Governmental Body: The City Council of Baxter, Iowa	
Date of Meeting: Monday, July 13, 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, Public Works Director Bryce Halter, and members of the public.

Approval of Agenda

Milligan motioned to amend the agenda to add the item **"Rippey Intersection and Chichaqua Trail Improvements – Pay Application No. 2"** between Agenda Items 9 and 10. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

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

Approval of Consent Agenda

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 June 15, 2026 City Council meeting, the June 30, 2026 Special City Council meeting, and financial reports.

The claims listing was approved as part of the consent agenda.

Vendor	Description	Amount
ALLIANT ENERGY	Utilities	$ 3,443.92
CONSUMERS ENERGY	Utilities	$ 138.20
FIRST NATIONAL BANK OMAHA	Credit card purchases	$ 363.81
MADISON NATL. LIFE INS. CO. IN	Employee insurance	$ 56.62
WELLMARK	Health insurance	$ 3,955.15
WEX BANK	Fuel	$ 805.95
ENGLE, MICHELLE	Refund	$ 150.00
FREDREGILL FAMILY FUNERAL HOME	Refund	$ 150.00
WOLFF, HEATHER	Refund	$ 150.00
BRUMMEL, MELISSA	Refund	$ 150.00
POST OFFICE	Postage	$ 196.08
KELLOGG LAWN & SNOW	Lawn maintenance	$ 2,543.48
BOUND TREE MEDICAL, LLC	EMS supplies	$ 154.98
CASELLE LLC	Software support	$ 5,550.00
EASTERN IOWA PUBLICATIONS	Publications	$ 205.20
ED LEEDOM	Inspections & mileage	$ 470.20
IA DEPT. OF NATURAL RESOURCES	Permit fees	$ 107.86
IA REGIONAL UTILITIES ASSOC.	Water purchase	$ 11,022.83
IOWA LEAGUE OF CITIES	Membership/training	$ 1,014.00
IOWA ONE CALL	Utility locating services	$ 64.80
JASPER CTY. SHERIFF	Law enforcement contract	$ 35,155.25
MERCYONE	EMS supplies	$ 375.00
MICROBAC	Water testing	$ 374.00
MSA PROFESSIONAL SERVICES	Engineering services	$ 25,143.55
NEW CENTURY FS INC. LOC.34	Fuel	$ 228.53
SCHMIDT, GORDON	Deposit refund	$ 45.72
SEELEY, SALLY	EMS reimbursement	$ 52.11
SPRINGER PROF. HOME SERVICES	Building maintenance Servi	$ 107.80
SUMMIT FIRE PROTECTION	Fire protection services	$ 436.25
SWEPT AWAY CLEANING SERVICES	Cleaning services	$ 250.00
USIC LOCATING SERVICES	Utility locating services	$ 4,627.56
VC3 INC.	IT services	$ 1,818.74
XEROX CORPORATION	Copier agreement	$ 109.41
GOTO TECHNOLOGIES	Meeting software	$ 19.00
IA DEPT. OF REVENUE	Sales/use tax payment	$ 2,156.33
TOTAL CLAIMS		$ 101,592.33

Expenditures By Fund

FUND	AMOUNT
001 GENERAL FUND	$46,370.90
110 ROAD USE TAX	$9,765.82
112 EMPLOYEE BENEFIT	$1,717.63
301 TIF FUND	$23,984.75
600 WATER FUND	$15,597.98
605 METER DEPOSITS	$45.72
610 SEWER FUND	$3,287.56
670 LANDFILL FUND	$821.97
TOTAL EXPENDITURES	$101,592.33

Revenues by Fund:

FUND	RECEIVED
001 GENERAL FUND	$33,778.28
110 ROAD USE TAX	$17,791.83
112 EMPLOYEE BENEFIT	$498.19
125 TIF	$1,076.33
200 CAPITAL PROJECTS	$652.22
600 WATER FUND	$24,226.08
605 METER DEPOSITS	$1,133.99
610 SEWER FUND	$41,231.44
670 LANDFILL	$14,957.17
740 STORM WATER	$1,902.33
TOTAL REVENUES	$137,247.86

City Administrator/Clerk Braye provided an update. Council reviewed the Jasper County Sheriff report for May calls for service. Council reviewed the library report. Council reviewed the Code Compliance report.

Public comments were received from Joyce Christensen regarding Hometown Pride and the awarded DNR Tree Grant.

Discussion only; no formal action taken.

Council discussed the condition of the concrete installed by Karns Concrete, including inspection findings, possible repair options, warranty considerations, and potential next steps.

Fire Chief Kelly Milligan discussed the importance of maintaining access to the fire bays and suggested reviewing options to complete repairs while maintaining operations.

MSA provided information regarding concrete scaling and possible installation concerns. Council directed staff to review warranty requirements, consult with legal counsel regarding next steps, and request a proposal from the contractor for correction of the issues.

Milligan motioned to request the contractor either replace the entire project or provide an acceptable repair proposal for Council consideration at a future meeting. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Council discussed current engineering projects and construction updates.

MSA provided updates regarding the SW Avenue Phase 2 project and the Rippey Intersection and Chichaqua Trail Improvements Project. Discussion included ongoing paving work and review of potential paving concerns.

No formal action taken.

Council discussed the revised water management plan presented by Rob Meyer.

Smith motioned to allow the project to move forward contingent upon Planning and Zoning Commission review. Seconded by Churchill. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Council discussed scheduling a special City Council meeting regarding the Planning & Zoning Commission recommendation for the proposed rezoning application.

Council scheduled a special meeting for Thursday, July 16, 2026 at 5:30 p.m.

Council discussed Pay Application No. 2 for the Rippey Intersection and Chichaqua Trail Improvements Project.

Nichole Sungren with MSA provided an update regarding the pay application. Pay Application No. 2 was presented for Council review and processing. Discussion also included a potential change order that is still under review and will be brought back at a future meeting once agreement is reached.

Milligan motioned to approve Pay Application No. 2. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Council discussed the FY2026/2027 City contribution to Baxter Rural Fire & Rescue in the amount of $24,700.17.

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

Council discussed proposed Downtown Urban Revitalization Area boundaries and provided direction to include additional areas, including High Street, the MidState area, north of the current area, and Amy Street.

Bethards motioned to move forward with the updated boundary area. Seconded by Smith. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Council discussed remaining revisions to the City Code codification update, including possible adoption of SUDAS standards.

Smith motioned to table discussion until Council has additional time to review the remaining revisions. Seconded by Milligan. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Smith motioned to authorize Deputy City Clerk Josi Miller to obtain a Notary Public commission for City business. Seconded by Schabilion. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Schabilion motioned to approve the street closure request for Kids Bike Night scheduled for August 23, 2026. Seconded by Bethards. Ayes: Bethards, Churchill, Milligan, Schabilion, and Smith. Motion carried.

Mayor Daniel Kunkel provided a report, including discussion regarding Baxter Fun Days.

Council reviewed and updated task list items.

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

Meeting adjourned at 7:44 p.m.

CITY COUNCIL OF THE CITY OF
BAXTER, IOWA

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DANIEL KUNKEL, MAYOR
CITY OF BAXTER, IOWA

ATTEST:

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