



Governmental Body:
The City Council of Baxter, Iowa

Date of Meeting:
Monday, August 10th, 2026

Time of Meeting:
6:00 P.M.

Place of Meeting:
Baxter Council Chambers

Mayor Daniel Kunkel called the regular meeting of the Baxter City Council to order at 6:00 p.m.

Present were Mayor Daniel Kunkel and Council Members Jamie Milligan, Lindsay Bethards, Michael Churchill, Joel Schabillon, and Stephen Smith.

Also present were City Administrator/Clerk Jill Braye, Deputy City Clerk Josi Miller, Public Works Director Bryce Halter, City Engineer Nichole Sungren with MSA Professional Services, and other interested persons.

Approval of the Agenda

Staff requested an amendment to the original agenda following receipt of additional project documents from MSA for the Rippey Intersection & Chichaqua Trail Improvements Project after distribution of the original agenda and Council packet.

Bethards motioned to approve the agenda as amended. Seconded by Milligan. Motion carried.

Approval of the Consent Agenda

Smith motioned to approve the Consent Agenda consisting of the July 13, 2026 City Council Meeting minutes, July 16, 2026 Special City Council Meeting minutes, and financial reports. Seconded by Milligan. Motion carried.

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

Vendor	Description	Amount
ALLIANT ENERGY	Utilities	\$4,230.93
AMAZON CAPITAL SERVICES	Library materials & supplies	\$1,292.71
B3 TECHNOLOGY	Phone support	\$229.00
BAXTER COMMUNITY SCHOOL	Library services & mowing	\$6,379.02
BAXTER RURAL FIRE & RESCUE	Fire/Rescue allocation	\$12,350.09
BLACK HILLS ENERGY	Utilities	\$134.63
BOOK FARM	Library materials	\$59.93
BRANDT, MIKE	Mowing	\$2,500.00
BRICK GENTRY P.C.	Legal services	\$3,110.00

CENTRAL PUMP & MOTOR LLC	Sewer pump repairs	\$1,352.90
CONSUMERS ENERGY	Utilities	\$122.60
DANIELS, JEAN	Deposit refund	\$150.00
EASTERN IOWA PUBLICATIONS	Publications	\$281.10
ED LEEDOM	Inspections & mileage	\$470.20
FIRST NATIONAL BANK OMAHA	Credit card purchases	\$762.12
FIRST NET	Phone services	\$209.45
FOREMAN ELEC. & PLUMBING LLC	Hydrant repairs	\$2,843.00
GOTO TECHNOLOGIES	Meeting software	\$19.00
HOLLE, JOHN	Water deposit refund	\$1.26
IA DEPT. OF NATURAL RESOURCES	Permit fee	\$210.00
IA REGIONAL UTILITIES ASSOC.	Water purchase	\$13,750.97
IOWA DEPT. OF REVENUE	WET & sales tax	\$1,360.81
IOWA ONE CALL	Utility locating services	\$59.40
JASPER COUNTY SHERIFF EMS/ALS	EMS billing	\$450.00
KNUST, PATTY	Water deposit refund	\$177.32
L.C.I. DISTRIBUTING LTD.	Building repairs	\$6,833.94
LANGMAID, TERI	Deposit refund	\$150.00
MADISON NATL. LIFE INS. CO. IN	Employee insurance	\$128.43
MARTINS FLAG CO.	Flags	\$123.10
MECKLEY PARTS & SERVICE	Vehicle maintenance	\$498.00
MICROBAC	Water/sewer testing	\$105.00
MIDSTATE SOLUTION	Rippey/Chichaqua Trail project	\$140,402.48
MIDWEST SANITATION & RECYCLING	Garbage & recycling services	\$14,162.38
MILLER, JOSI	Notary supplies reimbursement	\$31.30
MIPA	Comprehensive Plan	\$17,625.00
MSA PROFESSIONAL SERVICES	Engineering services	\$45,443.06
NEWTON FIRE DEPARTMENT	Ambulance services	\$750.00
OVERDRIVE INC.	Library e-books	\$578.98
PARTNER COMMUNICATIONS	Phone & internet services	\$341.11

PCC	Ambulance billing	\$1,288.00
POST OFFICE	Utility billing postage	\$236.07
QUILL CORP.	Janitorial supplies	\$66.88
RBA INVESTMENTS	Water deposit refund	\$55.36
ROBINSON AG	Chemicals	\$990.00
SAAK INC.	Mower maintenance	\$60.00
SASS + SOUL DESIGN CO.	Public Works uniforms	\$199.05
SEELEY, SALLY	EMS Director services	\$625.00
SIGN PRO	Library signage	\$100.50
SPANGENBURG, INC.	Water valve/manhole repair	\$1,843.49
SPRINGER PROF. HOME SERVICES	Pest control	\$53.90
SWEPT AWAY CLEANING SERVICES	Cleaning services	\$375.00
USIC LOCATING SERVICES	Utility locating services	\$2,998.80
VC3 INC.	IT services	\$3,811.21
WELLMARK	Health insurance	\$3,955.15
WEX BANK	Fuel	\$1,203.47
XEROX CORPORATION	Copier agreement	\$115.11
ZIFT	Online transaction services	\$8.00
TOTAL CLAIMS		\$297,664.21

Expenditures By Fund

EXPENDITURES BY FUND	AMOUNT
001 GENERAL FUND	\$70,738.15
110 ROAD USE TAX	\$6,847.03
112 EMPLOYEE BENEFIT	\$1,789.44
301 CAPITAL PROJECT FUND	\$178,490.34
302 CAPITAL PROJECT FUND	\$1,334.50
600 WATER FUND	\$20,351.60
605 METER DEPOSITS	\$233.94
610 SEWER FUND	\$3,508.21
670 LANDFILL FUND	\$14,311.98
740 STORM WATER FUND	\$59.02
TOTAL EXPENDITURES	\$297,664.21

Revenues by Fund:

REVENUES BY FUND JULY 2026	RECEIVED
001 GENERAL FUND	\$32,588.39
110 ROAD USE TAX	\$16,669.44
112 EMPLOYEE BENEFIT	\$559.31
125 TIF	\$1,475.59
200 CAPITAL PROJECTS	\$748.64
600 WATER FUND	\$24,424.25
605 METER DEPOSITS	\$633.94
610 SEWER FUND	\$41,056.25
670 LANDFILL	\$14,360.52
740 STORM WATER	\$1,880.27
TOTAL REVENUES	\$134,396.60

Reports

City Administrator/Clerk Braye provided an update. Council discussed follow-up regarding the City Hall concrete concerns and code enforcement procedures.

Council reviewed the Jasper County Sheriff Calls for Service Report, Library Report, Code Compliance Report, and Fire Department financials.

Public Comments

Joyce Christenson provided an update regarding the tree grant and discussed roles and responsibilities associated with the project.

Tootie Johnson addressed Council regarding code-related concerns.

Additional discussion included BEDCO reports, maintenance reporting, and a request to look into a door stop for the Community Center.

No formal action taken.

MSA Engineering Update

City Engineer Nichole Sungren provided an update regarding current engineering projects. Discussion included the updated zoning map and review of the Comprehensive Plan.

No formal action taken.

SW Avenue Phase 2 – Reseeding Agreement

Council discussed the proposed reseeded agreement with TK Concrete, Inc.

Milligan motioned to approve the SW Avenue Phase 2 Reseeding Agreement with TK Concrete, Inc. Seconded by Bethards. Motion carried. Schabilion abstained.

SW Avenue Phase 2 – Certificate of Completion and Acceptance

Council discussed acceptance of the completed project and the Engineer's Certificate of Completion.

Bethards motioned to accept the SW Avenue Phase 2 Reconstruction Project and approve the Engineer's Certificate of Completion. Seconded by Milligan. Motion carried. Schabilion abstained.

SW Avenue Phase 2 – Pay Application No. 3 (Final Retainage Payment)

Council discussed Final Retainage Pay Application No. 3 in the amount of \$7,809.21.

Bethards motioned to approve Pay Application No. 3 (Final Retainage) to TK Concrete, Inc. in the amount of \$7,809.21. Seconded by Milligan. Motion carried. Schabilion abstained.

Ripley Intersection & Chichaqua Trail Improvements – Change Order No. 2

Council discussed Change Order No. 2.

Smith motioned to approve Change Order No. 2 with Mid State Solution LLC. Seconded by Schabilion. Motion carried.

Ripley Intersection & Chichaqua Trail Improvements – Pay Application No. 3

Council discussed Pay Application No. 3 in the amount of \$165,539.98.

Smith motioned to approve Pay Application No. 3 to Mid State Solution LLC in the amount of \$165,539.98. Seconded by Milligan. Motion carried.

Resolution No. 2026-20 – Proposed Baxter Commercial Urban Revitalization Area

Council discussed the proposed Urban Revitalization Plan.

Smith motioned to adopt Resolution No. 2026-20, declaring necessity and providing for notice of hearing on the proposed Urban Revitalization Plan for the Baxter Commercial Urban Revitalization Area. Seconded by Schabilion.

Roll Call Vote: Milligan – Yes; Bethards – Yes; Churchill – Yes; Schabilion – Yes; Smith – Yes.

Motion carried.

Resolution No. 2026-21 – Development Agreement with Benola's, LLC

Council discussed the Development Agreement with Benola's, LLC.

Milligan motioned to adopt Resolution No. 2026-21 authorizing the Development Agreement with Benola's, LLC. Seconded by Bethards.

Roll Call Vote: Milligan – Yes; Bethards – Yes; Churchill – Abstained; Schabilion – Yes; Smith – Yes.

Motion carried.

City Park Pond Maintenance and Treatment Quote

Council discussed the quote from The Pond Guy for maintenance and treatment of the City Park pond.

Milligan motioned to approve the quote from The Pond Guy as presented. Seconded by Schabilion. Motion carried.

City Hall Door Hardware Replacement Quote

Council discussed the quote for replacement of City Hall door hardware.

Bethards motioned to approve the quote as presented. Seconded by Smith. Motion carried.

2027 Dollar General Retail Tobacco Permit

Council discussed the 2027 Retail Tobacco Permit for Dollar General Store #31673.

Milligan motioned to approve the 2027 Retail Tobacco Permit for Dollar General Store #31673. Seconded by Schabilion. Motion carried.

State Savings Bank Deposit Rate Adjustment

Council discussed the proposed deposit rate adjustment.

Milligan motioned to accept the proposed six-month interest rate adjustment. Seconded by Schabilion. Motion carried.

Iowa League of Cities 2026 Annual Conference

Council discussed attendance at the Iowa League of Cities 2026 Annual Conference.

Smith motioned to authorize the City Administrator/Clerk to attend the 2026 Iowa League of Cities Annual Conference, including registration, lodging, and mileage. Seconded by Schabilion. Motion carried.

Resolution No. 2026-22 – Tenant/Landlord Utility Account Vacancy Policy

Council discussed the proposed Tenant/Landlord Utility Account Vacancy Policy.

Milligan motioned to adopt Resolution No. 2026-22 approving the Tenant/Landlord Utility Account Vacancy Policy. Seconded by Bethards.

Roll Call Vote: Milligan – Yes; Bethards – Yes; Churchill – Yes; Schabilion – Yes; Smith – Yes.

Motion carried.

Benola's Pub & Patio – JEDCO Facade Improvement Grant Local Match Reimbursement

Council reviewed the reimbursement documentation.

Bethards motioned to authorize payment of the City's approved local match reimbursement and authorize staff to submit the final reimbursement documentation to JEDCO. Seconded by Smith. Motion carried. Churchill abstained.

Java Java on Main – JEDCO Grant Local Match Reimbursement

Council reviewed the reimbursement documentation.

Milligan motioned to authorize payment of the City's approved local match reimbursement and authorize staff to submit the final reimbursement documentation to JEDCO. Seconded by Bethards. Motion carried.

Resolution No. 2026-23 – Assignment of 911 Addresses for New Residential Development

Council discussed assignment of addresses for the Rob Meyer and Shepley Construction developments.

Milligan motioned to adopt Resolution No. 2026-23 approving the proposed 911 addresses. Seconded by Schabilion.

Roll Call Vote: Milligan – Yes; Bethards – Yes; Churchill – Yes; Schabilion – Yes; Smith – No.

Motion carried.

Remaining City Code Codification Revisions

Council reviewed the remaining codification checklist and Iowa Codification comments and provided direction to staff regarding the remaining revisions.

No formal action taken.

Mayor's Report

Mayor Kunkel provided a report and commented positively on the City's building permit activity.

Task List – Update and Review

Council reviewed the current task list.

No formal action taken.

Adjournment

Milligan motioned to adjourn the meeting. Seconded by Bethards. Motion carried.

Meeting adjourned at 8:52 p.m.

CITY COUNCIL OF THE CITY OF
BAXTER, IOWA

DANIEL KUNKEL, MAYOR
CITY OF BAXTER, IOWA

ATTEST:

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