

**Minutes of the Maxwell City Council
Regular Session
Wednesday March 26, 2025**

Note: The following are unofficial until they are approved by the City Council at the next council meeting.

The Maxwell City Council met in regular session on Wednesday, March 30, 2025. The meeting was held at 6:21 pm at Maxwell City Hall with Mayor Dale Higgins presiding.

Council Members Present: Steve Gast, Sue Philpott, Joel Westendorf, Doug Miller, and Ken Jans.

Staff Present: City Clerk Wendy Crabtree, Deput Clerk Carrie Heaps, Roland City Clerk Mellisa Mattingly and Snyder & Associates Project Manager Wes Farrand. There were also 9 visitors from the public.

A motion was made by Gast and seconded by Jans to approve the consent agenda for this meeting which included Agenda for March 26, 2025, Minutes from February 26, 2025, and approval of the Claims from February 26, 2025 – March 26, 2025. All in favor. Motion Carried.

A motion was made by Gast and seconded by Jans to move agenda item 20 right after 1, move 18 right after 2, move 7 right after 18, and move 4, 12 and 13 together. All in favor. Motion carried.

Open Forum: None

The motion was made by Gast and seconded by Jans on the Rock Creek Ridge Infrastructure Cost Opinion. Greg talked about the estimate of 12 units and Clint talked to council about the new development. Preliminary estimates for Phase 1 discussed. Gast requested a plat for the project. They will need to have a Planning and Zoning meeting. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Jans for the Mayor to sign the Grant Project Cooperative Agreement for \$9,414.35. Planting will be April 22, 2025, at 1:00pm. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Westendorf to approve Resolution 2025-18 Adopting the Maxwell Integrated Roadside Vegetation Management Plan. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Westendorf to approve Mom's Maxwell Class "C" Special Liquor License for 5 days at 100 Army Post Road. Dates April 11-12, 2025, May 16-17, 2025, and September 12-13, 2025. Philpott inquired about the address on the application, but BEACON shows the address matches. All in Favor. Motion Carried.

A motion was made by Jans and seconded by Miller to approve Resolution 2025-08 law enforcement contract with Story County Sheriff Department for FY2025/2026. Roll Call Vote: Aye: Gast, Westendorf, Miller. Nay: Jans, Philpott. Motion Carried.

A motion was made by Gast and seconded by Jans to approve Resolution 2025-09 Hiring a Fill-in City Clerk and wages. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Miller to approve Resolution 2025-12 Hiring a City Clerk/Treasurer and Setting Wages. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Jans to approve Resolution 2025-13 Authorizing Signatures for the City of Maxwell Bank Account at Maxwell State Bank. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Westendorf on the 4/1/25 Proposal for Insurance and adding extra options, the cost is \$86,750.00 There will be a meeting in December regarding insurance review for EMC. Aye: Gast, Westendorf, Miller, Jans, and Philpott. Motion Carried.

A motion was made by Gast and seconded by Miller to approve Resolution 2025-10 Agreement for Codification Services. The current webpage shows 2019 information. The contract is \$5,000, with \$1,000 being due in the first fiscal year. The website would cost \$750 to set up and \$450/ yearly to maintain. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Miller to approve Resolution 2025-11 Contract Agreement for Code Enforcement Services with Adam Coyle. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Jans for the approval of Mayor signing the representation letter for the audit's report, which was signed in February 2025. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Jans to approve the First Reading of Ordinance No. 343, Amending the Code of Ordinances pertaining to Water, Sewer and Solid Waste Collection Fees. 3 readings required. Water used per month is \$5.50 per 1,000 gallons. Sewer and garbage is \$9.00 per 1,000 gallons. Waste is \$20 per month. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Miller to approve Resolution 2025-14 Naming depositories of the funds of the City of Maxwell. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Jans to approve Resolution 2025-15 of the amended Employee Policy Handbook without the last change. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Jans to approve Resolution 2025-16 Approving pay application number 3 to Reilly Construction for the Maxwell Baldwin Street Project. Indian Creek may not be done by FY2025. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Jans to approve Resolution 2025-17 Transferring various funds to the Baldwin Street project fund 301 to pay for project expenditures. Mayor called Leage of Cities inquiring about ARPA compliance. The person with this information is currently OOTO. We may need ARPA to come to Maxwell City Hall and find our paperwork. All in Favor. Motion Carried.

A motion was made by Gast and seconded by Jans on putting notice in the paper for Filter Backwash Treatment Project. 2 required postings will be posted on the city website and social media. All in Favor. Motion Carried.

A motion was made for Mayor Higgins to give official proclamation for Abor Day to be on April 25, 2025, in Maxwell. All in Favor. Motion Carried.

A motion was made by Miller and seconded by Westendorf on a date of June 7, 2025, for the City Wide Garage Sales. All in Favor. Motion Carried.

A motion was made by Miller and seconded by Westendorf on the date of June 14, 2025, for the City Wide Cleanup Day. All in Favor. Motion Carried.

Sherrif's Report: none.

Department Head Reports: Fire, EMS, City Clerk, Library, Engineer, and Parks & Open Spaces all gave reports to the Mayor and City Council. No action taken.

Mayor and Council Reports/Comments: Miller working on budget amendments and reminded about DOT road closure and waterline cap starting to set. Philpott inquiring how to get the key to the brush pile for council and about dog attacks when not on a leash. Mayor advised to get the keys during business hours and report dog bites off leash to Story County Police Department. Jans inquired about temporary signs for the walking trail.

Philpott moved for the adjournment of the meeting at 9:25 pm seconded by Jans. All in Favor. Motion Carried. The next regular meeting will be Wednesday, April 9, 2025 at 6:00 PM at Maxwell City Hall. There will be a Budget Meeting on Wednesday April 23, 2025 at 6:00 PM at Maxwell City Hall, and a Public Hearing on Wednesday April 30, 2025 at 6:00 PM at the Legion Hall. Note: due to an administrative error, the recording from FreeConferenceCall.com has been deleted.

THE NEXT REGULAR MEETING WILL BE APRIL 9, 2025, AT 6:00 P.M.

ATTEST: _____, Clerk _____, Mayor

Wendy Crabtree

Dale Higgins