



BAXTER

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Governmental Body:

The City Council of Baxter, Iowa

Date of Meeting:

Monday, February 23rd 2026

Time of Meeting:

6:00 P.M.

Place of Meeting:

Baxter Council Chambers

Mayor Daniel Kunkel called the meeting to order at 6:00 p.m. Present were Bethards, Churchill (via virtual attendance), Milligan, Schabilion, and Smith. Also present were City Administrator/Clerk Jill Braye, City Attorney Matt Brick (via virtual attendance), Independent Investigator Eric Updegraff, and members of the public.

Milligan motioned to approve the agenda. Seconded by Smith.

Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Nays: None. Motion carried.

The independent investigator, Eric Updegraff, presented findings and recommendations related to the investigation. Legal counsel, Matt Brick, was present virtually.

Updegraff emphasized confidentiality and stated that there was not clear evidence of harassment under applicable law.

Updegraff's recommendations focused on training for elected officials and staff, reviewing and clarifying ordinances, and clarifying policies regarding duties and roles. He also recommended that elected officials schedule appointments with staff and that meetings between staff and elected officials include at least three individuals present.

Council discussed the investigator's findings and recommendations.

Key points discussed by Council included contacting the League of Cities to schedule mandatory training, including a presentation by the League's attorney regarding Iowa Code, City Code, and governance training for all elected officials.

Smith discussed the duties of the City Administrator.

Council discussed ensuring that a third party is present when elected officials meet with staff and that appointments be scheduled to ensure compliance.

Milligan motioned to require that meetings between elected officials and staff include at least three individuals present, that appointments with staff be scheduled via email, and to schedule discussion at the March Council meeting to set a date for mandatory training with the League of Cities that works for all Council members. Seconded by Smith.

Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Nays: None. Motion carried.

Public comment was opened at 6:25 p.m.

Nancy Foreman addressed the Council.

Bethards motioned to adjourn. Seconded by Smith.

Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Meeting adjourned at 6:30 p.m.

CITY COUNCIL OF THE CITY OF
BAXTER IOWA

DANIEL KUNKEL, MAYOR
CITY OF BAXTER, IA

ATTEST:

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