

CITY OF MAXWELL, IOWA  
MAXWELL CITY COUNCIL REGULAR MEETING  
MONDAY, JULY 10, 2023, 5:00 P.M. CITY HALL

1. The meeting was called to order by Mayor Dale Higgins at 5:00 P.M.
2. Roll call was answered by Steve Gast, Lauryn Myers, Meggen Lawrence, & Doug Miller. Ken Jans is in at 5:51. Visitors: Wes Farrand, Greg Piklapp, Shelly Balke, Mitzi DeGroot, Shawn Carlon, Sue Philpott
3. A motion to approve the agenda with moving 7c, 7f, & 7h after Citizens Forum was made by Gast. Lawrence seconded. 4 ayes.
4. Citizens Forum
  - a. Sue Philpott – 1) Sue would like update on park restroom. Renovation is complete. 2) Sue is tired of the fireworks going off near her. She would like to see fireworks banned in city limits. There was discussion on a new ordinance and whether it would be feasible. 3) Sue would like to see the newsletter go out on the website since there hasn't been one.

7c. Discussion and Action to Approve a Resolution Proposing to Vacate Property in Maxwell, Iowa, and setting Time for Hearing and Prescribing Notice Thereof – Gast approve a Resolution Proposing to Vacate Property in Maxwell, Iowa, and setting Time for Hearing and Prescribing Notice Thereof. Lawrence seconded. 4 ayes. Steve gave some history on this parcel of ground. His only concern is that the deed would get recorded this time around.

7f. Discussion and Action on Permit for Fireworks During Old Settlers – Gast moved to approve a permit for fireworks during Old Settlers. Miller seconded. 4 ayes. One of the requirements is that the fireworks be separated from people. Gast moved to close yard waste during Old Settlers. Lawrence seconded. 4 ayes. A sign will need to be posted.

7h. Discussion and Action on Awarding the Owner-Occupied Grants – Nine applications were considered. Three applicants were presented to the council for approval. Gast moved to approve Robert Barton, Jim Tongay and Mary Coate for the Owner-Occupied Grant. Myers seconded. 5 ayes. The 6 remaining applicants will remain on file for a year. They will be eligible for the next round of funds or if one of the current awardees withdraws from consideration.

5g. Engineer Report – Wes Farrand was present 1) Baldwin St Project – The CDBG application is in progress. The environmental report is about complete. 2) High School Project – Doug & Wes have been keeping updated on this project. 3) Water Plant Wastewater – There are several plans for this project. The plan that is being talked about is to use a lift station to pipe the wastewater over to the sewer main on Main St to send it to the wastewater treatment plant. 4) Woodlawn St Drainage Project – Scope of work and Fees contract is ready and can be discussed at next meeting. . 5) Doug asked if the different options for Baldwin St have been updated. The engineer that is working on it is out of the office. Lauryn was wondering if we need to think outside of the box for funding for this project. Engineers are looking into different funding. 5) Flood Plain Levee south of Maxwell – FEMA Maps show it as an agricultural levee, so it doesn't figure into the floodplain plan for the city.

6. Public Hearing
  - a. NA.

## 7. Business

- a. Discussion and Action on Project Review Process for City of Maxwell – Shelly Balke was present to ask the council to amend the Planning & Zoning ordinance to include a process for a site plan review. A committee of 2 Planning & Zoning Shelly, Ken, Lauryn, and Joe was made to create a plan review for the council to review.
- b. Discussion and Action on Poultry Permit for 405 5<sup>th</sup> St –. Jans moved to defer the permit until it was properly filled out. Gast seconded. 5 ayes.
- d. Discussion and Action on a Resolution Setting the Time and Place of a Public Hearing on the Approval of a Community Development and Housing Needs Assessment for the City of Maxwell, Iowa.– Gast moved to approve a Resolution Setting the Time and Place of a Public Hearing on the Approval of a Community Development and Housing Needs Assessment for the City of Maxwell, Iowa. Myers seconded. 5 ayes.
- e. Discussion and Action on a Resolution Setting the Time and Place of a Public Hearing on the submission of CDBG Application for the City of Maxwell, Iowa – Gast moved to approve a Resolution Setting the Time and Place of a Public Hearing on the submission of CDBG Application for the City of Maxwell, Iowa. Miller seconded. 5 ayes.
- g. Discussion and Action on 2023-2024 LP Gas Contract – Gast moved to approve LP contract using the prepaid version. Jans seconded. 5 ayes
- i. Discussion and Action on Tax Abatement Continuation - Miller mover to work on the Urban Revitalization plan and create a new tax abatement with the help of Greg Piklapp. Myers seconded. 5 ayes

Gast moved to move 7k Tif Districts before 7j Annexation of Property. Jans seconded. 5 ayes.

- k. Discussion and Action on TIF Districts -Greg Piklapp talked about the process for a TIF district and if we are going to annex property what should happen with TIF. .
- j. Discussion and Action on Annexation of Property – Greg Piklapp talked about the steps for annexing land. He will work with Doug and the clerk to get these steps in place. Gast moved to proceed with steps as discussed for an annexation and TIF district. Myers seconded. 5 ayes.
- l. Discussion and Action to Authorize Mayor to Sign Contract for Annual Audit –Gast moved to hire Faller, Kincheloe & Co, PLC to do the required financial audit. Lawrence seconded. 5 ayes.
- m. Discussion and Action on Resolution Transferring between Funds for Expenditures Approved for FY2023 Budget – Gast moved to approve Resolution Transferring between Funds for Expenditures Approved for FY2023 Budget. Myers seconded. 5 ayes Gast moved to close the session to the public per state code. Miller seconded.
- n. Approve Motion to go into closed session according to chapter 21.5(i) to evaluate the professional competency of an individual whose appointment hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual’s reputation and that individual requests a closed session.- Resolution Transferring between Funds for Expenditures Approved for FY2023 Budget- Gast moved to close the session to the public per state code. Miller seconded. 5 ayes. Gast moved to open session to public Lawrence seconded. 5 ayes.
- o. Discussion and Action on Posting Deputy Clerk Position – Gast moved to post deputy clerk position until July 31, 2023 at noon. Miller seconded. It was suggested to add 20 hours per week with some evenings for meetings.

## 6. Council and Mayor Reports –

- a. Steve Gast- 1) Steve asked the status of hiring a tree service. He would like a special meeting to decide. Lauryn stated that there were higher priorities than the trees. It was decided to wait until the August meeting to select a tree service.
- b. Lauryn Myers- When is the divot in Baldwin going to be fixed? Dale will talk to Tony about it.
- c. Doug Miller – The bandstand needs to be painted at the bottom where the bricks are. If Tony can get the paint, then Doug will try to get some high schoolers to paint for silver cord hours.
- d. Dale Higgins – 1) Dale asked about the coffee shop and if it had a peddler’s permit. Since it is on private property it does not need a peddlers permit but will need state sales tax and food permits. Dale talked about enforcing the parking rules around town. What is the process, do we have any tickets, and can we just give warnings? Steve will give the process that was created when he was mayor to Dale.

5 Department Reports

- a. Sheriff Report – Written Report on File.
- b. Fire – Written report on file.
- c. EMS – Written report on file. There were questions on what a lift assist was.
- d. Library – Written report on file.
- e. Public Works – Written report on file. Where in the process to hire a new assistant? Interviews are set-up. Next budget year it might be a good project to scrape off the big rock on the park road and sealcoat it. It would be a good capital project.
- f. City Clerk – Written report on file. The council would like to have a newsletter posted to Facebook. A few printed for post office and city hall.
- e. Parks and Open Spaces Board – Some of the new trees are looking half dead. Need to check with Country Landscaping about replacing them.

9. Consent Agenda

- a. Gast moved to approve alcohol license for Old Settlers and Whimsical Wine Trailer, the June 5, 2023 minutes, and current bills. Miller seconded. 4 ayes., 1 Abstain-Gast
- b. Bills presented were as follows:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ACCESS	MONTHLY PRINTER RENT	194.83
AFLAC	AFLAC CANCER	226.86
ALTERNATIVE SERVICES	6 MOWINGS FOR MAY	3,540.00
AMAZON CAPITAL SERVICES	BOOKS & DVD	122.79
AMAZON CAPITAL SERVICES	113-9774118-6286650	884.14
CENTRAL IOWA SHORTLINE LLC	#26022,26072,26177	222.52
CHEM-SULT, INC	SODIUMHYPOCHLORITE	634.4
CHEM-SULT, INC	SODIUMHYPOCHLORITE & PHOSPHATE	1,008.80
CONSUMERS ENERGY	RCH ELECTRIC	46.5
GATEHOUSE DB IA HOLDINGS, INC	PUBLISHING LEGALS	808.99
INDEPENDANT PUBLIC ADVISORS	QUARTERLY RETAINER	2,000.00
IOWA DEP OF REVENUE	SALES TAX MAY 2023	99.78
IOWA DEP OF REVENUE	WET MAY 2023	571.22

IOWA FINANCE AUTHORITY	BOND WWTP	81,340.00
IOWA FINANCE AUTHORITY	WWTP LOAN	128,692.67
IOWA FINANCE AUTHORITY	SLIPLINING	12,570.00
IOWA LEAGUE OF CITIES	MEMBER DUES JULY2023-JUNE2024	872
IPERS	IPERS	1,952.18
JERICO SERVICES, INC	DUST CONTROL	4,007.50
LOGAN CONTRACTORS SUPPLY, INC	SPRING/FALL POTHOLE	896
LOGAN JIMENEZ	SRP BUBBLE SHOW	300
LOGSDON'S GROCERY	COFFEE,FILTERS,POP,WATER	114.35
MAXWELL STATE BANK	FED/FICA TAX	2,744.73
MEUSBURGER CONSTRUCTION, INC	CITY HALL REMODEL DOWN PAYMENT	25,000.00
MICROBAC LABORATORIES	KEYSTONE INC	481.5
MUNICIPAL MANAGEMENT CORP	LEAK SURVEY	800
NEW CENTURY FS	DIESEL & GAS	936.2
PATRIOT PLUMBING LLC	PUBLIC RESTROOM REMODEL	4,600.00
MAXWELL POST OFFICE	UTILITY BILL POSTAGE	100
PRATT SANITATION INC	APRIL & MAY GARBAGE	11,183.98
R MINI STORAGE	STORAGE UNIT	840
RITEWAY BUSINESS FORMS	CHECKS	197.42
SAFE BUILDING LLC	BUILDING & ELECTRICAL PERMITS	343.08
SNYDER & ASSOCIATES	#1230441.01-1WATER TREATMENT	4,750.50
TREASURER-STATE OF IOWA	STATE TAXES	1,099.24
TWISTED BOKAY	BALLOON STORYTELLING	425
U.S. BANK	BALLARD-INC-MOWER BLADES	301.34
U.S. BANK	TV GO PACK,BACKPACK,SPLINTS	1,813.76
U.S. POSTAL SERVICE	POST OFFICE BOX	80
US CELLULAR	MONTHLY CELL PHONE	223.69
USABlueBook	TESTING, REPAIR CLAMPS,SADDLE	1,667.55
WINDSTREAM	091143420-PHONES	368.8
Accounts Payable Total		299,062.32
Total Paid On: 6/14/23		4,763.60
Total Paid On: 6/28/23		4,518.60
Total Payroll Paid		9,282.20
***** REPORT TOTAL *****		308,344.52
GENERAL		61,890.97
ROAD USE TAX		5,504.96
DEBT SERVICE		81,340.00
WATER		12,660.92
SEWER		5,685.00
SEWER LOANS		141,262.67
TOTAL FUNDS		308,344.52

Expenses By Fund

06/01/2023-06/30/2023

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

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

10. Adjourn. A motion to adjourn the meeting at 8:50 P.M. was moved by Lawrence.  
 Seconded by Myers. 5 ayes

THE NEXT REGULAR MEETING WILL BE AUGUST 7, 2023 AT 5:00 P.M.

ATTEST: \_\_\_\_\_, Clerk      \_\_\_\_\_, Mayor  
                     Deb Hayes                                      Dale Higgins