



# BAXTER

## I O W A

**Governmental Body:**

The City Council of Baxter, Iowa

**Date of Meeting:**

Monday, December 8th, 2025

**Time of Meeting:**

6:00 P.M.

**Place of Meeting:**

Baxter Council Chambers

**Call In Information:**

**City Council Meeting – December 8, 2025,  
6:00 PM (America/Chicago)**

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

<https://meet.goto.com/449155005>

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**Access Code: 449-155-005**

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Mayor Doug Bishop called the meeting to order at 6:00 p.m. Present were Milligan, Larson, Kunkel, Schabilion, and Smith. City Administrator/Clerk Battani, Deputy City Clerk Braye, City Engineer Nichole Sungren, and members of the public were also present.

Smith motioned to approve the agenda. Seconded by Schabilion. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

Milligan motioned to approve the consent agenda. Seconded by Larson. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried. The consent agenda included the minutes from the November 13, 2025, City Council meeting, financials, and claims.

The claims are as follows:

Vendor	Description	Cost
Alliant Energy	Utility services	\$3,014.21
Black Hills Energy	Utility services	\$192.71
Bound Tree Medical	Medical supplies	\$136.86
Braye, Jill	Mileage reimbursement	\$44.10
Brick Gentry P.C.	Legal services	\$2,470.00
Central Pump & Motor LLC	Equipment repair	\$12,984.35
Chantel Maxwell	Mileage reimbursement	\$95.20
Consumer's Energy	Utility services	\$109.08
Ed Leedom	Inspection services	\$466.40
First National Bank Omaha	Operational expenses	\$994.27
First Net	Mobile service	\$86.26
Foreman Electric & Plumbing	Repair services	\$1,535.00
GEMT	Program fees	\$301.95
IA Regional Utilities Association	Water purchase	\$8,608.48
IA Rural Water Association	Membership dues	\$365.00
Ingram	Library materials	\$471.97
Madison National Life	Insurance premiums	\$136.62
Meckley Parts & Service	Vehicle repair	\$536.40
Menards	Materials & supplies	\$175.63
MercyOne	Medical supplies	\$43.99
Microbac	Lab fees	\$230.00

Midwest Sanitation & Recycling	Solid waste services	\$14,275.34
Modern Marketing	Promotional materials	\$420.67
MSA Professional Services	Engineering services	\$3,208.95
Municipal Supply Inc.	Water supplies	\$1,263.50
Newton Daily News	Publications	\$386.36
Partner Communications	Phone/Internet service	\$340.78
Quill Corporation	Office & janitorial supplies	\$71.96
U.S. Postal Service	Postage	\$370.00
USIC Locating Services	Utility locating services	\$1,184.39
UMB Bank	Bond fees	\$300.00
VC3	IT services	\$1,927.79
Wellmark	Health insurance	\$2,818.17
Xerox Corporation	Copier agreement	\$129.16
Your Fleetcard Program	Fuel	\$560.68
<b>TOTAL</b>		<b>\$60,256.23</b>

Mayor Bishop noted that a city-owned tactical vest that had been missing since February 2024 had recently been returned following the Baxter State Audit results. Bishop also stated that funds intended for the breast cancer research donation have not yet been returned. Still, the City believes it has identified the individual responsible and hopes the money will be returned by December 20th.

City Administrator/Clerk Battani provided updates under the Administrator Report, stating that the heavy legwork for the FY2027 budget is complete, with fine-tuning to occur in later workshops. Battani noted that the dredging project funds have been received, and the City is prepared to proceed once a bid is approved.

Smith motioned to open the hearing for the Dollar General Plat of Survey. Seconded by Schabilion. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried. The hearing opened at 6:04 p.m. John Fatino, representing Overland Group LLC, spoke and thanked the City for working through stormwater questions and concerns. The City Engineer stated that updated stormwater reporting shows the proposed development would reduce water flowing south into the County's jurisdiction. Smith motioned to close the public hearing. Seconded by Schabilion. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried. The public hearing closed at 6:06 p.m.

Milligan motioned to approve the third and final reading of the Plat of Survey for the Dollar General site, contingent upon the final adoption of the rezoning ordinance. Seconded by Larson. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

Smith motioned to open the public hearing for the third and final reading of the rezoning request for the property located at the corner of SE Avenue and Hwy F-17W. Seconded by Milligan. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried. The hearing opened at 6:08 p.m. No written or oral comments were received. Larson motioned to close the public hearing. Seconded by Milligan. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried. The hearing closed at 6:10 p.m.

Smith motioned to approve the third and final reading of an ordinance rezoning the property from R-2 High Density Residential to C-1 Commercial. Seconded by Milligan. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

Amanda Moorman provided an update on the Baxter History Project. The Chamber of Commerce is working with seniors in the community to gather historical photos and create informational displays throughout the City. The remaining funds from the Jasper County Community Foundation grant for wayfinding signs will support this initiative. Council thanked Amanda and Natalie Moorman, along with Chamber volunteers, for their ongoing work.

Council participated in a preliminary review of the FY2027 budget, including fund summaries, revenue projections, department requests, and draft appropriations. Discussion only; no formal action taken.

Milligan motioned to select the Iowa State Auditor's Office to complete the City's Annual Examination for FY2024–FY2026 at the costs specified by the Auditor of State. Seconded by Smith. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

Smith motioned to approve the \$2,724 quote from Signarama/YESCO for repairs to the electronic message center at City Hall. Seconded by Larson. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

Larson motioned to approve the monthly cleaning services proposal from Swept Away as presented. Seconded by Milligan. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

Milligan motioned to have the Public Works Department inspect the City facility gutters quarterly and clean them as necessary. Seconded by Larson. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

Council reviewed current IT support costs and alternatives. Smith motioned to direct staff to take steps to transition to a new provider, confirm the exact scope of VC3's services to avoid gaps during the transition, and bring the matter back on the January agenda for discussion with

incoming councilmember Michael Churchill, an IT professional. Seconded by Larson. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

Milligan motioned to prepare an amended agreement for the fire station concrete repair that identifies the specific components to be replaced, incorporates engineer review, and includes Fire/EMS sign-off before work begins. Seconded by Smith. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

Smith motioned to authorize the purchase of a water fountain with a bottle filler and a microphone for the Community Center, in an amount not to exceed \$2,600, funded by the Albert and Vera Clement Charitable Trust. Seconded by Milligan. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

Bids for the Geise Park Pond Dredging Project were opened and read as follows: Elliott Earthworks LLC submitted a bid of \$96,950. Milligan motioned to award the contract to Elliott Earthworks LLC as the lowest responsive and responsible bidder and to authorize the Mayor and City Administrator/Clerk to execute the contract. Seconded by Larson. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

During public comment, Councilmember Stephen Smith spoke in his capacity as a resident regarding enforcement of the City's snow parking ordinance. Smith asked whether the City intended to set a clear precedent by towing vehicles that remained parked on the street during the past two snow events and had not been moved. Smith noted that issuing individual notices for each violation undermines compliance. Council agreed that consistent enforcement is necessary. Smith motioned to tow the vehicles currently covered in snow and not moved since the past two storms to allow for complete snow removal and reinforce compliance. Larson seconded. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

Mayor Bishop delivered his final report, expressing appreciation for councilmembers Jamie Milligan and Stephen Smith for stepping into challenging circumstances, thanking councilmembers Joel Schabilion and Tom Larson for their leadership, and noting Danny Kunkel's extensive experience. Bishop stated that with incoming councilmembers Michael Churchill and Lindsay Bethards, dedicated staff, and strong volunteer support, the City is well-positioned going forward.

Council reviewed the task list and provided updates. No formal action taken.

Larson motioned to adjourn. Seconded by Milligan. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried. Meeting adjourned at 7:06 p.m.