

CITY OF MAXWELL, IOWA
MAXWELL CITY COUNCIL REGULAR MEETING
WEDNESDAY FEBRUARY 7, 2024, 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, Sue Philpott, Joel Westendorf, Doug Miller, & Ken Jans. Visitors: Kathy Smith, Kevin Carpenter, Jay & Sue Logsdon, Parks & Rec President
3. A motion to move 7a & 7e after Citizens Forum was made by Gast. Miller seconded. 5 ayes.
4. Citizens Forum
 - a. Sue Logsdon – Sue was present to address the dirt and gravel that was pushed into her yard and the yards north of her during snow removal. She would like to know what the city is going to do about it. She believes the drivers were either texting or eating while pushing snow. The mayor will talk to Tony and get it cleaned up. They should track the hours so we can add to the snow event.
 - b. Parks & Rec President - Quinn is president of the Collins-Maxwell Recreation Board. He was present to ask about putting advertising on the ball field fence. The city has to talk to the attorney to see if this is possible. The Recreation Club would like to do some repairs and updates on the ball fields and is seeking the city’s approval. If the Club gave the city a list of materials needed, the city could provide materials for upkeep.
5. Departmental Reports
 - a. Sheriff – No Report.
 - b. Fire – Report on file. Looking into firefighter 1 class for new people.
 - c. EMS – Report on file. Scott is working with Joel on combining Fire & EMS departments.
 - d. Library – Report on file.
 - e. Public Works-Report on file. Received bids for new mower.
 - f. City Clerk- Report on file. Yardwaste signatures were discussed. We have 1 resident that will not sign the document to permit burning. Time clocks and streamlining payroll will be investigated.
 - g. Engineer – No Report.
 - h. Parks and Open Space Board – Report on file. City received approval as a “Tree City USA”.
6. Public Hearing
 - a. Discussion and Action on Resolution 2024-03 Approving Proposed Amendment #1 to the Fiscal Year 2023-2024 Budget. – Gast moved to open to public. Jans seconded. 5 ayes. Steve discussed the changes to the budget which included road repairs, city hall & library remodels, and water repairs. Steve moved to close to the public. Jans seconded. 5 ayes. Gast moved to approve Resolution 2024-03 Approving Proposed Amendment #1 to the Fiscal Year 2023-2024 Budget, Jans seconded. 5 ayes.
7. Business
 - a. Discussion and Action on New Playground Equipment Donation – Kathy Smith -
- Kathy was present to discuss grants for the city. Some of the past grants have been new swings for the park, remodel of the park restrooms, and new siding for

the park restroom. She is now working on a grant for new playground equipment because it is getting hard to find replacement parts for the current equipment. She is trying for a Prairie Meadows grant and would like to know if the city would be willing to donate \$10,000 to the project. It will look better for the grant if the city is willing to help. Steve recommended to put the donation on the grant since it needed to be turned in before the next budget meeting.

- b. Discussion and Action on Attorney Contract - Caldwell & Brierly PLLC, Brick Gentry PC, & Whitfield Eddy Law were discussed. Miller moved to accept Brick Gentry PC as the City Attorney and authorize the mayor to sign the contract. Philpott seconded. 5 ayes.
 - c. Discussion and Action on Safe Building Services Contract – Planning & Zoning Board would like to a separate entity reviewing the zoning code enforcement for future building permits. Discussion followed on how this could be achieved. Gast moved to approve to authorize the mayor to sign the contract as submitted and look into a different way to review zoning. Jans seconded. 5 ayes.
 - d. Discussion and Action on Betterment Award. – Gast moved to accept Paul Ness as the 2023 Betterment Award for reasons stated. Jans seconded. 5 ayes.
 - e. Discussion and Action on GIS Mapping – Kevin Carpenter was present representing Silversmith. He discussed with the council some of the advantages of using Silversmith for GIS mapping. Steve talked about Seiler and information that he had learned. Jans moved to table decision until budget meeting and act at March meeting. Gast seconded. 5 ayes.
 - f. Discussion and Action on Printer Proposal – Access System contacted the city with a proposal for a new printer. The council would like to get other bids. Miller moved to table until other bids were gotten. Jans seconded. 5 ayes.
 - g. Motion to Approve State Mandated Policies for SDBG Project – Gast moved to approve i. – vi. And to authorize the mayor to sign and distribute to appropriate organizations. Westendorf seconded. 5 ayes.
 - i. Resolution 2024-05 A Resolution Adopting a Code of Conduct
 - ii. Equal Opportunity Policy
 - iii. Excessive Force Policy
 - iv. Resolution 2024-06 A Resolution Adopting Procurement Policy
 - v. Residential Anti-Displacement and Relocation Assistance Plan
 - vi. Fair Housing Policy
8. Set Public Hearing for Property Tax Levy.- Gast moved to approve Resolution 2024-06 A Resolution Setting Time and Place for a Public Hearing for the Purpose of Considering the Maximum Tax Dollars from Certain Levies for the City’s Proposed Fiscal Year 2024-2025 Budget. Westendorf seconded. 5 ayes
9. Council and Mayor Reports –
- a. Steve Gast – Steve has been working on the budget. He has been in touch with Tionna about the reserve account and what the auditors said.
 - b. Doug Miller – 1) Doug talked to another city about the nuisance ordinance and enforcement that they have with other cities. They had good information which he will take back to Story County Economic Development Group.
 - c. Ken Jams – Ken reminded to keep Matt Cory in the loop when talking about the GIS mapping.

d. Dale Higgins – 1) Dale discussed the Community Visioning Focus Group meeting being held on February 17th. People interested in the Community Visioning Program can go to www.communityvisioning.org/maxwell

10. Consent Agenda

- a. Gast moved to approve the December 2, 2023 minutes. Miller seconded 3 ayes, 2 abstain-Philpott & Westendorf.
- b. Gast moved to approve the January 2, 2024 minutes. Westendorf seconded 5 ayes.
- c. Gast moved to approve the January 8, 16, & 31, 2024 minutes. Miller seconded 4 ayes, 1 abstain-Jans
- d. Gast moved to approve the current bills. Westendorf seconded 5 ayes.
- e. Bills presented were as follows:

CLAIMS REPORT

VENDOR	REFERENCE	AMOUNT
ACCESS	MONTHLY PRINTER RENT	\$ 194.83
ALLIANT ENERGY	MONTHLY UTILITY BILL	\$ 8,551.83
AMAZON CAPITAL SERVICES	#1VG1-CP44-TGNQ-CALENDAR,DVD	\$ 292.95
BADGER METER	WATER METER CELLULAR READS	\$ 396.15
CENTRAL IOWA SHORTLINE LLC	#29177-HYDROLIC HOSE	\$ 126.76
CENTRAL IOWA SHORTLINE LLC	#29406-JD SHAFT COUPLING	\$ 310.93
CHEM-SULT, INC	SODIUMHYPOCHLORITE & PHOSPHATE	\$ 1,008.80
CONSUMERS ENERGY	RCH ELECTRIC	\$ 41.00
GANNETT IOWA LOCALIQ	#835139-PUBLIC HEARING,MINUTES	\$ 846.63
INDEPENDANT PUBLIC ADVISORS	QUARTERLY RETAINER 01/24-3/24	\$ 2,000.00
IOWA DEP OF REVENUE	WWATER EXCISE TAX	\$ 609.67
IOWA DEP OF REVENUE	WATER EXCISE TAX	\$ 677.11
IOWA DEP OF REVENUE	SALES & USE TAX	\$ 110.55
IOWA DEP OF REVENUE	SALES & USE TAX	\$ 119.59
IOWA LEAGUE OF CITIES	MLA WORKSHOPS	\$ 220.00
IPERS	IPERS	\$ 72.94
JOEL WESTENDORF	MLA EVENT-JOEL WESTENDORF	\$ 140.00
LOGSDON'S GROCERY	T-TISSUE & TOWELS	\$ 67.81
MATTHEWS WHITE PLUMBING	#11672935 - 521 BALDWIN ST	\$ 2,840.09
MAXWELL STATE BANK	safety deposit box 67	\$ 45.00
MAXWELL STATE BANK	SAFETY DEPOSIT BOX 71	\$ 45.00
MENARDS/ANKENY	BRIDGE REPAIR ITEMS	\$ 271.86
MICROBAC LABORATORIES	TESTING	\$ 402.00
NEW CENTURY FS	DIESEL & GAS	\$ 595.84
OMNISITE	ANNUAL PLAN & WIRELESS SERVICE	\$ 455.00
POMP'S TIRE SERVICE, INC	TIRES FOR DUMP TRUCK	\$ 500.00
PRATT SANITATION INC	MONTHLY GARBAGE	\$ 5,201.92
SAFE BUILDING LLC	BUILDING PERMIT	\$ 58.62
SNYDER & ASSOCIATES	#119.0265.01A-6 BALDWIN ST	\$ 9,925.00
STORY COUNTY TREASURER	LAW ENFORCEMENT	\$ 14,345.30
SWANK MOVIE LICENSING USA	COPYRIGHT COMPLIANCE SITE LICN	\$ 191.00

U.S. BANK	AMERICAN HEART-CPR	\$ 1,064.78
US CELLULAR	MONTHLY CELL PHONE	\$ 11.17
WINDSTREAM	TELEPHONE & INTERNET	\$ 222.91
Accounts Payable Total		\$ 51,963.04
Total Paid On: 1/10/24		\$ 6,259.26
Total Paid On: 1/11/24		\$ 321.19
Total Paid On: 1/24/24		\$ 5,957.85
Total Payroll Paid		\$ 12,538.30
***** REPORT TOTAL *****		\$ 64,501.34

Expenses	Jan 01, 2024- Jan31, 2024	
GENERAL		\$ 33,831.75
ROAD USE TAX		\$ 2,701.10
CAPITAL PRJCT FUND - STRT		\$ 9,925.00
WATER		\$ 9,221.99
SEWER		\$ 8,821.50
TOTAL FUNDS		\$ 64,501.34

Revenues	January	
001 General		\$ 26,819.72
016 Washington Township		\$ 38,390.04
110 Road Use Tax		\$ 10,055.97
112 Employee Benefits		\$ 30.63
119 Emergency Funds		\$ 11.10
121 Local Option		\$ 11,526.04
200 Debt Service		\$ 131.10
600 Water		\$ 12,833.69
610 Sewer		\$ 25,905.35
TOTAL FUNDS		\$ 125,703.64

11. Adjourn. A motion to adjourn the meeting at 9:03 P.M. was moved by Philpott. Seconded by Jans. 5 ayes

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

ATTEST: _____, Clerk _____, Mayor
 Deb Hayes Dale Higgins