

CITY OF HUXLEY

TUESDAY – MAY 22, 2018 – HUXLEY CITY HALL

AGENDA

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 22nd DAY OF MAY, 2018 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) PUBLIC HEARING(S): AMENDING THE FISCAL YEAR 2018 BUDGET

MAYOR OPENS HEARING –

DISCUSSION

MOTION TO CLOSE HEARING

5.00) 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:

May 8, 2018 -- Regular Council Meeting

4.02) TO APPROVE FINANCIAL REPORTS AND PAYMENT OF BILLS.

4.03) TO APPROVE BEER, WINE AND LIQUOR LICENSES, CIGARETTE PERMITS RENEWALS.

4.04) TO APPROVE APPOINTMENT OF GERRY STOLL TO E911 BOARD.

4.05) TO APPROVE REQUEST FOR STREET CLOSURE FOR A BLOCK PARTY AT RIDGETOP DRIVE BETWEEN CENTENNIAL AND RIDGEWOOD

AGENDA ITEMS:

6.00) COMMUNITY BETTERMENT:

- 6.01) DISCUSSION AND POSSIBLE ACTION ON SECOND READING OF ORDINANCE NO. 477 AMENDING CHAPTER 166, SUBDIVISION REGULATIONS, OF THE CODE OF ORDINANCES OF THE CITY OF HUXLEY REGARDING MAINTENANCE BOND REQUIREMENTS. POSSIBLE WAIVING OF THE THIRD READING.

7.00) PUBLIC SAFETY:

- 7.01) DISCUSSION AND POSSIBLE ACTION ON THIRD READING OF ORDINANCE NO. 478 AMENDING CHAPTER 55, ANIMAL PROTECTION AND CONTROL, OF THE CODE OF ORDINANCES OF THE CITY OF HUXLEY TO ADD NEW SECTION 55.19, TRAPPING
- 7.02) DISCUSSION AND POSSIBLE ACTION ON SECOND READING ON ORDINANCE NO. 479 AMENDING THE C-1 NEIGHBORHOOD COMMERCIAL DISTRICT REGULATIONS OF SECTION 165.27 OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, AND THE M-1 INDUSTRIAL DISTRICT REGULATIONS OF SECTION 165.30 OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, TO AUTHORIZE SALE OR DISPLAY OF FIREWORKS AS A PERMITTED USE IN C-1, C-2, C-3 AND M-1 DISTRICTS. POSSIBLE WAIVING OF THE THIRD READING.
- 7.03) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-038 APPROVING THE APPOINTMENT OF INTERIM POLICE CHIEF.
- 7.04) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-039 APPROVING PURCHASE A STRYKER POWER LOAD SYSTEM.
- 7.05) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-043 APPROVING APPOINTMENT OF GERRY STOLL TO THE E911 BOARD.

8.00) FINANCE:

- 8.01) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-040 APPROVING THE THE AMENDED FY 2018 BUDGET,
- 8.02) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-041 APPROVING PROPOSAL FROM NORTHLAND SECURITIES FOR FINANCIAL ANALYSIS FOR POSSIBLE CIP.

9.00) LEISURE ACTIVITIES: NONE

10.00) ADMINISTRATIVE BUSINESS:

- 10.01) DISCUSSION AND POSSIBLE ACTION ON THIRD READING OF ORDINANCE NO. 480 POSTING OF ADOPTED ORDINANCES IN LIEU OF PUBLISHING
- 10.02) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-042 APPROVING THE CONTRACT FOR THE WAGE AND JOB STUDY THEIA MANAGEMENT CONSULTING.

COMMENTS FROM STAFF, COUNCIL AND MAYOR.

ADJOURNMENT

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.

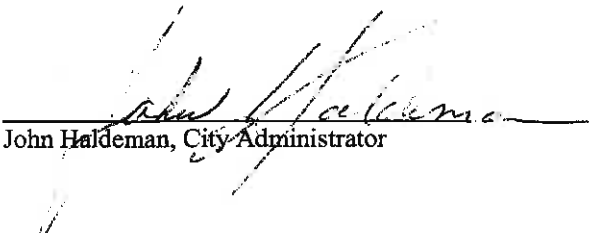
DISCUSSION TOPICS;

THAT THE FOLLOWING TOPICS ARE SUGGESTED AND THEY DO NOT REFLECT ALL THE 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. NO PARTICULAR ORDER AT THIS TIME

1. School signs
2. Real Estate listing of Huxley Business Park
3. Installing Ped Ramps
4. Paving of 560th Street
5. Granular Subbase and subdrains under pavement
6. Building Code Guidelines
- 7.
- 8.
9. Rental Inspections
10. Crime Free Housing program
11. Sidewalk Infill and new
12. Development agreements
13. Main Street Development
- 14.
15. Miscellaneous

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.


John Haldeman, City Administrator

PUBLIC HEARING

**NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2017-2018 CITY BUDGET**

The City Council of Huxley in STORY County, Iowa
will meet at City Hall
at 6:00pm on 05/22/2018
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2018
(year)
by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.
Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,140,880		1,140,880
Less: Uncollected Property Taxes-Levy Year	2	0		0
Net Current Property Taxes	3	1,140,880	0	1,140,880
Delinquent Property Taxes	4	0		0
TIF Revenues	5	2,854,800	60,000	2,914,800
Other City Taxes	6	540,674		540,674
Licenses & Permits	7	47,600	44,000	91,600
Use of Money and Property	8	40,200		40,200
Intergovernmental	9	506,900		506,900
Charges for Services	10	1,603,000		1,603,000
Special Assessments	11	0		0
Miscellaneous	12	277,826	233,120	510,946
Other Financing Sources	13	0		0
Transfers In	14	2,527,000		2,527,000
Total Revenues and Other Sources	15	9,538,880	337,120	9,876,000
Expenditures & Other Financing Uses				
Public Safety	16	683,973	27,000	710,973
Public Works	17	430,565	97,310	527,875
Health and Social Services	18	16,225		16,225
Culture and Recreation	19	492,650	55,810	548,460
Community and Economic Development	20	1,472,042		1,472,042
General Government	21	386,480	15,000	401,480
Debt Service	22	2,356,043		2,356,043
Capital Projects	23	0	142,000	142,000
Total Government Activities Expenditures	24	5,837,978	337,120	6,175,098
Business Type / Enterprises	25	1,230,675		1,230,675
Total Gov Activities & Business Expenditures	26	7,068,653	337,120	7,405,773
Transfers Out	27	2,527,000		2,527,000
Total Expenditures/Transfers Out	28	9,595,653	337,120	9,932,773
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	29	-56,773	0	-56,773
Beginning Fund Balance July 1	30	7,762,877		7,762,877
Ending Fund Balance June 30	31	7,706,104	0	7,706,104

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Revenue: CIP-\$60,000, Bldg Permits-\$44,000, Misc-MPS Settlement-\$200,000, Misc-\$33,120
Expense: Public Safety: Siren-\$20,000, Police Academy-\$7,000 Culture & Recreation: Exercise Equipment-\$55,810 Public Works: Seal Coating-\$66,525, 2 lawn mowers-\$7,050, 1 tar pot-\$13,000, Secondary Storm Sewer-\$10,735 Economic Development: Bldg Inspection Services, Professional Fees - \$110,000
Capital Projects: Main Ave Storm Sewer Project-\$82,000, CIP-\$60,000

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Jolene R. Lettow

City Clerk/ Finance Officer Name

CONSENT AGENDA

<https://tax.iowa.gov>**Instructions on the reverse side**

For period (MM/DD/YYYY) 07 / 01 / 2018 through June 30, 2019
I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA CASEY'S MARKETING COMPANY/DBA CASEY'S GENERAL STORE# 2842
Physical Location Address 902 N HWY 69 City HUXLEY ZIP 50124
Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021
Business Phone Number 5155974443

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐
Name of sole proprietor, partnership, corporation, LLC, or LLP CASEY'S GENERAL STORE, INC.
Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021
Phone Number 515-446-6404 Fax Number 515-965-6205 Email JESSICA.FISHER@CASEYS.COM

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☐
Types of Products Sold: (Check all that apply)
Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒
Type of Establishment: (Select the option that best describes the establishment)
Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) JULIA L. JACKOWSKI, SECRETARY
FOR CASEY'S MARKETING

Name (please print) _____

Signature _____

Date _____

Signature _____

Date 05/01/2018

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY – MUST BE COMPLETE

- ☐ Fill in the amount paid for the permit:
- ☐ Fill in the date the permit was approved by the council or board:
- ☐ Fill in the permit number issued by the city/county:
- ☐ Fill in the name of the city or county issuing the permit:
- New ☐ Renewal ☒

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- ☐ Email: iapledge@iowaabd.com
- ☐ Fax: 515-281-7375

<https://tax.iowa.gov>**Instructions on the reverse side**

For period (MM/DD/YYYY) 07 / 01 / 2018 through June 30, 2019
I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA CASEY'S MARKETING COMPANY/DBA CASEY'S GENERAL STORE# 2474
Physical Location Address 104 N HWY 69 City HUXLEY ZIP 50124
Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021
Business Phone Number 5155973555

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☒ LLC ☐ LLP ☐
Name of sole proprietor, partnership, corporation, LLC, or LLP CASEY'S GENERAL STORE, INC.
Mailing Address PO BOX 3001 City ANKENY State IA ZIP 50021
Phone Number 515-446-6404 Fax Number 515-965-6205 Email JESSICA.FISHER@CASEYS.COM

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐
Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☐
Types of Products Sold: (Check all that apply)
Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒
Type of Establishment: (Select the option that best describes the establishment)
Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐
Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Official(s)

Name (please print) JULIA L. JACKOWSKI, SECRETARY
FOR CASEY'S MARKETING

Name (please print) _____

Signature _____

Date _____

Signature _____

Date 05/01/2018

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

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- ☐ Email: iapledge@iowaabd.com
☐ Fax: 515-281-7375

Block Party

(Request for Street Closing)



HUXLEY
CITY OF FOX PRAIRIE

Date of Block Party: May -26-2018

We request permission to block off Ridgelen Drive (street) between Centennial (street) and Ridgewood (street) between 2:00 : AM/PM and 10 : 00 AM/PM on 05 / 26 / 2018, for purposes of a neighborhood block party. We have received a copy of the "Block Party Guidelines" and understand/agree to the conditions.

Eric Scherder

Eric Scherder
Signature of Applicant

515-868-1889
Contact Phone Number

05-09-18
Eric Scherder
Date

Petition/Affected Properties (if more space is needed use 2nd sheet of paper)

Printed Name

Address

Signature

See Attached

For Office Use Only:

Approved by:

[Signature]
Police Chief

5/10/18
Date

[Signature]
Fire Chief

5/12/18
Date

[Signature]
Public Works Director

5/10/18
Date

[Signature]
City Administrator

5/15/18
Date

This request requires Council approval. Council meets 2nd and 4th Tuesdays of each month therefore, the form must be turned in by noon the Thursday before the Council meeting.

Saturday, May 26th Road Closure

Mag Rur 1116 Ridgetop Dr	Katie Pinchouse 1116 Ridgetop Dr
1115 Ridgetop Dr	
1103 Ridgetop Dr	Rein Rowelder 1108 Ridgetop Dr
	DK 1110 Ridgetop Dr
1109 Kayla Scherler	
1111 Kent Klingbeil	Brandon Kadner
1113 Ridgetop Tammi Bostain	1112 Ridgetop Dr. Christine
1105 Ridgetop Drive Tyler Pelt	Shannon Wilson 1106 Ridgetop
	Linda Young 1104 Ridgetop
X	Wetery/Shannal Kunder 1102 Ridgetop Drive, Huxley

5-22-18 Council Claims

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	A KING'S THRONE LLC	PORT-O-JOHN FOR SOCCER FIELDS	\$ 73.60
3	ANKENY SANITATION	CENTENNIAL PARK, NORD KALSEM, MAINT. SHOP, WWTP, 3C'S	\$ 305.08
4	ARNOLD MOTOR SUPPLY	OIL, BRAKE CLEANER, FILTERS	\$ 92.31
5	BACKFLOW SOLUTIONS, INC.	ANNUAL SUBSCRIPTION FEE	\$ 400.00
6	BUD'S AUTO REPAIR INC	SERVICE TAHOE	\$ 84.68
7	CARDMEMBER SERVICE	SEE ATTACHED	\$ 3,548.19
8	CASEY'S GENERAL STORES INC	GASOLINE	\$ 1,433.28
9	CATHY VANMAANEN	REIMBURSEMENT OF PROGRAM SUPPLIES	\$ 19.87
10	CHITTY GARBAGE SERVICE INC	FD GARBAGE PICKUP	\$ 21.40
11	CONSUMERS ENERGY	GAS AND ELECTRIC	\$ 9,586.27
12	DB IOWA HOLDINGS	LEGAL PUBLICATIONS	\$ 523.51
13	DOLLAR GENERAL-REGIONS 410	OFFICE SUPPLIES	\$ 73.55
14	ED M. FELD EQUIPMENT CO. I	BOOTS FOR C. ANTHONY & VEHICLE MAINTENANCE	\$ 2,877.95
15	GENERAL INSURANCE AGENCY	LIBRARY COPIER	\$ 127.00
16	HOKEL MACHINE SUPPLY	CYLINDER RENTAL & OXYGEN	\$ 225.39
17	INTEGRATED PRINT SOLUTIONS	YOUTH SOCCER, STAFF, & BAM BAM TSHIRTS	\$ 1,434.70
18	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 9,618.26
19	IOWA ONE CALL	EMAIL LOCATES	\$ 23.40
20	JACQUE GLOEDE	TRAVEL EXPENSE & UNIFORM PANT	\$ 132.77
21	JAYDEN CATTELL	SCORE KEEPER FOR MEN'S LEAGUE	\$ 20.00
22	JEREMY J. ARENDS	APRIL TREASURER'S REPORT	\$ 80.00
23	JERICO SERVICES INC	DUST CONTROL APPLICATION	\$ 852.00
24	KEMPKER'S TRUE VALUE AND R	SEE ATTACHED	\$ 548.65
25	KEVIN SCHULZE	BASKETBALL LEAGUE OFFICIAL	\$ 175.00
26	MARCO, INC.	FD SCANNING AND MAINT AGREEMENT	\$ 500.44
27	MARCO, INC.	PRINTER AGREEMENT	\$ 203.46
28	METERING & TECHNOLOGY SOLU	BARE METERS AND ERTS	\$ 5,568.00
29	MID-IOWA OCCUPATIONAL TEST	RANDOM DRUG TESTING	\$ 55.00
30	MIDWEST BREATHING AIR SYST	QUARTERLY AIR TEST	\$ 174.75
31	NCL OF WISCONSIN INC.	WHATMAN FILTERS	\$ 191.43
32	NEW CENTURY FS INC	UNLEADED DIESEL FUEL	\$ 1,536.83
33	OXEN TECHNOLOGY	MONTHLY MICRO EXCHANGE FEE	\$ 152.00
34	PCC AN AMBULANCE BILLING S	APRIL AMBULANCE BILLING	\$ 104.95
35	PEPSI-COLA	POP FOR VENDING MACHINE	\$ 325.90
36	PLUMB SUPPLY COMPANY - AM	SLOAN FLUSH	\$ 87.12
37	POSTMASTER	BULK POSTAGE	\$ 349.07
38	RAYMOND DRUMMOND	SCORE KEEPER	\$ 50.00
39	SPARTAN TOOL LLC	EXPLORER CAMERA SYSTEM	\$ 8,495.00
40	SPRINGER PROFESSIONAL HOME	MONTHLY PEST CONTROL	\$ 84.00

5-22-18 Council Claims

	A	B	C
41	STATE OF IOWA-ELEVATOR SAF	OPERATING PERMIT & INSPECT FEE	\$ 175.00
42	TASC	FLEX BENEFIT PLANS	\$ 574.96
43	THE SHERWIN-WILLIAMS CO.	PAINT	\$ 31.31
44	TIM VANLOO	BASKETBALL LEAGUE OFFICIAL	\$ 50.00
45	USA BLUEBOOK	INLET STRAINER	\$ 60.25
46	VERIZON WIRELESS	PW, PD, AND AMBULANCE CELL PHONES	\$ 726.72
47	VISA	SEE ATTACHED	\$ 604.89
48	VITZTHUM, KEITH	CDL B AND CITY ID REIMBURSEMENT	\$ 57.00
49	WINDSTREAM IOWA COMMUNICAT	PD PHONE AT DISPATCH	\$ 70.93
50	Payroll Expense		\$ 44,113.45
51	GRAND TOTAL		\$ 96,619.32
52			
53		FUND TOTALS	
54	001 GENERAL FUND	\$ 9,074.75	
55	002 LIBRARY	\$ 1,603.53	
56	003 RECREATION	\$ 3,670.66	
57	004 FIRE AND RESCUE	\$ 3,477.17	
58	014 AMBULANCE	\$ 1,908.89	
59	110 ROAD USE TAX	\$ 2,658.85	
60	600 WATER UTILITY	\$ 12,424.40	
61	610 SEWER UTILITY	\$ 17,577.19	
62	01 PAYROLL EXPENSE	\$ 44,113.45	
63	GRAND TOTAL	\$ 96,619.32	

Utility Report

April	2018					
	Water Service:	Sewer Service:	Water Consumption (gallons):	Amount Billed (Water):	Sewer Consumption (gallons):	Amount Billed (Sewer):
Commercial	84	83	454,700	\$3,433.21	533,100	\$4,633.82
Schools	4	3	187,600	\$903.42	187,600	\$909.82
Rural	67	6	301,700	\$3,421.80	29,100	\$419.38
No Charge	20	14	1,136,800	\$0.00	906,700	\$0.00
Residential	1,489	1,489	4,716,881	\$46,272.13	4,657,581	\$57,479.27
Second Meter	127	N/A	108,400	\$865.16	0	\$0.00
Master Meters	12	N/A	343,700	\$0.00	0	\$0.00
Wells	2	N/A	8,168,000	\$0.00	0	\$0.00
TOTAL:	1,805	1,595	15,417,781	\$54,895.72	6,314,081	\$63,442.29

	Water:	Sewer:	
Total Billed Consumption (gallons):	5,769,281	5,407,381	TOTAL:
Total Billed:	\$54,895.72	\$63,442.29	\$118,338.01

April	2017					
	Water Service:	Sewer Service:	Water Consumption (gallons):	Amount Billed (Water):	Sewer Consumption (gallons):	Amount Billed (Sewer):
Commercial	82	82	416,900	\$3,262.24	518,900	\$4,678.42
Schools	4	3	144,300	\$710.74	144,300	\$717.14
Rural	67	6	336,300	\$3,654.57	42,300	\$507.57
No Charge	20	14	1,287,600	\$0.00	1,069,200	\$0.00
Residential	1,421	1,421	4,804,996	\$45,407.04	4,791,396	\$56,267.18
Second Meter	118	N/A	57,000	\$609.36	0	\$0.00
Master Meters	12	N/A	324,700	\$0.00	0	\$0.00
TOTAL:	1,724	1,526	7,371,796	\$53,643.95	6,566,096	\$62,170.31

	Water:	Sewer:	
Total Billed Consumption (gallons):	5,759,496	5,496,896	TOTAL:
Total Billed:	\$53,643.95	\$62,170.31	\$115,814.26

Key:

Schools: Bus Barn, Middle School, Athletic Field, High School
 Rural: includes Deer Creek and East First Street (across from water plant)
 No Charge: City Hall, Fire Station, city flushing, Nord Kalsem, Trinity Methodist Church, master meters, bike trail, etc.
 Master Meters: Deer Creek & 11 rural

Waterloss = 1,322,200 (Hydrant flushing, main flushing & water plant break)

Huxley City Council Minutes

Tuesday, May 8, 2018

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: Roberts, Jensen, Peterson, Kuhn, Mulder

CITY STAFF PRESENT: John Haldeman-City Administrator, Jolene Lettow-City Clerk, Gerry Stoll – Police Sergeant, Jeff Peterson – Public Works Director, Kevin Deaton – Assistant Fire Chief, Travis Bakken – Parks and Recreation Director, Mat Kahler – Street Superintendent

CONSULTANTS PRESENT: Forrest Aldrich - City Engineer, Amy Beattie– Counsel

GUESTS PRESENT: Michael Hart & Heidi Kuhl – Northland Securities, Mark Thompson, Darold Primmer, Andrew Gogerty, Allison Kuhn, Kristen Brekke, Gabe Nelson – Snyder & Associates, Nate Boock – Ballard High School

COMMENTS FROM PUBLIC: Kristen Brekke, presented council with petition from residents in favor of sale of fireworks in town (commercial zone). Ms. Brekke informed council she had surveyed other comparable communities to research what zoning areas the communities had permitted the sale of fireworks, i.e. commercial and/or industrial zones.

PRESENTATION: Michael Hart & Heidi Kuhl, Northland Securities, provided a presentation to council on the financial services the firm can offer to the city.

PUBLIC HEARING – Mayor opened the hearing at 6:37pm to Amend the C-1 Neighborhood Commercial District Regulations of Section 165.27 and the M-1 Industrial District Regulations of Section 165.30 of the Municipal Code of the City of Huxley, Iowa, to Authorize Sale or Display of Fireworks as a Permitted Use in C-1, C-2, C-3 and M-1 Districts. City attorney, Amy Beattie, explained ordinance will designate zoning districts and stated that federal law impacts ordinance language. Motion– Mulder, second – Peterson to close hearing at 6:40pm. 5 ayes.

CONSENT AGENDA:

MOTION- Kuhn, Second - Mulder to approve all agenda items as listed.

- Approve April 24th, 2018 Council Meeting minutes
- Approve Financial Reports and Payment of Bills
- Approve Beer, Wine and Liquor Licenses, Cigarette Permit Renewals.
- Approve Appointments to Story County Economic Development Group

Roll Call: Kuhn, Jensen, Roberts, Peterson, Mulder voted yes. Motion carried.

Claims:

AFLAC	AFLAC	4.00
ALLIANT ENERGY	GAS AND ELECTRIC	12,020.26
AUTOMATIC DOOR GROUP	REPAIR 3C'S ENTRY DOOR	241.60
BOUND TREE MEDICAL	MEDICAL SUPPLIES	35.88
BRICK GENTRY P.C.	HDC	6,256.72
BSN SPORTS, LLC	YOUTH SOCCER BALLS	113.30
CINTAS CORPORATION	FIRST AID SUPPLIES	43.86
CLEANING CONNECTION, INC.	MOLD TESTING AT 3C'S	320.00
CLINTON H. THOMPSON	THREE GAMES ON 4/22/18	225.00
COMPASS MINERALS AMERICA	COARSE ROCK SALT	3,361.05
DELL MARKETING L.P.	COMPUTER FOR ADMIN	1,369.60
DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	1,742.24
EBS	MEDICAL INSURANCE	16,380.57
EDWARD JONES	IRA	250.00
ELECTRIC WHOLESALE CO.	FLUSH PHOTO EYE	13.00
EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	102.99
ENERGY DOCTOR	LIGHTS- 50% DOWN PAYMENT	4,931.25
FIDELITY SECURITY LIFE	VISION INS	306.62
GENERAL INSURANCE AGENCY	GL AUDIT 4/1/17-4/1/18	792.00

GREENLAND HOMES
HUXLEY COOP TELEPHONE CO.
INSTITUTE OF PUBLIC AFFAIR
INTERNAL REVENUE SERVICE
INTERSTATE ALL BATTERY CEN
INTERSTATE BATTERIES
IOWA DNR
IOWA DOT
IPERS
JACQUE GLOEDE
JERRY CARNEY AND SONS INC.
JERRY'S PAINTING
KEVIN SCHULZE
LINCOLN FINANCIAL GROUP
MARCO, INC.
MARTIN MARIETTA MATERIALS
MASS MUTUAL RETIREMENT SER
MENARDS
MISCELLANEOUS VENDOR
MOODY ELECTRIC, INC.
NICKOLAY CONSULTING, LLC
NOVA FITNESS EQUIPMENT
PEPSI-COLA
POSTMASTER
QUALITYONE COMMERCIAL CLEA
RAYMOND DRUMMOND
SAFE BUILDING COMPLIANCE &
STAPLES
STAPLES BUSINESS CREDIT
TASC
TASC - CLIENT INVOICES
TIM VANLOO
TREASURER, STATE OF IOWA
VEENSTRA & KIMM, INC.
VERIZON WIRELESS

001	GENERAL FUND	63,538.42
002	LIBRARY	10,704.82
003	RECREATION	6,290.95
004	FIRE AND RESCUE	747.26
014	AMBULANCE	2,259.14
110	STREET	10,916.69
600	WATER UTILITY	12,946.70
610	SEWER UTILITY	8,873.50
	PAYROLL	<u>44,687.88</u>
	GRAND TOTAL	160,965.36

BUILDING PERMIT DEPOSIT REFUND	1,204.53
PHONE, CABLE, INTERNET	1,761.62
BOARD & COMMISSION TRAINING	971.47
FED WITHHOLDING TAX	9,752.00
BATTERY	28.78
ECONO BATTERIES	120.00
APPLICATION FOR WWT 1 OP CERT	60.00
RETURN	679.56
IPERS	13,086.22
TRAVEL REIMBURSEMENT	186.13
STEERING WHEEL & DOOR PANEL	110.00
PAINT IN THE LIBRARY	958.00
BASKETBALL LEAGUE OFFICIAL	250.00
DISABILITY INSURANCE	1,010.58
PRINTER MAINTENANCE	215.37
ROAD STONE	648.33
DEFERRED COMPENSATION	550.00
HOSE CLAMP & OIL FILTER PLIERS	24.29
CALKINS, JULIE :US REFUND	521.91
OUTLET WORK FOR TREADMILLS	257.16
MONTHLY IT SUPPORT	746.25
PREVENTATIVE MAINTENANCE	318.40
VENDING PRODUCT	406.39
POSTMASTER	342.46
MAY JANITORIAL SERVICES	2,134.00
BASKETBALL LEAGUE SCORE KEEPER	100.00
BUILDING INSPECTIONS	1,919.75
PRINTER INK	19.49
OFFICE SUPPLIES	445.78
FLEX BENEFIT PLANS	574.96
JUNE FLEX ADMIN FEE	67.91
BASKETBALL LEAGUE OFFICIAL	100.00
STATE WITHHOLDING	3,427.00
CMC PRETREATMENT AGREEMENT	24,724.14
ADMIN CELL PHONE	45.06

Motion – Roberts, Second - Peterson on First Reading of Ordinance No. 477 to Amend Chapter 166, Subdivision Regulations of the Code of Ordinances of the City of Huxley Regarding Maintenance Bond Requirements. City engineer reported industry standard was for contractors to hold maintenance bonds. Councilman Kuhn commented the standard does not serve in the city's best interest. Roll Call: Roberts, Kuhn, Jensen, Peterson, Mulder voted yes. Motion Carried.

Motion - Mulder, Second – Roberts on Resolution No. 18-032 to Approve Capital Improvement Plan Contract with Snyder and Associates. Gabe Nelson, Snyder & Associates engineer, explained to council the three phases the engineering firm proposed for project. Councilman Kuhn expressed concern with budget timeline. Assistant Fire Chief, Kevin Deaton, addressed council stating public safety had not been addressed in the submitted project plans and voiced his concerns with the work to be performed stating that most of the work had been already been completed by staff. Roll Call: Peterson, Jensen, Roberts voted no. Kuhn, Mulder voted yes. Motion failed.

Motion – Roberts, Second – Kuhn on Second Reading of Ordinance 478 to Amend Chapter 55, Animal Protection and Control of the Code of Ordinances of the City of Huxley to Add New Section 55.19, Trapping of Animals. Roll Call: Kuhn, Mulder, Roberts, Peterson, Jensen voted yes. Motion carried.

Motion – Roberts, Second – Peterson on First Reading of Ordinance No. 479 to Amend the C-1 Neighborhood Commercial District Regulations of Section 165.27 of the Municipal Code of the City of Huxley, Iowa, and the M-1 Industrial District Regulations of Section 165.30 of the Municipal Code of the City of Huxley, Iowa to Authorize Sale or Display of Fireworks as a Permitted Use in C-1, C-2, c-3 and M-1 Districts. Councilman Kuhn commented that he was not in favor of selling fireworks in commercial districts because he feels it gives people the idea it is okay to shoot off fireworks in community. City attorney stated ordinance was following existing state law. Council stated city needed to educate residents on fireworks regulations. Roll Call: Mulder, Roberts, Peterson, Jensen voted yes; Kuhn voted no. Motion carried.

Motion – Roberts, Second – Jensen on Resolution No. 18-033 to Set Hearing Date and Time for Amending the FY 2018 Budget. Hearing scheduled for May 22nd council meeting. Roll Call: Roberts, Mulder, Kuhn, Jensen, Peterson voted yes. Motion carried.

Motion – Peterson, Second – Roberts to Approve Rental on Baseball Fields. Travis Bakken, Parks and Rec Director, reported to council that the fields had not been reserved for a year. Mr. Bakken has been working with high school athletic director to come up with a cost that would work for both city and school. Recommendation was to decrease hourly rate from \$35 to \$20. 5 ayes, 0 nays. Motion carried.

Motion – Kuhn, Second – Mulder on Ordinance No. 480 to Post Adopted Ordinances in Lieu of Publishing. Roll Call: Peterson, Roberts, Mulder, Kuhn, Jensen voted yes. Motion carried.

Motion – Roberts, Second – Peterson on Resolution No. 18-034 to Approve the Adoption of Public Records Request Policy for the City of Huxley. Council stated costs must include staff time. After first hour additional time to gather and copy requested information must include staff person's hourly rate plus 15%. Roll call: Roberts, Peterson, Jensen, Kuhn, Mulder voted yes. Motion carried.

Motion – Mulder, Second – Jensen on Resolution No. 18-035 to Approve the Amendment of City Rate Charges. Council consensus was to charge \$150 annual mobile vendor rate and to amend the baseball field rental rate from \$20 an hour to \$15 an hour. Roll Call: Mulder, Kuhn, Jensen, Roberts, Peterson voted yes. Motion carried.

Motion – Kuhn, Second - Roberts on Resolution No. 18-036 to Approve City Records to be Destroyed. Roll Call: Jensen, Kuhn, Mulder, Roberts, Peterson voted yes. Motion carried.

Motion – Mulder, Second – Roberts on Resolution No. 18-037 to Approve Residential Parcel Subdivision Plat for the Property Located West and South of 32364 585th Avenue. Roll Call: Roberts, Mulder, Kuhn, Jensen voted yes; Peterson abstained. Motion carried.

Miscellaneous

Assistant Fire Chief, Kevin Deaton, revealed to council that insurance ISO rating decreased which should lower homeowners insurance rates in community. Mr. Deaton expressed his thanks to Chief Pote and recommended Gerry Stoll as new Police Chief.

Forrest Aldrich, city engineer, updated council on the mediation with CMC for the pre-treatment agreement with the city. Mr. Aldrich commented that the new facility was impressive and that production should be operating by end of month. He also informed council that the company had requested a tiered water rate and a tax levy break. Both requests were denied.

Councilman Mulder noted that equipment was moving in Kading Development. He also inquired as to the status of replacement plans for Chief Pote.

Councilman Kuhn asked about CIRTPA grant. Travis Bakken, Parks and Rec Director, responded that city had not received 100% of funds necessary for trail project and that city was applying for a REAP grant to try and access additional grant monies.

Councilman Jensen requested information pertaining to Industrial Park. He asked that topic be placed on work session agenda.

Mayor Henry reported that Sargent Stoll had submitted a letter of intent to serve as interim police chief. Personnel Committee will be meeting to discuss plans for Chief of Police vacancy.

ADJOURNMENT: Motion – Peterson, second – Roberts to adjourn meeting at 8:20pm. 5 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, notice posted at City Hall, posted on website and emailed to news media. Mayor Henry called the meeting to order at 8:25 pm.

COUNCIL MEMBERS PRESENT: Peterson, Roberts, Kuhn, Mulder, Jensen

CITY STAFF PRESENT: John Haldeman-City Administrator, Jolene Lettow-City Clerk, Jeff Peterson – Public Works Director, Mat Kahler – Street Superintendent.

CONSULTANTS PRESENT: Forrest Aldrich - City Engineer

- Huxley Historical Society approached council about using Nord Kalsem Community Center to display historical memorabilia. Historical Society would provide improvements to facility if council agrees to allow use of facility. Displays would not interfere with reservations. Council approved request to use facility to display community's artifacts.
- Mat Kahler, Street Superintendent, spoke to council about need to repair roads in town. Mr. Kahler stated he was not happy with seal coating roads. Mayor suggested Mr. Kahler put together list of five worst roads in town to discuss repairs/work needed.
- John Haldeman, City Administrator, reported that he had received two proposals to conduct a wage and salary study. City administrator will bring recommendation to council.
- Council discussed issue with sign that school hung on tennis court fencing. Sign does not conform to city regulations. Council suggested staff get guidance from city attorney to try and remedy situation.

ADJOURNMENT: Motion – Peterson, second – Roberts to adjourn meeting at 9:10pm. 5 ayes, 0 nays. Motion carried.

Craig D. Henry, Mayor

Attest:

Jolene R. Lettow, City Clerk

COMMUNITY BETTERMENT

ORDINANCE NO. 477

**AN ORDINANCE AMENDING CHAPTER 166, SUBDIVISION REGULATIONS,
OF THE CODE OF ORDINANCES OF THE CITY OF HUXLEY REGARDING
MAINTENANCE BOND REQUIREMENTS**

WHEREAS, the City Council determines it to be in the best interests of the City to amend the Code of Ordinances regarding maintenance bonds;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUXLEY, IOWA:

Section 1: Chapter 166, Subdivision Regulations, of the Municipal Code of the City of Huxley, Iowa, is hereby amended by deleting the current Section 166.12, Maintenance Bond Required, and inserting as follows:

166.12 Maintenance Bond Required.

A. The subdivider as required in this section shall at the time of acceptance of the improvements by the Council, post bonds in amount described herein sufficient to secure maintenance of the improvements and satisfactory to the City attorney as to form, sufficiency and manner of execution as set forth in these regulations.

B. The subdivider shall be required to maintain all required improvements free of defects after acceptance of said improvements by the City Council for a period specified below:

Water main, Sanitary sewer, Storm sewer and subdrains including services to property: 4 years.

Street pavement: 4 years.

Shared use paths installed by the developer including trails and sidewalks: 4 years.

Site grading and subgrade preparation: 4 years.

C. Maintenance bonds posted by the subdivider's contractor may be accepted. Maintenance bond shall list each item and quantity of each item covered by the Bond.

D. Maintenance Bond amounts will be determined by cost of improvements involved. All bond amounts shall be approved by the City Engineer with recommendation to the Council.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. This ordinance shall be in effect upon its passage, approval and publication as provided by law.

Passed and Approved this ____ day of April 2018.

PUBLIC SAFETY

ORDINANCE NO. 478

**AN ORDINANCE AMENDING CHAPTER 55, ANIMAL PROTECTION
AND CONTROL, OF THE CODE OF ORDINANCES OF THE CITY OF
HUXLEY TO ADD NEW SECTION 55.19, TRAPPING**

WHEREAS, the City Council determines it to be in the best interests of the City to amend the Code of Ordinances to address trapping of animals within the City of Huxley;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUXLEY, IOWA:

Section 1: Chapter 55, Animal Protection and Control, of the Municipal Code of the City of Huxley, Iowa, is hereby amended by the addition of new subsection 55.19, as follows:

55.19 Trapping. (1) It shall be unlawful for any person to set and maintain animal or bird traps upon public or private property at any time except as follows:

(a) Traps set and maintained by the City, or by persons acting under written permission of such officers, for controlling animals determined by such officials to be a public hazard or nuisance.

(b) Humane live box traps on public or private property, with the written permission of the City. Such permission must detail the approximate location of each trap and bear the identification of the trap's owner. Such permission shall be withheld if the traps used and/or the locations of placement are deemed to be cruel or a hazard to people or domestic animals.

(c) Instant kill snap traps designed for small rodents' pest control only.

(d) Any animal caught in a trap that is not owned by the City of Huxley, shall be the trap owner's responsibility to contact a vet or Story County Animal Control. It is **illegal** to relocate cats or dogs. Relocating raccoons, rabbits, possums, and coyotes must be done at wild-life refuge in its natural habitat.

(2) The use of conibear traps, snare traps, steel jaw traps, leg hold traps, spring traps, or any similar device designed to catch and hold the animal by the leg or other part of the body; or which is likely for any reason to cause injury, pain and suffering before death, are prohibited.

Section 2: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

ORDINANCE NO. 479

AN ORDINANCE AMENDING THE C-1 NEIGHBORHOOD COMMERCIAL DISTRICT REGULATIONS OF SECTION 165.27 OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, AND THE M-1 INDUSTRIAL DISTRICT REGULATIONS OF SECTION 165.30 OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, TO AUTHORIZE SALE OR DISPLAY OF FIREWORKS AS A PERMITTED USE IN C-1, C-2, C-3 AND M-1 DISTRICTS

WHEREAS, the City Council determines it to be in the best interests of the City to amend the zoning regulations of Chapter 165 of the Code of Ordinances to allow the sale or display of fireworks within all “C” commercial and “M” industrial zoning Districts;

WHEREAS, Section 165.27 provides the zoning regulations for C-1 Neighborhood Commercial Districts, and the amendments include an amendment to Section 165.27, subsection 1, subsection G, to permit sale or display of fireworks in permanent and temporary structures in the C-1 District;

WHEREAS, the C-2 regulations of Section 165.28 and the C-3 regulations of Section 165.29 provide that uses permitted in the C-2 and C-3 Districts include the same uses permitted in the zoning regulations for C-1 Neighborhood Commercial Districts; and it therefore is not necessary to separately amend the C-2 and C-3 District regulations;

WHEREAS, Section 165.30 provides the zoning regulations for M-1 Industrial Districts, and the amendments include an amendment to Section 165.30, subsection 1, subsection U, to permit sale or display of fireworks in permanent and temporary structures in the M-1 District;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUXLEY, IOWA:

Section 1: Section 165.27, subsection 1, of the Municipal Code of the City of Huxley, Iowa, is hereby amended by the addition of new subsection 165.30(1)(G), as follows:

G. Sale or display of fireworks is permitted in permanent and temporary structures.

Section 2: Section 165.30, subsection 1, of the Municipal Code of the City of Huxley, Iowa, is hereby amended by the addition of new subsection 165.30(1)(U), as follows:

U. Sale or display of fireworks is permitted in permanent and temporary structures.

Section 3: All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4: This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED AND APPROVED this ____ day of _____, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

RESOLUTION NO. 18-038

A RESOLUTION CONFIRMING THE MAYORAL APPOINTMENT OF GERRY STOLL AS INTERIM POLICE CHIEF

WHEREAS, the City of Huxley, Iowa Police Chief Mark Pote is retiring effective June 1, 2018; and

WHEREAS, it is in the best interest of the citizens of Huxley for an Interim Police Chief to be appointed; and

WHEREAS, the Mayor has appointed Gerry Stoll as Interim Police Chief effective as of June 1, 2018 and has negotiated the terms of his appointment.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Huxley, Iowa, that the Mayoral appointment of Gerry Stoll as Interim Police Chief of the Huxley Police Department is hereby confirmed.

BE IT FURTHER RESOLVED, that Gerry Stoll as Interim Police Chief shall be paid based on an annual salary of \$60,500 until further action by the City Council.

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

Roll Call	Aye	Nay	Absent
David Jensen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
David Kuhn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Mulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rick Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tracey Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PASSED, ADOPTED AND APPROVED this 22 th day of May, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-038** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 22 th day of May, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

RESOLUTION NO. 18-039

**RESOLUTION APPROVING THE PURCHASE OF A POWER LOAD SYSTEM FOR
AMBULANCE 731.**

WHEREAS, the City Council of the City of Huxley, Iowa at their May 22, 2018 meeting was presented with a copy of a purchase request from the Huxley Fire and Rescue for a Stryker Power Load System.

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

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

Roll Call	Aye	Nay	Absent
David Jensen	___	___	___
David Kuhn	___	___	___
Greg Mulder	___	___	___
Rick Peterson	___	___	___
Tracey Roberts	___	___	___

PASSED, ADOPTED AND APPROVED this th day of May, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-039** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this th day of May, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk



Huxley Fire and Rescue

104 Railway
Huxley, Iowa 50124

May 16, 2018

RE: Stryker Power Load System

Honorable Mayor and Council Members

Huxley Fire Rescue and Ambulance would like to have permission to purchase a Stryker Power Load System to install in the Ambulance 731.

This system allows members to load patients up to 750 lbs. into the back of the ambulance without actually having to lift or support the cot and patient.

While it would be customary to obtain 3 bids for purchase, this system is only manufactured by one company (Stryker) and we would be able to buy it direct per the attached quote for \$23,800.31.

The unit is also available through outside vendors, however, they pay the same as the end user buying it direct and then add additional mark-up to the price (standard pricing from vendors is approximately \$1,800.00 more)

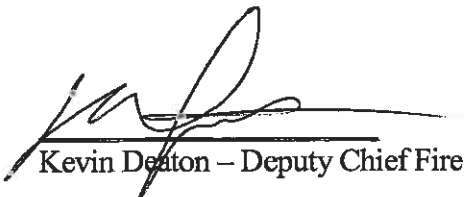
The funds would be used from within the 2017/2018 fiscal budget and there are still funds available since we had been planning on this purchase, however, need council approval to do so due to the total dollar amount.

While we understand it may seem like a large amount of funds, if it prevents one potential back injury it will have paid for its self.

Thank You,


Chad Anthony – Fire Chief


Krista McGinn – Deputy Chief EMS


Kevin Deaton – Deputy Chief Fire



Comprehensive Quotation

NICOLE WOOD
1-800-327-0770

Remit to:
Stryker Medical
P.O. Box 93308
Chicago, IL 60673-3308

Shipping Address

1244124
CITY OF HUXLEY
515 N MIAN ST
HUXLEY, IA 50124

Billing Address

1244124
CITY OF HUXLEY
515 N MIAN ST
HUXLEY, IA 50124

Customer Contact	Ref Number	Date	PO Number	Reference Field	Quote Type
Feld Fire	6543387	05/16/2018	QUOTE		

Line #	Quantity	Item Description	Part #	Unit Price	Extended Price	Item Comments
1.00	1	MTS POWER LOAD	639005550001	\$20,898.48	\$20,898.48	
2.00	1	6500 PWRLOAD COMP UPGRADE KIT	6500700049	\$2,591.83	\$2,591.83	
3.00	1	ProCare Upgrade Charge	77100003	\$310.00	\$310.00	

Note:

Product Total	\$23,800.31
Freight	\$0.00
Tax	\$0.00
Total Incl Tax & Freight	\$23,800.31

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

Terms: Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

*iBed Wireless option is for the wireless radio only. Additional services and equipment may be required to connect and additional costs may apply.

A copy of the System Requirements and Recommendations can be obtained by calling 1-800-STRYKER

RESOLUTION NO. 18-043

**RESOLUTION APPROVING APPOINTMENT OF GERRY STOLL TO THE
STORY COUNTY E911 BOARD**

BE IT RESOLVED, THEREFORE, the City Council of the City of Huxley, Iowa approves the appointment of Gerry Stoll to the Story County E911 Board.

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

Roll Call	Aye	Nay	Absent
David Jensen	_____	_____	_____
David Kuhn	_____	_____	_____
Greg Mulder	_____	_____	_____
Rick Peterson	_____	_____	_____
Tracey Roberts	_____	_____	_____

PASSED, ADOPTED AND APPROVED this ____th day of May, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-043** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this ____th day of May, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

FINANCE

RESOLUTION NO. 18-040

RESOLUTION APPROVING AMENDING THE FISCAL YEAR 2018 ANNUAL BUDGET FOR
FISCAL YEAR ENDING JUNE 30, 2018

WHEREAS, the Iowa Legislature adopted legislation that mandates that a city shall prepare and adopt a budget and shall certify taxes; and

WHEREAS, the Iowa Legislature requires each city to conduct a public hearing on the amending budget prior to adoption; and

WHEREAS, the City Clerk has published the budget amendments and notice of hearing no less than ten (10) days and no more than twenty (20) days prior to the date of the hearing; and.

WHEREAS, the Huxley City Council conducted said hearing on May 22, 2018 and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HUXLEY, IOWA, that the Huxley City Council approves the amendments to the **FY 2018 Budget** as attached and directs the City Clerk to submit said budget amendments and all the required prepared work to the appropriate agencies.

Roll Call	Aye	Nay	Absent
David Jensen	_____	_____	_____
David Kuhn	_____	_____	_____
Greg Mulder	_____	_____	_____
Rick Peterson	_____	_____	_____
Tracey Roberts	_____	_____	_____

PASSED, ADOPTED AND APPROVED this ____th day of May, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-040** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this ____th day of May, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

85-816

CITY BUDGET AMENDMENT AND CERTIFICATION RESOLUTION - FY 2018 - AMENDMENT #1

To the Auditor of STORY County, Iowa:

The City Council of Huxley in said County/Countries met on 05/22/2018, at the place and hour set in the notice, a copy of which accompanies this certificate and is certified as to publication. Upon taking up the proposed amendment, it was considered and taxpayers were heard for and against the amendment.

The Council, after hearing all taxpayers wishing to be heard and considering the statements made by them, gave final consideration to the proposed amendment(s) to the budget and modifications proposed at the hearing, if any, thereupon, the following resolution was introduced.

RESOLUTION No. 18-040

A RESOLUTION AMENDING THE CURRENT BUDGET FOR THE FISCAL YEAR ENDING JUNE : 2018
(AS AMENDED LAST ON N/A .)

Be it Resolved by the Council of the City of Huxley
Section 1. Following notice published 05/08/2018

and the public hearing held, 05/22/2018 the current budget (as previously amended) is amended as set out herein and in the detail by fund type and activity that supports this resolution which was considered at that hearing:

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,140,880	0	1,140,880
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
Net Current Property Taxes	3	1,140,880	0	1,140,880
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	2,854,800	60,000	2,914,800
Other City Taxes	6	540,674	0	540,674
Licenses & Permits	7	47,600	44,000	91,600
Use of Money and Property	8	40,200	0	40,200
Intergovernmental	9	506,900	0	506,900
Charges for Services	10	1,603,000	0	1,603,000
Special Assessments	11	0	0	0
Miscellaneous	12	277,826	233,120	510,946
Other Financing Sources	13	0	0	0
Transfers In	14	2,527,000	0	2,527,000
Total Revenues and Other Sources	15	9,538,880	337,120	9,876,000
Expenditures & Other Financing Uses				
Public Safety	16	683,973	27,000	710,973
Public Works	17	430,565	97,310	527,875
Health and Social Services	18	16,225	0	16,225
Culture and Recreation	19	492,650	55,810	548,460
Community and Economic Development	20	1,472,042	0	1,472,042
General Government	21	386,480	15,000	401,480
Debt Service	22	2,356,043	0	2,356,043
Capital Projects	23	0	142,000	142,000
Total Government Activities Expenditures	24	5,837,978	337,120	6,175,098
Business Type / Enterprises	25	1,230,675	0	1,230,675
Total Gov Activities & Business Expenditures	26	7,068,653	337,120	7,405,773
Transfers Out	27	2,527,000	0	2,527,000
Total Expenditures/Transfers Out	28	9,595,653	337,120	9,932,773
Excess Revenues & Other Sources Over (Under) Expenditures/Transfers Out Fiscal Year	29	-56,773	0	-56,773
Beginning Fund Balance July 1	30	7,762,877	0	7,762,877
Ending Fund Balance June 30	31	7,706,104	0	7,706,104

Passed this 22nd day of May 2018
(Day) (Month/Year)

Signature
City Clerk/Finance Officer

Signature
Mayor

RESOLUTION NO. 18-041

**RESOLUTION APPROVING THE PROPOSAL FROM NORTHLAND SECURITIES FOR
THE FINANCIAL PLANNING AGREEMENT**

WHEREAS, the City Council of the City of Huxley, Iowa at their May 22, 2018 meeting was presented with a copy of a proposal for a FINANCIAL ANALYSIS FOR A POSSIBLE CIP.

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

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

Roll Call	Aye	Nay	Absent
David Jensen	—	—	—
David Kuhn	—	—	—
Greg Mulder	—	—	—
Rick Peterson	—	—	—
Tracey Roberts	—	—	—

PASSED, ADOPTED AND APPROVED this 22 th day of May, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-041** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 22 th day of May, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk



April 27, 2018

Mr. John Haldeman, City Administrator
Ms. Jolene Lettow, Finance Director/City Clerk
City of Huxley, Iowa

RE: Request for synopsis, timeline and cost

Northland Securities is pleased to provide the City of Huxley with a summary of our meeting on April 24, 2018, timeline and cost. We enjoyed the opportunity to meet with the city administrator and the city clerk to present Northland's approach to capital planning.

Northland provides a comprehensive planning approach that includes the development of several tools for use by city staff and officials including the following:

- ❖ Debt Book Model: This model details information related to valuation trends, debt capacity, outstanding debt and source of payment for debt service. Through building this model, we will complete a review of all outstanding to identify any refunding/refinancing opportunities. This is the foundation for developing finance plans that align with current city debt obligations.
- ❖ Utility Cash Flow Analysis: Often times the water and sewer utilities play a key role in funding capital improvements. We will analyze historical utility cash flow and project forward 5 to 10 years. This will allow us to evaluate the sufficiency of the utility rates given different funding options.
- ❖ Tax Increment Financing Analysis: We will review the City's urban renewal areas and project cash flows to determine the opportunities related to TIF financing for future projects.
- ❖ Capital Planning Model: This model will be an interactive spreadsheet that will match capital projects with funding sources. It will allow Northland along with City staff to develop scenarios varying timing, funding sources and overall approach.

We propose the following timeline for our capital planning services. The city will receive a checklist with the items required for our analysis within 24 hours of receiving an indication that the City is ready to proceed. Northland will provide an initial draft of a debt book analysis, sewer and water cash flow analysis, and tax increment financing analysis within 2 weeks of receipt of all documents requested. Northland will then review this information with City staff to ensure completeness and accuracy. This will provide the foundation for the capital planning analysis.

Once the City has determined projects for inclusion within the capital improvement plan, Northland will work in conjunction with City staff to identify financing alternatives varying timing and approach. We will then create a capital planning spreadsheet to work in conjunction with capital improvement planning information from the engineering firm.

We have included with this letter a copy of an agreement for consideration outlining our capital planning services. As outlined in the agreement our fee will not exceed \$5,000.

Main 515-657-4675 | Toll Free 800-851-2920

6903 Vista Drive | West Des Moines, Iowa 50266

NorthlandSecurities.com | Member FINRA, MSRB and SIPC



By working with Northland you can be confident in the outcome based on the following advantages:

- ❖ **Experience in Iowa:** Northland Securities' service is grounded in significant experience helping cities and other local governments across Iowa. Northland currently serves over 70 cities across Iowa and hundreds of other communities throughout the Midwest.
- ❖ **Attentiveness:** Our firm has built its reputation on being attentive to client needs and responding with creative and prudent ideas. Northland believes in providing ideas on creative financing solutions on a continuous basis, not simply in reaction to a request. The City of Huxley will receive unmatched responsiveness from the Northland team.
- ❖ **Client Education:** Finding the "right answer" does not matter if you do not understand it. Client education is a cornerstone of our service. We listen and explore to make sure we clearly understand your issues and objectives. In turn, we strive to provide you with useful decision making information. It is essential that you understand the options and implications related to every plan.

Thank you again for the opportunity to present Northland's services to the city. Please contact Michael Hart with any questions (Direct 515-321-0460 or by email mhart@northlandsecurities.com).

Sincerely,

A handwritten signature in black ink that reads "Michael Hart".

Michael Hart
Vice President

A handwritten signature in black ink that reads "Heidi Kuhl".

Heidi Kuhl
Vice President

Attachments:

- ❖ Financial Planning Agreement
- ❖ Draft copy of Huxley, Iowa Debt Book

Main 515-657-4675 | Toll Free 800-851-2920

6903 Vista Drive | West Des Moines, Iowa 50266

NorthlandSecurities.com | Member FINRA, MSRB and SIPC

FINANCIAL PLANNING AGREEMENT

**BY AND BETWEEN
THE CITY OF HUXLEY, IOWA
AND
NORTHLAND SECURITIES, INC.**

CAPITAL IMPROVEMENTS FINANCIAL PLANNING PROJECT

This Agreement made and entered into by and between the City of Huxley, Iowa (hereinafter "CITY") and Northland Securities, Inc., of West Des Moines, Iowa (hereinafter "NSI").

WITNESSETH

WHEREAS, the CITY desires to use the services of NSI for financial planning assistance related to long term capital improvement planning.

WHEREAS, the advice rendered by NSI is intended solely for financial planning purposes. NSI is not providing advice or any recommendation on the timing, terms, structure or similar matters related to a specific bond issue. The financial planning services provided by NSI do not create a relationship, direct or implied, related to the issuance of municipal securities that may result from this planning.

WHEREAS, NSI desires to furnish services to the CITY as hereinafter described.

NOW, THEREFORE, it is agreed by and between the parties as follows:

SERVICES TO BE PROVIDED BY NSI

The proposed scope of work is designed to assess funding options and approaches for a long term capital improvement plan for the City. The work will be performed in conjunction with the city staff and other city consultants including the City's engineer.

BASIC SERVICES

The proposal is based on a core service package with optional services that can be added at the discretion of the CITY. NSI expects to attend City Council meetings and other meetings with City officials as necessary to carry out the services described below.

TASK 1 – DEVELOP DEBT MANAGEMENT MODEL

NSI will develop a debt management model that details the following:

- Historical valuation trends
- Debt capacity analysis
- Total outstanding debt and debt schedules for each
- Source of payment for all current and future city debts

TASK 2 –UTILITY RATE STUDY

Analysis of the water and sewer utilities will include the following:

- Analysis of current rate structure including cash flow analysis.
- Analysis of coverage ratios as it relates to outstanding debt and proposed future capital projects and borrowing.

TASK 3 – URBAN RENEWAL ANALYSIS

Objectives of the urban renewal planning will include the following:

- Complete analysis of City's Urban Renewal Area
- Identify funding needs based upon the City's planned urban renewal projects.
- Identify funding parameters for urban renewal projects.
- Perform analysis of future expected Tax Increment Revenues.

TASK 4 – CAPITAL IMPROVEMENT PLANNING

Objectives of the capital improvement planning will include the following:

- Identify funding needs based upon the City's planned projects.
- Perform analysis of future expected revenues from City funds to be used for capital improvements.
- Evaluate options for overall capital improvement funding plan by developing scenarios, varying the approach, timing and other key project variables.
- Create a long term funding plan for current and future capital improvement projects.

ADDITIONAL SERVICES

The City may authorize NSI to provide additional planning services as the projects require. The tasks described in the agreement present the tasks that NSI expects to perform. NSI will provide a written scope of work and budget for all additional services.

COMPENSATION

NSI will provide the Basic Services described in this proposal for a cost not exceeding \$5,000. The compensation will be due upon completion of the work described under basic services.

ASSIGNED NORTHLAND EMPLOYEES

The NSI employee responsible for providing services pursuant to this agreement and for the services performed is Michael Hart and Heidi Kuhl.

SUCCESSORS OR ASSIGNS

The terms and provisions of this Agreement are binding upon and inure to the benefit of the CITY and NSI and their successors or assigns.

DISCLAIMER

In performing service under this agreement, NSI is relying on the accuracy of information provided by the CITY and the services provided by NSI are based on current State Law. The parties agree that the Iowa property tax system and other laws may change and may affect the accuracy and validity of services provided by NSI. NSI will perform its work using the best available information. The CITY recognizes and accepts that future growth, property values, tax increment revenues, city revenues, tax levies and tax rates may vary from the assumptions used by NSI and such changes may affect the work product produced and provided by NSI.

TERM OF THIS AGREEMENT

This Agreement may be terminated by thirty (30) days written notice by either the CITY or NSI.

Dated this ____ day of May, 2018.

Northland Securities, Inc.

By: _____

Head of Public Finance

City of Huxley, Iowa

By: _____

Title

ADMINISTRATIVE BUSINESS

ORDINANCE NO. 480

**AN ORDINANCE AMENDING CHAPTER 18, CITY CLERK, SECTION 18.05
PUBLICATION, (2) MANNER OF PUBLICATION**

WHEREAS, the City Council of the City of Huxley, Iowa, determined the City Clerk shall cause to be published all ordinances, enactments, proceedings and official notices requiring publication; and

WHEREAS, the Council believes it to be in the best interest of the City to amend the current ordinance to clarify the posting locations.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Huxley, Iowa, as follows:

Section 1. Section 18.05, Publication, (2). Manner of Publication, of the Huxley, Iowa, Municipal Code is hereby amended by deleting the current section and inserting the following:

18.05 PUBLICATION, (2), MANNER OF PUBLICATION. A publication required by this Code of Ordinances or law must be in a newspaper published at least once weekly and having a general circulation in the City, except that ordinances and amendments may be published by posting in the following places:

City Hall
Post Office
Library

The Clerk is hereby directed to post promptly such ordinances and amendments, and to leave them so posted for not less than ten (10) days after the first date of posting. Unauthorized removal of the posted ordinance or amendment prior to the completion of ten days shall not affect the validity of said ordinance or amendment. The Clerk shall note the first date of such posting on the official copy of the ordinance and in the official ordinance book immediately following the ordinance.

(Code of Iowa, Sec. 362.3[2])

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. This ordinance shall be in effect upon its passage, approval and publication as provided by law.

Passed and Approved this ____ day of April 2018.

RESOLUTION NO. 18-042

**RESOLUTION APPROVING THE CONTRACT PROPOSAL FROM THEIA
MANAGEMENT SYSTEM FOR A WAGE AND JOB EVALUATION.**

WHEREAS, the City Council of the City of Huxley, Iowa at their May 22, 2018 meeting was presented with a copy of a proposal for a wage and job evaluation from THEIA MANAGEMENT CONSULTING.

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

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

Roll Call	Aye	Nay	Absent
David Jensen	_____	_____	_____
David Kuhn	_____	_____	_____
Greg Mulder	_____	_____	_____
Rick Peterson	_____	_____	_____
Tracey Roberts	_____	_____	_____

PASSED, ADOPTED AND APPROVED this 22 th day of May, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-042** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 22 th day of May, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

Theia Management Consulting

1500 Crown Colony Court, #230 Des Moines, IA 50315 | 515.322.6597 | <https://www.facebook.com/Theiamc/> |

April 22, 2018

Mr. John Haldeman, City Administrator

City of Huxley
515 N. Main Ave.
Huxley, IA 50124

Dear Mr. Haldeman:

Thank you for the opportunity to submit a proposal to conduct a salary study for the City of Huxley.

I bring to this assignment nearly thirty years of experience in local government and more than 10 years as a credentialed, human resources professional. I recognize the importance of maintaining a meaningful salary plan reflective of today's organization and the geographic area in which cities compete for employees. I will work with you, City Council, other city leadership, and your employees during the project to maintain open communication, provide status updates and ensure the successful accomplishment of the study's objectives.

Again, thank you for the opportunity to be considered for this project. If you need additional information, please contact me at 515.322.6597.

Sincerely,



Marketa George Oliver, President
Theia Management Consulting

City of Huxley Salary Study Proposal

This section of the proposal is intended to place the overall assignment in perspective and includes:

- Identification of the study objectives and project deliverables
- Discussion of classification and compensation methodology
- Discussion of the roles the study participants may assume during the study process

STUDY OBJECTIVES

The City is seeking consulting assistance to conduct a comprehensive salary study for full-time positions. The City believes the review should include a review and update, if necessary, of position descriptions.

Specific objectives of the salary study include the following:

- Review and analysis of each position description.
- Collaboration with employees and city leadership to ensure accuracy of position descriptions, modifying as needed.
- Definition and analysis of an appropriate labor market and recommended benchmark positions or job classes.
- The collection and analysis of base salary survey data.
- Recommendations for appropriate salary ranges that reflect the results of the market survey and are consistent with an analysis of the City's internal relationships.

CLASSIFICATION AND COMPENSATION METHODOLOGY

In conducting a salary study, the following methodology is proposed.

Classification Methodology

This proposal assumes the utilization of the whole job method of classification. This is the system preferred by and is most common to most local government employers. In summary, the classifications of work are created and individual positions are allocated based on a series of well-defined allocation standards. These standards are tailored to each organization's needs but typically include a combination of the following factors:

Decision Making

This standard consists of (a) the decision making responsibility and degree of independence or latitude that is inherent in the position and (b) the impact of decisions.

Scope and Complexity

This standard defines the breadth and difficulty of the assigned function or program responsibility inherent in the classification.

Contact with Others Required by the Position

This standard measures (a) the types of contacts and b) the purpose of the contacts.

Supervision Received and Exercised

This standard describes the level of supervision received from others and the nature of supervision provided to other workers.

Knowledge, Skills and Abilities

This standard defines the KSA's that are inherent in a given position or classification. Determinations are made as to what KSA's are required to meet entry position requirements. Once the above standards are refined to meet the City's particular needs, the standards then become the fundamental building block for the study of the selected classes. These standards form the basic criteria for:

- Developing the overall classification structure;
- Defining salary range recommendations;
- Allocating individual positions to the appropriate level; and
- Establishing internal pay relationships.

Discussion of Labor Market Survey Criteria

The overall objective in selecting survey employers is to define as accurately as possible the City's "Labor Market". A labor market consists of those employers with whom the City competes for employees. The criteria typically utilized in identifying those employers includes the following:

Employer Size - Generally, the more similar employers are in size and complexity, the greater the likelihood that comparable positions exist within both organizations. Specifically, agencies of similar size to the City are likely to have departmental structures and organization of positions more similar to the City than organizations that are significantly different in size. The specific criteria utilized to evaluate size include population served, services provided, and number of employees.

Geographic Proximity - Geographic proximity is another factor utilized in identifying an appropriate labor market. This factor is particularly important because it identifies those employers with which the City must directly compete to recruit and retain quality staff. Furthermore, by selecting employers within reasonably close geographic proximity, it ensures that the resulting labor market will be indicative of the region's cost of living.

Nature of Services Provided - Generally, similar organizations are selected as survey employers, because they all provide similar services. This is important for the following reasons:

- Employers who provide similar services are most likely to compete with one another for employees.
- These employers are most likely to have comparable jobs.
- These employers are most likely to have similar organizational characteristics.

Data Collection Methodology

After City leadership reviews the recommended labor market, the consultants would apply the following data collection methodology.

- Determine the functional scope and organization level of each City position.
- Prepare information packets for the comparable agencies that describe in detail the survey and position information being sought.
- Contact each survey agency to ensure cooperation and participation in the survey process.
- Collect salary data and determine comparability by reviewing the scope, reporting relationship, and content of each position.
- Compile raw salary data by survey class and calculate the labor market mean, median and/or other percentile and the percent the City is from the market.

INVOLVEMENT OF STUDY PARTICIPANTS

The precise involvement of the various study participants needs to be carefully defined at the beginning of the assignment. This is critical to ensure that the study results meet the City's needs and can be implemented.

City Administrator: The City Administrator would normally provide the consultant with the day-to-day guidance and administrative direction. In most cases, the key contact is with the City Administrator, while the City Council is consulted on significant decisions and review processes.

City Council: The City Council will be presented recommendations on all policy level decisions affecting the study. The consultant will meet with the Council or appropriate Council Committee to present findings.

Study Participants: Participants will be asked to review position descriptions to ensure that (a) the descriptions accurately convey the current functions of their jobs and (b) the position descriptions accurately detail the KSA's necessary for the minimum criteria to enter the position. Additionally, the consultant would coordinate a time with the City Administrator (usually on a Saturday) during which employees could drop in and ask questions or clarify job responsibilities to ensure a collaborative process and to have labor input at critical to the success of the study. A follow up time could be scheduled to review draft recommendations if, in consultation with the City Administrator, it is deemed helpful in conveying and reviewing the recommendations.

STUDY PROCESS

The study process presented below is designed to achieve the specific objectives presented in the previous section. Each task has been developed to meet the City's needs and is intended to insure:

Client Involvement - All study participants are provided an appropriate opportunity to be involved in the study process.

Quality - All study results are based on sound technical methods and provide the City with quality classification and compensation recommendations that are acceptable and can be implemented.

Service and Value - The assignment is completed on time and in the most efficient and effective manner possible to ensure that the City receives the greatest value for its consulting dollar.

Task 1 - Project Initiation

This task involves all the steps required to initiate the project and includes:

- Consultant review of organizational charts, salary schedules, and other documentation related to the study.
- Review and finalization of the study objectives, study process, and project schedule with the City Administrator.

Task 2 – Conduct Interviews with Employees

A time will be coordinated with the City Administrator for the consultant to be available at City Hall for employees to drop in and discuss anything they feel is lacking from their unique position description. Additionally, employees will have the ability to email notes to the consultant in lieu of personal discussion.

Task 3 – Position Description Updates

Following the conclusion of Task 2, the Consultant will suggest any recommendations to position descriptions and coordinate with the City Administrator to ensure that updated position descriptions are acceptable to and approved by City Leadership.

Task 4 – Analyze and Develop Compensation Survey Parameters

This task will result in the confirmation of all the compensation survey parameters. These parameters will be consistent with the City's overall classification and compensation plan and will include the following:

Labor Market - The consultant will provide the City with recommendations for survey participants that would include employers that are similar to the City in size, complexity, and service structure and represent significant competitors in an appropriate geographic area.

Survey Classes - The consultant will also recommend job classes that should be used as survey classifications. These survey classes would be representative of all levels of classifications and job series.

Survey Methodology - The third key survey parameter is the clear definition of what data will be collected, how it will be analyzed, and in what form it will be presented. It is my understanding the City wants to consider base salary as well as salary ranges in the survey data collection. I can provide an option for total compensation in the work plan if the City wants to explore that survey scope.

Task 5 – Prepare Information Packet and Contact Survey Employers

This consultant will prepare the survey, compile and information packet on the position descriptions, span of control for the position, etc. Once the information packet is compiled, the consultant will contact Survey Employers.

Task 6 – Collect and Analyze Salary Survey Data

Once the data is collected it will be thoroughly analyzed utilizing an electronic spreadsheet. It is anticipated that this analysis would include presentation of salary information, including the name of the comparable position, the base and top step salary, the mean and/or median labor market top salary, and a comparison between the survey's mean and the City's maximum salary for each position or classification.

Task 7 – Review Preliminary Survey Results with City Leadership

Following the preliminary analysis of the survey data, the consultant will conduct an in-depth review of the survey results with the City Administrator and other management staff, as deemed appropriate by the City Administrator. The purpose of this review is to identify any additional information needs or areas that require further analysis.

Task 8 – Prepare and Present Final Report

The consultant will prepare the final report. The final report will document the survey activities and recommendations, including:

- Discussion of the labor market survey parameters.
- Presentation and analysis of the survey results.

STUDY TIMING AND COSTS

Marketa George Oliver will conduct the study tasks. A summary of her credentials and background is included in Exhibit A.

The consultant is prepared to begin immediately upon the execution of a contract. The study tasks outlined in the proposed will be completed in eight to nine weeks, depending upon scheduling coordination for Tasks 1 through 3.

The fees for professional services included a flat fee of \$5,000 for conducting the tasks outlined in this proposal, plus actual costs for items such as travel and printing, in an amount not to exceed \$1,000.

Exhibit A

Marketa George Oliver has been a city management professional nearly 30 years. As the chief administrative officer for small to medium sized cities, Marketa also has served as the lead human resources professional and has held her Senior Professional in Human Resources certification for more than 10 years. Additionally, Marketa is a trained facilitator and has facilitated a multitude of meetings, strategic planning sessions, and personnel and collective bargaining negotiations. Marketa holds a Master's Degree in Public Administration and a Bachelor of Arts Degree in International Relations and Political Science, with a minor in German. Marketa has been honored with several awards, including the Matt Parrot Integrity Award (Government Category), Des Moines Business Record Forty under 40, the Joe Lukehart Professional Service Award for Outstanding Contributions to the Advancement of City Management, and several Program Excellence Awards from the International City/County Management Association.