

CITY OF MAXWELL, IOWA
MAXWELL CITY COUNCIL REGULAR MEETING
WEDNESDAY, JANUARY 8, 2025, 6:00 P.M. CITY HALL

1. The meeting was called to order by Mayor Dale Higgins at 6:00 P.M.
2. Roll call was answered by Steve Gast, Sue Philpott, Joel Westendorf & Doug Miller. Ken Jans via telephone at 9:15 p.m. Visitors: Adam Coyle, Mark Reisdorf, Steven Reisdorf, Alex Golly, & Wes Farrand. Bryce Hubert via telephone
3. A motion to approve the agenda was made by Gast. Philpott seconded. 4 ayes.
4. Citizens Forum
 - a. Alex Golly – Alex Golly asked about stop signs at North St and Baldwin St. He was told it was being discussed as an ordinance amendment. He also asked about which side of Baldwin St is not parking. It is on the east side of the street.
 - b. Steven Reisdorf – Steven was present to discuss his Boy Scout Eagle Project. He would like to build a Ceremonial Flag Retirement Pit in the city park. He is looking at 3 locations. The pit would be 6-sided with the emblem of military service on each side. Gast moved for Steven Reisdorf to work with Parks & Open Spaces on the location of his project. Westendorf seconded. 4 ayes.
5. Public Hearing-
 - a. 2023 Water Main Improvements Project Update Public Hearing Announcements.
- Gast moved to open the public hearing. Westendorf seconded. 4 yes. Mayor Higgins read the following announcements.

CITY OF MAXWELL
2023 WATER MAIN IMPROVEMENTS PROJECT
UPDATE PUBLIC HEARING ANNOUNCEMENTS

A. Funding of Project Activities and Sources of Funds.

This project is funded in part by a Community Development Block Grant (CDBG) and a General Obligation Bond. The City was awarded a 2023 CDBG for \$300,000. To date, \$62,270 of the CDBG allocation has been expended. There is a local obligation of \$340,348 committed towards project costs. To date, \$222,821 has been expended.

B. Explain how the need for the activities was identified.

The need for the project is due to a need to provide residents within the target neighborhood with a safe and high-quality water supply.

C. Nature of and Status of Activities.

The nature of the project involves the construction of 1,126 linear feet of water main, two fire hydrants, related service connections, excavation and restoration work related directly to the replacement of the water mains.

Reilly Construction is the contractor for the work on the project. Work on the project is approximately 21% complete.

There has been no change to the project beneficiaries as proposed in the request submitted to the State for funding.

D. Announce the estimated portion of funds that will benefit low-and-moderate income persons.

The project will result in a target neighborhood benefit and, based on a 2022 LMI survey, 51.79% of the residents living in the City who will be impacted by the project are of low-and-moderate income.

E. Announce where the activities are being conducted.

The project activities are taking place in the City of Maxwell within the existing public right-of-way along Baldwin Street between North Street and 6th Street.

F. Announce plans to minimize displacement of persons and businesses resulting of funded activities.

The project will not result in the displacement or relocation of any persons or businesses.

G. Announce plans to assist persons actually displaced.

Since this project will not result in the displacement or relocation of any persons or businesses, there are no plans being made to assist displaced persons.

Gast moved to close public hearing. Miller seconded. 4 ayes.

6. Business

a. Discussion and Action with Adam Coyle on Ordinance Enforcement – Adam

Coyle was present to discuss ordinance enforcement. He is currently working for West Des Moines as doing nuisance enforcement & zoning. His rates are \$80 an hour with 2-hour minimum plus mileage. If he is working in his office, he would charge 15-minute increments. Gast moved to go forward on asking Adam Coyle for a contract for one year to look at going forward. Miller seconded. 4 ayes.

b. Discussion and Action on Resolution 2025-01 Approving Pay Application

Number 2 to Reilly Construction for the Maxwell Baldwin Street Project - Gast moved to approve Pay Application #2 for Reilly Construction. Miller seconded. 4 ayes.

Steve moved to adjust the agenda by moving 6g & 7g before Employee Handbook. Miller seconded. 4 ayes.

c. Discussion and Action on Employee Handbook – The council went through the employee handbook after the attorney made changes. Gast moved that all the discussion that we had tonight be entered into the record and may or may not act upon when appropriate. Westendorf seconded. 4 ayes.

d. Discussion and Action on Law Enforcement Services Contract – Gast moved to approve the Law Enforcement Services Contract. Westendorf seconded. 4 ayes.

e. Discussion and Action on Resolution 2025-02 Directing the Clerk to Pay all Regular Monthly bills of the city each Two Weeks or as the Bills are Received. –

Gast moved to approve Resolution 2025-02. Westendorf seconded. A change was made to the day of the council meeting. Gast moved to accept the change. Westendorf seconded. 4 ayes.

f. Discussion and Action on Tree Removal – Ken asked about the 6 trees that were to be taken down by the company that illegally dumped trees in our tree dump have not done anything. At this point, I say we tell the lawyer to go after them and sue them for the cost of taking down six trees and lawyer fees. I would say

\$1200 per tree with the total being \$7200 plus court charges. Gast moved to proceed as Ken suggested. Miller seconded. 4 ayes. There was further discussion on the removal of dead trees. Tony needs to look at the trees and if any are obviously dead then we need to have another bidding process.

- g. Discussion and Action of the Water Line at 619 Baldwin St – Gast moved request be denied based upon report from engineers that appropriate measures were taken when water was turned on and off. Miller seconded. 4 ayes. Bruce Hupert asked questions on the process that the engineer took on his report.
 - h. Discussion an Action on Resolution 2025-03 Adopting the Story County 2024-2029 Hazard Mitigation Plan – Westendorf moved to accept Resolution 2025-03. Gast seconded. 4 ayes.
 - i. Discussion and Action on Story County Emergency Management Commission 2025 Membership Appointment - Gast moved to appoint Dale Higgins, Joel Westendorf and Ken Jans to the Story County Emergency Management Commission. Miller seconded. 4 ayes.
7. Departmental Reports- Gast moved to receive and file the departmental reports. Miller seconded. 4 ayes.
- a. Sheriff –Report on file.
 - b. Fire –Report on file.
 - c. EMS – Report on file.
 - d. Library – Report on file. Sue mentioned the raffle being held by the Friends of the Library. Raffles are considered gambling therefore they would need a license to hold one.
 - e. Public Works –Report on file.
 - f. City Clerk- Report on file.
 - g. Engineer – Report on file. Updates on Baldwin St, Water Treatment Plant, Woodlawn St, Heart of Iowa Trail, and Scope of Services.
 - h. Parks & Open Spaces–Report on file.

Ken Jans joined the meeting at 9:15 P.M.

8. Council and Mayor Reports –
- a. Steve Gast – 1) Steve talked about the sledding hill as it is dangerous because a piece of concrete in the way. Tony needs to put up a barricade around the concrete.
 - b. Sue Philpott – 1) Sue wants to know how to get ordinances out to the public. Options were discussed. 2) Gun Shots north of town are alarming. 3) The roads need to be plowed better.
 - c. Doug Miller – 1) Doug wanted to know when the new leash law goes into effect. It is in effect now as it has been published, and the mayor signed the amendment.

9. Consent Agenda

- 1) Gast moved to approve Consent Agenda. Miller seconded. 5 ayes.
- 2) The bills presented were as follows:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ACCESS	MONTHLY PRINTER RENT	\$ 213.39
AFLAC	AFLAC CANCER	\$ 144.42
ALLIANT ENERGY	MONTHLY UTILITY BILL	\$ 9,018.45
AMAZON CAPITAL SERVICES	1CXG-3FMH-JPQH	\$ 607.76

AMAZON CAPITAL SERVICES	LIBRARY BOOK	\$ 100.71
AT&T MOBILITY	FIRSTNET CELL PHONES	\$ 273.93
AT&T MOBILITY	CELLPHONE	\$ 273.81
BADGER METER	WATER METER CELLULAR READS	\$ 398.40
BADGER METER	Cellular READS FOR METERS	\$ 398.40
BARCO MUNICIPAL PRODUCTS INC	BARRICADES	\$ 1,182.25
BRANDON BREER	TRAININGS, MEETINGS, CALLS	\$ 295.00
BRICK GENTRY P.C.	Employee Handbook	\$ 620.00
CARL MARSHALL	CALLS, MEETING, TRAINING	\$ 175.00
CARL MARSHALL	ASH & Debris REMOVAL	\$ 2,000.00
CENTRAL IOWA SHORTLINE LLC	#53862,53998-TORCH & MARKER	\$ 137.08
CENTRAL IOWA SHORTLINE LLC	#54063,54161-FUEL SUPPLEMENT	\$ 101.81
CENTRAL IOWA SHORTLINE LLC	#54233-HYDRAULIC HOSES	\$ 579.59
CHEM-SULT, INC	SODIUMHYPOCHLORITE	\$ 590.00
CHEM-SULT, INC	SODIUMHYPOCHLORITE & PHOSPHATE	\$ 1,123.40
CHEM-SULT, INC	SODIUMHYPOCHLORITE	\$ 634.40
CHEM-SULT, INC	SODIUMHYPOCHORLORITE	\$ 590.00
CHRIS PITTS	CALLS, MEETING, TRAININGS	\$ 105.00
CITY OF MAXWELL	UTILITY BILL	\$ 637.29
CITY OF MAXWELL	WATERBILLS	\$ 469.46
CONSUMERS ENERGY	RCH ELECTRIC	\$ 18.09
DEREK ROTHE	TRAININGS, MEETINGS, CALLS	\$ 3,300.00
DYLAN MCCARL	CALLS, MEETINGS, TRAININGS	\$ 30.00
EXCHANGE STATE BANK	BALDWIN ST LOAN	\$ 2,675.35
GANNETT IOWA LOCALIQ	LEGALS	\$ 179.58
gWORKS	SUBSCRIPTION FEE & PRODUCT SUPP	\$ 9,660.00
IOWA ONE CALL	LOCATES	\$ 20.90
IOWA REGIONAL UTILITIES ASSOC	RCH WATER	\$ 326.24
IPERS	IPERS	\$ 2,656.84
JAKE THOMPSON	Removal OF TREE SOCCER FIELD	\$ 600.00
JAMIE NESS	TRAINING, CALLS, MEETINGS	\$ 700.00
JARED HUDSON	MEETINGS, CALLS, TRAININGS	\$ 130.00
JERRY HOLS	TRAINING, MEETING, CALLS	\$ 1,600.00
JIM HUDSON	CALLS, TRAININGS, MEETINGS	\$ 365.00
JOEL WESTENDORF	TRAINING, MEETINGS, CALLS	\$ 160.00
KARL CHEVROLET	2011 CHEVROLET TRUCK	\$ 1,007.25
KENIK PIERCE	TRAININGS, CALLS, MEETINGS	\$ 1,645.00
LAWSON MASSEY	CALLS, MEETINGS, TRAININGS	\$ 250.00
LUKE NESS	CALLS, TRAININGS, MEETINGS	\$ 120.00
MAXTURF	BASEBALL FIELD RENOVATION	\$ 1,500.00
MAXWELL STATE BANK	FED/FICA TAXES	\$ 4,427.87
MAXWELL STATE BANK	FED/FICA TAX	\$ 4.12
MENARDS/ANKENY	WOOD & METAL SPRING CLAMP	\$ 23.79

MENARDS-AMES	PIPE HEATING CABLE & FOIL PIPE	\$ 59.41
MICROBAC LABORATORIES	TESTING	\$ 587.50
MICROBAC LABORATORIES	TESTING	\$ 451.00
MUNICIPAL MANAGEMENT CORP	LEAK SURVEY & LOCATE 2 LEAKS	\$ 1,200.00
NEW CENTURY FS	DIESEL & GAS	\$ 101.96
OMNISITE	ANNUAL PLAN FOR LAGOONS	\$ 455.00
PLUMB SUPPLY COMPANY	TOILET & SUPPLIES FOR SHOP	\$ 187.04
PLUMB SUPPLY COMPANY	S100758168.001-MOP BASIN	\$ 459.18
MAXWELL POST OFFICE	4 rolls of stamps	\$ 292.00
PRATT SANITATION INC	MONTHLY GARBAGE	\$ 5,853.40
PRATT SANITATION INC	MONTHLY GARBAGE PICKUP	\$ 5,764.13
REILLY CONSTRUCTION	PAY APPLICATION #2	\$ 819,522.86
RILEY PITTS	CALLS, TRAINING, MEETINGS	\$ 35.00
RON HAYES	CALLS, MEETINGS, TRAININGS	\$ 70.00
ROSS FRANK	TRAININGS, CALLS, MEETING	\$ 20.00
RYAN LEWIS	TRAININGS, CALLS, MEETINGS	\$ 4,785.00
SAFE BUILDING LLC	PLUMBING & MECHANICAL PERMITS	\$ 150.00
SAFE BUILDING LLC	ELECTRICAL	\$ 75.00
SCOTT JOHNSON	TRAINING, CALLS, MEETINGS	\$ 1,805.00
SCOTT JOHNSON	STORAGE CABINETS W/LOCKS EMS	\$ 278.18
SHAWN ZIESER	CALLS, TRAINING, MEETINGS	\$ 25.00
SHELBY PATTERSON	TRAINING, MEETINGS, CALLS	\$ 130.00
SHELLY RICHARDSON	TRAINING, CALLS, MEETINGS	\$ 340.00
SIMMERING CORY, INC.	BALDWIN PROJECT	\$ 4,000.00
SNYDER & ASSOCIATES	#119.0265.01A-15 BALDWIN ST	\$ 16,195.81
SNYDER & ASSOCIATES	#119.0265.01A-16 BALDWIN ST	\$ 17,051.95
STORY COUNTY HOUSING TRUST	SCHT DONATION	\$ 679.00
STORY COUNTY TREASURER	LAW ENFORCEMENT FY24/25 3RDQTR	\$ 14,703.93
SUMMIT FIRE PROTECTION	FIRE EXTINGUISHER INSPECTIONS	\$ 1,966.69
SWANK MOVIE LICENSING USA	COPYRIGHT COMPLIANCE SITE LICN	\$ 191.00
TOM HUDSON	CALLS, TRAININGS, MEETINGS	\$ 375.00
TONY NESS	TRAINING, CALLS, MEETINGS	\$ 1,040.00
TRAVIS SOTTER	CALLS, TRAININGS, MEETINGS	\$ 40.00
TREASURER-STATE OF IOWA	STATE TAXES	\$ 2,239.32
TREVER COUGHENOUR	TRAINING, CALLS, MEETINGS	\$ 215.00
U.S. BANK	GOOGLE	\$ 431.11
USABlueBook	INV00574874	\$ 663.17
WINDSTREAM	091143516-TELEPHONE & INTERNET	\$ 555.10
WYATT LEWIS	TRAININGS, CALLS, MEETINGS	\$ 2,320.00
Accounts Payable Total		\$ 957,383.32
Total Paid On: 12/11/24		\$ 7,622.71
Total Paid On: 12/17/24		\$ 923.50
Total Paid On: 12/26/24		\$ 6,112.59

Total Paid On: 12/31/24		\$ 24.94
Total Paid On: 1/08/25		\$ 6,212.72
Total Payroll Paid		\$ 20,896.46
***** REPORT TOTAL *****		\$ 978,279.78
GENERAL		\$ 86,629.53
ROAD USE TAX		\$ 1,410.62
BALDWIN ST PROJECT		\$ 838,456.67
CAPITAL FUND PRJCT-STORM		\$ 18,214.72
WATER		\$ 17,053.84
SEWER		\$ 16,514.40
TOTAL FUNDS		\$ 978,279.78

10. Adjourn. A motion to adjourn the meeting at 9:33 P.M. was moved by Philpott. Seconded by Westendorf. 5 ayes

THE NEXT REGULAR MEETING WILL BE JANUARY 8, 2025, AT 6:00 P.M.

ATTEST: _____, Clerk _____, Mayor
 Deb Hayes Dale Higgins