

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. Sue Philpott – Sue asked about parking on Rock Creek Dr. She would like to see no parking on either side as it is a narrow road.
5. Departmental Reports
  - a. Sheriff – Report on file.
  - b. Fire – Report on file. Fire extinguishers will be inspected. There was a reminder for Tony to get the extinguishers from the Methodist Church and VFW Hall.
  - c. EMS – Report on file. Scott asked about selling the ambulance. Information is needed to create fliers.
  - d. Library – Report on file. The Halloween party was well attended. A shed is being investigated for storage. A reminder that they need to have shed approved by the city for insurance purposes. It was also asked why they needed storage. .
  - e. Public Works-Report on file .Ken mentioned the dead tree limbs that are hanging in the right of way. They need to be taken care of soon. .
  - f. City Clerk- Report on file. Talked about a shed for storage. Talked about sidewalk inventory for replacements. A budget amendment is needed for new expenses.
  - g. Engineer – Report on file Baldwin St project is on hold. Waiting to hear back on CDBG Grant. Preliminary plans for Woodlawn Stormwater Project should be done next month, The city was not selected for the REAP Grant for the HOINT Trail,
  - h. Parks and Open Space Board – NA.
6. Public Hearing
  - a. First Hearing of Amendments to Chapter 24, 35, and 151 of the City of Ordinances of the City of Maxwell, Iowa, Regulating Public Trees, and Establishing Responsibilities for them. – Gast moved to open to public. Miller seconded. 4 ayes. There was a recommendation from Parks and Open Spaces to proceed with the changes for the Tree City USA application. This would open the city up to more grants. Jans moved to close the public. Gast seconded. 4 ayes. Gast moved to approve the first reading of the ordinances regulating Public Trees and Establishing responsibilities for them and to waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings. Lawrence seconded. 4 ayes. .
  - 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. – Gast moved to open to the public. Jans seconded. 4 ayes. No Comments. Jans moved to close to the public. Gast seconded. 4 ayes. Doug mentioned that fines have doubled from the previous code. Sue Philpott wanted to know who enforced the ordinance. It would be the Mayor, Public Works

Director, or Police Officer. Further discussion on enforcement. Gast moved to approve the first reading of an ordinance amendment to limit the length of time a vehicle can be parked on public property to no more than 7 days and establishing fines for parking violations. And waive the 2<sup>nd</sup> and 3<sup>rd</sup> readings. Jans seconded, 4 ayes.

- c. First Reading of an Ordinance Amending the Code of Ordinances of the City of Maxwell, Iowa, Restricting Parking in Specific Areas. – Gast moved to open to the public. Miller seconded. 4 ayes. There was a discussion about parking on Rock Creek Dr. It included on which side no parking should be or if there should be restrictions on parking. Gast moved to close to the public. Miller seconded. 4 ayes. It was decided to send out letters to the residents of Rock Creek Dr to invite them to the next meeting to discuss the parking issue. Jans moved to approve the first reading of an ordinance amendment for restricting parking in specific areas. Gast seconded. 4 ayes.
- d. First Reading of an Ordinance Amending the Code of Ordinances of the City of Maxwell, Iowa, Allowing Solar Energy Systems - - – Gast moved to open to the public. Jans seconded. 4 ayes. The Planning & Zoning Board approved the ordinance with changes. Gast moved to close to the public. Lawrence seconded. 4 ayes. Gast move to approve the first reading of an ordinance allowing solar energy. Miller seconded. 4 ayes.

## 7. Business

- a. Discussion and Action on Appointment of City Council Position- Gast moved to publish a notice of intent to appoint a replacement council member. Jans seconded. 4 ayes.
- b. Discussion and Action on Raise for Tony Ness getting Grade 2 Wastewater License – Gast moved to give Tony Ness a \$1 raise for the Grade 2 Wastewater License. Lawrence seconded. 4 ayes.
- c. Discussion and Action on Scope of Services for WTP Pump Station Project. – Discussion on services that would be available under this contract. Gast moved to proceed with Scope of Services. Jans seconded. 4 ayes.
- d. Discussion and Action on Yardwaste, Automated Gate, Camera System, Permit Process for Yardwaste Use. – Dale discussed the various camera options that he researched. One company had a camera that would read license plates and allow that vehicle to have access to yardwaste via an automated gate. Dale will continue research.
- e. Discussion and Action on Electrical Contractors for electric to Yardwaste and Park Playground Shelter - Subject was put on hold until further information on cameras.
- f. Discussion and Action on Resolution Approving the 2022-2023 Annual Financial Report- Gast moved to approve the Annual Financial Report with corrections. Lawrence seconded. 4 ayes.
- g. Discussion and Action on Resolution Approving Road Use Report 22/23 – Gast moved to approve the Road Use Report Jans seconded. 4 ayes.
- h. Discussion and Action on Sewer Cleaning Results – Jans moved to defer until Tony could be available for discussion. Miller seconded. 4 ayes
- i. Discussion and Action on Hiring for Cemetery Mowing – Discussion on how to control the number of mowing per season. Jans moved to ask for bids and to get prices on mowers. Gast seconded. 4 ayes. Dale will write bid notice.

- j. Discussion and Action on Budget Planning for Fiscal Year 2024/2025- It was decided to wait on the capital improvement discussion until after the Visioning meetings. Budget schedule will start January 2<sup>nd</sup>, 15, and February 5. January's regular meeting will be January 8<sup>th</sup>.
6. Council and Mayor Reports –
- a. Steve Gast- Steve discussed the resolution assigning council members to committees.
  - b. Meggen Lawrence- Meggen discussed the lack of streetlights around the soccer field.
  - c. Doug Miller – 1) Doug talked about the meeting with the DNR on Flood Assistance. 2) Doug talked about what was talked about at the SCEDG meeting for a shared nuisance enforcer. 3) Loosing Local Option Sales Tax is a possibility. 4) Is there any progress of getting a grant writer? Jody Gast, Tara Huntrods, & Kathie Smith are working on some grants.
  - d. Ken Jans – Ken mentioned the junk that has been dumped by the trail bridge on Army Post Road. Also, the trail sign has been run over.
  - e. Dale Higgins – 1) dale is attending a meeting by Region 12 Council Government which will talk about the biggest threats for mitigation and grants for the projects. 2) Dale talked about the Community Vision Grant.
9. Consent Agenda
- a. Gast moved to approve the consent agenda. Jans seconded. 4 ayes.
  - b. Bills presented were as follows:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ACCESS	MONTHLY PRINTER RENT	\$220.83
ACCESS	MONTHLY PRINTER RENT	\$203.75
AFLAC	AFLAC CANCER	\$144.42
ALLIANT ENERGY	MONTHLY UTILITY BILL	\$7,543.44
ALTERNATIVE SERVICES	SEPTEMBER CEMETERY MOWING	\$1,770.00
ALTERNATIVE SERVICES	OCTOBER MOWINGS	\$1,180.00
AMAZON CAPITAL SERVICES	1LG3-TTDWM6WP-PRIME MEMBERSHIP	\$308.74
BADGER METER	80136111-CELLULAR READS	\$872.10
BIBLIONIX	APOLLO SUBSCRIPTION & GABBIE	\$910.00
CALDWELL,BRIERLY,& CHALUPA LLC	Mchone Dr Vacation	\$254.00
CARPET ONE FLOOR & HOME	LIBRARY FLOOR-CARPET & TILES	\$7,037.13
CENTRAL IOWA DISTRIBUTING, INC	T-PAPER,ROLL TOWEL, REFILLS	\$291.00
CENTRAL IOWA SHORTLINE LLC	#27895,27911,27916	\$33.74
CENTRAL IOWA SHORTLINE LLC	#28068,28081,28104,28111	\$1,272.08
CENTRAL IOWA SHORTLINE LLC	#28415-ANTIFREEZE	\$77.00
CHEM-SULT, INC	SODIUMHYPOCHLORITE	\$479.00
CHEM-SULT, INC	SODIUMHYPOCHLORITE & PHOSPHATE	\$897.80
CIT SEWER SOLUTIONS	FY2024 MAINTENANCE CONTRACT	\$11,443.22
CONSUMERS ENERGY	RCH ELECTRIC	\$46.50
DIAMOND VOGEL	PAINT FOR LIBRARY	\$549.30
FELD FIRE	BUNKER GEAR	\$8,820.75
gWORKS	ANNUAL LICENSE & PRODUCT SUPPR	\$5,646.00

INDEPENDANT PUBLIC ADVISORS	QUARTERLY RETAINER	\$2,000.00
IOWA ASSC OF MUNICIPAL UTILITY	TONY NESS/SCOTT JOHNSON	\$530.00
IOWA DEP OF NATURAL RESOURCES	ANNUAL WATER USE FEE 2024	\$115.00
IOWA ONE CALL	LOCATES	\$28.30
IOWA REGIONAL UTILITIES ASSOC	RCH WATER	\$373.12
IOWA REGIONAL UTILITIES ASSOC	RCH WATER	\$312.26
IOWA RURAL WATER ASSOCIATION	COMMUNITY DUES MEMBERSHIP	\$305.00
IPERS	IPERS	\$2,329.70
ISU TREASURER'S OFFICE	RADIO SUBSCRIBER FEES	\$7,085.11
JOHN DEERE FINANCIAL	ARM FOR ZERO TURN LAWNMOWER	\$186.08
LL PELLING CO	ROAD IMPROVEMENTS	\$41,912.80
LOGSDON'S GROCERY	COFFEE,FILTERS,POP,T-TISSUE	\$181.12
MATTHEWS WHITE PLUMBING	#11171657-77 & 78 MAIN ST	\$1,587.16
MAXWELL STATE BANK	FED/FICA TAX	\$3,552.15
MEBULBS	LIGHT BULBS	\$113.88
MICROBAC LABORATORIES	TESTING	\$428.50
MIDWEST BREATHING AIR LLC	QUARTERLY AIR TEST	\$642.76
MYERS CONCRETE CONST	STREET PATCH FOR MAIN STREET	\$1,000.00
NEW CENTURY FS	GAS & DIESEL	\$957.04
PRATT SANITATION INC	MONTHLY GARBAGE	\$5,335.04
PRATT SANITATION INC	MONTHLY GARBAGE	\$5,482.17
ROGER OCHOA	PAINTING/HANDYMAN SERVICES	\$500.00
SAFE BUILDING LLC	building & electrical permits	\$225.00
SANDRY FIRE SUPPLY, LLC	#INV030909-MISC ITEMS	\$1,317.05
SANDRY FIRE SUPPLY, LLC	#INV-030960 -KEVLAR BLACK HOOD	\$442.90
SNYDER & ASSOCIATES	#1231001.01-1-WOODLAWN STORM	\$2,697.00
STORY COUNTY ANIMAL CONTROL	3 CATS & 1 DOG COMPLAINT	\$140.50
STORY COUNTY TREASURER	LAW ENFORCEMENT -2ND QTR 2324	\$14,345.30
U.S. BANK	BLINDS & MENARDS	\$3,335.87
US CELLULAR	MONTHLY CELL PHONE	\$223.70
US CELLULAR	MONTHLY CELL PHONE	\$224.09
WINDSTREAM	#091143516-INTERNET & TELEPHON	\$587.42
WINDSTREAM	091143516-INTERNET & TELEPHONE	\$598.83
Accounts Payable Total		\$149,095.65
Total Paid On: 10/04/23		\$5,102.01
Total Paid On: 10/19/23		\$5,641.62
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

10. Adjourn. A motion to adjourn the meeting at 8:38 P.M. was moved by Lawrence. Seconded by Jans. 4 ayes

THE NEXT REGULAR MEETING WILL BE DECEMBER 4, 2023 AT 6:00 P.M.

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