



BAXTER

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Governmental Body:

The City Council of Baxter, Iowa

Date of Meeting:

Monday, January 26th, 2026

Time of Meeting:

6:00 P.M.

Place of Meeting:

Baxter Council Chambers

Call In Information:

City Council Meeting – February 9, 2026,
2026, 5:30 PM (America/Chicago)

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

<https://meet.goto.com/789698693>

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Access Code: 789-698-693

United States: +1 (646) 749-3122

Mayor Danny Kunkel called the meeting to order at 6:00 p.m. Present were Bethards, Churchill, Milligan, Schabilion, and Smith. Also present were City Administrator/Clerk Jill Braye, and members of the public.

Milligan motioned to approve the agenda. Seconded by Churchill. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Nays: X. Motion carried.

Milligan motioned to approve the consent agenda. Seconded by Churchill. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Nays: X. Motion carried.

The consent agenda included the minutes from January 26, 2026, City Council meeting and financials.

Council reviewed the claims listing. The claims are as follows:

Vendor	Description	Amount
MADISON NATL. LIFE INS. CO. IN	Employee insurance	\$136.62
MIDWEST SANITATION & RECYCLING	Solid waste services	\$13,881.98
BAXTER RURAL FIRE & RESCUE	Fire services	\$23,699.69
BRICK GENTRY P.C.	Legal services	\$1,640.74
CHANTEL MAXWELL	Mileage reimbursement	\$9.80
FIRST NATIONAL BANK OMAHA	Operating purchases	\$2,019.02
GOTO TECHNOLOGIES	Meeting software	\$19.00
JASPER CTY. SHERIFF	Law enforcement contract	\$32,604.00
NEWTON DAILY NEWS	Legal publication	\$211.20
NEWTON FIRE DEPARTMENT	Ambulance contract	\$500.00
VC3 INC.	IT services	\$1,819.77
XEROX CORPORATION	Copier agreement	\$112.60
ALLIANT ENERGY	Utilities	\$3,726.07
BLACK HILLS ENERGY	Utilities	\$1,958.80
CONSUMER S ENERGY	Utilities	\$115.01
FIRST NET	Mobile data service	\$110.74
JOHN DEERE FINANCIAL	Equipment supplies	\$183.22
PARTNER COMMUNICATIONS	Phone & internet	\$53,198.67
U.S. POSTAL SERVICE	Postage	\$203.39
YOUR FLEETCARD PROGRAM	Fuel	\$737.18
CIT SEWER SOLUTIONS	Sewer maintenance	\$5,085.55
IA REGIONAL UTILITIES ASSOC.	Water purchase	\$9,787.68
MICROBAC	Water testing	\$105.00

TOTAL

\$151,865.73

General Fund	\$95,409.56
Road Use Tax	\$1,813.44
Employee Benefit	\$136.62
Water Fund	\$15,052.99
Sewer Fund	\$17,741.74
Garbage Fund	\$16,493.63
Storm Water Fund	\$2,611.66
Capital Projects	\$0.00
TOTAL	\$151,865.73

City Administrator/Clerk Braye provided an update under the Administrator Report: This was her first week as City Administrator, and I've been focused on the transition of operations, meeting preparation, and addressing priority items as they arise. Today was also the new Deputy City Clerk, Josi Miller's first day with the City. She has begun onboarding and training, and I'm glad to have her join the team .

Milligan motioned to table the Mayor's committee and board appointments until next meeting. Seconded by Schabilion . Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Nays: X. Motion carried.

Council discussed construction alternates and additional project considerations for the Rippey Intersection and Chichaqua Valley Trail Improvements Project (SW Avenue Phase 2B): X.

Formal action (if any): Council chose option 5-

City would bid both #1 and #2, with additional paving to north as the alternate

- No curb and gutter/sidewalk
 - City will get to determine if they like the prices and want to proceed
 - City has the opportunity to get the best pricing at this point in time and make an
- informed decision
- Best bidding window is now as contractors are still lining up work for this
- year
- Potential cost savings
- Reduction due to overall quantity
- Reduction due to mobilization
 - If Phase 2 contractor would win work but it is competitive

bid, so not guaranteed, but in their best interest

- Cost to be determined by contractor bids and Council award/decline of alternate

Milligan motioned to Smith Seconded by Smith Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Naves: X. Motion carried.

Milligan motioned 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. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Naves: X. Motion carried.

Milligan motioned to approve the final review of remaining ordinance amendments and authorize staff to submit the approved ordinances to the City's codifier. Seconded by smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Naves: X. Motion carried.

Milligan motioned to adopt a resolution approving the updated Employee Handbook as presented. Seconded by Bethards. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Naves: X. Motion carried.

Bethards motioned to approve the City's Contingency Plan associated safe access and acknowledgment procedures as presented, only adding that there need to be 2 individuals present if safe is opened including at least on council member. Seconded by Churchill. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Naves: X. Motion carried.

Smith motioned 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. Seconded by Churchill. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Naves: X. Motion carried.

Smith motioned 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. Seconded by Milligan. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Naves: X. Motion carried.

Milligan motioned 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. Seconded by Bethards. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Naves: X. Motion carried.

Milligan motioned to adopt a resolution approving a new E-911 address of 507 S East Avenue for the Dollar General development and authorize staff to notify the Jasper County Auditor and applicable emergency services agencies. Seconded by Bethards. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Naves: X. Motion carried.

Milligan motioned to authorize the City Administrator/Clerk to attend the 2026 IMMI Conference, including approval of conference registration, travel, and hotel lodging expenses, consistent with City policy. Seconded by Schabilion Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Naves: X. Motion carried.

Milligan motioned to set a special council meeting on February 23 for a presentation by the independent investigator, with legal counsel present. Seconded by Bethards. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Nays: X. Motion carried. 6:00

Council discussed Budget Workshop #4 – FY2027 Preliminary Budget Review. Discussion only; no formal action taken. Add someone to library board of trustees?

Public comments were received from X. – No public Comments

Mayor Kunkel provided a report.

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

Milligan motioned to adjourn. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Nays: X. Motion carried.

Meeting adjourned at 8:14 p.m.