

CITY OF MAXWELL, IOWA
MAXWELL CITY COUNCIL REGULAR MEETING
MONDAY, SEPTEMBER 11, 2023, 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, Lauryn Myers, Meggen Lawrence, Doug Miller, & Ken Jans. Visitors: Sue Philpott, Tim Meiers, Tyler Meiers, Jody Gast, Steve Flickinger, & Jayne Underhill.
3. A motion to approve the agenda was made by Lawrence. Gast seconded. 5 ayes.
4. Citizens Forum
 - a. NA
5. Departmental Reports
 - a. Sheriff – Deputy Lentz was present. Discussion on cars racing around town at midnight or during the Market. People parking in the handicap spaces without stickers. The Deputy will send out a message conveying these concerns to the rest of the officers.
 - b. Fire – Report on file – Gast moved to accept 3 new members to the Fire Department, Kenik Pierce, Lawson Massey, & Brandon Breer. Myers seconded. 5 ayes
 - c. EMS – Report on file. Gast moved to accept 1 new member to the EMS Department, Kenik Pierce. Myers seconded. 5 ayes.
 - d. Library – Report on file. The library suggested an open house for both City Hall and Library when the library is done with their remodel in the middle of October.
 - e. Public Works- Report on file. Roads will be done in the middle of September. We have had several water main breaks this last month. Scott is working on his wastewater license. Doug mentioned a sinkhole at senior housing in street.
 - f. City Clerk- Report on file. Different filing cabinets are needed because the old ones will not fit. FEMA wind disaster is complete. Clerk to create resolution to move money into the fund.
 - g. Engineer – Report on file
 - h. Parks and Open Space Board – Jody Gast was present. Jody talked about the forestry grant and how to improve the grant application. They are looking at other grants for a handicap swing. Will be helping with the vision grant.
6. Business
 - a. Discussion and Action on Referral to Parks and Open Spaces on Proposed Amendments to the Maxwell City Code Regarding Trees- Jody Gast would like to change the city ordinances that talk about trees. These changes would help with making out city a Tree City USA, which open us to more grants. She would like to present them to the October & November council meetings.
 - b. Discussion and Action on Trick-or-Treat – Jans moved to hold Trick-or-Treat night on October 31st between 6:00p.m. – 8:00p.m. Lawrence seconded. 5 ayes.
 - c. Discussion and Action on Livestock permit for 65700 325th St. – Gast moved to approve the request for a livestock permit at 65700 325th St., subject to compliance. Jans seconded. 5 ayes.
 - d. Discussion and Action on \$2,000 Set Aside for Visioning Grant – To be eligible for the Visioning Grant the city needs to earmark \$2,000 for the grant. Gast

moved to earmark \$2,000 from economic development for the Visioning Grant. Myers seconded. 5 ayes

- e. Discussion and Action on 2023 Legislative Changes to Ordinances- These are State Legislative changes. Gast moved to authorize the mayor to sign the agreement with Iowa Codification to add legislative changes and all new city ordinances to the Maxwell City Code. Myers seconded. 5 ayes.
 - f. Discussion and Action on Solar Energy Ordinance – A committee needs to be formed to clean up the language of the proposed solar energy ordinance. This committee includes Steve & Doug plus a couple of representatives from Planning and Zoning Board. Gast moved that all setback for accessory buildings should follow R2 District. Jans seconded. 5 ayes.
 - g. Discussion and Action on Water Rate Increase – The mayor would like to see a \$3 raise in the water charges to start collecting money for the upgrade to the water plant. Steve explained that the water committee meets with the financial advisor to discuss rates every year.
 - h. Discussion and Action Parking in the Row for Longer than 72 Hours without Moving – Discussion on how long parking in the right of way should be. Myers moved to change the ordinance to 7 days from 72 hours and to add a process to authorize personnel to ticket the offender. If it is not moved within 30 days of the date of the ticket, then the vehicle will be towed at the owner’s expense. Tickets will be \$15. Lawrence seconded. 5 ayes.
 - i. Discussion and Action on Corrections on Legal Documents for McHone Dr – Gast moved to approve the preparation and signing by the mayor and clerk of the Corrected Deeds Without Warranty and a Corrected 2.1 Affidavit of Compliance to modify the legal description of each half of McHone Dr. from 20ft to 33ft for Kevin & Susan Tankersley and Joseph & Carolyn Prince and to change the Prince’s address to 523 South St. and to have the clerk submit the fully executed documents to the Story County Recorder for recording. Myers seconded. 5 ayes.
 - j. Discussion and Action on Appointment of DPPA Contact – Gast moved to appoint Deb Hayes to be the DPPA Contact. Myers seconded. 5 ayes
 - k. Resolution on Amending the Salaries of Employees of the City for Fiscal Year 2024 – Gast moved to approve the Resolution amending the salaries of employees of the city for fiscal year 2024. Lawrence seconded. Gast moved to amend to resolution adding the part-time assistant clerk position at \$7.25. Lawrence seconded. 5 ayes
6. Council and Mayor Reports –
- a. Steve Gast- 1) Inventory of all street inlets - Steve would like to direct the Public Works Director to locate and inventory the storm water inlets, size, and type, and to map where they are and where they go. 2) Occupancy of campers/trailers in the ROW or on private property -Steve has received complaints about this subject. The council has talked about it in the past and decided not to change ordinances on this subject. 3) We have a contract with the DNR to water the new trees on a maintenance plan. The city needs to have a way to track it, using a log sheet and map of trees. This is a part of becoming a Tree City. 4) Status of existing nuisance complaints – The nuisances from last fall never were followed through. It should be sent out to look at again.
 - b. Lauryn Myers- a) Lauryn talked about when to turn in her resignation. Her last day will be October 31st. b) A major SCCF Grant will be turned in for the disc

golf course. This would be a \$25,000 grant and would need \$15,000 matching fund. There are enough donations that the matching funds could be covered.

- c. Doug Miller – 1) OOR Grants are about done, with one person to turn in information for payout. 2) Doug talked about departments getting their reports to the clerk in a timely fashion. 3) Doug talked about the parking signs along the football field. New ones need to be ordered and with no parking this side. Ordinance needs to be changed.
- d. Ken Jans – Ken asked the status of the tree removal and how many have been taken down. We need a report from the contractor to Tony.
- e. Dale Higgins – 1) Dale talked about the Community Vision Grant. 2) He also talked about a grant through Byers that would tie in with the Vision Grant

9. Consent Agenda

- a. Gast moved to approve the consent agenda. Myers seconded. 5 ayes.
- b. Bills presented were as follows:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ACCESS	MONTHLY PRINTER RENT	194.83
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AFLAC	AFLAC CANCER	144.42
ALLIANT ENERGY	MONTHLY UTILITY BILL	9,243.53
ALTERNATIVE SERVICES	CEMETERY MOWING JULY-4 MOWING	2,360.00
ALTERNATIVE SERVICES	AUGUST CEMETERY MOWING	1,770.00
ALTERNATIVE SERVICES	OOR GRANT FOR MARY COATE	5,510.50
AMAZON CAPITAL SERVICES	DVDS & BOOKS	345.48
CALDWELL,BRIERLY,& CHALUPA LLC	MCHONE DR	240
CENTRAL IOWA SHORTLINE LLC	#27111-FILTERS	61.09
CHEM-SULT, INC	SODIUMHYPOCHLORITE & PHOSPHATE	1,532.20
CHEM-SULT, INC	SODIUMHYPOCHLORITE & Phosphate	786.8
CIT SEWER SOLUTIONS	SEWER LINE @ 308 MAXWELL ST	3,319.20
CONSUMERS ENERGY	RCH ELECTRIC	46.5
DEBRA HAYES	MATERIAL FOR OFFICE CHAIRS	94.55
FELD FIRE	60-200 GPM 1.5' AUTOMATIC	622
GATEHOUSE DB IA HOLDINGS, INC	MINUTES & PUBLIC HEARINGS	392.16
IOWA CODIFICATION, INC	2023 JUNE UPPLEMENT	542
IOWA DEP OF REVENUE	SALES TAX JULY 2023	90.23
IOWA DEP OF REVENUE	WATER EXCISE TAX JULY 2023	537.06
IOWA REGIONAL UTILITIES ASSOC	RCH WATER	412.5
IOWA REGIONAL UTILITIES ASSOC		365.96
IPERS	IPERS	2,196.29
JERICO SERVICES, INC	DUST CONTROL	4,007.50
JOEL WESTENDORF	LED LIGHT BAR & SAFELATERN	601.88
LAZER HOME SERVICES	GRANT TO REPLACE FURNACE	6,510.00
MID-AMERICAN RESEARCH CHEMICAL	FOG ELIM & COLD WATER BACTERIA	1,333.59
MATTHEWS WHITE PLUMBING	#1794-WATER LEAK ON MAIN ST	9,355.74
MATTHEWS WHITE PLUMBING	#1817-REPAIRS ON MAXWELL ST	5,868.42

MAXWELL FARMS	2ND ST BRIDGE REPAIR	6,076.50
MAXWELL STATE BANK	FED/FICA TAX	3,292.85
MEUSBURGER CONSTRUCTION, INC	DRAW #2 FOR CITY HALL REMODEL	25,000.00
MEUSBURGER CONSTRUCTION, INC	city hall remodel	10,000.00
MEUSBURGER CONSTRUCTION, INC	CITY HALL REMODEL	8,734.35
MICROBAC LABORATORIES	KEYSTONE INC	402
MICROBAC LABORATORIES	TESTING	1,747.00
MOMAR	ONE STEP	3,674.63
MUNICIPAL MANAGEMENT CORP	LEAK DETECTION	800
NEVADA PUBLIC LIBRARY	STORY COUNTY LIBRARIES BANNER	8.75
NEW CENTURY FS	GAS & DIESEL	751.9
OVERDRIVE INC	FY2024 BRIDGES EBOOK CONTENT	480.39
PRATT SANITATION INC	MONTHLY GARBAGE	5,220.83
PRATT SANITATION INC	MONTHLY GARBAGE	5,375.27
SAFE BUILDING LLC	MECHANICAL & FENCE PERMIT	144.72
SAFE BUILDING LLC	PERMITD	557.37
SNYDER & ASSOCIATES	119.9265.01A-7 BALDWIN ST IMPR	5,562.50
SNYDER & ASSOCIATES	#123.0441.01-4-WATER TREATMENT	3,241.00
STALLS & STRIPES	STRIPE PARKING AT SCHOOL	600
THORPE WATER DEVELOPMENT	REPLACE WELL 3 CHECK VALVE	2,041.83
U.S. BANK	HELMET SHIELDS & IDENTIFY PIN	342.08
US CELLULAR	MONTHLY CELL PHONE	223.7
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WINDSTREAM	091143516-PHONE & INTERNET	604.93
WINDSTREAM	091143516-INTERNET & PHONE	599.72
ZIEGLER INC	MAINTENANCE ON BACKHOE	723.88
Accounts Payable Total		145,109.16
Total Paid On: 8/09/23		4,680.17
Total Paid On: 8/23/23		5,747.65
Total Paid On: 9/06/23		5,881.69
Total Payroll Paid		16,309.51
***** REPORT TOTAL *****		161,418.67
GENERAL		94,468.47
ROAD USE TAX		14,639.31
CAPITAL PRJCT FUND - STRT		2,700.00
WATER		32,925.14
SEWER		16,685.75
TOTAL FUNDS		161,418.67

10. Adjourn. A motion to adjourn the meeting at 8:30 P.M. was moved by Lawrence. Seconded by Myers. 5 ayes

THE NEXT REGULAR MEETING WILL BE OCTOBER 2, 2023 AT 5:00 P.M.

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