

CITY OF MAXWELL, IOWA
MAXWELL CITY COUNCIL REGULAR MEETING
MONDAY, AUGUST 7, 2023, 5:00 P.M. CITY HALL

1. The meeting was called to order by Mayor Dale Higgins at 5:00 P.M.
 2. Roll call was answered by Steve Gast, Lauryn Myers, Doug Miller & Ken Jans. Meggen Lawrence absent. Visitors: Wes Farrand, Spencer Wignall, Patrick Shehan, Connie Smith, Becky Pointer, Sue Philpott, Mitzi DeGroot, Shawn Carlon, Royal Mansfield, Steve Flickinger, Alex Golly, Joe Palensky.
 3. A motion to approve the agenda with moving Sheriff's Report, 6a, 7a, 7j & 7h before Citizen's Forum was moved by Myers. Miller seconded. 4 ayes.
 - 5a. Sheriff Department – Speed trailer results were shared with council.
 - 6a. A Resolution Approving Vacation of Property and Conveyance of Real Property – Gast moved to open to meeting to public. Miller seconded. 4 ayes. No public comment. Gast moved to close meeting to public. Miller seconded. 4 ayes. Miller moved to approve Resolution approving Vacation and Conveyance of Real Property. 4 ayes. The property is next to 210 Railway Ave and was sold to Shawn Carlon for \$1000.
 - 7a. Discussion and Action on Homecoming Parade and Route – Homecoming parade will be September 12 at 5:00pm. It will start on Broad St and run up Main St to 3rd St. Gast moved to approve and authorize the mayor to sign the DOT document. Myers seconded. 4 ayes.
 - 7j. Discussion and Action on Street Parking at School and Hiring Striping Contractor to Paint Parking Lines. – Discussion on parking at school, which included handicap parking during sports activities, angle parking vs straight parking at football field and costs of striping the parking areas. Miller moved to convert the parking to angle parking. No second. Motion failed. Gast moved to engage a company with the low bid to paint the line on the east side of Maxwell St., north side of 3rd St., and the west side of Metcalf St. using Road Use Funds. Jans seconded. 4 ayes.
 4. Citizens Forum
 - a. Connie Smith – Connie Smith was present to discuss the building permit process. She had a sunroom added to her house, but the footing inspection was never done. This caused the room to sink and had to be removed. She would like to know why the inspections are not enforced. There is a committee looking into this issue and writing guidelines and checklists for future permits.
 - b. Becky Pointer – Becky was present to thank the city employees for all the help they did before and during Old Settler's.
 - c. Sue Philpott – 1) Sue Philpott was present to discuss the drainage issue along the east side of 6th St. With the heavy rains, 6th St. was flooding. It is a narrow street. 2) At Dollar General there was a four-wheeler with a bunch of kids riding it. It was a dangerous situation. The council suggested Sue calls the Sheriff's Office if she sees it again.
 - d. Joe Palansky – Joe Palansky was present to discuss the issues of parking during Old Settler's. It was a hazard with the truck puller attendees parking on both sides of the gravel road. There was much discussion on Old Settlers, fireworks, truck pull, parking, and events in park. It was recommended that all parties involved meet and work out the differences.
- Myers moved to close Citizens Forum. Miller seconded. 4 ayes.

5. Department Reports

- b. Fire – Written report on file.
- c. EMS – Written report on file
- d. Library – Written report on file
- e. Public Works – Written report on file.
- f. City Clerk – Written report on file. Discussion n Treasurers Report.
- g. Engineer- Discussion on Water Treatment Wastewater Improvements was discussed and what needed to happen going forward. Other items on agenda
- h. Parks and Open Spaces - Written report on file.

Gast moved to receive and file reports. Jans seconded. 4 ayes.

Public Hearing

- b. A Public Hearing to consider a Community Development and Housing Needs Assessment. - Miller moved to open to public. Jans seconded 4 ayes. Mayor Higgins read the following announcements.

CITY OF MAXWELL

PUBLIC HEARING ANNOUNCEMENTS

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

- The need for the proposed Maxwell Water Main Improvement Project is due to a need to provide residents within the target neighborhood with a safe and high-quality water supply.

B. Explain how the proposed activities will be funded and the sources of funds.

- The project will be funded with a combination of CDBG funds and a General Obligation Bond. It is estimated that the total project cost will be \$640,348.50.

C. Announce the date the CDBG application will be submitted to the State.

- The grant application will be submitted to the Iowa Economic Development Authority no later than October 1, 2023, at midnight.

D. Announce the requested amount of federal funds.

- The City is requesting \$300,000.00 in CDBG funds for the proposed project.

E. 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.

F. Announce where the proposed activities will be conducted.

- The proposed project activities will take place in the City of Maxwell within the existing public right-of-way along Baldwin Street between North Street and 5th Street.

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

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

H. Announce plans to assist persons actually displaced.

- No persons will be displaced by the proposed project.

I. Announce the nature of the proposed activities.

- The nature of the proposed 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.

Gast moved to close public meeting. Jans seconded. 4 ayes

- a. Gast moved to approve Resolution adopting Community Development and Housing Needs Assessment. with the addition of Woodlawn Storm Sewer Project. Jans seconded. 4 ayes
- b. Gast moved to approve the Resolution Endorsing and Authorizing Submission of an Application for Community Development Block Grant Funds. Jans seconded. 4 ayes.
- c. Gast moved to approve a Resolution Committing Matching Funds for a Community Development Block Grant Application. Myers seconded 4 ayes.

7. Business

- b. Discussion and Action on Heart of Iowa Nature Trail Master Planning – Spencer Wignall from Snyder and Associates and Pat Sheehan Story County Conservation were present to discuss the Heart of Iowa Trail. They would like the city to apply for a small Reap grant to help with the trail within city limits. As the county has a grant to pave the trail from Skunk River to Collins. Gast moved to authorize the mayor to sign the Memorandum of Understanding with the changes discussed and to have the Chair of the Roads Committee and Parks and Open Spaces and Public Works Director work with Snyder and Associate on the Reap Grant. Myers seconded. 4 ayes.
- c. Discussion and Action on Baldwin Street Reconstruction Project –. Spencer Wignall talked about Baldwin St and various options to repair it. Gast would like to see whole project done with storm sewer, leveling the road and a new base. This would create outlets for future storm sewer projects. Jans moved to defer the permit until it was properly filled out. Gast seconded. 5 ayes.
- d. Discussion and Action on DNR Requirements for permits and Grant Funding for Proposed Upgrades to Water Treatment.– Wes Farrand discussed DNR requirements for water discharge permit and what was finalized for the moving forward. Gast moved to approve the construction documents and that the project be paid out of water. Myers seconded 4 ayes.
- e. Discussion and Action on Scope of Services for Woodlawn Street Storm Sewer Project– Gast moved to approve the Scope of Services for Woodlawn Storm Sewer Project and be paid out of the franchise tax fund. Jans seconded. 4 ayes.
- f. Discussion and Action on Hiring Tree Removal Service – Four bids were received Tree Hugger = \$41,500, Jacob Turnbull = \$49,000, Indian Creek Tree Service = \$30,200, Wildish Tree Care = \$27,750, & Top Notch = \$42,500. Gast moved to approve Wildish Tree Care if his price includes clean-up and hauling. If not, the project will be awarded to Indian Creek Tree Services. Miller seconded. 4 ayes
- g. Discussion and Action to Approve Insurance Increases for Fire Station and Water Treatment Plant - The insurance suggested that the coverage of the fire station and water plant be raised. Gast moved that if the increase is for next year's budget, then it should be approved. Miller seconded. 4 ayes
- h. Discussion and Action on Hiring Grant Writer – Tabled for next meeting.
- i. Discussion and Action on Approving Maxwell Market to Host the Fall Festival on October 15th – Tabled for next meeting.
- k. Discussion and Action on Hiring a Public Works Assistant - 2 applicates we interviewed. Gast moved to offer the position to Scott Johnson as advised by the committee for 30 hours a week at \$18 an hour. Myers seconded. 4 ayes.

- l. Discussion and Action on Hiring Deputy Clerk Position – 4 applicates were interviewed. Jans moved to offer candidate #1 the job per the committee’s recommendation at \$17 per hour for 20 hours a week. Gast seconded 4 ayes.
 - m. Discussion and Action on Employee Reviews – Yearly reviews for the 2 full-time employees were given. Both were given exceeded expectations. Gast moved to give each a 2% merit plus 8% cost of living. Jans seconded. 4 ayes.
 - n. Discussion and Action on Approval of Payment for OOR Grant Recipients – 2 recipients have completed the work. Miller moved to have the building inspectors sign off on the projects to ensure completion. Myers seconded. 4 ayes
6. Council and Mayor Reports –
- a. Steve Gast- 1) Steve commends the mayor on the handling of a difficult situation on Saturday. 2) He would like to thank Tony for raking the debris from the drains on Sunday after the heavy downpour. 3) Steve asked about the status of the documents due to Story County Management. A meeting with Tony, Scott, Steve, Doug, and Dale was set to finalize the document.
 - b. Doug Miller – 1) Doug asked when the road crew was going to be working on the road. School will be starting soon. 2) Doug talked about the new funding from SCEDG which will be approximately \$7,500. The council needs to start thinking about what Economic Development projects they would like to do. 3) Has anyone looked at alternatives to the storage unit? Discussion on shipping containers took place.
9. Consent Agenda
- a. Gast moved to approve the consent agenda. Jans seconded. 4 ayes.
 - b. Bills presented were as follows:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ACTIVE911 INC	ALERTING SUBSCRIPTION	\$390.00
AFLAC	AFLAC CANCER	\$226.86
ALLIANT ENERGY	MONTHLY UTILITY BILL	\$17,236.50
ALTERNATIVE SERVICES	CEMETERY MOWING	\$1,770.00
CALDWELL,BRIERLY,& CHALUPA LLC	LAND SALES,LIVESTOCK	\$1,425.75
CENTRAL IOWA SHORTLINE LLC	JUST ONE BITE PELLETT BOX	\$77.99
CHEM-SULT, INC	SODIUMHYPOCHLORITE & PHOSPHATE	\$786.80
CHEM-SULT, INC	SODIUMHYPOCHLORITE	\$532.28
CHICK-A-PEN-HILL	2 DECORATIVE LIGHT POLES	\$3,170.00
CITY OF AMES	RESOURCE RECOVERY FY 2024	\$4,510.00
CONSUMERS ENERGY	RCH ELECTRIC	\$46.50
IOWA DEP OF NATURAL RESOURCES	NPDES & OPERATIONS PERMIT FEE	\$210.00
IOWA DEP OF NATURAL RESOURCES	ANNUBAL WATER SUPPLY FEE FY24	\$94.52
IOWA LEAGUE OF CITIES	MAYOR ASSOC DUES	\$30.00
IOWA ONE CALL	LOCATES	\$21.60
IOWA REGIONAL UTILITIES ASSOC	MONTHLY RCH WATER	\$391.02
IPERS	IPERS	\$2,063.94
MAGUIRE	MAINTENANCE PLAN	\$12,365.63
MATTHEWS WHITE PLUMBING	ROCK CREEK CORP DRILLED OUT	\$440.00
MAXWELL STATE BANK	FED/FICA TAX	\$2,948.56

METERING & TECHNOLOGY SOLUTION	6 BRONZE SERIES METER W/VALVE	\$3,503.74
MICROBAC LABORATORIES	WATER/SEWER TESTING	\$579.75
MID-IOWA PLANNING ALLIANCE	FY2024 DUES	\$129.00
MIDWEST BREATHING AIR LLC	QUARTERLY AIR TEST	\$195.00
MIDWEST INSURANCE CORP	INSURANCE	\$1,642.00
NEW CENTURY FS	GAS & DIESEL	\$611.11
NEW CENTURY FS	LP GAS	\$3,376.98
MAXWELL POST OFFICE	3 rolls of stamps	\$198.00
MAXWELL POST OFFICE	UTILITY BILL POSTAGE	\$300.00
PRATT SANITATION INC	MONTHLY GARBAGE & CLEAN-UP DAY	\$6,733.47
RITEWAY BUSINESS FORMS	UTILITY BILLS	\$442.94
SAFE BUILDING LLC	PERMITS	\$540.59
SNYDER & ASSOCIATES	WATER TREAT PLANT	\$3,216.94
STAPLES CREDIT PLAN	PAPER, ENVELOPES, NOTEPADS, TAPE	\$298.20
STORY COUNTY TREASURER	1ST QTR 23/24 LAW ENFORCMENT	\$14,345.30
WINDSTREAM	TELEPHONE & INTERNET	\$231.73
WYATT LEWIS	EMS EQUIPMENT FOR CLASS	\$697.82
Accounts Payable Total		\$85,780.52
Total Paid On: 7/12/23		\$4,587.24
Total Paid On: 7/26/23		\$5,306.67
Total Payroll Paid		\$9,893.91
***** REPORT TOTAL *****		\$95,674.43

Expenses By Fund	07/01/2023-07/30/2023	
GENERAL		\$48,254.86
ROAD USE TAX		\$3,652.02
WATER		\$28,255.26
SEWER		\$15,512.29
TOTAL FUNDS		\$95,674.43

Revenues	July	
001 General		\$14,499.43
016 Washington Township		\$15,661.52
110 Road Use Tax		\$9,653.86
112 Employee Benefits		\$333.48
119 Emergency Funds		\$167.84
121 Local Option		\$11,374.33
200 Debt Service		\$1,952.73
600 Water		\$11,422.46
610 Sewer		\$23,242.00
TOTAL FUNDS		\$88,307.65

Bills due August 9, 2023

Access Systems	Printer/Copier	\$194.83
Iowa Regional Utilities Association	RCH Water	\$412.50
Jerico Services	Dust Control	\$4,007.50
Keystone Laboratories	Testing	\$402.00
MatthewsWhite Plumbing	Water Leak & Curb Stop	\$9,355.74
Maxwell Farms	2nd St bridge repair	\$6,076.50
Mid-American Research Chemical	Fog Eliminator & Cold-Water Bacteria	\$1,333.59
Momar	One Step	\$3,674.63
Pratt Sanitation	Monthly Garbage	\$5,220.83
Safe Building	Mechanical & Fence Permits	\$144.72
Snyder & Associates	Water Treatment Plant, Baldwin St	\$5,562.50
US Cellular	Cell Phones & Hotspots	\$223.70
Windstream	Phone & Internet	\$604.93
Ziegler Inc	Maintenance on Backhoe	\$723.88

10. Adjourn. A motion to adjourn the meeting at 8:58 P.M. was moved by Myers. Seconded by Jans. 4 ayes

THE NEXT REGULAR MEETING WILL BE SEPTEMBER 11, 2023 AT 6:00 P.M.

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