

Minutes of the Maxwell City Council Regular Session

Wednesday January 14 2026.

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

1. Maxwell City Council held a meeting on the above date pursuant to the rules of the council, with notice posted at city hall, city website, post office, Maxwell State Bank, and Facebook. Mayor Dale Higgins called the meeting to order at 6:00 pm. Roll Call was answered by Balke, Philpott, Miller and Westendorf. Jans absent. City staff present clerk Wendy Crabtree and Snyder engineer Wes Farrand. Also present Deputy Barnett, Rich Wehrman, Kaila Hibler, Manny Toribio and Clint Sloss from JAMC Real Estate Solutions, LLC and Cindy Janes via phone.

2. Miller moved and Philpott seconded moving item 16a after item #4. RCV: Ayes—Balke, Philpott, Westendorf and Miller. Nays—none. Motion carried.

3. Open forum: Rich Wehrman, 709 Maxwell Street, stated that he has filed an official complaint with the city regarding a dog. Councilperson Philpott noted that other residents have reported concerns involving the same dog. Cindy Janes, 619 Maxwell Street, stated that the dog is frequently off its leash. Mayor Higgins reported that he will follow up on the city's investigation once the requested information is received from Story County Animal Control. Councilperson Jans joined via phone at 6:08pm. Kaila Hibler, 613 Metcalf Street, expressed concerns about dirt clumps left from city snow removal. The mayor stated he has directed city staff to clean affected yards and parking areas in the spring after snow has melted. He also recommended the use of reflective markers to help staff identify property boundaries during snow operations.

4. Westendorf moved, Philpott seconded to separate out 4A since Balke was not on the council at the December meeting. RCV: Ayes—Balke, Philpott, Westendorf, Miller, and Jans. Nays—none. Motion carried. Miller moved, Westendorf seconded approval of the consent agenda items 4B-4E: 12/10 regular meeting minutes, December's Treasurer Report, approval of appointment to the vacant Planning & Zoning seat, and approval of 621 2nd Street's poultry permit. RCV: Ayes—Balke, Philpott, Westendorf, Miller, and Jans. Nays—none. Motion carried.

16a. Deputy Barnett asked if any council had any concerns. Discussion of parking tickets for cars parked the wrong way and dogs running loose. Barnett will let the other deputies know about these items.

5. Westendorf moved, and Miller seconded, to open the public hearing at 6:27 p.m. RCV: Ayes—Balke, Philpott, Westendorf, Miller, and Jans. Nays—none. Motion carried.

The public hearing was held regarding a proposed development agreement with Third Millennium Development, LLC. No resident comments or questions were received.

Sloss, representing JAMC, reported that their attorney and the city's bond attorney have been working together on the agreement. JAMC is requesting that the TIF term be extended from 10 years to 15 years in order to capture the full not-to-exceed amount. Their preliminary calculations indicate it would take approximately 13 years to reach the not-to-exceed amount of \$520,000. Their attorney noted that if the amount is reached prior to 15 years, the TIF would sunset at that time.

Balke requested the calculations and assumptions used by JAMC for the TIF projections. The proposed development includes 16 lots, with an anticipated 5 homes constructed in the first year. Approval from the school district and the Board of Supervisors would be required for the requested 15-year TIF term. Miller moved, and Westendorf seconded, to close the public hearing at 6:34 p.m. RCV: Ayes—Balke, Philpott, Westendorf, Miller, and Jans. Nays—none. Motion carried.

6. The mayor recommended tabling Resolution 2026-05 until the February meeting. The newly submitted final plat from JAMC must be reviewed by the Planning and Zoning Commission for a recommendation back to the council. Westendorf moved, and Miller seconded, to table Resolution 2026-05 until the next meeting. RCV: Ayes—Balke, Westendorf, Miller, and Jans. Nays—Philpott. Motion carried.

7. The mayor recommended tabling Ordinance 346 until the February meeting. RCV: Ayes—Balke, Westendorf, Miller, and Jans. Nays—Philpott. Motion carried.

8. Miller moved, Westendorf seconded discussion of codification project for ordinance chapters 60-80 regarding traffic code.

9. Discussion was held regarding parcel 1527173100, which includes the city park. The loop road within the park has been identified as 101 Army Post Road and now the entire parcel is that address. The Beacon technician advised that addresses are assigned to parcels rather than to individual roads. No action taken.

10. Discussion was held regarding garbage services and the possibility of having Pratt transport Maxwell's solid waste to the Marshall County Landfill. The mayor reported attending the landfill board's recent meeting and noted that Marshall County cannot formally approve Maxwell until May; however, he received a verbal indication that Maxwell would be accepted. The per-capita rate is \$4. The clerk will request placement on the City of Ames' agenda to seek release from the existing 28E agreement. Miller moved, and Philpott seconded, to request that Ames release Maxwell from the 28E and to proceed with Marshall County. RCV: Ayes—Balke, Philpott, Westendorf, Miller, and Jans. Nays—none. Motion carried.

11. Miller moved, Westendorf seconded Approval of Resolution 2026-01: A Resolution Authorizing Transfer of the Unspent FY25 Library Budget into the Library Trust Fund of \$2782.60. RCV: Ayes—Balke, Philpott, Westendorf, Miller, and Jans. Nays—none. Motion carried.

12. Jans moved and Philpott seconded approval of Resolution 2026-02: A Resolution Appointing Mayor Pro-Tem and Council Committees. RCV: Ayes—Balke, Philpott, Westendorf, Miller, and Jans. Nays—none. Motion carried.

13. Philpott moved and Miller seconded approval of Resolution 2026-03: A Resolution to Certify and Assess the Cost of Delinquent Utility Bills to the Responsible Property Owners for Collection in the Same Manner as Property Taxes. RCV: Ayes—Balke, Philpott, Westendorf, Miller, and Jans. Nays—none. Motion carried.

14. Jans moved, and Westendorf seconded, approval of Resolution 2026-04: A Resolution Amending FY26 Employee Salaries to Include Merit-Based Increases. The resolution provides a 2% increase based on employee performance reviews, with retroactive pay effective July 1, 2025. Discussion regarding a potential additional adjustment to the clerk's

salary will be placed on the February agenda. RCV: Ayes—Balke, Philpott, Westendorf, Miller, and Jans. Nays—none. Motion carried.

15. Miller moved, and Westendorf seconded, approval of Resolution 2026-06: A Resolution Approving a Comprehensive Plan Project Agreement with Iowa State University Science & Technology, including authorization for additional services up to a maximum total cost of \$7,000 if needed. RCV: Ayes—Balke, Philpott, Westendorf, Miller, and Jans. Nays—none. Motion carried.

16. Department head reports were on file, with the exception of Parks & Open Spaces, which did not submit a report. The city engineer reported that IDOT has begun the audit for the Baldwin Street Reconstruction project, despite Reilly not yet signing the change order that includes liquidated damages. IDOT has contacted Reilly for input regarding the delay. Huber has begun construction on the storm outlet project, starting with tree clearing. The Rock Creek Ridge final plat and as-built construction drawings have been submitted. Snyder is reviewing the materials and will provide comments to the city prior to the 1/20/26 Planning & Zoning meeting. Snyder has also requested information from other communities regarding typical development fee structures and will share that information when available. For the 6th and Metcalf Stormwater review, Snyder will follow up with city staff regarding the outcome of the maintenance recommendations.

17. Balke noted that in past dog-related nuisance issues, an initial letter was sent by city hall, followed by a second letter if the issue was not resolved. Balke also reported potholes on 5th Street from Main to Baldwin. Farrand suggested using cold or hot patch to fill the holes. The mayor added that a resident with DOT experience also reported the potholes and recommended a full-depth repair, which would involve cutting out and repouring the concrete. Farrand will follow up on possible solutions and funding opportunities, noting this is the last farm-to-market road in the city. Philpott reported a pothole on Broad Street on the north side of the road heading out of town on Main Street. She also contacted Safe Building and learned that Maxwell does not have a contract for rental inspections. She will obtain a quote and bring back a comparable policy from another city for council review. Westendorf inquired why the council does not recite the Pledge of Allegiance and why there is no Iowa or American flag displayed in city hall. He also asked about the Prairie Meadows grant for the current year. The clerk will check with the city's volunteer grant writer regarding potential grants for public safety cameras. Westendorf prepared a spreadsheet comparing camera costs and will present it at the February meeting. Westendorf provided a handout comparing sheriff contract costs, noting the annual cost of \$60,284.06 and the hours spent in Maxwell. He discussed the possibility of establishing a city police department in the future, estimating startup costs at approximately \$250,000 and ongoing annual costs at around \$150,000. He stated he ran for council due to concerns about the level of service provided. The mayor noted that Cambridge contracts with Huxley at a rate of \$7.18 per capita, which is similar to the sheriff's cost. Miller reported that he and Balke met with an LED lighting representative. He also noted the upcoming Story County Economic Development meeting on 1/22/26. Miller reported significant ruts on Army Post Road. Mayor advised options include designating it as a Level B road or applying substantial amounts of gravel for repair. He also inquired about the FEMA soccer field land transfer; the clerk will follow up with the city attorney on the status.

Jans reported receiving information about LED lighting upgrades that may reduce costs. The mayor noted this could be an option for the large field lights at the ballpark, though replacement bulbs can be a large expense. The mayor stated he will be attending the Story County Assessor meeting and the Polk County Emergency Management meeting as they discuss budgets. He thanked Miller for running the December meeting and welcomed Balke to the council.

18. Philpott moved, and Jans seconded, to adjourn. RCV: Ayes—Balke, Philpott, Westendorf, Miller, and Jans. Nays—none. Motion carried. Adjourned at 9:14 p.m. The next meeting will be a budget workshop on 1/24/26 at 11:00 am, and the next regular city council meeting will be held on 2/11/26, at 6:00 pm in city hall.

BILLS PRESENTED 12/06/2025 - 01/09/2026

ACCESS	MONTHLY PRINTER RENT	\$212.34
AFLAC	TONY STD	\$56.16
ALLIANT ENERGY	MONTHLY UTILITY BILL	\$9,642.77
EFTPS	FED/FICA TAXES	\$5,111.55
TREASURER-STATE OF IOWA	STATE TAXES DECEMBER	\$1,676.84
IPERS	IPERS	\$2,841.98
CONSUMERS ENERGY	ROCK CREEK HEIGHTS ELECTRIC	\$15.44
IOWA ONE CALL	LOCATE ALERT EMAILS	\$77.60
WINDSTREAM	LIBRARY CITY HALL PHONE & INTERNET	\$587.35
POST OFFICE	WATER BILL POSTAGE DECEMBER	\$212.66
NEW CENTURY FS	FUEL	\$837.69
STORY COUNTY TREASURER	SAND SALT FOR SNOW REMOVAL	\$1,034.62
IOWA STATE UNIVERSITY	MUNICIPAL PROFESSIONAL CLASSES	\$220.00
SNYDER	GENERAL ENGINEERING & ROCK CREEK RIDGE	\$7,146.90
IOWA DEP OF REVENUE	DECEMBER 2025 WET TAX	\$1,061.32
USABLUEBOOK	CHEMICALS WATER SEWER TESTING	\$523.19
DEMCO	LIBRARY OFFICE SUPPLIES	\$101.90
BADGER METER	ORION CELLULAR LTE DEC 2025	\$408.37
OMNISITE	ANNUAL PLAN FOR LAGOONS	\$455.00
IOWA REGIONAL UTILITIES	ROCK CREEK HEIGHTS WATER	\$363.20
U.S. BANK	CITY HALL, SEWER, WATER SUPPLIES	\$420.31
CENTRAL IOWA SHORTLINE	BULK OIL	\$461.67
CHEM-SULT, INC	SODIUMHYPOCHLORITE	\$1,042.20
INDEPENDANT PUBLIC ADVISR	2026 Q1 RETAINER	\$2,000.00
BIG TIME CONSTRUCTION LLC	STUMP GRINDING BROAD & METCALF	\$425.00
PRATT SANITATION INC	DECEMBER 2025 GARBAGE CONTRACT	\$11,488.82
GANNETT HOLDINGS-CENTRAL	CITY HALL PUBLISHING DECEMBER 10 MINUTES	\$231.04
MICROBAC LABORATORIES	WATER SEWER TESTING	\$582.50
AMAZON CAPITAL SERVICES	LIBRARY MATERIALS	\$583.66
MEUSBURGER CONSTRUCTION	LEGION FIELD CONCESSION DOOR	\$2,688.78

AT&T MOBILITY	FIRSTNET CELL PHONES	\$273.93
CITY OF MAXWELL	CITY WATER BILLS	\$629.88
DAKOTA SUPPLY GROUP INC	FIRE EQUIPMENT	\$484.72
MODERN MARKETING	LIBRARY CALENDARS	\$89.85
STILES MECHANICAL SERVICE	NEW BOILER CITY SHOP	\$5,250.00
ROGUE TRAINING CONSULTING	PIERCE & LEWIS FF1 TRAINING	\$1,000.00
	CLAIMS TOTAL	\$60,239.24

Revenue

General Fund 7,905.75
 Washington Township 40,126.49
 Employee Benefits 187.11
 Debt Service 771.21
 Water 10,253.21
 Sewer 21,844.28
 Sewer Sinking 15,490.00
 Total 96,578.05

Mayor Dale Higgins

ATTEST: Wendy Crabtree, city clerk