



BAXTER
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Governmental Body: The City Council of Baxter, Iowa
Date of Meeting: Monday, March 9th 2026
Time of Meeting: 6:00 P.M.
Place of Meeting: Baxter Council Chambers

Call In Information: City Council Meeting – March 9th, 2026, 6:00 PM (America/Chicago)

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

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

Milligan motioned to approve the consent agenda. Seconded by Churchill. Ayes: Churchill, Milligan, Schabilion, and Smith. Motion carried. The consent agenda included the minutes from the February 9 and February 23, 2026 City Council meetings and financials.

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

Vendor	Description	Amount
Airgas	Oxygen	\$103.50
Alliant Energy	Utilities	\$3,867.52
Andrea Daleske	CC Deposit Refund	\$150.00
Black Hills Energy	Utilities	\$1,082.36
Booth, Jen	Per Diem	\$80.00
Botorff, Mollie	Per Diem	\$80.00
Bowman, Jake	Per Diem	\$80.00
Brick Gentry P.C.	Legal Services	\$3,600.00
Brindle, Noah	Per Diem	\$120.00
Central Pump & Motor LLC	Equipment Repair	\$378.75
Consumers Energy	Utilities	\$119.71
Demco	Library Supplies	\$320.25
Dorsey & Whitney	Legal Services	\$15,000.00
Ed Leedom	Inspections	\$470.20
Ezra Adkins	Deposit Refund	\$100.10
First National Bank Omaha	Operating Purchases	\$993.03
FirstNet	Mobile Service	\$144.87
Goto Technologies	Meeting Software	\$19.00
Hopkins & Huebner, P.C.	Legal Fees	\$2,520.00
IA Regional Utilities Assoc.	Water Purchase	\$11,425.69
Iowa One Call	Locate Fees	\$39.60
Iske, Blake	Per Diem	\$250.00

Jasper County Sheriff EMS/ALS	ALS Services	\$900.00
Jasper County Tribune	Publication	\$52.00
Java on Main	Deposit Refund	\$80.71
John Deere Financial	Supplies	\$280.82
Madison Natl. Life Ins. Co.	Employee Insurance	\$136.62
Manley, Taylea	CC Deposit Refund	\$150.00
MercyOne	Medical Supplies	\$375.00
Microbac	Lab Testing	\$39.00
Midwest Sanitation & Recycling	Solid Waste Services	\$14,136.73
MSA Professional Services	Engineering	\$11,360.75
Newton Daily News	Publications	\$97.20
Newton Fire Department	Ambulance Contract	\$750.00
O'Reilly Auto Parts	Vehicle Maintenance	\$301.62
Partner Communications	Phone & Internet	\$490.57
PCC	Ambulance Billing	\$118.20
Pierce, Lydia	Per Diem	\$290.00
Quill Corp.	Office Supplies	\$217.77
Seeley, Sally	Reimbursement / Per Diem	\$552.98
Springer Professional Home Services	Pest Control	\$53.90
Swept Away Cleaning Services	Cleaning	\$401.25
U.S. Postal Service	Postage	\$203.39
USIC Locating Services	Locate Services	\$102.99
VC3 Inc.	IT Services	\$1,857.00
Wellmark	Health Insurance	\$6,105.66
Xerox Corporation	Copier Agreement	\$127.47
Your Fleetcard Program	Fuel	\$373.98
Zift	Online Transaction Fee	\$8.00
TOTAL CLAIMS		\$80,508.19

EXPENDITURES BY FUND FEB 2026	
001 GENERAL FUND	\$ 60,618.96
110 ROAD USE TAX	\$ 3,720.42
112 EMPLOYEE BENEFIT	\$ 3,021.02
301 CAPITAL PROJECT FUNDS	\$ 11,360.75
303 CAPITAL PROJECT FUNDS	\$ 15,000.00
600 WATER FUND	\$ 12,536.07
605 METER DEPOSITS	\$ 80.71
610 SEWER FUND	\$ 3,042.35
670 LANDFILL	\$ 14,136.73
Total Expenditures	\$ 123,516.01

REVENUES BY FUND FEBRUARY 2026	
01 GENERAL FUND	\$338.50
112 EMPLOYEE BENEFIT	\$21,339.73
600 WATER FUND	\$22,375.85
610 SEWER FUND	\$38,600.65
670 LANDFILL	\$13,932.87
740 STORM WATER FUND	\$1,874.27
TOTAL REVENUES	\$98,461.87

City Administrator/Clerk Braye provided an administrative report. The Jasper County Sheriff calls for service report was reviewed.

Joyce Christenson and Brad Jensen provided an update on the Baxter Community Visioning initiative. Discussion only; no action taken.

Bunny Churchill from BEDCO presented information regarding a University of Northern Iowa community collaboration program. Council discussed hosting a joint community meeting with the City, school, and local nonprofits.

The project engineer presented the bid letting summary for the SW Avenue Phase 2B Rippey and Chichaqua Trail Improvement Reconstruction Project. Council directed the engineer to proceed with the base bid and alternate if bond funding allows.

Council received an update from the codifier regarding the City's Code of Ordinances revision process. Staff was directed to follow up regarding the proofing process.

Mayor Kunkel announced appointments not requiring council approval including Mayor Pro Tem Michael Churchill, Zoning Administrator Bryce Halter, and Assistant Zoning Administrator Jill Braye.

Smith motioned to approve the Mayor's committee and board appointments as presented. Seconded by Churchill. Ayes: Churchill, Milligan, Schabilion, and Smith. Motion carried.

Churchill motioned to adopt Resolution No. 2026-10 approving execution of the EMC Insurance claim settlement for \$65,246.26. Seconded by Milligan. Ayes: Churchill, Milligan, Schabilion, and Smith. Motion carried.

Milligan motioned to adopt the City of Baxter Contingency Plan for Administrative Systems and Continuity of Operations. Seconded by Smith. Ayes: Churchill, Milligan, Schabilion, and Smith. Motion carried.

Council discussed Iowa League of Cities governance training and directed staff to contact the League regarding scheduling.

Council discussed the Verizon/Vertical Bridge cell tower lease revenue and possible allocation toward the City sidewalk program. Milligan motioned to table the matter pending additional information. Seconded by Smith. All ayes. Motion carried.

Milligan motioned to set a public hearing for April 13, 2026 at 5:30 p.m. for adoption of the FY2027 City Budget and direct staff to publish notice as required by Iowa law. Seconded by Churchill. Ayes: Churchill, Milligan, Schabilion, and Smith. Motion carried.

Council conducted FY2027 Budget Workshop #4. Discussion only; no action taken.

Public comments were received from John Northrup of BEDCO.

Mayor Kunkel provided a report and thanked BEDCO for their work in the community.

Council reviewed the task list. No formal action was taken.

Milligan motioned to adjourn. Seconded by Churchill. Ayes: Churchill, Milligan, Schabilion, and Smith. Motion carried. Meeting adjourned at 8:11 p.m.

CITY COUNCIL OF THE CITY OF
BAXTER IOWA

DAN KUNKEL, MAYOR
CITY OF BAXTER, IA

ATTEST:

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