

Minutes of the Maxwell City Council
Regular Session
Wednesday August 13, 2025

These minutes are as recorded by the city clerk and are subject to city council approval at the next regular council meeting.

Maxwell City Council held a meeting on the above date pursuant to the rules of the council, notice posted at city hall, city website and Facebook. Mayor Higgins called the meeting to order at 6:00 pm. Roll Call: Gast, Philpott, Miller, and Jans. Westendorf absent. City staff present city clerk Wendy Crabtree and Snyder engineer Wes Farrand. Also present Carolyn Laffey, Andrew Collings, Dylan and Carissa Hansen, Kevin DeHaven, Jerry Weuve, Deb Ness, James Maclean and deputy Logan Powers. 4 callers joined via phone.

Jans moved approval of the agenda with a change to move the sheriff's report after item one. Miller seconded. All ayes. Motion carried. Miller moved approval and Gast seconded the claims presented from July 24 – August 13 and the July Treasurers Report. Councilperson Westendorf joined by phone at 6:15 pm.

Open forum: Carol Laffey 30738 653rd Ave President of Old Settlers Generations Committee thanked the council for their support and reported 4500 people attended the Old Settlers celebration. The committee received positive feedback from vendors and attendees. Laffey thanked public works Tony Ness, Paul Ness and Scott Johnson for going above and beyond for preparing for the celebration. They faced challenges with wet ground from rain. The new volleyball court will tentatively be repaired this weekend depending on weather. The committee would like to explore the possibility of adding additional electrical outlets and hopes to discuss this opportunity with the council.

Carissa Hansen 608 7th Street expressed concern about flooding on their dead-end street. Mayor Higgins noted that he has requested Public Works to assess potential drainage solutions at the dead-end location.

Sheriff's Report on file. Deputy Logan Powers will be assigned to Maxwell for the coming year. He reported several new deputies are currently undergoing training. In response to council's concerns regarding speeding vehicles on Baldwin Street, Deputy Powers stated he will request increased patrol presence in the area.

Andrew Collings, Executive Director of the Mid-Iowa Planning Alliance (MIPA), provided a presentation outlining a Comprehensive Planning Proposal for the City of Maxwell. No formal action was taken at this time.

Mayor Higgins discussed the Safe Routes to School initiative in relation to the Rock Creek Ridge development. A water management study will be prepared by Snyder & Associates and presented to the Council for further discussion. No formal action was taken. Councilman Westendorf arrived at City Hall at 7:00 p.m.

Gast moved and Jans seconded approval of Dollar General's Class B Retail annual alcohol license and Cloud Wine LLC dba Lucky Wife Wine Slushies Special Class C Retail Alcohol License for 9/14/25 Maxwell Market in the Park. Roll call vote: Ayes—Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried.

Miller moved, and Jans seconded, with approval of Resolution 2025-39 appointing Westendorf and Jans as 911 Coordinators. Mayor Higgins expressed interest in attending the associated meetings as well. Roll call vote: Ayes—Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried.

Discussion and possible approval of Resolution 2025-40 a resolution transferring FY25 funds is moved to the September 10 meeting. No action taken.

Discussion of walkability of city sidewalks. No action taken.

Discussion of the reappointment of current members to the Parks and Open Spaces and Planning and Zoning Commission/ Board of Adjustments. Clerks will verify the members still want to be on the boards and bring back to council. No action taken.

Council discussed the current ordinance pertaining to residential occupancy of campers within city limits. Council member Philpott indicated that a proposed ordinance revision will be presented at the September meeting for further review. No action taken.

Discussion of Parks' recommendation to get estimate for repair of the soccer field south of the city park. DeHaven will investigate repairs through the Old Settlers Generation's organization. No action taken.

Farrand initiated discussion regarding a potential update to the city's street designation map and inquired whether such an effort would be duplicative if the city were to pursue a comprehensive plan. Following discussion, Gast moved, and Miller seconded to defer the request for a cost opinion on an updated street designation map. The motion included directions to incorporate a cost estimate for mapping the Rock Creek Ridge addition, including street names and classifications. Roll call vote: Ayes—Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried.

Council discussed a proposal from Story County Conservation regarding the potential development of creek access within Maxwell city limits. The initiative, to be funded by the Story County Conservation Board, would enhance seasonal recreational opportunities such as canoeing and nature access for several months each year. Miller moved and Gast seconded to authorize participation in the project as proposed. Roll call vote: Ayes—Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried.

Reports were placed on file. Parks noted that Maxwell was voted "Best Stop" during the Heart of Iowa Nature Trail grand opening celebration. Engineer's report: The Baldwin Street Project is nearing closeout. Snyder has initiated the pre-audit process with the Iowa DOT. The final semi-payment, excluding retainage, has been issued to Reily Construction. The STBG reimbursement

request was signed tonight by the mayor and will be submitted to the DOT for reimbursement. Gast reported a persistent water issue at the edge of the soccer field, extending onto adjacent residential property. The drainage pipe under the road is not functioning properly. Public Works inspected the area and found the outlet side to be swampy. Historical aerial imagery (2008 or 2013) indicates a V-ditch previously directed water to Indian Creek. The affected property is owned by Story County Conservation. Council discussed the need to reestablish the ditch to allow for proper drainage and mowing access. Public Works has begun preliminary work using a backhoe. A letter requesting this work be done will be signed by mayor and sent to Story County Conservation. Farrand provided an update on the Maxwell Drainage Channel project. A cost estimate is forthcoming; the project is anticipated to begin after October 1. Rock Creek Ridge Development Snyder is reviewing the developer's resubmittal of construction drawings. Developers have expressed willingness to install sidewalk connections if requested by the city. Mayor Higgins advised that a connection to Rock Creek Street or Rock Creek Drive would be acceptable. A water main easement is required prior to recording the final plat. Jans moved and Miller seconded to authorize Snyder & Associates to complete an inspection of city infrastructure related to the Rock Creek Ridge development, with costs to be billed to the developer. Roll call vote: Ayes—Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried. Farrand will obtain a scope and fee for the inspection. Franchise Utility Agreements and Development Bonds - Farrand reviewed Windstream's request for work within Maxwell and recommended pursuing franchise utility agreements with both Windstream and Huxley Communications. Farrand inquired whether the city would require a performance bond or maintenance bond for the Rock Creek Ridge development. Miller raised concerns regarding day counts associated with the Baldwin Project. Farrand will follow up with Wignall for clarification.

Council comments: Gast – nothing. Jans reviewed our alleyway ordinance and inquired about the derelict city shed project. Philpott would like a list of unresolved complaints in the upcoming council packets. Westendorf reported attending a LOSAP (Length of Service Award Program) webinar, where he received clarification that the city's contribution would be \$125 or \$167 per eligible participant, rather than the previously estimated \$500. The total projected city contribution would be approximately \$2,300. Westendorf also noted his resignation from the EMS department, stating that his service is more impactful in his current role on the council. Westendorf recommended that future Old Settlers events consider hiring a few deputies to be present in town during large gatherings involving alcohol to ensure public safety. Miller also participated in a LOSAP teleconference, noting that three cities have committed to working with the financial management company discussed. Mayor Higgins inquired about the city owned area from 7th Street to North Street. He noted that the area collects leaves and debris and requested that Public Works review the site. Public Works was directed to cut a 75-foot "V" ditch on the north end to improve water drainage.

Philpott moved to adjourn and Miller seconded. Ayes—Gast, Philpott, Westendorf, Miller, Jans. Nays: None. 9:02 pm. The next city council meeting will be on September 10 at 6:00 pm in city hall.