

PUBLIC NOTICE
THE MAXWELL CITY COUNCIL WILL HOLD A SPECIAL
MEETING ON THURSDAY, NOVEMBER 21, 2024 AT 6:00
PM AT MAXWELL CITY HALL, 107 MAIN STREET,
MAXWELL, IA

The City of Maxwell invites residents to join this city council meeting via a conference call. If you would like to participate, you must call 844-855-4444 and enter this access code: 843508 no earlier than 5 minutes prior to the meeting.

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. CITIZENS FORUM
5. DISCUSSION AND ACTION ON BALDWIN ST PROJECT CHANGE ORDER #2
6. DISCUSSION AND ACTION ON BUDGET AND COUNCIL CALENDARS
7. DISCUSSION AND ACTION ON CAPITAL IMPROVEMENT PROJECTS FOR FISCAL YEAR 2026
8. ADJOURN

CHANGE ORDER
For Local Public Agency Projects

No.: 02

Non-Substantial:

Substantial:

Administering Office
Concurrence Date

Accounting ID No. (5-digit number): _____

Project Number: STBG-SWAP-4865(604)--SG-85

Contract Work Type: HMA PAVEMENT - GRADE ANTI

Local Public Agency: City of Maxwell

Contractor: REILLY CONSTRUCTION CO., INC

Date Prepared: November 14, 2024

You are hereby authorized to make the following changes to the contract documents.

A - Description of change to be made:

- LINE ITEM - 0750 - Increase item for "Water Main, Trenched, Polyvinyl Chloride Pipe (PVC), 6 In."
- LINE ITEM - 0760 - Increase item for "Water Service Stub, Copper, 1 In."
- LINE ITEM - 0770 - Increase item for "Water Service Corporation, Copper, 1 In."
- LINE ITEM - 0780 - Increase item for "Water Service Curb Stop and Box, 1 In."
- LINE ITEM - 0810 - Increase item for "Fire Hydrant Assembly, WM-201"
- LINE ITEM - 8002 - Add item for "PCC Pavement Cold Weather Protection". Work shall be in accordance with Section 2301 of the Standard Specifications.

B - Reason for change:

- LINE ITEM - 0750 - After exploratory digging, it was determined that services needed to be lowered for three properties affected by the storm sewer construction in order to avoid conflict.
- LINE ITEM - 0760 - This item is incidental to the lowering of the 6 In. water main.
- LINE ITEM - 0770 - This item is incidental to the lowering of the 6 In. water main.
- LINE ITEM - 0780 - This item is incidental to the lowering of the 6 In. water main.
- LINE ITEM - 0810 - This item is incidental to the lowering of the 6 In. water main.
- LINE ITEM - 8002 - Since pavement is being installed with night temperatures reaching below 35 degrees, cold weather paving protection is necessary.

C - Settlement for cost(s) of change as follows with items addressed in Sections F and/or G:

- LINE ITEM - 0750 - Contract Unit Price
- LINE ITEM - 0760 - Contract Unit Price
- LINE ITEM - 0770 - Contract Unit Price
- LINE ITEM - 0780 - Contract Unit Price
- LINE ITEM - 0810 - Contract Unit Price
- LINE ITEM - 8002 - Mutual Benefit

D - Justification for cost(s) (See I.M. 6.000, Attachment D, Chapter 2.36, for acceptable justification):

- LINE ITEM - 0750 - Contract Unit Price
- LINE ITEM - 0760 - Contract Unit Price
- LINE ITEM - 0770 - Contract Unit Price
- LINE ITEM - 0780 - Contract Unit Price
- LINE ITEM - 0810 - Contract Unit Price
- LINE ITEM - 8002 - The price is predetermined as \$2.50 per SY of cold weather protection per Article 2301.03, K, 1.

E - Contract time adjustment: No Working Days added Working Days added: 9 Unknown at this time

Justification for selection:

The exploratory digging, installation of water main, and testing has added additional days of work that impacts the project schedule.

F - Items included in contract:

Participating					For deductions enter as "-x.xx"			
Federal-aid	State-aid	Line Number	Item Description		Unit Price .xx	Quantity .xxx	Amount .xx	
		0750	Water Main, Trenched, Polyvinyl Chloride Pipe (PVC), 6 In.		\$65.00	340.000	\$22,100.00	
		0760	Water Service Stub, Copper, 1 In.		\$40.00	100.000	\$4,000.00	
		0770	Water Service Corporation, Copper, 1 In.		\$700.00	3.000	\$2,100.00	
		0780	Water Service Curb Stop and Box, 1 In.		\$550.00	3.000	\$1,650.00	
		0810	Fire Hydrant Assembly, WM-201		\$9,500.00	1.000	\$9,500.00	
					Add Row	Delete Row	TOTAL	\$39,350.00

G - Items not included in contract:

Participating					For deductions enter as "-x.xx"			
Federal-aid	State-aid	Change Number	Item Number	Item Description	Unit Price .xx	Quantity .xxx	Amount .xx	
		8002	6100-2301010	PCC Pavement Cold Weather Protection	\$2.50	834.000	\$2,085.00	
					Add Row	Delete Row	TOTAL	\$2,085.00

H. Signatures

Signatures will be applied through DocExpress.

FY2026 Budget Schedule

Budget Development Schedule		
Date	Purpose	Duration
Thursday, November 21, 2024	Budget Planning Meeting 1 CIP	3 hr
Thursday, December 19, 2024	Budget Planning Meeting 3 CIP	3 hr
Friday, January 3, 2025	Budget blanks to Departments	-
Saturday, January 18, 2025	Township Trustee Meeting	3 hrs
Thursday, January 30, 2025	Revenue/Expenditure Discussion 1	3 hr
Thursday, February 13, 2025	Revenue/Expenditure Discussion 2	3 hr
Thursday, February 20, 2025	Resolution to set MaxTax hearing Regular Meeting Night	5 min
Thursday, February 27, 2025	Revenue/Expenditure Discussion 3	3 hr
Wednesday, March 5, 2025	Proposed Tax Rate to DOM	-
Friday, March 7, 2025	MaxTax Hearing pub to paper	-
Thursday, March 13, 2025	Revenue/Expenditure Discussion 4	3 hr
	MaxTax Hearing published	-
Saturday, March 22, 2025	Budget Balancing Committee	-
Thursday, March 27, 2025	MaxTax Hearing (NLT 4/7)	15 min
	Resolution to set Budget Hearing Regular Meeting Night	5 min
Tuesday, April 1, 2025	Final budget for public review	-
Friday, April 4, 2025	Budget to paper	-
Thursday, April 10, 2025	Budget published	-
Thursday, April 24, 2025	Budget Hearing (NLT 4/30)	15 min

Items with **Red Dates** must be completed no later than indicated

Items in **Bold** are Council meetings - Regular meetings on 3rd Thurs

Gray items are general planning meetings to determine goals.

Yellow items are for communicating with other stake holders.

Red items are for setting detail expenditures and revenues by line item.

Blue items are regulatory dates which must be met to set tax rates.

Green items are regulatory dates which must be met to adopt.

FY2026 Budget Schedule

Budget Development Schedule		
Date	Purpose	Duration
Saturday, November 23, 2024	Budget Planning Meeting 1 CIP	3 hr
Saturday, December 21, 2024	Budget Planning Meeting 3 CIP	3 hr
Friday, January 3, 2025	Budget blanks to Departments	4 hrs
Saturday, January 18, 2025	Township Trustee Meeting	3 hrs
Saturday, February 1, 2025	Revenues Discussion 1	3 hr
Saturday, February 15, 2025	Revenue Discussion 2	3 hr
Thursday, February 27, 2025	Resolution to set MaxTax hearing	5 min
Saturday, March 1, 2025	Expenditures Discussion 1	3 hr
Wednesday, March 5, 2025	Proposed Tax Rate to DOM	-
Thursday, March 13, 2025	MaxTax Hearing pub to paper	-
Saturday, March 15, 2025	Expenditures Discussion 2	3 hr
Thursday, March 20, 2025	MaxTax Hearing published	-
Saturday, March 22, 2025	Budget Balancing Committee	8 hrs
Thursday, March 27, 2025	MaxTax Hearing (NLT 4/7)	15 min
Thursday, March 27, 2025	Resolution to set Budget Hearing	5 min
Tuesday, April 1, 2025	Final budget for public review	-
Thursday, April 3, 2025	Budget to paper	-
Thursday, April 10, 2025	Budget published	-
Thursday, April 24, 2025	Budget Hearing (NLT 4/30)	15 min

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Typical Budget Timeline

*Dates noted by an asterisk are statutory deadlines or requirements.

Budget Timeline	Date
City elected officials and staff members meet to hold preliminary budget discussions and schedule formal work sessions and budget adoption dates	November and December
City department heads give budget and proposals to city finance officer	Early January
Budget work session(s) with staff members and city council	January 20 (some cities may hold additional work sessions and would add those into their schedule)
City finalizes budget plan to complete information required in Proposed Tax Rate form; council schedules Proposed Tax Rate public hearing	March 3
City submits Proposed Tax Rate form to Iowa Department of Management	March 5*
Notice of hearing on Proposed Tax Rate published	March 27
Public hearing on Proposed Tax Rate (state code requires this hearing to be held separately of any other city council meeting and no other business may be discussed)	April 7
Council receives and adopts final proposed budget and schedules public hearing (this can be done in the same evening as the Proposed Tax Rate hearing, but it must be set up as a separate, regular council meeting)	April 7
Notice of hearing on adoption of final budget published	April 10
Budget hearing and adoption of final budget by resolution	April 21
Certified budget to county auditor and filed with IDOM	April 30*
Persons affected by the budget have 10 days after the date of certification to file a written protest	May 10*
IDOM certifies taxes back to county auditor	June 15*
Budget takes effect	July 1*
<p>NOTICE REQUIREMENT: Notice of the hearing on the Proposed Tax Rate and of the proposed annual budget must be given not more than 20* days nor less than 10* days before the date of the hearing.</p> <p>DETAILED BUDGET: The detailed budget must be available for public inspection at least 10* days before the final budget hearing and 20* days before final date for certification, and is to be available at the clerk's and mayor's offices and the public library, or posted at three places designated by ordinance if there is no library.</p>	

Previous Suggestions for Capital Improvements

2019

- 1) Replace/upgrade Mosquito Sprayer
- 2) Implement Housing Inspection Program for Sump Pumps
- 3) Update Salt & Sand Storage Bins
- 4) Improve Playground & Sand Volleyball Ares in City Park with Borders

2021

- 1) Water Line and Main Line Valve Replacement -
- 2) Baldwin ST Resurface North St to City Limits
- 3) Safe Route to School
- 4) Walking Path to Dollar General
- 5) Extend & Improve Cemetery Roads
- 6) Upgrade Horseshoe Pit for Tournaments
- 7) Splashpad
- 8) Upgrade Camping Areas.
- 9) Raise Park Shelter

2024

- 1) 18-hole disk golf upgrade
- 2) Replace playground equipment.
- 3) Add Trees and Additional Landscaping to parks.
- 4) Park around the water tower.
- 5) Landscape Entrance to Cemetery
- 6) Rubber mat for Gaga Pitt
- 7) Heart of Iowa Trail Beautification
- 8) Sidewalk replacement program

Sidewalk Replacement Program

Budget \$20,000 for each fiscal year from FY2024 through FY2029. The funds will be used by the City to pay a Contractor for sidewalk replacement. This allows the property owner to have the cost of sidewalk replacement spread as an assessment repayable over up to seven years.

The City will perform a sidewalk study to identify unsafe sidewalks that need to be replaced. (uneven/broken causing tripping hazard, buried with grass obstructions, worn out surface, missing continuity). This study will be published and a public hearing will be held to initiate the program.

The City will start out in the Commercial district from Railway Ave to 2nd St notifying property owners of unsafe sidewalks that their sidewalk needs to be replaced in the next 60 days and they have an option to replace it themselves or ask the City to contract to replace the sidewalk having the cost spread as an assessment. The costs for the project could be as high as \$5,000 for leveling, sealing, and resurfacing a 4' wide by 75' long sidewalk or about \$20,000 for 300 lineal feet (one block) of sidewalk. Additional funds will be needed from the City for sidewalk extensions into the crosswalk area. These extensions MUST be constructed to meet ADA requirements.

After two years, the City will start receiving special assessment payments. This money can be used to reduce the amount of new money required to keep the program moving until all identified sidewalks are completed.



"O"- 6" Water Line and Main Line Valve Replacement Plan

Future improvements to the water system include increasing line sizes from 4" to 6" on the north side of the school to improve fire flows and pressures at the school and improve fire ratings for adjacent residential homes.

Phase 1 of the improvement is a "Proposed Main" from the 6" line at 5th and Rock Creek Drive extending south along Woodlawn St. to 4th Street and then along 4th Street to Metcalf Street. This phase ties in three existing fire hydrants, a 4" line on Ashford St., and connects about a dozen homes. The existing 4" lines will be abandoned. Phase 2 of the improvement is a "Future Main" from the 6" line at 5th and Metcalf extending south along Metcalf to the "Proposed Main" at Metcalf and 4th. This line will tee at Douglas drive and extend along Douglas Drive to Maxwell Street, jog south to 4th Street and run along 4th St to connect into the 6" Line on Main Street. This phase ties in another existing fire hydrant, a 4" line on Maxwell St., and connects about a half a dozen homes. The existing 4" line on Maxwell and 4th Street will be abandoned.

To complete these two phases, a detailed engineering plan will be required. At the same time, a plan identifying main line valves which are not functioning and establishing a replacement schedule for those valves will be needed. Both plans will be funded in FY20 so grants and low cost loans to complete the project can be sought.

Estimated cost to complete the plans - \$20,000

Disk Golf Upgrade

What is the goal?

Provide an excellent facility for Maxwell residents while also attracting out of towners.

- Host events
 - Local leagues
 - Des Moines area traveling leagues
 - Tournaments
 - Market in the Park
 - Old Settlers Festival

What do we need?

- Expand to 18 holes
 - 'Standard' number of holes for a PDGA sanctioned event
 - Accommodates more players at one time
 - Gives an air of 'legitimacy'
 - More opportunities for fun!
- Redesign to avoid conflict zones (Safety and exclusivity)
- New concrete tee pads
 - Multiple per hole provides appropriate challenge for varying levels of skill
- Updated baskets
- New signage (information sign, tee signs and for navigation of the course)
- Landscaping (plantings, benches, trash receptacles, etc...)

How close are we?

- Assemble project team - August 2022
 - Project Champion - Lauryn Myers
 - Design Consultant - Steve Kenton
 - Event Promoter - Josh Butcher - Titan Disc Golf
 - Core group of volunteers/local players
- Establish budget
 - ~\$40,000
- Identify funding sources - ongoing
 - Community improvement grants
 - Donors
 - Manufacturer incentive programs
- Course design - early Spring 2023
- Course installation - late Spring to Summer 2023
 - Selective tree/brush clearing
 - Tee areas
 - 5'x12' concrete pad
 - Tee sign
 - Bench
 - Trash receptacle
 - Targets set into concrete shafts

Playground Equipment CIP

1. Inventory existing playground equipment
2. Establish expected life of equipment
3. Establish replacement cost of equipment
4. Amortize replacement cost over expected life to get annual cost
5. Establish budget line item to set aside annual replacement cost
6. Seek grants and replace equipment needing immediate replacement, if not successful borrow money or replace unsafe equipment.

City Park Trees

The City received a \$10,000 grant and planted 24 trees in the City park in FY23. The City goal is to apply again next year and plant at least 26 more trees. The grant guidelines are as follows:

The Community Forestry Grant Program provides reimbursable grants ranging from \$500 to \$5,000 to be used for the purchase and planting of trees suitable to Iowa. Award recipients are required to provide a dollar-for-dollar cash match for the purchase of trees and materials from Iowa businesses.

The Community Forestry Grants are available to state and local governments entities, schools and volunteer organizations, and service organizations involved with local urban and community forest services, for planting trees on publicly owned lands owned by state, county, or local governments and located within the State of Iowa (DNR lands are not eligible). Qualifying public planting lands include, but are not limited to, street right-of-ways, parks, school grounds, courthouse lawns, public buildings, fairgrounds, cemeteries, libraries, and trails.

1. Applicants must be regional or local units of Iowa state, county or city government, local governmental departments, school districts, volunteer organizations, and service clubs involved with local urban and community forestry resources. Eligible projects must occur on public lands within the state of Iowa (DNR land is not eligible). Examples of planting areas include street landscaping/right of ways, public schools, city and county parks, community sports complexes, public lands arboretums, courthouses, law enforcement facilities, public libraries, cemeteries, fairgrounds, and trails.
2. The Community Forestry Grant Program requires a \$1 for \$1 match in local funds (in-kind match such as staff or volunteer time cannot be used) for grants from \$500 to \$5,000 to plant trees on public areas for the fall of 2022.
3. Trees must be landscape-sized and purchased from local Iowa nurseries and garden centers. Landscape-size starts at #5 hard pot, air-pruned container, growbag, or balled and burlap trees. Preference will be given to air-pruned containers and growbags.
4. The grants are reimbursable and each grant will be paid pursuant to the provisions of a Grant Project Cooperative Agreement entered into between the grant recipient and DNR. Reimbursement will be paid on the basis of the approved percentage of all eligible expenditures up to the amount of the approved grant. To receive reimbursement, grantees must first complete the project by the project completion date stated in the grant announcement, undergo project inspection by a DNR forester, and submit all required documentation including proof of payment. All requests for reimbursement must be submitted and postmarked by Friday, December 9, 2022.
5. Allocated funds may only be used for tree or landscape plantings on public areas in Iowa identified in the application form. Special requests may be made (buildings and vehicles are not eligible) but will require a more detailed description of the request and need.
6. Priority will be given to: (1) demonstrated need from the impact, (2) cost-effectiveness of the \$1 for \$1 cash match, (3) community involvement, (4) meeting Tree City/Campus/Line USA designation, and (5) species/genera diversity and environmental impact.
7. EAB Reforestation grant match for all projects is federally funded through CFDA #10.664 from the US Department of Agriculture through the Forest Service Office. If your entity is required to have a single audit in accordance with OMB circular A-133, a copy of the audit report will be provided to the DNR if any findings noted are related to the award provided by the DNR. If no findings relate to the DNR award, a notification letter will be provided to the DNR stating findings noted did not relate to the DNR award.

Cemetery Roads

New Drives	1,780 sq. yd.	Old Drives	3,130 sq. yd.
New Base	1,780 sq. yd.	Surface	4,910 sq. yd.
Depth	6 inches		2 inches
Volume	297 cu yards		273 cu yards

Install new base for cemetery drives

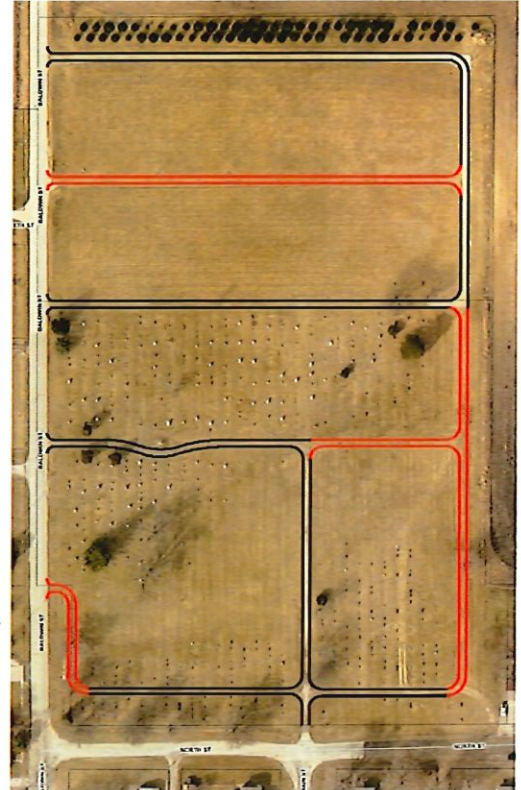
Strip sod for 10' drive. At intersections with other roads construct 18' fillet corners. At corners of drive use inside radius of 18'. Level and compact soil. Install base rock for drive. Level and compact base. Total area of sod removal and base for road is 1,776 square yards.

	Unit Cost	Units	Total
Strip, salvage & respread	\$ 6.00	cu yd	\$ 10,680
Subgrade Preparation	\$ 2.50	sq yd	\$ 4,450
Limestone Base (3" with fines)	\$ 35.00	cu yd	\$ 62,300
Contingency (10%)			\$ 7,743
		Total	\$ 85,173

Install new surface for cemetery drives

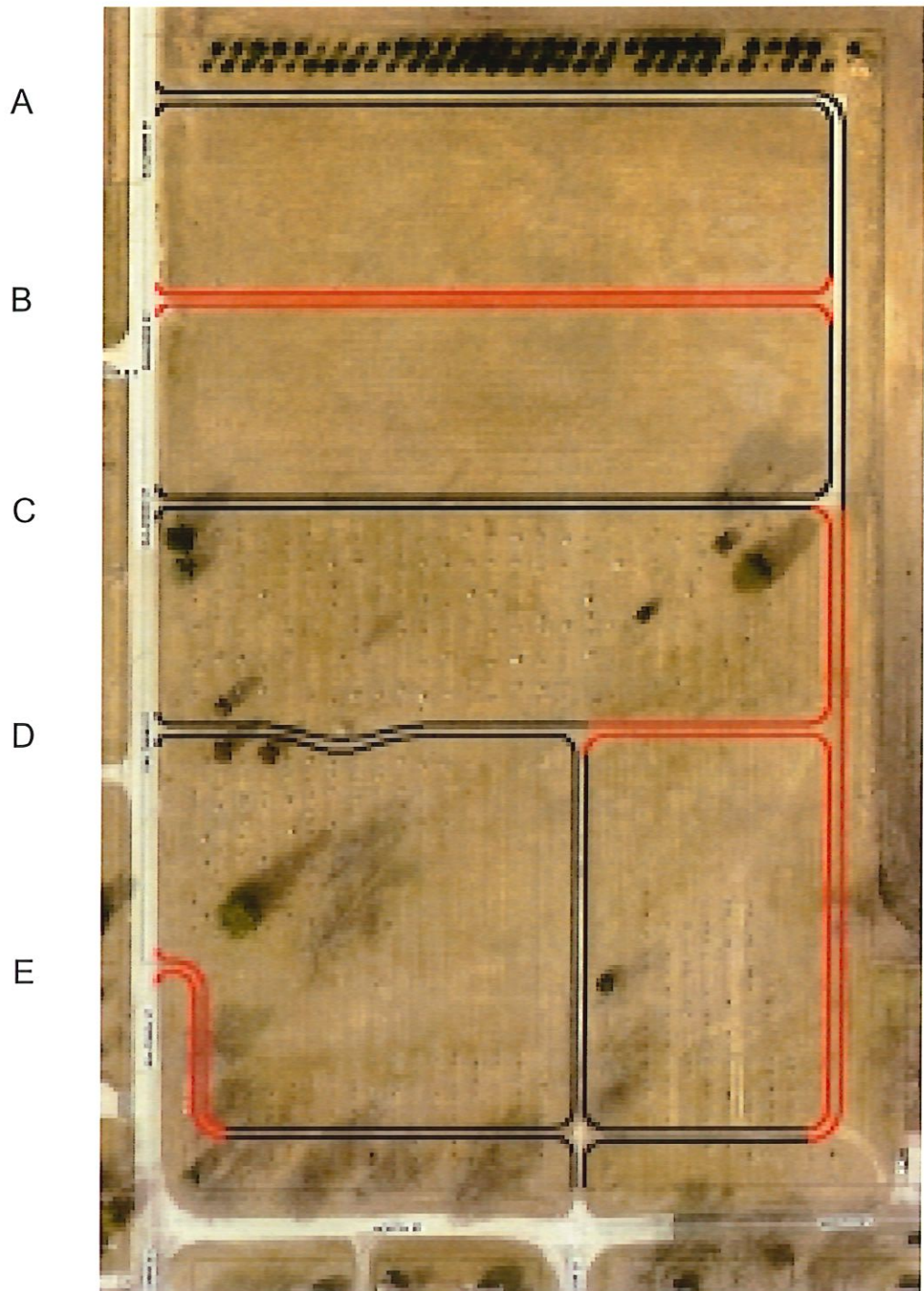
Apply new drive surface to old drives and new drives. Crown for drainage to edge of road. Level and compact surface. Total area of finish surfacing 4,910 square yards.

	Unit Cost	Units	Total
Drive Asphalt Mat 2"	\$ 12.50	cu yd	\$ 61,375
Contingency (10%)			\$ 6,138
		Total	\$ 67,513



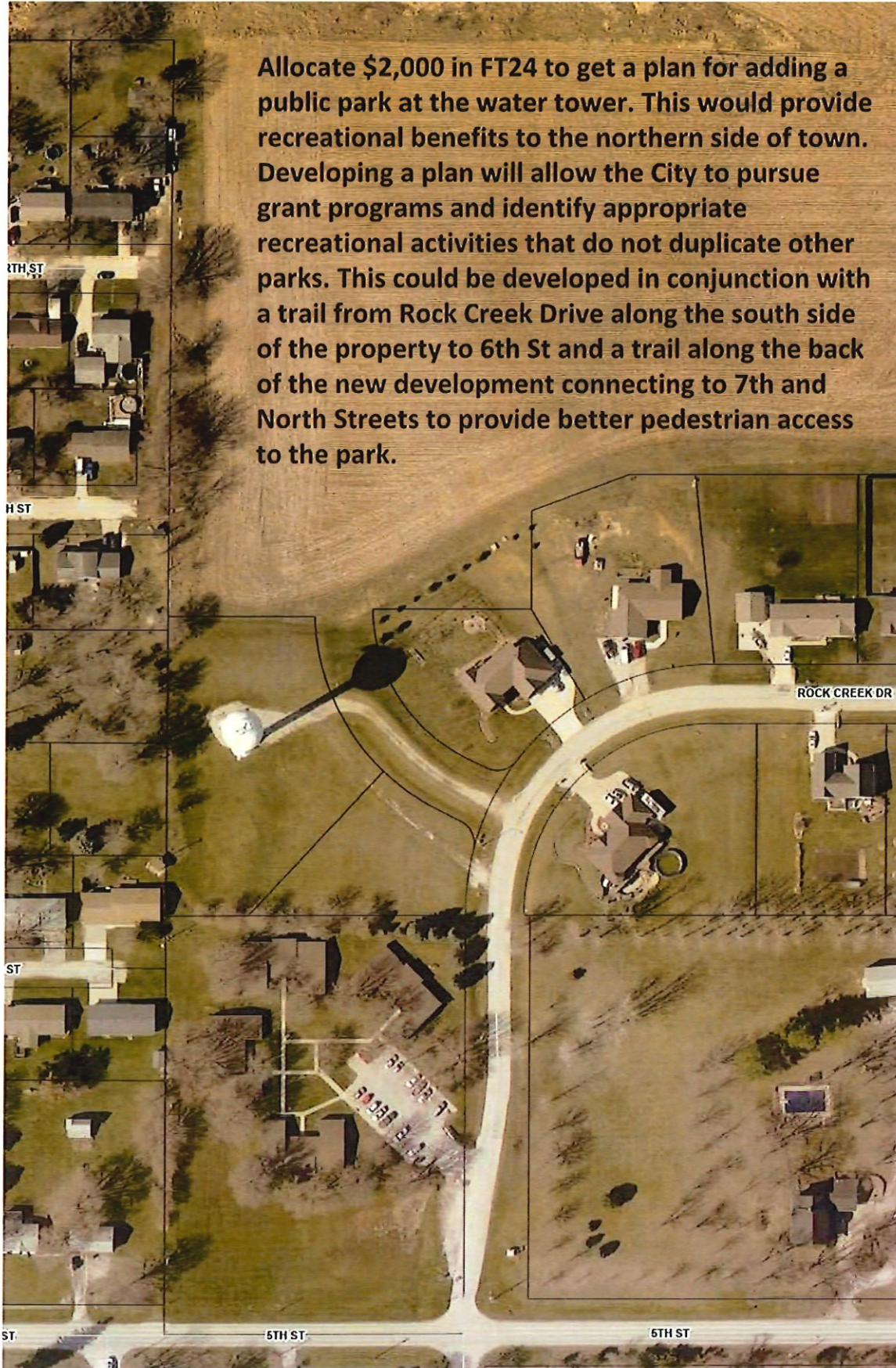
Cemetery Entrance

Urns exist at entrances C, D and F. These urns require considerable effort to maintain. The Parks Board suggests permanent plantings at entrance locations A through F rather than using planters



Water Tower Park

Allocate \$2,000 in FT24 to get a plan for adding a public park at the water tower. This would provide recreational benefits to the northern side of town. Developing a plan will allow the City to pursue grant programs and identify appropriate recreational activities that do not duplicate other parks. This could be developed in conjunction with a trail from Rock Creek Drive along the south side of the property to 6th St and a trail along the back of the new development connecting to 7th and North Streets to provide better pedestrian access to the park.



Gaga Pit Mat

Rubber Flooring TILES cover the area under and around your GaGa Ball Pit. This easy to install option, provides a 5/8" cushion on a slip resistant 6'x 4' tile with a button bottom for drainage. The inner edges of the Rubber Flooring Tiles link together like a jigsaw puzzle for a tight fit.

Prepare the area similar to how you would for a brick patio or concrete. Remove a few inches of grass and soil, then pack that area with stone dust, or crushed limestone etc to provide a solid and level surface for the tiles to remain flat on top of.



Safe Route to School

Path along the frontage of Water Tower Park extending west along the south property line and connecting to the end of 6th Street. Will require property acquisition from Maxwell Senior Housing Inc and property owners at 624 and 625 6th St.

Item	Quantity	Units	Quantity	Units	Quantity	Units
Length of path	794	ft	265	yards		
Width of path	6	ft	2	yards		
Area of path	4764	sq ft	530	sq yds		
Depth of path	0.5	ft	1/6	yards		
Volume of path	2382	cu ft	88 1/3	cu yd	119	Tons
						1.35 ton/cu yd

	Unit Cost	Units	Total	
Topsoil strip, salvage & respread	\$ 6.00	cu yd	\$ 530	
Subgrade Preparation	\$ 2.50	sq yd	\$ 1,325	
Limestone Base (3" with fines)	\$ 35.00	cu yd	\$ 4,165	
Path PCC 6"	\$ 37.50	cu yd	\$ 3,313	
Contingency (10%)			\$ 933	
			\$ 10,266	Round to \$ 10,300



Dollar General Path

Path along the frontage from Railway Ave extending south along Main St to the Dollar General Store. Will require property acquisition from Ryan & Jill Peters. (need engineering estimate and may need drainage improvements in the ditch at Main and South)

Item	Quantity	Units	Quantity	Units	Quantity	Units
Length of path	603	ft	201	yards		
Width of path	6	ft	2	yards		
Area of path	3618	sq ft	402	sq yds		
Depth of path	0.5	ft	1/6	yards		
Volume of path	1809	cu ft	67	cu yd	90	Tons
12" CMP	100	LF				1.35 ton/cu yd

	Unit Cost	Units	Total
Topsoil strip, salvage & respread	\$ 6.00	cu yd	\$ 402
Subgrade Preparation	\$ 2.50	sq yd	\$ 1,005
Limestone Base (3" with fines)	\$ 35.00	cu yd	\$ 3,150
Path PCC 6"	\$ 37.50	cu yd	\$ 2,513
Pipe Culvert, 12" CMP	\$ 50.00	LF	\$ 5,000
Contingency (10%)			\$ 707

\$ 12,777 Round to \$ 12,800

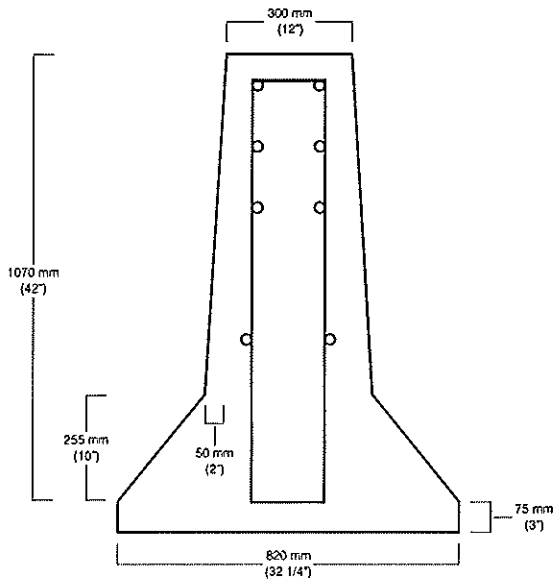


HOI Trail Beautification

Obtain permission to place benches along HOI trail inside city limits.

Place over-story shade trees and fruit trees off the top of the trail to provide shade or sustenance.

Salt Storage Facility



Using 12' long Jersey concrete highway barriers to establish side walls and one end wall to retain sand and salt mixture.

Attach a metal framed and sided cover that will allow city equipment to enter and pick up sand.

City Park Shelter House

Description of Work

The City Park's shelter house sits in a low area the middle of the City Park which is in a flood plain. The shelter is a concrete block (lower 3 feet) and wood (upper walls and roof) structure. The floor of the structure is now lower than the adjacent drive.

The City is evaluating the feasibility of raising the upper, wooden portion of the structure about two feet and laying another three layers of concrete block on top of the existing concrete block. Then, using fill sand and dirt, raising the floor level inside the shelter and on the adjacent seating area. New concrete floor would be laid inside the building and in both patio areas. The approach to the patio and building would be shaped so water drains away from the shelter.

The shelter will still be in the flood plain and will still be subject to periodic flooding, however, maintenance and cleaning of the facility will be easier.

The following individuals were contacted by email in the past for estimates, but no followup was arranged.:

1. Ferneau & Sons House Moving & Raising, LLC
2684 Ridge Road
Marshalltown, Iowa 50158
ferneauhousemoving@gmail.com
Business: 641-753-8060
Cell: 641-751-3883
2. Billy Bell Housemoving, LLC
5672 W 76th Street South
Colfax, IA 50054
bbhm2002@gmail.com
515-994-2513
3. Goodwin House Moving Inc.
2964 Coppock Road
Washington, IA 52353
rick@goodwinhousemoving.com
319-653-5644