

# Huxley City Council Minutes

## Tuesday, June 13, 2017

These minutes are as recorded by the City Clerk and are subject to City Council approval at the next regular council meeting.

**COUNCIL MEETING:** The Huxley City Council met in a regular council meeting on the above date pursuant to rules of the council, notice posted at City Hall, posted on website and emailed to news media. Mayor Henry called the meeting to order at 6:02 pm.

**COUNCIL MEMBERS PRESENT:** Jensen, Deaton, Roberts, Hemmen; absent - Kuhn

**CITY STAFF PRESENT:** John Haldeman-City Administrator, Jolene Lettow-City Clerk, Jeff Peterson-Public Works Director, Mark Pote – Police Chief

**GUESTS PRESENT:** Keith Morgan, Story County Emergency Management

**PROCLAMATION:** Mayor read proclamation declaring June as National Affordable Housing Month.

### CONSENT AGENDA:

*MOTION-Deaton, Second - Hemmen to Approve All Agenda Items as Listed.*

- Approve May 23, 2017 Regular Council Meeting & Work Session Minutes
- Approve Financial Reports and Payment of Bills
- Approve Tobacco Permit for Dollar General
- Approve Liquor License for Casey's
- Approve Application for Domestic Chickens

Roll Call: Deaton, Hemmen, Roberts voted yes; Jensen abstained. Motion Carried

### Claims:

ADVANTAGE HOMES	BUILDING PERMIT DEPOSIT REFUND	500.00
AFLAC	AFLAC	189.26
ALAN RAHE	BASKETBALL LEAGUE OFFICIAL	125.00
ALLIANT ENERGY	GAS AND ELECTRIC	7,760.76
ANKENY SANITATION	CENTENNIAL PARK	293.34
ARNOLD MOTOR SUPPLY	FIX BRAKES ON PARKS TRUCK	34.16
AVESIS INCORPORATED	VISION INS	301.25
BAKER GROUP	MAINT AGREEMENT	7,565.00
BOLAND RECREATION	PLAYGROUND AT NORD KALSEM	78,500.00
BOUND TREE MEDICAL	MEDICAL SUPPLIES	3,304.43
BREON HARVEY-VANLOO	YOUTH SOCCER OFFICIAL	180.00
BRICK GENTRY P.C.	BOND CLAIMS	6,462.50
BROWN SUPPLY CO. INC.	CRACK FILLING POT & SQUEEGEE	213.00
CAPITAL CITY EQUIPMENT CO.	PARTS FOR MOWER	140.10
CASEY'S GENERAL STORES INC	GASOLINE	1,077.34
CENTRAL IOWA REGIONAL TRAN	FY 2018 ASSESSMENT	431.00
CENTRAL STATES BANK & ROGE	CENTRAL STATES BANK & ROGER WH	52,046.76
CINTAS CORPORATION	3C'S FIRST AID SUPPLIES	94.97
CLINTON H. THOMPSON	BASKETBALL LEAGUE OFFICIAL	200.00
COMPASS MINERALS AMERICA	COARSE SALT	3,366.09
DELL MARKETING L.P.	WARRANTY FOR LIBRARY COMPUTERS	1,106.00
DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	1,596.40
DICKSON & LUANN JENSEN	DICKSON & LUANN JENSEN	192,873.41
DITCH WITCH OF MINNESOTA &	RIM FOR WATER TRAILER	58.93
EDWARD JONES	IRA	250.00
FOREMOST PROMOTIONS	PENCILS FOR PD	145.00
FORTERRA PIPE & PRECAST	RCP FOR MPS PROJECT	149.20
GPM	DISTRIBUTOR ASSY	389.50
GREENLAND HOMES	BLDG PERMIT DEPOSIT REFUND	1,000.00
HACH COMPANY	SENSOR CAP REPLACEMENT	121.00
HALLETT MATERIALS	TONS OF 1" ROCK FOR NK PLAYGRO	506.92
HEARTLAND CO-OP	TORDON	145.90
HOKEL MACHINE SUPPLY	ACETYLENE TORCH HOSE	20.18
HUXLEY COOP TELEPHONE CO.	CABLE, PHONE, INTERNET	1,773.56
INNOVATIVE COATINGS & MATE	SEBS ALGAE AND AMMONIA FOR DOT	1,892.86
INTEGRATED PRINT SOLUTIONS	WEIGHT LOSS CHALLENGE	120.00
INTERNAL REVENUE SERVICE	FED WITHHOLDING TAX	23,071.18
IOWA CITY/COUNTY MGMT. ASS	2017-2018 MEMBERSHIP	150.00
IOWA DOT	6 VOLT BATTERIES	549.65
IOWA EMS ALLIANCE	TIER ALS	200.00
IOWA FIREFIGHTER'S ASSOCIA	MEMBERSHIP DUES	383.00
IOWA PRISON INDUSTRIES	NAME PLATES	286.62

IOWA STATE UNIVERSITY	CERT FEE FOR HUGABOOM	50.00
IOWA STATE UNIVERSITY RESE	DIRT FOR BACKFILL-TOP SOIL	535.20
IPERS	IPERS	12,619.84
JERICO SERVICES INC	DUST CONTROL OF CENTENNIAL PAR	540.00
KEVIN SCHULZE	BASKETBALL LEAGUE OFFICIAL	275.00
KEYSTONE LABORATORIES	MONTHLY SAMPLING	706.40
LIBERTY READY MIX	CONCRETE FOR NK SIDEWALK	1,306.50
LINCOLN FINANCIAL GROUP	DISABILITY INSURANCE	941.16
LOWE'S	SUPPLIES FOR MPS PROJECT, WOOD	280.57
LUBE TECH	SIX 55 GALLON DRUMS	145.00
MARCO, INC.	PRINTER/COPIER MAINTENANCE	353.22
MARCO, INC.	PRINTER MAINTENANCE-FIRE & RES	226.65
MARTIN MARIETTA MATERIALS	1' STONE FOR PLAYGROUND	1,407.02
MARTIN OIL WHOLESALE	UNLEADED FUEL	1,128.45
MASS MUTUAL RETIREMENT SER	DEFERRED COMPENSATION	250.00
MEADOW LANE INVESTMENTS, L	MEADOW LANE INVESTMENTS, LLC	18,284.41
MEADOW VIEW LLC	MEADOW VIEW LLC	0.00
MENARDS	THREE PACK OF ROLLERS	81.71
METERING & TECHNOLOGY SOLU	METERS AND ERTS	2,760.00
MID-IOWA SOLID WASTE EQUIP	FREGHT TO RETURN LOANER	19.38
MISCELLANEOUS VENDOR	DEKOTER, DARNELL :US REFUND	983.32
MOODY ELECTRIC, INC.	LIGHT FOR WELCOME SIGN INSTALL	2,500.00
MR. STORAGE, LLC	MR. STORAGE, LLC	12,379.30
MUNICIPAL PIPE TOOL CO., L	JET CLEANING	8,580.90
MUNICIPAL SUPPLY	FERNO AND PVC	610.53
NICKOLAY CONSULTING, LLC	APRIL MAILJET HOSTING & MAINT	105.00
OFFICE OF VEHICLE SERVICES	SALVAGE THEFT EXAM CERT.	20.00
OTIS ELEVATOR COMPANY	ELEVATOR SERVICE 6/1/-8/31/17	204.48
OXEN TECHNOLOGY	MONTHLY EXCHANGE FEE	152.00
PCC AN AMBULANCE BILLING S	MARCH AMBULANCE BILLING	838.69
PEPSI-COLA	POP FOR VENDING	243.24
PREMIER OFFICE EQUIPMENT I	B/W AND COLOR COPIES	2.09
QUICK'S HARDWARE HANK	SEE ATTACHED	1,069.45
RADAR ROAD TECH	RADAR CERTIFICATIONS	140.00
RAGNASOFT, INC.	PLANIT EMS 1 YEAR SUBSCRIPTION	600.00
REDWOOD BUILDERS	BLDG PERMIT DEPOSIT REFUND	500.00
RELIASTAR LIFE INSURANCE C	LIFE INSURANCE	374.14
SAFE BUILDING COMPLIANCE &	BUILDING INSPECTIONS	10,889.17
SEILER INSTRUMENT & MFG. C	MONOPOLE KIT	445.00
SLATER ANIMAL HOSPITAL	BOARDING STRAYS & EUTHANISIA	305.54
SLATER LEGION POST 260	FLAG	25.00
SPRAYER SPECIALTIES INC.	NOZZLE BODIES	7.67
STAPLES ADVANTAGE	PRINTER INK FOR MATT AND LISA	165.43
STORY COUNTY RECORDER	IRON BRIDGE ANNEXATION	32.00
SYNCB/AMAZON	BOOKS AND MOVIES	231.40
TASC	FLEX BENEFIT PLANS	1,235.76
TASC - CLIENT INVOICES	JULY ADMIN FEES	66.25
TEAM SERVICES, INC.	CONCRETE TESTING	391.84
THE SHERWIN-WILLIAMS CO.	PAINT	128.79
TREASURER, STATE OF IOWA	STATE WITHHOLDING	3,609.79
TYLER BUSINESS FORMS	WATER BILL CARD STOCK	2,576.60
UHS PREMIUM BILLING	MEDICAL INSURANCE	17,404.36
USA BLUEBOOK	BALL VALVE	160.56
VALIC	DEFERRED COMPENSATION	146.08
VERIZON WIRELESS	ADMIN CELL PHONES	44.54
VESSCO INC.	SERVICE ON BLOWER #3	0.00
VISA	LIBRARY POSTAGE & SERVER HOST	223.09
WEST BEND MUTUAL INSURANCE	AMBULANCE INSURANCE OVERPAYMEN	10.00
WINDSTREAM IOWA COMMUNICAT	PD PHONE DISPATCH	69.70
ZIEGLER INC	CATERPILLAR PARTS & LABOR	2,977.87
ZIMMER AND FRANCESCON, INC	3" FAIRBANK HORIZONTAL PUMP	7,630.00
Payroll		<u>100,300.67</u>
Grand Total		\$561,613.52

**Motion – Roberts, Second - Jensen to Approve the Following Resolutions:**

- No. 17-038 Maintenance Contract Extension from the Baker Group
- No. 17-040 Submission of an Hazard Mitigation Grant to FEMA
- No. 17-041 Adoption of City Purchasing Policy per FEMA Grant
- No. 17-042 Adoption of City Procurement Policy per FEMA Grant
- Roll Call: Hemmen, Deaton, Roberts, Jensen voted yes. Motion carried.

Motion – Roberts, Second - Deaton on Resolution No. 17-039 to Approve Custodial Services Proposal from Quality One. Councilman Deaton asked if costs would be divided between different departments. Expressed concern with all bids not being provided in packet. Roll Call: Roberts, Jensen, Hemmen voted yes; Deaton voted no.

**Miscellaneous:**

- Jeff Peterson, Public Works Director, thanked Keith Morgan, Story County Emergency Management Coordinator, for his assistance with documentation needed for FEMA grant.
- John Haldeman, city administrator, informed council that city is looking to hire a part-time handyman to perform light maintenance at 3C's building and preparation of Safe Room and Nord Kalsem facilities for rentals.
- Councilman Jensen asked if city was monitoring city's share of costs expended on projects/developments. Councilman Jensen was informed that city does keep track and collects any fees due.
- Councilman Jensen inquired as to the status of bid awarded to Con-Struct for above-street repairs on the Main Avenue Stormwater Project. Contractor had not yet shown up to perform work. Public works staff has been completing most of work listed in bid. Jensen expressed concerns with grass not being planted yet. Contract stated contractor had until June 30. Council would like to review items that have been completed and make contractor aware of changes and concerns.
- Jeff Peterson informed council that residents at 326 W. 3<sup>rd</sup> Street would attend next council meeting regarding issues with easement, planting and percola release agreement for Main Avenue Stormwater project.
- Councilman Deaton asked about status of unkept properties in city.

**ADJOURNMENT:** Motion –Hemmen, Second – Roberts to adjourn meeting at 6:43 pm.  
4 ayes, 0 nays. Motion carried.

**WORK SESSION:** The Huxley City Council met in a work session on the above date pursuant to rules of the council. Mayor Henry called the meeting to order at 6:55 pm.

**Council Members Present:** Jensen, Deaton, Roberts, Hemmen

Emergency Operation Plan

Keith Morgan, Story County Emergency Management Coordinator, addressed council with request to work with Huxley to refine emergency operational planning templates for use throughout the county.

Housing Trust Fund

Mayor commented that committee is taking questions from cities to assist with formulation of Housing Trust plan.

John Haldeman, city administrator, asked council if city would be interested in hiring an engineer on a part-time, contractual basis to review site plans, plats, etc. Council will consider.

**ADJOURNMENT:** Motion –Jensen, Second – Hemmen to adjourn meeting at 7:40 pm. 4 ayes, 0 nays. Motion carried.

---

Craig D. Henry, Mayor

Attest:

---

Jolene R. Lettow, City Clerk