

## **PUBLIC NOTICE**

### **THE MAXWELL CITY COUNCIL WILL HOLD A REGULAR COUNCIL MEETING ON MONDAY, FEBRUARY 6, 2023, AT 5:00 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 4:55 PM.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF AGENDA**
- 4. CITIZENS' FORUM**
- 5. DEPARTMENTAL REPORTS**
  - a. SHERIFF
  - b. FIRE DEPT
  - c. EMS DEPT
  - d. LIBRARY
  - e. PUBLIC WORKS
  - f. CITY CLERK
  - g. ENGINEER
  - h. PARKS AND OPEN SPACES BOARD
- 6. PUBLIC HEARING**
  - a. DISCUSSION AND ACTION ON RESOLUTION APPROVING THE MAXIMUM TAX DOLLARS FROM CERTAIN LEVIES FOR THE CITY'S PROPOSED FISCAL YEAR 2023-2024 BUDGET
- 7. BUSINESS**
  - a. DISCUSSION ON THE CITY HALL RENOVATION
  - b. DISCUSSION AND ACTION ON OFFER OF CITY BRIDGE FUNDING – FEDERAL FY2024
  - c. DISCUSSION AND ACTION ON WINDSTREAM PERMIT REQUEST
  - d. DISCUSSION AND ACTION ON LAW ENFORCEMENT SERVICES CONTRACT FY2024
  - e. DISCUSSION AND ACTION ON EASEMENT ACQUISITION FOR BALDWIN STREET RECONSTRUCTION PROJECT
  - f. DISCUSSION AND ACTION ON BUDGET PLANNING FOR FISCAL YEAR 2023/2024
- 8. COUNCIL AND MAYOR REPORTS**
  - a. GAST
  - b. MYERS
  - c. LAWRENCE
  - d. MILLER
  - e. JANS
  - f. HUDSON
- 9. CONSENT AGENDA**
  - a. APPROVAL JANUARY 4, 2023 MINUTES
  - b. APPROVAL JANUARY 9, 2023 MINUTES
  - c. APPROVAL JANUARY 16, 2023 MINUTES
  - d. APPROVAL JANUARY 30, 2023 MINUTES
  - e. APPROVAL CURRENT BILLS AS PRESENTED
- 10. ADJOURN**

## Feb Fire Report

Anthony Ness <tnyness@gmail.com>

Fri 2/3/2023 3:34 PM

To: Cityof Maxwell <cityofmaxwell@hotmail.com>

# of calls - 1 with 5 people

injuries or accidents - none

any maintenance - no

special events - Jerry Hols has become certified in Fire Fighter 1 and Hazardous Materials Awareness & Operations, congrats to Jerry!!!

future plans - nothing new

anything the city needs to do - no

Maxwell Public Library Minutes  
Board of Trustees  
1/12/2023

1. Call to order

- Meeting of the Maxwell Public Library Board of Trustees was called to order at 5:58 PM on Thursday January 12, 2023 in person at the library.

2. Roll call

- Board members in attendance were Amanda, Michele and Sharon. Interim director Anna was present as well as City board liaison, Lauryn.

3. Approval of agenda

- Added business item F. vote and or discuss director applications, 1st Michele 2nd Sharon

4. Consent items

a. Approval of 12/1/2022 minutes 1st Sharon 2nd Michele

b. Approval of bills

- decision was made to not renew magazines and pay rest of bills 1st Sharon 2nd Michele

1. 5. Business

a. Vote and/or discuss Amazon bills/credit card/spending

1. Credit card issue has been taken care of, Deb has it set up to be paid by invoice.
2. Anna was given the go ahead to make a one time purchase of \$200 in new materials.
3. After the budget is complete, the board will make a monthly budget for purchase of new materials by the director.
4. Due to Amazon concerns, Lauryn as City rep has requested copies of previous Amazon purchases.
5. Amanda will work with Deb to get the rest of the Amazon bill paid.

b. Vote and/or discuss Holiday Schedule for 2023

1. Going forward the Library's Annual closures will be:

New Year's Day

Memorial Day

4th of July

Labor Day

Veteran's Day

Thanksgiving

Christmas Eve/Day

New Year's Eve

\*Subject to change at board and director's discretion

1st Michele 2nd Sharon

c. Vote and/or discuss Friends of the Library, chili cookoff

1. Michele will represent the board at the cookoff in the Mac and Cheese portion for the kids, she is personally donating the cost of our entry.
2. Board will present the first annual Library "enRICHment" award to a patron/community member who has exemplified a love for our library. 1st Michele 2nd Sharon

d. Vote and/or discuss budget

1. Salary portion of the budget was worked on. Sharon made a motion to approve the salary budget number. Michele seconded.
2. Amanda will turn in the salary budget to the city.
3. The remainder of the budget is due to the city by Jan 30, 2023

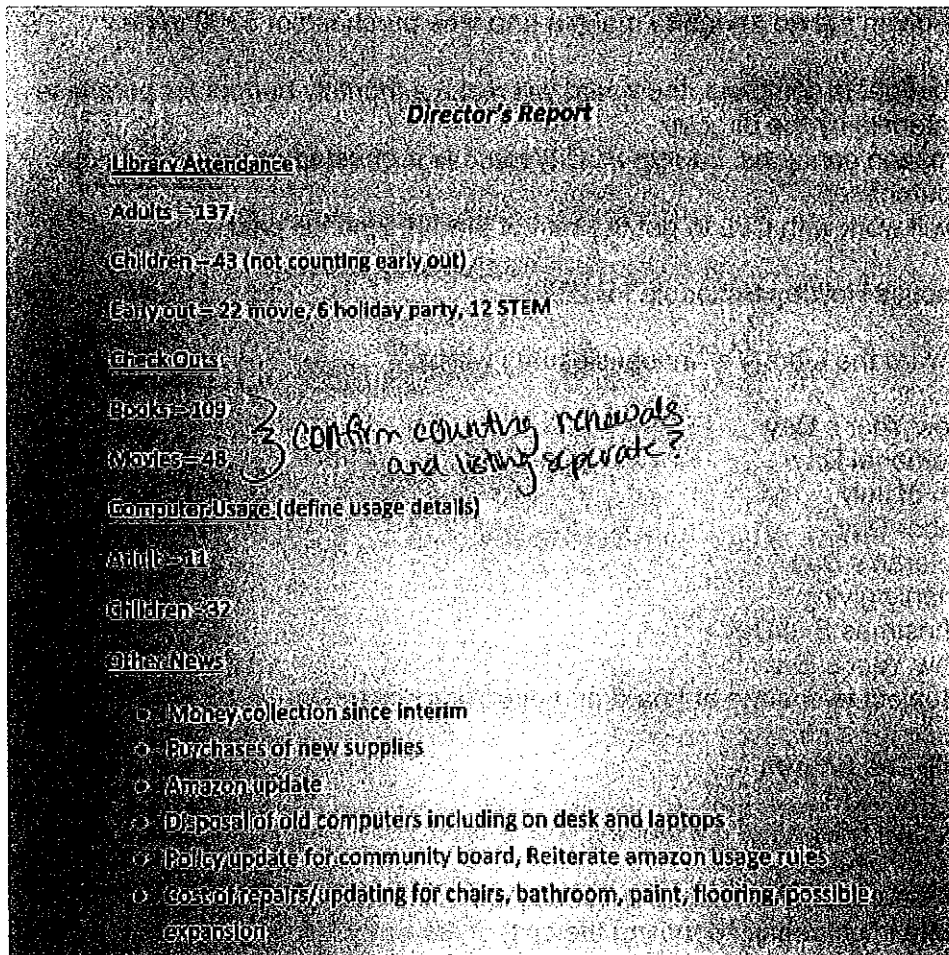
e. Vote and/or discuss future agenda items/priority list

1. Discussion was had about the need to continue work on the budget, policies, and director position.

f. vote and or discuss director applications

1. Michele made a motion to accept the application we have and schedule an interview. Sharon seconded,
2. Sharon will be finalizing interview questions and clarify with Maryann about interview procedures.
3. Amanda will get copies of resume/letters to each board member.
4. Amand will work on scheduling the interview.

6. Director Report:



7. Open Forum

- In an attempt to save money, Anna will create a gmail account for the library to use mainly for google sheets and docs functions.
- Petty cash
  - It was discussed to bring back the petty cash into the library starting February 1st, amount to be limited to \$100. Any money above that amount will be given to the city once a week. All transactions will be documented in a receipt book. 1st Michele 2nd Sharon

## 8. Adjourn

### Adjournment

The Thursday January 12, 2023 meeting was adjourned at 8:28 PM. 1st Sharon 2nd Michele

**Next Meeting is scheduled to be held on Thursday, January 19,, 2023 at 6pm in person at the library.**

### Next Meeting Anticipated Topics:

1. Vote and/or discuss budget (upcoming and current)
2. Vote and/or discuss director interview and ongoing tasks
3. Vote and/or discuss policy updates (community board, petty cash, Amazon usage)
4. Vote and/or discuss bills as needed
5. Vote and or discuss upcoming grant opportunities

Maxwell Public Library Minutes  
Board of Trustees  
1/19/2023  
5:30 PM @ Maxwell Public Library

**Opening**

Meeting of the Maxwell Public Library Board of Trustees was called to order at 5:22 PM on January 19, 2023 in person at the library. Board members in attendance were Kray, Amanda, Michele, Sharon and Shawna. City liaison, Lauryn was present.

1. Call to order/Rollcall/Cell Phones Silenced
2. Approval of agenda            1<sup>st</sup> Michele 2<sup>nd</sup> Sharon    Yay 4 Nay 0
3. Business
  - a. Director Interview Candidate: Anna Baldwin
    - i. The board conducted their interview with the candidate discussing history, public interaction, expectations, concerns, management/leadership style, and a variety of other interview topics in order to well vet the applicant for the open director position.
4. Adjourn
  - a. The January 19, 2023 interview was adjourned at 5:47 PM.
  - b. 1<sup>st</sup> Michele 2<sup>nd</sup> Sharon    Yay 4 Nay 0

Maxwell Public Library Minutes  
Board of Trustees  
1/19/2023  
6:00 PM @ Maxwell Public Library

**Opening**

Meeting of the Maxwell Public Library Board of Trustees was called to order at 6:00 PM on January 19, 2023 in person at the library. Board members in attendance were Kray, Amanda, Michele, Sharon and Shawna.

1. Call to order
2. Roll call
3. Approval of agenda                    1<sup>st</sup> Amanda    2<sup>nd</sup> Sharon    Yay 4 Nay 0  
    \*Correction to consent item a. Date to be corrected to 1/12/2023
4. Consent items                        1<sup>st</sup> Amanda    2<sup>nd</sup> Sharon    Yay 4 Nay 0
  - a. Approval of 12/12/2022 minutes
  - b. Approval of bills
5. Business
  - a. Vote and/or discuss Director position
    - i. Board discussed interview candidate Anna Baldwin & will extend an offer letter for the director position.
    - ii. Board president will write up & disperse letter
    - iii. 1<sup>st</sup> Michele 2<sup>nd</sup> Sharon            Yay 4 Nay 0
  - b. Vote and/or discuss budget for 2023-2024 fiscal year
    - i. Board went line by line on the budget worksheet working with interim director on anticipated costs of running the library in the coming year.
    - ii. The line item descriptions were organized with expected items within each category
    - iii. The board included building improvements under new line item Capital Improvements to include for possible updates to library facility i.e.: flooring, paint.
    - iv. Vice President will submit the report to the city by 1/30/2023
    - v. 1<sup>st</sup> Michele 2<sup>nd</sup> Shawna Yay 4 Nay 0
  - c. Vote and/or discuss policy updates
    - i. Board reviewed a new Petty Cash Policy – Adopted 1/19/2023
      1. 1<sup>st</sup> Amanda 2<sup>nd</sup> Michele Yay 4 Nay 0
      2. All board members signed policy

- ii. Board reviewed a new Display Policy – Adopted 1/19/2023
    - 1. 1<sup>st</sup> Amanda 2<sup>nd</sup> Michele Yay 4 Nay 0
    - 2. All board member signed policy
  - iii. All new policies will be added to the policy binder to be kept within the library at all times.
- d. Vote and/or discuss grant opportunities
- i. There is a grant from the American Library Association due by February 28, 2023 that could aid in accessibility of the library for seniors.
  - ii. There are 2 grant sizes available; multiples to be given of each denomination - \$10k & \$20k
  - iii. Sharon will work with director & city liaison in writing the grant.
6. Director Report
- a. Come to the chili cookoff on Saturday January 21, 2023
7. Open Forum
- a. Toilet is leaking; city is aware of the issue
  - b. Once new director is in place; the hiring of additional staff may begin as needed to be support library needs.
8. Adjourn

### **Adjournment**

The January 19, 2023 meeting was adjourned at 7:47 PM.

**Next Meeting will be held February 16, 2023 in person at the library at 6pm.**

Next Meeting Anticipated Topics:

- 1. Vote and/or discuss training topic
- 2. Vote and/or discuss policy
- 3. Vote and/or discuss grants
- 4. Vote and/or discuss budget



## Feb Public Works

Anthony Ness <tnyness@gmail.com>

Fri 2/3/2023 3:37 PM

To: Cityof Maxwell <cityofmaxwell@hotmail.com>

Streets

-nothing new

Parks

-nothing new

Water

-pumped 1,434,843 gallons

-sold 939,713 gallons

-have around 35 water meter radios left to replace

Sewer

-pumped 1,821,744 gallons

-nothing new

**City Clerk  
February 2023**

**Miscellaneous Information:**

- Working on FEMA. Almost done. CAT Z is last category-clerical time. Hoping to be done in February
- Working through endpoint replacements approximately 30 left.
- Council needs to start thinking about Spring Clean-up. (When, where and how many dumpsters)
- Contacted attorney about easement to WWTP and have attached the response from Randy Caldwell.
-

## RE: Easement Rights

Randal Caldwell <RCaldwell@lawyeriowa.com>

Thu 1/12/2023 5:24 PM

To: Cityof Maxwell <cityofmaxwell@hotmail.com>

Cc: Gilbert Caldwell <GCaldwell@lawyeriowa.com>

Hi Deb.

This easement is extremely limited.

Both the recitation of purpose and the Limitation of Use paragraph (3) limit the easement to the sole purpose of ingress and egress to the Treatment plant.

You must also define the farmer to be a "contractor" under paragraph 3, which may be a stretch.

I would say this use is beyond the purposes and rights granted under the easement and you will need permission or an amendment to use it for this purpose.

Randy

Randal B. Caldwell

Attorney at law

CALDWELL, BRIERLY & CHALUPA, PLLC

211 1st Avenue West

Newton, Iowa 50208

Telephone: (641) 792-4160

Fax: (641) 792-2410

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**From:** Cityof Maxwell <cityofmaxwell@hotmail.com>

**Sent:** Thursday, January 12, 2023 11:52 AM

**To:** Randal Caldwell <RCaldwell@lawyeriowa.com>

**Subject:** Easement Rights

Hi,

The Council is seeking your wisdom on the attached easement. We have a piece of land that we would like to rent out. It is next to the Wastewater Treatment plant and is landlocked except for this easement. Can we allow a farmer to use this easement to get to that piece of land?

Thank you,

Deb Hayes

Maxwell City Clerk

Phone: 515-387-8655

Fax: 515-387-1223

**TREASURER'S REPORT**  
**CALENDAR 1/2023, FISCAL 7/2023**

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	119,242.83	21,228.98	41,090.74	1,097.18-	98,283.89
004 EMS DEPT TRUST	282.56	.00	.00	.00	282.56
005 FIRE DEPT TRUST	36,550.39	.00	.00	.00	36,550.39
008 LIBRARY TRUST	23,048.56	.00	.00	.00	23,048.56
016 WASHINGTON TWSHP TRUST	174,066.76	.00	.00	.00	174,066.76
019 EMERGENCY TRUST	36,400.00	.00	.00	.00	36,400.00
110 ROAD USE TAX	191,364.05	.00	1,397.63	.00	189,966.42
111 I-JOBS	1,114.35	.00	.00	.00	1,114.35
112 EMPLOYEE BENEFITS	13,958.69	36.15	.00	.00	13,994.84
119 EMERGENCY FUND	4,438.19	18.19	.00	.00	4,456.38
120 UTILITY FRANCHISE	119,607.61	.00	.00	.00	119,607.61
121 LOCAL OPTION SALES TAX	479,276.64	10,506.96	.00	.00	489,783.60
125 TAX INCREMENT FINANCING	119,675.15	.00	.00	.00	119,675.15
126 OWEN TIF DISTRICT	3,186.07-	.00	.00	.00	3,186.07-
129 ARP FUNDS	135,019.23	.00	.00	.00	135,019.23
170 FEMA	28,893.25	.00	.00	.00	28,893.25
171 MAY 2013 FLOOD/HAIL	.00	.00	.00	.00	.00
172 2014 FEMA BUYOUT	.00	.00	.00	.00	.00
200 DEBT SERVICE	36,454.83	211.71	.00	.00	36,666.54
301 CAPITAL PRJCT FUND - ST	53,937.00	.00	14,325.00	.00	39,612.00
302 CAPITAL FUND PRJCT-STOR	2,158.50-	.00	.00	.00	2,158.50-
303 FEMA WIND DISASTER 2020	33,478.81-	.00	.00	.00	33,478.81-
600 WATER	150,679.16	11,877.73	9,174.08	505.13-	152,877.68
610 SEWER	163,324.62	24,758.45	41,091.74	505.13-	146,486.20
611 2015 SEWER REHAB	35,924.29	.00	.00	.00	35,924.29
612 WWTP FACILITY	40,685.60-	.00	.00	.00	40,685.60-
625 SEWER LOANS	77,815.61	31,000.00	.00	.00	108,815.61
Report Total	1,921,564.79	99,638.17	107,079.19	2,107.44-	1,912,016.33

BUDGET REPORT
CALENDAR 2/2023, FISCAL 8/2023

PCT OF FISCAL YTD 66.6%

Table with columns: ACCOUNT NUMBER, ACCOUNT TITLE, TOTAL BUDGET, MTD BALANCE, YTD BALANCE, PERCENT EXPENDED, UNEXPENDED. Rows include categories like POLICE TOTAL, PUBLIC SAFETY TOTAL, PUBLIC WORKS TOTAL, HEALTH & SOCIAL SERVICES, CULTURE & RECREATION, and GENERAL GOVERNMENT TOTAL.

**BUDGET REPORT**  
**CALENDAR 2/2023, FISCAL 8/2023**

PCT OF FISCAL YTD 66.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	.00	.00	.00	.00
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	95,680.00	.00	14,340.00	14.99	81,340.00
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	95,680.00	.00	14,340.00	14.99	81,340.00
	EMERGENCY MANAGEMENT TOTAL	.00	.00	21,930.70	.00	21,930.70-
	ROADS, BRIDGES, SIDEWALKS TOTA	5,000.00	.00	37,045.50	740.91	32,045.50-
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	5,000.00	.00	58,976.20	1,179.52	53,976.20-
	WATER TOTAL	147,630.00	.00	103,425.36	70.06	44,204.64
	SEWER/SEWAGE DISPOSAL TOTAL	330,801.00	.00	135,827.44	41.06	194,973.56
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	ENTERPRISE FUNDS TOTAL	478,431.00	.00	239,252.80	50.01	239,178.20
	TRANSFERS IN/OUT TOTAL	400,187.00	.00	108,500.00	27.11	291,687.00
	GENERAL REVENUES TOTAL	.00	.00	.00	.00	.00
	TRANSFER OUT TOTAL	400,187.00	.00	108,500.00	27.11	291,687.00
	TOTAL EXPENSES BY FUNCTION	1,600,574.00	.00	859,174.74	53.68	741,399.26

MAXWELL PARKS AND OPEN SPACES BOARD  
HELD A MEETING  
TUESDAY, JANUARY 10, 2023 AT 5:30 PM  
AT CITY HALL, 107 MAIN STREET, MAXWELL, IOWA

1. The meeting was called to order at 5:30 p.m. by Chair, Jody Gast.
2. Roll call was answered by Mike Gustafson, Erin Gilbert, Deb Steele, Casady Myers and Jody Gast. Lauryn Myers representing City Council was in attendance.
3. Casady Myers made a motion to approve the agenda as presented. Mike Gustafson seconded. Passed 5 ayes.
4. Erin Gilbert made a motion to approve the November 16, 2022 minutes. Mike Gustafson seconded. Passed 5 ayes.
5. Discussion and Recommendation for Color of New Garbage Containers at City Park -  
After reviewing the colors in the handout of color options, Casady Myers made a motion to order Exposed Brown for the container and the dark brown color for the lid. Erin Gilbert seconded. Passed 5 ayes.
6. Discussion and Recommendation for DNR Forestry Grant – Jody Gast provided information pertaining to how Maxwell can receive grant money for trees. There is currently a grant being provided by the DNR that she would like to work on and submit. If Maxwell could qualify as a tree city, that helps improve the chances of receiving more future grants. Jody has mapped out where the new trees should be planted within the city park and cemetery. Deb Steele suggested planting a couple of trees on the east side of the bike trail. The board would like to plan a day in conjunction with Arbor Day. Casady will make save the date flyers for April 21st & 22nd, with April 28<sup>th</sup> and 29<sup>th</sup> as rain dates. These days will be for tree planting. The board would appreciate community involvement. Casady Myers made a motion to recommend to city council April 21<sup>st</sup> & 22<sup>nd</sup> as days to celebrate Arbor Day, with April 28<sup>th</sup> & 29<sup>th</sup> as rain dates and to proceed with the DNR Community Forestry grant application. Mike Gustafson seconded. Passed 5 ayes.
7. General Discussion – Casady Myers volunteered to do another flower fund raiser. Lauryn Myers shared a handout about the Maxwell Disc Golf Course Project. She is working on a grant for this. Deb Steele will look at locations on the bike trail for future places for benches and trees. Mike Gustafson mentioned looking at a possible designated parking area at the dog park.
8. At 6:30p.m. a motion to adjourn was made by Casady Myers, seconded by Erin Gilbert. Passed 5 ayes.

Attest: \_\_\_\_\_, Clerk                      \_\_\_\_\_, Chair

Dee Gibbs

Jody Gast

**RESOLUTION NO. 2023-03**

**RESOLUTION APPROVING THE MAXIMUM TAX DOLLARS FROM CERTAIN LEVIES FOR THE CITY'S PROPOSED FISCAL YEAR 2023-2024 BUDGET**

**WHEREAS**, the City Council of Maxwell, Iowa is preparing the annual budget for the Fiscal Year 2023-2024; and

**WHEREAS**, the City Council of the City of Maxwell has considered the proposed FY24 city maximum property tax dollars for the affected levy total; and

**WHEREAS**, a notice concerning the proposed city maximum property tax dollars was published as required and posted on the city web site and social media accounts as required; and

**WHEREAS**, a public hearing concerning the city maximum property tax dollars for the affected levy total was held at the city council meeting on February 6, 2023, at 5:00 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, that the maximum property tax dollars for the affected tax levies for FY24 shall not exceed \$319,991 which represents an increase of greater than 102% from the maximum property tax dollars requested for FY23.

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

RESOLUTION 2023-03 PASSED AND APPROVED by the City Council this 6<sup>th</sup> day of February, 2023.

Motion to approve: \_\_\_\_\_ Second: \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_  
Jameson Hudson, Mayor

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



The Mayor declared the Resolution passed and enacted on the 6th day of February, 2023

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Deb Hayes, City Clerk

**NOTICE OF PUBLIC HEARING - CITY OF MAXWELL - PROPOSED PROPERTY TAX LEVY**  
**Fiscal Year July 1, 2023 - June 30, 2024**

The City Council will conduct a public hearing on the proposed Fiscal Year City property tax levy as follows:

**Meeting Date:** 2/6/2023 **Meeting Time:** 05:00 PM **Meeting Location:** Maxwell City Hall

At the public hearing any resident or taxpayer may present objections to, or arguments in favor of the proposed tax levy. After adoption of the proposed tax levy, the City Council will publish notice and hold a hearing on the proposed city budget.

City Website (if available)  
[www.maxwelliowa.com](http://www.maxwelliowa.com)

City Telephone Number  
 (515) 387-8655

	<b>Current Year Certified Property Tax 2022 - 2023</b>	<b>Budget Year Effective Property Tax 2023 - 2024</b>	<b>Budget Year Proposed Maximum Property Tax 2023 - 2024</b>	<b>Annual % CHG</b>
Regular Taxable Valuation	30,461,004	30,844,731	30,844,731	
Tax Levies:				
Regular General	246,734	246,734	249,843	
Contract for Use of Bridge	0	0	0	
Opr & Maint Publicly Owned Transit	0	0	0	
Rent, Ins. Maint. Of Non-Owned Civ. Ctr.	0	0	0	
Opr & Maint of City-Owned Civic Center	0	0	0	
Planning a Sanitary Disposal Project	0	0	0	
Liability, Property & Self-Insurance Costs	25,450	25,450	30,550	
Support of Local Emer. Mgmt. Commission	0	0	0	
Emergency	8,224	8,224	8,328	
Police & Fire Retirement	0	0	0	
FICA & IPERS	16,340	16,340	22,270	
Other Employee Benefits	0	0	0	
<b>Total Tax Levy</b>	<b>296,748</b>	<b>296,748</b>	<b>310,991</b>	<b>4.79</b>
<b>Tax Rate</b>	<b>9.74190</b>	<b>9.62070</b>	<b>10.08244</b>	

**Explanation of significant increases in the budget:**

Increase in insurance costs, Increase in employee wages., Capital Improvements

**If applicable, the above notice also available online at:**

[www.maxwelliowa.com](http://www.maxwelliowa.com)

\*Total city tax rate will also include voted general fund levy, debt service levy, and capital improvement reserve levy.

\*\*Budget year effective property tax rate is the rate that would be assessed for these levies if the dollars requested is not changed in the coming budget year



SMARTER | SIMPLER | CUSTOMER DRIVEN

www.iowadot.gov

Local Systems Bureau | 800 Lincoln Way | Ames, IA 50010  
Phone: 515.766.9402 | Email: Jenifer.Bates@iowadot.us

January 5, 2023

City of Maxwell  
Jameson Hudson, Mayor  
107 Main St, PO Box 215  
Maxwell, IA 50161

Re: Offer of City Bridge Funding - Federal FY 2024

Mr. Jameson Hudson:

Each year, the Iowa Department of Transportation (Iowa DOT) uses the City Bridge Candidate List to offer funds for the replacement or rehabilitation of city bridges. Cities are limited to one bridge per city, per fiscal year. I am pleased to inform you that the below bridge in your city is ranked high enough on the City Bridge Candidate List to receive funding for replacement or rehabilitation as noted.

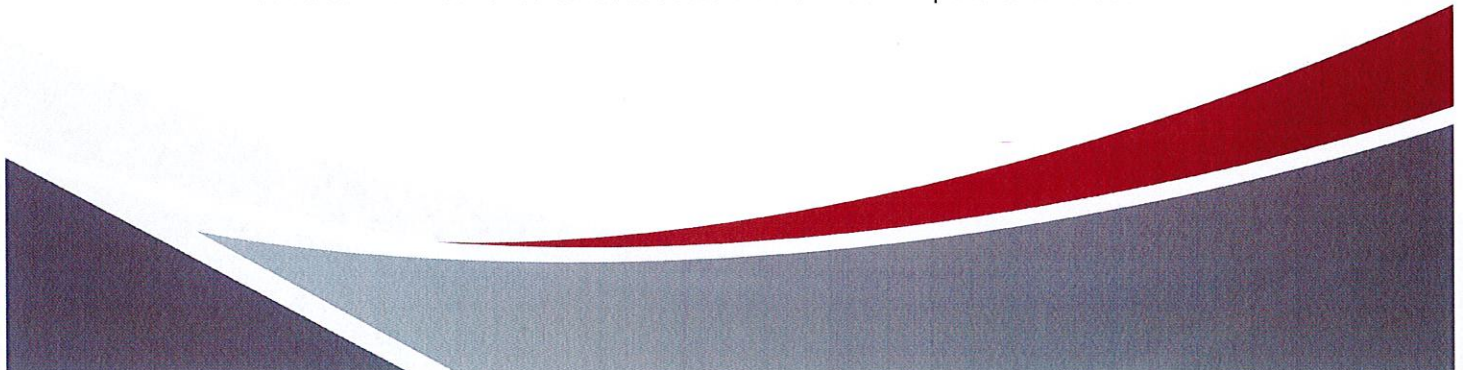
<u>FHWA #</u>	<u>City Street</u>	<u>Feature Crossed</u>	<u>Qualified for</u>
008170	325 <sup>th</sup> St	Rock Creek Overflow	Replacement or Rehabilitation

Bridges funded with either Federal-aid City Bridge funds or State City Bridge funds are eligible for 100% reimbursement of all eligible and properly documented construction costs. Engineering design and development, right-of-way, and inspection costs are not eligible for reimbursement. Federal-aid funds are eligible for up to \$1,500,000 in reimbursement. State City Bridge funds are eligible for up to \$500,000 in reimbursement. The Iowa DOT will make final determination of whether a project will receive Federal-aid City Bridge funds or State City Bridge funds after reviewing construction estimates. Typically, replacement or rehabilitation projects with estimated construction costs of less than \$500,000 are assigned State City Bridge funds to maximize program impact. Please refer to [I.M. 1.100 \(Highway Bridge Programs for Cities and Counties\)](#) for additional information.

**Accepting this Offer:**

If the city accepts this offer of funding, the city must:

- Send a letter or email confirming the city's acceptance by February 3, 2023 to my attention, along with a completed version of the "Attachment to Offer of City Bridge Funding" for each qualifying bridge.
  - If the timing of your city council meetings will not allow a response by this date, please contact me in advance to let me know when I can expect confirmation.



- Sign the project funding agreement with the Iowa DOT within 90 days of receipt. The funding agreement will be sent to the provided City contact after receipt of the acceptance letter.
- Develop the project to a successful construction contract letting within three years of signing the project agreement, but no earlier than October 1, 2023.

**Declining this Offer:**

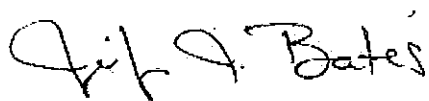
If the city decides not to accept funding at this time, please:

- Send a letter or email declining the funding offer by February 3, 2023 to my attention, along with the completed version of the "Attachment to Offer of City Bridge Funding" for each qualifying bridge.

If a City chooses to decline City Bridge Funding at this time, there is no penalty. The bridge will remain on the Candidate List for future consideration and may be offered future funding. However, each year new bridges are added to the Candidate List and bridges already on the list continue to deteriorate. These factors impact priority point calculations, and combined with variations in funding levels, make it impossible to predict with certainty when this bridge may rank high enough to be offered funding again.

Thank you in advance for a timely response. If you have any questions about this program or the offered funding, please let me know.

Respectfully,



Jenifer J. Bates, P.E.  
Local Systems Urban Engineer  
[Jenifer.Bates@IowaDOT.us](mailto:Jenifer.Bates@IowaDOT.us)

cc: Christy Vanbuskirk, P.E., Local Systems Development Engineer  
Brian J. Catus, P.E. Central Region Local Systems Field Engineer  
Andy Loonan, District Planner  
Darren Moon, P.E., Story County Engineer

Attachment



SMARTER | SIMPLER | CUSTOMER DRIVEN

www.iowadot.gov

Attachment to Offer of City Bridge Funding - Federal FY 2024
Return to Jenifer Bates (Jenifer.Bates@iowadot.us) by February 3, 2023

City Name: Maxwell

FHWA Bridge Number: 008170 (325th St over Rock Creek Overflow) and 008180

Accept: X Decline: Date This Form Completed: 02-06-2023

If Accept, Funding Preference: Federal-aid: State: Either: X

Who will be administering the project (Check one)? City: County: X

If County administering, have cost sharing arrangements been determined? Yes: X No:

Type of Project (Check one): Reconstruction: X Rehabilitation:

City Contact information

County Contact Information (if applicable)

Name: Deb Hayes

Name: Darren Moon

Title: City Clerk

Title: County Engineer

Phone no.: 515-387-8655

Phone no.: 515-382-7355

Email: cityofmaxwell@hotmail.com

Email: dmoon@storycountyiowa.gov

Address: PO Box 215
Maxwell, IA 50161

Address: 837 N Ave
Nevada, IA 50201

Are there any apparent reasons this project cannot be let within 3 years of signing the agreement?

No: X Yes: If Yes, explain

Table with 2 columns: Description and Amount. Rows include preliminary engineering costs (\$39,800.00), right-of-way costs (\$3,000.00), construction engineering costs (\$20,000.00), construction costs (\$800,000.00), and total estimated project cost (\$862,880.00).

\*For Information Only

Do you have any other known funding sources or anticipate applying for any other funding sources? This does not change eligibility for the City Bridge Program or limit other funding source options. It does help when drafting the Funding Agreement and working through project development.

Yes: No: X If Yes, please specify:

Windstream Communications, LLC  
4001 N Rodney Parham Rd.  
Little Rock, AR 72212



January 12, 2023

City of Maxwell  
107 Main St  
Maxwell, IA 50161

Dear City of Maxwell:

Windstream is proposing to replace partial spans of 200PR copper due to road conflicts. Place 270ft of new cable between 614 Baldwin St & 718 Baldwin St at 8 feet depth to avoid tree removal conflict. Place 170ft of new cable between 422 Baldwin St & 510 Baldwin St at 8 feet depth to avoid new storm sewer conflict. Please see the attached prints for details.

**JobTrac # 71333903000001 / Permit Request #11360**

**Location: 422 Baldwin Street, Maxwell, IA 50161**

If there are no objections to the above proposal, please sign below and return this cover letter to [bryan.bogan@windstream.com](mailto:bryan.bogan@windstream.com).

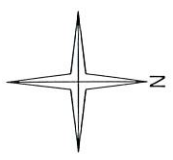
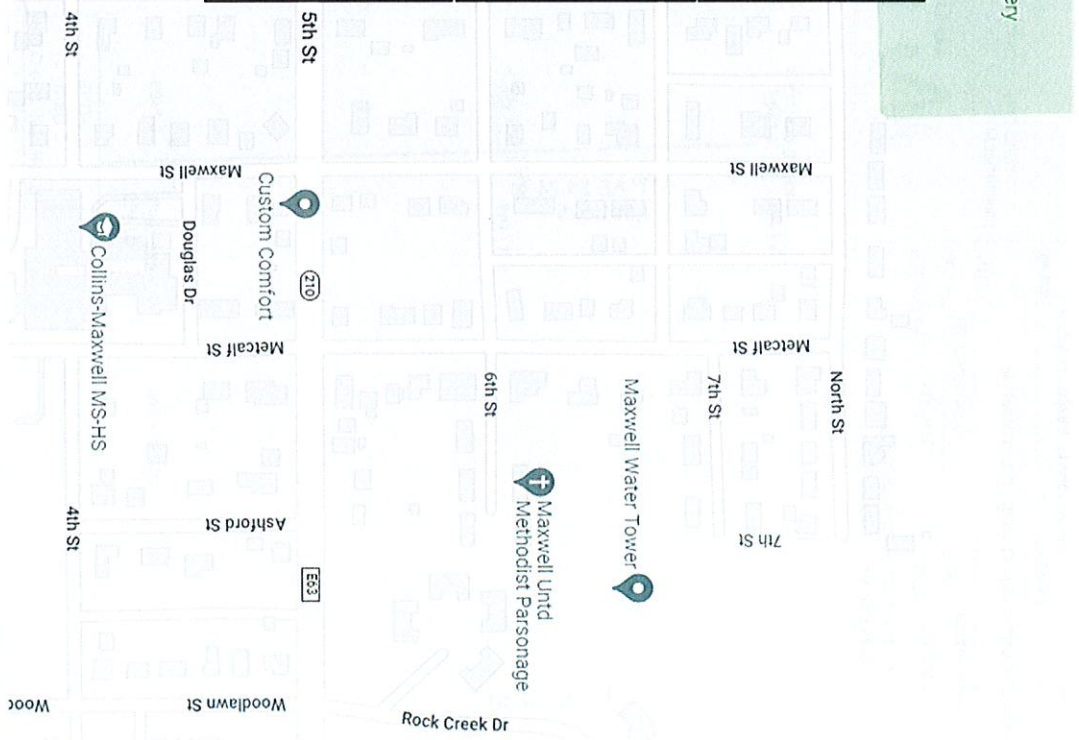
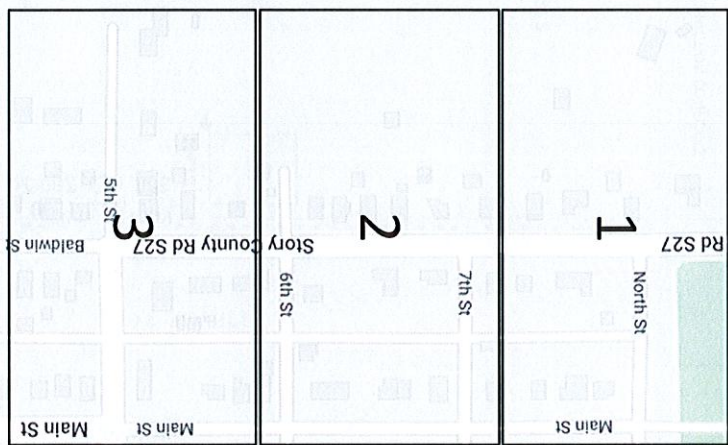
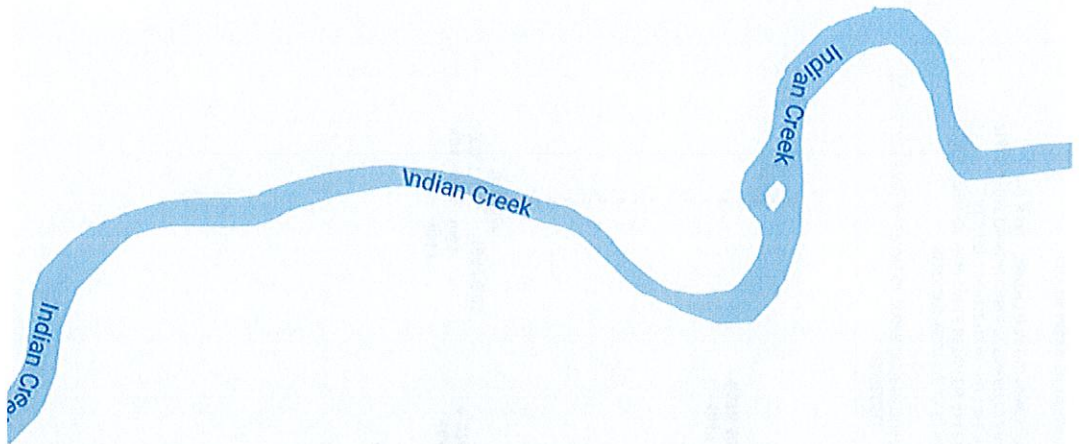
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Print Name and Title	Signature	Date
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Your cooperation concerning this permit application is greatly appreciated. The project engineer is Haley Sandberg, and she can be reached at (515) 401-2668 or [Haley.Sandberg@windstream.com](mailto:Haley.Sandberg@windstream.com). If you need any additional assistance, please contact me at (501) 570-6992 or [bryan.bogan@windstream.com](mailto:bryan.bogan@windstream.com).

Sincerely,

Bryan Bogan  
Analyst II – Permitting Team



PURPOSE:  
 TO REPLACE PARTIAL SPANS OF 200PR COPPER DUE TO ROAD CONSTRUCTION CONFLICTS.

RELOCATE PED 500/13.30 NORTH 8 FEET.  
 PLACE 270FT OF NEW CABLE BETWEEN 614 BALDWIN ST & 718 BALDWIN ST  
 AT 8 FEET DEPTH TO AVOID TREE REMOVAL CONFLICT.  
 PLACE 170FT OF NEW CABLE BETWEEN 422 BALDWIN ST & 510 BALDWIN ST  
 AT 8 FEET DEPTH TO AVOID NEW STORM SEWER CONFLICT.

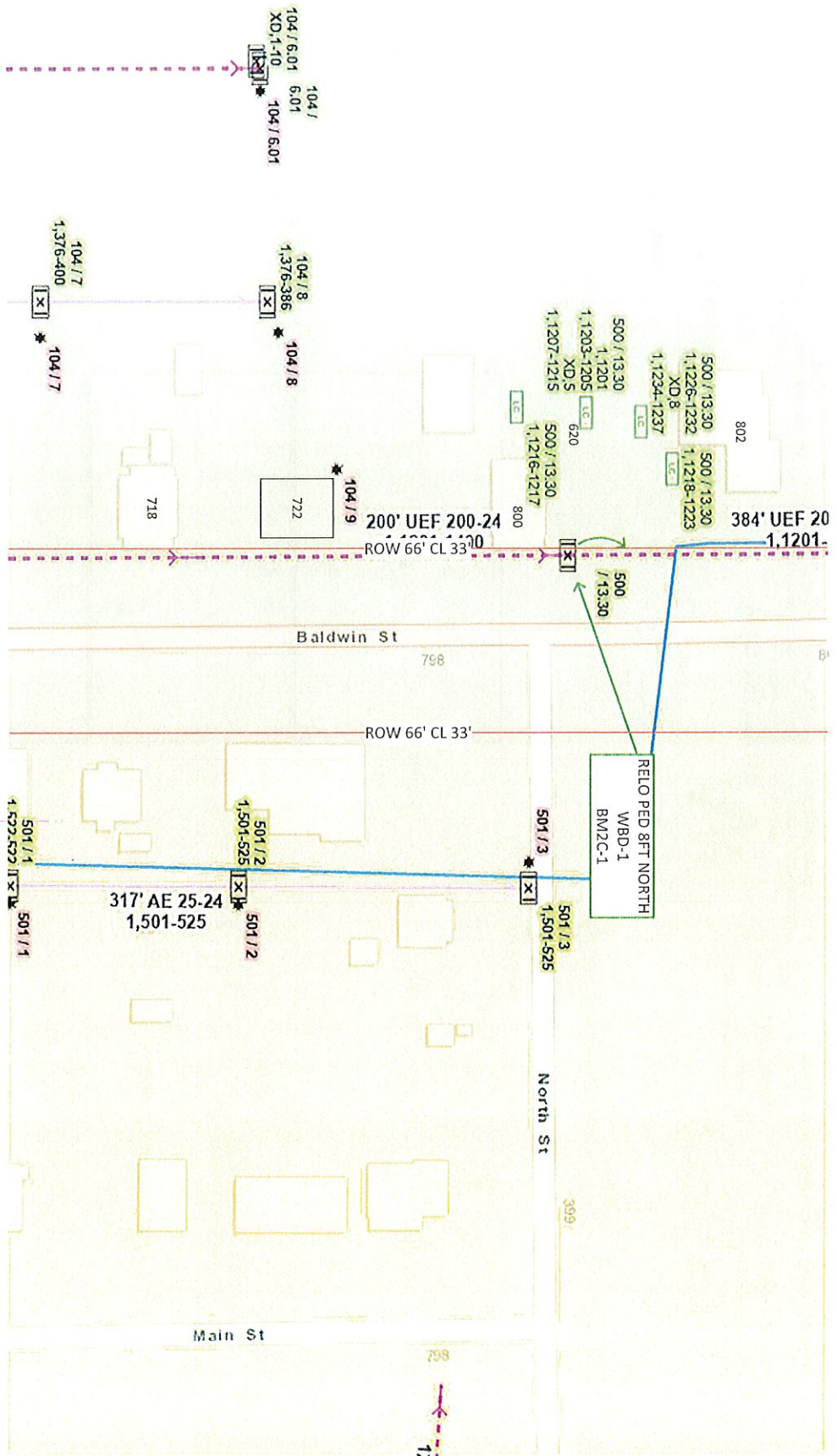
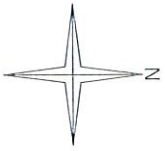
CITY OF MAXWELL PERMIT REQUIRED.

ALL KNOWN OBSTRUCTIONS HAVE BEEN SHOWN. THOSE AND OTHERS, IF ANY, ARE THE RESPONSIBILITY OF THE CONTRACTOR OR THE WINDSTREAM CREW.

**windstream.**

EXCH NAME: MAXWELL		DATE: 1/6/2023	
WO #: 713339030-00001		EPM: RDMV304883	
TITLE: RM MAXWLLA RELO 200PR COPPER ALONG BALDWIN ST			
DRWN: HALEY SANDBERG 515-401-2668	PRINT: MAP		

CALL ONE-CALL 1-800-292-8989  
 48 HOURS PRIOR TO CONSTRUCTION



PURPOSE:  
 TO REPLACE PARTIAL SPANS OF 200PR COPPER DUE TO ROAD CONSTRUCTION CONFLICTS.

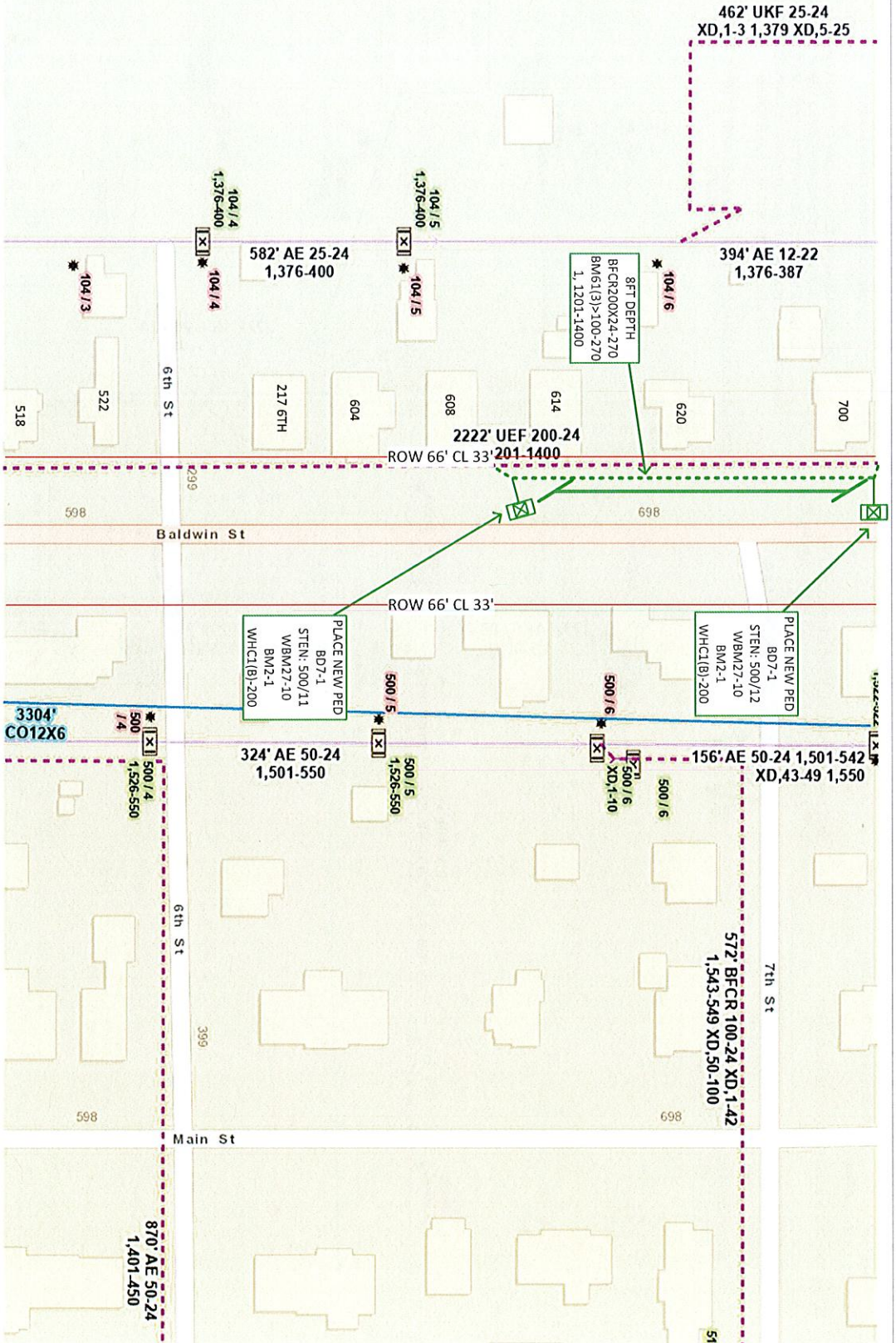
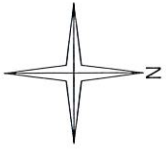
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 AT 8 FEET DEPTH TO AVOID NEW STORM SEWER CONFLICT.

CITY OF MAXWELL PERMIT REQUIRED.

**windstream.**  
 ALL KNOWN OBSTRUCTIONS HAVE BEEN SHOWN. THOSE AND OTHERS, IF ANY, ARE THE RESPONSIBILITY OF THE CONTRACTOR OR THE WINDSTREAM CREW.

CALL ONE-CALL 1-800-292-8989 48 HOURS PRIOR TO CONSTRUCTION	
EXCH NAME: MAXWELL	DATE: 1/6/2023
WO #: 71339030-00001	EPN: RDWV304883
TITLE: RM MAXWLLA RELO 200PR COPPER ALONG BALDWIN ST	
DRWN: HALEY SANDBERG 515-401-2668	PRINT: 1 OF 3

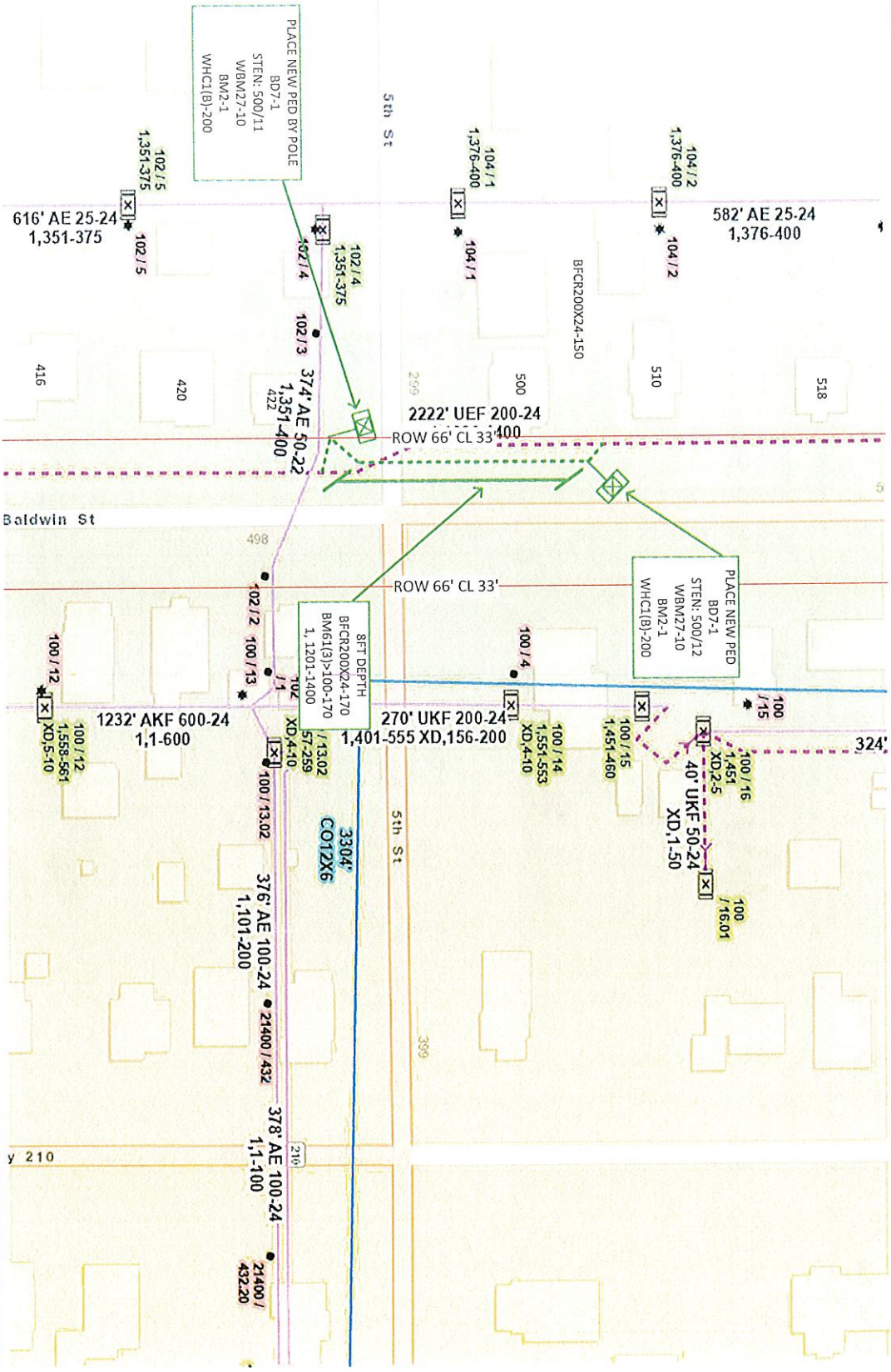
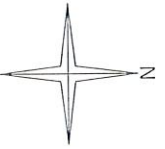




PURPOSE:  
 TO REPLACE PARTIAL SPANS OF 200PR COPPER DUE TO ROAD CONSTRUCTION CONFLICTS.  
 RELOCATE PED 500/13,30 NORTH 8 FEET.  
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 AT 8 FEET DEPTH TO AVOID NEW STORM SEWER CONFLICT.  
 CITY OF MAXWELL PERMIT REQUIRED.

**windstream.**  
 ALL KNOWN OBSTRUCTIONS HAVE BEEN SHOWN. THOSE AND OTHERS, IF ANY, ARE THE RESPONSIBILITY OF THE CONTRACTOR OR THE WINDSTREAM CREW.

CALL ONE-CALL 1-800-292-8989 48 HOURS PRIOR TO CONSTRUCTION	
EXCH NAME: MAXWELL	DATE: 1/6/2023
WO #: 713399030-00001	EPM: RDMV304883
TITLE: RM MAXWELL BELO 200PR COPPER ALONG BALDWIN ST	
DRWN: HALEY SANDBERG 515-401-2668	PRINT: 2 OF 3



PURPOSE:  
TO REPLACE PARTIAL SPANS OF 200PR COPPER DUE TO ROAD CONSTRUCTION CONFLICTS.

RELOCATE PED 500/13.30 NORTH 8 FEET.  
PLACE 270FT OF NEW CABLE BETWEEN 614 BALDWIN ST & 718 BALDWIN ST  
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CITY OF MAXWELL PERMIT REQUIRED.



ALL KNOWN OBSTRUCTIONS HAVE BEEN SHOWN. THOSE AND OTHERS, IF ANY, ARE THE RESPONSIBILITY OF THE CONTRACTOR OR THE WINDSTREAM CREW.


CALL ONE-CALL 1-800-292-8939	
48 HOURS PRIOR TO CONSTRUCTION	
EXCH NAME:	MAXWELL
WO #:	713339030-00001
DATE:	1/6/2023
TITLE:	RM MAXWELL RELO 200PR COPPER ALONG BALDWIN ST
DRWN:	HALEY SANDBERG 515-401-2668
PRINT:	3 OF 3

## RE: FFY 2024 City Bridge Funding Offer - City of Maxwell

Darren R. Moon <DMoon@storycountyiowa.gov>

Mon 1/9/2023 4:52 PM

To: 'Cityof Maxwell' <cityofmaxwell@hotmail.com>

 1 attachments (354 KB)

2024CityBridgeOffer\_Maxwell\_008170.pdf;

Deb,

I talked to the DOT and they extended the deadline for us to Feb. 6<sup>th</sup>. Attached is the acceptance form that is filled out so all that you will need to do after council approval is to email the form to [Jenifer.Bates@iowadot.us](mailto:Jenifer.Bates@iowadot.us) and indicate in the email that the city has accepted the offer. Please copy me on that email. You could have the email ready to go ahead of time and then you can just hit send after the council meeting since there is no need for the council to sign the form. The DOT will then send out a funding agreement for the city to sign within 90 days. This is where the city will actually be committing to something so the council may have more questions for me before they enter into that agreement. I will be talking to the Board of Supervisors soon to make sure that the county will take care of the administration and any additional funding that is needed for the project and will let you know. This project will replace the two bridges that are right next to each other on 325<sup>th</sup> St. with one longer bridge. Please let me know if you have any questions. Thank you,

Darren R. Moon  
Story County Engineer  
837 N Ave.  
Nevada, IA 50201  
515-382-7359  
[dmoon@storycountyiowa.gov](mailto:dmoon@storycountyiowa.gov)

**From:** Cityof Maxwell <cityofmaxwell@hotmail.com>  
**Sent:** Friday, January 6, 2023 9:10 AM  
**To:** Darren R. Moon <DMoon@storycountyiowa.gov>  
**Subject:** Re: FFY 2024 City Bridge Funding Offer - City of Maxwell

[External Sender - Please Use Caution]  
Our February meeting is on Feb 6th.

---

**From:** Darren R. Moon <DMoon@storycountyiowa.gov>  
**Sent:** Friday, January 6, 2023 10:01 AM  
**To:** 'Cityof Maxwell' <cityofmaxwell@hotmail.com>  
**Subject:** RE: FFY 2024 City Bridge Funding Offer - City of Maxwell

Do you know when your February meeting is? I talked to our consultant and it may take them a few weeks to get us a better cost estimate anyway. If it is after Feb 3<sup>rd</sup>, I can talk to the DOT about extending the deadline.

Darren R. Moon  
Story County Engineer  
837 N Ave.  
Nevada, IA 50201  
515-382-7359  
[dmoon@storycountyiowa.gov](mailto:dmoon@storycountyiowa.gov)

**From:** Cityof Maxwell <[cityofmaxwell@hotmail.com](mailto:cityofmaxwell@hotmail.com)>  
**Sent:** Friday, January 6, 2023 8:53 AM  
**To:** Darren R. Moon <[DMoon@storycountyowa.gov](mailto:DMoon@storycountyowa.gov)>  
**Subject:** Re: FFY 2024 City Bridge Funding Offer - City of Maxwell

[External Sender - Please Use Caution]

Darren,

We have a meeting on Monday, which I know is too early for you. We may have a budget meeting on the 9<sup>th</sup> or 16<sup>th</sup> which we could add this to the agenda.

Deb

---

**From:** Darren R. Moon <[DMoon@storycountyowa.gov](mailto:DMoon@storycountyowa.gov)>  
**Sent:** Friday, January 6, 2023 8:47 AM  
**To:** [cityofmaxwell@hotmail.com](mailto:cityofmaxwell@hotmail.com) <[cityofmaxwell@hotmail.com](mailto:cityofmaxwell@hotmail.com)>  
**Subject:** FW: FFY 2024 City Bridge Funding Offer - City of Maxwell

Deb,

This is good news, I was not expecting this until next year. Could you please let me know when your next council meeting is. I will fill out the required form and get it back to you as soon as I can so that your council can accept the offer. I need to get an updated cost estimate from our consultant first. I also plan to talk to my board next Tuesday about this to hopefully verify with them that the county will pick up all of the costs for the bridge (engineering, inspection, construction) so all that the city will have to do is accept the offer and then the county can take the project over from there. We have already hired WHKS to do the design for the bridge and they have started this work. I am sure that the city will have some questions so just let me know and I will try my best to answer them. Thank you,

Darren R. Moon  
Story County Engineer  
837 N Ave.  
Nevada, IA 50201  
515-382-7359  
[dmoon@storycountyowa.gov](mailto:dmoon@storycountyowa.gov)

**From:** Bates, Jenifer <[Jenifer.Bates@iowadot.us](mailto:Jenifer.Bates@iowadot.us)>  
**Sent:** Thursday, January 5, 2023 4:24 PM  
**To:** 'cityofmaxwell@hotmail.com' <[cityofmaxwell@hotmail.com](mailto:cityofmaxwell@hotmail.com)>  
**Cc:** Vanbuskirk, Christy <[Christy.Vanbuskirk@iowadot.us](mailto:Christy.Vanbuskirk@iowadot.us)>; Catus, Brian <[Brian.Catus@iowadot.us](mailto:Brian.Catus@iowadot.us)>; Loonan, Andy <[Andy.Loonan@iowadot.us](mailto:Andy.Loonan@iowadot.us)>; Darren R. Moon <[DMoon@storycountyowa.gov](mailto:DMoon@storycountyowa.gov)>  
**Subject:** FFY 2024 City Bridge Funding Offer - City of Maxwell

[External Sender - Please Use Caution]

Congratulations on qualifying for FFY 2024 City Bridge Funding. Please see the attached letter detailing the City Bridge Funding Offer.

I am requesting confirmation of accepting or declining this offer by **Friday February 3, 2023**.

If you have any questions, please let me know.

Thanks!

**JENIFER BATES, P.E.**  
URBAN ENGINEER



# Sheriff's Office

Story County  
PAUL H. FITZGERALD, Sheriff



---

Emergency 911 • Office: 515-382-6566 • Fax #: 515-382-7479 • 1315 S. B Ave. Nevada, Iowa 50201

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January 27, 2023

Mayor Jameson Hudson  
Maxwell City Hall  
P. O. Box 215  
Maxwell, IA 50161

Dear Mayor Hudson:

Enclosed you will find the Contract Law Enforcement Services contract for fiscal year 2024. This contract reflects the per capita rate increase of 2.5% based on the 2020 Census population figures for your city (859).

After your review and acceptance, please:

1. Sign the contract,
2. **Affix your city seal,**
3. Return the contract to my office  
no later than March 8, 2023.

I will sign and forward the contract to the Board of Supervisors for their signatures and see that it is recorded with the Recorder and the Secretary of State. Once it has been recorded and we receive our copy, we will forward a file stamped copy to you.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Paul H. Fitzgerald".

Paul H. Fitzgerald  
Story County Sheriff

Enclosure

Prepared by: Paul H. Fitzgerald, Story County Sheriff, Nevada, Iowa 50201 515-382-6566

**LAW ENFORCEMENT SERVICES CONTRACT**

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, the City of Maxwell and Story County, Iowa, enter into the following agreement:

1. The Story County Sheriff's Office will provide the City of Maxwell, Iowa, with law enforcement services. These services will include but not be limited to:
  - A. Radar operations to control speed.
  - B. Issuing violations under city ordinances (excluding animal control ordinances) upon request.
  - C. Housing inmates who have been incarcerated under a city ordinance.
  - D. Service of abatement notices on request.
  - E. Periodically checking commercial buildings for unlocked doors and trespassers.
  - F. Investigation of traffic accidents and complaints.
  - G. Dispatch of city fire departments and first responders.
  - H. Staffing a 24 hour E911 dispatch center.
  - I. Providing a detective division to investigate crimes and conduct on-going investigations.
  - J. Investigation of drug-related offenses.
  - K. Supplying schools or community clubs with officers and materials for special programs and talks upon request.
  - L. Routine patrols and special patrols upon request.
  - M. Supply fully equipped patrol cars with radio, lights, siren and all related equipment, gasoline and oil, tires, and maintenance, uniforms and all other personal equipment.
  
2. In consideration for the law enforcement services above described, the City of Maxwell, Iowa will pay a per capita rate of \$66.80 (based on the 2020 census of 859) to Story County, Iowa, which amounts to the annual sum of \$57,381.20. This shall be paid in equal quarterly installments to the Story County Sheriff on July 1, October 1, January 1 and April 1. The per capita increase for the next fiscal year was negotiated at the September 2021 Mayor's Meeting. For the purposes of this contract, fiscal year shall be from July 1, through June 30, of the following year.

AGREEMENT

Page 2

3. The Sheriff shall be the administrator of this Agreement. Law Enforcement policy, regulations and matters pertaining to the employment of the Sheriff's personnel shall be determined solely by the Sheriff. The time, place and manner in which these services are implemented shall be in the sole discretion of the Sheriff. The Mayor, Mayor Pro Tem and the City Administrator shall be authorized to make requests to the Sheriff for performance of specific law enforcement services as specified in this Agreement.
4. The initial term of the Agreement shall be automatically extended for successive one-year periods upon the same terms and conditions provided by this Agreement for the initial term, unless this Agreement is terminated or modified by the express election of either city or county as hereinafter provided. Modification of this contract may be made by mutual consent of both parties.
5. In accordance with Chapter 28E, Code of Iowa, a copy of this Agreement shall be filed with the Secretary of State and recorded with the Story County Recorder. Signatures will include the Mayor of Maxwell, the City Clerk of Maxwell, the Chairperson of the Story County Board of Supervisors, the Story County Auditor and the Story County Sheriff. The city seal shall be affixed to the contract before returning to the county for filing.
6. The city shall fund the consideration for this Agreement from general revenues under the City's annual general budget. There shall be no joint property acquired pursuant to this agreement.
7. This contract may be terminated by either party. Termination is effective at the end of the current quarterly billing cycle and must be preceded with a 30 day written notice to either party. Notice shall be accomplished by certified mail or personal service.

STORY COUNTY, IOWA

CITY OF MAXWELL, IOWA

\_\_\_\_\_  
Story County Board of Supervisors

\_\_\_\_\_  
Jameson Hudson, Mayor  
City of Maxwell, Iowa

\_\_\_\_\_  
Attest: Story County Auditor

\_\_\_\_\_  
Deb Hayes  
City Clerk for Maxwell, Iowa

\_\_\_\_\_  
Paul H. Fitzgerald  
Story County Sheriff

## Capital Improvement Projects FY24

Steven Gast <steven50161@gmail.com>

Fri 2/3/2023 12:52 PM

To: Jameson Hudson <jhudmusic@gmail.com>; City Clerk Maxwell <cityofmaxwell@hotmail.com>

 1 attachments (158 KB)

FY2024 CIP Estimates 20230131.pdf;

Mayor, Clerk and Council (by BCC),

Attached is the Capital Program discussed at the Council Workshop last Monday. We wanted to include six projects which total \$2,292,000. To accomplish these projects, we will need to borrow \$1,015,000 and take out a \$450,000 GO Bond. We will receive \$572,000 in grant funds toward the projects and use \$255,000 cash on hand from the Franchise, Local Option Sales, and Baldwin Ave Project Funds. These projects will annually impact future budgets by \$137,400 across the Road Use Tax, Franchise, Local Option Sales and Water Funds. The summary is at the bottom of the last page.

--

Steve Gast



# FY2024 CIP Project Proposal

Priority	Project
<b>FY24</b>	Baldwin Ave & 5th St Storm - completely reconstruct Baldwin and pave. Replace water lines and build Phase 1 5th Street Storm Sewer outlet to Indian Creek. Using a variety of funding sources, complete the project over the summer of 2023. May have expense in both FY23 and FY24, but will adjust as needed.

Debt Financing		Repay from Fund
Annual Budget	Loan Period	Fund
42,900	15 yr loan	200
19,100	15 yr loan	110
19,100	15 yr loan	600

Project Cost	\$1,500,000	Detail	Source	Note
Grant Sources	\$550,000		Grant	CDBG
		\$300,000	Grant	SUDAS
Local Funding	\$950,000			
		\$100,000	301	Cash on Hand
		\$450,000	200	GO Bond
		\$200,000	Loan	Bank Loan
		\$200,000	Loan	Bank Loan

Priority	Project
<b>FY24</b>	Woodlawn Storm Drainage - storm sewer 3rd to 1st. 15 year Bank Loan for Woodlawn project repaid from Franchise Fee

Debt Financing		Repay from Fund
Annual Budget	Loan Period	Fund
15,700	15 yr loan	120

Project Cost	\$265,000	Detail	Source	Note
Local Funding	\$265,000			
		\$100,000	120	Cash on Hand
		\$165,000	Loan	Bank Loan

Priority	Project
<b>FY24</b>	Remove about 100 dead and dying trees from public ROW as identified by Tree Study

Debt Financing		Repay from Fund
Annual Budget	Loan Period	Fund
11,300	10 yr loan	121

Project Cost	\$100,000	Detail	Source	Note
Local Funding	\$100,000			
		\$10,000	121	Cash on Hand
		\$90,000	Loan	Bank Loan

# FY2024 CIP Project Proposal

<b>Priority</b>	<b>Project</b>
<b>FY24</b>	Build and Furnish Addition to City Hall and Library.

<b>Debt Financing</b>					
Annual Budget	Loan Period	Repay from Fund			
29,300	20 yr loan	121			

<b>Project Cost</b>	<b>\$400,000</b>	<b>Detail</b>	<b>Source</b>	<b>Note</b>
Local Funding	\$400,000	\$40,000	121	Cash on Hand
		\$360,000	Loan	Bank Loan

<b>Priority</b>	<b>Project</b>
<b>FY24</b>	Owner Occupied Housing Repair - Housing repair grants to LMI individuals owning the home they occupy.

<b>Project Cost</b>	<b>\$17,000</b>	<b>Detail</b>	<b>Source</b>	<b>Note</b>
Local Funding	\$17,000	\$17,000	Grant	Housing Trust Fund

<b>Priority</b>	<b>Project</b>
<b>FY24</b>	26 Trees in City Park - Complete goal of planting 50 trees in City Park. Qualify for DNR Tree City so funding for street trees will be available

<b>Project Cost</b>	<b>\$10,000</b>	<b>Detail</b>	<b>Source</b>	<b>Note</b>
Local Funding	\$10,000	\$5,000	Grant	DNR
		\$5,000	121	Cash on Hand

Annually	Cash	Source
\$19,100	\$0	110 RUT
\$15,700	\$100,000	120 Franchise
\$40,600	\$55,000	121 LOST
\$42,900	\$450,000	200 GO Bond
\$0	\$100,000	301 Baldwin Project
\$19,100	\$0	600 Water Fund
	\$1,015,000	Loan Bank Loans
	\$572,000	Grant CDBG, SUDAS, DNR, Housing Trust
<b>\$137,400</b>	<b>\$2,292,000</b>	<b>Total</b>



CITY OF MAXWELL, IOWA  
MAXWELL CITY COUNCIL REGULAR MEETING  
MONDAY, JANUARY 09, 2023, 6:30 P.M. CITY HALL

1. The meeting was called to order by Mayor Jameson Hudson at 6:30 P.M.
2. Roll call was answered by Steve Gast, Lauryn Myers, Meggen Lawrence, and Doug Miller. Ken Jans called in at 6:45 p.m. Ken left at 7:20 p.m. Ken returned at 7:49 p.m.  
Visitors: Wes Farrand, Lisa ,
3. A motion to approve agenda was made by Gast. Myers seconded. 4 ayes.
4. Citizens Forum
  - a. NA
5. Department Reports
  - a. Sheriff Report – Written Report on File.
  - b. Fire – Written report on file.
  - c. EMS – Written report on file. Joel Westendorf would like to join the EMS Department. Miller moved to accept Joel Westendorf onto the EMS Department. Lawrence seconded. Steve would like the Fire and EMS Department put in there reports the # of calls to Indian Creek Township, Washington Township, and the City and how many of those calls they responded to.
  - d. Library – No Report
  - e. Public Works – Written report on file.
  - f. City Clerk – Written report on file. Questions on treasurer’s report. Complaints read and discussed.
  - g. Engineer’s Report – Written report on file. 1) Baldwin St –Final plans in progress. A couple of issues still need to be investigated. Meggen and Steve volunteered to talk to Tracy Christianson about an easement for the storm drain. Wes needs a listing of financial sources for the report to the DOT. 2) High School Project – Wes sent the letter and pictures to the city stating the issues that need to be corrected. 3) Rolling Hill Mobile Home Park is inquiring on sewer lagoon updates. There was talk on them tying in with the city sewer and be charge every month.
  - h. Parks and Open Spaces Board –Lauryn is working on a Prairie Meadows Grant for the disc golf course. The Board has a meeting on January 10, 2023.

Miller moved to move 7f before 7a. Myers seconded.

6. Public Hearing
  - a. NA
7. Business
  - a. Discussion and Action on the Rental of 5 Acres of Farm Ground. – Discuss on renting the farm ground at the lagoon took place. According to Iowa law, the landowners had to write a notice of intent to the current renters stating that we are putting the ground up for bid. We did not do that therefor the bid stays with the current renter. Discussion also took place on the easement and that we need to get attorney’s opinion on it.
  - b. Action on Resolution Setting Times and Place for a Regular Council Meetings in 2023 –Miller moved to set date and times for council meetings to be the 1<sup>st</sup> Monday of the month and start at 6:00 p.m. Lawrence seconded. 4 ayes Gast moved to reconsider the previous motion on dates and times. Myers seconded. 4 ayes. Gast moved to keep the dates of meetings the same but to change times to January through May at 6: p.m., June through August at 5:00 p.m. and September through December at 6:00 p.m. Myers seconded. 4 ayes.

- c. Action on Resolution Setting Time and Place for a Public Hearing for the Purpose of Considering the Maximum Tax Dollars from Certain Levies for the City's Proposed Fiscal Year 2023-2024 Budget – Gast to accept resolution 2023-02 a Resolution Setting Time and Place for a Public Hearing for the Purpose of Considering the Maximum Tax Dollars from Certain Levies for the City's Proposed Fiscal Year 2023-2024 Budget. Miller seconded. 4 ayes.
- d. Discussion and Action on Betterment Award – Gast moved to continue with the Betterment Award with Lauryn in charge. Myers seconded. 4 ayes.
- e. Discussion and Action on Old Settler's Bandstand Action on 2023 Membership Appointments to the Story County Management Commission– Gast moved for Jameson to be Primary, Ken secondary and Steve to be alternate. Lawrence seconded. 4 ayes
- f. Discussion and Action on the City Hall Renovation Project – The city has put \$50,000 aside for city hall renovations. They are also willing to add \$200,000 for an additional room on the back to be used by city hall and library. Another option is to rent a building. Pritchard has a building open that is set-up for an office space with a board room that could be used as a council chambers. The apartment behind the office is space is open and could be used for storage. Total cost would be \$1900 a month. This would include utilities. Gast moved to move forward in investigating the option by getting a lease agreement for review by attorney for their opinion. And meet again on this subject later. Myers seconded.
- g. Discussion and Action on Budget Planning for Fiscal Year 2023/2024 - Fire Board met and discussed their budget. Insurance & Salaries are done. Parks, Water, Sewer, Library, and misc. lines still need to be filled in.

**8 Council and Mayor Reports –**

- a. Lauryn Myers – 1) Lauryn looking into starting the Food Trucks again for Monday nights. She will be talking to the owner of MOMs to see when they will be open. 2) Lauryn talked to a contractor about lifting the park shelter. Discussion followed about why it needed it be lifted.
  - b. Meggen Lawrence – 1) Meggen asked about the progress of the nuisance properties. The property at 618 Metcalf St has a strong smell of gasoline Steve suggested calling Safe Building and have them do another inspection to send to the attorney.
  - c. Doug Miller – 1) Doug told the semi parking and what the attorney said. We need to see how much impact it has on the streets.
9. Jameson Hudson – Sirens are up and running. He thinks it is good that the council is looking into city hall options.

**10. Consent Agenda**

- a. Gast moved to accept the A & C of the Consent Agenda. Myers seconded. 5 ayes.
- b. Gast moved to accept B of the Consent agenda. 4 ayes 1 abstain-Lawrence
- c. Bills presented were as follows:

**CLAIMS REPORT**

VENDOR	REFERENCE	AMOUNT
ACCESS	MONTHLY PRINTER RENT	\$ 128.41
AFLAC	AFLAC CANCER	\$ 226.86
ALLIANT ENERGY	MONTHLY UTILITY BILL	\$ 7,789.26
AMES LOCK & SECURITY	#5412 - LOCK FOR FIRE BACKDOOR	\$ 1,110.85

BADGER METER	WATER METER CELLULAR READS	\$	161.09
CALDWELL,BRIERLY,& CHALUPA LLC	RENTAL HOUSE ORD & LIBRARY	\$	392.50
CALDWELL,BRIERLY,& CHALUPA LLC	TRUCK & TRAILER PARKING	\$	55.00
CARL MARSHALL	CALLS TRAININGS MEETINGS	\$	310.00
CENTRAL IOWA SHORTLINE LLC	23306, 23471- BLOCK HEATER	\$	310.39
CENTRAL IOWA SHORTLINE LLC	#23654, 23656, 23720	\$	56.44
CHRIS PITTS	CALLS MEETING TRAININGS	\$	430.00
CIT SEWER SOLUTIONS	WOODLAWN ST LATERAL LAUNCH	\$	2,400.00
CONSUMERS ENERGY	RCH ELECTRIC	\$	29.91
GENERAL FIRE AND SAFETY	FIRE EXTIGUISHER CHECKS & REPR	\$	867.00
INDEPENDANT PUBLIC ADVISORS	QUARTERLY RETAINER SERVICES	\$	2,000.00
IOWA DEP OF REVENUE	SALES TAX	\$	106.92
IOWA DEP OF REVENUE	WET	\$	599.59
IOWA ONE CALL	LOCATES	\$	18.00
IOWA REGIONAL UTILITIES ASSOC	RCH WATER	\$	303.66
IPERS	IPERS	\$	1,943.20
JAMESON HUDSON	CALLS MEETINGS TRAININGS	\$	60.00
JAMIE NESS	CALLS & ,MEETINGS	\$	200.00
JARED HUDSON	CALLS MEETINGS TRAININGS	\$	170.00
JERRY HOLS	CALLS MEETINGS TRAINING	\$	825.00
JIM HUDSON	CALLS MEETINGS TRAININGS	\$	250.00
JOEL WESTENDORF	CALLS & MEETINGS	\$	120.00
KARL CHEVROLET	EMS 2023 CHEVY TAHOE.	\$	39,984.00
L & P SUPPLY	CAB FOR JD TRACTOR	\$	1,250.00
LUKE NESS	CALLS MEETINGS TRAIINGS	\$	35.00
MAXWELL STATE BANK	FED/FICA TAXES	\$	4,748.41
MICROBAC LABORATORIES	KEYSTONE INC	\$	292.50
NEW CENTURY FS	DIESEL & GAS	\$	347.82
PRATT SANITATION INC	MONTHLY GARBAGE CONTRACT	\$	5,495.45
RILEY PITTS	CALLS TRAININGS MEETINGS	\$	200.00
RITeway BUSINESS FORMS	UTILITY BILLS	\$	441.70
RON HAYES	CALLS MEETINGS TRAINING	\$	170.00
RYAN LEWIS	CALLS & MEETINGS	\$	1,175.00
SAFE BUILDING LLC	2 BUILDING & 3 TRADE PERMITS	\$	1,392.31
SANDRY FIRE SUPPLY, LLC	6 AIR TANKS	\$	6,148.50
SCOTT JOHNSON	CALLS & MEETINGS	\$	525.00
SHELBY PATTERSON	CALLS & MEETINGS	\$	115.00
SHELLY RICHARDSON	CALLS & MEETINGS	\$	60.00
SHELLY RICHARDSON	CALLS & MEETINGS	\$	70.00
SNYDER & ASSOCIATES	119.0265.01A-2 BALDWIN PRJT	\$	4,708.00
	SUPPLIES-PENS,CALCULATOR		
STAPLES CREDIT PLAN	PAPER	\$	77.60
SUSIE LIVESAY	CALLS & MEETINGS	\$	70.00
TAWNIA LESLIE	CALLS & MEETINGS	\$	190.00

TOM HUDSON	CALLS TRAININGS MEETINGS	\$ 505.00
TONY NESS	CALLS TRAININGS MEETINGS	\$ 655.00
TREASURER-STATE OF IOWA	STATE TAXES	\$ 1,715.00
U.S. BANK	WINDSTREAM-LIBRARY	\$ 495.00
US CELLULAR	MONTHLY CELL PHONE	\$ 223.65
WINDSTREAM	091143420-TELEPHONE	\$ 962.66
WYATT LEWIS	CALLS & MEETINGS	\$ 215.00
Accounts Payable Total		\$ 93,131.68
Total Paid On: 12/14/22		\$ 11,775.16
Total Paid On: 12/28/22		\$ 5,574.28
Total Payroll Paid		\$ 17,349.44
***** REPORT TOTAL *****		\$ 110,481.12

Expenses By Fund	December 12/06/2022-12/31/2022	
GENERAL		\$ 87,387.32
ROAD USE TAX		\$ 1,594.71
CAPITAL PRJCT FUND - STRT		\$ 3,025.00
WATER		\$ 7,098.24
SEWER		\$ 11,375.85
TOTAL FUNDS		\$ 110,481.12

Revenues	Dec-22	
001 General		\$ 75,023.44
110 Road Use Tax		\$ 10,072.00
112 Employee Benefits		\$ 727.69
119 Emergency Funds		\$ 366.24
121 Local Option		\$ 25,296.88
200 Debt Service		\$ 4,261.16
303 FEMA Wind Disaster 2020		\$ 6,184.62
600 Water		\$ 12,360.57
610 Sewer		\$ 22,964.78
TOTAL FUNDS		\$ 157,257.38

9. Adjourn. A motion to adjourn the meeting at 8:32 P.M. was moved by Lawrence  
 Seconded by Jans. 5 ayes

NEXT REGULAR MEETING WILL BE FEBRUARY 6 , 2023 AT 6:00 P.M.  
 BUDGET MEETING WILL BE HELD JANUARY 16, 2023 AT 6:00 P.M.

ATTEST: \_\_\_\_\_, Clerk      \_\_\_\_\_, Mayor  
 Deb Hayes                                      Jameson Hudson







**CLAIMS REPORT**  
**Vendor Checks: 1/01/2023- 1/31/2023**

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ACCESS	MONTHLY PRINTER RENT		208.41	30102	1/11/23
AFLAC	AFLAC CANCER		226.86	30127	1/25/23
ALLIANT ENERGY	MONTHLY UTILITY BILL		8,973.33	30130	1/25/23
BADGER METER	SERVICES FOR JAN 2023-DEC 2023		2,841.55	30103	1/11/23
CENTRAL IOWA SHORTLINE LLC	#23927- TIRE	403.98		30104	1/11/23
CENTRAL IOWA SHORTLINE LLC	#23955,23996 FILTERS, WIPERBLD	102.81	506.79	30131	1/25/23
CHEM-SULT, INC	SODIUMHYPOCHLORITE		656.60	30105	1/11/23
COMMONWEALTH ELECTRIC CO	INSTALLED NEW SIRENS		2,922.60	30106	1/11/23
CONSUMERS ENERGY	RCH ELECTRIC		52.00	30132	1/25/23
GATEHOUSE DB IA HOLDINGS, INC	MINUTES FOR 6 MEETINGS		430.66	30133	1/25/23
IOWA DEP OF REVENUE	SALES TAX		91.48	91971215	1/06/23
IPERS	IPERS	2,195.17		30129	1/25/23
IPERS	IPERS	2,499.39	4,694.56	91971214	1/05/23
JOHN DEERE FINANCIAL	PARTS FOR TRACTOR-SNOW REMOVAL		609.43	30107	1/11/23
MAXWELL STATE BANK	FED/FICA TAXES	3,243.03		30128	1/25/23
MAXWELL STATE BANK	safe deposit box 67	45.00		999991	1/20/23
MAXWELL STATE BANK	SAFE DEPOSIT BOX 71	45.00	3,333.03	91971210	1/15/23
MICROBAC LABORATORIES	TESTING		522.50	30108	1/11/23
MIDWEST INSURANCE CORP	INSURANCE		183.00	30134	1/25/23
NEW CENTURY FS	GAS/DIESEL		1,624.80	30109	1/11/23
OMNISITE	ANNUAL PLAN & WIRELESS SERVICE		455.00	30110	1/11/23
MAXWELL POST OFFICE	UTILITY BILL POSTAGE		400.00	30135	1/25/23
PRATT SANITATION INC	MONTHLY GARBAGE		5,129.00	30111	1/11/23
SAFE BUILDING LLC	BUILDING & ELECTRICAL PERMITS		1,253.07	30112	1/11/23
SNYDER & ASSOCIATES	119026501A-3-BALDWIN ST REHAB		15,496.00	30113	1/11/23
STAPLES CREDIT PLAN	TAX FORMS, CALENDARS, CUPS		311.06	30114	1/11/23
STORY COUNTY EMS ASSOC	2022 STORY COUNTY EMS ASSOC		25.00	30115	1/11/23
STORY COUNTY FIREFIGHTERS ASSC	2023 DUES		25.00	30136	1/25/23
STORY COUNTY TREASURER	LAW ENFORCEMENT FY22/23 3RDQTR		13,995.26	30116	1/11/23
SYNCB/AMAZON	DVDS, BOOKS, PARTY ITEMS		1,144.74	30137	1/25/23
U.S. BANK	ROTARY SWITCH FOR SNOWBLOWER		69.28	30138	1/25/23
USABlueBook	TESTING SUPPLIES		748.87	30139	1/25/23
WINDSTREAM	#091143516-TELEPHONE&INTERNET		599.36	30140	1/25/23
			=====		
Accounts Payable Total			67,529.24		

Payroll Checks

001	GENERAL	3,030.28	
600	WATER	1,135.13	
610	SEWER	1,135.13	
Total Paid On: 1/11/23		5,300.54	
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001	GENERAL	2,727.14	
110	ROAD USE TAX	317.24	
600	WATER	1,201.98	
610	SEWER	1,201.97	
Total Paid On: 1/25/23		5,448.33	

**CLAIMS REPORT**  
Vendor Checks: 1/01/2023- 1/31/2023

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
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	Total Payroll Paid		=====		
			10,748.87		
	Report Total		=====		
			78,278.11		
			=====		

**Expenses By Fund**

**December 01/01/2023-01/31/2023**

GENERAL	42,187.92
ROAD USE TAX	1,397.63
CAPITAL PRJCT FUND - STRT	14,325.00
WATER	9,679.25
SEWER	10,688.31
<b>TOTAL FUNDS</b>	<b>78,278.11</b>

**Revenues**

**Jan-23**

<b>001 General</b>	<b>\$ 21,228.98</b>
<b>110 Road Use Tax</b>	<b>\$ 8,507.62</b>
<b>112 Employee Benefits</b>	<b>\$ 36.15</b>
<b>119 Emergency Funds</b>	<b>\$ 18.19</b>
<b>121 Local Option</b>	<b>\$ 10,506.96</b>
<b>200 Debt Service</b>	<b>\$ 211.71</b>
<b>600 Water</b>	<b>\$ 11,877.73</b>
<b>610 Sewer</b>	<b>\$ 24,758.45</b>
<b>TOTAL FUNDS</b>	<b>\$ 77,145.79</b>