



# BAXTER

## I O W A

<b>Governmental Body:</b> The City Council of Baxter, Iowa
<b>Date of Meeting:</b> Monday, April 13 2026
<b>Time of Meeting:</b> 6:00 P.M.
<b>Place of Meeting:</b> Baxter Council Chambers

<b>Call In Information:</b>  City Council Meeting – April 13, 2026, 6:00 PM (America/Chicago)
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Mayor Daniel 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 Bethards. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

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

Council reviewed the claims listing. The claims were approved as presented:

Vendor	Description	Amount
Absolute Science	Summer Reading Program	\$400.00
Alliant Energy	Utilities	\$3,511.79
Amazon Capital Services	Library Materials & Supplies	\$1,008.00
Barneys Services Inc	Ambulance Inspection	\$100.00
Black Hills Energy	Utilities	\$1,099.98
Bound Tree Medical	EMS Supplies	\$680.01
Braye, Jill	Mileage Reimbursement	\$123.25
Brick Gentry P.C.	Legal Fees	\$8,020.00
Caselle LLC	Software Support	\$5,550.00
Chantel Maxwell	Mileage Reimbursement	\$49.00
Cold Blooded Redhead LLC	Summer Reading Program	\$375.00
Consumers Energy	Utilities	\$108.63
Ed Leedom	Inspections & Mileage	\$1,115.50
Ezra Adkins	Deposit Refund	\$100.10
First National Bank Omaha	Credit Card Charges	\$770.07
FirstNet	Phone Service	\$326.86
Foreman Electric & Plumbing	Repairs & Installations	\$2,124.60
GEMT	State Share	\$1,527.50
GoTo Technologies	Meeting Recording Service	\$19.00
Heater Exchange Group	Generator Repair	\$1,841.35
Hopkins & Huebner	Legal Fees	\$380.00
IA Regional Utilities Assoc.	Water Purchase	\$8,849.65

IAMU	Membership Dues	\$824.00
Ingram	Library Materials	\$657.38
Iowa Dept. of Revenue	Taxes	\$3,116.58
Iowa State University	Library Materials	\$40.00
Jasper County Sheriff EMS	ALS Services	\$300.00
Jasper County Sheriff	Law Enforcement Contract	\$32,604.00
Jetco Inc.	Pump Repairs	\$783.06
John Deere Financial	Supplies	\$77.17
Kane, Tylor	Deposit Refund	\$114.26
MacQueen	Truck Maintenance	\$1,612.30
Menards	Supplies	\$157.99
Microbac	Testing	\$105.00
Midwest Sanitation & Recycling	Garbage & Recycling	\$28,309.94
MSA Professional Services	Engineering	\$34,543.36
NAIC Options	Cemetery Report Filing	\$27.50
Needham Excavating	Snow Hauling	\$600.00
Newton Daily News	Publications	\$823.80
Niemann Hardware	Supplies	\$19.37
Partner Communications	Phone/Internet	\$340.57
Quill Corp	Office Supplies	\$181.93
Russell, Everett	Deposit Refund	\$55.71
SCCIC	Membership Fees	\$169.24
Seeley, Sally	Mileage & Per Diem	\$691.70
Springer Professional Services	Pest Control	\$53.90
Swept Away Cleaning	Cleaning Services	\$401.25
U.S. Postal Service	Postage	\$203.39
USIC Locating Services	Locates	\$1,143.04
VC3 Inc.	IT Services	\$3,633.36
Wellmark	Insurance	\$5,827.76
Westrum Leak Detection	Leak Detection	\$750.00
WEX Bank	Fuel	\$585.79
Willow Lane Education	Library Materials	\$56.98
Wolff, Heather	Deposit Refund	\$150.00
Xerox Corporation	Copier	\$249.27
Your Fleetcard Program	Fuel	\$283.89
TOTAL CLAIMS: \$157,573.78		

EXPENDITURES BY FUND MARCH 2026	
FUND	AMOUNT
001 GENERAL FUND	\$93,128.46
110 ROAD USE TAX	\$2,270.05
112 EMPLOYEE BENEFIT	\$23,664.03
605 METER DEPOSITS	\$535.64
600 WATER FUND	\$6,075.94
610 SEWER FUND	\$6,063.58
670 LANDFILL	\$0.00
Total Expenditures	\$131,737.70

REVENUES BY FUND MARCH 2026	
FUND	AMOUNT
001 GENERAL FUND	\$33,523.34
110 ROAD USE TAX	\$9,130.97
112 EMPLOYEE BENEFIT	\$23,175.63
125 TIF	\$1,325.23
200 CAPITAL PROJECTS	\$1,537.68
600 WATER FUND	\$22,245.73
610 SEWER FUND	\$38,244.79
670 LANDFILL	\$13,950.30
740 FIRE/EMS	\$1,908.52
TOTAL REVENUES	\$145,042.19

City Administrator/Clerk Braye provided an update. The Jasper County Sheriff March calls for service report and Library report were reviewed.

Mayor Kunkel opened the public hearing at 6:08 p.m.

Milligan motioned to open the public hearing. Seconded by Bethards. Motion carried. No written or oral comments were received. Smith motioned to close the public hearing. Seconded by Bethards. Motion carried.

Mayor Kunkel closed the public hearing at 6:10 p.m.

Bethards motioned to adopt the FY2027 City Budget. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Milligan motioned to approve FY2027 employee wages. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Milligan motioned to approve the annual insurance renewal with EMC Insurance. Seconded by Bethards. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Smith motioned to approve the street closures for Benola's Bike Nights. Seconded by Bethards. Ayes: Bethards, Milligan, Schabilion, and Smith. Abstain: Churchill. Motion carried.

Milligan motioned to approve a City match of \$1,800 from the General Fund and to begin planning for future budgeting of similar projects. Seconded by Bethards. Ayes: Bethards, Milligan, Schabilion, and Smith. Abstain: Churchill. Motion carried.

Following a presentation by Jen Nevels regarding the Trailside Community Patio Project, Smith motioned to approve a City contribution of \$2,500. Seconded by Milligan. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Milligan motioned to approve payment of past due obligations. Seconded by Schabilion. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Following a presentation by Ben Maxwell regarding the Chad Flora Field mowing request, Milligan motioned to approve City mowing of the Chad Flora Field. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Council discussed the Emergency Communication Platform invoice from Unplugged Wireless Communications. Churchill motioned to approve payment of the invoice. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Milligan motioned to approve May 29–30, 2026 as City-Wide Garage Sale dates. Seconded by Churchill. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Milligan motioned to approve the flagpole installation and direct the remaining balance to be paid from the Landfill Fund. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Milligan motioned to approve issuance of a City cell phone through FirstNet. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Smith motioned to approve street closures for May 16 and October 3, 2026. Seconded by Schabilion. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Milligan motioned to approve the purchase of a new book return. Seconded by Churchill. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Council discussed and clarified procedures for meetings between elected officials and City staff. Direction was given to establish regular meetings on Wednesdays at 3:00 p.m. Meeting topics must be submitted to staff by Monday evening for a Wednesday meeting to be scheduled. If no topics are submitted by that time, the meeting will not be held. A third party will be present at all meetings, with the Deputy City Clerk designated to fulfill that role.

This process will be implemented on a trial basis, with Council to review and evaluate its effectiveness at the next meeting.

Council discussed training options. Direction was given for Council and required staff to complete assigned training modules and provide acknowledgment upon completion. Council also agreed to participate in a group viewing of the “Effective City Councils and Municipal Operations” training on May 6, 2026 at 5:00 p.m. No formal action was taken.

Milligan motioned to approve submission of the Letter of Intent. Seconded by Bethards.2026,,,s: Bethards, Milligan, Schabilion, and Smith. Abstain: Churchill. Motion carried.

Smith motioned to appoint Jill Braye as the City’s representative to the MIPA Board. Seconded by Milligan. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Milligan motioned to table the Cell Tower Lease with Vertical Bridge discussion until the next meeting. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Milligan motioned to schedule a special closed session meeting for April 20, 2026 at 5:30 p.m. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

No public comments were received.

Mayor Kunkel reported that a builder is planning to construct four new houses in Baxter.

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

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

Meeting adjourned at 7:54 p.m.

CITY COUNCIL OF THE CITY OF  
BAXTER IOWA

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DANIEL KUNKEL, MAYOR  
CITY OF BAXTER, IA

ATTEST:

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