

PUBLIC NOTICE

THE MAXWELL CITY COUNCIL WILL HOLD A REGULAR COUNCIL MEETING ON MONDAY, NOVEMBER 13, 2023, AT 6:00 PM AT MAXWELL FIRE STATION, 111 MAIN STREET, MAXWELL, IA

PLEASE ENTER THROUGH BACK DOOR

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CITIZENS' FORUM
 - a. OPEN
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. FIRST READING OF AMENDMENTS TO CHAPTER 24, 35, AND 151 OF THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, REGULATING PUBLIC TREES AND ESTABLISHING RESPONSIBILITIES FOR THEM
 - b. FIRST READING OF AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, TO LIMIT THE LENGTH OF TIME A VEHICLE CAN BE PARKED ON PUBLIC PROPERTY TO NO MORE THAN SEVEN DAYS AND ESTABLISHING FINES FOR PARKING VIOLATIONS
 - c. FIRST READING OF AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, RESTRICTING PARKING IN SPECIFIC AREAS
 - d. FIRST READING OF AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, ALLOWING SOLAR ENERGY SYSTEMS
7. BUSINESS
 - a. DISCUSSION AND ACTION ON APPOINTMENT OF CITY COUNCIL POSITION
 - b. DISCUSSION AND ACTION ON RAISE FOR TONY NESS GETTING GRADE 2 WASTEWATER LICENSE
 - c. DISCUSSION AND ACTION ON SCOPE OF SERVICES FOR WTP PUMP STATION PROJECT
 - d. DISCUSSION AND ACTION ON YARDWASTE, AUTOMATED GATE, CAMERA SYSTEM, PERMIT PROCESS FOR YARDWASTE USE
 - e. DISCUSSION AND ACTION ON ELECTRICAL CONTRACTORS FOR ELECTRIC TO YARDWASTE AND PARK PLAYGROUND SHELTER
 - f. DISCUSSION AND ACTION ON RESOLUTION APPROVING THE 2022-2023 ANNUAL FINANCIAL REPORT
 - g. DISCUSSION AND ACTION ON RESOLUTION APPROVING ROAD USE REPORT 22/23
 - h. DISCUSSION AND ACTION ON SEWER CLEANING RESULTS
 - i. DISCUSSION AND ACTION ON HIRING FOR CEMETERY MOWING
 - j. DISCUSSION AND ACTION ON BUDGET PLANNING FOR FISCAL YEAR 2024/2025
8. COUNCIL AND MAYOR REPORTS
 - a. GAST
 - b. MYERS
 - c. LAWRENCE
 - d. MILLER
 - e. JANS
 - f. HIGGINS
9. CONSENT AGENDA
 - a. APPROVAL OCTOBER 2, 2023 MINUTES
 - b. APPROVAL CURRENT BILLS AS PRESENTED
10. ADJOURN

Nov Fire Report

Anthony Ness <tnyness@gmail.com>

Thu 11/9/2023 3:50 PM

To:Cityof Maxwell <cityofmaxwell@hotmail.com>

of calls 6 with 49 people

-3 indian creek

-1 washington

-1 maxwell

-1 mutual aid

any maintenance - breathing air compressor has been serviced

- will be here on the 22nd to service fire extinguishers

injuries or accidents - none

special events - none

anything the city needs to do - no

Date: 11-01-23

For Calls From: 10-01-23

To: 10-31-23

Total EMS page outs for Maxwell: 16

Pages Maxwell responded to: 10

Avg Certified EMS Personnel Per Call: 1-4

Fireperson's to Assist: 1

City of Maxwell: 7

Indian Township: 7

Washington Township: 2

EMS Monthly Meeting/Training Attendance: 6

Monthly Truck Check Complete? Yes If no, why not?

Monthly CQI Completed? Completed by SCMC

Vehicle Maintenance Needing Done? None

Anything needed from the City Council? Need to post the ambulance for sale asap. It will be sold as is. It will need to be towed.

Notes:

Nov Public Works

Anthony Ness <tnyness@gmail.com>

Thu 11/9/2023 4:00 PM

To:Cityof Maxwell <cityofmaxwell@hotmail.com>

Streets

- getting ready for winter

Parks

- restrooms at legion field have been shut down, will keep an eye on the weather for the main park restrooms

Water

- pumped 1,759,317 gallons

- sold 1,175,375 gallons

- have one service line leaking, waiting to hear from owner on what they plan on doing

Sewer

- pumped 3,285,962 gallons

- have results from sewer main cleaning and inspecting

- have gotten my official certificate from the DNR for my wastewater grade 2

City Clerk
NOVEMBER 2023

Miscellaneous Information:

- Still moving in, sorting, & filing. How about a shed on the triangle portion of land in front of the city shed. (Where the old water tower use to be?)
- Carrie's training is going well.
- Carrie had a P & Z meeting.
- Mike Ross who is an ADA Design Coordinator for the DOT came to City Hall to explain a DOT Project. They will be coming through Maxwell, and they will be redoing the ADA Ramps along HWY 210. This could include sidewalks and crosswalks along 210. He asked about some of the trees along Main St. They were starting to displace some of the sidewalks. The project would take place in 2026.
- Chris Kahle from the DNR called. They received a grant to help cities with flooding issues. They would work with us to get a plan in place so that we can apply for grants. This would be a free service from them. They would pair us with a team of consultants. Doug & I are going to attend a zoom meeting to discuss our community's needs regarding technical assistance they can provide on November 17 at 11:00 A.M.

TREASURER'S REPORT
CALENDAR 11/2023, FISCAL 5/2024

ACCOUNT TITLE	LAST MONTH END BALANCE	RECEIVED	DISBURSED	CHANGE IN LIABILITY	ENDING BALANCE
001 GENERAL	223,741.81	1,190.96	28,868.52	1,604.42	197,668.67
004 EMS DEPT TRUST	282.56	.00	.00	.00	282.56
005 FIRE DEPT TRUST	36,550.39	.00	.00	.00	36,550.39
008 LIBRARY TRUST	23,048.56	.00	.00	.00	23,048.56
016 WASHINGTON TOWNSHIP TRUST	154,050.50	5,329.32	5,329.32	.00	154,050.50
019 EMERGENCY TRUST	44,608.96	5,329.32-	.00	.00	39,279.64
110 ROAD USE TAX	148,887.41	.00	36.95	.00	148,850.46
111 I-JOBS	1,114.35	.00	.00	.00	1,114.35
112 EMPLOYEE BENEFITS	15,596.45	.00	.60	.00	15,595.85
119 EMERGENCY FUND	3,912.97	.00	.00	.00	3,912.97
120 UTILITY FRANCHISE	147,173.84	.00	.00	.00	147,173.84
121 LOCAL OPTION SALES TAX	415,785.93	.00	.00	.00	415,785.93
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	28,893.25	.00	.00
171 MAY 2013 FLOOD/HAIL	.00	.00	.00	.00	.00
172 2014 FEMA BUYOUT	.00	.00	.00	.00	.00
200 DEBT SERVICE	44,887.66	.00	.00	.00	44,887.66
301 CAPITAL PRJCT FUND - ST	65,062.00	.00	.00	.00	65,062.00
302 CAPITAL FUND PRJCT-STOR	2,158.50-	.00	.00	.00	2,158.50-
303 FEMA WIND DISASTER 2020	23,563.93-	23,563.93	.00	.00	.00
305 REMOVAL OF TREES	26,000.00	.00	.00	.00	26,000.00
600 WATER	128,020.39	2,352.18	3,581.02	763.82	127,555.37
610 SEWER	111,331.06	5,086.91	1,974.08	763.71	115,207.60
611 2015 SEWER REHAB	35,924.29	.00	.00	.00	35,924.29
612 WWTP FACILITY	.60-	.60	.00	.00	.00
625 SEWER LOANS	60,472.94	.00	.00	.00	60,472.94
Report Total	1,941,280.19	32,194.58	68,683.74	3,131.95	1,907,922.98

BUDGET REPORT
CALENDAR 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	POLICE TOTAL	57,390.00	.00	28,690.60	49.99	28,699.40
	EMERGENCY MANAGEMENT TOTAL	.00	.00	.00	.00	.00
	FLOOD CONTROL TOTAL	.00	.00	.00	.00	.00
	FIRE TOTAL	58,560.00	5,246.14	28,329.08	48.38	30,230.92
	AMBULANCE TOTAL	43,590.00	3,160.17	9,867.60	22.64	33,722.40
	BUILDING INSPECTIONS TOTAL	8,000.00	.00	1,467.68	18.35	6,532.32
	ANIMAL CONTROL TOTAL	500.00	.00	140.50	28.10	359.50
	PUBLIC SAFETY TOTAL	168,040.00	8,406.31	68,495.46	40.76	99,544.54
	ROADS, BRIDGES, SIDEWALKS TOTA	53,490.00	36.95	63,467.16	118.65	9,977.16-
	STREET LIGHTING TOTAL	29,000.00	.00	10,791.92	37.21	18,208.08
	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	5,482.17	32,656.78	39.76	49,483.22
	OTHER PUBLIC WORKS TOTAL	.00	.00	.00	.00	.00
	STORM WATER TOTAL	.00	.00	4,561.98	.00	4,561.98-
	PUBLIC WORKS TOTAL	167,010.00	5,519.12	111,477.84	66.75	55,532.16
	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	9,563.48	16,783.64	29.80	39,546.36
	PARKS TOTAL	95,570.00	1,598.77	24,136.72	25.26	71,433.28
	CEMETERY TOTAL	15,000.00	1,180.00	8,850.00	59.00	6,150.00
	OTHER CULTIRE & REC TOTAL	.00	.00	.00	.00	.00
	CULTURE & RECREATION TOTAL	166,900.00	12,342.25	49,770.36	29.82	117,129.64
	COMMUNITY BEAUTIFICATION TOTA	.00	.00	5,510.50	.00	5,510.50-
	ECONOMIC DEVELOPMENT TOTAL	20,500.00	.00	9,258.74	45.16	11,241.26
	PLANNING & ZONING TOTAL	1,000.00	.00	.00	.00	1,000.00
	COMMUNITY & ECONOMIC DEV TOTA	21,500.00	.00	14,769.24	68.69	6,730.76
	MAYOR/COUNCIL/CITY MGR TOTAL	6,920.00	.00	159.00	2.30	6,761.00
	CLERK/TREASURER/ADM TOTAL	64,220.00	2,250.01	20,970.41	32.65	43,249.59
	ELECTIONS TOTAL	1,000.00	.00	.00	.00	1,000.00
	LEGAL SERVICES/ATTORNEY TOTAL	18,000.00	.00	6,398.19	35.55	11,601.81
	CITY HALL/GENERAL BLDGS TOTAL	40,700.00	387.78	50,885.81	125.03	10,185.81-
	TORT LIABILITY TOTAL	24,210.00	.00	114.94	.47	24,095.06
	GENERAL GOVERNMENT TOTAL	155,050.00	2,637.79	78,528.35	50.65	76,521.65

BUDGET REPORT
CALENDAR 11/2023, FISCAL 5/2024

PCT OF FISCAL YTD 41.6%

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	MTD BALANCE	YTD BALANCE	PERCENT EXPENDED	UNEXPENDED
	ROADS, BRIDGES, SIDEWALKS TOTA	.00	.00	.00	.00	.00
	WATER TOTAL	.00	.00	.00	.00	.00
	SEWER/SEWAGE DISPOSAL TOTAL	95,341.00	.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	2,700.00	.17	1,597,300.00
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	CAPITAL PROJECTS TOTAL	1,600,000.00	.00	2,700.00	.17	1,597,300.00
	WATER TOTAL	144,210.00	4,200.96	89,666.85	62.18	54,543.15
	SEWER/SEWAGE DISPOSAL TOTAL	347,020.00	2,076.82	72,696.77	20.95	274,323.23
	STORM WATER TOTAL	.00	.00	.00	.00	.00
	TRANSFERS IN/OUT TOTAL	.00	.00	.00	.00	.00
	ENTERPRISE FUNDS TOTAL	491,230.00	6,277.78	162,363.62	33.05	328,866.38
	TRANSFERS IN/OUT TOTAL	682,479.00	96,063.17	111,523.17	16.34	570,955.83
	GENERAL REVENUES TOTAL	.00	.00	.00	.00	.00
	TRANSFER OUT TOTAL	682,479.00	96,063.17	111,523.17	16.34	570,955.83
	TOTAL EXPENSES BY FUNCTION	3,549,550.00	131,246.42	599,628.04	16.89	2,949,921.96



Memorandum

To: Mayor Higgins
Maxwell City Council

Date: November 6, 2023

From: Wes Farrand, P.E.

RE: City of Maxwell Engineering Update

Below is a status and progress update of the various projects and work currently under task with Snyder & Associates acting as the City Engineer.

- Baldwin Street Reconstruction (119.0265)
 - CDBG re-application submitted. Waiting for award determinations.
 - Items to be completed:
 - Acquisition of easements for outlet drainage channel and sidewalk improvements (2) – in process.
 - Submit final plans to IDOT ahead of planned bid date.
- Water Treatment Plant (WTP) NPDES Wastewater Discharge Permit
 - Final compliance is anticipated to be required by 2027.
 - Scope and fee for design of the discharge pump station as requested by the City is submitted for consideration at the November meeting.
- Woodlawn Stormwater Study
 - Preliminary design is nearly complete. Preliminary construction drawings will be submitted to the City for review and comment soon.
- Rock Creek Ridge Estates Plat 2
 - No request for progress from the developer to our knowledge.
- Heart of Iowa Trail
 - REAP grant application was not selected for award.
 - Story County Conservation is evaluating options for proceeding with the project with the possibility of a work session with the City to discuss further.

ORDINANCE NO. ____

**AN AMENDMENT TO THE CODE OF ORDINANCES OF THE CITY OF MAXWELL,
IOWA, LIMITING THE LENGTH OF TIME A VEHICLE CAN BE PARKED ON PUBLIC
PROPERTY AND SETTING FINES FOR PARKING VIOLATIONS.**

BE IT ENACTED by the City Council of the City of Maxwell, Iowa:

SECTION 1. SECTION MODIFIED. Section 69.05 PARKING FOR CERTAIN PURPOSES ILLEGAL, the introductory paragraph is amended to read as follows:

69.05 PARKING FOR CERTAIN PURPOSES ILLEGAL. No person shall park a vehicle upon public property for more than 7 days, unless otherwise limited under the provisions of this chapter, or for any of the following principal purposes

(Code of Iowa, Sec. 321.236[1]):

SECTION 2. SECTION MODIFIED Section 70.03 PARKING VIOLATIONS: ALTERNATE, is amended to read as follows:

70.03 PARKING VIOLATIONS: ALTERNATE. Uncontested violations of parking restrictions imposed by this Code of Ordinances shall be charged upon a simple notice of a fine payable at the office of the City Clerk. The following City officials are authorized to issue these civil citations: a Peace Officer, the Mayor, the Public Works Director, and Public Works Assistant. The citation will be a civil citation. The fine for each violation charged under a simple notice of a fine shall be in the amount of \$25.00 for snow removal parking violations and \$25.00 for all other violations except improper use of a persons with disabilities parking permit. The simple notice of fine for improper use of a persons with disabilities parking permit is \$200.00. If such a fine is not paid within 30 days, it shall be increased by \$5.00. If a party wishes to appeal against this violation, they must request, within 10 days of the date of the citation, a hearing before the next regularly scheduled City Council meeting. Unpaid fines will be submitted to the Story County Treasurer pursuant to the 28E Agreement between Story County, Iowa and the City of Maxwell, Iowa. Also, Code of Iowa Section 321.236(1)(c)(I) shall apply to these unpaid civil violations. The failure to pay the parking fine(s) can be grounds for refusal to renew the offending parties' motor vehicle registration.

(Code of Iowa, Sec. 321.236[1a], Sec. 321.236[1b], 321.236[1c], 321.236[1d] & 321L.4[2])

SECTION 3. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

	Date	Vote									
First Reading: Date	_____	Gast	___	Myers	___	Jans	___	Lawrence	___	Miller	___
Second Reading: Date	_____	Gast	___	Myers	___	Jans	___	Lawrence	___	Miller	___
Third Reading: Date	_____	Gast	___	Myers	___	Jans	___	Lawrence	___	Miller	___

Passed by the Council this ____ day of _____, 2023, and approved by the Mayor this ____ day of _____, 2023

ATTEST:

Mayor

Debra Hayes, City Clerk

Ordinance Description:

Section 1 changes the length of time a vehicle is allowed to park on public property from 3 days to 7 days.

Section 2 changes the fine for improper use of a persons with disabilities space from \$100 to \$200 and all other parking violations from \$10 to \$25 .

ORDINANCE NO. ____

AN ORDINANCE AMENDING CHAPTER 24, 25, AND 151 OF THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, REGULATING PUBLIC TREES AND ESTABLISHING RESPONSIBILITIES FOR THEM.

BE IT ENACTED by the City Council of the City of Maxwell, Iowa:

SECTION 1. SECTION MODIFIED. CHAPTER 24 PUBLIC WORKS SUPERVISOR, Section 24.05 STREETS, is modified by striking the old paragraph and replacing it with a new paragraph to read as follows:

24.05 STREETS. The Public Works Supervisor shall fill chuck holes (cold mix, gravel), plow snow, spread sand, load snow on Main Street (Highway No. 210), mow ditches, trim low hanging branches, remove downed limbs and trees from City property, plant and maintain trees, tree replacement on public property, install and maintain street signs, clean culverts and intakes, etc., inspect backfill of street excavations, paint parking lines, stop bars, crosswalks, and replace decorative light bulbs on Main Street as needed.

SECTION 2. SECTION MODIFIED. CHAPTER 25 PARKS AND OPEN SPACES BOARD, Section 25.07 DUTIES AND RESPONSIBILITIES is modified by renumbering the existing subparagraphs 1 through 8 to 2 through 9 and adding a new numbered subparagraph 1 to read as follows:

1. To act in an advisory capacity to the Mayor and City Council as a Tree Board.

SECTION 3. SECTION MODIFIED. CHAPTER 25 PARKS AND OPEN SPACES BOARD, Section 25.07 DUTIES AND RESPONSIBILITIES is modified by adding new subparagraphs 10 through 16 to read as follows:

10. To coordinate and promote Arbor Day activities;
11. Review and update a five-year plan to plant and maintain trees on city property;
12. Support public awareness and education programs relating to trees;
13. Review city concerns relating to tree care;
14. Submit an annual Tree Board report of its activities to the City Council;
15. Assist with the annual application to renew the Tree City USA designation;
16. Maintain and update a list of tree species for planting on city property, and a list of prohibited species; (refer to Iowa Department of Natural Resources lists).

SECTION 4. NEW SECTION. CHAPTER 151 TREES is modified by adding a new unnumbered paragraph at the beginning of the chapter to read as follows:

PURPOSE. To enhance the quality of life and the present and future health, safety, and welfare of all residents, to enhance property values, and to ensure proper planting and care of trees on public property, the City Council herein designates the Parks and Open Spaces Board to serve as a Tree Board recommending to the Council practices governing the planting and care of trees on public property and recommending for the emergency removal of trees on private property under certain conditions.

SECTION 5. SECTION MODIFIED. CHAPTER 151 TREES, Section 151.01 DEFINITIONS is modified by striking the old section and replacing it with a new section to read as follows:

151.01 DEFINITION. For use in this chapter the following words and phrases shall have the meanings indicated.

1. "Damage" – any injury to or destruction of a tree, including but not limited to: uprooting, severance of all or part of the root system or main trunk; storage of material on or compaction of surrounding soil; a substantial change in the natural grade above a root system or around a trunk; surrounding the tree with impervious paving materials; or any trauma caused by accident or collision.
2. "Nuisance" – any tree, limb thereof, that has an infectious disease or insect, is dead or dying; obstructs the view of traffic signs or the free passage of pedestrians or vehicles; or threatens public health, safety, and welfare.
3. "Parking" means that part of the street, avenue, or highway in the City not covered by sidewalk and lying between the lot line and the curb line or, on unpaved streets, that part of the street, avenue, or highway lying between the lot line and that portion of the street usually traveled by vehicular traffic
4. "Public Property" – all grounds and rights-of-way (ROWs) owned or maintained by the City.
5. "Public Tree" – any tree or woody vegetation on public property.
6. "Top" or "Topping" – the non-standard practice of cutting back of limbs to stubs within a tree's crown to such a degree so as to remove the normal canopy and disfigure the tree.

SECTION 6. SECTION MODIFIED. CHAPTER 151 TREES, Section 151.02 PLANTING RESTRICTIONS, subparagraph 2 is modified by striking the old subparagraph and replacing it with a new subparagraph to read as follows:

2. Spacing. Trees shall not be planted on any parking that is less than nine feet in width or contains less than 81 square feet of exposed soil surface per tree. Trees shall not be planted closer than 20 feet from street intersections (property lines extended) and 10 feet from driveways. No tree may be planted within 10 feet of a fire hydrant. If it is at all possible, trees should be planted inside the property lines and not between the sidewalk and the curb.

SECTION 7. SECTION MODIFIED. CHAPTER 151 TREES, Section 151.02 PLANTING RESTRICTIONS is modified by adding a new subparagraph 4 to read as follows:

4. Planting trees under utility lines. Only trees listed as Ornamental trees on the official city tree species list may be planted under or within 15 lateral feet of any overhead utility wire.

SECTION 8. NEW SECTION. CHAPTER 151 TREES is modified by adding a new Section 151.07 PROHIBITION AGAINST HARMING PUBLIC TREES to read as follows:

151.07 PROHIBITION AGAINST HARMING PUBLIC TREES.

1. It shall be unlawful for any person, firm, or corporation to damage, remove, or cause the damage or removal of a tree on public property without written permission from the Public Works Director.
2. It shall be unlawful for any person, firm, or corporation to attach any cable, wire, sign, or any other object to any street, park, or public tree.
3. It shall be unlawful for any person, firm, or corporation to "top" any public tree. Trees severely damaged by storms or other causes, where best pruning practices are impractical may be exempted from this provision.
4. Any person, firm, corporation, or city department performing construction near

any public tree(s) shall consult with the Public Works Director and shall employ appropriate measures to protect the tree(s).

SECTION 9. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 10. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

	Date	Vote									
First Reading: Date	_____	Gast	___	Myers	___	Jans	___	Lawrence	___	Miller	___
Second Reading: Date	_____	Gast	___	Myers	___	Jans	___	Lawrence	___	Miller	___
Third Reading: Date	_____	Gast	___	Myers	___	Jans	___	Lawrence	___	Miller	___

Passed by the Council this _____ day of _____ 2023, and approved by the Mayor this _____ day of _____ 2023

Mayor

ATTEST:

Debra Hayes, City Clerk

Ordinance Description:

Section 1. adds the specific responsibility for street trees to the job duties of the Public Works Supervisor

Section 2. and **Section 3.** Amend the responsibilities of the Parks and Open Space Board by adding to their duty the functions of the City Tree Board

Section 4 adds a purpose statement to the chapter on trees.

Section 5. add definitions to the chapter on trees

Section 6. and **Section 7.** Amends the spacing requirements for trees in the right-of-way and adds a restriction when planting trees under utility lines in the right-of-way.

Section 8. adds a section in the Trees Chapter prohibiting the harming of public trees

ORDINANCE NO. ____

AN ORDINANCE AMENDING THE CITY OF MAXWELL, IOWA, CODE OF ORDINANCES RESTRICTING PARKING IN SPECIFIC AREAS.

BE IT ENACTED by the City Council of the City of Maxwell, Iowa:

SECTION 1. SECTION MODIFIED. Section 69.08 NO PARKING ZONES, is modified by striking paragraph 1 and replacing it with a new paragraph 1 to read as follows:

- 1. 3rd (Third) Street, on the north side, east of Maxwell Street beginning at the school drive then east to Woodlawn Street.

SECTION 2. SECTION MODIFIED. Section 69.08 NO PARKING ZONES, is modified by striking the old paragraph 3 and replacing it with a new paragraph 3 to read as follows.

- 3. 4th (Fourth) Street, on the south side, beginning at Metcalf Street then east to Woodlawn Street.

SECTION 3. SECTION MODIFIED. Section 69.08 NO PARKING ZONES, is modified by striking paragraph 8 and replacing it with a new paragraph 8 to read as follows.

- 8. Metcalf Street, on the west side, beginning at the south side of the school unloading dock then north to the extension of the centerline 4th (Fourth) Street.

SECTION 4. SECTION MODIFIED. Section 69.08 NO PARKING ZONES, is modified by striking paragraph 9 and replacing it with a new paragraph 9 to read as follows.

- 9. Metcalf Street, on the east side, beginning at 4th (Fourth) Street then north to 5th (Fifth) Street.

SECTION 5. SECTION MODIFIED. Section 69.08 NO PARKING ZONES, is modified by striking paragraph 13 and replacing it with a new paragraph 13 to read as follows.

- 13. Rock Creek Drive, on the easterly and southerly sides, in front of the properties from 603 Rock Creek Drive through 1203 Rock Creek Drive.

SECTION 6. SECTION MODIFIED. Section 69.08 NO PARKING ZONES, is modified by adding a new paragraph 15 to read as follows.

- 15. Woodlawn Street, on the west side, beginning at 3rd (Third) Street then north to 4th (Fourth) Street.

SECTION 7. SECTION MODIFIED. Section 69.08 NO PARKING ZONES, is modified by striking paragraph 2 and paragraph 12 and renumbering paragraphs 3 through 15 as paragraphs 2 through 13.

SECTION 7. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 8. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final passage, approval, and publication as provided by law.

	Date		Vote								
First Reading:	Date _____	Gast	___	Myers	___	Jans	___	Lawrence	___	Miller	___
Second Reading:	Date _____	Gast	___	Myers	___	Jans	___	Lawrence	___	Miller	___

Third Reading: Date _____ Gast ____ Myers ____ Jans ____ Lawrence ____ Miller ____

Passed by the Council this ____ day of _____ 2023, and approved by the Mayor this ____ day of _____ 2023

Mayor

ATTEST:

Debra Hayes, City Clerk

Ordinance Description:

Section 1 modifies the No Parking Zone on the north side of 3rd St so it extends from Woodlawn St. to Metcalf St and from Metcalf St to the school drive in the middle of the block between Maxwell and Metcalf Streets.

Section 2 modifies the No Parking Zone on the south side of 4th St so all parking is eliminated.

Section 3 modifies the No Parking Zone on the west side of Metcalf Street so it extends from the loading dock approximately 90 feet north.

Section 4 modifies the No Parking Zone on the east side of Metcalf so it extends from 4th St to 5th St.

Section 5.clarifies there is a No Parking Zone on the side of Rock Creek Drive with odd numbered addresses.

Section 6.adds a new No Parking Zone on the west side of Woodlawn Street so it extends from 3rd St to 4th St.

Section 7. deletes the No Parking Zone restriction on the north side of 4th St and the even address side of Rock Creek Drive and rennumbers all remaining numbered paragraphs.

ORDINANCE NO. ____

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF
MAXWELL, IOWA, ALLOWING SOLAR ENERGY SYSTEMS.**

BE IT ENACTED by the City Council of the City of Maxwell, Iowa:

SECTION 1. SECTION MODIFIED. Amend section 165.02 Definitions by adding the following alphabetically and renumbering the existing definitions accordingly:

"Kilowatt" (kW) is equal to 1,000 watts. A watt is the International System of Units' standard unit of power, the equivalent of one joule per second.

"Off-Grid" means an electrical system that is not connected to a utility distribution grid.

"Solar Access" means a property owner's right to have sunlight shine on his land.

"Solar Energy" means radiant energy received from the sun at wavelengths suitable for heat transfer, photosynthetic use or photovoltaic use.

"Solar Energy System (SES)" means an aggregation of parts including the base, supporting structure, photovoltaic or solar thermal panels, inverters, and accessory equipment such as utility interconnect and battery banks, in such configuration as necessary to convert radiant energy from the sun into mechanical or electrical energy. An SES is sized to only supply electrical power or thermal energy solely for use by the owner on the site, except that when a parcel on which the system is installed also receives electrical power supplied by a utility company, excess electrical power generated and not presently needed by the owner for on-site use may be used by the utility company.

"Solar Energy System, Building Integrated" means a solar photovoltaic system that is constructed as an integral part of a principal or accessory building and where the collector component maintains a uniform profile or surface with the building's vertical walls, window openings, and roofing. Such a system is used in lieu of an architectural or structural component of the building. A building integrated SES may occur within vertical facades, replacing glazing or other facade material; into semitransparent skylight systems; into roofing systems, replacing traditional roofing materials; or other building or structure envelope systems. To be considered a building integrated solar energy system, the appearance of the collector components must be consistent with the surrounding materials.

"Solar Energy System, Building Mounted" means a SES that is securely fastened to any portion of a building roof, whether attached directly to a principal or accessory building.

"Solar Energy System, Ground Mounted" means a SES that is not located on a building and is installed on the ground.

"System Height for Building Mounted SES" means the height above roof surface measured perpendicular to the roof specific to the installation on a sloped roof or the height above the roof surface specific to the installation on a flat roof.

"System Height for Ground Mounted SES" means the height above grade from the highest point, including the supporting structure, related equipment, and the collector panels. Adjustable angle systems shall be measured from the highest point when the system is at its maximum vertical extension.

“Utility Scale Solar Energy System” means a solar energy system that supplies electrical power or thermal energy solely for use by off-site consumers.

SECTION 2. SECTION AMENDED. The Code of Ordinances of the City of Maxwell, Iowa, is amended by inserting a new Section 165.14 entitled PERMITTED SOLAR ENERGY SYSTEMS and renumbering the existing Sections 165.14 through 165.16 to 165.15 through 165.17 respectively. The new Section 165.14 is hereby adopted to read as follows:

165.14 PERMITTED SOLAR ENERGY SYSTEMS. The intent of the regulations of this Section is to balance the need for clean, renewable energy resources with the need to protect public health, safety, and welfare. The regulations of this Section are found to be necessary to ensure that solar energy conversion systems are appropriately designed, sited, and installed. To ensure Solar Access, no structure or improvements to an existing structure shall be situated so that it shades an adjacent property in a significant way or interferes significantly in the use of solar devices on adjacent property. Where permitted, solar energy systems are subject to the following stated limitations:

1. Permitted SES. The following solar energy systems (SES) are permitted in all zoning districts within the City of Maxwell, subject to the stated limitations:
 - A. A building integrated SES.
 - B. A building mounted SES attached to the roof of an accessory or primary structure.
 - C. A ground mounted SES as a detached accessory structure to a primary structure.
 - D. Utility scale solar energy systems are not allowed.
2. Building Permit Required. It shall be unlawful to construct, erect, install, alter, or locate any solar energy system (SES) within the City of Maxwell, unless approved with a building permit. The application for building permit shall include:
 - A. A site plan showing the location of the system on the site, the area of the base of the system and the total height of the system;
 - B. Standard drawings and dimensional representations of the system and all its components, including the supporting frame and footings;
 - C. A line drawing of the electrical components in sufficient detail to allow for a determination that the manner of installation conforms to the national electrical code; and
 - D. For systems to be mounted on existing buildings, an engineering analysis showing sufficient structural capacity of the receiving structure to support the SES per the applicable code regulations, certified by an Iowa licensed professional engineer.
3. Compliance with All Governmental Regulations. The owner/operator of the SES shall obtain any other permits required by other Federal, State, and local agencies/departments prior to erecting the system.
4. Installation and Certification. Installation shall be subject to certification by the City building inspector. Installation must be done according to the manufacturer’s recommendations. All work must be completed according to the applicable building, fire and electric codes. All electrical components must meet code recognized test standards.
5. Color. The base of the SES shall be a neutral color. All surfaces shall be non-reflective to

minimize glare that could affect adjacent or nearby properties. Measures to minimize nuisance glare may be required including modifying the surface material, placement, or orientation of the system, and if necessary, adding screening to block glare.

6. Lighting. No lighting other than the required safety lights or indicators shall be installed on the SES.
7. Signage. No advertising or signage other than the manufacturer's identification logo shall be permitted on the SES.
8. Maintenance. The SES shall be well maintained in an operational condition that poses no potential safety hazard. Should the SES fall into disrepair and be in such dilapidated condition that it poses a safety hazard or would be considered generally offensive to the senses of the general public, the SES may be deemed a public nuisance and will be subject to abatement as such.
9. Displacement of Parking Prohibited. The location of the SES shall not result in the net loss of the minimum required parking.
10. Utility Notification. No SES that generates electricity shall be installed until evidence has been given that the utility company has been informed of and agrees with the customer's intent to install an interconnected customer owned generator. Off-grid systems shall be exempt from this requirement.
11. Interconnection. The SES, if interconnected to a utility system, shall meet the requirements for interconnection and operation as set forth by the utility and the Iowa Utilities Board.
12. Restriction on Use Of Energy Generated. An SES shall be used exclusively to supply electrical power or thermal energy for on-site consumption, except that excess electrical power generated by the SES and not presently needed for onsite use may be used by the utility company.
13. Shutoff. A clearly marked and easily accessible shutoff for any SES that generates electricity will be required as determined by the Fire Marshal.
14. Electromagnetic Interference. All SESs shall be designed and constructed so as not to cause radio and television interference. If it is determined that the SES is causing electromagnetic interference, the operator shall take the necessary corrective action to eliminate this interference including relocation or removal of the facilities, subject to the approval of the appropriate City authority. A permit granting an SES may be revoked if electromagnetic interference from the SES becomes evident.
15. Solar Access Easements. The enactment of this Section does not constitute the granting of an easement by the City. The owner/operator may need to acquire covenants, easements, or similar documentation to assure sufficient solar exposure to operate the SES unless adequate accessibility to the sun is provided by the site. Such covenants, easements, or similar documentation is the sole responsibility of the owner/operator. Should the owner/operator pursue a solar access easement, the extent of the solar access should be defined, and the easement document executed in compliance with the regulations contained in Iowa Code chapter 564A (access to solar energy).
16. Removal. If the SES remains nonfunctional or inoperative for a continuous period of one year, the system shall be deemed to be abandoned. The owner/operator shall remove the

abandoned system at their expense. Removal of the system includes the entire structure, collector panels and related equipment from the property excluding foundations. Should the owner/operator fail to remove the system, the SES will be considered a public nuisance and will be subject to abatement as such.

17. Nonconforming Systems. An SES that has been installed on or before the effective date of this Section and is in active use and does not comply with any or all of the provisions of this Section shall be considered a legal nonconforming structure under the provisions of this chapter.

18. Unsafe Condition. Nothing in this Section shall be deemed to prevent the strengthening or restoring to a safe condition of any SES or associated building or structure, or any part thereof, declared to be unsafe by the appropriate authority.

19. Bulk Regulations.

A. Location.

(1) No more than one SES may be placed on any zoned lot.

(2) No SES shall be constructed within twenty feet laterally from an overhead electrical power line, excluding secondary electrical service lines or service drops.

(3) Ground Mounted SES.

(a) No part of an SES shall be located within or over drainage, utility, or other established easements, or on or over property lines.

(b) The SES shall comply with the regulations for detached accessory buildings in Zoning Ordinance or not less than one foot from the property line for every one foot of the system height measured at its maximum height, whichever is most restrictive.

(c) A SES shall not be located in any required yard or setback area.

(d) The setback from underground electric distribution lines shall be at least five feet.

(e) No SES shall be located which may obstruct vision between a height of thirty inches and the height of ten feet on any corner lot within a vision triangle of twenty-five feet formed by intersecting street right of way lines.

(4) Building Mounted SES.

(a) The SES shall be set back not less than one foot from the exterior perimeter of the roof for every one foot the system extends above the parapet wall or roof surface.

(b) Should the SES be mounted on an existing structure that does not conform to current setback requirements, the SES shall be installed to meet the current setback requirements applicable to the building.

(c) The SES shall be designed to minimize its visual presence to surrounding properties and public thoroughfares. Panel arrangement shall consider the proportion of the roof surface, and panels shall be placed in a consistent manner without gaps unless necessary to accommodate vents, skylights or equipment.

(d) Access pathways for the SES shall be provided in accordance with all applicable

building, fire and safety codes.

(e) The SAS shall be located in such a manner that fall protection railings are not required or are not visible from the public thoroughfare.

(5) Building Integrated SES:

(a) No setback required.

(b) Access pathways for the SES shall be provided in accordance to all applicable building, fire and safety codes.

(c) The SES shall be located in such a manner that fall protection railings are not required or are not visible from the public thoroughfare.

B. Height.

(1) Ground Mounted SES. The maximum height of the SES shall not exceed eighteen feet in height as measured from existing grade.

(2) Building Mounted SES.

(a) The collector panel surface and mounting system shall not extend higher than eighteen inches above the roof surface of a sloped roof.

(b) The collector panel surface and mounting system shall not extend higher than seven feet above the roof surface of a flat roof.

(3) Building Integrated SES. The collector panel shall maintain a uniform profile or surface with the building's vertical walls, window openings, and roofing.

C. Size.

(1) Size of the SES is calculated by measuring the total surface area of the collector panels for the system.

(2) Ground Mounted SES.

(a) In the R-E, R-S, R-1, R-2, and R-3 districts, the SES is restricted in size to no more than the allowed area for detached accessory buildings on the specific property. The SES would be included in the collective total of all detached accessory buildings.

(b) In all other zoning districts, the SES is restricted in size to no more than fifty percent of the area of the footprint of the largest primary building.

(3) Building Mounted SES. System size will be determined by the available roof area subject to the installation, minus the required setbacks or access pathways.

(4) Building Integrated SES. System size will be determined by the available building surface area subject to the installation, minus the required access pathways.

SECTION 3. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final

passage, approval, and publication as provided by law.

	Date	Vote				
First Reading:	Date _____	Gast ___	Myers ___	Jans ___	Lawrence ___	Miller ___
Second Reading:	Date _____	Gast ___	Myers ___	Jans ___	Lawrence ___	Miller ___
Third Reading:	Date _____	Gast ___	Myers ___	Jans ___	Lawrence ___	Miller ___

Passed by the Council this 22nd day of May 2023, and approved by the Mayor this ____ day of _____ 2023

Mayor

ATTEST:

Debra Hayes, City Clerk

Ordinance Description:

Section 1 adds the definitions needed for Solar Energy Systems.

Section 2 Creates a new section 165.14, renumbering the existing 165.14 through 165.16 to 165.15 through 165.17 respectively. The new section 165.14 contains regulations permitting and restricting Solar Energy Systems.

NOTICE OF INTENT TO FILL COUNCIL MEMBER VACANCY BY APPOINTMENT

TO THE VOTERS OF MAXWELL, IOWA

A Council Member has submitted a resignation to the Maxwell City Council. Pursuant to Section 372.13, (2), (a) of the Code of Iowa, notice is hereby given that the City Council of Maxwell, Story County, Iowa, intends to fill this vacancy by appointment at a City Council Meeting that will be held at City Hall at 6:00 PM on Monday, December 4, 2023. However, the electors of the City of Maxwell have the right to file a petition requiring that the vacancy be filled by special election. If electors wish to require a special election, a valid petition requesting a special election must be filed with the City Clerk within fourteen days after publication of this notice or within fourteen days after the appointment is made. If no such petition is filed, appointment shall be for the period until the next pending election as defined in Section 69.12 of the Iowa Code.

Eligible electors of the City of Maxwell, Story County, Iowa, wanting to be considered for appointment should submit a request in writing to the City Clerk's Office by 4:00 PM, November 30, 2023.

Dated: November 14, 2023

Deb Hayes, City Clerk

#7B

Tony Ness has received his Wastewater System Certificate for Treatment Grade 2.

The policy is that a \$1 raise is given with each certificate.



EXHIBIT A

**WATER TREATMENT PLANT IMPROVEMENTS
FILTER BACKWASH DISCHARGE PUMP STATION
MAXWELL, IOWA**

CLIENT: CITY OF MAXWELL
P.O. BOX 215
MAXWELL, IOWA 50161

ENGINEER: SNYDER & ASSOCIATES, INC.
2727 SW SNYDER BLVD
ANKENY, IOWA 50023

PROJECT: WTP PUMP STATION

DATE: November 6, 2023

BACKGROUND INFORMATION:

The City of Maxwell owns and operates a municipal groundwater treatment facility. Treatment consists of aeration, detention, gravity filtration, and chemical treatment for corrosion control and disinfection. The filtration media is anthrafil and sand/gravel. The filters are backwashed weekly, and backwash is discharged directly to Rock Creek, which is tributary to Indian Creek, South Branch of the Skunk River, Skunk River, and ultimately the Mississippi River. All except the Mississippi R. are TMDL limited for E. coli and the Mississippi R. is TMDL limited for aluminum. If a water body is TMDL limited, then Water Quality Based Effluent Limits will be imposed for those parameters.

The Iowa Department of Natural Resources (IDNR) has determined that the filter discharge is regulatable and they have issued a National Pollutant Discharge Elimination System (NPDES) permit to the City. The permitted parameters are Total Suspended Solids (TSS), pH, and Iron.

The permit contains a Compliance Schedule for one parameter, Iron. Iron is typically found in relatively low concentrations in Iowa groundwater. Iron removal is practiced in order to produce drinking water with less than 0.3 mg/l iron which is the USEPA's standard for potable water. It is a secondary, or aesthetic limit, which is based on taste and odor thresholds, and is not health related. The City of Maxwell removes iron thru the treatment process of aeration, detention (during which time the iron oxidizes to a filterable solid) and filtration. When the filters are full of filterable material they must be backwashed. The small volume of water used to backwash the filter carries filtered material which is higher in concentration than the allowable limits for TSS and Iron.

The proposed plan of action is to use a pumping system to pump the filter backwash to the sanitary sewer. After discussion with the water system operator, it is understood that there is physical space inside the water treatment building to install the equipment necessary to pump the filter backwash. The anticipated pumping system includes two horizontal end-suction pumps with nominal 1.5 hp motors, gauges and valves required to form a typical pumping system. The pumps will be skid mounted. The skid will be located to allow the suction pipes to enter the filter backwash sump. Level monitoring controls will activate the pumps. A control panel with VFDs will be located



nearby. The pumps will discharge into a nominal 4-inch pressure line which will run approximately 750-feet to a manhole at the intersection of Short Street and Hwy 210.

SCOPE OF SERVICES:

I. PROJECT MANAGEMENT

- A. The PROFESSIONAL will perform the following administrative services during the design of the PROJECT:
1. Conduct an initial project kick-off meeting with the CLIENT to establish protocols, identify project team responsibilities, communication procedures, project schedule and to review scope.
 2. Monthly billing reports.
 3. Work-plan preparation, status review, and project management.
 4. Project coordination with staff, the CLIENT, other design professionals (sub-consultants), IDNR, and utility companies.
 5. Project design quality review.
 6. Internal project design team meetings to review progress, establish remaining scope and manage responsibility.
 7. Attend up to a total of two (2) informal meetings, Council meetings, and Public Hearing.

II. PRELIMINARY SURVEY / BOUNDARY VERIFICATION

- A. The PROFESSIONAL will perform a topographic survey within the project boundary. The topographic survey includes the location and elevation of existing surface features and to locate, where possible, underground utilities from existing records and field locates by the utility companies, as made available. A detailed description of the topographic survey is as follows:
1. The PROFESSIONAL will complete the topographic survey to facilitate creation of a digital terrain model for the project site.
 2. The topographic survey will depict existing terrain, locations of existing features, and field locates of adjoining utilities by utility companies.
 3. The CLIENT shall provide all available information and as may be required regarding property ownership, site piping and structures, existing boundary surveys, site plans of adjacent properties and plat information, and any existing easements or land restrictions affecting subject properties.
 4. Utilities - The utility portion of the survey will be created using the field survey and information as provided to the PROFESSIONAL from the utility owners by either existing record and/or physical field locates. The PROFESSIONAL will make a diligent attempt to make an accurate representation of underground utilities, vaults and related items but no guarantee can be made as to the condition or location horizontally or vertically between each structure. This portion of the topographic survey would constitute a level "C" utility survey as outlined by the Subsurface Utility Engineering profession.
 5. Creation of the Digital Terrain Model.
 6. Create break lines - control of creation of contours in areas of edges of pavement, drainage ways, structures, etc.
 7. Load spot elevations and break lines to build the digital terrain model.



8. Surface display - intelligent contours.
9. Surface evaluation and modification to approximate known existing conditions.
10. Boundary Verification - The PROFESSIONAL shall field verify the existing boundary line(s) to facilitate design or concept needs and enable creation of said construction documents. This service includes: research the public records in the county courthouse to acquire the current recorded deed(s), subdivision plat(s), recorded survey(s) and section corner certificate(s); perform a field survey locating existing monuments and the best available evidence needed to re-establish the record boundary lines; graphically show the boundary on the construction documents for design purposes only. The CLIENT shall provide or disclose all known information pertaining to the property. This would include but is not limited to boundary conflicts with adjoining owners, deeds, surveys concepts drawings and easements. This work does not constitute a certified boundary survey and missing monuments will not be set.

III. PRELIMINARY DESIGN

- A. The purpose of this phase is to prepare preliminary design documents. The Preliminary Design consists of documents completed to approximately the thirty percent (30%) level. The PROFESSIONAL will provide to the CLIENT the following preliminary design for the improvements:
 1. Site visits to the CLIENT's water treatment facility to review existing equipment, processes, and operational strategies.
 2. Further refine the components of the facility improvements and their general layout, configuration, alignment, and depths.
 3. Coordinate with the Sub-consultant for the design and engineering of the electrical, instrumentation, and controls.
 4. Review and discussions with the CLIENT to review the project design criteria and potential schedule for construction. Confirm required permits for the PROJECT. Attend a meeting with the CLIENT to finalize the preliminary design and upon review by the CLIENT, "sign-off" on the preferred concept of the improvements.
 5. Coordination with franchise utility companies to identify location and scope of their utilities.
 6. Order of Magnitude Construction Cost - The PROFESSIONAL will prepare an order-of-magnitude construction cost for the PROJECT based upon the preliminary design developed for the portion of the project under the PROFESSIONAL'S responsibility only. Statements of order-of-magnitude construction costs prepared by the PROFESSIONAL represent the best judgment as a design professional familiar with the construction industry. The PROFESSIONAL does not guarantee that any actual cost will not vary from any cost estimate prepared by the PROFESSIONAL.

IV. FINAL DESIGN AND CONSTRUCTION DOCUMENTS

- A. The objective of this phase is to complete the detail design of the facilities defined in the preliminary design document and to prepare the construction documents for the PROJECT. The PROFESSIONAL will prepare and submit to the CLIENT design documents consisting of drawings and technical specifications for review and approval. The submittal will include, but not be limited to, the following information:



1. Drawings, Specifications and Contract Documents - The PROFESSIONAL will prepare drawings, technical specifications, and contract documents to the established scope of the project and will furnish copies of these documents to the CLIENT for review and approval. The Client's comments and recommendations will then be incorporated into the final documents. The final bid package will include general notes, utility layouts, final plan/profile/section contract drawings, construction detail sheets, situation plans, construction limits, control reference notes, erosion control, staking, and survey control drawings. The design will be the responsibility of the PROFESSIONAL. The PROFESSIONAL will coordinate and provide Electrical, Controls, and Mechanical Engineering Services for this project through the use of a sub-consultant.
2. Opinion of Probable Construction Costs - The PROFESSIONAL will prepare a statement of the opinion of probable construction cost for the PROFESSIONAL'S scope of the PROJECT based upon the design developed. Statements of probable construction costs prepared by the PROFESSIONAL represent the best judgment as a design professional familiar with the construction industry. However, the PROFESSIONAL has no control over the cost of labor, materials, or equipment, over the Contractor's methods of determining bid prices, or over competitive bidding or market conditions. Accordingly, the PROFESSIONAL does not guarantee that any actual cost will not vary from any cost estimate prepared by the PROFESSIONAL.
3. Project Status - During the Final Design Phase, the PROFESSIONAL shall confer regularly with the CLIENT to report on the project status.

V. BIDDING

- A. The objective of this phase is to award the Construction Contract to the lowest, responsible, qualified bidder through the public bidding process. Upon receipt of CLIENT authorization under the Final Design phase as described herein, the PROFESSIONAL will perform the following services, up to and including:
 1. Construction Contract Documents - The PROJECT will be bid by the CLIENT and the PROFESSIONAL will assist and coordinate the bidding and supply the necessary documents for this process.
 2. Advertising - The PROFESSIONAL will answer questions from potential contractors, subcontractors, and suppliers, coordinate with CLIENT staff during this phase of services and prepare up to two addenda as required.
 3. Bidding - The PROFESSIONAL will attend the meeting at which bids are received, tabulate the bids and make a recommendation to the City Council regarding the award of the construction contract to the lowest qualified, responsive, responsible bidder. The PROFESSIONAL will also prepare the contract and bonds forms with bid information for execution by the CLIENT and the selected bidder.

VI. ADDITIONAL SERVICES

- A. SRF FUNDING ASSISTANCE



The PROFESSIONAL will provide assistance with funding of the PROJECT through the Iowa DNR and Drinking Water State Revolving Fund (DWSRF) program as requested by the CLIENT, including the following:

1. Provide oversight and compliance to ensure that SRF requirements are met, including the following:
 - a. Intended Use Plan (IUP) application.
 - b. Planning & Development (P&D) loan application.
 - c. Environmental Review Services (ERS) checklist.
 - d. Participate with the OWNER in the Project Initiation Meeting
 - e. Assist with site survey as requested by the Iowa DNR.
 - f. Assist with coordination of required public hearings.
 - g. Incorporate the SRF Required Front-End specifications in the project manuals.
 - h. Bid Document Package submittal to the DNR after bid award.
2. Additional requirements, permits, or clearances may be required as part of the SRF process. Some of these are included in the scope of services, however, others will be considered Extra Services and can be provided in accordance with Article IX.

VII. CONSTRUCTION SERVICES

A. CONSTRUCTION ADMINISTRATION

Upon award of the Construction Contract, the PROFESSIONAL will perform the following administrative services during construction of the PROJECT:

1. Preconstruction Conference - The PROFESSIONAL will arrange and conduct a preconstruction conference with the Contractor and CLIENT to review the contract requirements, details of construction, potential utility conflicts, and work schedule prior to construction.
2. Contractor Payment Requests - The PROFESSIONAL will review the requests of the contractor for progress payments and will approve a request, based upon site observations, which authorizes payments and is a declaration that the contractor's work has progressed to the point indicated.
3. Notification of Nonconformance - The PROFESSIONAL will notify the CLIENT of any observed work, which does not conform to the construction contract, make recommendations to the CLIENT for the correction of nonconforming work and, at the request of the CLIENT, see that these recommendations are implemented by the contractor.
4. Shop Drawings - The PROFESSIONAL will review shop drawings and other submissions of the Contractor for general compliance with the construction contract.
5. Request for Information (RFI) and Change Orders (COs) - The PROFESSIONAL will respond to any RFI submitted by the prime contractor and prepare appropriate change order(s), as necessary, for approval of the CLIENT.
6. Substantially Complete and Final Site Observation - The PROFESSIONAL will perform a site observation to determine if the PROJECT is substantially complete according to the plans and specifications and make recommendation on final payment for each construction phase.



7. During the Construction Services Phase, the PROFESSIONAL will confer with the CLIENT's Project Officer to report PROJECT status. A written progress report will be submitted and written in such a way that it is suitable for use as a City Council information item.
8. Final Acceptance - It is understood that the CLIENT will accept any portion of the PROJECT only after recommendation by the PROFESSIONAL. Final acceptance of the PROJECT by the CLIENT shall not be deemed to release the Contractor from responsibility for ensuring that the work is done in a good and workman-like manner, free of defects in materials and workmanship nor the PROFESSIONAL for his liability of design.
7. If the Contractor exceeds the estimated working and/or calendar days in completing construction of the PROJECT, or if change orders or PROJECT additions require additional working days, the PROFESSIONAL will be compensated for administration, inspecting, and staking services based on established hourly rates and fixed expenses outlined in the PROFESSIONAL's Standard Fee Schedule (Exhibit B). The project is assumed to require Approximately 90 calendar days.

B. CONSTRUCTION STAKING

The PROFESSIONAL will be responsible for providing construction stakes for the PROJECT. The construction documents will contain a provision that the PROFESSIONAL will provide one set of stakes for each construction operation. Any staking that is destroyed due to construction that needs to be replaced, will be at the expense of the contractor.

1. Construction staking for the public improvements includes proposed structures, pumping station, and alignments of site piping.

C. CONSTRUCTION OBSERVATION

The PROFESSIONAL will provide one or more Resident Engineer or Resident Construction Observer for the PROJECT as required during the Construction Phases. If the Contractor requests a waiver of any provisions of the plans and specifications, the PROFESSIONAL will make a recommendation on the request to the CLIENT for their determination. No waiver shall be granted if such waiver would serve to reduce the quality of the final product. The CLIENT shall never be deemed to have authorized the PROFESSIONAL to consent to the use of defective workmanship or materials. The Resident Engineer or Construction Observer will give guidance during the construction periods, including the following:

1. Periodic Site Observation - The PROFESSIONAL shall make periodic visits to the construction site to observe the progress and determine if the results of the construction work substantially conform to the drawings and specifications of the construction contract. Observation does not include observation or administration of the Storm Water Pollution Prevention Plan (SWPPP), which is the responsibility of the Contractor.
2. Resident Services provide the CLIENT with representation at the job site during the Construction Phases of the PROJECT, which results in increasing the probability that the PROJECT will be constructed in substantial compliance with the plans and specifications, and Contract Documents. However, such Resident Services do not



guarantee the Contractor's performance. Resident services do not include responsibility for construction means, controls, techniques, sequences, procedures or safety.



VIII. FEES

The above scope of services will be provided for the following hourly not to exceed fees:

BASIC SERVICES	
Project Management	\$ 5,700
Preliminary Survey	\$ 5,000
Preliminary Design	\$ 15,300
Final Design	\$ 15,600
Bidding	\$ 3,600
Total Hourly Not to Exceed	\$ 45,200

ADDITIONAL SERVICES	
SRF Funding Assistance	\$ 6,500
Total Hourly Not to Exceed	\$ 6,500

CONSTRUCTION SERVICES	
Construction Administration	\$ 6,500
Construction Staking	\$ 2,000
Construction Observation	\$ 8,300
Total Hourly Not to Exceed	\$16,800

IX. EXTRA SERVICES

The following items shall be considered additional services as may be requested by the Client. Additional services may be performed on an hourly basis or should a specific scope of services be defined, a quotation for services may be performed.

1. Meetings above listed in scope of services.
2. Submittal fees to any and all regulatory agencies.
3. Building plans as may be required. The Client/Architect shall provide all building plans, submittals, and specifications to the City.
4. Easement and/or legal documents.
5. Client requested major revisions.
6. Color presentation drawings.
7. Facility Plan study modifications or revisions.
8. Easement plats.
9. Right-of-way acquisition services.
10. Subsurface Utility Engineering (SUE)
11. Geotechnical investigations.
12. Variance petitions.



13. Wetland & stream delineation.
14. Threatened and endangered species habitat study.
15. Environmental site assessment.
16. As-built record drawings.
17. Earthwork volume and/or site earthwork balance.
18. Structural design and/or calculations for site improvements including retaining walls, signs, etc.



EXHIBIT B



STANDARD FEE SCHEDULE

Billing Classification/Level	Billing Rate
PROFESSIONAL	
Engineer, Landscape Architect, Land Surveyor, GIS, Environmental Scientist Project Manager, Planner, Right-of-Way Agent, Graphic Designer	
Principal II	\$245.00/hour
Principal I	\$230.00/hour
Senior	\$210.00/hour
VIII	\$192.00/hour
VII	\$182.00/hour
VI	\$173.00/hour
V	\$161.00/hour
IV	\$149.00/hour
III	\$137.00/hour
II	\$123.00/hour
I	\$109.00/hour
TECHNICAL	
CADD, Survey, Construction Observation	
Lead	\$146.00/hour
Senior	\$140.00/hour
VIII	\$130.00/hour
VII	\$120.00/hour
VI	\$108.00/hour
V	\$98.00/hour
IV	\$88.00/hour
III	\$80.00/hour
II	\$73.00/hour
I	\$64.00/hour
ADMINISTRATIVE	
II	\$75.00/hour
I	\$61.00/hour
REIMBURSABLES	
Mileage	current IRS standard rate
Outside Services	As Invoiced

RESOLUTION 2023- 17

A RESOLUTION APPROVING THE 2022-2023 ANNUAL FINANCIAL REPORT

WHEREAS, the City Clerk has completed the 2022-2023 Annual Financial Report, as required by the State of Iowa.

WHEREAS, the City Council has received a copy of this report and recognizes the need for this report to be submitted; and

BE IT THEREFORE RESOLVED by the City Council of Maxwell, Iowa, that the City Clerk is hereby authorized to submit this report to the State Treasurer's Office.

COPY OF THE REPORT ATTACHED

PASSED AND APPROVED THIS 13th DAY OF NOVEMBER 2023

Motion to approve:

Second:

Roll Call Vote: Myers _____ Gast _____ Lawrence _____ Miller _____ Jans _____

DALE HUGGINS, MAYOR

ATTEST: _____
DEBRA HAYES, CITY CLERK

STATE OF IOWA 2023 FINANCIAL REPORT FISCAL YEAR ENDED JUNE 30, 2023 CITY OF MAXWELL, IOWA DUE: December 1, 2023	16208500900000 CITY OF MAXWELL PO Box 215 MAXWELL IA 50161-0215 POPULATION: 859
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NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

ALL FUNDS				
	Governmental (a)	Proprietary (b)	Total Actual (c)	Budget (d)
Revenues and Other Financing Sources				
Taxes Levied on Property	384,669		384,669	388,321
Less: Uncollected Property Taxes-Levy Year	0		0	0
Net Current Property Taxes	384,669		384,669	388,321
Delinquent Property Taxes	0		0	0
TIF Revenues	0		0	0
Other City Taxes	179,110	0	179,110	129,734
Licenses and Permits	6,724	0	6,724	6,800
Use of Money and Property	12,531	11,506	24,037	4,700
Intergovernmental	381,353	14,000	395,353	302,239
Charges for Fees and Service	82,077	442,806	524,883	532,780
Special Assessments	0	0	0	0
Miscellaneous	7,851	0	7,851	9,618
Other Financing Sources	0	240,232	240,232	0
Transfers In	338,457	226,645	565,102	659,162
Total Revenues and Other Sources	1,392,772	935,189	2,327,961	2,033,354
Expenditures and Other Financing Uses				
Public Safety	225,922		225,922	284,578
Public Works	160,138		160,138	184,446
Health and Social Services	0		0	2,480
Culture and Recreation	143,755		143,755	157,940
Community and Economic Development	479		479	4,500
General Government	157,366		157,366	163,790
Debt Service	95,680		95,680	95,680
Capital Projects	86,626		86,626	96,000
Total Governmental Activities Expenditures	869,966	0	869,966	989,414
BUSINESS TYPE ACTIVITIES		500,348	500,348	555,987
Total All Expenditures	869,966	500,348	1,370,314	1,545,401
Other Financing Uses	0	0	0	
Transfers Out	338,457	226,645	565,102	659,162
Total All Expenditures/and Other Financing Uses	1,208,423	726,993	1,935,416	2,204,563
Excess Revenues and Other Sources Over (Under) Expenditures/and Other Financing Uses	184,349	208,196	392,545	-171,209
Beginning Fund Balance July 1, 2022	1,335,611	138,825	1,474,436	1,617,408
Ending Fund Balance June 30, 2023	1,519,960	347,021	1,866,981	1,446,199

NOTE - These balances do not include the following, which were not budgeted and are not available for city operations:

Non-budgeted Internal Service Funds	Pension Trust Funds
Private Purpose Trust Funds	Agency Funds

Indebtedness at June 30, 2023		Indebtedness at June 30, 2023	
Amount		Amount	
General Obligation Debt	67,000	Other Long-Term Debt	0
Revenue Debt	133,706	Short-Term Debt	0
TIF Revenue Debt	0		
		General Obligation Debt Limit	2,798,336

CERTIFICATION

The forgoing report is correct to the best of my knowledge and belief

	Publication 11/9/2023
Signature of Preparer	
Printed name of Preparer	Phone Number
	Date Signed
Signature of Mayor or other City official (Name and Title)	

PLEASE PUBLISH THIS PAGE ONLY

REVENUE P3
 CITY OF MAXWELL
 REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30, 2023
 NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
Section D - Intergovernmental - Continued									
State Shared Revenues	41								43
Road Use Taxes	44	118,208					118,208		118,208 44
Other state grants and reimbursements									
State grants	48				68,014		79,932		79,932 49
Iowa Department of Transportation	49	11,918					0		0 50
Iowa Department of Natural Resources	51						0		0 51
Iowa Economic Development Authority	52						0		0 52
CBEA grants	53						0		0 53
Commercial & Industrial Replacement Claim	54	2,378	114	356			2,848		2,848 54
	55						0		0 55
	56						0		0 56
	57						0		0 57
	58						0		0 58
	59						0		0 59
Total State	60	14,296	118,322	0	68,014	0	200,988	0	200,988 60
Local Grants and Reimbursements									
County Contributions	63	19,126					19,126		19,126 63
Library Service	64						0		0 64
Township Contributions	65	85,980					85,980		85,980 65
Fire/EMT Service	66						0		0 66
insurance settlement	67				3,000		3,000		3,000 67
Story County Community Foundation Grant	68	4,600					4,600		4,600 68
	69						0		0 69
Total Local Grants and Reimbursements	70	109,706	0	0	3,000	0	112,706	0	112,706 70
Total Intergovernmental (Sum of lines 33, 60, and 70)	71	124,002	185,981	0	71,014	0	381,353	14,000	395,353 71
Section E -Charges for Fees and Service									
Water	72								
Sewer	73								
Electric	74								
Gas	75								
Parking	76								
Airport	77								
Landfill/garbage	78								
Hospital	79	81,102					81,102		81,102 79
	80						0		0 80

REVENUE P4

CITY OF

REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,

NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)
Section E - Charges for Fees and Service - Continued									
81									81
Transit									82
Cable TV									83
Internet									84
Telephone									85
Housing Authority									86
Storm Water									87
Other:									88
Nursing Home									89
Police Service Fees									90
Prisoner Care									91
Fire Service Charges									92
Ambulance Charges									93
Sidewalk Street Repair Charges									94
Housing and Urban Renewal Charges									95
River Port and Terminal Fees									96
Public Seals									97
Cemetery Charges	975						975		975 98
Library Charges									99
Park, Recreation, and Cultural Charges	100								100
Animal Control Charges	101								101
	102								102
	103								103
Total Charges for Service	82,077	0	0	0	0	0	82,077	442,806	524,883 104
Section F - Special Assessments									106
Section G - Miscellaneous									107
Contributions	7,851						7,851		7,851 108
Deposits and Sales/Fuel Tax Refunds									109
Sale of Property and Merchandise									110
Fines									111
Internal Service Charges									112
									113
									114
									115
									116
									117
									118
									119
Total Miscellaneous	7,851	0	0	0	0	0	7,851	0	7,851 120

REVENUE P5
 CITY OF
 REVENUE AND OTHER FINANCING SOURCES FOR YEAR ENDED JUNE 30,
 NON-GAAP/CASH BASIS

Item Description	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of (g) and (h)) (i)	
Total All Revenues (Sum of lines 6, 7, 15, 16, 22, 71, 104, 106, and 120)	121 503,570	384,474	0	95,257	71,014	0	1,054,315	468,312	1,522,627	121
Section II - Other Financing Sources										
Proceeds of capital asset sales	123									123
Proceeds of long-term debt (Excluding TIF internal borrowing)	124						0		0	124
Proceeds of anticipatory warrants or other short-term debt	125						0	240,232	240,232	125
Regular transfers in and interfund loans	126						0		0	126
Internal TIF loans and transfers in	127 254,742	1,915			81,800		338,457	226,645	565,102	127
	128						0		0	128
	129						0		0	129
	130						0		0	130
Total Other Financing Sources	131 254,742	1,915	0	0	81,800	0	338,457	466,877	805,334	131
Total Revenues Except for Beginning Balances (Sum of lines 121 and 131)	132 758,312	386,389	0	95,257	152,814	0	1,392,772	935,189	2,327,961	132
Beginning Fund Balance July 1, 2022	134 437,287	784,628	116,489	-898	-1,895		1,335,611	138,825	1,474,436	134
Total Revenues and Other Financing Sources (Sum of lines 132 and 134)	136 1,195,599	1,171,017	116,489	94,359	150,919	0	2,728,383	1,074,014	3,802,397	136

EXPENDITURES P6
 CITY OF MAXWELL
 EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2023
 NON-GAAP/CASH BASIS

Item Description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g) (f))	Line
Section A - Public Safety	1										1
Police Department/Crime Prevention	2	55,981						55,981		55,981	2
Jail	3							0		0	3
Emergency Management	4	49,432						49,432		49,432	4
Flood control	5							0		0	5
Fire Department	6	41,016						41,016		41,016	6
Ambulance	7	72,387						72,387		72,387	7
Building Inspections	8	7,061						7,061		7,061	8
Miscellaneous Protective Services	9							0		0	9
Animal Control	10	45						45		45	10
Other Public Safety	11							0		0	11
	12							0		0	12
	13							0		0	13
Total Public Safety	14	225,922	0		0			225,922		225,922	14
Section B - Public Works	15										15
Roads, Bridges, Sidewalks	16		55,404					55,404		55,404	16
Parking Meter and Off-Street	17							0		0	17
Street Lighting	18	26,906						26,906		26,906	18
Traffic Control Safety	19							0		0	19
Snow Removal	20		2,350					2,350		2,350	20
Highway Engineering	21							0		0	21
Street Cleaning	22							0		0	22
Airport (if not an enterprise)	23							0		0	23
Garbage (if not an enterprise)	24	73,563						73,563		73,563	24
Other Public Works	25							0		0	25
Stormwater	26		1,915					1,915		1,915	26
	27							0		0	27
Total Public Works	28	100,469	59,669		0			160,138		160,138	28
Section C - Health and Social Services	29										29
Welfare Assistance	30							0		0	30
City Hospital	31							0		0	31
Payments to Private Hospitals	32							0		0	32
Health Regulation and Inspections	33							0		0	33
Water, Air, and Mosquito Control	34							0		0	34
Community Mental Health	35							0		0	35
Other Health and Social Services	36							0		0	36
	37							0		0	37
	38							0		0	38
Total Health and Social Services	39	0	0		0			0		0	39
Section D - Culture and Recreation	40										40
Library Services	41	24,787						24,787		24,787	41
Museum, Band, Theater	42							0		0	42
Parks	43	106,783						106,783		106,783	43
Recreation	44							0		0	44
Cemetery	45	12,185						12,185		12,185	45
Community Center, Zoo, Marina, and Auditorium	46							0		0	46
Other Culture and Recreation	47							0		0	47
	48							0		0	48
	49							0		0	49
Total Culture and Recreation	50	143,755	0		0			143,755		143,755	50

EXPENDITURES P7

CITY OF

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued

NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g) (i))	Line
Section E - Community and Economic Development	51										51
Community beautification	52							0		0	52
Economic development	53	479						479		479	53
Housing and urban renewal	54							0		0	54
Planning and zoning	55							0		0	55
Other community and economic development	56							0		0	56
TIF Rebates	57							0		0	57
	58							0		0	58
Total Community and Economic Development	59	479	0	0	0	0	0	479		479	59
Section F - General Government	60										60
Mayor, Council and City Manager	61	7,168						7,168		7,168	61
Clerk, Treasurer, Financial Administration	62	56,519						56,519		56,519	62
Elections	63							0		0	63
Legal Services and City Attorney	64	20,480						20,480		20,480	64
City Hall and General Buildings	65	55,141						55,141		55,141	65
Tort Liability	66	18,058						18,058		18,058	66
Other General Government	67							0		0	67
	68							0		0	68
	69							0		0	69
Total General Government	70	157,366	0	0	0	0	0	157,366		157,366	70
Section G - Debt Service	71							0		0	71
WWTP Improvements	72				95,680			95,680		95,680	72
	73							0		0	73
Total Debt Service	74	0	0	0	95,680	0	0	95,680		95,680	74
Section H - Regular Capital Projects - Specify	75										75
Baldwin St Rehab	76					64,695		64,695		64,695	76
Woodlawn St Stormwater	77					21,931		21,931		21,931	77
Subtotal Regular Capital Projects	78	0	0	0	0	86,626	0	86,626		86,626	78
TIF Capital Projects - Specify	79										79
	80							0		0	80
	81							0		0	81
Subtotal TIF Capital Projects	82	0	0	0	0	0	0	0		0	82
Total Capital Projects	83	0	0	0	0	86,626	0	86,626		86,626	83
Total Governmental Activities Expenditures (Sum of lines 14, 28, 39, 50, 59, 70, 74, 83)	84	627,991	59,669	0	95,680	86,626	0	869,966		869,966	84
	85										85

TIF Rebates are expended out of the TIF Special Revenue Fund within the Community and Economic Development program's activity "Other"

EXPENDITURES P8

CITY OF

EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, -- Continued
 NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g) (i))	Line
Section 1 - Business Type Activities	87										87
Water - Current Operation	88								162,871	162,871	88
Capital Outlay	89								0	0	89
Debt Service	90								0	0	90
Sewer and Sewage Disposal - Current Operation	91								337,477	337,477	91
Capital Outlay	92								0	0	92
Debt Service	93								0	0	93
Electric - Current Operation	94								0	0	94
Capital Outlay	95								0	0	95
Debt Service	96								0	0	96
Gas Utility - Current Operation	97								0	0	97
Capital Outlay	98								0	0	98
Debt Service	99								0	0	99
Parking - Current Operation	100								0	0	100
Capital Outlay	101								0	0	101
Debt Service	102								0	0	102
Airport - Current Operation	103								0	0	103
Capital Outlay	104								0	0	104
Debt Service	105								0	0	105
Landfill/Cabbage - Current operation	106								0	0	106
Capital Outlay	107								0	0	107
Debt Service	108								0	0	108
Hospital - Current Operation	109								0	0	109
Capital Outlay	110								0	0	110
Debt Service	111								0	0	111
Transit - Current Operation	112								0	0	112
Capital Outlay	113								0	0	113
Debt Service	114								0	0	114
Cable TV, Telephone, Internet - Current Operation	115								0	0	115
Capital Outlay	116								0	0	116
Housing Authority - Current Operation	117								0	0	117
Capital Outlay	118								0	0	118
Debt Service	119								0	0	119
Storm Water - Current Operation	120								0	0	120
Capital Outlay	121								0	0	121
Debt Service	122								0	0	122
Other Business Type - Current Operation	123								0	0	123
Capital Outlay	124								0	0	124
Debt Service	125								0	0	125
Internal Service Funds - Specify	126								0	0	126
	127								0	0	127
	128								0	0	128
Total Business Type Activities	129								500,348	500,348	129

EXPENDITURES P9
CITY OF MAXWELL
EXPENDITURES AND OTHER FINANCING USES FOR FISCAL YEAR ENDED JUNE 30, 2023 -- Continued
NON-GAAP/CASH BASIS

Item description	Line	General (a)	Special Revenue (b)	TIF Special Revenue (c)	Debt Service (d)	Capital Projects (e)	Permanent (f)	Total Governmental (Sum of cols. (a) through (f)) (g)	Proprietary (h)	Grand Total (Sum of col. (g)) (i)	Line
Subtotal Expenditures (Sum of lines 84 and 129)	130	627,991	59,669	0	95,680	86,626	0	869,966	500,348	1,370,314	130
Section J - Other Financing Uses Including Transfers Out	131										131
Regular transfers out	132	72,238	266,219					338,457	226,645	565,102	132
Internal TIF loans/repayments and transfers out	133							0		0	133
	134							0		0	134
Total Other Financing Uses	135	72,238	266,219	0	0	0	0	338,457	226,645	565,102	135
Total Expenditures and Other Financing Uses (Sum of lines 130 and 135)	136	700,229	325,888	0	95,680	86,626	0	1,208,423	726,993	1,935,416	136
Ending fund balance June 30, :	137										137
Governmental:	138										138
Nonspendable	139										139
Restricted	140							0		0	140
	141		681,115	116,489	-1,321			796,283		796,283	141
Committed	142	242,596				64,293	0	306,889		306,889	142
Assigned	143	242,838	164,014					406,852		406,852	143
Unassigned	144	9,936						9,936		9,936	144
Total Governmental	145	495,370	845,129	116,489	-1,321	64,293	0	1,519,960		1,519,960	145
Proprietary	146								347,021	347,021	146
Total Ending Fund Balance June 30,	147	495,370	845,129	116,489	-1,321	64,293	0	1,519,960	347,021	1,866,981	147
Total Requirements (Sum of lines 136 and 147)	148	1,195,599	1,171,017	116,489	94,359	150,919	0	2,728,383	1,074,014	3,802,397	148

OTHER P10

Part III. Intergovernmental Expenditures Please report below expenditures made to the State or to other local governments on a reimbursement or cost sharing basis. Include these expenditures in part II. Enter amount.

Purpose	Amount paid to other local governments	
	Purpose	Amount paid to State
Correction	Highways	
Health	All other	
Highways		
Transit Subsidies		
Libraries		
Police protection		
Sewerage		55,981
Sanitation		
All other		

Part IV

Wages & Salaries Report here the total salaries and wages paid to all employees of your government before deductions of social security, retirement, etc. Include also salaries and wages paid to employees of any utility owned and operated by your government, as well as salaries and wages of municipal employees charged to construction projects.

YOU ARE REQUIRED TO ENTER SALARY DOLLARS IN THE Amount areas FOR SALARIES AND WAGES PAID		Amount
Total Salaries and Wages Paid		184,865

Part V Debt Outstanding, Issued, and Retired

Transit subsidies

A. Long-Term Debt

Purpose	Debt During the Fiscal Year						Debt Outstanding JUNE 30, 2023		
	Line	Debt Outstanding JULY 1, 2022	Issued	Retired	General Obligation	TIF Revenue	Revenue	Other	Interest Paid This Year
Water Utility	1.								
Sewer Utility	2.	2,853,000					116,378		42,484
Electric Utility	3.								
Gas Utility	4.								
Transit-Bus	5.								
Industrial Revenue	6.								
Mortgage Revenue	7.								
TIF Revenue	8.								
Other Purposes / Miscellaneous	9.	35,168							1,037
GO	10.	1,434,000			67,000				25,095
Parking	11.								
Airport	12.								
Stormwater	13.								
Section 108	14.								
Total Long-Term		4,322,168	0	0	67,000	0	133,706	0	68,616

B. Short-Term Debt Amount

Outstanding as of July 1, 2022

Outstanding as of JUNE 30, 2023

Part VI

DEBT LIMITATION FOR GENERAL OBLIGATIONS

Actual valuation -- January 1, 2021

Amount

55,966,739

x.0.5 = \$

2,798,336.95

Part VII CASH AND INVESTMENT ASSETS AS OF JUNE 30, 2023

Type of asset

Cash and investments - Include cash on hand, CDs, time, checking and savings deposits, Federal securities, Federal agency securities, State and local government securities, and all other securities. Exclude value of real property.

Bond and interest funds (a)

Bond construction funds (b)

Pension/retirement funds (c)

All other Funds (d)

Total (e)

1,866,981

1,866,981

If you budget on a NON-GAAP CASH BASIS, the amount in the Total above SHOULD EQUAL the above summed amounts on the sheet All Funds P1: Ending fund balance, column C PLUS the amounts in the shaded Note area.

Notes & Remarks
REMARKS

RESOLUTION 2023-??

**A RESOLUTION APPROVING
THE 2022 - 2023 ROAD USE REPORT
FOR THE CITY OF MAXWELL, IOWA**

WHEREAS, the City Clerk has completed and submitted the 2022-2023 road use report for the Maxwell City Council's review; and,

WHEREAS, upon approval of the council, this report will be submitted electronically to the Iowa Department of Transportation; and,

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Maxwell, Iowa that the city clerk is hereby authorized to submit the 2022-2023 road use report.

SEE ATTACHED REPORT

PASSED BY THE CITY OF MAXWELL, IOWA, ON THIS 13th DAY OF NOVEMBER, 2023.

DALE HIGGINS, MAYOR

ATTEST:

DEB HAYES, CLERK



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2023
Maxwell
11/21/2023 12:06:05 PM

Expenses

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & 700)	Grand Total
Salaries - Roads/Streets		\$660					\$660
Benefits - Roads/Streets		\$69					\$69
Building & Grounds Maint. & Repair		\$4,269					\$4,269
Vehicle & Office Equip Operation and Repair		\$6,483					\$6,483
Street Lights	\$26,906						\$26,906
Other Utilities		\$378					\$378
Engineering					\$62,696		\$62,696
Payments to othe agencies					\$2,000		\$2,000
Street Maintenance Expense		\$38,953					\$38,953
Vehicles		\$4,591					\$4,591
Transfer Out		\$55,800					\$55,800
Snow Removal		\$2,350					\$2,350
Total	\$26,906	\$113,553			\$64,696		\$205,155



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2023
Maxwell
11/2/2023 12:06:05 PM

Revenue

	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & 610)	Grand Total
Levied on Property	\$26,906		\$0	\$0			\$26,906
State Revenues - Road Use Taxes		\$118,208					\$118,208
Charges/fees						\$0	\$0
Transfer In					\$55,800		\$55,800
Total	\$26,906	\$118,208	\$0	\$0	\$55,800	\$0	\$200,914



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2023
Maxwell
11/2/2023 12:06:05 PM

Bonds/Loans

Bond/Loan Description	Principal Balance As of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance As of 6/30
Total						



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2023
Maxwell
11/2/2023 12:06:05 PM

Equipment

Description	Model Year	Usage Type	Cost	Purchased Status
Caterpillar 420 Backhoe	2021	Purchased	\$103,573	No Change
Ford F350 Pickup	2000	Purchased	\$16,900	No Change
John Deere Tractor 5101	2013	Purchased	\$49,021	No Change
GMC\Chevy Truck - pickup	2021	Purchased	\$49,700	No Change
Chevrolet Silverado 3500	2011	Purchased	\$26,809	No Change



Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2023
Maxwell

11/2/2023 12:06:05 PM

Street Projects

Project Description	Contract Price	Final Price	Contractor Name
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Bureau of Local Systems
Ames, IA 50010

City Street Finance Report

Fiscal Year 2023
Maxwell
11/21/2023 12:06:05 PM

Summary

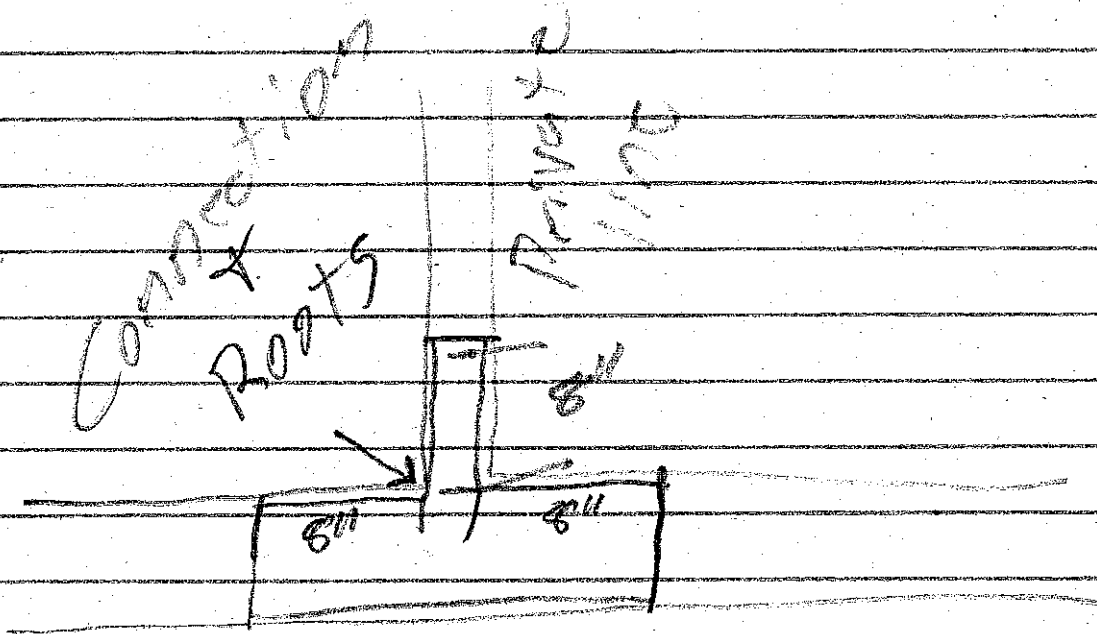
	General Fund Streets (001)	Road Use (110)	Other Special Revenues	Debt Service (200)	Capital Projects (300)	Utilities (600 & 400)	Grand Total
Beginning Balance	\$0	\$169,954	\$0	\$0	\$76,658	\$0	\$246,612
SubTotal Expenses (-)	\$26,906	\$57,753			\$64,696		\$149,355
Transfers Out (-)		\$55,800					\$55,800
Subtotal Revenues (+)	\$26,906	\$118,208	\$0	\$0		\$0	\$145,114
Transfers In (+)							\$55,800
Ending Balance	\$0	\$174,609	\$0	\$0	\$67,762	\$0	\$242,371

Resolution Number:
Execution Date:
Signature:

#74

The annual cleaning & televising of the sewer lines was done Oct 5th. Tony has left the report for viewing. CIT Sewer Solutions didn't find any problems with our lines but did find problems with residential connections.

They have sent an estimate of what it would cost to put Tyger Wye connections in. They would go in and do a similar procedure as sliplining. There is also a drawing from Tony that shows the connection.



Main line

Tygon wye



Central Iowa Televising LLC Phone +1 515-291-9310
 530 Dubois Avenue Email coltin@citsewer.com
 McCallsburg, IA 50154 Web citsewer.com

Estimate
 #EST 1038

CIT Sewer Solutions

Service Address

City of Maxwell
 107 Main St
 Maxwell, Iowa 50161-4489
 Phone: 515-215-0153

Summary Maxwell FY2024 Rehab Proposal

Item	Description	Price	Qty	Amount
Mobilization	Mobilization	\$309.60	4.00	\$1,238.40
Cleaning and Televising	Root Cutting - Per Foot	\$1.65	183.40	\$302.61
Lateral Launch	Lateral Launch - Per Lateral	\$400.00	1.00	\$400.00
Robotic Cutting - Hourly	Hourly Robotic Cutting - Estimated Time	\$500.00	4.00	\$2,000.00
LCR - Lateral Connection Repair	8" x 6" Tyger Wye	\$3,750.00	7.00	\$26,250.00
LCR - Lateral Connection Repair	8" x 4" Tyger Wye	\$3,500.00	4.00	\$14,000.00
Subtotal				\$44,191.01
Tax				\$0.00
Total				\$44,191.01

Notes:

Quantity is subject to change once root cutting and prep work have been completed. Some Tyger Wye's may not be beneficial to the City and should be addressed with the homeowner.

I agree to pay the cost of services as specified above.

Customer Signature

Date

10/18/2023



IDLE TIME: \$300/hour – Time exceeding 20 min for water fill, debris disposal, customer representative authorizations, or other factors not related to CIT’s responsibilities while performing agreed job scope will be considered Idle Time and shall be charged at a prorated rate once that limit is exceeded.

CHANGE ORDER: Request for any additional work not included in the provisions of these specifications will be negotiated between Customer and CIT via Change Order. Must be signed and dated by all parties before additional work can begin.

PAYMENT: Payment will be made at the unit prices listed above. Customer will pay CIT in full for all completed work within 30 days of invoice date. If payment is not received within 30 days, a 4% finance will be added to invoice. 25% surcharge fee on legal and/or collection fees to collect delinquent invoices.

PLANS: Customer will provide maps or prints of sewer lines to be cleaned and inspected. The lines that are scheduled for inclusion in the project will be clearly marked/highlighted. Customer will provide reference numbers for all manholes. CIT will use the city’s reference numbers on the written and video reports.

SCHEDULING AND EXECUTION OF WORK: Customer will give CIT a notice to proceed after all contracts have been executed and all necessary forms or insurance certificates have been collected by either CIT or the Customer. Customer and CIT will establish a schedule that identifies a project itinerary that is mutually beneficial to both parties within the performance period.

WORK AND MATERIALS PROVIDED BY CUSTOMER:

Customer will provide the following at no cost to CIT:

- 1) Community awareness that sewer maintenance is scheduled with CIT.
- 2) Instructions for CIT on how to respond to residents that approach CIT during the project.
- 3) Inform CIT of history of sewers with known sewer system failures.
- 4) Legal and physical access to manholes on portion of sewer included in the project
- 5) Exposure of buried manholes and seized manhole lids loosened prior to CIT mobilizing.
- 6) Any excavation, opening, back filling and/or repair of sewers and/or streets required to remove CIT’s equipment caught in the sewer pipe due to sewer defects.
- 7) A person to act as a liaison between Customer and CIT for the duration of the project that will also be able to familiarize CIT with locations of sewers and manholes.
- 8) Water for cleaning sewer and access to nearest fire hydrant.
- 9) A secure storage area to accommodate CIT’s equipment, vehicles, and materials.
- 10) A location near worksite where debris removed from sewer cleaning can be deposited.

WORK AND MATERIALS PROVIDED BY CIT:

Sewer Cleaning:

- 1) Sewers will be cleaned by removing grit, loose solids, and grease.
- 2) There will be no more than 5% of the pipe diameter of these types of debris left in the lines prior to televising. This does not include the removal of hard deposits.
- 3) The cleaning equipment with truck mounted combination water jet/vac unit. Prior to the sewer cleaning operation, Customer and CIT will agree upon a sewer cleaning sequence. In general the sewer cleaning process will proceed from the upper ends of each sewer basin to the lower ends.
- 4) Debris will be removed by vacuum to prevent workers from entering manholes. CIT will collect and transport all debris removed during the sewer cleaning operations to the facility of Customer choice

CIPP Lateral Connection Repair:

- 1) Comply with ASTM F1216 and Sudas 2020 Section 4050 – Pipe Rehabilitation

Sewer Inspection:

- 1) Video Inspection will be performed by a NASSCO certified PACP operator.
- 2) CIT will perform closed circuit video inspections of the sewer using current state of the art technology and trained employees.
- 3) CCTV camera will be high resolution color with adjustable iris focus.
- 4) CCTV camera will have pan and tilt capabilities that allow up close and right-angle inspections of defects and other significant observations.
- 5) Video camera will be equipped with 1,000' of video cable.
- 6) Video camera, television monitor, and other components of the video system will produce a high-quality video image.
- 7) Footage distance measured by the video system will be accurate within 1% and will be used to determine footages for reporting and billing purposes. The center line between manholes will be the reference points used to determine footage measurements.

Sewer Inspection Reporting:

- 1) Video inspection and reporting software will be NASSCO approved software.
- 2) All observations will be chosen from a standard table of descriptions incorporated in the video reporting software.
- 3) CIT will make a color recording on a flash drive of all sewers inspected and will provide a corresponding paper report generated by the video inspection software. The video recording will include on-screen observation identifications that label continuous footages, defects, pipe diameter, direction of flow, direction of viewing, manhole and street reference locations. Video inspections recorded on a flash drive allow indexing of video files for faster viewing by Customer.

INSURANCE:

CIT will maintain General Liability and Auto Liability Insurance throughout the duration of the contract with limits not less than \$1,000,000 General Liability, \$1,000,000 Auto and \$1,000,000 Workers Compensation Employers Liability. Proof of insurance in the form of an insurance certificate will be issued to the Customer prior to the start of the project.

ADDITIONAL COMMENTS/REQUESTS/ADDENDUMS BETWEEN CUSTOMER AND CIT:

Customer Scheduling Coordinator

Phone Number

Name and address of the person reports should be sent to:

Name and address or email invoices should go to:

Preferred invoice method: Emailed Mailed

Executed contracts may be emailed or mailed to:

libby@citsewer.com

CIT Sewer Solutions

PO Box 203

McCallsburg, IA 50154

#71

Cemetery Mowing

It's that time of year again. The question is do we want to continue using Alternative Services, Tim Peter, or go out to bid. We usually stay with the same person for 1-3 years unless there is some reason to go out to bid.

I did talk to Tim, and he is willing to continue with the job. However, he will be going from \$590 a mowing to \$650 a mowing.

75

Example City Budget Process Calendar

The calendar is a general example of how to schedule your budget process. Please note the following:

- Check with your local paper and document the official publication day of your newspaper and when they need your notice. This will allow you to plan accordingly so you can meet these tight deadlines.
- The dates are recommendations based on suggested "not later" dates. These dates reflect meeting the April 30 deadline providing for the possible dates of publications and hearings. Remember, notices must be published/posted not less than 10, not more than 20 days before the hearing date in the official city newspaper.
- You can publish your first notice ahead of the required property tax notice mailing BUT the hearing itself should not take place prior to a window in which residents receive the mailing. We ask that you have your hearing on the property tax levy no earlier than March 25th in order to allow the mailings a chance to get to the citizens.

Example Budget Process Calendar

Two Meetings a Month on First and Third Tuesday

- Rollback released by Dept. of Revenue November 1
- Budget forms released by Dept. of Management First Week of December
- Taxable Valuation entered into DOM valuation and budget system by County Auditors January 1
- Gather budget requests from departments / stakeholders By January 1
- Put together preliminary budget and hold budget workshops w/ City Council Jan 2, Jan 16, Feb 6 and/or Feb 20
- Set April 2 hearing date for the Property Tax Levy Hearing February 6 or Feb 20
- Create a proposed tax rate levy and set a public hearing date for the proposed property tax levy; enter these items into DOM software so they can be transferred to County Auditor's Office for required mailing Not later than March 5 (Statutorily required by March 15)
- Mailing of truth-in-taxation statements is completed by the County Auditor March 20
- Publish / post notice of public hearing not less than 10, not more than 20 days prior to the date of the proposed levy rate public hearing Must be published between March 13 - 23
- Hold Property Tax Levy Hearing – only item on the agenda for this meeting April 2
- Set April 23 public hearing date for the full budget adoption hearing at a second Meeting on April 2; must be a separate meeting from the Property Tax Levy Hearing April 2
- Publish notice of public hearing for the full budget adoption Must be published between April 3 -13
- Hold special meeting or move April 16 meeting to April 23 public hearing on budget adoption and adopt the budget April 23
- Submit budget in online system and to County Auditor Not later than close of business on April 30

CITY OF MAXWELL, IOWA
MAXWELL CITY COUNCIL REGULAR MEETING
MONDAY, OCTOBER 2, 2023, 6:00 P.M. CITY HALL

1. The meeting was called to order by Mayor Dale Higgins at 6:00 P.M.
2. Roll call was answered by Steve Gast, Lauryn Myers, Meggen Lawrence, Doug Miller, & Ken Jans. Visitors: Sue Philpott, Jody Gast, Steve Flickinger, & Jayne Underhill.
3. A motion to approve the agenda was made by Myers. Jans seconded. 5 ayes.
4. Citizens Forum
 - a. NA
5. Departmental Reports
 - a. Sheriff – Report on file.
 - b. Fire – Report on file – Fall Breakfast Oct 28th. Derek Rothe would like to join Fire Department and EMS Department.
 - c. EMS – Report on file. Gast moved to accept Derek Rothe to the Fire & EMS Departments. Miller seconded. 5 ayes.
 - d. Library – Report on file. The library is closed due to renovations. They are painting, putting in new flooring and new blinds.
 - e. Public Works- Report on file. Flushing hydrants this month. Tony Passed his wastewater grade 2 license.
 - f. City Clerk- Report on file. Clerk would like to invite local photographers and artists to display their work in city hall. This would add some color and promote local talent. All were in favor of this idea but would like to see artwork depicting the Maxwell area. Lauryn volunteered to help with this project.
 - g. Engineer – Report on file
 - h. Parks and Open Space Board – Jody Gast was present. Flower sales raised \$1,000. The city is now a part of the Community Visioning Grant. For \$85,000. Jody gave special thanks to Casady Myers for all her work on the flower sale and getting donations.
6. Business
 - a. Discussion and Action on Livestock Permit for 515 South St- Gast moved to approve the livestock permit for 515 South St. Lawrence seconded. 5 ayes. Manure will be hauled away and spread on fields.
 - b. Discussion and Action on Ordinance changes to City Code on Trees- These amendments are being made to help the city become a Tree City USA. This would allow us to score higher on grants. Discussion on what the city would be required to do if becoming a Tree City USA. The Parks & Open Space Board would be the responsible party to maintain the status. Gast moved the presented ordinance changes to Chapter 24, Chapter 25, and Chapter 151 be drafted in amendment form with the title AMENDMENTS TO CHAPTERS 24, 25, AND 151 OF THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, REGULATING PUBLIC TREES AND ESTABLISHING RESPONSIBILITIES FOR THEM and that the Clerk publish the title so as to allow approval of the ordinance in a single reading at the November 13th meeting of the Council. Lawrence seconded. 5 ayes.
 - c. Discussion and Action on Tree Management Plan. – Jody Gast explained that this plan is a comprehensive plan for trees in the city. The Parks and Open Spaces

recommended approval by the City Council. Gast moved to adopt the Tree Management Plan. Myers seconded. 5 ayes.

- d. Discussion and Action on Ordinance Change to Limit the Length of Time a Vehicle can be Parked in ROW – Gast moved the presented ordinance change to Chapter 69.05 entitled AN AMENDMENT TO THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, TO LIMIT THE LENGTH OF TIME A VEHICLE CAN BE PARKED ON PUBLIC PROPERTY TO NO MORE THAN SEVEN DAYS AND ESTABLISHING FINES FOR PARKING VIOLATIONS be sent for publication by the Clerk so as to allow approval of the ordinance in a single reading at the November 13th meeting of the Council. Jans seconded. 5 ayes. Tickets can be written by mayor, public works director, and peace officers.
- e. Discussion and Action on Ordinance Change to Designate No Parking Zones – Discussion on no parking zone on Rock Creek was discussed along with parking zones around school. Gast moved the presented ordinance changes to Chapter 69.08 be drafted in amendment form with the title AN ORDINANCE AMENDING THE CITY OF MAXWELL, IOWA, CODE OF ORDINANCES RESTRICTING PARKING IN SPECIFIC AREAS. and that the Clerk publish the title so as to allow approval of the ordinance in a single reading at the November 13TH meeting of the Council. Myers seconded. 5 ayes.
- f. Discussion and Action on Ordinance Change Establishing Restrictions for Accessory Buildings– Gast moved the presented ordinance change to Chapter 165.09, 165.10, and 165.14 be entitled AN AMENDMENT TO THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, ESTABLISHING RESTRICTIONS FOR ACCESSORY BUILDINGS and that the amendments be referred to Planning and Zoning for recommendation to the Council and that the Clerk publish the title no later than November 2nd by sending the title to the publisher no later than October 27th to allow approval of the ordinance at the November 13th meeting of the Council. Miller seconded. 5 ayes.
- g. Discussion and Action on Resolution Transferring between Funds and Zero Out Accounts – Gast moved to approve a Resolution Transferring between Funds and Zero Out Accounts. Myers seconded. 5 ayes.
- h. Discussion and Action on Solar Energy Ordinance– Gast moved the presented ordinance changes to Chapter 165.02 and new section 165.14 be drafted in amendment form with the title AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF MAXWELL, IOWA, ALLOWING SOLAR ENERGY SYSTEMS and that the amendments be referred to Planning and Zoning for recommendation to the Council and that the Clerk publish the title no later than November 2nd by sending the title to the publisher no later than October 27th for first reading at the November 13th meeting of the Council. Lawrence seconded. 5 ayes.
- i. Discussion and Action on Cameras in Problem Areas – Discussion on the problems at the yardwaste and park restrooms. Trail cams need to be put back up. Dale will investigate new and faster cameras than the trail cams.
- j. Discussion and Action on the City Paying for Water Utilities. – It was discussed that the city areas will start paying for their use of water & sewer services. This is due to the debt from WWTP Improvements and the upcoming improvements to the water plant. The charges will start July 1st 2024.

6. Council and Mayor Reports –

- a. Steve Gast- 1) Inventory of all street inlets - Steve would like to direct the Public Works Director to locate and inventory the storm water inlets, size, and type, and to map where they are and where they go. 2) Occupancy of campers/trailers in the ROW or on private property -Steve has received complaints about this subject. The council has talked about it in the past and decided not to change ordinances on this subject. 3) We have a contract with the DNR to water the new trees on a maintenance plan. The city needs to have a way to track it, using a log sheet and map of trees. This is a part of becoming a Tree City. 4) Status of existing nuisance complaints – The nuisances from last fall never were followed through. It should be sent out to look at again.
- b. Lauryn Myers- a) Lauryn talked about when to turn in her resignation. Her last day will be October 31st. b) A major SCCF Grant will be turned in for the disc golf course. This would be a \$25,000 grant and would need \$15,000 matching fund. There are enough donations that the matching funds could be covered.
- c. Doug Miller – 1) OOR Grants are about done, with one person to turn in information for payout. 2) Doug talked about departments getting their reports to the clerk in a timely fashion. 3) Doug talked about the parking signs along the football field. New ones need to be ordered and with no parking this side. Ordinance needs to be changed.
- d. Ken Jans – Ken asked the status of the tree removal and how many have been taken down. We need a report from the contractor to Tony.
- e. Dale Higgins – 1) Dale talked about the Community Vision Grant. 2) He also talked about a grant through Byers that would tie in with the Vision Grant

9. Consent Agenda

- a. Gast moved to approve the consent agenda. Myers seconded. 5 ayes.
- b. Bills presented were as follows:

10. Adjourn. A motion to adjourn the meeting at 8:30 P.M. was moved by Lawrence. Seconded by Myers. 5 ayes

THE NEXT REGULAR MEETING WILL BE NOVEMBER 13, 2023 AT 6:00 P.M.

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

CLAIMS REPORT
Vendor Checks: 10/01/2023-11/13/2023

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
ACCESS	MONTHLY PRINTER RENT	220.83		30580	10/04/23
ACCESS	MONTHLY PRINTER RENT	203.75	424.58	30639	11/01/23
AFLAC	AFLAC CANCER		144.42	30605	10/19/23
ALLIANT ENERGY	MONTHLY UTILITY BILL		7,543.44	30608	10/19/23
ALTERNATIVE SERVICES	SEPTEMBER CEMETERY MOWING	1,770.00		30609	10/19/23
ALTERNATIVE SERVICES	OCTOBER MOWINGS	1,180.00	2,950.00	30640	11/01/23
AMAZON CAPITAL SERVICES	1LG3-TTDWM6WP-PRIME MEMBERSHIP		308.74	30641	11/01/23
BADGER METER	80136111-CELLULAR READS		872.10	30642	11/01/23
BIBLIONIX	APOLLO SUBSCRIPTION & GABBIE		910.00	30643	11/01/23
CALDWELL, BRIERLY, & CHALUPA LLC	Mchone Dr Vacation		254.00	30581	10/04/23
CARPET ONE FLOOR & HOME	LIBRARY FLOOR-CARPET & TILES		7,037.13	30644	11/01/23
CENTRAL IOWA DISTRIBUTING, INC	T-PAPER, ROLL TOWEL, REFILLS		291.00	30582	10/04/23
CENTRAL IOWA SHORTLINE LLC	#27895,27911,27916	33.74		30583	10/04/23
CENTRAL IOWA SHORTLINE LLC	#28068,28081,28104,28111	1,272.08		30610	10/19/23
CENTRAL IOWA SHORTLINE LLC	#28415-ANTIFREEZE	77.00	1,382.82	30645	11/01/23
CHEM-SULT, INC	SODIUMHYPOCHLORITE	479.00		30584	10/04/23
CHEM-SULT, INC	SODIUMHYPOCHLORITE & PHOSPHATE	897.80	1,376.80	30611	10/19/23
CIT SEWER SOLUTIONS	FY2024 MAINTENANCE CONTRACT		11,443.22	30612	10/19/23
CONSUMERS ENERGY	RCH ELECTRIC		46.50	30613	10/19/23
DIAMOND VOGEL	PAINT FOR LIBRARY		549.30	30585	10/04/23
FELD FIRE	BUNKER GEAR		8,820.75	30586	10/04/23
gWORKS	ANNUAL LICENSE & PRODUCT SUPPR		5,646.00	30614	10/19/23
INDEPENDANT PUBLIC ADVISORS	QUARTERLY RETAINER		2,000.00	30615	10/19/23
IOWA ASSC OF MUNICIPAL UTILITY	TONY NESS/SCOTT JOHNSON		530.00	30616	10/19/23
IOWA DEP OF NATURAL RESOURCES	ANNUAL WATER USE FEE 2024		115.00	30587	10/04/23
IOWA ONE CALL	LOCATES		28.30	30646	11/01/23
IOWA REGIONAL UTILITIES ASSOC	RCH WATER	373.12		30588	10/04/23
IOWA REGIONAL UTILITIES ASSOC	RCH WATER	312.26	685.38	30647	11/01/23
IOWA RURAL WATER ASSOCIATION	COMMUNITY DUES MEMBERSHIP		305.00	30648	11/01/23
IPERS	IPERS		2,329.70	30607	10/19/23
ISU TREASURER'S OFFICE	RADIO SUBSCRIBER FEES		7,085.11	30655	11/01/23
JOHN DEERE FINANCIAL	ARM FOR ZERO TURN LAWNMOWER		186.08	30617	10/19/23
LL PELLING CO	ROAD IMPROVEMENTS		41,912.80	30589	10/04/23
LOGSDON'S GROCERY	COFFEE, FILTERS, POP, T-TISSUE		181.12	30590	10/04/23
MATTHEWS WHITE PLUMBING	#11171657-77 & 78 MAIN ST		1,587.16	30618	10/19/23
MAXWELL STATE BANK	FED/FICA TAX		3,552.15	30606	10/19/23
MEBULBS	LIGHT BULBS		113.88	30591	10/04/23
MICROBAC LABORATORIES	TESTING		428.50	30619	10/19/23
MIDWEST BREATHING AIR LLC	QUARTERLY AIR TEST		642.76	30649	11/01/23
MYERS CONCRETE CONST	STREET PATCH FOR MAIN STREET		1,000.00	30592	10/04/23
NEW CENTURY FS	GAS & DIESEL		957.04	30620	10/19/23
PRATT SANITATION INC	MONTHLY GARBAGE	5,335.04		30593	10/04/23
PRATT SANITATION INC	MONTHLY GARBAGE	5,482.17	10,817.21	30650	11/01/23
ROGER OCHOA	PAINTING/HANDYMAN SERVICES		500.00	30651	11/01/23
SAFE BUILDING LLC	building & electrical permits		225.00	30594	10/04/23
SANDRY FIRE SUPPLY, LLC	#INV030909-MISC ITEMS	1,317.05		30621	10/19/23
SANDRY FIRE SUPPLY, LLC	#INV-030960 -KEVLAR BLACK HOOD	442.90	1,759.95	30652	11/01/23
SNYDER & ASSOCIATES	#1231001.01-1-WOODLAWN STORM		2,697.00	30595	10/04/23
STORY COUNTY ANIMAL CONTROL	3 CATS & 1 DOG COMPLAINT		140.50	30622	10/19/23
STORY COUNTY TREASURER	LAW ENFORCEMENT -2ND QTR 2324		14,345.30	30623	10/19/23
U.S. BANK	BLINDS & MENARDS		3,335.87	30624	10/19/23
US CELLULAR	MONTHLY CELL PHONE	223.70		30596	10/04/23
US CELLULAR	MONTHLY CELL PHONE	224.09	447.79	30653	11/01/23
WINDSTREAM	#091143516-INTERNET & TELEPHON	587.42		30597	10/04/23

CLAIMS REPORT
Vendor Checks: 10/01/2023-11/13/2023

VENDOR NAME	REFERENCE	AMOUNT	VENDOR TOTAL	CHECK#	CHECK DATE
WINDSTREAM	091143516-INTERNET & TELEPHONE	598.83	1,186.25	30654	11/01/23
	Accounts Payable Total		149,095.65		

Payroll Checks

001	GENERAL		2,898.07		
600	WATER		1,101.97		
610	SEWER		1,101.97		
	Total Paid On: 10/04/23		5,102.01		
001	GENERAL		3,055.01		
600	WATER		1,293.31		
610	SEWER		1,293.30		
	Total Paid On: 10/19/23		5,641.62		
001	GENERAL		2,753.60		
600	WATER		1,173.41		
610	SEWER		1,173.41		
	Total Paid On: 11/01/23		5,100.42		
	Total Payroll Paid		15,844.05		
	Report Total		164,939.70		

GENERAL	\$ 80,854.18
ROAD USE TAX	\$ 44,565.50
WATER	\$ 14,700.89
SEWER	\$ 24,819.13
TOTAL FUNDS	\$ 164,939.70

Revenues	October	
001 General		\$ 119,933.40
110 Road Use Tax		\$ 9,644.06
112 Employee Benefits		\$ 8,191.62
119 Emergency Funds		\$ 2,967.75
120 Utility Franchise		\$ 7,244.31
121 Local Option		\$ 11,771.36
200 Debt Service		\$ 35,069.56
600 Water		\$ 13,625.23
610 Sewer		\$ 26,602.31
TOTAL FUNDS		\$ 235,049.60