



BAXTER

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Governmental Body:
The City Council of Baxter, Iowa

Date of Meeting:
Monday, May 11, 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, Milligan, Schabilion, and Smith. Also present were City Administrator/Clerk Jill Braye, Deputy City Clerk Josi Miller, and members of the public.

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

Milligan motioned to approve the consent agenda, including approval of the April 13, 2026 meeting minutes as corrected. Seconded by Churchill. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried. The consent agenda included the minutes from the April 13, 2026 and April 20, 2026 City Council meetings, financials, approval of Alcohol License and Tobacco Permits for Dollar General and Kimmes Convenience Store, and approval of a street closure request.

Council noted a correction to the April 13, 2026 meeting minutes related to the motion approving submission of the Letter of Intent for the Community Catalyst Building Remediation Grant application for Bun Bun Bakery.

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

Vendor	Description	Amount
Alliant Energy	Utilities	\$4,403.13
Black Hills Energy	Utilities	\$687.76
Consumers Energy	Utilities	\$122.48
First National Bank Omaha	Credit Card Charges	\$500.66
JSA Insurance	Insurance Renewal	\$79,815.00
Madison Natl. Life Ins. Co. In	Employee Insurance	\$273.24
Martin Marietta Aggregates	Rock & Materials	\$6,341.83
Partner Communications	Phone & Internet	\$340.27
Quill Corp.	Office Supplies	\$195.91
State Savings Bank	Debt Payment	\$12,089.39
Summit Fire Protection	Fire Extinguisher Services	\$241.70
Swept Away Cleaning Services	Cleaning Services	\$375.00
Unplugged Wireless Communications	Emergency Communication Platform	\$17,904.45
Wellmark	Insurance	\$2,060.37
Ziesman, Mason	Deposit Refund	\$669.58
U.S. Postal Service	Postage	\$203.39

Bentley Ridge Tree Farm & Nursery	Trees	\$4,980.00
Bethards, Lindsay	Mileage Reimbursement	\$124.32
Booth, Jen	Summer Reading Program	\$50.00
Botorff, Mollie	Summer Reading Program	\$70.00
Bowman, Jake	Summer Reading Program	\$330.00
Brick Gentry P.C.	Legal Fees	\$800.00
Brindle, Noah	Summer Reading Program	\$60.00
Central Pump & Motor LLC	Pump Repairs	\$530.25
DEMCO	Library Supplies	\$1,850.92
Ed Leedom	Inspections & Mileage	\$470.20
Elliott Earthworks LLC	SW Avenue Reconstruction Phase 2	\$91,384.46
Foreman Elec. & Plumbing LLC	Repairs	\$700.00
Gibson, Sarah	Mileage Reimbursement	\$97.90
Hudson, Jerry	Summer Reading Program	\$150.00
IA Regional Utilities Assoc.	Water Purchase	\$19,467.08
Iske, Blake	Summer Reading Program	\$430.00
Jasper County Sheriff EMS/ALS	ALS Services	\$300.00
Know Buddy Resources	Library Materials	\$34.95
Machin, Ethan	Deposit Refund	\$22.15
Martins Flag Co.	Flagpole Installation	\$8,950.00
MercyOne	EMS Supplies	\$1.77
Microbac	Testing	\$258.25
MSA Professional Services	Engineering	\$28,612.82
Newton Daily News	Publications	\$228.60
Newton Fire Department	Ambulance Contract	\$250.00
Pierce, Lydia	Summer Reading Program	\$390.00
Pyle, Jake	Park Services	\$600.00
Rees, Katie	Summer Reading Program	\$150.00
Science Center of Iowa	Summer Reading Program	\$400.00
Seeley, Sally	EMS Director Stipend	\$750.00
Swift, Stephanie	Summer Reading Program	\$160.00
USIC Locating Services	Locates	\$1,231.66
VC3 Inc.	IT Services	\$54.34
Wigg, Mckenna	Summer Reading Program	\$150.00
Xerox Corporation	Copier Agreement	\$111.91
Iowa Workforce Development	Unemployment	\$335.40
	TOTAL CLAIMS:	\$290,861.14
Expenditures By Fund April 2026		
FUND	AMOUNT	
001 GENERAL FUND	\$488,674.15	
110 ROAD USE TAX	\$267,249.35	
112 EMPLOYEE BENEFIT	\$21,657.48	

125/126 TIF FUND	\$14,500.00
DEBT SERVICE FUND	\$14,543.13
CAPITAL PROJECT FUND	\$51,541.77
CEMETERY PERP CARE FUND	\$0.00
600 WATER FUND	\$208,344.42
610 SEWER FUND	\$155,214.11
670 LANDFILL FUND	\$123,740.80
740 STORM WATER FUND	\$10,016.07
TOTAL EXPENDITURES	\$1,355,481.28
REVENUES BY FUND MAY 2026	
FUND	AMOUNT
001 GENERAL FUND	\$398,962.42
110 ROAD USE TAX	\$115,355.02
112 EMPLOYEE BENEFIT	\$48,808.07
125/126 TIF FUND	\$54,310.61
DEBT SERVICE FUND	\$72,470.49
CAPITAL PROJECT FUND	\$747,468.50
CEMETERY PERP CARE FUND	\$720.00
600 WATER FUND	\$165,523.66
610 SEWER FUND	\$338,590.17
670 LANDFILL FUND	\$86,820.82
740 STORM WATER FUND	\$11,500.03
TOTAL REVENUES	\$2,040,529.79

City Administrator/Clerk Braye provided an update. Council reviewed the Jasper County Sheriff report and discussed call classifications and contract time reporting. Council also reviewed the Library report.

Joyce Christenson provided a presentation regarding the completed Trees Forever project. The grant project has been completed and closed out. Discussion only; no formal action taken.

Council received a presentation and request from BEDCO regarding an upcoming TIF payment. Discussion only; no formal action taken.

Council discussed items reviewed with the Sheriff's Office related to the first year of contracted services and priorities for the upcoming contract year. Smith motioned to renew the Sheriff contract for an additional year. Seconded by Milligan. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Council also discussed future potential use of the remaining portion of the former police station space, including records storage, food pantry use, and other possible community uses.

Council discussed establishment of dedicated budget line items for future grant matching funds. Bethards motioned to direct staff to establish separate grant matching fund categories for

nonprofit and for-profit requests. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Council discussed potential grant match participation guidelines and directed staff to research application processes utilized by other communities, including business contribution expectations and minimum business operation timelines. Discussion only; no formal action taken.

Bethards motioned to adopt Resolution No. 2026-15 adjusting garbage and recycling rates. Seconded by Churchill. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Milligan motioned to approve Pay Application No. 1 and Change Order No. 1 for the SW Avenue Reconstruction Phase 2 Project. Seconded by Schabilion. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Churchill motioned to direct staff to refine the draft Utility Account Vacancy and Transfer Policy and bring it back for future consideration. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Council discussed implementation of a utility billing incentive program to increase participation in paperless billing and automatic payment. Bethards motioned to approve the “Hooked on Easy Billing” incentive program, including entry into a drawing for three \$100 utility bill credits for residents enrolled in paperless billing and automatic payment from June through August 2026. Seconded by Milligan. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Milligan motioned to authorize hiring of a part-time fill-in library staff member. Seconded by Schabilion. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Public comments were received from Bunny Churchill, who commented that it had been a great meeting.

Mayor Daniel Kunkel provided a report. Discussion included resident concerns regarding street patch repairs.

Council reviewed the task list and provided updates. No formal action taken. The next regular City Council meeting will be held June 15, 2026 at 6:00 p.m.

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

Meeting adjourned at 7:35 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