

## **Minutes of the Maxwell City Council Special Session**

**Wednesday November 12, 2025**

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

1. Maxwell City Council held a meeting on the above date pursuant to the rules of the council, notice posted at city hall, city website, post office, Maxwell State Bank, and Facebook. Mayor Higgins called the meeting to order at 6:01 pm. Roll Call was answered by Gast, Philpott, Miller, Westendorf and Jans. City staff present clerk Wendy Crabtree and Snyder engineer Wes Farrand. Also present Tim Kimberly, Ken Meusburger, Erik Carlson, James Stumbo, Sandra Carroll and Deputy Logan Powers.
2. Jans moved, seconded by Westendorf, to amend the agenda by moving item #13 to follow item #7, adding Council and Mayor Comments as item #19, and renumbering Adjournment to item #20 RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried.
3. Tim Kimberly, pastor at Sacred Mission Church in Collins, presented plans to purchase the Logsdon's building, Maxwell's oldest (built in 1879, moved by horses in 1881). An environmental study was completed, and the council reviewed initial pages and concept images. The church envisions a coffee shop on the main floor, with offices and counseling services upstairs. Tim noted a DNR derelict building grant could assist with basement mitigation if the building were temporarily deeded to the city. The mayor advised the city already received this grant in FY26 and may not be eligible again so soon, suggesting instead that the church explore brownfield or greyfield grants, which may cover cleanup costs in full. Other funding opportunities may also be available. Ken Meusburger, 33413 680th Avenue, reported his tenant at 616 3rd Street experienced a water softener malfunction that ran for 3–4 days, resulting in a \$477.95 bill compared to a prior \$157.01 bill. Gast noted the council's past practice has been to allow a one-time waiver. Jans moved and Philpott seconded, waiving the cost over his average bill of \$157.01. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried.
4. Miller moved, Westendorf seconded to approve the consent agenda: October 15 special meeting minutes, bills presented, October treasurer's report, FY25 Annual Financial Report, and FY25 DOT Street Financial Report. RCV: Ayes: Gast, Philpott, Westendorf, Miller. Nays: None. Abstain: Jans. Motion carried.
5. Matt Graham of Kinetic Utilities discussed plans to replace existing lines with fiber, including proposed boring in some areas. The franchise agreement is still under review between Kinetics' attorney and the city attorney.
6. Council discussed a possible nuisance at 412 Maxwell Street per City Code Chapter 50. James Stumbo reported he had already trimmed trees and shrubs before receiving the notice. Council determined no nuisance exists at this property.
7. Council discussed drainage concerns at 500 Baldwin Street. Sandra Carroll reported that her yard and driveway were washing away and requested a gutter or drain. The mayor asked Farrand to obtain a cost estimate for lowering the drain.

19. Deputy Powers asked if there were any issues in town. Council noted a possibly abandoned vehicle at 6th and Maxwell Streets. The mayor reported new tire marks on Baldwin Street and concerns about cars speeding when children are present.

13. Council discussed the Baldwin Outlet channel project. Erik Carlson, 119 5th Street, reported flooding issues at his property since the drain was installed, leading to mosquitos and trash runoff. The city received two bids: Huber Grading \$42,515 and Dave's Dozing \$83,060. Miller moved, seconded by Philpott, to approve the low bid pending the city engineer's review. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried.

8. Council discussed a shed in the city right-of-way at 608 7th Street. Jans noted 26 city properties about others and suggested property pins be set, as Beacon is not always accurate. There was also discussion of a possible sidewalk or bike trail in the alleyway at North and 7th Streets. Wes will locate property pins before Code Enforcement issues a letter. No formal action was taken.

9. Council discussed the 2024 Maxwell Community Betterment Citizen of the Year award. Jans moved, seconded by Philpott, to accept the nomination of Jody Gast for the award. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Abstain: Gast. Motion carried.

10. Council held the first reading of Ordinance No. 345, requiring dog licenses. The second and third readings were waived, and the ordinance was adopted. Miller moved, seconded by Gast, to approve the ordinance and waive the additional readings RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried.

11. Council discussed purchasing a dog microchip reader for city use. Decision was deferred until information was available on how many dogs in town are chipped. Item tabled.

12. Council discussed a tree in the public right-of-way at Broad and Maxwell Streets with low-hanging branches over the sidewalk. Westendorf moved, seconded by Gast, to remove the tree for safety reasons. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried.

14. Council discussed sidewalk repairs and bids for six properties, noting DOT's Highway 210 ADA project scheduled for Summer 2027, which overlaps with three affected properties. DOT's current plan (D-4) will be updated after a field visit. Sidewalk repairs were identified at 204 Main, 114 Main, and 46 Main. The city may request DOT include additional areas, such as extending sidewalk to Dollar General. The mayor will bring three more sidewalk projects to council since FY26 budgeted funds must be used. No formal action taken.

15. Westendorf moved and Jans seconded approval of Terry Jones to the open seat on the Library Board of Trustees. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried.

16. Council discussed the Story County Housing Trust donation request for FY26 and F27 and the 2026 funding application. Funds are available in community and economic development and betterment to pay the donation request. Gast moved, seconded by Westendorf, to approve \$679 for FY26 and \$679 for FY27. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried.

19. Council reviewed the engineer's report regarding a sewer pipe issue at 215 5th Street tied to the Baldwin project. No record was found of Reilly notifying Snyder about the sewer issue. Rock Creek Ridge changes were not included in the original plans. Wes will draft a letter to the developer. No formal action taken.

17. Council discussed the codification project for Chapters 1–37 of the Maxwell Code of Ordinances. Westendorf concurred with Gast's suggested changes, except that in Chapter 15 'assistant clerk' should be changed to 'deputy clerk' in eight instances. Council accepted the Library Board of Trustees' suggested chapter changes, except Section 21.05 on trust funds. Council noted this is general fund money and should not be under library control. Gast moved, seconded by Westendorf, to approve the proposed changes. RCV: Ayes: Gast, Philpott, Westendorf, Miller, Jans. Nays: None. Motion carried. Clerk will send back to Simmering Cory.

19. Councilperson Gast submitted his resignation effective 12/10/25. Mayor Higgins accepted and thanked him for his service. Philpott reported that the yard waste site was unlocked over the weekend and asked if fines could be placed in the UB drobox at city hall. Miller received a comprehensive plan proposal from Iowa State University. Jans noted damage at Freedom Rock; the mayor asked Jans to provide a quote for repair. Jans also thanked Councilperson Gast for his service.

20. Philpott moved and Jans seconded adjournment. 9:40 pm. The next city council meeting will be on December 10 at 6:00 in city hall.

#### Claims Presented

ACCESS SYSTEMS	MONTHLY PRINTER RENT	\$425.59
AFLAC	TONY STD	\$84.24
ALLIANT ENERGY	UTILITY BILL	\$9,016.31
AMAZON	LIBRARY MATERIALS	\$272.79
AT&T	CELL PHONES, HOT SPOT	\$273.93
BADGER METER	ORION CELLULAR	\$408.37
BRICK GENTRY	LEGAL FEES	\$1,020.00
CARRIE HEAPS	YARD WASTE BAGS REIMBURSEMENT	\$31.80
CENTRAL IOWA DISTRIBUTING	PARK RESTROOM SUPPLIES	\$159.83
CENTRAL IOWA SHORTLINE	STREETS	\$259.22
CHEM SULT	WATER TESTING CHEMICALS	\$965.90
CITY OF AMES	RR PER CAPITA 2ND HALF	\$4,510.00
CITY OF MAXWELL	UTILITY BILLS	\$693.24
CONSUMERS ENERGY	ROCK CREEK HEIGHTS ELECTRIC	\$41.00
CONTINENTAL RESEARCH CORP	DEICER	\$657.73
COUNTRY LANDSCAPE	619 BALDWIN RETAINING WALL	\$3,825.28
DAKOTA SUPPLY GROUP	WATER TOOLS	\$4,388.67
DYLAN MCCARL	REPLACING CK 31484	\$30.00
EFTPS	FED/FICA TAXES	\$5,686.19
TANNER CO	RESTROOMS CLOSED SIGN	\$165.00

GANNET HOLDINGS	PUBLISHING CITY HALL	\$1,432.86
GWORKS	2026 SIMPLE CITY	\$9,000.00
INTERSTATE POWER SYSTEMS	GENERATOR ALARM FIX	\$844.69
IOWA DEP OF REVENUE	WET TAX & SALES TAX	\$1,139.67
IOWA LEAGUE OF CITIES	BUDGET WORKSHOP	\$60.00
IOWA ONE CALL	LOCATE EMAILS	\$27.00
IOWA REGIONAL UTILITIES	RCH SEPT & OCT	\$638.92
IOWA RURAL WATER ASSOC	2026 DUES	\$315.00
IPERS	OCTOBER	\$2,691.94
JAKE THOMPSON	116 METCALF DEAD TREE REMOVAL	\$900.00
JANON DOUGLAS	Q3 TRAINING	\$850.00
MEADE COMPUTING	IT	\$200.00
MENARDS AMES	LIBRARY MATERIALS	\$65.97
MICROBAC	KEYSTONE INC	\$629.00
NEW CENTURY FS	FUEL	\$733.40
MAXWELL POST OFFICE	PO BOX FEE FIRE & EMS	\$136.00
PRATT SANITATION	OCTOBER GARBAGE CONTRACT	\$5,804.65
RACOM CORP	FIRE & EMS MAINTENANCE	\$3,336.42
RITEWAY BUSINESS FORMS	UTILITY BILLS	\$495.61
RJ THOMAS MFG CO INC	1100 ROCK CREEK, 221 MAXWELL ST	\$333.00
SEEDORFF MASONRY	LIBRARY BRICK REPAIR	\$15,570.00
SHAWN ZIESER	REPLACE CK 31507	\$25.00
SNYDER & ASSOCIATES	125.0013.010-8 & 125.112.010	\$6,854.10
STORY CO ANIMAL CONTROL	Q3 SERVICES	\$238.50
STORY CO SHERIFF	Q2 PAYMENT SHERIFF CONTRACT	\$15,071.16
	OFFICE SUPPLIES CITY HALL, LIBRARY	
US BANK	TECHNOLOGY SERVICES	\$582.60
USA BLUE BOOK	CHEMICALS & TESTING SUPPLIES	\$987.78
WENDY CRABTREE	MILEAGE IMFOA CONFERENCE	\$151.20
WINDSTREAM	LIBRARY PHONE & INTERNET	\$594.05
	TOTAL	\$56,883.69
FUND		
GENERAL 41,198.29		
ROAD USE TAX 1,839.63		
BALDWIN ST PROJECT 3,825.28		
WATER 6,033.97		
SEWER 3,986.52		
TOTAL FUNDS 56,883.69		