes; Milligan – Yes; Schabilion – Yes; Smith – Yes.

Motion carried.

EMT Training Request – Deputy City Clerk Josi Miller

Council discussed the request for EMT training and the need to establish a policy outlining training requirements and employee obligations.

Smith motioned to table the item until the November meeting to allow staff to develop a proposed policy for Council consideration. Seconded by Milligan. Motion carried.

Fall 2026 Street Sweeping Services

Milligan motioned to approve the \$5,400 proposal from Quality Striping, Inc. for fall street sweeping services. Seconded by Smith. Motion carried.

Code Enforcement Services and Enforcement Process

Council discussed the City's current code enforcement process and outstanding enforcement matters. Staff was directed to review existing cases, obtain a proposal for alternative code enforcement services, and review the City's current code enforcement fines.

No formal action taken.

Mileage Reimbursement – Former Interim City Employee

Council discussed mileage reimbursement for a former interim City employee related to a State-requested deposition.

Milligan motioned to approve the mileage reimbursement. Seconded by Smith.

Vote: Milligan – Yes; Schabilion – Yes; Smith – Yes; Churchill – No; Bethards – Absent.

Motion carried.

Iowa Leadership Exchange 2026 – Attendance and Reimbursement

Churchill motioned to approve City Administrator/Clerk Jill Braye's attendance at the Iowa Leadership Exchange in Pella, Iowa, October 27–28, 2026, including the \$150 registration fee and mileage reimbursement. Seconded by Smith. Motion carried.

Citizen Complaint Concerning Mayor's Conduct

Council discussed a citizen complaint regarding comments made by Mayor Kunkel during the August 10, 2026 City Council meeting. Mayor Kunkel provided clarification regarding his comments. Council Members discussed the importance of respectful communication, professionalism, and following the City's code of conduct.

No formal action taken.

Mayor's Report

Mayor Kunkel commented on changes in Baxter over the years, including housing and community development.

No formal action taken.

Task List – Update and Review

Council reviewed and updated the current task list.

No formal action taken.

Adjournment

Milligan motioned to adjourn. Seconded by Churchill. Motion carried.

Meeting adjourned at 7:42 p.m.

CITY COUNCIL OF THE CITY OF
BAXTER, IOWA

DANIEL KUNKEL, MAYOR
CITY OF BAXTER, IOWA

ATTEST:

JILL BRAYE, CITY ADMINISTRATOR/CLERK
CITY OF BAXTER, IOWA