

PUBLIC NOTICE

THE MAXWELL CITY COUNCIL WILL HOLD A REGULAR COUNCIL MEETING ON MONDAY, JULY 10, 2023, AT 5:00 PM AT MAXWELL FIRE STATION, ENTRANCE IN THE BACK, 111 MAIN STREET, MAXWELL, IA

The City of Maxwell invites 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. 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. NA
- 7. BUSINESS**
 - a. DISCUSSION AND ACTION ON PROJECT REVIEW PROCESS FOR THE CITY OF MAXWELL.
 - b. DISCUSSION AND ACTION ON POULTRY PERMIT FOR 405 5TH ST.
 - c. DISCUSSION AND ACTION TO APPROVE A RESOLUTION PROPOSING TO VACATE PROPERTY IN MAXWELL, IOWA, AND SETTING TIME FOR HEARING AND PRESCRIBING NOTICE THEREOF
 - d. DISCUSSION AND ACTION ON A RESOLUTION SETTING THE TIME AND PLACE OF A PUBLIC HEARING ON THE APPROVAL OF A COMMUNITY DEVELOPMENT AND HOUSING NEEDS ASSESSMENT FOR THE CITY OF MAXWELL, IOWA
 - e. DISCUSSION AND ACTION ON A RESOLUTION SETTING THE TIME AND PLACE OF A PUBLIC HEARING ON THE SUBMISSION OF CDBG APPLICATION FOR THE CITY OF MAXWELL, IOWA
 - f. DISCUSSION AND ACTION ON PERMIT FOR FIREWORKS DURING OLD SETTLERS
 - g. DISCUSSION AND ACTION ON 2023-2024 LP GAS CONTRACT
 - h. DISCUSSION AND ACTION ON AWARDING THE OWNER-OCCUPIED GRANTS
 - i. DISCUSSION AND ACTION ON TAX ABATMENT CONTINUATION
 - j. DISCUSSION ON ANNEXATION OF PROPERTY
 - k. DISCUSSION ON TIF DISTRICTS
 - l. DISCUSSION AND ACTION TO AUTHORIZE MAYOR TO SIGN CONTRACT FOR ANNUAL AUDIT
 - m. DISCUSSION AND ACTION ON RESOLUTION TRANSFERRING BETWEEN FUNDS FOR EXPENITURES APPROVED FOR THE FY2023 BUDGET
 - n. APPROVE A MOTION TO GO INTO CLOSED SEESION ACCORDING TO CHAPTER 21.5(i): TO EVALUATE THE PROFESSIONAL COMPETENCY OF AN INDIVUAL WHOSE APPOINTMENTM HIRING, PERFORMANCE OR DISCHARGE IS BEING CONSIDERED WHEN NECESSARY TO PREVENT NEEDLESS AND IRREAPAIRABLE

**INJURY TO THAT INDIVIDUAL'S REPUTATION AND THAT INDIVIDUAL REQUESTS
A CLOSED SESSION.**

o. DISCUSSION AND ACTION ON POSTING DEPUTY CLERK POSITION

8. COUNCIL AND MAYOR REPORTS

**a. GAST
b. MYERS
c. LAWRENCE**

**d. MILLER
e. JANS
f. HIGGINS**

9. CONSENT AGENDA

**a. APPROVAL OF ALCOHOL PERMIT FOR OLD SETTLERS
b. APPROVAL OF ALCOHOL PERMIT FOR WHIMSICAL WINE TRAILOR
c. APPROVAL JUNE 5, 2023 MINUTES
d. APPROVAL CURRENT BILLS AS PRESENTED**

10. ADJOURN

Fire meeting

LanceSusanBrett Livesay

Mon 6/19/2023 8:32 PM

To: Tony Ness <tnyness@gmail.com>; City of Maxwell <cityofmaxwell@hotmail.com>

Fire Dept Meeting June 19, 2023

Members present; Susie L, Tony N, Jim H, Jerry H, Wyatt L, Ryan L, Lucas N, Tom H, Jared H, Dylan M, Rylie P, Chris P

Visitors present: none

Meeting called to order at 7:05 pm

Reading of last month's minutes. Motion to approve Jim, second Jerry.

Old Business- none.

Call Critique – June 5th 701 5th St, lift assist, 5 people

June 5th, 701 5th St, lift assist, 1 person

June 7th, move city hall, 4 people

June 2nd, 301 Short, lift assist, 6 people – disregarded.

Chiefs News – City Hall is temporarily relocated in the station, hopefully out by October.

New Business – Training will be July 9th. 8:30 am.

Committee Reports – None.

Motion to adjourn Tom H, seconded by Chris P. 7:15pm

EMS meeting June

LanceSusanBrett Livesay

Mon 6/19/2023 7:55 PM

To:Scott Johnson <johnsonscott@live.com>;Cityof Maxwell <cityofmaxwell@hotmail.com>

EMS Meeting June 19, 2023

Members present; Susie L, Tony N, Jerry H, Scott J, Jamie N, Ryan L, Wyatt L

Visitors present: none

Meeting called to order at 6:32 pm

Reading of last months minutes. Motion to approve Jamie, second Ryan.

Jamie went over Patient Care reports and what info is needed on a call.

We have some newer/used bags that we can switch out in the rigs.

Training for CPR and airway.

Motion to adjourn 6:54 pm Jamie, seconded by Scott.



Library Board Report

July 2023 (reporting for prior month)

ATTENDANCE OF LAST MEETING OF BOARD OF TRUSTEES:

Anna Baldwin	Director
Kray Shivers	President
Amanda Sharp	Vice President
Shawna Shivers	Secretary
Michele Hand	
Sharon Rink	

BOOKS:

Total- 228

MOVIES:

Total- 62

ATTENDANCE:

Total - 310

Children- 89 Adults-186

*2 Movies Attendance - 0

*STEM Attendance- 0

*Chalk the Walk - 10

*Bee Class - 25

BRIDGES:

Total- 131

On hold- 77

Computers-Adult- 9

Child - 15

CURRENT EVENTS

- 2 Mommy and Me events
- Taking apps for Fill in position (looking for 2 to ensure coverage)
- Book sale ending (Friends group to purchase remaining items)
- Friends of the Library dance went well
- Chalk the walk event
- Bee class had good attendance
- Director working on library landscaping out front

UP COMING EVENTS

- Summer reading program to begin July 10th
- Policy updates continuing
- Meeting with State library for strategic planning
- Assistant librarian hiring to begin (Sadly Abbey had to take a better paying job with more hours for her family)
- Temporary closure when new furnace is installed

**City Clerk
July 2023**

Miscellaneous Information:

- As you all know, Dee is leaving us for a new job.
- As you can see, we have moved to the fire station. I would like to thank everyone for helping. Please be patient when asking for any information as it may take us a little longer to find it.
- End of fiscal year reports and finalizing books. We are now in a new budget year.
- The last of the FEMA payments could still be a couple of months out.
- We usually do a newsletter going out with August water bills. However, with Dee being gone and the price of postage going up, is it really worth sending them out?

TREASURER'S REPORT
CALENDAR 6/2023, FISCAL 12/2023

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	56,290.62	17,125.15	61,589.31	301.66-	11,524.80
004 EMS DEPT TRUST	282.56	.00	.00	.00	282.56
005 FIRE DEPT TRUST	36,550.39	6,182.20	.00	.00	42,732.59
008 LIBRARY TRUST	23,048.56	.00	.00	.00	23,048.56
016 WASHINGTON TWSHP TRUST	210,627.03	.00	.00	.00	210,627.03
019 EMERGENCY TRUST	36,400.00	.00	.00	.00	36,400.00
110 ROAD USE TAX	220,738.01	13,261.15	5,504.96	.00	228,494.20
111 I-JOBS	1,114.35	.00	.00	.00	1,114.35
112 EMPLOYEE BENEFITS	21,223.23	171.41	.00	.00	21,394.64
119 EMERGENCY FUND	8,122.70	86.26	.00	.00	8,208.96
120 UTILITY FRANCHISE	135,922.73	.00	.00	.00	135,922.73
121 LOCAL OPTION SALES TAX	537,961.08	12,275.73	.00	.00	550,236.81
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	.00	.00	.00	.00	.00
150 ARPA	135,168.82	.00	.00	.00	135,168.82
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	79,015.65	1,003.61	81,340.00	.00	1,320.74-
301 CAPITAL PRJCT FUND - ST	11,962.00	.00	.00	.00	11,962.00
302 CAPITAL FUND PRJCT-STOR	2,158.50-	.00	.00	.00	2,158.50-
303 FEMA WIND DISASTER 2020	27,311.06-	.00	.00	.00	27,311.06-
305 REMOVAL OF TREES	.00	.00	.00	.00	.00
600 WATER	156,272.76	14,071.25	12,591.34	236.02-	157,516.65
610 SEWER	160,416.51	26,384.61	51,909.06	235.98-	134,656.08
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	139,815.61	46,460.00	141,262.67	.00	45,012.94
Report Total	2,082,084.07	137,021.37	354,197.34	773.66-	1,864,134.44

BUDGET REPORT
CALENDAR 6/2023, FISCAL 12/2023

Ending Fiscal yr 2023

PCT OF FISCAL YTD 100.0%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	60,260.00	.00	55,981.03	92.90	4,278.97
	EMERGENCY MANAGEMENT TOTAL	49,433.00	.00	49,431.68	100.00	1.32
	FLOOD CONTROL TOTAL	.00	.00	.00	.00	.00
	FIRE TOTAL	58,700.00	1,005.79	41,015.59	69.87	17,684.41
	AMBULANCE TOTAL	107,685.00	1,438.77	72,386.87	67.22	35,298.13
	BUILDING INSPECTIONS TOTAL	8,000.00	343.08	7,061.49	88.27	938.51
	ANIMAL CONTROL TOTAL	500.00	.00	45.50	9.10	454.50
	PUBLIC SAFETY TOTAL	284,578.00	2,787.64	225,922.16	79.39	58,655.84
	ROADS, BRIDGES, SIDEWALKS TOTA	61,021.00	5,504.96	55,403.72	90.79	5,617.28
	STREET LIGHTING TOTAL	31,000.00	.00	26,906.24	86.79	4,093.76
	SNOW REMOVAL TOTAL	2,425.00	.00	2,349.60	96.89	75.40
	STREET CLEANING TOTAL	.00	.00	.00	.00	.00
	GARBAGE TOTAL	75,000.00	11,183.98	73,562.93	98.08	1,437.07
	OTHER PUBLIC WORKS TOTAL	.00	.00	.00	.00	.00
	STORM WATER TOTAL	15,000.00	.00	1,915.10	12.77	13,084.90
	PUBLIC WORKS TOTAL	184,446.00	16,688.94	160,137.59	86.82	24,308.41
	WATER,AIR,MOSQUITO CONTRO TOTA	2,000.00	.00	.00	.00	2,000.00
	OTHER HEALTH & SOC SERV TOTAL	480.00	.00	.00	.00	480.00
	HEALTH & SOCIAL SERVICES TOTA	2,480.00	.00	.00	.00	2,480.00
	LIBRARY TOTAL	28,600.00	2,977.63	24,786.68	86.67	3,813.32
	PARKS TOTAL	108,340.00	6,926.23	106,782.54	98.56	1,557.46
	CEMETERY TOTAL	21,000.00	3,540.00	12,185.00	58.02	8,815.00
	OTHER CULTIRE & REC TOTAL	.00	.00	.00	.00	.00
	CULTURE & RECREATION TOTAL	157,940.00	13,443.86	143,754.22	91.02	14,185.78
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	ECONOMIC DEVELOPMENT TOTAL	3,500.00	.00	479.00	13.69	3,021.00
	PLANNING & ZONING TOTAL	1,000.00	.00	.00	.00	1,000.00
	COMMUNITY & ECONOMIC DEV TOTA	4,500.00	.00	479.00	10.64	4,021.00
	MAYOR/COUNCIL/CITY MGR TOTAL	6,920.00	.00	7,168.18	103.59	248.18-
	CLERK/TREASURER/ADM TOTAL	58,450.00	5,299.24	56,519.34	96.70	1,930.66
	ELECTIONS TOTAL	.00	.00	.00	.00	.00
	LEGAL SERVICES/ATTORNEY TOTAL	18,000.00	2,397.00	20,479.77	113.78	2,479.77-
	CITY HALL/GENERAL BLDGS TOTAL	59,900.00	26,477.59	55,061.46	91.92	4,838.54
	TORT LIABILITY TOTAL	20,520.00	.00	18,058.12	88.00	2,461.88
	GENERAL GOVERNMENT TOTAL	163,790.00	34,173.83	157,286.87	96.03	6,503.13

BUDGET REPORT
CALENDAR 6/2023, FISCAL 12/2023

PCT OF FISCAL YTD 100.0%

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	81,340.00	95,680.00	100.00	.00
	STORM WATER TOTAL	.00	.00	.00	.00	.00
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	DEBT SERVICE TOTAL	95,680.00	81,340.00	95,680.00	100.00	.00
	EMERGENCY MANAGEMENT TOTAL	.00	.00	21,930.70	.00	21,930.70-
	ROADS, BRIDGES, SIDEWALKS TOTA	96,000.00	.00	64,695.50	67.39	31,304.50
	STORM WATER TOTAL	.00	.00	.00	.00	.00
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	CAPITAL PROJECTS TOTAL	96,000.00	.00	86,626.20	90.24	9,373.80
	WATER TOTAL	164,630.00	12,591.34	162,871.28	98.93	1,758.72
	SEWER/SEWAGE DISPOSAL TOTAL	389,858.00	146,711.73	337,476.82	86.56	52,381.18
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
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	ENTERPRISE FUNDS TOTAL	554,488.00	159,303.07	500,348.10	90.24	54,139.90
	TRANSFERS IN/OUT TOTAL	589,945.00	46,460.00	185,960.00	31.52	403,985.00
	GENERAL REVENUES TOTAL	.00	.00	.00	.00	.00
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	TRANSFER OUT TOTAL	589,945.00	46,460.00	185,960.00	31.52	403,985.00
	=====	=====	=====	=====	=====	=====
	TOTAL EXPENSES BY FUNCTION	2,133,847.00	354,197.34	1,556,194.14	72.93	577,652.86
	=====	=====	=====	=====	=====	=====

BUDGET REPORT
CALENDAR 7/2023, FISCAL 1/2024

Begin Fiscal year 2024

PCT OF FISCAL YTD 8.3%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	57,390.00	.00	.00	.00	57,390.00
	EMERGENCY MANAGEMENT TOTAL	.00	.00	.00	.00	.00
	FLOOD CONTROL TOTAL	.00	.00	.00	.00	.00
	FIRE TOTAL	58,560.00	.00	.00	.00	58,560.00
	AMBULANCE TOTAL	43,590.00	.00	.00	.00	43,590.00
	BUILDING INSPECTIONS TOTAL	8,000.00	.00	.00	.00	8,000.00
	ANIMAL CONTROL TOTAL	500.00	.00	.00	.00	500.00
	PUBLIC SAFETY TOTAL	168,040.00	.00	.00	.00	168,040.00
	ROADS, BRIDGES, SIDEWALKS TOTA	53,490.00	.00	.00	.00	53,490.00
	STREET LIGHTING TOTAL	29,000.00	.00	.00	.00	29,000.00
	SNOW REMOVAL TOTAL	2,380.00	.00	.00	.00	2,380.00
	STREET CLEANING TOTAL	.00	.00	.00	.00	.00
	GARBAGE TOTAL	82,140.00	.00	.00	.00	82,140.00
	OTHER PUBLIC WORKS TOTAL	.00	.00	.00	.00	.00
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	PUBLIC WORKS TOTAL	167,010.00	.00	.00	.00	167,010.00
	WATER,AIR,MOSQUITO CONTRO TOTA	2,000.00	.00	.00	.00	2,000.00
	OTHER HEALTH & SOC SERV TOTAL	.00	.00	.00	.00	.00
	HEALTH & SOCIAL SERVICES TOTA	2,000.00	.00	.00	.00	2,000.00
	LIBRARY TOTAL	56,330.00	.00	.00	.00	56,330.00
	PARKS TOTAL	95,570.00	.00	.00	.00	95,570.00
	CEMETERY TOTAL	15,000.00	.00	.00	.00	15,000.00
	OTHER CULTIRE & REC TOTAL	.00	.00	.00	.00	.00
	CULTURE & RECREATION TOTAL	166,900.00	.00	.00	.00	166,900.00
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	.00	.00	.00
	ECONOMIC DEVELOPMENT TOTAL	20,500.00	.00	.00	.00	20,500.00
	PLANNING & ZONING TOTAL	1,000.00	.00	.00	.00	1,000.00
	COMMUNITY & ECONOMIC DEV TOTA	21,500.00	.00	.00	.00	21,500.00
	MAYOR/COUNCIL/CITY MGR TOTAL	6,920.00	.00	.00	.00	6,920.00
	CLERK/TREASURER/ADM TOTAL	64,220.00	.00	.00	.00	64,220.00
	ELECTIONS TOTAL	1,000.00	.00	.00	.00	1,000.00
	LEGAL SERVICES/ATTORNEY TOTAL	18,000.00	.00	.00	.00	18,000.00
	CITY HALL/GENERAL BLDGS TOTAL	40,700.00	.00	.00	.00	40,700.00
	TORT LIABILITY TOTAL	24,210.00	.00	.00	.00	24,210.00
	GENERAL GOVERNMENT TOTAL	155,050.00	.00	.00	.00	155,050.00

BUDGET REPORT
CALENDAR 7/2023, FISCAL 1/2024

PCT OF FISCAL YTD 8.3%

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	95,341.00	.00	.00	.00	95,341.00
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	DEBT SERVICE TOTAL	95,341.00	.00	.00	.00	95,341.00
	EMERGENCY MANAGEMENT TOTAL	.00	.00	.00	.00	.00
	ROADS, BRIDGES, SIDEWALKS TOTA	1,600,000.00	.00	.00	.00	1,600,000.00
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	1,600,000.00	.00	.00	.00	1,600,000.00
	WATER TOTAL	144,210.00	.00	.00	.00	144,210.00
	SEWER/SEWAGE DISPOSAL TOTAL	347,020.00	.00	.00	.00	347,020.00
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	ENTERPRISE FUNDS TOTAL	491,230.00	.00	.00	.00	491,230.00
	TRANSFERS IN/OUT TOTAL	682,479.00	.00	.00	.00	682,479.00
	GENERAL REVENUES TOTAL	.00	.00	.00	.00	.00
	TRANSFER OUT TOTAL	682,479.00	.00	.00	.00	682,479.00
	TOTAL EXPENSES BY FUNCTION	3,549,550.00	.00	.00	.00	3,549,550.00

Re: P&Z and Council subcommittee - Project review process for the Town of Maxwell

shelly balke <four4sports@gmail.com>

Thu 7/6/2023 2:46 PM

To:Cityof Maxwell <cityofmaxwell@hotmail.com>

Deb,

A discussion and action from council on this proposal is recommended.

I haven't heard back from the other three who met last night to see if there are any corrections on the following.

Changes can be made at the meeting as needed.

Thanks for all you do!

Shelly

At the June 28th P&Z meeting, the commission expressed interest in addressing the review process for projects in Maxwell. The following Council and P&Z people met on July 5 to prepare thoughts to present to Council: Ken Jans, Lauryn Myers, Joe Palensky, and Shelly Balke. We are requesting an amendment to the Zoning Chapter to identify what is required by applicants. With a goal to have an application available to persons/developers who are asking for building in Maxwell. The four people are available to work through ideas to present to the P&Z for recommendation to be forward to the City Council for their consideration.

These items were discussed at the July 5 meeting:

1. Price/cost for the construction review
2. Goal to have a hand out for projects who are requesting to do construction/ building in Maxwell
3. Who reviews the projects - How does the contract read with SafeBuilding - do they act as our building inspector only or do they review zoning requirements as well. What documentation do they provide to Maxwell for each review they perform for our town?
4. Construction permits are to be posted on site during construction
5. Who follows up to ensure projects are complete per approval process?
6. The application would have requirements such as: Purpose/goal of project, lot/building size, set backs, etal.
7. Review process for site plan, Zoning, and plats (see number 2)

Should the Council agree to amend the Zoning Chapter to clarify submittal requirements and the application process, this subcommittee of four would meet again July26, 2023 to further our review and discussion on this topic.

On Thu, Jul 6, 2023, 10:59 AM Cityof Maxwell <cityofmaxwell@hotmail.com> wrote:

JUN 30 2023

CITY OF MAXWELL
PERMIT APPLICATION FOR POULTRY
Maxwell City Code sections 55.05

APPLICANT: Chris Robinett

APPLICANT'S ADDRESS: 405 5th St.

ADDRESS LOCATION OF POULTRY: 405 5th St.

Please initial each of the following when complete, sign at the bottom, and return all paperwork along with your fee payment to City Hall.

[] List the number (by type) of poultry to be kept. **NO ROOSTERS ARE PERMITTED.** No more than six (6) poultry are permitted on a premises of less than one acre. For each additional acre of the premises, two (2) additional poultry are permitted, however, no more than twelve poultry are permitted on any premises.

waste will be hauled away and used as fertilizer at a separate location

Chickens: hens #6
Chickens: broilers 0
Duck 0
Geese 0

[] Attach a site plan of the premises where the poultry will be kept. Show the dimensions from parcel lines to each building shown (include the primary dwelling, accessory buildings, and proposed location of poultry coop and fenced poultry exercise pen). Show the dimensions of each building including the proposed coop and fenced exercise pen.

[] Attach an illustration of fencing and list of materials for the poultry exercise pen. Include dimensions of the poultry exercise pen (yard) on the site plan.

[] Attach an illustration of the type of housing and show the proposed boundary setback distances for the housing and yard area on the attached site plan (see the zoning ordinance setbacks). Note, the poultry must be penned or fenced no closer than 50' to neighbors' residences.

[] Attach an explanation of how poultry waste will be managed. If waste is to be disposed on the premises, how will the applicant ensure the waste will not become a nuisance or a health hazard?

[] Attach an explanation of any variance from the attached "Minimum Space and Housing Guidelines for Fully Mature Farm Animals" for the type of poultry you propose. Without specific Council approval, the minimum space and housing guidelines will apply and must be met.

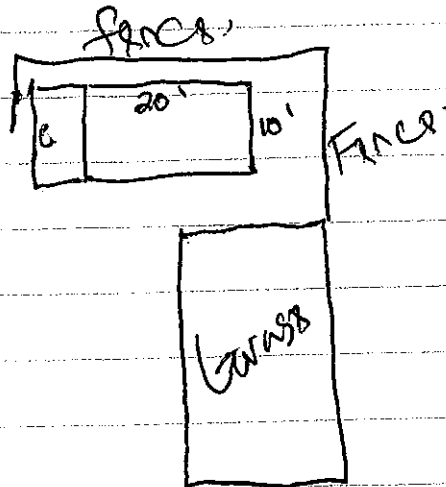
Chris Robinett
Signature

4-23-2023
Date

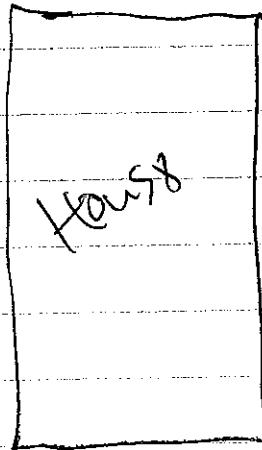
N

JUN 8 0 2023

7 Foot tall dog
Kennel wire



W



E

S

Letters
sent to:

Coral Myers
599 Main St

Paul + Elizabeth Wawers
421 5th St

Joe + Kelly Wiersen
520 Maxwell St

Joe + Heather Cummings
512 Maxwell St

~~Mark + Sarah
512 Maxwell St~~

Bronzen Masen
512 Main St

Sara Cornelius
321 5th St

Maxwell City Hall

107 Main Street • P.O. Box 215 • Maxwell, IA 50161

Telephone (515) 387-8655 • Fax (515) 387-1223

June 30, 2023

Dear Resident,

Chris Robinett at 405 5th St is requesting a Poultry Permit. The Maxwell City Council will hold a hearing on Monday, July 10, 2023 at 5:00 pm in City Hall to consider the request Poultry. The Council shall not grant a permit to keep poultry on a premise unless:

- i. The premise is adequately and properly fenced and penned to contain the poultry.
- ii. No more than six (6) poultry are permitted on a premise of less than one acre. For each additional acre on the premises, two (2) additional poultry are permitted, however, no more than twelve poultry shall be permitted on any premises.
- iii. The poultry shall be penned or fenced no closer than 50' to residences other than the residence on the premises.
- iv. A waste disposal plan is provided to the Council showing how animal waste and refuse will be handled.
- v. No male poultry shall be kept on the premises.

As an abutting property owner within one hundred (100) feet of the above property, you are being notified of said meeting for any comments you wish to make for or against the proposed permit request. If you are unable to attend, written comments may be left at City Hall any time prior to the meeting.

If you have any questions, please call City Hall at 515-387-8655.

Sincerely,

Deb Hayes
Maxwell City Clerk

RESOLUTION # 2023 - _____
A RESOLUTION PROPOSING TO VACATE PROPERTY
IN MAXWELL, IOWA, AND SETTING TIME FOR HEARING
AND PRESCRIBING NOTICE THEREOF

WHEREAS, the property hereinafter described is owned by the City of Maxwell, Story County, Iowa,
and

WHEREAS, the City Council of the City of Maxwell, Iowa, feels that it is in the best interest of said
City and the citizens thereof, to vacate and dispose of said property, and

WHEREAS, the property is not used by the City for the use of the public and therefore, its maintenance
and public expense is no longer justified and the proposed vacation will not prevent any owners of the property
abutting on the street or alley reasonable access to their property, and

WHEREAS, the City Council intends to convey the property to the adjacent property owner reserving
any easements of record or in use for public utilities, and

WHEREAS, prior to the vacation and disposal of said property, it is necessary that a hearing be held on
the proposal to vacate a street/alley and dispose of said property.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Maxwell, Iowa, as follows:

1. That the real estate described as:

Parcel "E" a part of the abandoned Railroad right-of-way in the Southwest Quarter (SW
1/4) of the Northwest Quarter (NW 1/4) and the Northwest Quarter (NW 1/4) of the
Southwest Quarter (SW 1/4) of Section Twenty-seven (27), Township Eighty-two (82)
North, Range Twenty-two (22) West of the 5th P.M., Town of Maxwell, Story County,
Iowa as shown on the "Plat of Survey" filed in the Office of the Recorder of Story
County, Iowa on August 16, 1996 in Certificates and Field Notes Book 14, Page 48.

Locally known as: 210 Railway Ave. (Parcel: 1527300110)

is hereby proposed to be vacated reserving to the City all utility easements of record or in use.

2. That the City Council of the City of Maxwell, Iowa, further proposes to convey said property by
Deed Without Warranty and without abstracts, to Shawn Carlon, a single person. Consideration therefore
is \$ 1000.00.

3. That consideration of the proposal of the City to vacate said property and dispose thereof as
hereinabove provided shall come on for hearing before the City Council in the City Council Chambers in the
City Hall in Maxwell, Iowa on the 7th day of August, 2023, at 5:00 o'clock P.M. The City Clerk, he and she is
hereby directed to cause notice of this Resolution and the time and place of hearing on the proposal set forth
herein to be published one time in the Tri-County Times, a newspaper published at least once weekly and
having a general circulation in the City of Maxwell, Iowa, said publication to be not less than 4, nor more than
20, days before the date of the hearing.

Passed and approved this 10th day of June, 2023.

Dale Higgins, Mayor

Attest: _____
Debra Hayes, City Clerk

**NOTICE OF PUBLIC HEARING TO CONSIDER A PROPOSAL
TO VACATE PROPERTY IN THE CITY OF MAXWELL, IOWA
AND AUTHORIZING SALE THEREOF**

Notice is hereby given that a public hearing will be held in the Council Chambers of the City in Maxwell, Iowa on the 7th day of August, 2023, at 5:00 p.m. for the purpose of considering vacation of certain real property owned by the City of Maxwell and approving the conveyance of said property.

The City of Maxwell proposes to vacate and convey real property described as:

Parcel "E" a part of the abandoned Railroad right-of-way in the Southwest Quarter (SW 1/4) of the Northwest Quarter (NW 1/4) and the Northwest Quarter (NW 1/4) of the Southwest Quarter (SW 1/4) of Section Twenty-seven (27), Township Eighty-two (82) North, Range Twenty-two (22) West of the 5th P.M., Town of Maxwell, Story County, Iowa as shown on the "Plat of Survey" filed in the Office of the Recorder of Story County, Iowa on August 16, 1996 in Certificates and Field Notes Book 14, Page 48.

Locally known as: 210 Railway Ave. (Parcel: 1527300110)

by Deeds Without Warranty or abstracts to Shawn Carlon, a single person, for the sum of \$ 1000.00, reserving any easements of record or in use for public utilities.

Under the provisions of Iowa law, any interested person may appear at the hearing and file objections to the above proposed actions. After hearing any objections so filed or otherwise raised at such public hearing, the City Council of the City of Maxwell may then by Resolution enter its decision on the proposed vacation and conveyance of said real property or any other aspect thereof.

This notice is published by order of the City Council of Maxwell, Iowa in accordance with Sections 362.3 and 364.7 of the Code of Iowa.

RESOLUTION NO. _____

**A RESOLUTION SETTING THE TIME AND PLACE OF A PUBLIC HEARING
ON THE APPROVAL OF A COMMUNITY DEVELOPMENT AND HOUSING
NEEDS ASSESSMENT FOR THE CITY OF MAXWELL, IOWA**

WHEREAS, the City Council of the City of Maxwell, Iowa desires to apply for Community Development Block Grant (CDBG) funding from the Iowa Economic Development Authority, and

WHEREAS, the City needs to develop, approve, and submit with the CDBG application a Community Development and Housing Needs Assessment, and

WHEREAS, the process for approval of the Community Development and Housing Needs Assessment requires that the City hold a public hearing to allow citizens the opportunity to be heard and provide comments on the development and approval of a Community Development and Housing Needs Assessment;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAXWELL, IOWA, that a public hearing be conducted by the City Council in the Council Chambers, located in City Hall at 107 Main Street, Maxwell, Iowa on Monday, August 7, 2023, at 5:00 p.m.

BE IT FURTHER RESOLVED, that the City Clerk shall give notice of said public hearing by publication of a notice in the Tri-County Times at least once, not less than four and not more than 20 days before the meeting.

PASSED, APPROVED, AND ADOPTED this 10TH DAY OF JULY, 2023

BY THE CITY COUNCIL OF THE
CITY OF MAXWELL, IOWA

Dale Higgins, Mayor

ATTEST:

Deb Hayes, City Clerk

PUBLIC HEARING NOTICE

The City of Maxwell, Iowa, is hereby serving as Public Notice that on August 7, 2023, at 5:00 p.m., the City Council will hold a public hearing during the regular City Council meeting to consider a Community Development and Housing Needs Assessment. The assessment will outline projects that the City has identified as community and housing needs over the next few years.

This meeting will be held to give residents information concerning the proposed assessment. Citizens are encouraged to attend and express their preferences about the proposed assessment. Residents are able to provide comments in writing in advance of the meeting by email to cityofmaxwell@hotmail.com or by mail to PO Box 215, Maxwell, IA 50161. Additionally, citizens who wish to participate in the public hearing can do so by attending the meeting on August 7, 2023, at 5:00 PM at Maxwell City Hall, 107 Main Street, Maxwell, Iowa. Anyone having questions about this assessment or requiring special accommodation at the upcoming hearing may contact the City Clerk at 515-387-8655.

Deb Hayes
City Clerk
City of Maxwell, Iowa

RESOLUTION NO. _____

**A RESOLUTION SETTING THE TIME AND PLACE OF A PUBLIC HEARING
ON THE SUBMISSION OF A CDBG APPLICATION FOR THE
CITY OF MAXWELL, IOWA**

WHEREAS, the City Council of the City of Maxwell, Iowa desires to apply for Community Development Block Grant funding from the Iowa Economic Development Authority, and

WHEREAS, the City has a need to make improvements to the City's water distribution system to ensure that residents of the target neighborhood have a reliable and safe supply of water, and

WHEREAS, the requirements of the CDBG application require the City to hold a public hearing to allow citizens the opportunity to be heard and provide comments on the submission of a grant application;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MAXWELL, IOWA, that a public hearing be conducted by the City Council in the Council Chambers, located in City Hall at 107 Main Street, Maxwell, Iowa on Monday, August 7, 2023, at 5:00 p.m.

BE IT FURTHER RESOLVED, that the City Clerk shall give notice of said public hearing by publication of a notice in the Tri-County Times at least once, not less than four and not more than 20 days before the meeting.

PASSED, APPROVED, AND ADOPTED this 10TH DAY OF JULY, 2023

BY THE CITY COUNCIL OF THE
CITY OF MAXWELL, IOWA

Dale Higgins, Mayor

ATTEST:

Deb Hayes, City Clerk

PUBLIC HEARING NOTICE

The City of Maxwell, Iowa, is hereby serving as Public Notice that on August 7, 2023, at 5:00 p.m., the City Council will hold a public hearing during the regular City Council meeting to consider the submission of an application for a Community Development Block Grant. The grant application will request funding assistance for water distribution system improvements.

This meeting will be held to give residents information concerning the proposed project. Citizens are encouraged to attend and express their preferences about the proposed project and application for grant funds. Residents are able to provide comments in writing in advance of the meeting by email to cityofmaxwell@hotmail.com or by mail to PO Box 215, Maxwell, IA 50161. Additionally, citizens who wish to participate in the public hearing can do so by attending the meeting on August 7, 2023, at 5:00 PM at Maxwell City Hall, 107 Main Street, Maxwell, Iowa. Anyone having questions about this assessment or requiring special accommodation at the upcoming hearing may contact the City Clerk at 515-387-8655.

Deb Hayes
City Clerk
City of Maxwell, Iowa

guns, or other dangerous instruments or toys on or into any street, alley, highway, sidewalk, public way, public ground, or public building, without written consent of the Council.

(Code of Iowa, Sec. 364.12[2])

41.13 URINATING AND DEFECATING. It is unlawful for any person to urinate or defecate onto any sidewalk, street, alley, or other public way, or onto any public or private building, including but not limited to the wall, floor, hallway, steps, stairway, doorway, or window thereof, or onto any public or private land.

41.14 FIREWORKS.

(Code of Iowa, Sec. 727.2)

1. Definitions. For purposes of this section:

A. "Consumer fireworks" means the following fireworks, as described in Chapter 3 of the American Pyrotechnics Association ("APA") Standard 87-1:

(1) First-class consumer fireworks:

- a. Aerial shell kits and reloadable tubes;
- b. Chasers;
- c. Helicopters and aerial spinners;
- d. Firecrackers;
- e. Mine and shell devices;
- f. Missile-type rockets;
- g. Roman candles;
- h. Sky rockets and bottle rockets;
- i. Multiple tube devices under this paragraph which are manufactured in accordance with APA Standard 87-1, Section 3.5.

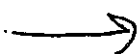
(2) Second-class consumer fireworks:

- a. Cone fountains;
- b. Cylindrical fountains;
- c. Flitter sparklers;
- d. Ground and hand-held sparkling devices, including multiple tube ground and hand-held sparkling devices that are manufactured in accordance with APA Standard 87-1, Section 3.5;
- e. Ground spinners;
- f. Illuminating torches;
- g. Toy smoke devices that are not classified as novelties pursuant to APA Standard 87-1, Section 3.2;
- h. Wheels;

i. Wire or dipped sparklers that are not classified as novelties pursuant to APA Standard 87-1, Section 3.2.

B. "Display fireworks" includes any explosive composition, or combination of explosive substances, or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration, or detonation, and includes fireworks containing any explosive or flammable compound, or other device containing any explosive substance. "Display fireworks" does not include novelties or consumer fireworks enumerated in Chapter 3 of the APA Standard 87-1.

C. "Novelties" includes all novelties enumerated in Chapter 3 of the APA Standard 87-1, and that comply with the labeling regulations promulgated by the United States Consumer Product Safety Commission.



2. Display Fireworks. It is unlawful for any person to use or explode any display fireworks; provided, the City Council may, upon application in writing, grant a permit for the display of display fireworks by municipalities, fair associations, amusement parks, and other organizations or groups of individuals approved by the City when the display fireworks will be handled by a competent operator, but no such permit shall be required for the display of display fireworks at the Iowa State Fairgrounds by the Iowa State Fair Board, at incorporated county fairs, or at district fairs receiving State aid.. No permit shall be granted hereunder unless the operator or sponsoring organization has filed with the City evidence of insurance in the following amounts:

- A. Personal Injury:.....\$250,000.00 per person
- B. Property Damage:.....\$50,000.00
- C. Total Exposure:.....\$1,000,000.00

3. Consumer Fireworks.

A. It is unlawful for any person to use or explode consumer fireworks on days other than June 1 through July 8 and December 10 through January 3 of each year, all dates inclusive.

B. It is unlawful for any person to use or explode consumer fireworks at times other than between the hours of 9:00 a.m. and 10:00 p.m., except that on the following dates consumer fireworks shall not be used at times other than between the hours specified:

- (1) Between the hours of 9:00 a.m. and 11:00 p.m. on July 4 and the Saturdays and Sundays immediately preceding and following July 4.
- (2) Between the hours of 9:00 a.m. on December 31 and 12:30 a.m. on the immediately following day.
- (3) Between the hours of 9:00 a.m. and 11:00 p.m. on the Saturdays and Sundays immediately preceding and following December 31.

C. It is unlawful for any person to use consumer fireworks on real property other than that person's real property or on the real property of a person who has consented to the use of consumer fireworks on that property.

Tax Abatement

distribution and sanitary sewer lines.

Appendix A *Map 8* and *Map 9* illustrate anticipated extensions of water and sewer lines.

- 3) **Street Maintenance** - Maintenance of existing City streets should be unchanged. As new streets are built, the developer will pay the initial construction costs. The City will provide routine maintenance to new streets within the City boundaries.
- 4) **Fire and Police Protection** - Fire and Police protection should be improved in existing areas, as existing properties are updated, and/ or remodeled, and as additional park facilities and open areas are introduced. The City will provide routine fire protection and the Story County Sheriff's Department will provide police protection in new development areas within the City boundaries.

H. Applicability of Plan

Eligible Improvements: The following improvements are eligible for the plan benefits, provided they satisfy the qualification for eligibility requirements as stated in Section I of this plan:

New construction of principal use structures and permitted accessory use structures and construction for additions, remodeling and rehabilitation to existing principal and accessory use structures.

Eligible Properties: The following described properties are eligible for the plan benefits, provided they satisfy the qualification for eligibility requirements as stated in Section I of this plan:

- 1) Property assessed as residential, including single-family and multi-family buildings.
- 2) Property assessed as commercial.
- 3) Property assessed as industrial.

I. Qualifications for Eligibility

Improvements satisfying the eligibility requirements of Section H of the plan shall qualify for tax exemption under Section J of the plan, provided they satisfy all of the following requirements:

- 1) The improvements must have been added during the time the area has been designated a revitalization area.
- 2) Improvements consisting of new structures or rehabilitation or additions to existing buildings must have increased the actual value of the qualified real estate by at least 15%.
- 3) The improvements must be completed in accordance with all applicable zoning and other regulations of the City of Maxwell.
- 4) The improvements must be in conformity with the applicable proposed land use shown in the Maxwell Comprehensive Plan or Council approved modifications of the Comprehensive Plan.

The City Council may or may not approve applications for the tax exemption in the Council's reasonable discretion. For example, the Council may reasonably decline to approve an application if the city has in place development agreements touching on the issue or if the city has provided other financial assistance or public improvements that benefit the property. In addition, the City Council may decline to consider applications that are incomplete, for which no occupancy permit has been issued, false, submitted by persons who have previously provided false or misleading information related to the exemption, or fail to fulfill the goals of this plan.

J. Tax Exemption Schedule

All qualified real estate is eligible to receive an exemption from taxation on the actual value added by the improvements. The exemption is for a period of five years. The amount of the exemption is equal to a percent of the actual value added by the improvements, determined as follows:

Table of Tax Exemption for All Classes

Year Following Completion of Improvement	Percent of Tax Exemption	Percent of Tax Payable
1	100%	0%
2	100%	0%
3	100%	0%
4	100%	0%
5	100%	0%
6 & thereafter	0%	100%
Total	500%	

K. Application Requirements

Applications for tax exemptions may be made at the office of the City Clerk during normal business hours through and including June 30, 2023. After June 30, 2023, no further applications shall be accepted.

- 1) An application shall be filed for each new exemption claimed.
- 2) The property owner must apply for an exemption by February 1st of the assessment year for which the exemption is first claimed, but not later than February 1st of the next assessment year after the assessment year in which all improvements included in the project are first assessed for taxation.
- 3) The application shall contain, but not be limited to, the following information:
 - a) the name and address of owner,
 - b) the nature of the improvement,
 - c) its cost,
 - d) the estimated or actual date of completion, and
 - e) the occupants of the owner's premises on the application date.

Application for exemption must be made on a form obtained from the office of the City Clerk, which will require the above information. The application shall be accompanied by an approved building permit that contains information, including but not limited to, construction contracts, purchase agreements, or other material sufficient to demonstrate and support the value of the exemption.

L. Prior Approval

A person may submit a proposal for an improvement project to the City Council to receive prior approval for eligibility for a tax exemption on the project. The City Council shall, by resolution, give its prior approval for an improvement project only if it is demonstrated to the City Council that the proposed project is feasible, funding is available, and the proposed project is found to be in conformance with this Urban Revitalization Plan. Such prior approval shall not entitle the owner the exemption from taxation until the improvements have been completed, found to be qualified real estate and are included in the assessed valuation. If the proposal is not approved, the person may submit an amended proposal for the City Council to approve or reject.

Application for prior approval must be made on a form obtained from the office of the City Clerk, which will require the minimum information as stated in Section K above. The application shall be accompanied by information, including but not limited to, concept plans, cost estimates, proposed uses and other materials sufficient for the Council to evaluate the proposed improvement project's compliance with this plan.

All prior approval applications for an improvement project approved by the Council under the plan shall remain in effect until three full calendar years from and after the date of said final adoption of this plan. If improvements are not in place by that date, prior approval is null and void.

Prior approval shall be for eligibility only. The actual value of the improvements shall be as determined in Section N below.

M. Financing

No city expenditure of funds is planned or proposed to be implemented as a part of this plan. No issuance of revenue bonds is planned or proposed to be implemented as a part of this plan. The city does not anticipate that any federal, state, or private grant or loan program or other financing sources will be used as part of this revitalization plan. The City Council may enter into cost-sharing or other agreements for public improvements on a case-by-case basis at the discretion of the City Council. The city presently has no tax increment financing.

N. Relocation Provisions

The City does not anticipate that any party will be displaced by the application of this plan or the granting of any exemption permitted by this Plan or under Title VI, Chapter 8 of the Municipal Code. All owners are required to disclose to the City whether any displacement will result from the improvement and the steps taken by the owner to assist in the relocation of displaced persons as outlined below. The tax exemption provided in this Plan may be denied if the City finds that persons have been or will be displaced and that the owner has failed adequately to provide for relocation or has failed to make full disclosure to the City.

- 1) **Eligibility:** "Qualified Tenant" as used in this plan shall mean the legal occupant of a residential dwelling unit which is located within a designated revitalization area and who has occupied the same dwelling unit continuously for one year prior to the City's adoption of this plan.
- 2) **Benefits:** Upon application for and verification of eligibility by the City for the plan benefits to a property owner, qualified tenants in designated areas whose displacement was due to action on the part of a property owner to qualify for said plan benefits shall be compensated by the property owner for one month's rent and for actual reasonable moving and related expenses.

- 3) **Actual reasonable moving and related expenses:** A qualified tenant of a dwelling is entitled to actual reasonable expense for:
 - a) Transportation of the displaced person and personal property from the displacement to the replacement site. Transportation costs for a distance beyond twenty-five miles are not eligible.
 - b) Packing, crating, unpacking and uncrating of personal property.
 - c) Disconnecting, dismantling, removing, reassembling and reinstalling relocated household appliances and other personal property.
- 4) **Least costly approach:** The amount of compensation for an eligible expense shall not exceed the least costly method of accomplishing the objective of the compensation without causing undue hardship to the displaced tenant and/ or landlord.

O. Allowable Benefits

The Urban Revitalization Plan allows for property owners to receive an exemption from property tax on the actual value of the improvements to their property as provided by Section J of this plan. The actual value of the improvements shall be the increase in assessed valuation of a qualified property due to the improvements, as determined by the local assessor, subject to appeal as provided by the Code of Iowa.

Although the City is not committed at this time to issue revenue bonds for revitalization projects within the City of Maxwell, it should be noted that this procedure is available under the Urban Revitalization Act to the extent allowed by the {Internal Revenue Code of 1954), as amended, to qualifying residential, commercial, and industrial projects.

P. Other Assistance Programs Available

Additional **COUNTY, STATE, and FEDERAL** financial aid programs are available to qualifying businesses and residents of the city of Maxwell. Some of these are listed below.

COUNTY PROGRAMS

Urban Renewal Area (URA) Projects - TIF (Tax Increment Financing)

TIF assistance in Story County will be used to enhance the taxpayer's enjoyment of the county and/or to increase the taxable valuation of lands in Story County.

The following types of Economic Development projects will be considered for TIF assistance:

- a. Transportation Infrastructure Enhancement
- b. Public Land and Trail Improvement
- c. Communication and Utility Infrastructure Expansion
- d. Main Street and Town Center Revitalization

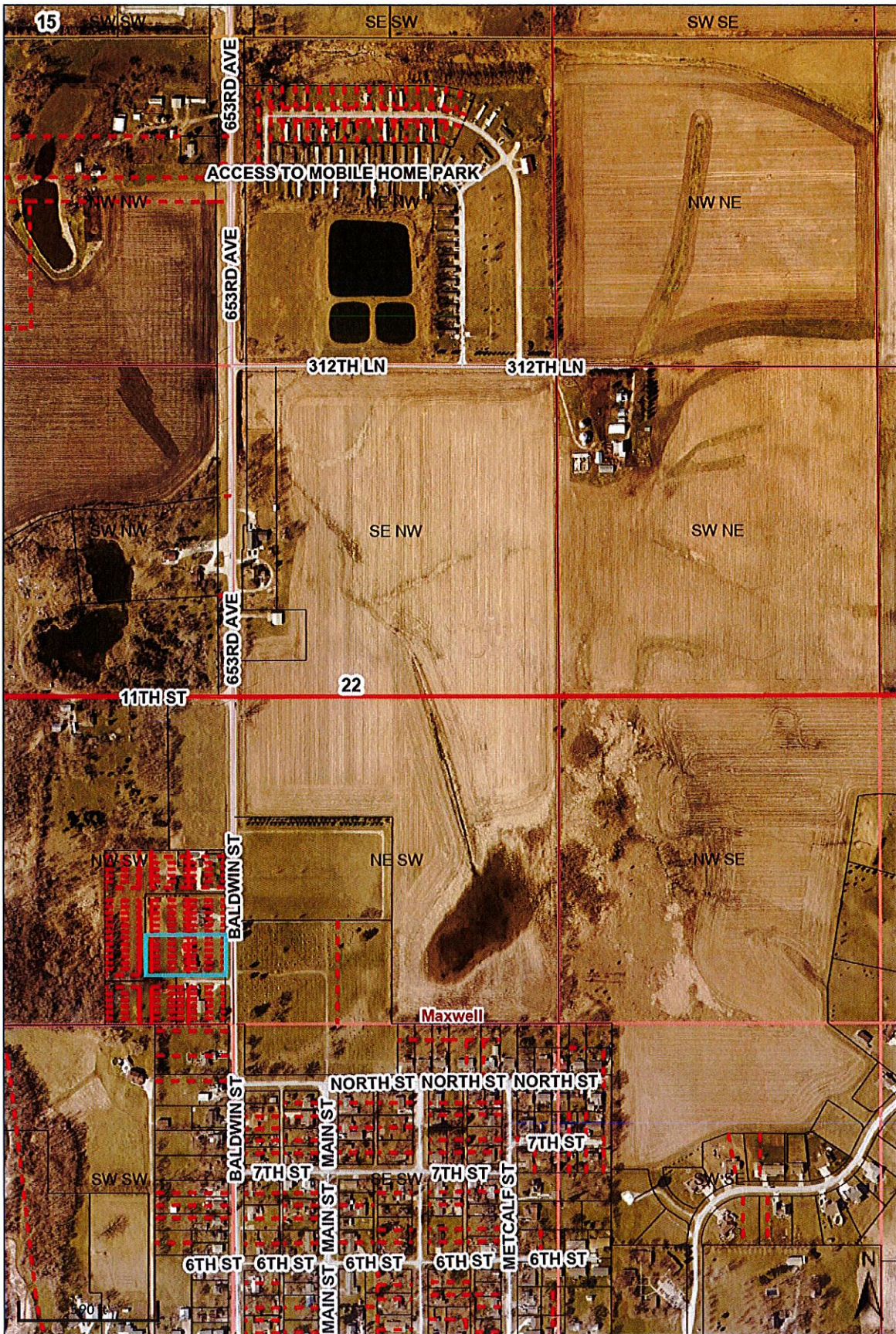
Story County Façade Improvement Grant Program

This program provides financial assistance to the city governments for communities under 2,000 persons (according to the 2010 US Census), ideally working in collaboration with private commercial businesses within their city limits, for façade improvements.

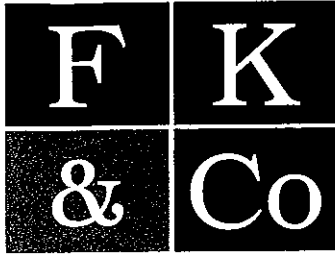
The purpose is to support the revitalization of business districts in small towns by stimulating private investments that enhance the appearance of buildings and properties.

Economic Development Project Funds

Annex North Half of Travers property



- Legend
- Parcels
 - - - Lots
 - ▭ Townships
 - ▭ Sections
 - ▭ Quarter Quarters
 - ▭ Corporate Limits
 - Road Centerlines



FALLER, KINCHELOE & CO, PLC

Certified Public Accountants

City of Maxwell
P.O. Box 215
107 Main St.
Maxwell, IA 50161

To the Honorable Mayor, Members of
the City Council and City Clerk:

We are pleased to confirm our understanding of the terms of our engagement and the nature and limitations of the services we are to provide for the City of Maxwell (City) for the period from July 1, 2022 through June 30, 2023. We will perform certain procedures agreed to by the City of Maxwell for the period identified.

Agreed-upon Procedures Objective

The objective of our agreed-upon procedures is to perform an examination pursuant to Chapter 11.6 of the Code of Iowa. The examination is designed to focus on the financial processes of the City and compliance with certain Code of Iowa requirements to help ensure accountability and compliance and minimize the opportunity for fraud. We will review selected City records for propriety and determine whether adequate records are maintained by the City. You will agree to the procedures as included in the City Examination Agreed-Upon Procedures Program Guide located on the Iowa State Auditor website at <https://auditor.iowa.gov/other-resources/audit-practice-aids> and will acknowledge the procedures to be performed are appropriate for the intended purpose of the engagement as described above. Our engagement to apply agreed-upon procedures will be conducted in accordance with the attestation standards for agreed-upon procedures engagements issued by the American Institute of Certified Public Accountants, the standards for attestation engagements contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the agreed-upon procedures program guide prepared by the Office of the Auditor of State. Those standards require we obtain your written agreement to the procedures to be applied and your acknowledgment those procedures are appropriate for the intended purpose of the engagement, as described in this letter. The agreement and acknowledgment are contained with this letter. A refusal to provide such agreement and acknowledgment will result in our withdrawal from the engagement. We make no representation the procedures we will perform are appropriate for the intended purpose of the engagement or for any other purpose. If for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Because the agreed upon procedures do not constitute an examination or review, we will not express an opinion or conclusion. In addition, we have no obligation to perform any procedures beyond those to which you agree.

2721 SW 30th Street
Des Moines, Iowa 50321
Phone (515) 362-5672
Fax (515) 362-5674

www.FKCCpa.com

CPA@FKCCpa.com

Alan Kincheloe, CPA
Ryan Roof, CPA
Steve Gerdes, CPA
Matt Erlbacher, CPA

We will also provide a written report upon completion of our engagement which lists the procedures performed and our findings, if any. Our report will be addressed to the City. If we encounter restrictions in performing our procedures, we will discuss the matter with you. If we determine the restrictions are appropriate, we will disclose the restrictions in our report. The report, which will not include opinions on financial statements, will include a statement the purpose of the report is to report, in accordance with Chapter 11.6 of the Code of Iowa, certain agreed-upon procedures and the resulting recommendations pertaining to selected accounting records and related information of the City, including the City's compliance with certain Code of Iowa requirements, and the report is not suitable for any other purpose. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you. If we become aware the City of Maxwell is subject to an audit requirement not encompassed in the terms of this engagement letter, we will communicate to appropriate City officials the procedures we performed may not satisfy the relevant legal, regulatory or contractual requirements the City is subject to.

There may exist circumstances that, in our professional judgment, will require we withdraw from this engagement. If circumstances occur relating to the condition of your records, the availability of evidence, or the existence of significant risk of material misstatement of the subject matter caused by error or fraud, which in our professional judgment prevent us from completing the engagement or reporting findings, we retain the right to take any course of action permitted by professional standards, including declining to report findings or issue a report, or withdrawing from this engagement. Such circumstances include the following:

- You refuse to provide written agreement to the procedures and acknowledge they are appropriate for the intended purpose of the engagement.
- You fail to provide requested written representation, or we conclude there is sufficient doubt about the competence, integrity, ethical values or diligence of those providing the written representations, or we conclude the written representation provided are otherwise not reliable.
- We determine the description of the procedures performed or the corresponding findings are misleading in the circumstances of the engagement.
- We determine restriction on the performance of procedures are not appropriate.

Agreed-upon Procedures—General

This agreed-upon procedures engagement includes examining, on a test basis, City records and transactions for propriety. Therefore, our procedures will involve judgment about the number of transactions to be examined and the areas to be reviewed.

Because of the inherent limitations of the engagement, combined with the inherent limitations of internal control and because we will not perform a detailed examination of all transactions, there is an unavoidable risk material misstatements may exist and not be detected by us, even though the engagement is properly planned and performed in accordance with the attestation standards for agreed-upon procedures engagements issued by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets which come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as independent accountants is limited to the period covered by our procedures and does not extend to any later periods for which we are not engaged.

At the conclusion of our engagement, we will require certain written representations in the form of a representation letter from you about your responsibilities.

Agreed-upon Procedures—Internal Control

Our procedures will include obtaining an understanding of the City of Maxwell and its environment, including internal control. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed.

Our procedures are not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, we will communicate to management and those charged with governance any matters involving internal control and its operation required to be communicated under the attestation standards for agreed-upon procedures engagements issued by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards.

Agreed-upon Procedures—Compliance

As part of our procedures, we will perform tests of the City of Maxwell's compliance with provisions of applicable laws, regulations, contracts, agreements and grants. An agreed-upon procedures engagement is not designed to detect instances of fraud or noncompliance with laws or regulations; however, should any such matters come to our attention, we will communicate them in accordance with professional standards and applicable law. In addition, if, in connection with this engagement, matters come to our attention which contradict the procedures, we will communicate such matters to you. We will inform you of any violations of laws or governmental regulations that come to our attention during our procedures, unless clearly inconsequential. However, the objective of our procedures is not to provide an opinion on overall compliance and we will not express such an opinion in our report.

Management Responsibilities

You agree to the procedures to be performed and acknowledge they are appropriate for the intended purpose of the engagement.

Management is responsible for designing, implementing, establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities to help ensure appropriate goals and objectives are met, following laws and regulations and ensuring management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contract and grant agreements. You are also responsible for the selection and application of accounting principles.

Management is also responsible for maintaining adequate financial records, making all financial records and related information available to us and for the accuracy and completeness of the information. You are also responsible for providing us with access to all information of which you are aware is relevant to the engagement, including identification of all related parties and all related-party relationships and transactions, and providing us with unrestricted access to persons within the City from whom we determine it is necessary to obtain information and/or documentation.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud and for informing us about all known or suspected fraud affecting the City involving (a) management, (b) employees who have significant roles in internal control and (c) others where the fraud could have a material effect on the financial data. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in

communications from employees, former employees, grantors, regulators or others. In addition, you are responsible for identifying and ensuring the City complies with applicable laws, regulations, contracts, agreements and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements we may report.

Management is responsible for establishing and maintaining a process for tracking the status of findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, previous agreed-upon procedures, previous performance audits or other engagements or studies related to the objectives discussed in the Agreed-upon Procedures Objective section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, agreed-upon procedures, performance audits or other engagements or studies.

Engagement Administration, Fees and Other

We will provide paper copies and an electronic copy of our report to the City, however, management is responsible for distribution of the report. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our report are to be made available for public inspection.

The attest documentation for this engagement is the property of Faller, Kincheloe & Co., PLC and constitutes confidential information. However, we may be requested to make certain attest documentation available to a federal or state agency or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office pursuant to authority given to it by law or regulation. If requested, access to such attest documentation will be provided under the supervision of Faller, Kincheloe & Co., PLC personnel. Furthermore, upon request, we may provide copies of selected attest documentation to the aforementioned parties. These aforementioned parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The documentation for the examination will be retained for a minimum of six years after the report release date or for any additional period requested by regulators. If we are aware a federal awarding agency or entity is contesting a finding, we will contact the party(ies) contesting the findings for guidance prior to destroying the documentation.

Government Auditing Standards require we make available a copy of our most recent external peer review report and any letter of comment, as well as any subsequent peer review reports and letters of comment received while we are performing procedures for the City. Our peer review report is attached to the end of this letter.

Ryan Roof is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fees to perform the annual examination of the City of Maxwell are based on the time necessary to perform the annual examination(s) at hourly rates for individual staff levels, but not to exceed \$4,900. The time necessary to perform the procedures at the City depends significantly on the activities conducted by the City, the internal controls the City has established over its activities, the condition of the City's records, timely responses to our inquiries and timely completion and delivery of client assistance requests. As long as the City's activities and its internal controls do not change significantly from year to year, and we do not encounter unexpected circumstances which impact the time necessary to conduct the agreed-upon procedures (i.e. unreconciled book and bank balances, unreconciled TIF obligations, records not maintained in current condition, etc.), we would not expect the cost to perform requested annual examination to change. Due to these circumstances, if our anticipated costs are expected to increase, we will discuss the reasons for the anticipated increase with you.

You may request we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

We appreciate the opportunity to be of service to the City of Maxwell and believe this letter accurately summarizes the significant terms of our engagement to perform the City's agreed-upon procedures. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Regards,

FALLER, KINCHELOE & CO., PLC



Steve Gerdes, CPA
Shareholder

RESPONSE:

This letter correctly sets forth the understanding of the City of Maxwell.

	<u>Those charged with Governance</u>	<u>City Management</u>
By:	_____	_____
Title:	<u>Mayor</u>	<u>City Clerk</u>
Date:	_____	_____

REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 12, 2021

To the Partners of Faller, Kincheloe & Co PLC
and the Peer Review Alliance

We have reviewed the system of quality control for the accounting and auditing practice of Faller, Kincheloe & Co PLC (the firm) in effect for the year ended May 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Faller, Kincheloe & Co PLC in effect for the year ended May 31, 2021, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Faller, Kincheloe & Co PLC has received a peer review rating of *pass*.

FRANKEL ZACHARIA LLC

Frankel Zacharia, LLC

RESOLUTION 2023-13

A RESOLUTION TRANSFERRING BETWEEN FUNDS FOR EXPENDITURES APPROVED BY THE FY2022 BUDGET

WHEREAS, the adopted FY2023 Budget authorized the transfer between funds based upon expenditure; and,

WHEREAS, expenditures have compiled between July 1, 2022 and estimated thru June 30, 2023.

NOW THEREFORE, BE IT RESOLVED, the following transfers between funds is approved:

FROM / TO	ITEM NUMBER	LINE ITEM	2023 BUDGET	TRANSFER 6/2023	DESCRIPTION
TO	1 910 4830	INTO GENERAL FOR FIRE FROM WASHINGTON	\$ 17,610.00	\$12,330.84	Washington TWP Trust for 30% expended on Fire
FROM	16 910 6910	TWP TRUST			
TO	1 910 4830	INTO GENERAL FROM WASHINGTON TWP TRUST FOR EMS	\$ 12,667.00	\$ 5,002.21	Washington TWP Trust for 24% expend on EMS
FROM	16 910 6910				
TO	1 910 4830	INTO GENERAL FUND FROM EMPLOYEE BENEFITS	\$ 17,340	\$16,469.00	Employee benefits through June
FROM	112 910 6910				
TO	110 910 4830	INTO RUT STORM WATER PROJECTS FROM FRANCHISE FEE	\$ 15,000.00	\$ 1,915.10	STORMWATER PROJECTS - WOODLAWN PROJECT
FROM	120 910 6910				
TO	301 910 4830	FROM ROADS TO CAPITAL IMPROVEMENTS	\$ 55,800.00	\$55,800.00	BALDWIN ST PROJECT
FROM	110 910 6910				
TO	19 910 4830	INTO EMERGENCY RESERVE FROM EMERGENCY TAX FUND	\$ 8,263.00	\$ 8,208.96	EMERGENCY FUND
FROM	119 910 6910				
TO	1 910 4830	INTO GENERAL FROM WASHINGTON TWP TRUST FOR EMS	\$ 54,905.00	\$54,905.00	EMS Tahoe Purchase Loan
FROM	16 910 6910				
TO	612 910 4830	SEWER 610 FUND TO SEWER 612 FUND	\$ 40,685.00	\$40,685.00	WWTP Facility Payment
FROM	610 910 6910				

BE IT FURTHER RESOLVED, the following transfers from the Local Option Sales Tax Fund to the General fund based on actual expenditures for Community Betterment projects is approved:

FROM / TO	ITEM NUMBER			LINE ITEM	2023 BUDGET	TRANSFER 06/2021	DESCRIPTION
TO	1	910	4830	INTO GENERAL	9,519		
FROM	121	910	6910	FROM LOST FOR COMMUNITY BETTERMENT	(excludes \$1,543 off the top)	9,519	LIBRARY EXPENSES BEYOND \$0.0675/th
TO	1	910	4830	INTO GENERAL	60,260	55,981	100% OF POLICE EXPENSES
FROM	121	910	6910	FROM LOST FOR COMMUNITY BETTERMENT			
TO	1	910	4830	INTO GENERAL	21,000	11,085	100% OF CEMETERY EXPENSES
FROM	121	910	6910	FROM LOST FOR COMMUNITY BETTERMENT			
TO	1	910	4830	INTO GENERAL	49,433	49,432	WEATHER SIRENS
FROM	121	910	6910	FROM LOST FOR COMMUNITY BETTERMENT			
TO	1	910	4830	INTO GENERAL	31,809	31,809	CAMPING OUTLETS, TRASH CANS, SIDEWALK REPAIRS, TREE ASSESSMENT
FROM	121	910	6910	FROM LOST FOR COMMUNITY BETTERMENT			
TO	305	910	4830	INTO CAPITAL IMPROVEMENT	26,000	26,000	TREE REMOVAL
FROM	121	910	6910	FROM LOST FOR COMMUNITY BETTERMENT			

BE IT FURTHER RESOLVED, the City Clerk is authorized and directed to make the above transfers for fiscal year 2023.

RESOLUTION 2023-XX PASSED by the City Council this 10th day of July 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

June 26, 2023

To: Mayor Higgins and City Council

This letter is to formally notify you that I'm resigning as Deputy Clerk. My last day will be three weeks from today on July 17, 2023.

Thank you so much for the opportunity to work for the City of Maxwell these past 15 years. I've enjoyed working with all council members, boards, and mayors over this time. I appreciate the training and skills I've gained. I'm excited to take these skills with me as I pursue my new opportunity.

During the next three weeks, I'll do everything possible to wrap up my duties, train, and share with the city clerk on my daily job duties. I want to make this transition as smooth as possible.

I wish the city continued success, and I'm excited to watch our town grow.

Sincerely,

A handwritten signature in blue ink that reads "Dee Gibbs". The signature is written in a cursive, flowing style.

Dee Gibbs
Deputy Clerk

CITY OF MAXWELL, IOWA

POSITION DESCRIPTION

Applications due ?????????? at noon.

TITLE: Deputy Clerk -Part-Time -20 hours a week

DEPARTMENTS: City Hall, Planning & Zoning, Board of Adjustment. & Parks and Open Spaces Board

JOB FUNCTIONS:

Performs work under general direction. Participates in the general daily operation of City Hall. Duties include answering telephones, filing, utility billing and miscellaneous duties.

ESSENTIAL FUNCTIONS:

- Administer the utility billing system – collecting water deposits and signing new residents up for services and processing new accounts. Generate the bills, process penalties, process delinquent notices, generate reports, can or print all documents related to the utility billing system.
- Review out-of-range water usage reports and alerts customers of unusual water usage.
- Coordinate water shut-off for non-payment with the Public Works Director.
- Answer the telephone and take telephone calls, respond to messages or forward messages to the appropriate person.
- Reconciles bank statements, balances bank statements and provide other book-keeping support
- Oversees proper procedures such as agendas, minutes, publications and research for Planning & Zoning Board, Board of Adjustment and Parks and Open Spaces Board meetings.
- Gather, maintain, and submit information for FEMA disasters.
- Keep Clerk informed of current issues and communicate information to staff
-

QUALIFICATIONS:

- A. Education, Training & Experience – High School Graduate or equivalent required. Experience in an office environment required. Must hold a valid driver's license. Experience working with the public and responding to customer service requests or any equivalent combination of education and experience.
- B. Ability - Ability to organize and collaborate with others, communicate effectively, and to establish and maintain working relationships with City employees, residents, and property owners. Ability to operate modern phone system and operate modern personal computer. Ability to prioritize and multi-task with many interruptions and time constraints.
- C. Skill – Excellent customer service and organization skills, effective writing and oral communication skills, skill in operating personal computer with Microsoft Office applications and other financial records software, skill in efficiently operating 10-key calculator.

JOB ENVIRONMENT:

Primarily inside office work performed under controlled conditions, but with occasional humidity, poor ventilation, and noise. Interacts with City Departments, and general public. Has access to sensitive and confidential information. Operates computer, calculator, copier, telephone, and other standard office equipment.

Occasionally outdoor work is required, including walking on uneven grass surfaces and subjection to different weather conditions for brief periods of time.

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 requirements 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.



Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
Nicole Schneider	Nikki Schneider	(515) 291-8834		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
2nd Street & Army Post Rd.		Maxwell	Story	50161
MAILING ADDRESS	CITY	STATE	ZIP	
296 T ave	Boone	Iowa	50036	

Contact Person

NAME	PHONE	EMAIL
Nicole Schneider	(515) 291-8834	thewhimsicalwinetrailer@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Special Class C Retail Alcohol License	5 Day	Submitted to Local Authority

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
July 23, 2023	July 27, 2023	

SUB-PERMITS

Special Class C Retail Alcohol License



State of Iowa

Alcoholic Beverages Division

PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Sole Proprietor

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Nicole Schneider	Boone	Iowa	50036	Owner	100.00	Yes

Insurance Company Information

INSURANCE COMPANY

Specialty Risk of America

POLICY EFFECTIVE DATE

July 23, 2023

POLICY EXPIRATION DATE

July 28, 2023

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE



State of Iowa

Alcoholic Beverages Division

Applicant

NAME OF LEGAL ENTITY	NAME OF BUSINESS(DBA)	BUSINESS		
OLD SETTLERS STEERING COMMITTEE	Old Settlers Steering Committee	(515) 387-1444		
ADDRESS OF PREMISES	PREMISES SUITE/APT NUMBER	CITY	COUNTY	ZIP
Baldwin Street		Maxwell	Story	50161
MAILING ADDRESS	CITY	STATE	ZIP	
72 Main Street	Maxwell	Iowa	50161	

Contact Person

NAME	PHONE	EMAIL
Mitzi DeGroot	(515) 491-6172	mdegroote24@gmail.com

License Information

LICENSE NUMBER	LICENSE/PERMIT TYPE	TERM	STATUS
	Special Class C Retail Alcohol License	5 Day	Pending Dramshop Review

TENTATIVE EFFECTIVE DATE	TENTATIVE EXPIRATION DATE	LAST DAY OF BUSINESS
Aug 3, 2023	Aug 7, 2023	

SUB-PERMITS

Special Class C Retail Alcohol License



State of Iowa

Alcoholic Beverages Division

PRIVILEGES

Outdoor Service

Status of Business

BUSINESS TYPE

Nonprofit entity which has a principal office in the State of Iowa.

Ownership

• Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
Mitzi DeGroot	Maxwell	Iowa	50161	Old Settlers Secretary	0.00	Yes

Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

Founders Insurance Company

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE DATE

OUTDOOR SERVICE EXPIRATION DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE DATE

TEMP TRANSFER EXPIRATION DATE

CITY OF MAXWELL, IOWA
MAXWELL CITY COUNCIL REGULAR MEETING
MONDAY, JUNE 5, 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 Lauryn Myers, Meggen Lawrence, Doug Miller, and Ken Jans. Visitors: Wes Farrand, Shannon Robertson, Roger Cummings, George & Sue Jones, Tim Meiers & Ted Meiers.
3. A motion to approve the agenda was made by Lawrence. Myers seconded. 4 ayes.
4. Presentation of the Betterment Award – George Jones was present to accept the Betterment Award for Individuals. Shannon Robertson and Roger Cummings were present to accept the Betterment Award for a Group for the Rodeo Committee.
5. Citizens Forum
 - a. Tim Meiers – Tim was present to discuss the livestock permit change that was discussed. The Planning & Zoning had put this topic on hold for further research. The Deputy Clerk will let Tim know when that meeting will take place.
 - b. Alex Golly – Alex asked when the meeting had been moved to 5:00 p.m. because it makes it hard for working residents to get to the meetings. The meeting times were changed for the summer in January. 2) Alex was present to ask about the council member that overstepped his authority and what was going to be done about it. The council member apologized and the money from the tickets was returned. The school and city are working together for the future. 3) Alex would like to know what is happening with the Baldwin St Project as it has been in the planning stages for several years. He was told about the lost grant and problems with financing the project.
- 5 Department Reports
 - a. Sheriff Report – Written Report on File.
 - b. Fire – Written report on file.
 - c. EMS – Written report on file. Tahoe is ready to be put into service.
 - d. Library – Written report on file.
 - e. Public Works – Written report on file. Potholes are being filled. New trash cans are here. Hydrants will be flushed sometime this month.
 - f. City Clerk – Written report on file. Discussion about McHone Dr. bridge.
 - g. Engineer's Report – Written report on file. 1) Baldwin St –This project is in a holding pattern until waterlines and CDBG is decided on. Easement for stormwater still must be negotiated. 2) High School Improvements – Punch list is being worked on. 3) WTP Study_ the study is done and is waiting on cost analysis for the project. 4) Working on Scope of Work for Woodlawn Storm Drain Project and Cemetery map. Doug asked for an adjusted proposed cost for the Baldwin St Project and possibly look at other options again.
 - h. Parks and Open Spaces Board – No Report.
- 6 Public Hearing
 - a. NA.
7. Business
 - a. Discussion and Action on to Authorize Mayor to Sign Animal Rescue Service Contract – Steve stated that when a dog is aggressive or bites someone the mayor is supposed to get a report of the incident. There doesn't seem to be a role under the

Scope of Service in the contract for the Animal Control Officer to make such a report or be involved with any such complaint. What is our expectation under the contract for such situations? How do we communicate our expectations to the public and staff so they can act appropriately. Dale stated that an amendment be added to the contract for Animal Recue Services to provide a report based on any bite or nuisance report that the city could have to act on. Myers moved to authorize the mayor to sign the contract on contingent of the amendment stated by the mayor. Jans seconded. 4 ayes. Doug would like the fees to be charged to the resident responsible for the animal turned into animal control. Research is needed on what other cities do.

- b. Discussion on Clean-Up Day – It discussed who would be available to help and who would be handling the money.
 - c. Discussion and Action on Parade Permit– Miller moved to approve the Old Settlers parade route. Lawrence seconded. 4 ayes.
 - d. Discussion and Action on Road Repair Quote – Miller moved to let Lawrence and Myers look at roads with Tony to decide which streets need to be worked on within the approximate \$20,000 budget. Jans seconded. 4 ayes.
 - e. Discussion and Action on Setting Additional Meeting to Assist with Move of City Hall – Jans moved to have a workshop to move city hall on June 7th at 5:30p.m. with June 14th being a second workshop if needed. Myers seconded. 4 ayes.
 - f. Discussion and Action on Storage Unit Agreement - Myers moved to pay month to month will looking into getting a shipping container. Miller seconded. 4 ayes.
 - g. Discussion and Action on Whimsical Wine Trailer Liquor License – The Whimsical Wine Trailer and similar businesses must get a temporary license for each weekend that they work instead of a license that would cover the summer. Myers moved to approve the Whimsical Wine Trailers monthly licenses be approved with the clerk looking at the second licenses to be sure it is identical to the first license of the month. Miller seconded. 4 ayes.
8. Council and Mayor Reports –
- a. Meggen Lawrence- 1) Meggen talked about not receiving a monthly report from the Parks & Open Spaces Board. She would like to see some kind of report stating what they are working on or have achieved. 2) Meggen has received questions about the fake flowers in the Main Street planters. Kathie Smith and Tara Huntrods did it out of the kindness of their hearts. It may be a job for the Parks and Open Spaces Board.
 - b. Doug Miller – 1) Doug talked about the OOR Grant. The deadline is June 16th. 2) Doug had a conversation with the realtor that bought Travis’ property. It is a family business. We are 3rd on his list of developments with Colfax and Slater ahead of us. We can move forward with the possibility of annexing the property and looking into making it a TIF district.
 - c. Ken Jans-In clerk notes, it mentioned employee reviews. Ken wanted to know who was responsible for doing the reviews. Dale said it was his responsibility. Meggen volunteered to help.
 - d. Dale Higgins – Dale has some issues to bring to Tony’s attention. 1) There is a tripping hazard in front of the Post office. A narrow pipe is sticking out of the sidewalk and needs to be cut off level to the sidewalk. 2) There are some tree limbs hanging over the sidewalk at the cemetery that need to be removed. 3) There are cars parked in front of stop signs, so they are not visible. These need to be addressed. 4) Where are they grading the alleyways? He had some calls on

this issue. 5) Ken mentioned that the t-poles at 5th St. and Baldwin St. need to come up as they pose a hazard. 6) Meggen was questioning the temporary sign at 3rd St. and Metcalf St. Why it was on the sidewalk instead of in the grass?

9. Consent Agenda

a. Miller moved to approve Tobacco Permits for Dollar General Store & Logsdon's Grocery, Alcohol License for Logsdon's Grocery, and the May 1, 2023 minutes, May 22, 2023 minutes and current bills. Myers seconded. 4 ayes.

b. Bills presented were as follows:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ACCESS	MONTHLY PRINTER RENT	\$ 197.20
ACCESS	MONTHLY PRINTER RENT	\$ 194.83
AFLAC	AFLAC CANCER	\$ 113.43
AFLAC	AFLAC CANCER	\$ 113.43
AFLAC	AFLAC CANCER	\$ 113.43
ALEX AIR APPARATUS 2 LLC	K2 BATTERY CHARGER	\$ 191.99
ALLIANT ENERGY	MONTHLY UTILITY BILL	\$ 7,070.08
ALTERNATIVE SERVICES	3 CEMETERY MOWINGS-APRIL	\$ 1,770.00
AMAZON CAPITAL SERVICES	#1XX7-1KGM-939F-DVDS BOOKS	\$ 281.75
AMAZON CAPITAL SERVICES	#1F1T-N6XF-L4J6- POTS.PLANTER	\$ 73.14
BIG 8 TYRE CENTER	TRACTOR TIRE FOR JD	\$ 494.00
BOUND TREE MEDICAL LLC	SPLINTS, TRACTION, ECG PAPER	\$ 106.57
CALDWELL,BRIERLY,& CHALUPA LLC	LAND SALE NOTICE	\$ 39.00
CENTRAL IOWA SHORTLINE LLC	#25228-TIRE FOR DUMP TRUCK	\$ 630.26
CENTRAL IOWA SHORTLINE LLC	#25458,25483,25632,25467	\$ 253.12
CENTRAL IOWA SHORTLINE LLC	#25869 & 25915-ADAPTOR,TIES	\$ 61.13
CHEM-SULT, INC	SODIUMHYPOCHLORITE & PHOSPHATE	\$ 964.40
CONSUMERS ENERGY	RCH ELECTRIC	\$ 46.50
COUNTRY LANDSCAPE	APRIL 2023 TREE PLANTING	\$ 1,100.00
CUMMINS SALES & SERVICES	REPLACE BATTERY IN GENERATOR	\$ 150.18
CUMMINS SALES & SERVICES	INSP W/FULL SRVC - FIRE GENRTR	\$ 585.89
CYCLONE AWARDS & ENGRAVING	BETTERMENT AWARDS & PLATE	\$ 36.00
DEB BALDWIN	REFUND OF PARKING TICKET	\$ 10.00
DEBRA HAYES	MILAGE FOR BUDGET TO COUNTY	\$ 43.89
DMACC	EMT CLASS-WYATT LEWIS	\$ 1,138.00
GATEHOUSE DB IA HOLDINGS, INC	MINUTES,PUBLIC HEARING,VACANCY	\$ 493.14
IOWA DEP OF REVENUE	SALES TAX MAY 2023	\$ 90.37
IOWA DEP OF REVENUE	WET MAY 2023	\$ 551.23
IOWA REGIONAL UTILITIES ASSOC	RCH WATER	\$ 297.94
IOWA REGIONAL UTILITIES ASSOC	RCH WATER	\$ 305.10
IPERS	IPERS	\$ 948.94
IPERS	IPERS	\$ 992.06
IPERS	IPERS	\$ 900.11
KENIK PIERCE	REFUND FOR PARKING TICKET	\$ 10.00
KSM CONCRETE SERVICES LLC	STORM DRAIN @ MAXWELL & 5TH ST	\$ 800.00

MATTHEWS WHITE PLUMBING	#1639-400 BALDWIN CURB STOP EMERGENCY MAIN BREAK	\$ 2,322.23
MATTHEWS WHITE PLUMBING	MAXWELLST	\$ 2,668.14
MAXWELL STATE BANK	FED/FICA TAX	\$ 1,325.89
MAXWELL STATE BANK	FED/FICA TAX	\$ 1,442.07
MAXWELL STATE BANK	FED/FICA TAX	\$ 1,366.01
METERING & TECHNOLOGY SOLUTION	10' NICOR MALE BY FLYING LEAD	\$ 54.84
MICROBAC LABORATORIES	KEYSTONE INC	\$ 557.50
MID-AMERICAN RESEARCH CHEMICAL	SUPER WIPES & SPEED WIPES	\$ 561.21
MIDWEST BREATHING AIR LLC	QUARTERLY AIR TESTING	\$ 195.00
MIDWEST INSURANCE CORP	INSURANCE	\$ 617.00
MOMAR	#PSI498112-PAINT & DISPENSER	\$ 933.42
MUNICIPAL MANAGEMENT CORP	EMERGENCY NIGHT LEAK	\$ 1,000.00
NEW CENTURY FS	MONTHLY GAS & DIESEL	\$ 1,394.30
SAFE BUILDING LLC	ELECTRICAL PERMITS	\$ 150.00
SCOTT JOHNSON	CLASS:CONTROLLING CHAOS	\$ 35.00
SNYDER & ASSOCIATES	#123.0013.01-1 COUNCIL/GIS	\$ 2,038.44
U.S. BANK	MICROSOFT 365 SUBSCRIPTION	\$ 223.75
US CELLULAR	MONTHLY CELL PHONE	\$ 223.69
US CELLULAR	MONTHLY CELL PHONE	\$ 223.69
VILLISCA PUBLIC LIBRARY	BOOKS-SIMPLY LIES& SHADOW REEL	\$ 10.00
WINDSTREAM	91143516-TELEPHONE & INTERNET	\$ 591.49
WINDSTREAM	091143516-TELEPHONE & INTERNET	\$ 590.86
ZIEGLER INC	#IN000929407 & IN000965075	\$ 171.34
Accounts Payable Total		\$ 39,862.98
Total Paid On: 5/03/23		\$ 4,521.47
Total Paid On: 5/17/23		\$ 4,932.53
Total Paid On: 5/31/23		\$ 4,760.19
Total Payroll Paid		\$ 14,214.19
***** REPORT TOTAL *****		\$ 54,077.17

Expenses By Fund	05/01/2023-05/31/2023	
GENERAL		\$ 26,207.39
ROAD USE TAX		\$ 2,303.65
WATER		\$ 14,763.18
SEWER		\$ 10,802.95
TOTAL FUNDS		\$ 54,077.17

Revenues	1-May	
001 General		\$ 18,858.38
110 Road Use Tax		\$ 10,662.07
112 Employee Benefits		\$ 498.59
119 Emergency Funds		\$ 250.94
121 Local Option		\$ 14,716.38

200 Debt Service	\$ 2,919.57
600 Water	\$ 13,646.81
610 Sewer	\$ 25,615.17
TOTAL FUNDS	\$ 87,167.91

10. Adjourn. A motion to adjourn the meeting at 6:42 P.M. was moved by Jans. Seconded by Myers. 4 ayes

THE NEXT REGULAR MEETING WILL BE JULY 10, 2023 AT 5:00 P.M.

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

CLAIMS REPORT
Vendor Checks: 6/01/2023- 6/30/2023

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ACCESS	MONTHLY PRINTER RENT		194.83	30405	6/28/23
AFLAC	AFLAC CANCER		226.86	30402	6/28/23
ALTERNATIVE SERVICES	6 MOWINGS FOR MAY		3,540.00	30372	6/14/23
AMAZON CAPITAL SERVICES	BOOKS & DVD	122.79		30373	6/14/23
AMAZON CAPITAL SERVICES	113-9774118-6286650	884.14	1,006.93	30418	6/28/23
CENTRAL IOWA SHORTLINE LLC	#26022,26072,26177		222.52	30374	6/14/23
CHEM-SULT, INC	SODIUMHYPOCHLORITE	634.40		30375	6/14/23
CHEM-SULT, INC	SODIUMHYPOCHLORITE & PHOSPHATE	1,008.80	1,643.20	30406	6/28/23
CONSUMERS ENERGY	RCH ELECTRIC		46.50	30376	6/14/23
GATEHOUSE DB IA HOLDINGS, INC	PUBLISHING LEGALS		808.99	30377	6/14/23
INDEPENDANT PUBLIC ADVISORS	QUARTERLY RETAINER		2,000.00	30407	6/28/23
IOWA DEP OF REVENUE	SALES TAX MAY 2023	99.78		91971224	6/13/23
IOWA DEP OF REVENUE	WET MAY 2023	571.22	671.00	91971225	6/13/23
IOWA FINANCE AUTHORITY	BOND WWTP	81,340.00		91971226	6/01/23
IOWA FINANCE AUTHORITY	WWTP LOAN	128,692.67		91971227	6/01/23
IOWA FINANCE AUTHORITY	SLIPLINING	12,570.00	222,602.67	91971228	6/01/23
IOWA LEAGUE OF CITIES	MEMBER DUES JULY2023-JUNE2024		872.00	30408	6/28/23
IPERS	IPERS		1,952.18	30404	6/28/23
JERICO SERVICES, INC	DUST CONTROL		4,007.50	30378	6/14/23
LOGAN CONTRACTORS SUPPLY, INC	SPRING/FALL POTHOLE		896.00	30379	6/14/23
LOGAN JIMENEZ	SRP BUBBLE SHOW		300.00	30409	6/28/23
LOGSDON'S GROCERY	COFFEE, FILTERS, POP, WATER		114.35	30410	6/28/23
MAXWELL STATE BANK	FED/FICA TAX		2,744.73	30403	6/28/23
MEUSBURGER CONSTRUCTION, INC	CITY HALL REMODEL DOWN PAYMENT		25,000.00	30380	6/14/23
MICROBAC LABORATORIES	KEYSTONE INC		481.50	30389	6/14/23
MUNICIPAL MANAGEMENT CORP	LEAK SURVEY		800.00	30411	6/28/23
NEW CENTURY FS	DIESEL & GAS		936.20	30381	6/14/23
PATRIOT PLUMBING LLC	PUBLIC RESTROOM REMODEL		4,600.00	30412	6/28/23
MAXWELL POST OFFICE	UTILITY BILL POSTAGE		100.00	30382	6/14/23
PRATT SANITATION INC	APRIL & MAY GARBAGE		11,183.98	30383	6/14/23
R MINI STORAGE	STORAGE UNIT		840.00	30413	6/28/23
RITWAY BUSINESS FORMS	CHECKS		197.42	30414	6/28/23
SAFE BUILDING LLC	BUILDING & ELECTRICAL PERMITS		343.08	30384	6/14/23
SNYDER & ASSOCIATES	#1230441.01-1WATER TREATMENT		4,750.50	30385	6/14/23
TREASURER-STATE OF IOWA	STATE TAXES		1,099.24	91971228	6/28/23
TWISTED BOKAY	BALLOON STORYTELLING		425.00	30415	6/28/23
U.S. BANK	BALLARD-INC-MOWER BLADES	301.34		30386	6/14/23
U.S. BANK	TV GO PACK, BACKPACK, SPLINTS	1,813.76	2,115.10	30419	6/28/23
U.S. POSTAL SERVICE	POST OFFICE BOX		80.00	30387	6/14/23
US CELLULAR	MONTHLY CELL PHONE		223.69	30416	6/28/23
USABlueBook	TESTING, REPAIR CLAMPS, SADDLE		1,667.55	30388	6/14/23
WINDSTREAM	091143420-PHONES		368.80	30417	6/28/23

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Accounts Payable Total 299,062.32

Payroll Checks

001	GENERAL	2,330.88
600	WATER	1,216.37
610	SEWER	1,216.35

Total Paid On: 6/14/23 4,763.60

CLAIMS REPORT
Vendor Checks: 6/01/2023- 6/30/2023

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
	001 GENERAL		2,330.37		
	600 WATER		1,094.12		
	610 SEWER		1,094.11		
	Total Paid On: 6/28/23		4,518.60		
	Total Payroll Paid		9,282.20		
	Report Total		308,344.52		

Expenses By Fund

06/01/2023-06/30/2023

GENERAL	61,890.97
ROAD USE TAX	5,504.96
DEBT SERVICE	81,340.00
WATER	12,660.92
SEWER	5,685.00
SEWER LOANS	141,262.67
TOTAL FUNDS	308,344.52

Revenues

1-Jun

001 General	\$ 23,307.35
110 Road Use Tax	\$ 13,261.15
112 Employee Benefits	\$ 171.41
119 Emergency Funds	\$ 86.26
121 Local Option	\$ 12,275.73
200 Debt Service	\$ 1,003.61
600 Water	\$ 14,071.25
610 Sewer	\$ 26,384.61
TOTAL FUNDS	\$ 90,561.37