

**AGENDA FOR THE SPECIAL MEETING BUDGET WORKSHOP OF THE
MAXWELL CITY COUNCIL
WEDNESDAY, FEBRUARY 25 AT 6:00 PM
IN CITY HALL – 107 MAIN STREET**

The city of Maxwell invites residents to attend the city council meeting via conference call.
If you would like to participate, you must call 844-855-4444 and enter this access code:
843508 no earlier than 5 minutes prior to the meeting.

1. CALL TO ORDER SPECIAL MEETING: ROLL CALL
2. APPROVE AGENDA AS PRESENTED OR AMENDED
3. BUDGET PLANNING FOR FISCAL YEAR 2027
4. ADJOURN

Budget Wishlist

From Wendy Crabtree <cityclerk@maxwell.iowa.gov>

Date Thu 1/29/2026 4:15 PM

Bcc Dale Higgins <mayorofmaxwell@maxwell.iowa.gov>; Perry Balke <perry.balke@maxwell.iowa.gov>; sue philpott <sue.philpott@maxwell.iowa.gov>; 'doug miller' <doug.miller@maxwell.iowa.gov>; Joel Westendorf-Maxwell <joel.westendorf@maxwell.iowa.gov>; ken Jans <ken.jans@maxwell.iowa.gov>

Public Works

The last budget workshop included discussion about establishing reserve accounts for the future replacement of the seasonal employee lawn mower and the public works truck. Tony recommended including the other riding mower to those reserves and also discussion of setting aside money for the eventual replacement of one of the dump trucks used for snow removal.

Council Priorities - I only heard back from one councilperson

1. Repair degradation of Baldwin north of North Street to city limit.
2. Reduce the amount of junk, debris, RVs extending beyond front of a home.
3. Maximize fee/license (e.g., pet, zoning) or non-utility revenues. In addition, look for potential expense reduction (e.g. renewable energy for largest energy consumption areas of city owned property).

Wendy Crabtree

City Clerk, City of Maxwell
107 Main Street
Maxwell, IA 50161
515-387-8655



Please be aware that messages sent and received on this email may become public record.

2027 budget request

From Carrie Heaps <deputycityclerk@maxwell.iowa.gov>

Date Thu 2/19/2026 3:28 PM

To Wendy Crabtree <cityclerk@maxwell.iowa.gov>

Mayor Higgins,

I would like to request a budget allocation of \$25,000.00 for the 2027 fiscal year to purchase new water meters. The cost per unit is \$653.00 for the meter and \$184.00 for the antenna; these prices are guaranteed until May 20th, 2026.

I propose utilizing \$10,000.00 to purchase 15 meters to replace existing units for residents with consistent payment delinquencies. These specific replacements do not require new antennas. This upgrade would allow water service to be restricted or shut off remotely from the office, saving significant staff time for the Public Works Department. Additionally, remote capability mitigates the risk of breaking shut-off valves during winter months—an occurrence that costs approximately \$3,000.00 per replacement. This would also enable the city to collect the \$35.00 reconnection fee during winter, which we are currently unable to do.

The remaining \$15,000.00 would be used to purchase 17 meters and antennas for the new Rock Creek Ridge subdivision. My long-term goal is to continue this replacement program with an annual budget of \$15,000.00 in subsequent years until all meters in town have been updated.

Thank you for your consideration of this request.

Best regards,

Carrie Heaps
Deputy City Clerk
Carrie Heaps
Deputy City Clerk
City of Maxwell
107 Main Street
Maxwell, Iowa 50161
(515)387-8655

Library 2026-2027 Fiscal Year Budget Proposal

From Maxwell IA Library Board of Trustees <maxwellialibraryboardoftrustee@gmail.com>

Date Mon 1/26/2026 4:27 PM

To Wendy Crabtree <cityclerk@maxwell.iowa.gov>

Cc Maxwell Library <maxwellpubliclibrary22@gmail.com>

 1 attachment (766 KB)

budget worksheet 1-2026.pdf;

Hi there,

Attached you'll find the library's proposed budget for the 2026-2027 fiscal year. We wanted to share a little more detail around why the larger amounts in some of our categories. Please see the explanations below.

- \$10,000.00 for library materials as we have 2 book sections that need weeded and replaced. This line item also allows for Monday programming needs due to the new 4 day a week school schedule as well as summer programming.
- \$2,000.00 for equipment as we are planning to replace the two patron computers in the upcoming year.
- \$0 for capital equipment as we do not have any foreseen renovation needs to the library space at this time. This is subject to change throughout the year if needs may arise. If that may be the case we will take the appropriate action to request funds from the Library Trust Account.

As you all review this, if any questions arise, please feel free to reach out.

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Thank you,
Maxwell IA Library Board of Trustees

BUDGET WORKSHEET
CALENDAR 1/2026, FISCAL 7/2026

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
001-410-4440 STATE GRANTS - LIBRARY	1,363.49	1,525.44	1,700.00	1,585.51	_____
001-410-4465 COUNTY LIB CONTRIBUTIONS	23,615.56	24,796.33	17,000.00	13,018.07	_____
001-410-4705 LIBRARY PRIVATE DONATION	2,491.79	392.96	1,000.00	842.64	_____
001-410-6010 SALARY - LIBRARY	12,059.08	13,991.22	21,000.00	8,315.26	\$ <u>21,000.00</u>
001-410-6110 FICA/MEDICARE - LIBRARY	922.56	1,070.33			_____
001-410-6130 IPERS - LIBRARY	836.59	885.67			_____
001-410-6320 GROUNDS MAINT/REPAIR - LIBRARY	4,083.51	2,832.30	250.00		\$ <u>1,000.00</u>
001-410-6373 TELEPHONE - LIBRARY	2,998.72	2,574.99	3,370.00	1,046.53	\$ <u>3,370.00</u>
001-410-6419 TECHNOLOGY SERVICES	1,581.39	1,607.16	2,000.00	1,727.55	\$ <u>2,500.00</u>
001-410-6502 LIBRARY MATERIALS - LIBRARY	4,562.39	11,224.30	6,000.00	3,452.99	\$ <u>10,000.00</u>
001-410-6505 EQUIPMENT - LIBRARY	909.21	31.98	600.00		\$ <u>2,000.00</u>
001-410-6506 OFFICE SUPPLIES - LIBRARY	946.70	699.45	700.00	302.81	\$ <u>700.00</u>
001-410-6727 CAPITAL EQUIPMENT - LIBRARY	11,325.93	5,000.00	5,000.00		\$ <u>Ø</u>
112-410-6110 LIBRARY FICA			1,610.00	747.58	X
112-410-6130 LIBRARY IPERS			1,980.00	1,572.74	X
=====	=====	=====	=====	=====	
DIFFERENCE	12,755.24-	13,202.67-	22,810.00-	1,719.24-	_____
=====	=====	=====	=====	=====	

Numbers to be provided by the city once available.

Numbers to be provided by the city

*Proposed for 2 book sections to be updated/replaced & modern program
 Proposed for updating patron computers.*

See above FICA/IPERS lines.

BUDGET WORKSHEET
CALENDAR 1/2026, FISCAL 7/2026

ACCOUNT NUMBER ACCOUNT TITLE	2 YRS AGO EXP	LYR EXPENSE	CURRENT BUDGET	EXPENDED YTD	NEW BUDGET
PROOF	12,755.24-	13,202.67-	22,810.00-	1,719.24-	

Sharon Smith 01/19/2026
 Library Board President

Jul Howard 1/19/2026
 Library Board Secretary

Est \$1,000.00 – 10 gallons of primer & paint Legion Park Concession Stand updating

001-430-6310 Bldg Maint/Repair-Park

Project initiated/supported by: Maxwell Parks and Open Spaces Board



The Parks and Open Spaces Board recommends this funds amount to paint the exterior of the Concession Stand. This building is viewed frequently by visitors attending soccer games, as well as being highly visible from the Heart of Iowa Nature Trail. It sets a tone for the care our community gives to its public spaces.

We have applied for a "Paint Iowa Beautiful" grant for this project, asking for a total of 10 gallons of primer and paint. If we receive the grant, we may only need to spend about half the projected amount [the Paint Iowa Beautiful grant will only fund a percentage of the cost of the paint materials].

The Board proposes to accomplish this project whether or not we receive a grant.

\$ _____ City Park Dog Park – entrance gate relocation

001-430-6320 Grounds Maint/Repair-Parks

Project initiated/supported by:

Maxwell Area Renewal Committee -- \$1200.00

Community Donations

Maxwell Parks and Open Spaces Board

The Parks and Open Spaces Board recommends having the entrance to the Dog Park moved from the City Park to Broad Street.

This project would need approximately 107 feet of new fence and moving the existing gate (or purchase of a new gate if necessary). The project will hopefully reduce the amount of destruction in the City Park from those who park at the current gate to the Dog Park adjacent to the east side of the Dog Park.

Est \$_____ for sand and pea gravel City Park – playground renewal

001-430-6320 Grounds Maint/Repair-Parks

Project initiated/supported by: Parks and Open Spaces Board

New/additional sand for City Park toddler play area

Due to play and weather (water especially), the toddler play area needs its sand renewed and replenished periodically.

New pea gravel and curb for Laffey Park. The improvements to Laffey Park need to be completed by adding pea gravel beneath the equipment, (especially the new accessible merry-go-round), and a curb to contain the pea gravel.

This Park receives a good deal of use, particularly during soccer season. It is also visible by HOINT users as well as families of visiting soccer players and presents another example Maxwell gives to the care of its public spaces.

\$600.00 plus installation; Scout Park additional development – 2 lantern posts

001-430-6505 Equipment-Parks

Project initiated/supported by: Parks and Open Spaces Board



Sample from Pilot Rock (same manufacturer as fire pits)

The Parks and Open Spaces Board recommends procuring Lantern Stands for Scout Park primitive camping area.

We would add these lantern stands to increase the lighting for those who use the fire pits and camping areas. The current light comes from the shelter or the fire pits, but this is not sufficient for optimum use. The area is very dark for those who reserve the fire pit area for after dark use. The lantern stands will allow users/visitors to hang their own lanterns to provide additional lighting.

In addition, we are hoping to explore the possibility that these stands could be fitted with the hardware to allow the attachment of one end of a hammock (an additional post is necessary to attach to the other end of the hammock). Hammocks are popular as places to rest during active pursuits.

Story County Conservation is aware of our development of this park for use by Scouting groups, as well as users of the HOINT.

\$ _____ City Park Dog Park agility equipment

001-430-6727 Capital Equipment-Parks

Project initiated/supported by:

Maxwell Area Renewal Committee -- \$5,000 reserved

Community donations

Maxwell Parks and Open Spaces Board -- \$3,000.00



Example from Omaha dog park

The Parks and Open Spaces Board recommends the purchase/ construction of at least one piece of agility equipment for the City Park Dog Park. Making the Dog Park more attractive and useful will encourage use and provide an additional amenity for dog owners.

Additionally, we will explore grant money and donations.

\$_____ Heart of Iowa Nature Trail design for Trail Head

001-430-6490 Professional Services-Parks

Project initiated/supported by:

Community Visioning projects

Maxwell Parks and Opens Spaces Board -- \$_____

The Parks and Open Spaces recommends procuring services to design a three vehicle Trail Head along the Heart of Iowa Nature Trail at the northeast corner of the intersection of the HOINT and Army Post Road.

Promoting the HOINT through Maxwell presents a feeling of invitation to explore Maxwell and its businesses and the care we give to our public spaces.

\$40,000 City Park expansion and renewal of the Disk Golf Course.

001-430-6727 Capital Equipment-Parks

Project initiated/supported by:

Maxwell Area Renewal Committee -- \$5,000

Community donations – estimated \$4,000

Maxwell Parks and Open Spaces Board -- \$4,000.00

Prairie Meadows major grant application through MARC -- \$27,000

This community amenity has proved to be popular both with citizens and visitors. The investment in this project provides a wide appeal to players of disk golf, inviting an area-wide participation and invitation to visit and explore our community. This activity brings in people who use our restaurants and makes visitors aware of what Maxwell has to offer. It is an easy public relations project. Community Betterment money could also be a funding source to help with completion.

We are seeking a major grant to help with this project. **The Parks and Open Spaces Board recommendation is 10% of the total project cost and could be conditioned upon receipt of the balance of the cost being made up of other financial support.**

\$ _____ City Park (Veterans Plaza-Freedom Rock Plaza) Flag Retirement Facility

001-430-6727 Capital Equipment-Parks

Project initiated/supported by:

Eagle Scout Project of Steven R. Reisdorf

Maxwell VFW Post #8174

Maxwell American Legion Post #249

Maxwell Parks and Open Spaces Board \$ [10% of project cost]

Community donations

Home Depot grant [covers cost of materials] application submitted.



Current flag retirement equipment

This project has been created by Eagle Scout candidate Steven R. Reisdorf. The proposal is a disposal (burning pit) facility for conducting the ceremony for the proper retirement of the Flag of the United States. Worn flags are collected year round, then on Flag Day (June 14 each year), a ceremony of retirement is conducted by VFW Post #8174 and American Legion Post #249.

\$600.00 Plant replacement “Legacy tree” from 2024 Arbor Day Celebration

001-435-6320 Grounds Maint/Repair-Cemetery

Project initiated/supported by: Maxwell Parks and Open Spaces

Three trees (a weeping willow and two Bur Oaks) were planted as part of our 2024 Arbor Day celebration and Tree City USA requirement of spending \$2000.00 per year on trees. The \$600.00 should cover the cost of a new tree and planting and mulch.

One of the Bur Oak trees has not lived the two years of care, so we need to replace it as part of our Tree City USA Program.

\$2000.00 for purchase of trees for a FY2027 planting

001-____ - ____ Tree Program

Project supported by:

Maxwell Tree Board

Tree City USA

The Tree Board recommends committing to spending \$2000.00 toward a new tree planting to maintain our Tree City USA designation. At a minimum, we need to replace approximately three trees at the City Park that have not survived. Trees cost about \$300-\$400 each plus planting services and mulch [est. \$150 per tree].

We have a requirement to spend \$2000.00 on trees each year to maintain our Tree City USA designation.

We will apply for the new IDNR community tree planting grant. This time we will focus on the area covering our Parks in the SE portion of the City—Laffey Park, Scout Park, SE Soccer Park, Legion Park and the Heart of Iowa Nature Trail.

\$300.00 Markers to identify our annual “Legacy Tree”.

001-____-____ Tree Program

Project initiated/supported by: Maxwell Tree Board



The “Legacy Tree” is an on-going project in coordination with our annual Tree City USA planting. The “Legacy Tree” is a Bur Oak tree (the state of Iowa tree) planting to honor the year’s graduating class from Collins-Maxwell High School.

We have marked our first Bur Oak with a marker, donated by the Iowa Arboretum. However, we currently need to mark two subsequent Bur Oaks. We have, so far, unsuccessfully tried to find a volunteer craftsman to make these markers. The project is a good one, giving a sense of future ownership to our community trees.