

# CITY OF HUXLEY

TUESDAY – SEPTEMBER 12, 2017 – HUXLEY CITY HALL

CITY COUNCIL MEETING – 6:00 PM

PUBLIC NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF HUXLEY, IOWA, WILL MEET AT THE HUXLEY CITY HALL 515 N. MAIN AVE., HUXLEY, IOWA, FOR THEIR REGULAR COUNCIL MEETING AT 6:00 PM ON TUESDAY THE 12<sup>th</sup> DAY OF SEPTEMBER, 2017 TO DISCUSS THE MATTERS ENUMERATED IN THE AGENDA LISTED BELOW.

## ROLL CALL – QUORUM PRESENT

- 1.00) COMMENTS FROM THE PUBLIC AND RECEIVING OF PETITIONS AND/OR WRITTEN COMMUNICATIONS TO THE CITY COUNCIL ON AGENDA AND NONAGENDA ITEMS.
- 2.00) PRESENTATION(S): NONE
- 3.00) PROCLAMATION(S): NONE
- 4.00) CONSENT AGENDA:

ALL ITEMS LISTED WITHIN THIS SECTION ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OR ACTION ON THESE ITEMS UNLESS A COUNCIL MEMBER OR CITIZEN SO REQUESTS, IN WHICH EVENT, THE ITEM WILL BE REMOVED FROM THE GENERAL ORDER OF BUSINESS. AND CONSIDERED SEPARATELY.

- 4.01) TO APPROVE THE MINUTES FROM THE FOLLOWING MEETINGS:  
August 22, 2017 -- Regular Council Meeting and Worksession
- 4.02) TO APPROVE FINANCIAL REPORTS AND PAYMENT OF BILLS.
- 4.03) TO APPROVE BEER, WINE AND LIQUOR LICENSES, CIGARETTE PERMITS/ RENEWALS.
- 5.00) PUBLIC HEARING(S): NONE

## AGENDA ITEMS:

- 6.00) COMMUNITY BETTERMENT: NONE
- 7.00) PUBLIC SAFETY:
  - 7.01) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 17-064 HIRING POLICE OFFICER.
  - 7.02) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 17-065 APPROVING PD POLICY.

**8.00) FINANCE:**

- 8.01)** DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 17-066 ANNUAL FINANCIAL REPORT FOR FY 2017.
- 8.02)** DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 17-067 APPROVING HIRING OF PUBLIC WORKS EMPLOYEE.
- 8.03)** DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 17-068 ANNUAL STREET REPORT FOR FY 2017.
- 8.04)** DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 17-069 PAY ESTIMATE NO. 2 FOR THE MAIN AVENUE STORM SEWER SURFACE RESTORATION.

**9.00) LEISURE ACTIVITIES: NONE**

**10.00) ADMINISTRATIVE BUSINESS: NONE**

**COMMENTS FROM STAFF, COUNCIL AND MAYOR.**

**ADJOURNMENT**

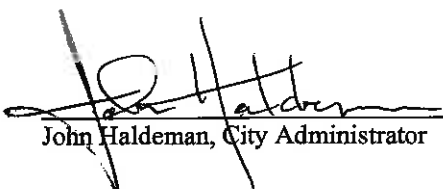
*THIS NOTICE IS HEREBY GIVEN AT LEAST 24 HOURS PRIOR TO THE COMMENCEMENT OF THE MEETING SPECIFIED ABOVE. THIS WAS DONE BY ADVISING THE NEWS MEDIA WHO HAVE FILED A REQUEST FOR NOTICE AND BY POSTING THE NOTICE ON THE WINDOW IN THE LOBBY AREA IN CITY HALL THAT IS ACCESSIBLE AND VIEWABLE TO THE PUBLIC. THIS WAS ALL PURSUANT TO CHAPTER 21 OF THE CODE OF IOWA.*

**POSSIBLE WORKSESSION:**

THE CITY COUNCIL WILL MEET FOR AN INFORMAL WORKSESSION TO WORK ON ITEMS AND NOT TAKE ANY ACTION ON THOSE ITEMS DURING THE WORKSESSION.

DISCUSSION TOPICS; THAT THE FOLLOWING TOPICS ARE SUGGESTED AND THEY DO NOT REFLECT ALL POSSIBLE ITEMS THAT COULD BE DISCUSSED OR NOT. THE LISTING BELOW DOES NOT NECESSARILY REFLECT THE ORDER IN WHICH THE ITEMS WILL BE DISCUSSED OR IF THEY WOULD BE DISCUSSED AT THIS MEETING. NO ACTION WILL BE TAKEN ON ANY OF THE ITEMS AND THE LIST MAY CHANGE PRIOR TO OR AT THE MEETING.

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John Haldeman, City Administrator

9/8/2017 8:39 AM

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# **COMMUNICATIONS AND DEPARTMENT REPORT**



**THE SALVATION ARMY  
AMES SERVICE CENTER**

703 E. Lincolnway  
Ames, IA 50010  
Office: 515.233.3567  
Fax: 515.233.3713

ANDRÉ COX  
General  
SYLVIA COX  
Commissioner  
*International Leaders*

F. BRADFORD BAILEY  
Commissioners  
*Territorial Leaders*

GREG & LEE ANN THOMPSON  
Majors  
*Divisional Leaders*

NATHAN & MICHELE HARMS  
Captains  
*Local Leaders*

CARI MCPARTLAND  
Service Center Administrator

August 28, 2017

**Mayor Henry & Council Members**  
**515 N Main**  
**Huxley, IA 50124**

**Dear Mayor Henry & Council Members:**

**Thank you so much for your very generous donation of \$400.00 to The Salvation Army of Story County.**

The Salvation Army's Social Services Center, which is located at 703 East Lincoln Way in Ames, offers Homelessness Prevention Services, Hunger Relief, Representative Payee Program, Bill Payer Program and Emergency Disaster Services to all residents of Story County.

The demand for homelessness, sadly remains a consistent need. Our Representative Payee Program and Bill Payer Programs are two financial programs that allow greater independence for over fifty people throughout Story County. Our food pantry serves, on average 135 families, serving 384 individuals each month. We have added the Doing the Most Good Market, where people can pick up fresh produce, meat, dairy products and additional grocery items. This has been quite popular since its inception. We have seen a rise in the need for diapers and wipes for infants as well.

Last fiscal year, The Salvation Army served 23 families from Huxley with various needs including use of our food pantry, diapers and rent payment. So far this fiscal year, we've assisted 8 families. The funds you so generously provide help us to be a hand up to so many.

On behalf of The Salvation Army, I thank you for this opportunity to partner in serving the needs of those residing in your community. You can feel good knowing that your kindness has helped serve your neighbors and that we promise to Do The Most Good with your financial support.

Sincerely,

Cari McPartland  
Service Center Administrator  
The Salvation Army



**DOING THE MOST GOOD™**



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August 25, 2017

John Haldeman, City Administrator  
City of Huxley  
515 N Main Ave  
Huxley, IA 50124

Dear Mr. Haldeman:

Don Van Houweling asked that I respond to your letter dated August 22, 2017. The company I own provides all of the installation and support for the wind and solar installations for Van Wall Energy.

I understand you are requesting that a certificate be submitted regarding the repair on the wind turbine at Blue Sky site near Huxley. You may be aware the company that manufactured that product has gone out of business. However, our wind division crew are all trained and experienced installers and service technicians for the turbines. When a blade fails on a turbine typically it requires the replacement of all three blades. That was the case at the Blue Sky site. We successfully replaced the entire blade system so that the turbine is in the same state of compliance as when the system was installed, commissioned and became operational. Fortunately, we still have access to all of the components of these turbines and all of the parts used were identical to the original parts.

Should you have any questions regarding this repair, do not hesitate to contact me personally.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul R. Graff', is written over a horizontal line.

Paul R. Graff, PhD, President  
Edutech Systems, Inc.  
913-645-4691

**From:** Steve Domino [mailto:steve@bellahomesiowa.com]

**Sent:** Friday, September 08, 2017 11:52 AM

**To:** John Haldeman <jhaldeman@huxleyiowa.org>

**Subject:** FW: 550th construction update

FYI below. This is not a notification for the city...simply a heads up on what we've communicated to the residents of Deer Creek.

No action necessary on your end. Let me know if you have any questions.

Hi Everyone-

My name is Steve Domino and I work for Bella Homes. As you likely know by now, we will be paving 550<sup>th</sup> as a part of the construction of our new development (Iron Bridge) just north of you. You're likely wondering what is happening and when. This is the first of a series of notifications/updates coming your way over the next couple months.

Here are the highlights and potential impacts to you:

- City water will be extended to Iron Bridge
  - 550<sup>th</sup> will be temporarily (approx. ½ day at a time) closed at two different locations and days
    - Targeting the week of October 2<sup>nd</sup> (\*subject to change)
    - First closure location is north of the Deer Creek entrances
    - Second closure location is south of the Deer Creek entrances and will require you to enter/exit via 550<sup>th</sup> north to 300<sup>th</sup> St.
    - Additional notifications (email, letter, flyer at your door) will provide you 48 hour notice
  - Water to the Deer Creek development will be shut off for approximately 2-3 hours
    - Targeting the week of October 9<sup>th</sup> (\*subject to change)
    - Additional notifications (email, letter, flyer at your door) will provide you 48 hour notice
- 550<sup>th</sup> will be paved from Timberlane/Ridgewood to just past the Iron Bridge entrance
  - Construction is tentatively scheduled for the weeks of November 6<sup>th</sup> & 13<sup>th</sup> (\*subject to change)
  - Paving of 550<sup>th</sup> & closure of the Deer Creek entrances will happen in a few phases
    - Phase one: South Deer Creek entrance will be closed for construction/paving
      - You will need to enter/exit your development via the North Deer Creek entrance, 550<sup>th</sup> north to 300<sup>th</sup> St.
      - Closure is estimated to be 2-3 days
    - Phase two: 550<sup>th</sup> north of the North Deer Creek entrance will be closed for construction/paving
      - Both Deer Creek entrances will be open during this phase
      - Closure is estimated to be approx. 3 weeks
    - Phase three: 550<sup>th</sup> from the North Deer Creek entrance to just north of the South Deer Creek entrance will be closed for construction/paving
      - You will need to enter/exit your development via the South Deer Creek entrance
      - Closure is estimated to be 2-3 days

Thank you for your patience throughout the construction process. Dates and timelines for a project like this can be fluid. While I don't anticipate any, I'll be sure to communicate major changes to what I've communicated above as soon as possible. Please don't hesitate to contact me with any questions/concerns. Lastly, be on the lookout for additional and more specific communications as we near these phases of the project.

Take care,

Steve Domino | Bella Homes | c: 515-450-7574

**City of Huxley  
Huxley Police Department  
August 2017  
Monthly Report**

**8/4/2017 9:15 PM** Officer responded to a hit and run accident at the Ballard Plaza. A vehicle operated by a Cambridge woman was parked in a spot and noticed approximately \$1000 in damage to her passenger side upon her return.

**8/8/2017 1:53 PM** Officer received a harassment call at the 100 block of Oak Blvd. Contact was made with a 21 year old Huxley woman who agreed to stop the behavior in order to avoid future police attention.

**8/9/2017 3:49 PM** Officer responded to a two vehicle accident at the intersection of Highway 69 and Centennial Drive. A vehicle operated by a Nevada man failed to obey the traffic signal and struck a vehicle that was operated by a Cambridge woman. The accident caused \$1500 in total damage. No injuries. The Nevada man was cited for Failure to Obey a Traffic Control Device.

**8/11/2017 5:15 PM** Officer took a theft report at the 100 block of Oak Blvd. A wallet belonging to a Huxley man had gone missing. Within the wallet were several cards and cash.

**8/13/2017 9:10 PM** Officer responded to a medical emergency at the 100 block of E 3<sup>rd</sup>. A 66 year old Huxley man had passed away in his home. The medical examiner was contacted and briefed. The medics at the scene and the medical examiner believed that the man had died of natural causes and the body was released to a funeral home.

**8/18/2017 1:30 PM** Officer responded to a two vehicle accident at the 1100 block of Sandcherry. Two vehicles operated by Huxley residents were backing out of their driveways at the same time and collided causing approximately \$2200 in total damage. No injuries.

**8/19/2017 4:23 PM** Officer responded to a two vehicle accident on Highway 210 and Interstate 35. Approximately \$8000 in total damage was done after an Ames man failed to obey the stoplight at the construction zone and struck a Maxwell woman. The Ames man was arrested for Carrying weapons, Interference with Official Acts, and Theft 2<sup>nd</sup> as the vehicle he was operating was reported stolen by Des Moines PD. The Ames man was transported to the Story County Jail in Nevada.

**8/19/2017 11:40 PM** Officer cited an Ankeny Juvenile with Minor in Possession of Alcohol after a traffic stop was made on Highway 69 near Oak Blvd.

8/20/2017 7:25 PM Officer stopped a vehicle for a traffic violation on Highway 69 near Highway 210. A 22 year old Bolingbrook, IL man was arrested for possession of a Controlled Substance and Possession of Paraphernalia. He was transported to the Story County Jail in Nevada.

8/24/2017 8:00 AM Officer responded to a two vehicle accident at the intersection of Highway 69 and Centennial. A vehicle operated by a 15 year old Huxley driver failed to obey a red stoplight and was struck by a Nevada driver. No injuries.

8/24/2017 3:00 PM Officer received a theft report at the 300 block of N 2<sup>nd</sup>. Two bikes were taken from the backyard. One bike that was taken was a Haro stunt bike and the other was a Red mountain bike.

8/28/2017 4:20 PM Officer stopped a vehicle for a traffic violation on West 1<sup>st</sup> street and 5<sup>th</sup> Ave. The driver of the vehicle, a 29 year old Kelley man, was arrested for Driving Under Suspension, Interference with Official Acts, and two warrants that were put out for his arrest. He was transported to the Story County Jail in Nevada.

8/29/2017 1:00 PM Officer received a theft report at the 100 block of National Drive. Several prescription pills were taken from the victim while she was moving from her residence in Alleman to Huxley.

8/31/2017 9:00 AM Officer cited a 70 year old Huxley man for a Stop arm violation on Oak Blvd.

8/31/2017 19:21 Officer responded to a family altercation at the 500 block of E 1<sup>st</sup> Street. All involved parties agreed that they could remain calm for the rest of the night and would have no further problems.

Huxley Officers had ten arrests for the month. Two were for Interference with Official Acts, one for carrying weapons, one for theft, one for Possession of Alcohol under the Legal Age, one for Possession of a Controlled Substance, one for Possession of Drug Paraphernalia, one for Driving Under Suspension, and two warrants served. Officers issued twenty nine citations for traffic violations and gave sixty one warnings. Officers received 181 calls for service or information and had a total of 424 contacts for the month. Officers used 266.25 hours toward investigations, answering calls, or providing service and gave 457.75 hours of general patrol.

Mark Pote

  
Chief of Police

Monthly Aggregate	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Aggregate
Arrests	5	9	12	12	10	2	3	10	0	0	0	0	63
Traffic Citations	13	23	24	18	10	22	19	29	0	0	0	0	158
Traffic Warnings	60	75	88	82	66	76	58	61	0	0	0	0	566
Parking Tickets	6	17	21	2	4	1	3	0	0	0	0	0	54
Alcohol- .02	0	0	0	0	0	1	0	0	0	0	0	0	1
Alcohol- Consumption	16	12	21	18	18	21	24	11	0	0	0	0	141
Alcohol- Open Container	1	0	2	0	0	1	0	0	0	0	0	0	4
Alcohol- Possession	1	1	0	0	0	0	0	0	0	0	0	0	2
Alcohol- Pub. Intox	0	1	0	1	1	0	0	0	0	0	0	0	3
Alcohol- OWI	2	1	1	2	0	3	2	1	0	0	0	0	12
Animal Call	5	10	5	13	7	14	10	18	0	0	0	0	82
Assaults	0	1	0	2	1	1	3	0	0	0	0	0	8
Assist Fire/Med/Co	21	32	32	22	30	34	26	41	0	0	0	0	238
Assist Motorist	16	6	16	25	12	13	10	4	0	0	0	0	102
Burglary	1	0	0	2	9	0	1	0	0	0	0	0	13
Child Abuse	1	0	0	0	0	0	0	1	0	0	0	0	2
Civil Dispute	2	4	2	3	4	5	4	5	0	0	0	0	29
Criminal Mischief	1	7	0	2	2	0	2	0	0	0	0	0	14
D, P & Q	4	2	5	5	5	3	7	1	0	0	0	0	32
Drug Paraphernalia	0	5	4	2	1	0	2	3	0	0	0	0	17
Disorderly Conduct	0	2	0	0	1	0	3	2	0	0	0	0	8
Domestic	6	0	3	2	11	7	5	0	0	0	0	0	34
Harassment	3	6	0	5	6	3	5	3	0	0	0	0	26
Info. Call	176	166	144	173	194	153	162	181	0	0	0	0	1349
Mental Patient	4	10	9	7	0	4	3	5	0	0	0	0	42
Missing Person	0	2	1	1	0	4	1	1	0	0	0	0	10
Sex Abuse	0	0	1	1	0	0	0	1	0	0	0	0	3
Susp/Rev/Barred Driver	2	2	6	3	3	0	0	1	0	0	0	0	17
Susp. Person	6	7	3	7	10	9	6	9	0	0	0	0	57
Susp. Vehicle	7	7	4	1	7	7	4	6	0	0	0	0	43
Traffic Call	16	17	14	11	11	8	10	17	0	0	0	0	104
Traffic Accident	8	4	6	7	4	4	3	5	0	0	0	0	41
Trespass	1	2	0	2	2	2	0	1	0	0	0	0	10
Theft	5	1	1	8	5	1	4	6	0	0	0	0	31
Unattended Death	0	0	1	1	0	0	0	1	0	0	0	0	3
	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Contacts</b>	<b>389</b>	<b>432</b>	<b>426</b>	<b>440</b>	<b>434</b>	<b>399</b>	<b>375</b>	<b>424</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3319</b>
Investigations	30	22.5	14.5	29	42	1	24.25	29.5	0	0	0	0	192.75
On-Call	6.25	0	0	0	0	0	0	4	0	0	0	0	10.25
Office / Other	250.5	235	260.75	251	236	230.75	217	236.75	0	0	0	0	1917.75
Patrol / SNO	441.25	413.75	437.5	459.25	434.75	431.5	418.75	457.75	0	0	0	0	3494.5
	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Hours</b>	<b>728</b>	<b>671.25</b>	<b>712.75</b>	<b>739.25</b>	<b>712.75</b>	<b>663.25</b>	<b>660</b>	<b>728</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5615.25</b>

# CONSENT AGENDA

## Huxley City Council Minutes

### Tuesday August 22, 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, Kuhn, Hemmen; Roberts -via conference call

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

**CONSULTANT PRESENT:** Forrest Aldrich, City Engineer

**GUESTS PRESENT:** Nathan Easter, Steve Domino, Chris Gardner, Mark DeYoung, Joe Andrews

**PRESENTATION:** Chris Gardner asked council if a development agreement from the city could be arranged for Iron Bridge development. Gardner explained that expenses were coming in higher than anticipated. Stated development would increase property valuation nine to ten million dollars.

#### CONSENT AGENDA:

*MOTION-Deaton, Second-Hemmen to approve all agenda items as listed.*

- Approve August 8, 2017 Regular Council Meeting and Worksession Minutes
- Approve Financial Reports and Payment of Bills
- Approve Beer License/Outdoor Service for Prairie Fest

Roll Call: Roberts, Kuhn, Jensen, Hemmen, Deaton voted yes.

#### Claims:

ACCESS	DONATION	500.00
ACTIVE911, INC.	YEARLY FEES	387.75
ADAN'S GUTTERS	GUTTERS AT OLD WATER PLANT	375.00
AMES ECONOMIC DEVELOPMENT	CONTRACT AGREEMENT	25,000.00
ANKENT SANITATION	CENTENNIAL PARK	305.08
BITUMINOUS MATERIALS & SUP	CREDIT FOR RETURNED TAR	320.54
BOBBY JACOBSON	REFUND-DUPLICATE PAYMENT	14.39
BUD'S AUTO REPAIR INC	SERVICE ON FORD	141.74
CARPENTER UNIFORM CO.	DUTY HOLSTER-COWDEN	159.99
CASEY'S GENERAL STORES INC	UNLEADED & DIESEL FUEL	1,120.42
CENTRAL IOWA READY-MIX, IN	CONCRETE	180.81
CLASSIC BUILDERS	BUILDING PERMIT DEPOSIT REFUND	500.00
COMPASS BUSINESS SOLUTIONS	PAYROLL AND AP CHECKS	326.60
CONSUMERS ENERGY	GAS & ELECTRIC	9,866.60
DB IOWA HOLDINGS	LEGAL PUBLICATIONS	352.06
DOLLAR GENERAL CORPORATION	PAPER TOWEL, BOWLS, CUTLERY	68.05
DOOR & FENCE STORE INC.	HINGE & DROP RODS	51.00
DUMP THAT STUMP LLC	STUMP GRINDING AT CENTENNIAL	300.00
FALLER, KINCHELOE & CO, PL	AUDIT PROGRESS BILLING 6/30/17	5,300.00
FJELLAND, MATT	YOUTH TENNIS INSTRUCTOR	432.15
HOKEL MACHINE SUPPLY	BACKS AND NUTS	9.60
INTERNAL REVENUE SERVICE	FED WITHOLDING TAX	10,420.39
IOWA DOT	SOAP FOR 3C'S RESTROOMS	687.86
IOWA ONE CALL	LOCATE EMAILS	85.50
JEREMY J. ARENDS	JULY RECONCILIATION	80.00
JERRY CARNEY AND SONS INC.	TIRE FOR AIR COMP.	30.00
KEVIN SCHULZE	SOFTBALL LEAGUE OFFICIAL	200.00
LIBERTY READY MIX	CONCRETE	468.00
MADRID AUTOMOTIVE	GASKET, SPARK PLUG, WASHER FLU	44.18
MARCO, INC.	COPIER MAINT. FEE	357.49
MARTIN OIL WHOLESALE	UNLEADED FUEL	320.78
MICA	DONATION	500.00

MICHELLE SIEPKER  
 MISCELLANEOUS VENDOR  
 NAPA AUTO PARTS  
 OUTDOOR ENVISIONS  
 OVERDRIVE, INC.  
 PREMIER OFFICE EQUIPMENT I  
 QUICK'S HARDWARE HANK  
 SAFE BUILDING COMPLIANCE &  
 SALVATION ARMY  
 SAM'S CLUB MC/SYNCE  
 STAPLES ADVANTAGE  
 STATE LIBRARY OF IOWA  
 STORY COUNTY TREASURER  
 TASC  
 THE SHERWIN-WILLIAMS CO.  
 USA BLUEBOOK  
 VERIZON WIRELESS  
 VESSCO INC.  
 VISA  
 YOUTH AND SHELTER SERVICES  
 PAYROLL EXPENSE

TWO DOZEN CUPCAKES 30.00  
 NOSEKABEL, JENNA :US REFUND 65.73  
 UJOINT 29.12  
 2 YARDS DIRT 201.60  
 FY18 BRIDGES EBOOK CONTENT FEE 671.98  
 COPIES 2.01  
 SEE ATTACHED 1,096.34  
 BUILDING PERMITS 2,276.15  
 DONATION 400.00  
 SEE ATTACHED 1,532.78  
 SEE ATTACHED 79.44  
 FY18 BRIDGES E-BOOK PLATFORM F 59.23  
 TAXES FOR PARCEL #1326135130 22.00  
 FLEX BENEFIT PLANS 617.88  
 15 GALLON OF SET FAST YELLOW 211.80  
 DIAPHRAGMS AND VALVE 253.83  
 AMBULANCE CELL PHONES 465.71  
 FILTER 495.13  
 SEE ATTACHED 1,309.68  
 DONATION 300.00  
 46,527.08

001	GENERAL FUND	33,631.07
002	LIBRARY	2,091.47
003	RECREATION	2,219.14
004	FIRE AND RESCUE	107.85
014	AMBULANCE	1,053.71
110	ROAD USE	3,602.69
125	TIF	11,000.00
402	MAIN AVE STORM SEWER	72.00
600	WATER UTILITY	7,576.69
610	SEWER UTILITY	7,671.77
	GRAND TOTAL	115,553.47

**MOTION – Kuhn, Second – Deaton on Resolution No. 17-059 to Sever Property from the City of Huxley Corporate Limits.** Councilman Jensen asked why city doesn't annex property. City administrator explained that small piece of land does not have a negative or positive impact on city. Roll Call: Hemmen, Deaton, Kuhn voted yes; Roberts, Jensen voted no. Motion carried.

**MOTION – Kuhn, Second – Hemmen on Resolution No. 17-069 for Inspection Services for the Iron Bridge Development.** City engineer proposed three different levels of inspection services. Council decided to use full-time service level. Roll Call: Hemmen, Jensen, Deaton, Kuhn, Jensen voted yes. Motion carried.

**MOTION – Deaton, Second – Kuhn on Resolution No. 17-061 for Engineering Services.** Agreement for part-time engineer to provide lower cost engineering options for developers and city was submitted to council for review. Roll Call: Deaton, Kuhn, Jensen, Hemmen, Roberts voted yes. Motion carried.

**MOTION – Roberts, Second – Jensen on Resolution No. 17-062 to Amend Resolution No. 17-057 for Donations Given to Outside Agencies.** Amendment to include Food Pantry request to replace leaky toilet in facility. Roll Call: Kuhn, Jensen, Hemmen, Roberts, Deaton voted yes. Motion carried.

**MOTION – Hemmen, Second – Kuhn on Resolution No. 17-063 to Hire Public Works Employee.** Promoted employee from general public works position to wastewater department. Roll Call: Jensen, Kuhn, Deaton, Roberts, Hemmen voted yes. Motion carried.

#### **MISCELLANEOUS:**

- Mat Kahler, Street Superintendent, informed council that seal coating would be completed in next week.
- Jeff Peterson, Public Works Director, asked council if management could go ahead and hire new employees without waiting for council approval to expedite hire date of new employees.

- Chief Pote reported to council Huxley police officers were going to work security at home ISU games. Staff and council expressed concerns with form of payment for officers, insurance coverage. Staff will research further.
- Chief Pote disclosed Councilman Jensen had purchased nuisance property on E. 1<sup>st</sup> Street . Chief also mentioned that he would be giving a student a ride to school in police car. Student won prize from recent school event.
- City engineer informed council new contractor for Main Avenue project asked about grass seeding date for areas needing reseeding.
- City Clerk stated that budget committee had first meeting prior to council meeting.
- Councilman Jensen asked if city was receiving reimbursement from school for police and ambulance coverage at home high school football games.
- Councilman Jensen asked that future Parks and Recreation department reports include last year's membership statistics as well as current year.
- Councilman Kuhn suggested Trick or Treat night in Huxley should be Tuesday, October 31 from 6 to 8 pm. Council agreed.
- Councilman Deaton thanked Chief Pote for protective efforts that occurred during recent gas leak in town.
- Mayor Henry announced he attended Story County Economic Development meeting. Mayor asked that public works staff clean out the weeds in the tree line between city hall and Lynwood. Thanked staff for nice job done on department reports.

**ADJOURNMENT:** Motion –Kuhn, second – Jensen to adjourn meeting at 7:40pm. 4 ayes, 0 nays.

---

Craig D. Henry, Mayor

Attest:

---

Jolene R. Lettow, City Clerk

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	AFLAC	AFLAC	\$ 74.60
3	ALLIANT ENERGY	CABLE, INTERNET, PHONE	\$ 10,329.88
4	AMERIGROUP	REFUND FOR AMBULANCE OVERPAYMENT	\$ 131.07
5	ARNOLD MOTOR SUPPLY	TACATA & TECHATA	\$ 434.95
6	AVESIS INCORPORATED	VISION INS	\$ 306.62
7	BITUMINOUS MATERIALS & SUP	TAR	\$ 625.82
8	BRICK GENTRY P.C.	LEGAL FEES	\$ 6,831.25
9	BROWN SUPPLY CO. INC.	VALVE BOX TOPS	\$ 90.00
10	CENTERPOINT LARGE PRINT	WESTERN HARD COVER BOOKS	\$ 85.08
11	CHITTY GARBAGE SERVICE INC	FD GARBAGE PICKUP	\$ 21.40
12	COLLECTION SERVICES CENTER	CHILD SUPPORT	\$ 113.07
13	COMPASS BUSINESS SOLUTIONS	COARSE ROCK SALT	\$ 3,336.39
14	D.A. DAVIDSON & CO.	DISSEMINATION AGENT SERVICES	\$ 1,000.00
15	DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	\$ 1,513.58
16	ED M. FELD EQUIPMENT CO. I	8' FIRE HOSE	\$ 76.80
17	EDWARD JONES	IRA	\$ 250.00
18	ELECTRIC WHOLESALE CO.	HPS BALLAST WITH LAMP	\$ 270.54
19	ELECTRONIC ENGINEERING	PROGRAMMING NEW CHANNELS	\$ 492.95
20	ELECTRONIC ENGINEERING	TOWER FEES	\$ 2,246.40
21	FALLER, KINCHELOE & CO, PL	ANNUAL FINANCIAL REPORT	\$ 6,050.00
22	GRAINGER	SNUBBER	\$ 85.80
23	GREENLAND HOMES	BLDG. PERMIT DEPOSIT REFUND	\$ 500.00
24	HACH COMPANY	NUTRIENT POWDER, SOLUTION	\$ 592.04
25	HALVORSON TRANE	REPAIR ON TRACER SUMMIT SYSTEM	\$ 489.08
26	HAWKINS, INC.	CHEMICALS FOR WATER TREATMENT	\$ 2,777.04
27	HEATHER DENGEL	HOTEL ROOM FOR CONFERENCE	\$ 119.07
28	HOKEL MACHINE SUPPLY	FITTINGS, GRINDING WHEELS	\$ 338.04
29	HUXLEY FOOD PANTRY	NEW TOILET	\$ 138.03
30	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 9,566.41
31	INTERSTATE BATTERIES	BATTERIES FOR DEPARTMENTS	\$ 28.00
32	IOWA PRISON INDUSTRIES	SIGN BRACKETS AND STREET SIGNS	\$ 3,742.65
33	IOWA STATE UNIVERSITY RESE	AMENDED SOIL	\$ 559.20
34	IPERS	IPERS	\$ 11,751.74
35	JERRY CARNEY AND SONS INC.	HITCH	\$ 65.00
36	KERMIT O. MOLDE	AMBULANCE PYMT REIMBURSEMENT	\$ 860.00
37	KEVIN SCHULZE	SOFTBALL LEAGUE OFFICIAL	\$ 100.00
38	KEYSTONE LABORATORIES	MONTHLY SAMPLING	\$ 313.20
39	LINCOLN FINANCIAL GROUP	LIFE & DISABILITY INSURANCE	\$ 963.02
40	LOWE'S	MISC. SUPPLIES	\$ 119.35
41	LUBE TECH	MOB POLYREX-EM	\$ 144.89
42	MADISON E. BRIGGS	TOBACCO BUYS FOR PD	\$ 50.00
43	MARTIN OIL WHOLESALE	UNLEADED AND DIESEL FUEL	\$ 892.69

	A	B	C
44	MASS MUTUAL RETIREMENT SER	DEFERRED COMPENSATION	\$ 250.00
45	MIRACLE RECREATION EQUIPME	PLUG ROCKITE FOR MEM SLIDE	\$ 13.53
46	MISCELLANEOUS VENDOR	UTILITY REFUNDS	\$ 849.10
47	MOODY ELECTRIC, INC.	LIGHT REPAIR-HWY 69 & CENTENNI	\$ 405.00
48	MR PROPERTIES	BLDG PERMIT DEPOSIT REFUND	\$ 500.00
49	MUNICIPAL SUPPLY	BLUE & GREEN MARKING FLAGS	\$ 99.60
50	NICKOLAY CONSULTING, LLC	MONTHLY IT SUPPORT MAINTENANCE	\$ 105.00
51	OTIS ELEVATOR COMPANY	SERVICE CONTRACT 9/1/-11/30/17	\$ 204.48
52	PCC AN AMBULANCE BILLING S	JULY AMBULANCE BILLING	\$ 394.21
53	POSTMASTER	BULK UTILITY BILL POSTAGE	\$ 335.51
54	PREMIER OFFICE EQUIPMENT I	QUARTERLY CONTRACT-LIBRARY	\$ 227.18
55	QUALITYONE COMMERCIAL CLEA	CLEANING SERVICE FOR JULY & AUGUST	\$ 4,268.00
56	QUICK'S HARDWARE HANK	SEE ATTACHED	\$ 502.45
57	RELIASTAR LIFE INSURANCE C	LIFE INSURANCE	\$ 374.14
58	SPRINGER PROFESSIONAL HOME	MONTHLY TREATMENT	\$ 42.00
59	STAPLES ADVANTAGE	COPY PAPER & 3-HOLE PUNCH	\$ 424.99
60	TASC	FLEX BENEFIT PLANS	\$ 617.88
61	TASC - CLIENT INVOICES	OCTOBER FLEX ADMIN FEE	\$ 66.25
62	THE SHERWIN-WILLIAMS CO.	FIELD PAINT	\$ 556.50
63	TREASURER, STATE OF IOWA	STATE WITHHOLDING	\$ 3,142.00
64	TYLER TECHNOLOGIES, INC.	MAINTENANCE ON RECEIPT PRINTER	\$ 529.47
65	UHS PREMIUM BILLING	MEDICAL INSURANCE	\$ 16,429.32
66	UV DOCTOR LAMPS, LLC	DOMED QUARTZ SLEEVE	\$ 521.78
67	VALIC	DEFERRED COMPENSATION	\$ 149.28
68	VAN-WALL EQUIPMENT INC.	SPOOL, XLINE, CHAIN SAW SHARPENING	\$ 148.75
69	VEENSTRA & KIMM, INC.	IRON BRIDGE CONSTRUCTION PLAN	\$ 2,727.00
70	VERIZON WIRELESS	CITY ADMIN CELL PHONE	\$ 44.93
71	Payroll Expense		\$ 42,029.68
72	<b>GRAND TOTAL</b>		<b>\$ 144,433.68</b>
73		<b>FUND TOTALS</b>	
74	001 GENERAL FUND	\$ 45,145.24	
75	002 LIBRARY	\$ 6,822.07	
76	003 RECREATION	\$ 4,320.03	
77	004 FIRE AND RESCUE	\$ 2,682.34	
78	014 AMBULANCE	\$ 1,718.38	
79	100 PRAIRIE RIDGE DEVELOPMENT	\$ 75.00	
80	110 ROAD USE TAX	\$ 14,768.55	
81	402 Main Ave Stormwater Sewer	\$ 1,693.20	
82	600 WATER UTILITY	\$ 16,163.67	
83	610 SEWER UTILITY	\$ 9,015.52	
84	01 PAYROLL EXPENSE	\$ 42,029.68	
85	<b>GRAND TOTAL</b>	<b>\$ 144,433.68</b>	

QUICKS BREAK DOWN		
Parks	\$ 263.08	wasp spray, soldering kit, tfe paste, brass, brass connector, pipe cover, cord caddy, nails,
P & R	\$ 3.98	tennis balls
Library	\$ 12.47	spray paint, weld it,
Fire	\$ 9.49	cable tie
Streets	\$ 171.90	hex, couplings, nipples, rebar tie wire, insulation, glue, dextron/mercon, battery, hydraulic hose & fittings, garden hose, hole digger handles, rotary file, nozzle pistol grip, socket, duct tape,
Wastewater	\$ 38.34	bimetal cip, recip blade, screws, garage lift handle, gate hook & eye, cable tie, tape,
Ambulance	\$ 3.19	battery
<b>Total</b>	<b>\$ 502.45</b>	

# **PUBLIC SAFETY**

**RESOLUTION NO. 17-064**

**RESOLUTION SETTING SALARIES AND AMENDING THE SALARY RESOLUTION  
FOR FISCAL YEAR 2017/18 FOR APPOINTED OFFICERS  
AND EMPLOYEES OF THE CITY OF HUXLEY, IOWA.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUXLEY:**

**SECTION 1.** The following person is approved to be hired to the positions named and shall be paid the hourly wage as indicated less legally required or authorized deductions from the amounts set out below on a bi-weekly basis and also make such contributions to Social Security, Medicare, I.P.E.R.S or other purposes as required by law or authorization of the City Council, all subject to audit and review by the City Council. The person listed below will be considered regular full-time employees. The person listed below shall receive all benefits as stated in the City of Huxley Personnel Policies before and after probationary period.

<b>POSITION</b>	<b>EMPLOYEE NAME</b>	<b>HIRING HOURLY RATE</b>	<b>POST ACADEMY HOURLY RATE</b>	<b>SATISFACTORY COMPLETION OF PROBATION AND ACADEMY HOURLY RATE</b>
Full-Time Police Officer	Jacqueline Gloede	GL-23 \$20.25	GL-23-1 \$20.67	GL-23-2 \$21.09

**SECTION 2.** This resolution declares null and void any sections of previously approved salary resolutions in conflict with sections of this resolution.

<b>Roll Call</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Kevin Deaton	_____	_____	_____
Dave Jensen	_____	_____	_____
Dave Kuhn	_____	_____	_____
Craig Hemmen	_____	_____	_____
Tracey Roberts	_____	_____	_____

**PASSED, ADOPTED AND APPROVED** this \_\_\_\_\_ day of September , 2017.

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 17-064** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this \_\_\_\_\_th day of September , 2017.

\_\_\_\_\_  
Craig D. Henry, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk

# HUXLEY POLICE DEPARTMENT

515 N MAIN AVE. HUXLEY, IOWA 50124 PHONE: 515-597-2002 FAX: 515-597-2006

September 8, 2017

Mayor Craig Henry  
Administrator Haldeman  
Huxley City Council

REF: Police Officer Position

I would like Council to approve the hiring of Jacqueline Gloede as a police officer to fill the vacancy created with the resignation of Officer Meagan Cowden.

Mrs. Gloede's pay will be the following:

Grade 23 – step 1 - \$20.25 – starting pay


Grade 23 – step 2 - \$20.67 – graduation from ILEA

Grade 23 – step 3 - \$21.08 – completion of 90 days probation after ILEA graduation

Mrs. Gloede and her family currently live in Cambridge and this is within the residency requirements that the City of Huxley has in place.

If you should have any questions, please feel free to contact me.

Thank You,



Mark A. Pote  
Police Chief

**RESOLUTION NO. 17-065**

**RESOLUTION APPROVING THE ATTACHED HUXLEY POLICE DEPARTMENT'S POLICIES.**

**WHEREAS**, the City Council of the City of Huxley, Iowa at their September 12, 2017 meeting was presented with a copy of the Huxley Police Department's Policies.

**BE IT RESOLVED, THEREFORE**, that the City Council of Huxley, Iowa does hereby approve the said policies, which is attached, and authorizes the Mayor to sign.

All resolutions or parts thereof in conflict herewith are hereby repealed.

Roll Call	Aye	Nay	Absent
Kevin Deaton	_____	_____	_____
Dave Jensen	_____	_____	_____
Dave Kuhn	_____	_____	_____
Craig Hemmen	_____	_____	_____
Tracey Roberts	_____	_____	_____

**PASSED, ADOPTED AND APPROVED** this   12  th day of September, 2017

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 17-065** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this   12  th day of September, 2017.

\_\_\_\_\_  
Craig D. Henry, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk

# **HUXLEY POLICE DEPARTMENT**

## **OFF-DUTY EMPLOYMENT POLICY**

### **I. PURPOSE**

The purpose of this policy is to set forth guidelines for off-duty public-safety employment by officers of the Huxley Police Department.

### **II. POLICY**

The policy of this agency is to provide guidelines to law enforcement employees to inform them of the types of off-duty public-safety employment that are appropriate, and to establish procedures to maintain accountability for the welfare of the agency. This policy is essential for the efficient operation of the agency and for the protection of officers, the agency, and the community. Whether working public-safety off-duty at a special event or on a regular basis for an outside entity, an officer's primary obligation is to enforce federal and state laws, the City of Huxley Ordinances, and to abide by the rules, regulations, and procedures of the Huxley Police Department.

### **III. APPROVAL**

In order to be eligible for off-duty public-safety employment:

- A. Officers must be in good standing with the agency.
- B. Officers must request permission from the Chief of Police in writing, stating the work hours and duties of such employment. Such requests must be approved prior to the commencement of any employment. Any change in previously approved off-duty employment requires permission from the Chief of Police.
- C. Off-duty employment must be scheduled in a manner that does not conflict or interfere with the Officer's performance of duty.

### **IV. REGULATIONS**

- A. Officers engaging in off-duty public-safety employment shall conduct themselves according to state law, and to the rules, regulations and procedures of the Huxley Police Department.
- B. All officers will utilize their department issued radio to notify the Huxley Police Department prior to starting any off-duty employment and at the conclusion of any off-duty employment. No land line, cellular telephone, or other conveyance other than radio communication should be used.
- C. The following regulations apply to off-duty employment:
  - 1. The seasonal uniform dictated for duty wear by the Huxley Police Department shall be the standard uniform worn; however, Officers may request to wear an alternate uniform

or plain clothes. Such request will be considered on an individual basis. All grooming and appearance standards must be met regardless of the officer's regular duty assignment. Additionally, officers wearing plainclothes must be in compliance with all applicable equipment and firearm standards detailed in the department's rules and regulations.

2. An officer engaged in off-duty employment is subject to callout in case of emergency, and may be expected to leave off-duty employment in such situations. An officer working off-duty employment shall respond to any life-threatening emergency of which they become aware.

## **V. RESTRICTIONS**

Officers shall not engage in any off-duty employment whereby the nature of such employment would create a conflict of interest, interfere with the performance of official duties, involve the participation either directly or indirectly in any labor dispute, jeopardize in any manner the impartial position of the Huxley Police Department or involve the officer in any violation of any procedures, ordinances, or state law.

## **VI. RATE OF PAY**

A. Officers may work a special event or engage in regularly-scheduled off-duty employment where an outside entity has a contract agreement with the City of Huxley for such employment. It will be at the Police Chief's discretion to determine if it is Standard or Special Event work.

B. Standard Off-Duty Work. Full-time officers will receive their standard overtime rate of pay and for Reserve / part-time officers will receive an overtime rate equivalent to the lowest overtime rate of pay of the full-time officers and or not less than a regularly hourly rate of \$20 / hr which would be an OT rate of \$30 / hr. Such off-duty work and the outside entity will be billed by the City at a rate of \$40.00 per hour.

C. Special Event Off-Duty Work. Full-time officers will receive their standard overtime rate of pay for the off-duty work. Reserve and part-time officers will receive an overtime rate equivalent to the lowest overtime rate of pay of the full-time officers and or not less than a regularly hourly rate of \$20 / hr which would be an OT rate of \$30 / hr. The outside entity will be billed by the City at a rate of \$60.00 per hour.

## **VII. NOTIFICATION PROCEDURES**

All employees using their police powers while performing off-duty employment must advise communications by radio on an approved channel of their start and end time as well as the name and address of the location being worked.

## **VII. REVOCATION**

Permission for an officer or officers to engage in off-duty employment may be revoked at any time and for any reason by the Chief of Police.

**FINANCE**

**RESOLUTION NO. 17-066**

**RESOLUTION APPROVING THE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR  
ENDING JUNE 30, 2017**

**WHEREAS**, the Iowa Legislature adopted legislation that mandates that a city shall prepare an Annual Financial Report; and

**WHEREAS**, the Annual Financial Report for FY 2017 for the City of Huxley has been completed by the City's auditors, Faller, Kincheloe & Co., PLC; and

**WHEREAS**, the Annual Financial Report for FY 2017 for the City of Huxley has been reviewed by Jolene Lettow the City Clerk and found to be in order.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HUXLEY, IOWA**, that the Huxley City Council has received and reviewed the FY 2017 Annual Financial Report for fiscal year ending June 30, 2017 and does hereby approve the report as printed and attached.

**PASSED, ADOPTED AND APPROVED** this \_\_\_\_ day of September, 2017.

Roll Call	Aye	Nay	Absent
Kevin Deaton	___	___	___
Craig Hemmen	___	___	___
Dave Jensen	___	___	___
Dave Kuhn	___	___	___
Tracey Roberts	___	___	___

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 17-066** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this \_\_\_\_ day of September, 2017.

\_\_\_\_\_  
Craig D. Henry, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk

## STATE OF IOWA

2017  
FINANCIAL REPORT  
FISCAL YEAR ENDED  
JUNE 30, 2017

HUXLEY

CITY OF HUXLEY, IOWA

DUE: December 1, 2017

16208500600000

City Clerk, Jolene Lettow

515 North Main Ave

Huxley, IA 50124

(Please correct any error in name, address, and ZIP Code)

WHEN  
COMPLETED,  
PLEASE  
RETURN TO

Mary Mosiman, CPA  
Office of Auditor of State  
Lucas State Office Building  
321 E. 12th Street, 2nd Floor  
Des Moines, IA 50319

NOTE - The information supplied in this report will be shared by the Iowa State Auditor's Office, the U.S. Census Bureau, various public interest groups, and State and federal agencies.

## ALL FUNDS

Item description	Governmental (a)	Proprietary (b)	Total actual (c)	Budget (d)
<b>Revenues and Other Financing Sources</b>				
Taxes levied on property	1,081,234		1,081,234	1,087,106
Less: Uncollected property taxes-levy year	0		0	
<b>Net current property taxes</b>	1,081,234		1,081,234	1,087,106
Delinquent property taxes	0		0	
TIF revenues	2,189,812		2,189,812	2,391,724
Other city taxes	559,696	0	559,696	430,988
Licenses and permits	141,549	59,580	201,129	37,575
Use of money and property	52,004	0	52,004	247,400
Intergovernmental	963,476	0	963,476	605,400
Charges for fees and service	273,770	1,414,713	1,688,483	1,888,845
Special assessments	1,015	0	1,015	
Miscellaneous	284,946	42,850	327,796	46,732
Other financing sources	10,100,311	0	10,100,311	10,602,546
<b>Total revenues and other sources</b>	15,647,813	1,517,143	17,164,956	17,338,116
<b>Expenditures and Other Financing Uses</b>				
Public safety	655,710	0	655,710	682,033
Public works	352,491	0	352,491	432,115
Health and social services	14,200	0	14,200	16,225
Culture and recreation	608,696	0	608,696	646,204
Community and economic development	831,207	0	831,207	1,534,658
General government	360,873	0	360,873	374,680
Debt service	10,042,101	0	10,042,101	10,166,170
Capital projects	238,972	0	238,972	311,500
<b>Total governmental activities expenditures</b>	13,104,250	0	13,104,250	14,163,585
Business type activities	0	1,184,989	1,184,989	1,511,590
<b>Total ALL expenditures</b>	13,104,250	1,184,989	14,289,239	15,675,175
Other financing uses, including transfers out	6,385,854	160,500	6,546,354	2,796,500
<b>Total ALL expenditures/And other financing uses</b>	19,490,104	1,345,489	20,835,593	18,471,675
<b>Excess revenues and other sources over (Under) Expenditures/And other financing uses</b>	-3,842,291	171,654	-3,670,637	-1,133,559
Beginning fund balance July 1, 2016	6,733,894	1,190,988	7,924,882	
Ending fund balance June 30, 2017	2,891,603	1,362,642	4,254,245	-1,133,559

Note - These balances do not include \$ \_\_\_\_\_ held in non-budgeted internal service funds; \$ \_\_\_\_\_ held in Pension Trust Funds; \$ \_\_\_\_\_ held in Private Purpose Trust funds and \$ \_\_\_\_\_ held in agency funds which were not budgeted and are not available for city operations.

Indebtedness at June 30, 2017	Amount - Omit cents	Indebtedness at June 30, 2017	Amount - Omit cents
General obligation debt	\$ 16,303,500	Other long-term debt	\$ 0
Revenue debt	\$ 2,607,000	Short-term debt	\$ 0
TIF Revenue debt	\$ 0		
		General obligation debt limit	\$ 12,031,964

## CERTIFICATION

THE FOREGOING REPORT IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF

Signature of city clerk		Date Published/Posted	Mark (x) one <input checked="" type="checkbox"/> Date Published <input type="checkbox"/> Date Posted
Printed name of city clerk Jolene Lettow	Telephone →	Area Code 515	Number 587-2561
Signature of Mayor or other City official (Name and Title)		Extension Date signed	

PLEASE PUBLISH THIS PAGE ONLY

**RESOLUTION NO. 17-067**

**RESOLUTION SETTING SALARIES AND AMENDING THE SALARY RESOLUTION  
FOR FISCAL YEAR 2018 FOR APPOINTED OFFICERS  
AND EMPLOYEES OF THE CITY OF HUXLEY, IOWA.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUXLEY:**

**SECTION 1.** The following person **Jacob Hanks** is being recommended to be hired to the position named and shall be paid the salary or hourly wage as indicated less legally required or authorized deductions from the amounts set out below on a bi-weekly basis and also make such contributions to Social Security, Medicare, I.P.E.R.S or other purposes as required by law or authorization of the City Council, all subject to audit and review by the City Council. The person listed below will be considered regular full-time employees. The person listed below shall receive all benefits as stated in the City of Huxley Personnel Policies.

<b>PREVIOUS POSITION</b>	<b>NEW POSITION</b>	<b>EMPLOYEE NAME</b>	<b>PREVIOUS RATE</b>	<b>HOURLY RATE AT HIRE</b>	<b>End of Probation &amp; Review Hourly Rate and obtaining necessary license.</b>	<b>ANNUAL SALARY OR HOURLY (approx.)</b>
	<b>PUBLIC WORKS UTILITY EMPLOYEE I</b>	<b>Jacob Hanks</b>		<b>\$17.83/hr Grade 18-1</b>  <b>Est. Annual \$37,086.00</b>	<b>\$18.19/hr Grade 18-2</b>  <b>Est. Annual \$37,835.00</b>	

**SECTION 2.** This resolution declares null and void any sections of previously approved salary resolutions in conflict with sections of this resolution.

<b>Roll Call</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
<b>Kevin Deaton</b>	___	___	___
<b>Craig Hemmen</b>	___	___	___
<b>Dave Jensen</b>	___	___	___
<b>Dave Kuhn</b>	___	___	___
<b>Tracey Roberts</b>	___	___	___

**PASSED, ADOPTED AND APPROVED THIS** \_\_\_\_ **th day of September, 2017.**

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 17-067** by affixing below my official signature as Mayor of the City of Huxley, Iowa, on this \_\_\_\_ day of September, 2017.

\_\_\_\_\_  
**Craig D. Henry, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Jolene Lettow, City Clerk**

9/5/2017

Dear Council,

With AJ Strumpfer accepting the Utility II position that was vacated by Jesse we interviewed potential candidates for the Public Works / Utility Employee I position. Mat Kahler and Keith Vitzthum both have recommended to me that Jacob Hanks is a good choice for this position and are looking forward to working with Jacob and feel that he will be a good fit in the street department with the mechanical knowledge and work experience he has to offer. With Mat's recommendation I recommend the hiring of Jacob Hanks for the position of Public Works / Utility Employee I at Grade 18, Step 1 at a rate of \$17.83 an hour with an adjustment to Grade 18, Step 2 \$18.19 after a successful 90 day probationary period. Jacob is also required to possess a class B CDL with air brakes and a tanker endorsement issued by the State of Iowa within the first thirty days of employment. He currently holds a class D with air brakes and only needs to acquire the tanker endorsement and drive to get the Class B license. Jacob will be required to acquire a Grade II Wastewater Treatment License and Grade II Water Treatment and Distribution Licenses within three years after accepting the position and upon acquiring the licenses he will be able to qualify for the step increases as provided in the pay scale. Jacob already resides in Huxley.

Jeff Peterson

Jacob Hanks \_\_\_\_\_ Date \_\_\_\_\_

Jeff Peterson \_\_\_\_\_ Date \_\_\_\_\_

**RESOLUTION NO. 17-068**

**RESOLUTION APPROVING FISCAL YEAR 2017 ANNUAL STREET FINANCE REPORT**

*WHEREAS*, the City of Huxley is required to submit an annual financial report of street spending to the Iowa Department of Transportation; and

*WHEREAS*, said report has been completed and attached hereto as required and shows all street related expenditures for Fiscal Year 2017 which ended June 30, 2017.

**BE IT RESOLVED, THEREFORE**, by the City Council of Huxley, Iowa, that the attached Annual Street Finance Report for Fiscal Year 2017 which ended June 30, 2017, is hereby approved and ready to be submitted to the Iowa Department of Transportation.

Roll Call	Aye	Nay	Absent
Kevin Deaton	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Craig Hemmen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Jensen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Kuhn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tracey Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PASSED AND APPROVED** this \_\_\_\_ day of September, 2017.

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 17-068** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this \_\_\_\_th day of September, 2017.

\_\_\_\_\_  
Craig D. Henry, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk

## City Street Financial Report

<b>City Name</b>
<b>HUXLEY</b>
<b>City Number</b>
<b>3636</b>

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### Cover Sheet

Now therefore let it be resolved that the city council HUXLEY, Iowa  
(City Name)

On 09/12/2017 did hereby approve and adopt the annual  
(month/day/year)

City Street Financial Report from July 1, 2016 to June 30, 2017  
(Year) (Year)

#### Contact Information

Name	E-mail Address	Street Address	city	ZIP Code
Jolene Lettow	jlettow@huxleyiowa.org	515 North Main Ave.	Huxley	50124-0000
Hours	Phone	Extension	Phone (Alternative)	
8:00 am - 5:00PM	515-597-2561		515-597-2571	

#### Preparer Information

Name	E-mail Address	Phone	Extension
Jolene R. Lettow	jlettow@huxleyiowa.org	515-597-2561	

#### Mayor Information

Name	E-mail Address	Street Address	city	ZIP Code
Craig D. Henry	henry@huxcomm.net	515 North Main Ave.	Huxley	50124-0000
Phone	Extension			
515-597-2561				

Resolution Number 17-

\_\_\_\_\_  
Signature Mayor

\_\_\_\_\_  
Signature City Clerk



Form 517007 (5-2017)  
Office of Local Systems  
Ames, IA 50010

## City Street Financial Report

<b>City Name</b>
HUXLEY
<b>City Number</b>
3630

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### Summary Statement Sheet

Column 1    Column 2    Column 3    Column 4  
Road use    Other Street    Street Debt    Totals  
Tax Fund    Monies

Round Figures to Nearest Dollars

Column 1    Column 2    Column 3    Column 4  
Road use    Other Street    Street Debt    Totals  
Tax Fund    Monies

Round Figures to Nearest Dollars

A. BEGINNING BALANCE				
1. July 1 Balance	\$878,727	\$0	\$3,995,000	\$4,873,727
2. Adjustments (Note on Explanation Sheet)	\$0	\$0	\$0	\$0
3. Adjusted Balance	\$878,727	\$0	\$3,995,000	\$4,873,727

B. REVENUES				
1. Road Use Tax	\$411,785			\$411,785
2. Property Taxes		\$21,881	\$0	\$21,881
3. Special Assessments		\$0	\$0	\$0
4. Miscellaneous		\$5,329	\$0	\$5,329
5. Proceeds from Bonds, Notes, and Loans		\$0	\$0	\$0
6. Interest Earned		\$0	\$0	\$0
7. Total Revenues (Lines B1 thru B6)	\$411,785	\$27,810	\$0	\$439,595

C. Total Funds Available (Line A3 + Line B7)	\$990,512	\$27,810	\$3,995,000	\$5,013,322
---	-----------	----------	-------------	-------------

EXPENSES				
D. Maintenance				
1. Roadway Maintenance	\$86,634	\$3,640	\$0	\$90,274
2. Snow and Ice Removal	\$7,753	\$0	\$0	\$7,753

E. Construction, Reconstruction and Improvements				
1. Engineering	\$0	\$7,459	\$0	\$7,459
2. Right of Way Purchased	\$0	\$0	\$0	\$0
3. Street/Bridge Construction	\$0	\$10,782	\$0	\$10,782
4. Traffic Services	\$0	\$0	\$0	\$0
F. Administration	\$210,826	\$0	\$0	\$210,826
G. Equipment	\$6,539	\$0	\$0	\$6,539
H. Miscellaneous		\$0	\$0	\$0

J. Street Debt				
1. Bonds, Notes and Loans - Principal Paid	\$0	\$0	\$0	\$0
2. Bonds, Notes and Loans - Interest Paid	\$0	\$0	\$88,040	\$88,040

TOTALS				
K. Total Expenses (Lines D thru J)	\$311,752	\$21,881	\$88,040	\$421,673
L. Ending Balance (Line C-K)	\$878,760	\$5,929	\$3,995,960	\$4,880,649
M. Total Funds Accounted For (K + L = C)	\$990,512	\$27,810	\$3,995,960	\$5,013,322

**IOWADOT**  
 Form 517007 (5-2017)  
 Office of Local Systems  
 Ames, IA 50010

## City Street Financial Report

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City Name
HUXLEY
City Number
2630

### Miscellaneous Revenues and Expenses Sheet

Code Number and Itemization of Miscellaneous Revenues (Line B4 on the Summary Statement Sheet)(See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
190--Other Miscellaneous	\$5,929.00	\$0.00
Line B4 Totals	\$5,929.00	\$0.00

Code Number and Itemization of Miscellaneous Expenses (Line H on the Summary Statement Sheet) "On street" parking expenses, street maintenance, buildings, insurance, administrative costs for printing, legal fees, bond fees etc. (See Instructions)	Column 2 Other Street Monies	Column 3 Street Debt
Line H Totals		

**IOWADOT**  
 Form 517007 (5-2017)  
 Office of Local Systems  
 Ames, IA 50010

<b>City Name</b>
<b>HUXLEY</b>
<b>City Number</b>
<b>3630</b>

## City Street Financial Report

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## Bonds, Notes and Loans Sheet

New Bond ?	Debt Type	Debt Purpose	DOT Use Only	Issue Date	Issue Amount	% Related to Street	Year Due	Principal Balance as of 7/1	Total Principal Paid	Total Interest Paid	Principal Roads	Interest Roads	Principal Balance as of 6/30
<input type="checkbox"/>	General Obligation	Street Improvements	102	04/27/2016	\$3,315,000	100	2026	\$3,315,000	\$0	\$88,040	\$0	\$88,040	\$3,315,000
New Bond Totals					\$0	\$0	Totals	\$3,315,000	\$0	\$88,040	\$0	\$88,040	\$3,315,000

## City Street Financial Report

<b>City Name</b>
<b>HUXLEY</b>
<b>City Number</b>
<b>5026</b>

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### Road/Street Equipment Inventory Sheet

1 Local Class ID #	2 Model Year	3 Description	4. Purchase Cost	5 Lease Cost	/Unit	6 Rental Cost	/Unit	7 Used On Project this FY?	8 Status
	2008	Chevy 1500	\$22,000	\$0		\$0		No	NOCH
	1999	Int. Dump Truck	\$0	\$0		\$0		No	NOCH
	2004	Cat Skid Steer	\$25,000	\$0		\$0		No	NOCH
	2003	Chevy 2500	\$20,767	\$0		\$0		No	NOCH
	1993	Ford F-250	\$17,679	\$0		\$0		No	NOCH
	2001	420D Backhoe	\$62,330	\$0		\$0		No	NOCH
	1990	I.H. Dump Truck	\$0	\$0		\$0		No	NOCH
	1993	Street Saw	\$1,289	\$0		\$0		No	NOCH
	1982	I.H. 584 Tractor	\$11,990	\$0		\$0		No	NOCH
	2006	Tymco Model 600 BAH Street Sweeper	\$138,900	\$0		\$0		No	NOCH
	2006	Snow Plow and Equipment	\$80,159	\$0		\$0		No	NOCH
	2006	Chipper	\$24,400	\$0		\$0		No	NOCH
	2010	Takeuchi TB016 Compact Excavator	\$22,945	\$0		\$0		No	NOCH
	2010	Vibrastrike II Concrete Leveler	\$1,650	\$0		\$0		No	NOCH
	2010	Dewalt Sawzall Concrete Cutter	\$199	\$0		\$0		No	NOCH
	2015	Chevy 3/4 Ton Truck	\$28,635	\$0		\$0		No	NOCH
	2015	521F ZBAR T4 Loader	\$111,162	\$0		\$0		No	NOCH



Form 517007 {5-2017}  
Office of Local Systems  
Ames, IA 50010

<b>City Name</b>
<b>HUXLEY</b>
<b>City Number</b>
<b>3630</b>

## City Street Financial Report

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### Monthly Payment Sheet

Month	Road Use tax Payments
July	\$30,869.96
August	\$45,362.27
September	\$42,777.61
October	\$32,975.38
November	\$37,003.82
December	\$30,671.24
January	\$37,014.94
February	\$38,723.97
March	\$32,691.71
April	\$23,233.09
May	\$26,082.31
June	\$34,378.25
Totals	\$411,784.55

**RESOLUTION NO. 17- 069**

**RESOLUTION APPROVING PAY ESTIMATE NUMBER 2 FROM CON-STRUCT, INC.  
FROM AMES, IOWA 50010 FOR THE MAIN AVENUE STORM SEWER SURFACE  
RESTORATION PROJECT**

**WHEREAS, CON-STRUCT, INC.** from Ames, Iowa was the low bidder with a bid of \$89,170.00 for the project; and

**WHEREAS,** this Pay Request Number 2 has been reviewed by the City's Engineer and Public Works Director and was found to be acceptable and accurate and recommended for payment in the amount of \$9,405.00 leaving \$3,698.13 for retainage; and

**BE IT RESOLVED, THEREFORE,** that the attached pay request #2 is being submitted for approval and the City Council, after reviewing said documents, is approving and authorizing payment to the contractor as per the attached statement subject to all required paperwork being submitted and that the project be accepted.

***PASSED, ADOPTED AND APPROVED*** this \_\_\_\_ day of September, 2017.

Roll Call	Aye	Nay	Absent
Kevin Deaton	___	___	___
Dave Jensen	___	___	___
Dave Kuhn	___	___	___
Craig Hemmen	___	___	___
Tracey Roberts	___	___	___

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 17-069** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this \_\_\_\_\_ day of September, 2017.

\_\_\_\_\_  
Craig D. Henry, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk



3000 Westown Parkway West Des Moines, Iowa 50266-1320  
515-225-8000 515-225-7848(FAX) 800-241-8000(WATS)

**PAY ESTIMATE NO. 2**

Project Title	Main Avenue Storm Sewer Surface Restoration		Contractor	Con-Struct, Inc. 305 S. Dayton Avenue Ames, IA 50010
Original Contract Amount & Date	\$89,170.00	March 14, 2017	Pay Period	July 1, 2017 to August 30, 2017

## BID ITEMS

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
1.1	Traffic Control	LS	1	\$ 4,000.00	\$ 4,000.00	1	\$ 4,000.00
1.2	Mobilization	LS	1	\$ 8,000.00	\$ 8,000.00	1	\$ 8,000.00
1.3	Construction Staking	LS	1	\$ 5,000.00	\$ 5,000.00	0	\$ -
1.4	Regrading	AC	1.7	\$ 20,000.00	\$ 34,000.00	1.54	\$ 30,800.00
1.5	Offsite Topsoil	CY	700	\$ 20.00	\$ 14,000.00	506	\$ 10,120.00
1.6	Temporary Rolled Erosion Control Products and Seeding	SY	700	\$ 6.00	\$ 4,200.00	0	\$ -
1.7	Hydraulic Seeding	LS	1	\$ 11,000.00	\$ 11,000.00	1	\$ 11,000.00
1.8	PCC Driveway Replacement	EA	1	\$ 2,700.00	\$ 2,700.00	1	\$ 2,700.00
1.9	Pedestrian Curb Ramp Replacement	EA	2	\$ 2,000.00	\$ 4,000.00	3	\$ 6,000.00
1.10	PCC Sidewalk	SF	18	\$ 15.00	\$ 270.00	13.5	\$ 202.50
1.11	Gutter Grinding	LF	200	\$ 10.00	\$ 2,000.00	114	\$ 1,140.00
	TOTAL CONTRACT				\$ 89,170.00		\$ 73,962.50

## MATERIALS STORED SUMMARY

MATERIALS STORED SUMMARY			
Description	Number of Units	Unit Price	Extended Cost
None		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
TOTAL MATERIALS STORED			0.00

SUMMARY			
		Contract Price	Value Completed
Original Contract Price		\$89,170.00	\$ 73,962.50
Approved Change Orders (list each)			
TOTAL ALL CHANGE ORDERS		0.00	0.00
Revised Contract Price		\$ 89,170.00	\$ 73,962.50
Materials Stored			0.00
Value of Completed Work and Materials Stored			\$ 73,962.50
Less Retained Percentage (5%)			\$ 3,698.13
Net Amount Due This Estimate			\$ 70,264.38
Less Estimate(s) Previously Approved	No.1	\$ 60,859.38	
	No.2		
	No.3		
	No.4		
	No.5		
	No.6		
	No.7		
	No.8		
	No.9		
	No.10		
	No.11		
	No.12		
Less Total Pay Estimates Previously Approved			\$ 60,859.38
		Amount Due This Estimate	\$ 9,405.00

The amount \$ 9,405.00 is recommended for approval for payment in accordance with the terms of the contract.

Quantities Complete Submitted By:	Recommended By:	Approved By:
Con-Struct, Inc.	Veenstra & Kimm, Inc.	City of Huxley, Iowa
Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>	Signature:
Name: <i>Don WARE</i>	Name: <i>Forrest Aldrich</i>	Name:
Title: <i>PRESIDENT</i>	Title: <i>Project Manager</i>	Title:
Date: <i>9/5/17</i>	Date: <i>9/1/2017</i>	Date: