



# BAXTER

## I O W A

**Governmental Body:**

The City Council of Baxter, Iowa

**Date of Meeting:**

Monday, August 25, 2025

**Time of Meeting:**

5:30 P.M.

**Place of Meeting:**

Baxter City Hall/Council Chambers

**Call In Information:**

City Council Meeting – August 25, 2025,  
5:30 PM (America/Chicago)

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

<https://meet.goto.com/225447805>

You can also dial in using your phone.

Access Code: 225-447-805

United States: +1 (571) 317-3122

Mayor Doug Bishop called the meeting to order at 5:30 p.m. Present were Milligan, Larson, Kunkel, Schabilion, and Smith. City Administrator/Clerk Battani, Deputy City Clerk Braye, and members of the public were also present.

Smith moved to approve the agenda. Schabilion seconded. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried.

Milligan moved to approve the Consent agenda. Schabilion seconded. Ayes: Milligan, Larson, Kunkel, Schabilion, and Smith. Motion carried. The consent agenda consisted of the following items: minutes from July 21, financial reports, and claims.

Claims are as follows:

| Vendor                            | Amount Paid<br>(\$) |
|-----------------------------------|---------------------|
| ALLIANT ENERGY                    | \$4,220.77          |
| BLACK HILLS ENERGY                | \$179.76            |
| BOUND TREE MEDICAL, LLC           | \$70.97             |
| BRICK GENTRY P.C.                 | \$1,777.50          |
| CIVIC SYSTEMS LLC                 | \$35,835.00         |
| CONSUMER S ENERGY                 | \$125.05            |
| FIRST NATIONAL BANK<br>OMAHA      | \$1,689.52          |
| IA DEPT. OF NATURAL<br>RESOURCES  | \$108.93            |
| JASPER COUNTY SHERIFF<br>EMS/ALS  | \$150.00            |
| JASPER COUNTY TRIBUNE             | \$52.00             |
| JASPER CTY. SHERIFF               | \$32,604.00         |
| MADISON NATL. LIFE INS. CO.<br>IN | \$273.24            |
| MARTIN MARIETTA<br>AGGREGATES     | \$296.89            |
| MENARDS/MARSHALLTOWN              | \$51.96             |
| MICROBAC                          | \$95.75             |
| MID IOWA MOTOR SPORTS             | \$596.85            |
| MSA PROFESSIONAL<br>SERVICES      | \$8,065.75          |
| NEWTON DAILY NEWS                 | \$151.52            |
| NEWTON FIRE DEPARTMENT            | \$250.00            |
| PARTNER COMMUNICATIONS            | \$436.92            |

|                              |                    |
|------------------------------|--------------------|
| PIERCE, LYDIA                | \$64.35            |
| QUILL CORP.                  | \$108.53           |
| SEELEY, SALLY                | \$16.80            |
| SPRINGER PROF. HOME SERVICES | \$53.90            |
| SULLY TRANSPORT              | \$345.31           |
| WELLMARK                     | \$2,796.03         |
| WESTRUM LEAK DETECTION       | \$1,100.00         |
| YOUR FLEETCARD PROGRAM       | \$608.43           |
| <b>Total</b>                 | <b>\$92,125.73</b> |

Smith motioned to approve assisting the Baxter American Legion Post #493 with the installation of new concrete bases for the 15 American flags at Restland Cemetery. The expected cost is \$9,000, but the city has applied for three grants in the hopes of receiving some funding. Seconded by Larson. Ayes: Milligan, Larson, Kunkel, Schabilion, Smith. Motion carried.

Council discussed the proposed School-to-Work program for one part-time student worker in Public Works at 15 hours per week, \$11.50/hour, for approximately 180 days. No action was taken. Council directed that the budgetary approval and review of the 28E agreement with the Baxter School District will be scheduled for the September 8, 2025, council meeting, following input from the Public Works Director on the anticipated duties of the Student Assistant.

Milligan motioned to approve the "Small Town Tailgate" event on Saturday, September 6, 2025, including the closure of Main Street from Fox Avenue to East Station Street from 8:00 a.m. to 6:00 p.m. for residential tailgating. Seconded by Smith. Ayes: Milligan, Larson, Kunkel, Schabilion, Smith. Motion carried.

Smith motioned to approve Resolution 2025-49, authorizing the City of Baxter to enter into a professional services agreement with MSA Professional Services for construction administration and observation of the South West Avenue Reconstruction Phase II project, from Hwy F17 to W. Watson Street, at an estimated fee of \$30,000. Seconded by Milligan. Ayes: Milligan, Larson, Kunkel, Schabilion, Smith. Motion carried.

Schabilion motioned to open the public hearing on the proposal to enter into a General Obligation Corporate Purpose Loan Agreement in a principal amount not to exceed \$750,000 for the purpose of paying the costs of road, water, and stormwater infrastructure improvements. Seconded by Smith. No comments were received. Milligan motioned to close the public hearing. Seconded by Smith. Ayes: Milligan, Larson, Kunkel, Schabilion, Smith. Motion carried.

The City Council of the City of Baxter, Iowa, met on August 25, 2025, at 6:00 o'clock p.m., at the Baxter City Hall/Council Chambers, 203 S. Main Street, Baxter, Iowa.

The meeting was called to order by the Mayor, and the roll being called, the following named Council Members were present and absent:

Present: Milligan, Larson, Kunkel, Schabilion, Smith  
Absent: None.

This being the time and place specified for taking action on the proposal to enter into a General Obligation Loan Agreement in a principal amount not to exceed \$750,000, the City Clerk

announced that no written objections had been placed on file. Whereupon, the Mayor called for any written or oral objections, and there being none, the Mayor closed the public hearing.

After due consideration and discussion, Council Member Larson introduced the following resolution and moved its adoption, seconded by Council Member Schabilion. The Mayor put the question upon the adoption of said resolution, and the roll being called, the following Council Members voted:

Ayes: Milligan, Larson, Kunkel, Schabilion, Smith

Nays: None.

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.

The City Council of the City of Baxter, Iowa, met on August 25, 2025, at 5:30 p.m., at 203 South Main Street, Baxter, Iowa, for the purpose of conducting a public hearing on a proposed urban renewal plan amendment.

The Mayor presided and the roll being called the following members of the Council were present and absent:

Present: Milligan, Larson, Kunkel, Schabilion, Smith

Absent: None.

The City Council investigated and found that notice of the intention of the Council to conduct a public hearing on the urban renewal plan amendment had been published according to law and as directed by the Council and that this is the time and place at which the Council shall receive oral or written objections from any resident or property owner of the City. All written objections, statements, and evidence heretofore filed were reported to the City Council, and all oral objections, statements, and all other exhibits presented were considered.

There being no further objections, comments, or evidence offered; the Mayor announced the hearing closed.

Council Member Larson moved the adoption of a resolution entitled "Resolution to Approve Urban Renewal Plan Amendment for the Baxter Urban Renewal Area," seconded by Council Member Schabilion. After due consideration, the Mayor put the question on the motion and the roll being called, the following named Council Members voted:

Ayes: Milligan, Larson, Schabilion, Smith

Nays: Kunkel.

Whereupon, the Mayor declared the resolution duly adopted and signed approval thereto.

Council reviewed outstanding questions submitted by the City's codifier during the municipal code update process. City Administrator Battani will compile the clarifications and updates provided by the Council and return them to the codifier for inclusion in the ordinance update. No formal action was taken.

Council discussed current Community Center rental rates, including full-day and commercial options with and without alcohol. Councilmembers Schabilion and Smith will review the existing rates together. City staff will obtain quotes for a cleaning service specific to Community Center

events before any changes to rental fees or deposits are considered. No formal action was taken.

Council discussed the allocation of revenue generated from the online reservation portal. It was noted that such revenue must remain within the Park Fund and cannot be redirected elsewhere. If a formal park project is identified in the future, portal revenue may be applied toward that project. No formal action was taken.

Smith motioned to approve Resolution 2025-52, approving the submission of a Resource Enhancement and Protection (REAP) Grant application to the Iowa Department of Natural Resources in the amount of \$50,000 to cover the remaining cost of dredging the Geise Park retention pond and provide initial funding toward construction of a loop trail around the pond. Seconded by Schabilion. Ayes: Milligan, Larson, Kunkel, Schabilion, Smith. Motion carried.

Milligan motioned to approve Resolution 2025-53, approving Amendment No. 1 to the agreement with MSA Professional Services, Inc. for 2025 General Engineering Services, authorizing additional work as defined in the scope of services with an estimated fee of \$10,000, billed on a time and expense basis per the attached rate schedule. Seconded by Schabilion. Ayes: Milligan, Larson, Kunkel, Schabilion, Smith. Motion carried.

Milligan motioned to authorize the City Administrator to remit a local match in the amount of \$2,977.44 toward the total cost of the \$23,000 Comprehensive Plan update, with the local match required to access \$20,022.56 in awarded grant funding. Payment of the local match ensures full eligibility for the grant and enables the comprehensive planning process to proceed. Seconded by Schabilion. Ayes: Milligan, Larson, Kunkel, Schabilion, Smith. Motion carried.

No public comments were made during the meeting.

Mayor Bishop reported receiving positive feedback regarding Sheriff's Deputy Troy Daehler's presence in town, as well as from Josh Britton, the school's new Resource Officer. A community meet-and-greet with Deputy Daehler will be scheduled soon. Mayor Bishop and Councilmember Milligan also noted that the City's tax levy rate has decreased by 35% (over a dollar) since 2020, while significant investments have continued in infrastructure improvements, such as sewer and water lines, roadwork, and public works equipment.

City staff reviewed the current task list with the Council, addressed questions and comments, and added new items as needed.

Milligan motioned to adjourn. Seconded by Schabilion. Ayes: Milligan, Larson, Kunkel, Schabilion, Smith. Motion carried. Meeting adjourned at 6:44 p.m.

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Lucas Battani, City Administrator/City Clerk

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Doug Bishop, Mayor