

**PUBLIC NOTICE**  
**THE MAXWELL CITY COUNCIL WILL HOLD A SPECIAL**  
**MEETING ON MONDAY, MAY 22, 2023 AT 6:00 PM AT**  
**MAXWELL CITY HALL, 107 MAIN STREET, MAXWELL, IA**

**The City of Maxwell will be allowing residents to join this city council meeting via a conference call. If you would like to participate, just before the meeting start time, you must call 844-855-4444 and enter this access code: 471070 no earlier than 5 minutes prior to the meeting.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CITIZENS FORUM**
- 5. PUBLIC HEARING**
  - a. DISCUSSION AND ACTION ON RESOLUTION 2023-05 APPROVING PROPOSED AMENDMENT #1 TO THE FISCAL YEAR 2022-2023 BUDGET**
  - b. SECOND READING OF AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, PERTAINING TO WATER SERVICE RATES, SEWER SERVICE RATES AND SOLID WASTE COLLECTION FEES**
  - c. SECOND READING OF AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, ALLOWING ONE-FAMILY ATTACHED DWELLINGS AS A PRINCIPLE PERMITTED USE IN THE R-2 MIXED RESIDENTIAL DISTRICT, R-3 MULTI-FAMILY DISTRICT, C-1 COMMERCIAL DISTRICT, AND M-1 INDUSTRIAL DISTRICT**
- 6. DISCUSSION AND ACTION ON CITY HALL REMODEL**
- 7. DISCUSSION AND ACTION ON CHECK SIGNING AUTHORIZATION**
- 8. DISCUSSION AND ACTION ON POSTING PART-TIME ASSISTANT POSITION**
- 9. DISCUSSION AND ACTION ON OWNER-OCCUPIED LOAN INFORMATION**
- 10. MAYOR'S NOTES**
- 11. ADJOURN**

**RESOLUTION NO. 2023-XX**

**RESOLUTION APPROVING THE CITY'S PROPOSED  
AMENDMENT #1 TO THE FISCAL YEAR 2022-2023 BUDGET**

**WHEREAS**, the City Council of Maxwell, Iowa has prepared amendment #1 to the Annual Budget for Fiscal Year 2022-2023; and

**WHEREAS**, the City did hold a public hearing regarding this proposed budget amendment on May 22, 2023, at 6:00 PM at the Maxwell City Hall, at 107 Main St, Maxwell, Iowa.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Maxwell, Iowa, approval of budget amendment #1 for Fiscal Year 2022-2023.

**BE IT FURTHER RESOLVED**, by the Maxwell City Council of the City of Maxwell, Iowa, that the Mayor and City Clerk/Treasurer are hereby authorized and directed to execute said resolution.

**RESOLUTION 2023-XX PASSED** by the City Council this 22nd day of May 2023, and the Mayor declares the same to be approved and enacted upon passage.

Motion to adopt:

Seconded by:

Roll Call Vote: Myers \_\_\_\_\_ Gast \_\_\_\_\_ Lawrence \_\_\_\_\_ Jans \_\_\_\_\_ Miller \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Dale Higgins, Mayor

\_\_\_\_\_  
Deb Hayes, City Clerk

**NOTICE OF PUBLIC HEARING - AMENDMENT OF CURRENT BUDGET**

City of MAXWELL  
Fiscal Year July 1, 2022 - June 30, 2023

The City of MAXWELL will conduct a public hearing for the purpose of amending the current budget for fiscal year ending June 30, 2023

**Meeting Date/Time:** 5/22/2023 06:00 PM

**Contact:** Deb Hayes

**Phone:** (515) 387-8655

**Meeting Location:** Maxwell City Hall  
107 Main St  
Maxwell IA 50161

There will be no increase in taxes. Any residents or taxpayers will be heard for or against the proposed amendment at the time and place specified above. A detailed statement of: additional receipts, cash balances on hand at the close of the preceding fiscal year, and proposed disbursements, both past and anticipated, will be available at the hearing. Budget amendments are subject to protest. If protest petition requirements are met, the State Appeal Board will hold a local hearing. For more information, consult <https://dom.iowa.gov/local-gov-appeals>.

REVENUES & OTHER FINANCING SOURCES		Total Budget as Certified or Last Amended	Current Amendment	Total Budget After Current Amendment
Taxes Levied on Property	1	388,321	0	388,321
Less: Uncollected Delinquent Taxes - Levy Year	2	0	0	0
Net Current Property Tax	3	388,321	0	388,321
Delinquent Property Tax Revenue	4	0	0	0
TIF Revenues	5	0	0	0
Other City Taxes	6	129,734	0	129,734
Licenses & Permits	7	6,800	0	6,800
Use of Money & Property	8	4,700	0	4,700
Intergovernmental	9	277,489	24,750	302,239
Charges for Service	10	530,780	2,000	532,780
Special Assessments	11	0	0	0
Miscellaneous	12	0	9,618	9,618
Other Financing Sources	13	0	0	0
Transfers In	14	400,187	258,975	659,162
<b>Total Revenues &amp; Other Sources</b>	<b>15</b>	<b>1,738,011</b>	<b>295,343</b>	<b>2,033,354</b>
<b>EXPENDITURES &amp; OTHER FINANCING USES</b>				
Public Safety	16	178,240	106,338	284,578
Public Works	17	166,596	17,850	184,446
Health and Social Services	18	2,480	0	2,480
Culture and Recreation	19	116,470	41,470	157,940
Community and Economic Development	20	4,500	0	4,500
General Government	21	152,990	10,800	163,790
Debt Service	22	95,680	0	95,680
Capital Projects	23	5,000	91,000	96,000
Total Government Activities Expenditures	24	721,956	267,458	989,414
Business Type/Enterprise	25	478,430	77,557	555,987
<b>Total Gov Activities &amp; Business Expenditures</b>	<b>26</b>	<b>1,200,386</b>	<b>345,015</b>	<b>1,545,401</b>
Transfers Out	27	400,187	258,975	659,162
<b>Total Expenditures/Transfers Out</b>	<b>28</b>	<b>1,600,573</b>	<b>603,990</b>	<b>2,204,563</b>
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	<b>29</b>	<b>137,438</b>	<b>-308,647</b>	<b>-171,209</b>
Beginning Fund Balance July 1, 2022	30	1,617,408	0	1,617,408
<b>Ending Fund Balance June 30, 2023</b>	<b>31</b>	<b>1,754,846</b>	<b>-308,647</b>	<b>1,446,199</b>

**Explanation of Changes:** Grants were received new trees and restroom renovations, new projects to improve parks , streets and water used reserve cash.

DEPARTMENT	TO AMEND	TRANSFER	INTERGOV	SERVICE	MISC	USE OF MONEY	TOTAL INCOME	Where income is coming from
<b>Public Safety</b>								
Emergency Managem	\$ 49,433.00	\$ 49,433.00					\$ 49,433.00	Local Option
EWS	\$ 54,905.00	\$ 54,905.00					\$ 54,905.00	Washington Trust
building inspection	\$ 2,000.00			\$ 2,000.00			\$ 2,000.00	Charges from permits
								106338
<b>Public Works</b>								
Roads	\$ 13,625.00		\$ 13,625.00				\$ 13,625.00	Roads Reserve
Snow	\$ 625.00		\$ 625.00				\$ 625.00	Roads Reserve
Garage	\$ 3,600.00						\$ -	
								17850
<b>Culture &amp; Recreation</b>								
Library	\$ 500.00		\$ 500.00				\$ 500.00	County payment over prediction
Parks	\$ 40,970.00	\$ 21,352.00	\$ 10,000.00		\$ 9,618.00		\$ 40,970.00	Local Option, Grants, MARC, Market in Park
	\$ 41,470.00							41470
<b>General</b>								
City Hall	\$ 10,800.00	\$ 10,800.00					\$ 10,800.00	Local Option
								10800
<b>Capital Projects</b>								
Baldwin Project	\$ 65,000.00	\$ 55,800.00					\$ 55,800.00	Roads (in Budget to transfer)
Tree Removal	\$ 26,000.00	\$ 26,000.00					\$ 26,000.00	Local Option
								91000
<b>Enterprise</b>								
Water	\$ 17,000.00						\$ -	Water Reserve
Sewer 610	\$ 19,872.00						\$ -	Sewer Reserve
Sewer 612	\$ 40,685.00	\$ 40,685.00					\$ 40,685.00	Sewer Reserve
								77557
<b>Totals</b>	\$ 386,485.00	\$ 258,975.00	\$ 24,750.00	\$ 2,000.00	\$ 9,618.00	\$ -	\$ 295,343.00	

DEPARTMENT	Reasoning		
Public Safety			
Emergency Management	Sirens		
EMS	Tahoe		
building inspection	overbudget		
Public Works			
Roads	Dust control & Road repair		
Snow	tractor cab		
Garbage	overbudget		
Culture & Recreation			
Library	addition of \$500 for materials		
Parks	<del>stumps</del> , trees, restroom renovations		
	rodeo electric, tree assessment		
	trash cans		
General			
City Hall	audit, sidewalk		
Capital Projects			
Baldwin Project			
Tree Removal			
Enterprise			
Water	endpoints		
Sewer 610	sewerline inspections, waterline		
Sewer 612	pay negative balance		

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, PERTAINING TO WATER SERVICE RATES, SEWER SERVICE RATES, AND SOLID WASTE COLLECTION FEES**

**BE IT ENACTED** by the City Council of the City of Maxwell, Iowa:

**SECTION 1. SECTION MODIFIED.** Section 92.02 of the Code of Ordinances of the City of Maxwell, Iowa, is repealed and the following adopted in lieu thereof:

**92.02 RATES FOR SERVICE.** Water service shall be furnished at the following rates within the City:

1. **Service Charge – Fixed Rate**  
A customer service charge of \$24.00 per month (minimum bill) shall be charged despite any temporary absence of the customer
2. **Usage Charge – Variable Rate of Metered Service (figured on each gallon used).**  
Water Usage Rate ..... \$1.80 per 1,000 gallons.
3. **Water used for outside purposes only shall be registered on the extra outside meter and be billed at the following rate.**  
Annual startup fee ..... \$10.00  
All water used per month on outside meter ..... \$1.80 per 1,000 gallons.
4. **Bulk Sales.**  
All bulk sales ..... \$1.00 per 100 gallons.

**SECTION 2. SECTION MODIFIED.** Section 99.01 of the Code of Ordinances of the City of Maxwell, Iowa, is repealed and the following adopted in lieu thereof:

**99.01 RATES FOR SERVICE.** Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system based upon the amount of water consumed as follows:

1. **Service Charge – Fixed Rate**  
A customer service charge of \$62.00 per month (minimum bill) shall be charged despite any temporary absence of the customer
2. **Usage Charge – Variable Rate** figured on each gallon, based upon the amount of water consumed excluding metered water for outside purposed  
Sewer Usage Fee ..... \$5.00 per 1,000 gallons.

**SECTION 3. SECTION MODIFIED.** Section 106.08 COLLECTION FEES, paragraph 1 Schedule of Fees, of the Code of Ordinances of the City of Maxwell, Iowa, is repealed and the following adopted in lieu thereof:

1. **Schedule of Fees.** The fee for solid waste collection and disposal service, used or available, for the first container for each residential premises and for each dwelling unit of a multiple family dwelling shall be \$19.00 per month. Commercial, industrial or institutional premises using approved residential style containers may petition the city and receive solid waste collection and disposal service at the same rate as residential premises. Additional containers will be available for an additional \$11.00 per month per container per premises or dwelling unit.

**SECTION 4. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 5. WHEN EFFECTIVE.** This ordinance shall be in effect from the fifteenth day of June 2023, following its passage, approval, and publication as provided by law.

First Reading: Date 05-01-2023 Gast y Myers y Jans y Lawrence y Miller y  
Second Reading: Date \_\_\_\_\_ Gast \_\_\_\_\_ Myers \_\_\_\_\_ Jans \_\_\_\_\_ Lawrence \_\_\_\_\_ Miller \_\_\_\_\_  
Third Reading: Date \_\_\_\_\_ Gast \_\_\_\_\_ Myers \_\_\_\_\_ Jans \_\_\_\_\_ Lawrence \_\_\_\_\_ Miller \_\_\_\_\_

Passed by the Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023, and approved by the Mayor this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

ATTEST:

\_\_\_\_\_  
Debra Hayes, City Clerk

\_\_\_\_\_  
Mayor

I certify that the foregoing was published as Ordinance No. \_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Debra Hayes, City Clerk

## ORDINANCE NO. \_\_\_\_

### AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, ALLOWING ONE-FAMILY ATTACHED DWELLINGS AS A PRINCIPLE PERMITTED USE IN THE R-2 MIXED RESIDENTIAL DISTRICT, R-3 MULTI-FAMILY DISTRICT, C-1 COMMERCIAL DISTRICT, AND M-1 INDUSTRIAL DISTRICT.

**BE IT ENACTED** by the City Council of the City of Maxwell, Iowa:

**SECTION 1. SECTION MODIFIED.** Section 165.02 DEFINITIONS, is modified by moving the current paragraph 16 to paragraph 14, renumbering the current paragraphs 14, 15, 17 and all the following paragraphs beginning with the new number 16, then inserting a new paragraph 15 "Dwelling, one-family" to read as follows:

15. "Dwelling, one-family attached" means a building designed as a two-family dwelling which is divided by a vertical common wall, where there are two, but no more than two, dwelling units within a single structure. For this type of dwelling, each unit is considered a separate building. The two units are separated by a common wall, with the dwellings side-by-side, and the lot has been subdivided with a lot line following the common vertical wall extended to define two separate lots each lot meeting the width and area requirements for this type of dwelling in its district. The front and rear setbacks shall be retained for each dwelling unit. The side yard opposite the common vertical wall for each dwelling shall conform to the district requirements for a two-family dwelling.

**SECTION 2. SECTION AMENDED.** Section 165.09 R-2 MIXED RESIDENTIAL DISTRICT, paragraph 1 Permitted Principal Uses and Structures is amended by striking subparagraph A and replacing it with a new subparagraph A to read as follows:

A. Any use permitted in the R-1 Single-Family Residential District.

**SECTION 3. SECTION MODIFIED.** Section 165.09 R-2 MIXED RESIDENTIAL DISTRICT, paragraph 1 Permitted Principal Uses and Structures is modified by adding a new subparagraph C and re-lettering the existing subparagraphs C through G to D through H. The new subparagraph C reads as follows:

C. One-family attached dwellings provided:

- (1) the structure is built as a two-family dwelling divided by a vertical common wall, attached on the side and only one side of the other dwelling unit and the common property line divides each dwelling unit;
- (2) a common wall agreement in which each dwelling unit owner shall provide for maintenance of the common wall and which restricts, in favor of the attached unit's owner, the maintenance and changes of exterior color, material, and design of the dwelling so as to be compatible with the attached unit;
- (3) front, rear and one side yard shall conform to the requirements for the district in which they are located;
- (4) a surveyed plot plan and the common wall agreement is approved by the City and filed with the Story County Recorder. The plot plan shows the building footprint in relation to a common lot line under the vertical party wall and the distances from the building footprint to each of the other lot lines;



(5) each dwelling unit shall be provided with separate lines and meters for water, gas and electricity and separate taps for water and sewerage;

(6) all utility, building, and life safety codes are in compliance;

**SECTION 4. SECTION MODIFIED.** Section 165.09 R-2 MIXED RESIDENTIAL DISTRICT, paragraph 4 Minimum Lot Area and Width is modified by adding a new subparagraph C and re-lettering the existing subparagraphs C to D. The new subparagraph C reads as follows:

C. One-Family Attached Dwelling (prior to subdividing, the lot must comply with the two-family minimums. After subdividing, the smaller of the two lots shall meet or exceed the following minimums):

Area – 6,720 square feet

Width – 48 feet

**SECTION 5. SECTION MODIFIED.** Section 165.09 R-2 MIXED RESIDENTIAL DISTRICT, paragraph 7. Minimum Off-Street Parking and Loading Space is amended by striking subparagraph A and adding a new subparagraph A to read as follows:

A. Dwellings – 2 parking spaces for each dwelling unit on paved surface exterior to any garage space plus one space for every 2 roomers.

**SECTION 6 SECTION MODIFIED.** Section 165.10 R-3 MULTI-FAMILY RESIDENTIAL DISTRICT, paragraph 1 Permitted Principal Uses and Structures is modified by adding a new subparagraph A and re-lettering the existing subparagraphs A through F to B through G. The new subparagraph A reads as follows:

A. Any use permitted in the R-2 Mixed Residential District.

**SECTION 7 SECTION MODIFIED.** Section 165.10 R-3 MULTI-FAMILY RESIDENTIAL DISTRICT, paragraph 4 Minimum Lot Area and Width is modified by adding a new subparagraph C and re-lettering the existing subparagraphs C and D to D and E. The new subparagraph C reads as follows:

C. One-Family Attached Dwelling (prior to subdividing, the lot must comply with the two-family minimums. After subdividing, the smaller of the two lots may meet the following minimums):

Area – 4,666 square feet

Width – 35 feet

**SECTION 8. SECTION MODIFIED.** Section 165.10 R-3 MULTI-FAMILY RESIDENTIAL DISTRICT, paragraph 7. Minimum Off-Street Parking and Loading Space is amended inserting a new subparagraph A and re-lettering the existing subparagraphs A through F to B through G. The new subparagraph A reads as follows:

A. Single-family, Two-family, and One-family Attached Dwellings – 2 parking spaces for each dwelling unit on paved surface exterior to any garage space plus one space for every 2 roomers.

**SECTION 9 SECTION MODIFIED.** Section 165.11 C-1 COMMERCIAL DISTRICT, paragraph 1 Permitted Principal Uses and Structures is modified by striking subparagraph A and inserting a new subparagraph A to read as follows:

A. Any use permitted in the R-3 Multi-Family Residential District.

**SECTION 10. SEVERABILITY CLAUSE.** If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

**SECTION 11. WHEN EFFECTIVE.** This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

	Date	Moved	Second	Vote				
1st Reading:	<u>05-01-2023</u>	<u>Miller</u>	<u>Lawrence</u>	Gast <u>✓</u>	Myers <u>✓</u>	Jans <u>✓</u>	Lawrence <u>✓</u>	Miller <u>✓</u>
2nd Reading:	_____	_____	_____	Gast <u>  </u>	Myers <u>  </u>	Jans <u>  </u>	Lawrence <u>  </u>	Miller <u>  </u>
3rd Reading:	_____	_____	_____	Gast <u>  </u>	Myers <u>  </u>	Jans <u>  </u>	Lawrence <u>  </u>	Miller <u>  </u>

Passed by the Council this \_\_\_\_\_ day of \_\_\_\_\_, 2023, and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Debra Hayes, City Clerk

### Ordinance Description:

**Section 1** adds the definition for a One-Family Attached Dwelling and reorders alphabetically the definitions for Multiple Dwelling, Single-Family Dwelling, and Two-Family Dwelling. Finally, due to the inserted definition, all subsequent definitions are renumbered sequentially.

**Section 2** clarifies that uses permitted in the R-1 District are permitted in the R-2 District.

**Section 3** adds One-family attached dwellings as a permitted use in the R-2 District setting conditions under which they are permitted while **Section 4** sets the lot area and width for the use and **Section 5** sets the requirements for off-street parking for new dwellings.

**Section 6** adds One-family attached dwellings as a permitted use in the R-3 District setting conditions under which they are permitted while **Section 7** sets the lot area and width for the use and **Section 8** sets the requirements for off-street parking for new dwellings.

**Section 9** clarifies that uses permitted in the R-3 District are permitted in the C-1 District. With the existing language in the ordinance the changes from Section 2 and Section 9 clarifies our ordinance has a pyramidal structure where all permitted uses in the previous district are permitted in subsequent districts.

**Meusburger Construction, Inc,  
Kenny Meusburger, President  
33413 680<sup>th</sup> Ave.  
Maxwell, IA 50161  
515-290-9365**

Scope of Work. Price includes:

Electric Permit

Demo of Entire Area

Trash Removal from entire remodel

Cutting of floor to run electric to chamber desk

Framing Materials

Electric work on proposal sheet (attached)

Two new outside doors with blinds between glass, door closers, and commercial grade handlesets and locks

New acoustical drop ceiling with LED troffer lights

Interior trim, staining and finish of trim and painting of walls

New furnace and A/C with two zones

New water heater

Comfort height toilet and pedestal sink

Oak millwork and built in painted shelving behind bathroom door

New drywall on walls

2X4 wall framing on north and south walls to provide cavity for electric

Spray foam insulation in walls and between existing ceiling and new drop ceiling

New LVP laminate plank flooring

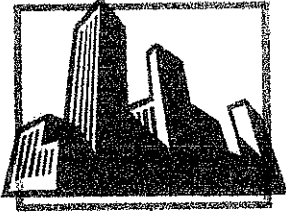
All Material and Labor

\$68,734.35

**Dakota Electrical Services, Inc.**

P.O. Box 127  
Bondurant, IA 50035

Rusty Stephens  
515-210-5642



**Bill To:**

Meusburger Construction  
33413 680th Ave  
Maxwell, IA 50161

**Estimate**

Estimate No: 446  
Date: 4/18/2023

Code	Description	Qty/Hours	Rate	Amount
	Electrical Proposal Maxwell City Hall			
	1. Install one circuit to office space on northwest portion of room. Install three receptacles on this circuit. 2. Install 2nd circuit to 2nd office space on northwest portion of room. Install three receptacles on this circuit. 3. Install dedicated circuit on north wall for copy machine. 4. Install two receptacle on north wall east of offices, and install one receptalce on east wall all on same circuit. 5. Install three receptacles on city council short wall and two receptacles on south wall all on same circuit. 6. Install ceiling fan switched at one location. 7. Install six 2' x 4' troffer led fixtures switched by west and east door. 8. Install two emegency/exit fixtures by east and west door. 9. Install one 2' x 4' troffer led fixture in bathroom. Install one blower in bath.			
	Other party to sawcut concrete to accommodate underground conduits for electric and communication to city council short knee wall.			
	Communication: 1. Install five communication dedicated to suite. 2. Other party to terminate communication receptacles and in server room.			
	All wiring to be installed in stud walls with exception of ceiling.			
	Changes: 1. Any changes at a fee of \$53/hr			

## Check Signature Authorization

Before the bank will change the authorization of the people able to sign checks, they would like the council to have in their minutes who can sign checks.

The motion would be something like this:

Move to remove Jameson Hudson, leave Doug Miller and Deb Hayes and add Dale Higgins to the signature card for authorization to sign city checks.

As long as it has removing Jameson, adding Dale and leaving Doug and Deb, you can use any wording.

## CITY OF MAXWELL, IOWA

### POSITION DESCRIPTION

**TITLE:** Public Works Assistant

**DEPARTMENTS:** City Water, Wastewater, Streets, Parks and Cemetery.

**JOB FUNCTIONS:** Performs work under general direction. Participates in the general daily operation of the water and sewer treatment plants. Helps to maintain all city property, parks, streets, and all related equipment. Participates in all related duties; day, night, or weekends as necessary.

**CONTACTS:** The incumbent in this position makes frequent contact with Public Works Director to exchange and interpret information. Contacts with City Clerk to exchange and interpret information. Contacts with residents are significant and regular and usually involve the exchange and conveyance of information. Contacts made with persons outside the City are infrequent and are usually with vendors and/or contractors and involve the exchange and interpretation of information regarding City projects or supplies/equipment purchases.

**EQUIPMENT USED:** Backhoe, tractor loader, trucks, mowing equipment, various hand and power tools, shoring and other equipment needed to perform duties. Most power equipment requires specific operational and maintenance training; perform minor maintenance activities on most power equipment as needed.

#### QUALIFICATIONS:

- A. Education – High School Graduate or equivalent required. -Must have Commercial Driver's License (CDL), Class B with air brakes. Must be willing to get sewer and water licenses within 2 years and spraying licenses with 6 months.
- B. Must participate in and be able to pass a drug and alcohol screening program as part of the CDL requirements. Some knowledge and/or training in heavy equipment operation and maintenance preferred.
- C. Experience – No experience required. Some experience in heavy equipment, water and/or sewer plant operation, grounds maintenance or related areas preferred.
- D. Special Abilities - Must have good organizational skills; must be a self-starter and have good communication skills to interact with Public Works Director, City Clerk and citizens; should have broad knowledge of City operations from maintenance perspective.
- E. Physical Requirements – Must be able to lift objects weighing in excess of 90 pounds on an occasional basis and carry, push or pull them up to 10 feet unassisted, able to work in confined work areas and occasionally from heights; must be able to stand, sit, listen, watch, crouch, stoop, kneel, bend, climb and balance for extended periods of time in all weather conditions.
- F. Mental Requirements – Must have the ability to prioritize, plan and schedule a variety of maintenance related activities in accordance with established deadlines; must be capable of performing under moderately to highly stressful conditions created by the need to provide accurate solutions to problems and meet citizen's expectations under time deadlines.

This job description is not intended to limit the responsibilities of an employee assigned to this position to those duties listed above. The employee is expected to follow any other reasonable instructions and perform any other reasonable duties requested by City management. The level of involvement may vary based on need and individual capabilities.

#### **DISCLAIMER**

All duties and requirement in this job description have been determined by the employer to be essential job functions and are consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They may not however, reflect the only duties performed. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

## **OWNER OCCUPIED REPAIR AND REHABILITATION GRANT (OOR)**

**Length of time to Spend Funds: Until September 30, 2023**

**Funds Available: \$15,000 with anticipated maximum individual grants of \$4,000**

Application deadline: June 9, 2023

Late applications will not be considered for funding. Submit completed applications to Deb Hayes at City Hall or email to [cityofmaxwell@hotmail.com](mailto:cityofmaxwell@hotmail.com).

### **The following must be submitted to be considered for funding:**

- Completed application
- Contractor's name and address-must be a Story County Contractor

### **Grant funds may be used for:**

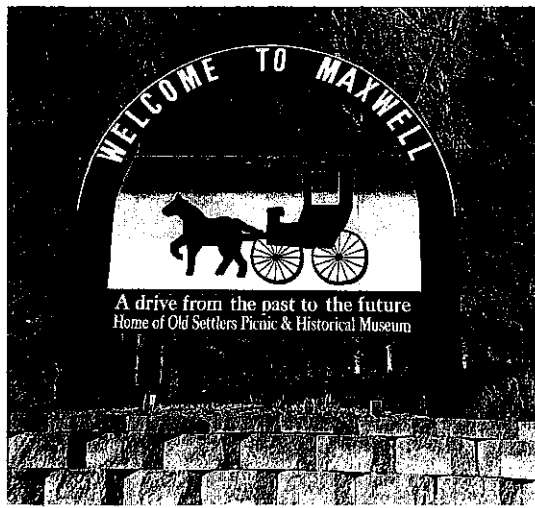
- Extraordinary repairs: Repair of one or more of the major building systems- electrical, mechanical, plumbing, or structural (including but not limited to roof, girders, foundation, septic system)
- Preventative repairs: Rehabilitation or repair that will delay or prevent future major replacement
- Deferred repairs: Repairs that have been delayed

### **Grant funds may NOT be used for:**

- Housecleaning or chore projects
- Homes outside of Story County

Funds are provided to the contractor on a reimbursement basis.





## Maxwell Residential Improvement Grant Application

**INSTRUCTIONS:** Please answer the following questions as completely and accurately as you can. The information requested will only be used by the City of Maxwell to determine your eligibility for this grant program and will not be released without your written consent. When completed, mail, email, or hand deliver this application and the required documentation to: Maxwell City Hall, c/o Maxwell Residential Improvement Grant, 107 Main St, Maxwell, IA 50161 [cityofmaxwell@hotmail.com](mailto:cityofmaxwell@hotmail.com)

Head of Household: \_\_\_\_\_

Last

First

Middle Initial

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Work Phone #: \_\_\_\_\_ Other Phone #: \_\_\_\_\_

### HOUSEHOLD COMPOSITION

\*\*List all members of the household including children and adults. \*\*

NAME OF EVERY HOUSEHOLD MEMBER	RELATIONSHIP TO HEAD OF HOUSEHOLD	DATE OF BIRTH	*SOCIAL SECURITY NUMBER	MALE / FEMALE (M OR F)	EMPLOYED / IN SCHOOL / RETIRED / OTHER	DIS- ABLED (Y OR N)
A.	HEAD					
B.						
C.						
D.						
E.						
F.						
G.						
H.						

Do you own your house outright, or are you making payments on it under a mortgage or contract?

Own

Buying under Mortgage

Buying on Contract

## INCOME OF MEMBERS OF THE HOUSEHOLD

For each household member aged 18 or older, answer the questions below based on current and anticipated income for the 12-month period commencing or anticipated from date of application. Include all full time, part time, or seasonal employment.

DO YOU RECEIVE OR EXPECT TO RECEIVE	YES	NO
1. Wages, salaries (include overtime, tips, bonuses, commissions, self-employment)?		
2. Does any member work for someone who pays him/her cash?		
3. Regular pay for a member of the armed forces?		
4. Welfare or disability benefits (AFDC, SSDI, GA)?		
5. Worker's compensation?		
6. Unemployment benefits or Severance pay?		
7. Child Support?		
8. Alimony?		
9. Education grants, scholarships, or VA student benefits?		
10. Social Security payments?		
11. Pensions (PERA, railroad, etc.)?		
12. Death benefits?		
13. Retirement benefits?		
14. Annuities or life insurance dividends?		
15. Lump sum payments (include inheritance, insurance settlements, lottery 16. winnings, etc.)?		
17. Net Income from rental property		
18. Regular cash contributions or gifts from individuals not living in the unit?		
19. Other?		

**For each question above you answered "YES", please provide more information below.**

Question # \_\_\_\_\_ Household Member (letter): \_\_\_\_\_ Income Source (list all if more than one):

Address of Employer: \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Date Employed: \_\_\_\_\_ GROSS salary/year: \_\_\_\_\_

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Question # \_\_\_\_\_ Household Member (letter): \_\_\_\_\_ Income Source (list all if more than one):

Address of Employer: \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Date Employed: \_\_\_\_\_ GROSS salary/year: \_\_\_\_\_

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Position Held: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Date Employed: \_\_\_\_\_ GROSS salary/year: \_\_\_\_\_

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Address of Employer: \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Date Employed: \_\_\_\_\_ GROSS salary/year: \_\_\_\_\_

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Question # \_\_\_\_\_ Household Member (letter): \_\_\_\_\_ Income Source (list all if more than one):

Address of Employer: \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Date Employed: \_\_\_\_\_ GROSS salary/year: \_\_\_\_\_

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## ASSETS OF MEMBERS OF THE HOUSEHOLD

For each household member age 18 or older, answer the questions below based on current and anticipated assets for the 12-month period commencing or anticipated from date of application

DO YOU HAVE MONEY HELD IN?	YES	NO
1. Checking accounts?		
2. Savings accounts?		
3. Stocks?		
4. Capital investments?		
5. Bonds?		
6. Trusts?		
7. Securities?		
8. IRA/KEOGH accounts?		
9. Certificates of Deposits (CD's)?		
10. Pension/Retirement Funds?		
11. Mutual Funds?		
12. Treasury Bills?		
13. Safety Deposit Box?		
14. Insurance Settlement?		
15. Do you currently hold a contract for deed?		
16. Do you currently own real estate?		
17. Are any assets held jointly with another person?		
18. Do you know any coin collections, antique cars, gems/jewelry, stamps, or any other items held for investment purposes?		

**For each question above you answered "YES", please provide more information below.**

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Question # \_\_\_\_\_ Household Member (letter): \_\_\_\_\_ Income Source (list all if more than one):

Address of Employer: \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Date Employed: \_\_\_\_\_ GROSS salary/year: \_\_\_\_\_

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Question # \_\_\_\_\_ Household Member (letter): \_\_\_\_\_ Income Source (list all if more than one):

Address of Employer: \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Date Employed: \_\_\_\_\_ GROSS salary/year: \_\_\_\_\_

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Question # \_\_\_\_\_ Household Member (letter): \_\_\_\_\_ Income Source (list all if more than one):

Address of Employer: \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Date Employed: \_\_\_\_\_ GROSS salary/year: \_\_\_\_\_

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Question # \_\_\_\_\_ Household Member (letter): \_\_\_\_\_ Income Source (list all if more than one):

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Position Held: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Date Employed: \_\_\_\_\_ GROSS salary/year: \_\_\_\_\_

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Question # \_\_\_\_\_ Household Member (letter): \_\_\_\_\_ Income Source (list all if more than one):

Address of Employer: \_\_\_\_\_ Telephone \_\_\_\_\_

Position Held: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Date Employed: \_\_\_\_\_ GROSS salary/year: \_\_\_\_\_

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Have you ever been obligated on a mortgage which resulted in foreclosure, deed in lieu of foreclosure, or judgement?  No  If yes, provide the following:

Property Address: \_\_\_\_\_

Name and Address of Lender: \_\_\_\_\_

Do you presently have any liens on your property or any unpaid encumbrances on your property?  
(Example: property taxes, mechanic liens, etc.)

No  Yes – If yes, describe below:

### Project Summary

*Please provide / attach a description of the project, photos of the existing conditions and a project plan for your improvements.*

*Please provide a) the total cost of the project and b) amount of funds requested*

(a)

(b)

*Requested amount from Maxwell Improvement Grant*

*How did you find out about the Maxwell Improvement Grant?*

The funding utilized for this grant program was awarded to the City of Maxwell to assist residents with critical housing repairs and deferred maintenance projects that threaten the stability of the home or safety of the residents within. Funds are to be awarded by the Maxwell City Council in its best judgment until all grant funds are depleted. All applications not awarded funds, will be kept on file for one calendar year in case additional funding become available for the program to continue.

## **CERTIFICATION BY APPLICANT(S)**

The applicant(s) certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a grant is true and complete to the best of the applicant's knowledge and belief. The applicant(s) understands that any intentional misrepresentation may disqualify him/her from obtaining assistance under this grant program.

The applicant(s) further certifies that he/she is the owner or mortgage holder of the property described in this application, and that the grant proceeds will be used only for the work and materials necessary to meet the rehabilitation or code standards, as applicable, which are prescribed for the property described in this application. If the City of Maxwell determines that the deferred/forgivable loan proceeds will not or cannot be used for the purposed described herein, the applicant agrees that the proceeds shall be returned forthwith, in full, to the City of Maxwell, and acknowledges that, with respect to such proceeds so returned, he/she shall have no further interest, right or claim.

*PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, Sec. 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies. . .or makes any false, fictitious, or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."*

Verification of any of the information in this application may be obtained from any source named herein.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

<b>2023 State Area Median Income for Story County (Effective 2023)</b>			
<b>Household Size</b>	<b>30%</b>	<b>50%</b>	<b>80%</b>
<b>1</b>	\$23,850	\$39,750	\$63,600
<b>2</b>	23,850	39,750	63,600
<b>3</b>	27,427	45,712	73,140
<b>4</b>	27,427	45,712	73,140
<b>5</b>	27,427	45,712	73,140
<b>6</b>	27,618	46,031	73,650
<b>7</b>	29,512	49,187	78,700
<b>8</b>	31,425	52,375	83,800

Maxwell Residential Improvement Grant Scoring Rubric

Applicant: \_\_\_\_\_

Maximum Points = 25

POINT VALUE

POINTS AWARDED

**ASSETS**

under \$150,000                    10

\$150,001-\$200,000           5

over \$200,000                    0

**PROJECT CATEGORY**

ordinance violation               15

health/safety                        10

elective                                5

**TOTAL POINTS AWARDED =**