

CITY OF MAXWELL, IOWA
MAXWELL CITY COUNCIL REGULAR MEETING
MONDAY, MAY 4, 2020, 6:30 P.M. CITY HALL

1. The meeting was called to order by Mayor Jameson Hudson at 6:30 P.M.
2. Roll call was answered by Steve Gast, Alex Golly, Meggen Lawrence, Doug Miller. and Ken Jans. Visitors: Connor Johnson and Wes Farrand.
3. A motion to approve the agenda was made by Gast with changing Council and Mayor Reports to #8, Consent agenda to #9 and Adjoin to #10. Miller seconded. 5 ayes.

A meeting of the Maxwell City Council was held April 3, 2020. In order to help stop the spread of the COVID-19 virus, this regular meeting of the Maxwell City Council was held electronically. Chapter 21.8 of the Iowa Code does permit an electronic meeting where all members participate remotely when an in-person meeting is impossible or impractical, which is certainly true during this crisis. On March 19, 2020, Governor Reynolds issued a Proclamation of Disaster Emergency which included a suspension of Iowa laws that would prevent the use of electronic meetings or the limitation on the number of people present at an in-person meeting site. Therefore, only Mayor Hudson and City Clerk Deb Hayes were present at Maxwell City Hall at 107 Main St. The agenda and the City's social media had this message posted more than 24 hours in advance to give instructions on how others could participate in the meeting Due to the COVID-19 crisis, the City of Maxwell will be holding this city council meeting electronically via a conference call. If you would like to participate, just before the meeting start time, you must call 844-855-4444 and enter this access code: 471070. Only staff are allowed in city hall

4. Citizens Forum
 - a. NA.
5. Department Reports
 - a. Sheriff – Written report on file. Mayor Hudson read the report.
 - b. Fire – Written report on file. The Department are now using the new radios.
 - c. EMS – Written Report on File.
 - d. Library – Written report on file. The Library will be opening on Monday and Thursday by appointment only. Patrons will need to wear a mask.
 - e. Public Works – Written report on file. Tony is looking at seal coating streets. Doug noted that the earlier that the streets were done the better. Mowing has started. Six main valves have been replaced.
 - f. City Clerk – Written report on file. City-wide Clean-up was discussed and was decided to cancel and maybe revisit later. Complaints have been received about the Friday Night Scoop the Loop. Reckless driving, noisy vehicles, people hanging out of the vehicle were several the biggest complaints.
6. Public Hearings
 - a. Authorization of a Loan and Disbursement Agreement and the Issuance of Notes to Evidence the Obligations of the City Thereunder. – Gast moved to open the public hearing. Lawrence seconded. 5 ayes. No Public comments. Gast moved to close the public hearing. Miller seconded. 5 ayes.

- i. Resolution Instituting Proceedings to take Additional Action. Gast moved to approve Resolution 2020-13 A Resolution Instituting Proceedings to take Additional Action. Lawrence seconded. 5 ayes.
- b. First Reading for an Ordinance Amending the Code of Ordinances, City of Maxwell, IA., Provisions Pertaining to Water Service Charges and Sewer Services Charges. Golly moved to open the public hearing. Jans seconded. 5 ayes. No Public comments. Miller moved to close the public hearing. Jans seconded. 5 ayes. Gast moved to approve the First Reading for an Ordinance Amending the Code of Ordinances, City of Maxwell, IA., Provisions Pertaining to Water Service Charges and Sewer Services Charges. Golly seconded. 5 ayes.
- c. First Reading First Reading for an Ordinance Amending the Code of Ordinances, City of Maxwell, IA., by Amending Provisions Pertaining to Stop or Yield Signs Required, Water Rates and Solid Waste Control. Jans moved to open the public hearing. Gast seconded. 5 ayes. No Public comments. Miller moved to close the public hearing. Jans seconded. 5 ayes. Miller moved to approve the First Reading First Reading for an Ordinance Amending the Code of Ordinances, City of Maxwell, IA., by Amending Provisions Pertaining to Stop or Yield Signs Required, Water Rates and Solid Waste Control. Gast seconded. 5 ayes.
- d. Public Hearing for City Budget Amendment – FY2020- Amendment #. Golly moved to open the public hearing. Miller seconded. 5 ayes. No Public comments. Jans moved to close the public hearing. Golly seconded. 5 ayes.
 - i. A Resolution Amending the Current Budget for the Fiscal Year ending June 30, 2020. Steve asked several questions about the amendment. Gast moved to approve Resolution 2020-12 A Resolution Amending the Current Budget for the Fiscal Year ending June 30, 2020. Jans seconded. 5 ayes.

7. Business

- a. Motion to Approve Chicken Permit at 604 7th St – The council asked him to move the chicken coop to accommodate the 50 ft distance from the neighbor. Gast moved to approve the poultry permit with the amendment of the coop being moved accommodate the 50 ft distance and the zoning setbacks. Lawrence seconded. 5 ayes.
- b. Motion to Approve a Scope of Work for Main Street ADA Ramp Project. – Design plans were presented to the council for the ADA Ramp Project. Gast moved to accept a Scope of Work for Main Street ADA Ramp Project. Jans seconded. 5 ayes.
- c. Status Update, Proposed Schedule, Presentation of Building Alternatives, and a Request for Direction in Final Design of Building Alternatives – Wes Farrand from Snyder & Associates. Gave a brief update on the Wastewater Improvement Project. They are in the process of finalizing the final designs. They needed the input of the council for the blower building. There were 3 options. The first option was to make a bigger building that would hold blowers and electrical components. The second option would be a smaller building which would house the electrical components, but the blowers would sit outside in the weather. This option would save approx. \$90,000. The third option is no building, and everything would be outside. This option would save approx. \$140,000. However, if the weather is bad and there is a problem it will be hard to get someone to work on it. After much discussion and where some costs could be cut

else where Golly moved to go with option one a bigger building to hold all equipment. Gast seconded. 5 ayes.

- d. Set the Bid Date and Authorize Publication of Notice to Bidders – Bid date will be decided at the June 1st meeting.
 - e. Set Hearing Date for Project Award and Authorize Publication of Hearing Notice. - . Postpone to June 1st meeting.
 - f. Approval of Tobacco License for Casey's - Gast moved to approve Casey's tobacco license. Jans seconded. 5 ayes.
 - g. Authorization for Mayor to sign Contract with Municipal Management – Gast moved to authorize the mayor to sign a contract with Municipal Management. Jans seconded. 5 ayes.
 - h. Discussion of an Ordinance Restriction Campers Located on Private. – Ken took pictures of 28 samples of campers & trailers parked around town. He asked all council members to look at them and decide if they are against any ordinances and if they have any objections to them. He will tally the counts and bring it back to the June 1st meeting.
 - i. Discussion and Action on Sidwell Concept Design- Gast moved to approve the Sidwell design and to share with the current owner of the property.
 - j. Discussion and Action on Truck Replacement - The decision was postponed until the June 1st meeting when the committee could get more information on the size of truck and how to finance it.
 - k. Decisions Concerning City Hall Operations Post Covid-19 Lockdown – Jameson asked the opinion of the council for when city hall opens. There is 1 person in the office at a time and no public allowed in at this time. Council opinions is that Dee should be moved to back corner for social distancing between her and Deb. A sneeze guard should be put in place for when people are allowed into city hall. Also, a swinging door to stop public from wondering in city hall. Allow 1 person or family group in at a time. Council asked what other cities are doing. Clerk will check into when other city halls are opening.
8. Council and Mayor Reports –
- a. Complaints – Ken has been getting complaints of kids hanging out at the parking lots in town.
 - b. Steve Gast – 1) Steve talked about the tree ordinance being vague when planting in the right-of-way. He has a resolution to be passed at the June meeting that sets a policy for planting trees. He would also like to look at amending the current tree ordinance. 2) Steve asked for clarification on when the closing time for getting items on the agenda. Jameson said it was the Monday before the meeting for new items and that all reports needed to be given to the clerk for the packet on Wednesday.
 - c. Doug Miller – 1) Doug asked about the Farmer's Market. Jameson will talk to Lauryn Myers about when it would start. He thought it was May 17th. 2) Doug asked if we had gotten started on getting information on new garbage service. We still have some time on the contract. 3) Doug mentioned that we are still short a city worker. They need to get with Tony to see what this position requires. Do they need to be EMS or Fire? Jameson, Doug, and Tony will need to meet to decide these requirements.

- d. Jameson Hudson –1) Jameson has signed a proclamation to shut down Metcalf St, 4th St, 3rd St, and Woodlawn St for Graduation on May 23rd. There will be a parade for the graduates in Collins and Maxwell.

9. Consent Agenda

- 1) Gast moved to accept the April 3rd, 2020 minutes, 3 ayes, 2 abstain.
- 2) Gast moved to accept the April 6th, 2020 Minutes with corrections, & current bills. Jans seconded. 5 ayes.
- 3) Bills presented were as follows:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
AFLAC	AFLAC CANCER	\$ 252.48
BADGER METER	CELLULAR WATER METER READS	\$ 344.43
BANLEACO	PRINTER/COIER/OVERAGES	\$ 186.79
BANLEACO	MMIT-COPIER	\$ 1,592.55
CASEY'S BUSINESS MASTERCARD	monthly gas and diesel	\$ 536.88
CHEM-SULT, INC	SODIUMHYPOCHLORITE & CALCIQUES	\$ 928.64
CHITTY GARBAGE SERVICE	MONTHLY GARBAGE	\$ 3,542.81
CONSUMERS ENERGY	RCH ELECTRIC	\$ 52.00
DAVE POMEROY	4-18-2020 MOWING	\$ 600.00
FELD FIRE	3 SETS OF BUNKER GEAR	\$ 6,540.00
DB IOWA HOLDINGS	MINUTES & PUBLIC HEARINGS	\$ 625.85
GENERAL FIRE AND SAFETY	KITCHEN FIRE SUPPRESSION INSP	\$ 273.00
IOWA DEP OF REVENUE	1ST QTR 2020	\$ 180.00
IOWA DEP OF REVENUE	1ST QTR 2020 WET	\$ 1,540.00
IOWA REGIONAL UTILITIES ASSOC	RCH WATER	\$ 533.54
IPERS	IPERS	\$ 1,597.92
KEYSTONE LABORATORIES INC	#1D02007-SOLIDS,BOD,NITROGEN	\$ 273.50
KEYSTONE LABORATORIES INC	SOLIDS,BOD,NITROGEN,CBOD	\$ 215.00
MAXWELL STATE BANK	FED/FICA TAXES	\$ 2,576.79
MIDWEST INSURANCE CORP	INSURANCE	\$ 33,866.00
SAFE BUILDING COMPLIANCE & TEC	2 BUILDING PERMITS	\$ 144.11
STAPLES CREDIT PLAN	REVOLVING CREDIT PLAN	\$ 49.00
STORY COUNTY TREASURER	LAW ENFORCEMENT	\$ 13,974.80
SYNCB/AMAZON	BOOKS,DVD	\$ 791.81
SYNCB/AMAZON	DVDS,BOOKS	\$ 677.54
TODD WHITE PLUMBING	REPLACE PARK STORM INTAKES	\$ 870.50
U.S. BANK	FREIGHT FOR COPIER	\$ 400.00
WINDSTREAM	091143516-TELEPHONE & INTERNET	\$ 573.17
Accounts Payable Total		\$ 73,739.11
Total Paid On: 4/08/20		\$ 4,309.86
Total Paid On: 4/22/20		\$ 4,373.43
Total Payroll Paid		\$ 8,683.29

***** REPORT TOTAL *****		\$ 82,422.40
Expenses by Fund	Apr 4, 2020-May 1, 2020	
GENERAL		\$ 60,985.43
ROAD USE TAX		\$ 55.65
WATER		\$ 14,543.26
SEWER		\$ 6,838.06
TOTAL FUNDS		\$ 82,422.40
Revenue by Fund	Apr-20	
001 General		\$ 97,593.49
110 Road Use Tax		\$ 10,714.44
112 Employee Benefits		\$ 5,887.80
119 Emergency Fund		\$ 604.12
121 Local Option		\$ 8,532.66
600 Water		\$ 10,060.16
610 Sewer		\$ 12,434.29
Total Revenue		\$ 145,826.96

10. A motion to adjourn the meeting at 8:49 PM was moved by Gast. Seconded by Lawrence. 5ayes. Mayor Hudson declared that the June 1st meeting will be an electronic meeting.

NEXT REGULAR MEETING WILL BE JUNE 1, 2020 AT 6:30 PM

ATTEST: _____, Clerk _____, Mayor
 Deb Hayes Jameson Hudson