

CITY OF HUXLEY

TUESDAY – JUNE 26, 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 26th DAY OF JUNE, 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): NONE
- 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:
JUNE 12, 2018 -- Regular Council Meeting & Worksession
- 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 APPOINTMENTS TO HUXLEY FIRE AND RESCUE

AGENDA ITEMS:

- 6.00) COMMUNITY BETTERMENT:
 - 6.01) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-054 APPROVING THE CONTRACT WITH AEDC FOR FISCAL YEAR 2019.
 - 6.02) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-055 APPROVING THE FINAL PLAT AND ACCEPTING THE PUBLIC IMPROVEMENTS IN MEADOW LANE PLAT #3.
 - 6.03) DISCUSSION AND POSSIBLE ACTION ON UNTABLING AND MOVING FOR FIRST READING OF ORDINANCE NO. 481 AMENDING THE CODE OF ORDINANCES OF THE CITY OF HUXLEY, CHAPTER 165, SIGN REGULATIONS. POSSIBLE WAIVING OF SECOND AND THIRD READING. MOTION TO APPROVE THE GRANDFATHERING OF EXISTING SIGNS(EQUIPMENT).

7.00) PUBLIC SAFETY:

- 7.01) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-056 APPROVING THE HIRING OF A PART-TIME OFFICER.
- 7.02) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-057 APPROVING THE PLACEMENT AND LOCATION OF TRAFFIC CONTROL SIGNS THROUGH TOWN.
- 7.03) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-058 APPROVING THE PLACEMENT AND LOCATION OF NEW STREET LIGHTS IN MEADOW LANE PLAT #3.

8.00) FINANCE:

- 8.01) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-059 APPROVING SALARIES FOR FISCAL YEAR 2019.

9.00) LEISURE ACTIVITIES: NONE

10.00) ADMINISTRATIVE BUSINESS:

- 10.01) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-060 APPROVING THE CONSULTANT SERVICE AGREEMENT FOR THE SELECTION OF POLICE CHIEF.

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;

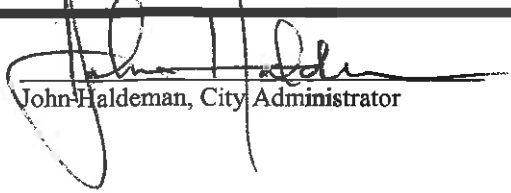
THAT THE FOLLOWING TOPICS ARE SUGGESTED AND THEY DO NOT REFLECT ALL THE POSSIBLE ITEMS THAT COULD BE DISCUSSED OR NOT. THE LISTING BELOW DOES NOT NECESSARILY REFLECT THE ORDER IN WHICH THE ITEMS WILL BE DISCUSSED OR IF THEY WOULD BE DISCUSSED AT THIS MEETING.

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. Real Estate listing of Huxley Business Park
2. Roof Soffit Repair
3. Dilapidated Buildings
4. Installing Ped Ramps
5. Granular Subbase and subdrains under pavement
- 6.
7. Paving of 560th Street
8. Granular Subbase and subdrains under pavement
9. Building Code Guidelines
- 10.
- 11.
12. Rental Inspections
13. Crime Free Housing program
14. Sidewalk Infill and new
15. Development agreements
16. Main Street Development
- 17.

18. 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

RESOLUTION NO. 18-055

**RESOLUTION APPROVING THE FINAL PLAT FOR MEADOW LANE PLAT #3
EAST AND ACCEPTING THE IMPROVEMENTS**

WHEREAS, Steve Quick has submitted a Final Plat for Meadow Lane Plat #3 East in the City of Huxley for consideration; and

WHEREAS, at their June 4, 2018 meeting the Huxley Planning and Zoning Commission reviewed this Final Plat and approved a favorable recommendation to the City Council; and

WHEREAS, this Final Plat was considered by the City Council at their Regular City Council meeting and approved the Final Plat Conditionally.

BE IT RESOLVED, THEREFORE, that the Final Plat for Meadow Lane Plat #3 East is approved conditionally subject to the final punchlist being completed and then the public infrastructure improvements will be accepted..

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

PASSED, ADOPTED AND APPROVED this ____ day of June, 2018.

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

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-055** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

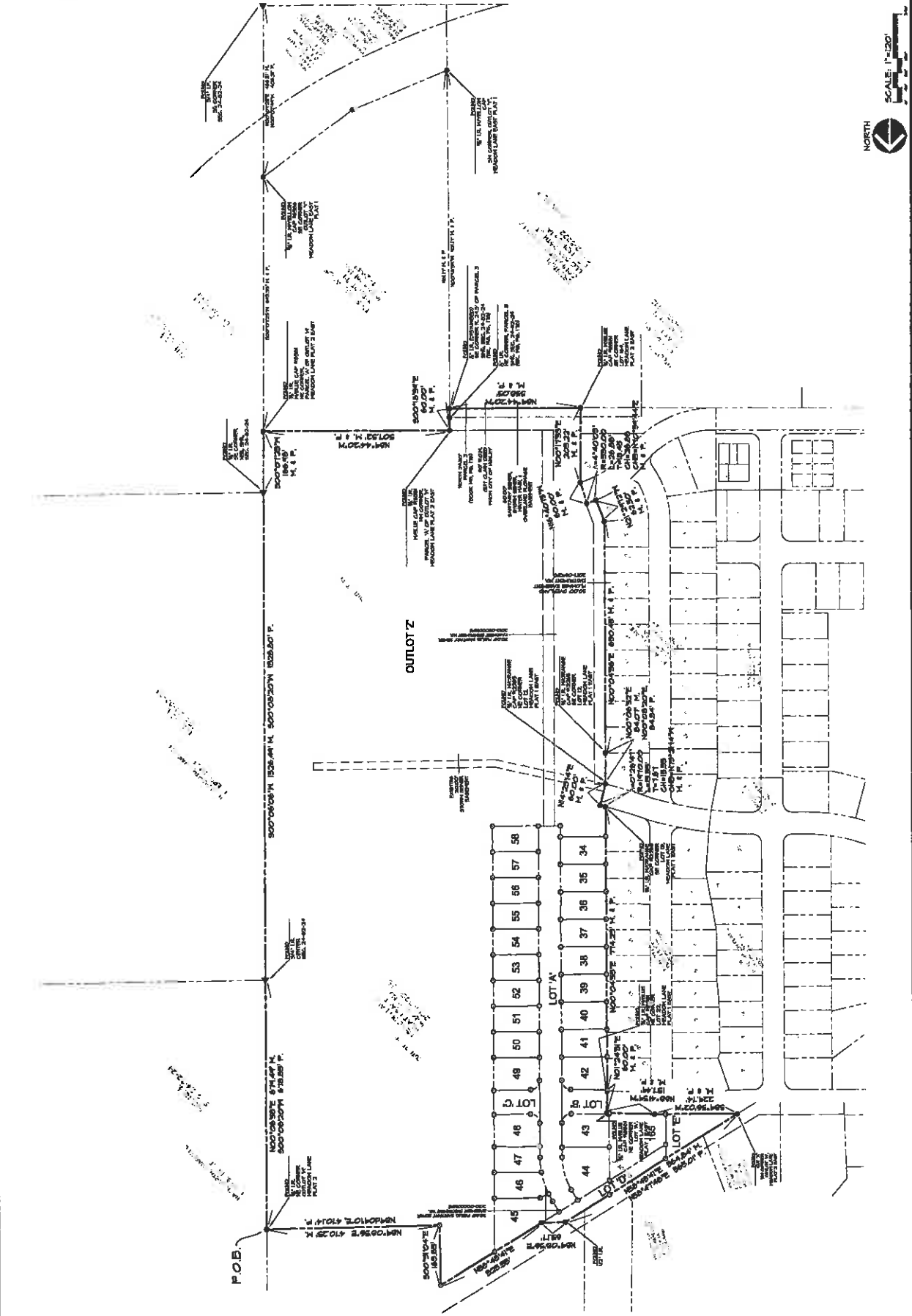


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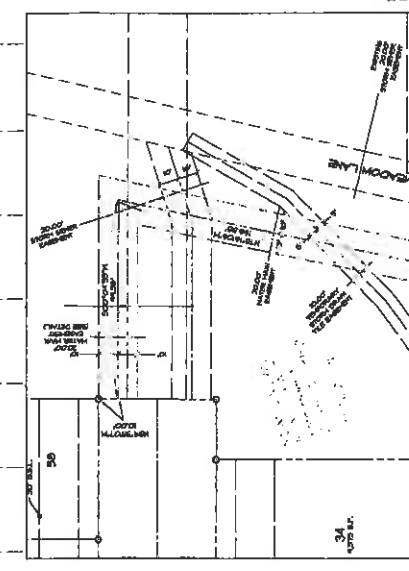
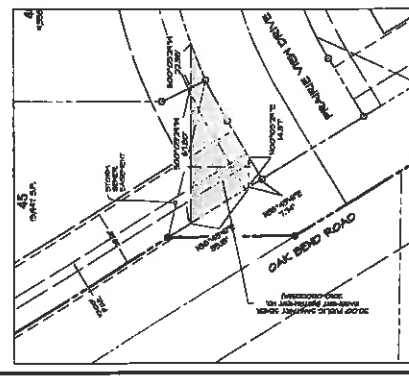
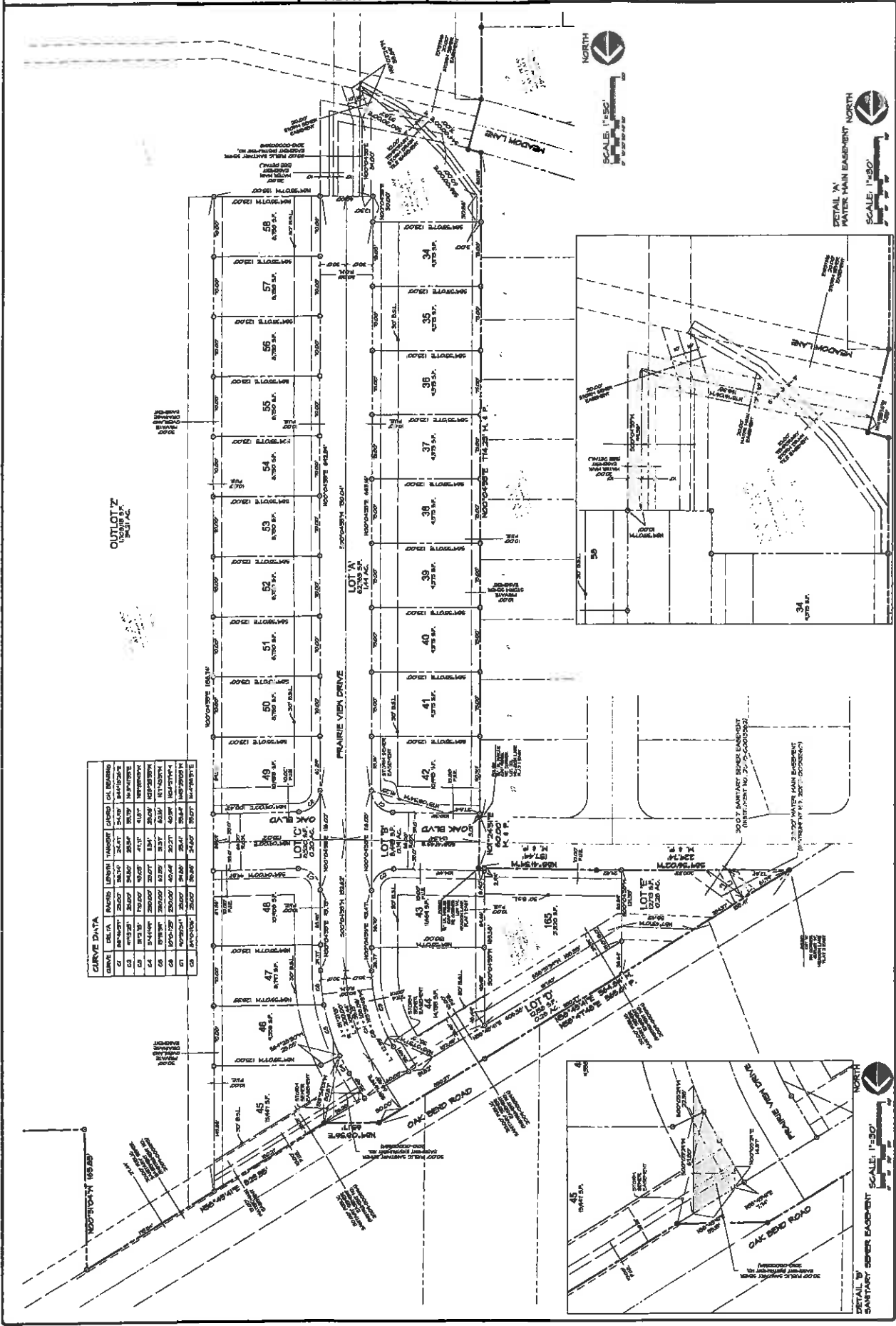
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CFC

Civil Engineering Consultants, Inc.
2400 Sixth Street, Unit 12, Des Moines, Iowa 50322
515 276-4884 Fax: 515 276-7064 email: info@cfcinc.com



DATE	REVISIONS	COMMENTS
APRIL 20, 2018	1	DESIGNED BY
	2	DATE OF REVIEW
	3	DESIGNED BY
	4	DATE OF REVIEW
	5	DESIGNED BY
	6	DATE OF REVIEW





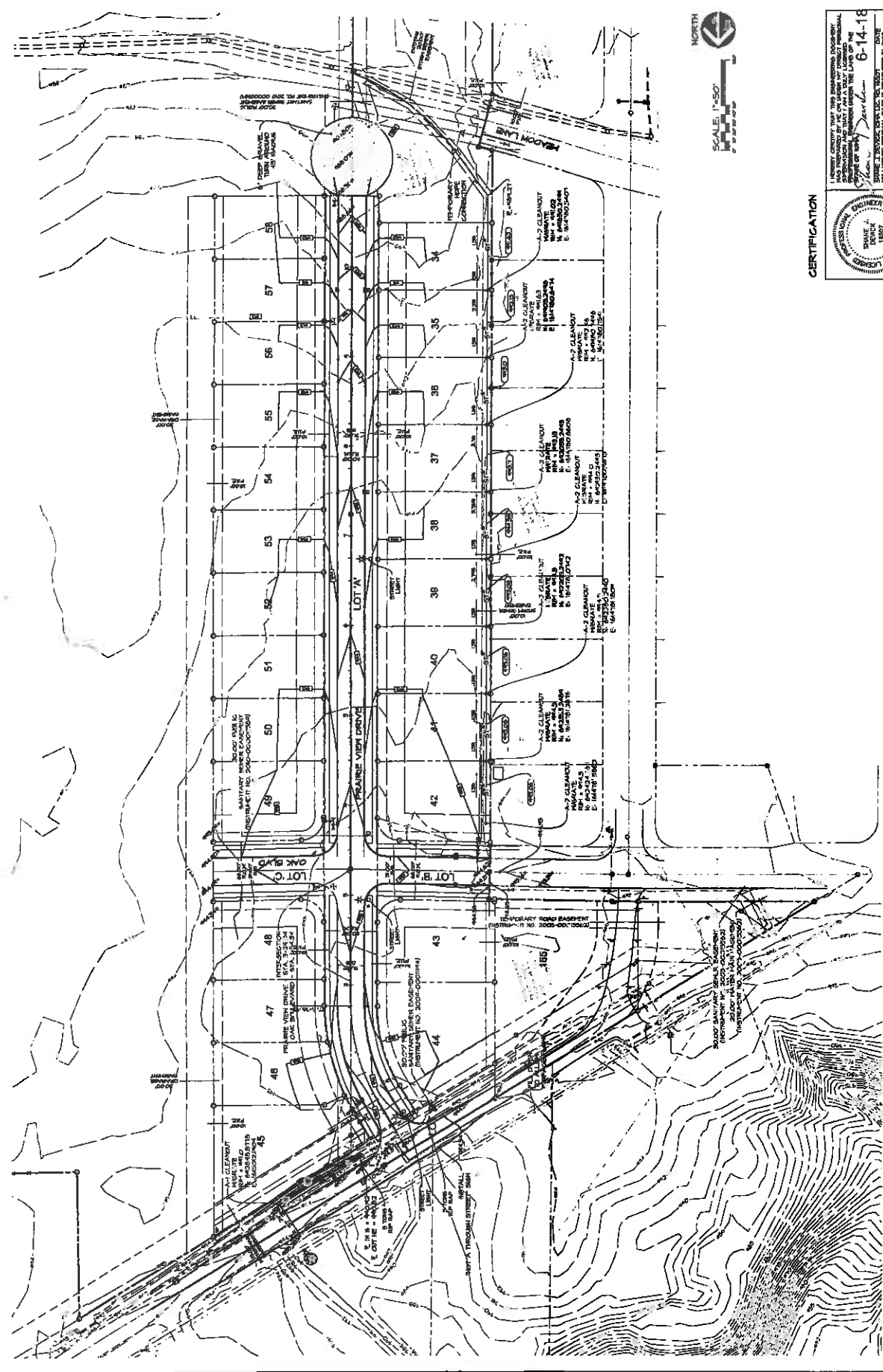
DATE OF SUBMITTAL	04/24/2018
DATE OF REVISION	
REVISION	
BY	
DATE	

BACKYARD DRAINAGE ELEVATIONS AND SLOPES

MEADOW LANE PLAT 3 EAST

HUXLEY, IOWA

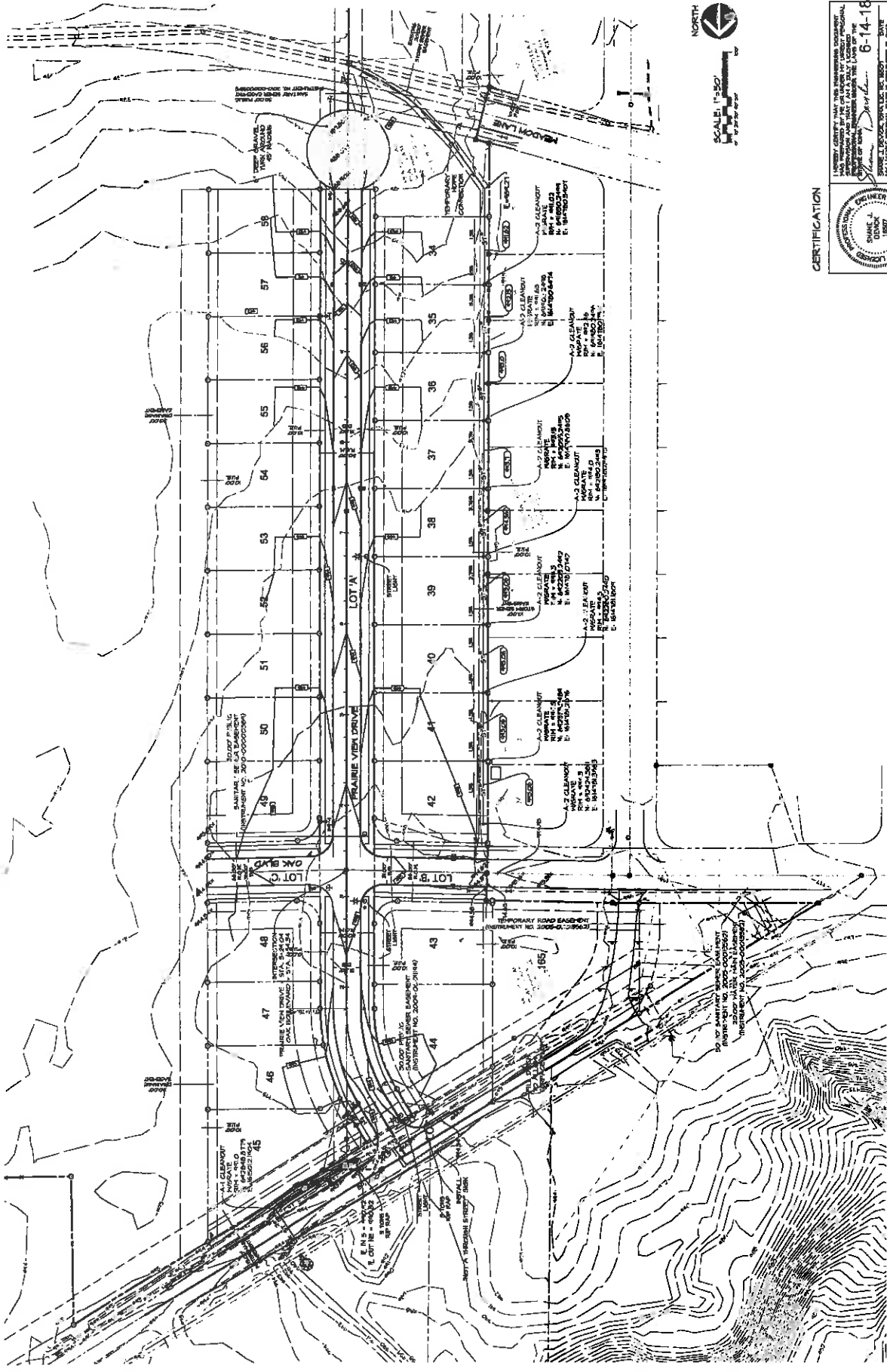
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CERTIFICATION



I, **DAVID J. SMITH**, ENGINEER
 STATE OF IOWA
 LICENSE NO. 18207
 DATE: 6-14-18
 I HEREBY CERTIFY THAT THE FOREGOING DOCUMENTS
 HAVE BEEN PREPARED BY ME OR UNDER MY CLOSE PERSONAL
 SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL ENGINEER
 IN THE STATE OF IOWA.
 STATE ENGINEER: **DAVID J. SMITH**
 DATE: 6-14-18
 MY LICENSE EXPIRATION DATE IS: 6-14-2021
 THIS SHEET ONLY



CERTIFICATION



I HEREBY CERTIFY THAT THIS FINGERPRINT DOCUMENT
 WAS TAKEN FROM THE ABOVE NAMED INDIVIDUAL PERSONAL
 SUPERVISION AND THAT IT IS FULLY ACCORD-
 ING TO THE REQUIREMENTS OF THE LAWS OF THE
 STATE OF IOWA.

Date: 6-14-18
 Name: Debra

I, DAVID L. DEWOLF, OFFICIAL NO. 18007, DAVID
 DEWOLF, IOWA, AM THE ISSUING OFFICIAL OF THIS
 INDIVIDUAL'S LICENSE. MY LICENSE EXPIRES ON 12/31/2019.
 IF THIS INDIVIDUAL'S LICENSE IS REVOKED OR
 IF THIS INDIVIDUAL'S LICENSE IS SUSPENDED, THE
 INDIVIDUAL MUST BE RE-EXAMINED AND A NEW
 FINGERPRINT DOCUMENT MUST BE OBTAINED.

THIS SHEET ONLY



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

June 15, 2018

Steve Quick
quick@huxcomm.net

CITY OF HUXLEY, IOWA
MEADOW LANE PLAT 3
CLEANUP LIST

Below is the cleanup list for the Meadow Lane Plat 3 project:

1. ~~Install turnaround at end of south pavement. Grade turnaround so water drainage goes along east side of turnaround and away from manhole.~~
2. ~~Intakes 2, 3, 6, 7, 8, 9, 10, 11, 12, 14 and 15, seal longitudinal joint at boxout. Cut down expansion joint material and seal transverse joints at boxout.~~
3. Provide videos of storm sewer.
4. Grade and get surface intakes to proper elevation along west plat boundary in back yards.
5. Water main southeast corner of Oak Boulevard and Prairie View Drive, hydrant needs lowered.
6. Tracer wire needs checked.
7. ~~Seal joints at intersection of Oak Boulevard and Prairie View Drive.~~
8. Backfill curb north side of Oak Boulevard.
9. Install posts with diamond signs on Oak Boulevard end of pavement and south of turnaround at south end of Prairie View Drive.
10. Install tracer wire box at each surface intake along west plat boundary. Install stake at each intake.
11. Backfill behind curb west and east side of Prairie View Drive north of Oak Boulevard.
12. Install cap on pvc riser under the metal lid at cleanout in Lot 42 and at Cleanout Nos. 4 and 5.
13. ~~Seal pavement joints on Prairie View north of Oak Boulevard.~~
14. Check curb stops are operational.
15. Move tracer wire box closer to intake back of curb at Intakes 2 and 3.
16. Install caps on sanitary sewer and storm sewer service risers instead of tape north of Oak Boulevard.

17. Install ground rod on tracer wire at flared end section southwest corner of Prairie View Drive and Oak Bend Road.
18. Install rip-rap at storm flared end section southwest corner of Prairie View Drive and Oak Bend Road.
19. Pave west end of Oak Bend Road with asphalt, concrete or Class A road stone with sealcoat.
20. Grade ditch west of flared end storm sewer inlet southwest corner of Oak Bend Road and Prairie View Drive.
21. Backfill curb and grade ditch north side Oak Bend road.
22. Move tracer box closer to manhole at intake south side of Oak Bend road east of Prairie View Drive.
23. Backfill and fill at storm outlet north side of Oak Bend Road east of Prairie View Drive.
24. Install ground rod on tracer wire at storm outlet north side of Oak Bend Road east of Prairie View Drive.
25. Install rip-rap at storm outlet north side of Oak Bend Road east of Prairie View Drive.
26. ~~Install gravel surfacing east end of pavement of Oak Bend Road.~~
27. Install rip-rap at culvert inlet east end of Oak Bend Road.
28. Install ground rod on tracer wire at culvert entrance at east end of Oak Bend Road.
29. Reinstall street signs at east end of Oak Bend Road.
30. Install "Not a Through Street" sign west end of Oak Bend Road.
31. Grind gutters to drain if needed for gutter ponding at intakes both sides of Oak Bend Road east of Prairie View Drive.
32. Remove Oak Bend Road surfacing north of Oak Boulevard at Meadow Brook Place.
33. Install full height curb on north side of Oak Boulevard at Meadow Brook Place.
34. Install posts with diamond signs on Oak Bend Road west of Public Works entrance.
35. Provide maintenance bonds.

Steve Quick
June 15, 2018
Page 3

If you have any questions or comments, please contact us at 225-8000.

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read "Forrest Aldrich". The signature is written in a cursive, flowing style.

Forrest S. Aldrich

FSA:dml
45239

cc: John Haldeman, City of Huxley (e-mail)
Jeff Peterson, City of Huxley (e-mail)
Shane Devick, Civil Engineering Consultants, Inc. (e-mail)
Tim Prohaska, Team Excavating (e-mail)

ORDINANCE NO. 481

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF HUXLEY, IOWA, CHAPTER 165, SIGN REGULATIONS, TO
ADDRESS PUBLIC ATHLETIC FIELDS AND EQUIPMENT**

Be It Ordained By The City Council Of The City Of Huxley, Iowa:

Section 1. The Code of Ordinances of the City of Huxley, Iowa, is hereby amended in
Section 165.32 (2), Definitions, by adding the underlined language as follows:

P. "Sign" means any advertising device or surface out-of-doors, on or off premises,
which conveys information or identification but does not include any signage placed
facing inward and with prior approval of the City Administrator or designee on public
athletic fields or equipment including wind fencing.

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.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final
passage and approval, written acceptance by the Company, and publication as required by law. The
Company shall begin collecting the franchise fee upon receipt of written approval of the required tax rider
tariff from the Iowa Utilities Board.

**PASSED, APPROVED AND ADOPTED by the Huxley City Council this ____ day of
June, 2018.**

Craig D. Henry, Mayor

Attest:

Jolene Lettow, City Clerk

STATE OF IOWA
COUNTY OF STORY
CITY OF HUXLEY

SS:

I, the undersigned, City Clerk of the City of Huxley, Iowa, do hereby certify that the attached is a true, correct and complete copy of all the records of the City Council of the City relating to the adoption of an ordinance entitled "Ordinance No. 481. An Ordinance Amending Chapter 165 of the Huxley Municipal Code of Iowa.

WITNESS MY HAND this ____ day of _____, 2018.

Jolene Lettow, City Clerk

PUBLIC SAFETY

RESOLUTION NO. 18-056

**RESOLUTION SETTING SALARIES AND AMENDING THE SALARY RESOLUTION
FOR FISCAL YEAR 2019 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 as a part-time police officer 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 persons listed below will be considered Part-time Employee with no benefits.

POSITION	EMPLOYEE NAME	HOURLY RATE
Part-time Police Officer	Nick Grossman	\$20.00

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

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

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-056** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

6-17-18

City Administer Haldeman
Mayor Henry
City Council

RE: Police Department Part-Time Officer

Nick Grossman, who currently is a full-time Police Officer for Iowa State University Police Department would like to work for the Huxley Police Department as a part-time Police Officer.

Grossman has worked 17-years for the Iowa State University Police Department as a certified Police Officer, and 3-years as a Student Security Guard. He worked 9-years as a US Army Commissioned Officer working in the area of Intelligence and Force Protection and is an Iraq War Veteran.

Grossman graduated from Iowa State University with Bachelor of Arts and he graduated from the American Military University with a Master of Arts with honors.

If approved I would like to start Officer Grossman at \$20.00 per hour.

If you should have any questions, please feel free to contact me at gstoll@huxleyiowa.org or call my cell at 515-231-4724.

Thank you,

A handwritten signature in black ink, appearing to read 'Gerry Stoll', with a stylized flourish at the end.

Sgt Gerry Stoll
Interim Police Chief
Huxley Police Department

RESOLUTION NO. 18-057

**RESOLUTION APPROVING LOCATIONS FOR STOP SIGNS, NO
PARKING AND TRAFFIC CONTROLL SIGNS AT THE IRON BRIDGE
DEVELOPMENT AND MEADOW LANE PLAT #3**

WHEREAS, Huxley Municipal Code Section 61.01 provides that any new traffic controls in the City after February, 2005, shall be established by resolution of the council; and

WHEREAS, the Police Chief reviewed the two new subdivisions, Iron Bridge and Meadow Lane Plat #3 for signage; and

WHEREAS, they are nearing completion, Interim Chief Stoll is forwarding his recommendation onto the City Council for their consideration.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City of Huxley, Iowa, that the attached lists are the Interim Chief's recommendation and are being recommended for approval.

FUTHERMORE, a copy of said lists will remain attached to the resolution.

All other resolutions or parts of resolutions in conflict with this resolution are hereby repealed. If any section, provision or part of this resolution shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the resolution or action of the City Council as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

This resolution shall be in full force and effect from and after the date of its approval as provided by law.

PASSED, ADOPTED AND APPROVED this ____ day of June, 2018.

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

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-057** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

John,

I have attached the following sign placement map for Prairie View Dr.

Stop Sign placement are as follows;

- NW corner of Lot# 49 for NB traffic
- SE corner of Lot# 43 for SB traffic
- NW corner of Lot# 45 for NB traffic
- NE corner of Lot# 44 for EB traffic
- NE corner of Oak Bend and Prairie View Dr T-intersection for WB traffic

No Parking sign placement are as follows;

- NE corner of Lot# 35 for SB traffic
- NE corner of Lot# 38 for SB traffic
- NE corner of Lot# 41 for SB traffic
- NW corner of Lot# 42 for EB traffic
- NE corner of Lot# 49 for EB traffic
- SE corner of Lot# 48 for WB traffic
- SW corner of Lot# 43 for WB traffic
- SE corner of Lot# 44 for SB traffic.

25mph Speed Limit signs are as follows;

- NW corner of Lot# 42 for EB traffic
- NE corner of Lot# 49 for EB traffic
- SE corner for Lot# 48 for WB traffic
- SW corner of Lot# 43 for WB traffic
- SE corner of Lot# 44 for SB traffic.
- NE corner of Lot# 38 for SB traffic.
- NW corner of Lot# 53 for NB traffic.
- NW corner of Lot# 47 for NB traffic.

Thanks,

Gerry

Stop signs
Speed limit
No Park

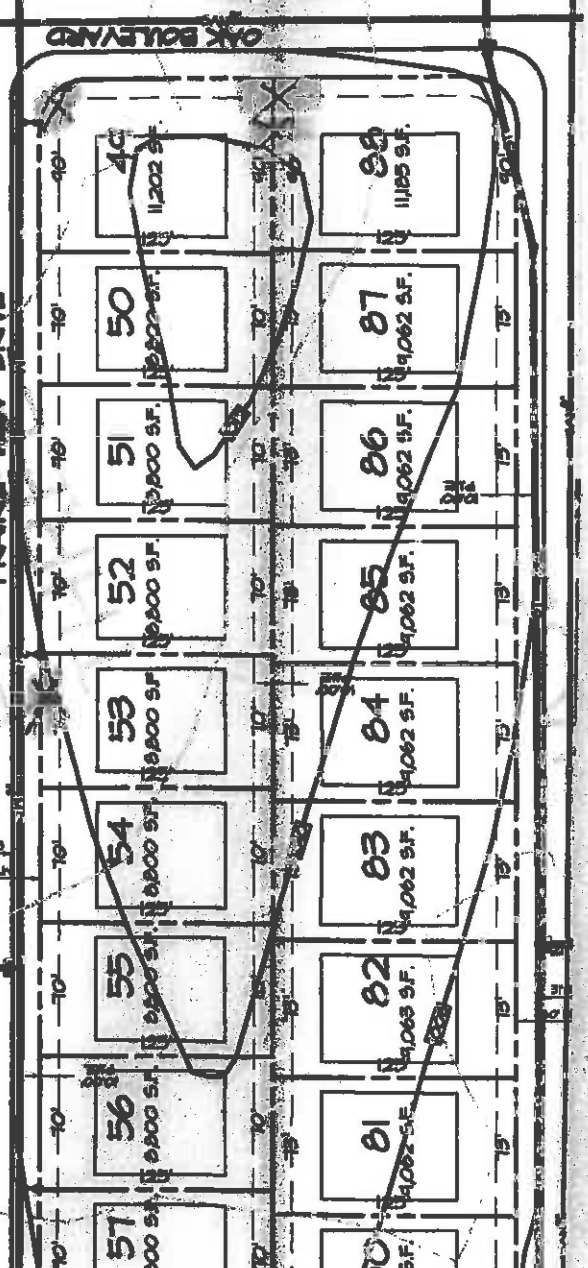
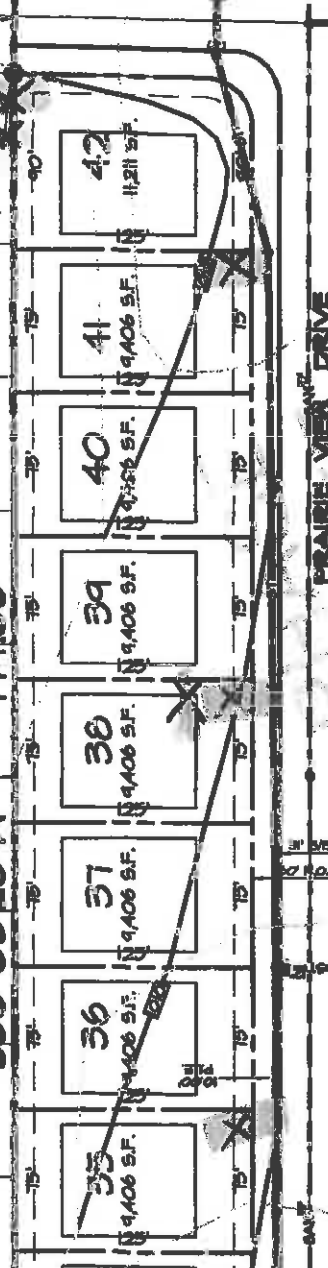
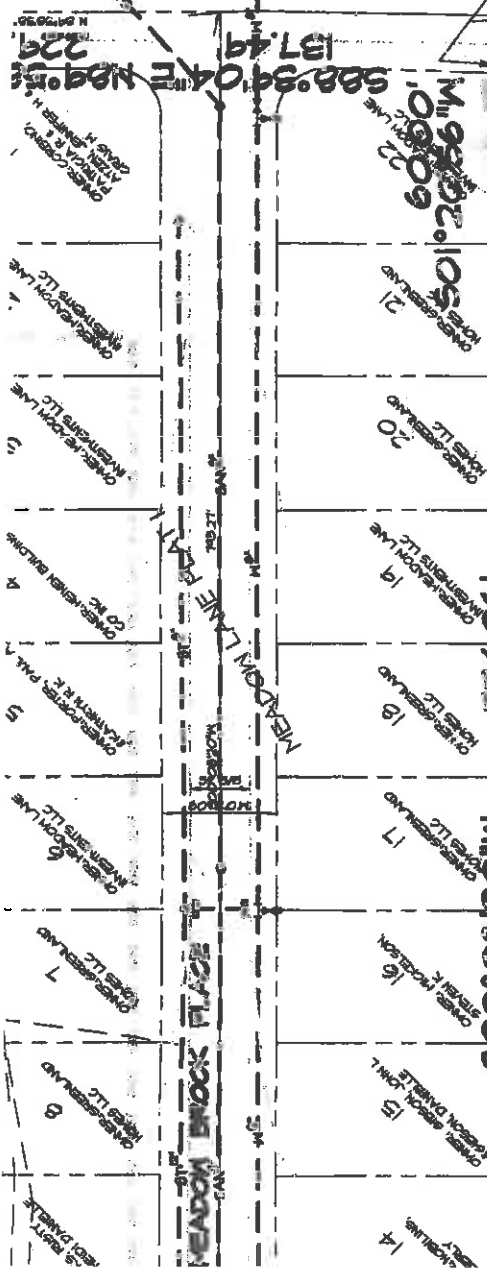
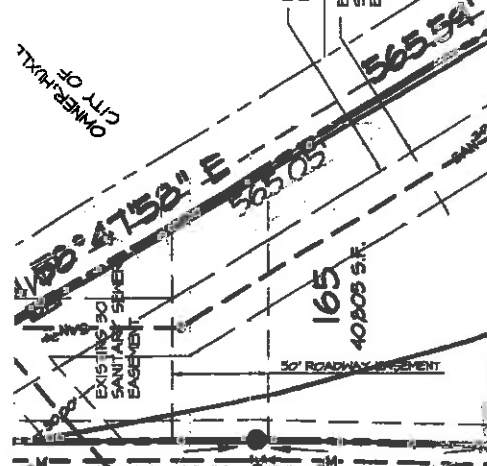
CITY OF
OWNER: PLAT

EXISTING 33" ROAD
EASEMENT
EXISTING 33"
SANITARY SEWER
EASEMENT

OWNER: VAND
JEFFREY
KIMBERLY

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6-15-18

RE: Iron Bridge Development sign placement

John,

I would like the street signs to be placed in the following locations.

Stop Signs

- SW corner of 30785 Deer Dr for WB traffic.
- SW corner of 30680 550th Ave for WB traffic.
- SE corner of 102 Iron Dr for EB traffic.

No Parking Signs

- 100' north of Deer Dr south entrance on Timberlane Dr for NB traffic.
- 100' north of Deer Dr south entrance on Timberlane Dr for SB traffic.
- 100' south of Deer Dr north entrance on Timberlane Dr for NB traffic.
- 100' south of Deer Dr north entrance on Timberlane Dr for SB traffic.
- 200' north of Deer Dr north entrance on Timberlane Dr for NB traffic.
- 200' north of Deer Dr north entrance on Timberlane Dr for SB traffic.
- 550' north of Deer Dr north entrance on Timberlane Dr for NB traffic.
- 550' north of Deer Dr north entrance on Timberlane Dr for SB traffic.
- 300' north of Iron Dr on Timberlane Dr for NB traffic.
- 300' north of Iron Dr on Timberlane Dr for SB traffic.
- 100' west of Timberlane Dr on Iron Dr for WB traffic.
- 100' west of Timberlane Dr on Iron Dr for EB traffic.
- 250' west of Timberlane Dr on Iron Dr for WB traffic.
- 250' west of Timberlane Dr on Iron Dr for EB traffic.
- 500' west of Timberlane Dr on Iron Dr for WB traffic.
- 850' west of Timberlane Dr on Iron Dr for EB traffic.

Speed Sign

- 100' north of Deer Dr south entrance on Timberlane Dr for NB traffic.
- 100' north of Deer Dr south entrance on Timberlane Dr for SB traffic.
- 100' south of Deer Dr north entrance on Timberlane Dr for NB traffic.
- 100' south of Deer Dr north entrance on Timberlane Dr for SB traffic.
- 200' north of Deer Dr north entrance on Timberlane Dr for NB traffic.
- 200' north of Deer Dr north entrance on Timberlane Dr for SB traffic.
- 550' north of Deer Dr north entrance on Timberlane Dr for NB traffic.
- 550' north of Deer Dr north entrance on Timberlane Dr for SB traffic.
- 300' north of Iron Dr on Timberlane Dr for NB traffic.
- 300' north of Iron Dr on Timberlane Dr for SB traffic.
- 100' west of Timberlane Dr on Iron Dr for WB traffic.
- 100' west of Timberlane Dr on Iron Dr for EB traffic.
- 250' west of Timberlane Dr on Iron Dr for WB traffic.
- 250' west of Timberlane Dr on Iron Dr for EB traffic.
- 500' west of Timberlane Dr on Iron Dr for WB traffic.

- 500' west of Timberlane Dr on Iron Dr for EB traffic.
- 850' west of Timberlane Dr on Iron Dr for EB traffic.
- 850' west of Timberlane Dr on Iron Dr for WB traffic.

Thanks,
Gerry



RESOLUTION NO. 18-058

**RESOLUTION ORDERING THE PLACEMENT OF STREET LIGHTS WITHIN
THE CITY OF HUXLEY**

WHEREAS, the developer for Meadow Lane Plat #3 East has submitted a request for Street Lights to be installed in the above named subdivision.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HUXLEY, IOWA, that this resolution is approved, approving the request for street lights in the Meadow Lane Plat #3 Subdivision. Also, the City Clerk shall notify the appropriate utility service to install the lights at the approved locations.

FURTHERMORE, all Resolutions or parts of Resolutions in conflict with the provisions of this Resolution are hereby repealed.

PASSED AND APPROVED this _____ day of June, 2018.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No.18-058** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this __th day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk



TO:
John @
City

STREET LIGHTING RESOLUTION

The following Resolution _____

_____ was adopted by the City Council of the City of _____
meeting held on _____, 20____.

Be it resolved by the City Council of the City of _____, that Alliant Energy Inc. is hereby directed to make the following changes to the existing system, at the locations described below (or shown on an attached map made a part of this Resolution) according to the terms expressed in the IPL Tariff regarding street lights:

NEW INSTALLATION OR CHANGES IN EXISTING SYSTEM					
ADD NUMBER	DELETE NUMBER	WATTAGE	STYLE OF LUMINAIRE	TYPE AND HEIGHT OF POLE	WIRING (check one)
1. <u>3</u>	<u>0</u>	<u>80</u>	<u>LED</u>	<u>30' Steel</u>	<input type="checkbox"/> OH <input checked="" type="checkbox"/> UG
2. _____	_____	_____	_____	_____	<input type="checkbox"/> OH <input type="checkbox"/> UG
3. _____	_____	_____	_____	_____	<input type="checkbox"/> OH <input type="checkbox"/> UG

LOCATION OF NEW INSTALLATION OR CHANGES	
1. <u>See Plat Map included</u>	_____
2. _____	_____
3. _____	_____

City Official _____

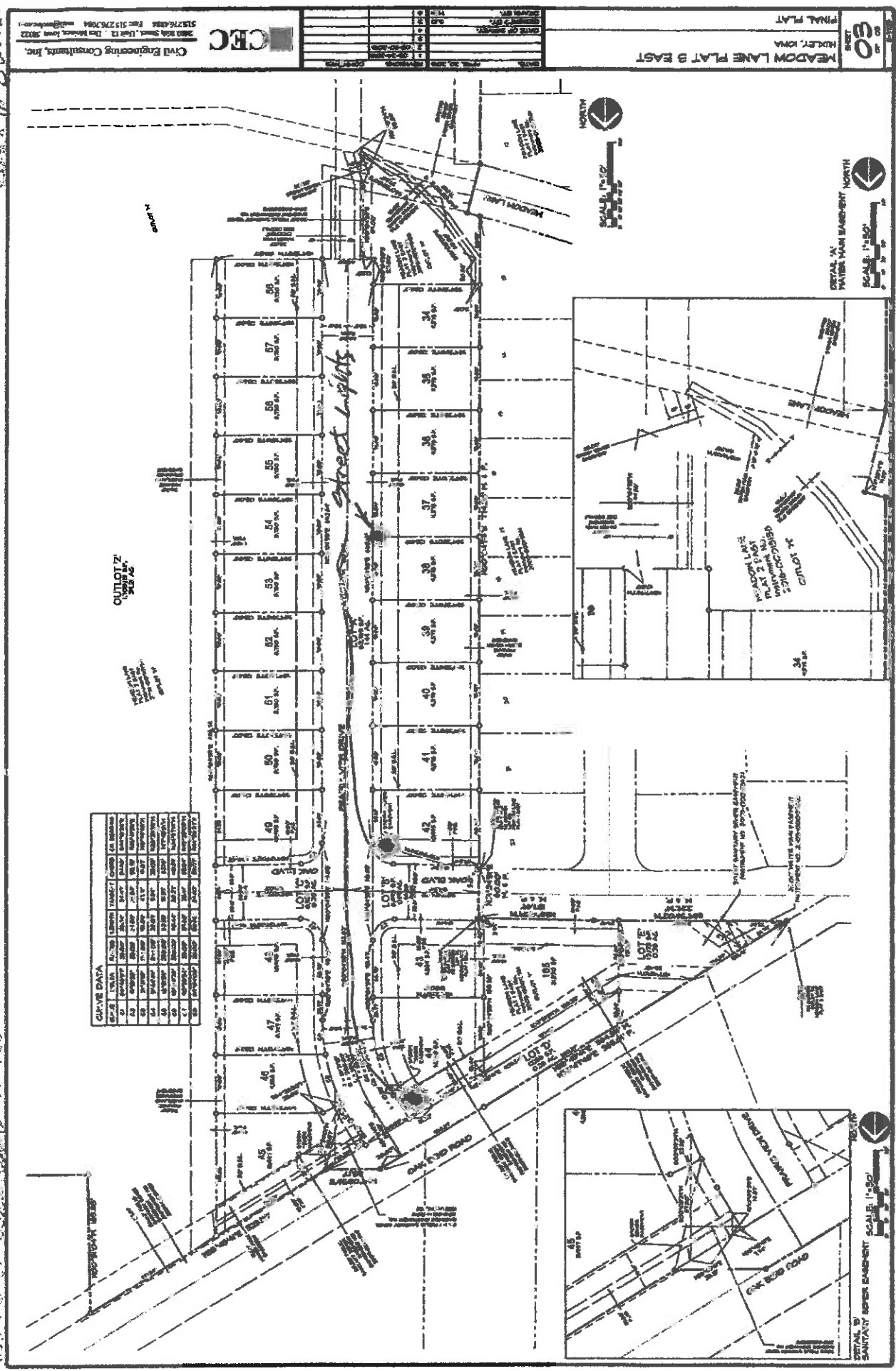
declared said Resolution duly passed and adopted the _____

day of _____, 20____.

Attest _____

Title _____

3 ST LIGHTS
GET ESTIMATE 40
GIVE
BENTON 2 WEEKS



Interstate Power & Light Company (Applicable to the Iowa Service Area)
ESTIMATE

Customer Name: MEADOW LANE PLAT 3

Date: 6/5/2018

Mailing Address: PO BOX 396
HUXLEY, IA 50124

Phone #

30' STEEL LIGHTING POLE (INCLUDES BASE)	S-09	3 each	\$4,953.00
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Street Lighting Facilities Installed Standard Charge = \$4,953.00

Tax Amount = \$452.11

Non-Refundable Contribution in Aid of Construction Required = \$5,405.11

80 WATTS LED or 100 WATTS HPS (DECORATIVE)	640	3 each	\$20.58
--	-----	--------	---------

monthly Tariff cost without energy charge and taxes = \$20.58

Total Non-Refundable Project Contribution = \$5,405.11

FINANCE

Prepared by John Haldeman, City Administrator, for the City Council meeting to be held on the 26th of June, 2018.

RESOLUTION NO. 18-059

RESOLUTION SETTING SALARIES FOR FISCAL YEAR 2019 FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF HUXLEY, IOWA; AND ESTABLISHING AN EFFECTIVE DATE FOR THIS RESOLUTION

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

SECTION 1. The following persons and positions named, upon completion of their evaluation, a satisfactory review and completing requirements for position, shall be paid the salaries or wages indicated. These wages are 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. All employees in the table below will be considered regular full-time and part-time employees. Full-time employees working at least a 40 hour week and part-time less than 40 hours.

POSITION	CURRENT GRADE AND STEP	EMPLOYEE NAME	ANNUAL SALARY OR HOURLY RATE FOR FY 2018	ANNUAL SALARY OR HOURLY RATE FOR FY 2019 AS OF 07/01/18 Payroll Period	PROP. GRADE AND STEP	CLASSIFICATION ANNUAL SALARY (SAL) OR HOURLY (HR)
POLICE						
POLICE CHIEF	GL 34-4	Vacant	\$ 63,140.00			ANNUAL SALARY
INTERIM		GERALD STOLL	\$ 60,500.00	\$ 60,500.00		ANNUAL SALARY
SERGEANT	GL-26-9					
POLICE OFFICER	GL 23-7	JOE MARCHESANO	\$ 23.28	\$ 23.98		HOURLY RATE
POLICE OFFICER	GL 23-7	NATHAN ALBAUGH	\$ 23.28	\$ 23.98		HOURLY RATE
POLICE OFFICER	GL 23-2	JAQUELINE GLOEDE	\$ 21.08	\$ 21.71		HOURLY RATE
PUBLIC WORKS						
PUBLIC WORKS DIRECTOR	GL 38-6	JEFF PETERSON	\$ 73,945.00	\$ 76,163.35		ANNUAL SALARY
WATER SUPERVISOR/ASST. PWD	GL 33-6	KEITH VITZTHUM	\$ 30.65	\$ 31.57		HOURLY RATE
WASTEWATER SUPERVISOR	GL 29- 2	NATE BROCKMAN	\$ 25.18	\$ 26.43		HOURLY RATE
STREET SUPERVISOR	GL 23-2	MATHEW KAHLER	\$ 21.10	\$ 22.16		HOURLY RATE
PUBLIC WORKS EMP. UTILITY II	GL 18-2	AUSTIN STRUMPFER	\$ 18.19	\$ 20.26		HOURLY RATE
PUBLIC WORKS EMP.	GL 20-3	JACOB HANKS	\$ 18.19	\$ 18.74		HOURLY RATE
PUBLIC UTILITY EMP./PARKS	GL 13-4	ROCKY SMITH	\$ 16.32	\$ 16.81		HOURLY RATE
PARKS AND RECREATION						
PARKS & RECREATION DIR.	GL 23-3	TRAVIS BAKKEN	\$ 48,908.00	\$ 50,375.24		ANNUAL SALARY
DOL Adjustment November 19, 2016						
ADMINISTRATIVE ASSISTANT	GL 14-3	HEATHER DENGEL	\$ 16.49	\$ 16.98		HOURLY RATE
ADMINISTRATION						
CITY ADMINISTRATOR	GL 42	JOHN HALDEMAN	\$ 84,930.00	\$ 87,477.90		ANNUAL SALARY
CITY CLERK/FINANCE OFFICER	GL 25-10	JOLENE LETTOW	\$ 26.22	\$ 27.01		HOURLY RATE
UTILITY CLERK/ZONING SECRETARY/DEP. CC	GL 16-2	AMY KAPLAN	\$ 17.17	\$ 17.69		HOURLY RATE
ADMINISTRATIVE CLERK	GL 16-8	LISA WHEELER	\$ 19.32	\$ 19.90		HOURLY RATE
ADMIN. CLERK-PART TIME	GL-11-4	KAREN ANDERSON	\$ 15.38	\$ 15.38		HOURLY RATE
CUSTODIAN	GL 14-6	VACANT	\$ 17.50			HOURLY RATE

Any Public Works employee who obtains a license above what they are required to have will receive a step increase for each license obtained.

P – Probationary employees receive increase after successfully completing their probationary period and satisfactory evaluation. All probations and license requirements must be completed before increase.

SECTION 2. The normal work week for the City of Huxley shall begin on Saturday at 12.01 a.m. and end on the following Friday at midnight.

SECTION 3. Job descriptions, rules and benefits will be provided to each employee and updated as required.

SECTION 4. GROUP HEALTH INSURANCE AND BENEFITS: The City will provide benefits to the City employees as outlined in the City's Personnel Manual and related resolutions.

SECTION 5. MILAGE REIMBURSEMENT/AUTO ALLOWANCE: If an employee is asked to travel on behalf of the City they shall use a City vehicle when it is possible to do so. If an employee has to use their own vehicle they shall be reimbursed at the rate set by the IRS for that fiscal year. If it is less to travel by air then that option will be implemented. If it is less costly to travel by air and the employee elects to travel by vehicle and they use their vehicle, the employee shall not receive reimbursement greater than the lesser cost between air and vehicle.

SECTION 6. EFFECTIVE DATE: The effective date of these salaries and policies shall be *July 1, 2018*. Those employees that are in their probationary period at the time this resolution becomes effective shall be eligible upon successfully completing their probationary period.

SECTION 7. COMPENSATORY TIME: An employee may choose to receive comp time or overtime for hours worked over 40 hours in a work week. No employee shall accumulate more than 40 hours of compensatory time in any calendar year. Any employee that has reached the maximum of 40 hours may not select comp time but shall receive overtime for approved hours earned over 40 hours worked or until such time that compensatory time has fallen below 40 hours.

SECTION 8. This resolution declares null and void any sections of previously approved salary resolutions in conflict with sections of this resolution.



PASSED, ADOPTED AND APPROVED this ____ day of June, 2018.

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

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-059** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

ADMINISTRATIVE BUSINESS

RESOLUTION NO. 18-060

**RESOLUTION APPROVING PROPOSED SCOPE OF SERVICES FOR THE
SELECTION OF THE NEXT CHIEF OF POLICE.**

WHEREAS, Mark Pote, Police Chief for the City of Huxley retired effective June 1, 2018; and

WHEREAS, the Mulder and Associates and Cayler Consulting have submitted the attached proposals for the selection of Police Chief.

BE IT RESOLVED, THEREFORE, that City of Huxley City Council approves the selection of Mulder and Associates and Cayler Consulting to provide the services outlined in their proposal and to authorize the Mayor to sign the contract for their services.

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

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

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-060** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

www.moulderandassociates.com

WilliamMoulder@mchsi.com

May 24, 2018

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

Mr. Haldeman:

I understand from attorney Amy Beattie that Police Chief Mark Pote is retiring June first. She advised that the city is interested in a proposal to assist in selecting the next Police Chief.

Thank you for inviting MOULDER AND ASSOCIATES LLC to submit a proposed scope of services for the selection of the next Chief of Police. Choosing a police chief is an important process. The Police Department is the most visible city department in the community. The selection of the police chief is more than finding someone with the proper credentials. It is finding someone that fits the community's culture and supports the service levels established by the City Council.

Finding the right person for this position is labor intensive. Using a consulting service to reduce the applications to a manageable number of qualified persons is a good use of city resources. The appointing authority will only have to give consideration to a small group of qualified applicants.

In addition to our proposal we have attached a proposal from Retired Police Chief Jeff Cayler, Cayler Consulting. We have worked with Chief Cayler on many search processes. He is offering an alternative to the final evaluation phase of the search. Chief Cayler provides the option to use an assessment center process to evaluate the applicants.

MOULDER AND ASSOCIATES LLC uses an interview process for the final evaluation and it is described in the accompanying proposal. The city would not use both the assessment center evaluation and the interview evaluation. Either option will give the appointing authority substantial information to aid in the final selection.

PROPOSED SCOPE OF SERVICES HUXLEY POLICE CHIEF SELECTION PROCESS

We encourage the involvement of the Mayor, Council Members, City Administration, representatives of the Police Department, and representatives of the community in the selection process. Their involvement guides the process to select a Police Chief that is not only professionally competent but fits the organization and has the support of the representatives that assisted in the selection.

Develop and place advertisements: We prepare the position announcement and recommend the venues for placing it, based on our previous experience. In addition, the notice of the employment opportunity is placed on professional organization websites and delivered by electronic mail to various public safety organizations and individuals in Iowa that may have interest in applying for the position. We recommend placing the announcement on the city's website as well.

Develop a Position Profile: We have developed a protocol to identify candidates that exhibit a management style compatible with the community and the department. We interview the Mayor, City Council Members, City Staff, representatives of the police department, and community leaders. Their comments result in a "Position Profile", a catalogue of characteristics desired in the new police chief. The leadership values identified in this step, guide the evaluation of the candidates. The participation of these representatives gives ownership of the resulting appointment and increases the probability of success for the new chief.

Interviews are structured to identify essential factors (traits) of an ideal candidate. The traits are background, experience, education, specific skills, and abilities. The interview results are summarized in writing and submitted for review by the appointing authority for further input and comments to MOULDER AND ASSOCIATES LLC. Those comments will result in a final Position Profile that represents a consensus of the Council, city leadership and the community.

Review applications: After the search period closes, we present the qualified applicants with essay questions. Their responses provide the opportunity to assess the communication skills and management priorities of the applicants.

Candidates that meet the position requirements and complete the essay portion are interviewed by telephone to clarify their professional experience and evaluate their communication skills. We also conduct the first level of background investigation, an internet search, and explore any issues that might be of concern regarding the selection of the candidate.

We rank the applicants and make recommendations for candidates to continue to the final phase of the process. The Position Profile and the Huxley Police Chief job description guide the ranking process. All applications are available for review by the city, along with our recommendations. This includes the opportunity to discuss our suggestions and reasoning with appropriate city representatives. The city will approve the final determination of which applicants will continue in the process.

Typically, the field is reduced to five candidates at this point. We conduct a general background check on the candidates selected to continue in the process.

All candidates are advised of their status throughout the process.

Weekly Reports

The progress of the police chief selection process generates frequent inquiries from the mayor, council members, police department personnel and the public. We will email progress reports each week to keep interested parties informed.

SELECTION PHASE

Candidate Screening: MOULDER AND ASSOCIATES LLC uses the information obtained by the Position Profile and the Police Chief job description to screen the applications that have been received. We interview qualified individuals by telephone, to evaluate their interest in the position. In addition, they are asked to respond to a written interview question to evaluate their writing skills and ability to analyze a law enforcement issue. The field is reduced to approximately ten semi-finalists for consideration by the appointing authority. Then in concert with the appointing authority, we reduce the field to five applicants for final consideration.

Meet the public: All finalists and their significant others will be invited to Huxley where they tour the community and the law enforcement operation. In the evening, 5:30 to 6:30 PM, the public is invited to meet and interview the candidates in an open house. During this open house the candidates will have the opportunity to introduce themselves in a short presentation. As the public leaves they are asked to convey their impressions of the candidates to MOULDER AND ASSOCIATES LLC. That information is passed along to the appointing authority the next day. Members of the department and elected officials are encouraged to attend this event.

Interview phase: The interview portion typically consists of 4 panels:

- Mayor and Council Members
- Department directors
- Professional law enforcement representatives drawn from area police and sheriff's department
- Community representatives drawn from business, school administrators, and neighborhood organizations

The selection phase is often scheduled to start on Friday afternoon and resume the following morning. This is intended to accommodate the interviewers' schedules. MOULDER AND ASSOCIATES LLC assists in selecting the professional law enforcement representative interviewers. We also provide suggested questions for the panels to use in their evaluation.

The interviews are concluded by early afternoon. The candidates' participation is concluded at this time. The interview panels meet with the Mayor and Council to offer their impressions of the candidates. Usually during this time, a box lunch is provided. MOULDER AND ASSOCIATES LLC will prompt the discussion at this meeting. At the conclusion of the discussion, the interview panels are excused and the Mayor and Council evaluate and select the candidate for the position.

FINAL PHASE

Iowa Law Enforcement Certification

Candidates currently certified in Iowa may move from one department to another without the physical agility and POST (Peace Officer Standards Test) test.

Out-of-state candidates are required to pass the physical agility and POST test within the first year of employment. Moulder and Associates LLC can administer those tests as needed or desired. Out of state candidates must be certified by another state to obtain Iowa Certification without attending the Iowa Law Enforcement Academy.

Reference checks:

We will conduct preliminary personal reference and employment checks on the top candidates. These are primarily telephone contacts with previous employers and references provided by the candidate. The candidates' credentials will be confirmed with the Iowa Law Enforcement Academy to validate the ability to be licensed as a police officer in Iowa.

Background check:

We will conduct a thorough background check including criminal, credit, driving and personal background history of the top candidates.

Employment offer:

After a candidate is selected, we can provide assistance in the offer of employment, including the development and negotiation of the wage and benefit package.

Timeframe

The position advertisement is posted for four weeks. Allow two weeks for evaluating and eliminating candidates through response to essay interview. After the Huxley Administration agrees on five candidates to bring to Huxley for assessment and

interviews, a final candidate will be selected. The process from advertisement to selection should take about 12 weeks. The selected candidate is usually available in two to three weeks after the appointment is approved.

FEES

The fees for services from MOULDER AND ASSOCIATES LLC will not exceed \$15,000 plus the cost of posting advertisements. This is usually less than \$1,000. Additional expense is limited to the cost of out of state travel to do on-site background investigations. The cost of bringing candidates to Huxley for the final interviews is the responsibility of the city.

Assessment Center Option

If the city elects to use Cayler Consulting services in this process MOULDER AND ASSOCIATES LLC fees are reduced by 10% as our tasks are reduced in the selection phase. Refer to Chief Cayler's proposal for fees associated with this option.

We are available to meet with you and other city officials to discuss the process and answer any question.

Thank you for your consideration of this information.



William H. Moulder



Stephen L. Niebur

Who we are

William H. Moulder

I have been in law enforcement forty-four years. The last eighteen years I served as Police Chief for Des Moines, Iowa. I retired in 2003. I have a Master's Degree in Public Administration and served as chair of the Resolutions Committee for the International Association of Chiefs of Police (IACP) for twenty years. The Resolutions Committee guides the policy for IACP. I have been the Legislative Committee chair for the Iowa Police Executive Forum, a statewide organization of Chiefs of Police and I have served as the chair of the Polk County Chiefs and Sheriff's Association.

Following my retirement from Des Moines, I formed MOULDER AND ASSOCIATES LLC, an organization designed to provide a wide range of technical and administrative services for local government and law enforcement agencies.

Stephen Niebur

Chief Niebur has been in law enforcement forty-two years. He served as Police Chief in Osceola, Iowa, for sixteen years. He retired in 2004. He is a graduate of the Southern Police Institute Administrative Officers Course. Chief Niebur was one of four Police Chiefs selected to serve on the "DARE America" Curriculum Advisory Board and he was the North Central Regional Chair for the State Association of Chiefs of Police Division of IACP. He is past president of the Iowa Police Executive Forum and served as a committee member for the Iowa Law Enforcement Academy, Curriculum Committee.

Our experience in both large and small police agencies gives us a unique and broad management perspective.

Chief Niebur and I began our police careers as patrol partners in the Kansas City, Missouri, Police Department. We independently obtained positions of Chiefs of Police in Iowa.

Police Chief Search References

*Other Searches

2018

Windsor Height
Elizabeth Hansen
City Administrator
515 279 3662
Public Safety Director Position

Oskaloosa
Michael Schrock
City Manager
641 673 9431

2017

Coralville
Kelly Hayworth
City Administrator
319 248 1700
With Chief Cayler

North Liberty
Ryan Heiar
City Administrator
319 626 5700
*Select First Full-Time Fire Chief

2016

Polk City
Gary Mahannah
City Administrator
515 984 6233

Johnston
Jim Sanders
City Administrator
515 278 2344

Carroll
Eric Jensen
Mayor
*City Manager Search
712 792 1000

2016

Spencer
Bob Fagen
City Manager
*Fire Chief Search
712 580 7200

Windsor Heights
Diana Willits
Mayor
*City Manager Search
515 279 3662

Marion
Lon Pluckhahn
City Administrator
319 743 6301

2015

Mason City
Brent Trout
City Administrator
641 421 3600
With Chief Cayler

Clinton
Jessica Kinser
City Administrator
563 242 2144
With Chief Cayler

Carroll
Gerald Clausen
City Manager
712 792 1000

2014

Spencer
Bob Fagan
City Manager
712 580 7200
With Chief Cayler

2014

Norwalk
Marketa Oliver
City Administrator
515-981-0228

Marshalltown
Randy Wetmore
City Manager
641 754 5701
*Fire Chief

2013

North Liberty
Ryan Heiar
City Administrator
319 626 5700

Pleasant Hill
Don Sandor
City Manager
515 262 9368
*Fire Chief

2012

Pella
Mike Nardini
641 628 4173

2011

Nevada
Public Safety Director
Elizabeth Hansen
City Administrator
515 382 5466

Altoona
Jeff Mark
City Administrator
515 967 5136

Altoona
Jeff Mark
City Administrator
515 967 5136
*Fire Department Internal Issues review

2010

Carlisle
Ruth Randleman
Mayor
515 989 3224



May 22, 2018

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

Dear Mr. Haldeman:

Thank you for the opportunity to submit this proposal to conduct an assessment center for the Police Chief position on the Huxley Police Department. This appointment will have an impact on the city and department for many years to come and it would be my pleasure to work with you in assessing the abilities of your selected finalists for this position.

DATE OF PROPOSAL

May 22, 2018

SCOPE OF SERVICES OFFERED

Assessment Centers

Cayler Consulting, LLC will recruit two additional law enforcement administrators to assess candidates' abilities in a one-day assessment center process. The assessment center testing process provides an accurate measurement of a candidate's competence to perform a given task, function or undertaking in a predictable manner. Cayler Consulting, LLC will gather information for this position through the use of position analysis questionnaires, and discussions with city and police staff. Using this information, Cayler Consulting, LLC will prepare a series of exercises that are designed to simulate duties or tasks that might occur during a normal workday for this position. These exercises are designed to assess the candidates' ability to perform in situations that would be typical for a person filling this position. They are also designed to assess the candidates' writing ability and working knowledge of legal issues, departmental operations, personnel management, and law enforcement trends. Because specific information will be requested, the focus of the interview questions and exercises will be relevant and specific to the Huxley Police Department.

An assessment center process:

- Levels the playing field by providing all candidates an equal opportunity to demonstrate their competency
- Provides for an objective, disinterested view from professional evaluators

1326 AMY AVE. • CARROLL, IA 51401
EMAIL: JEFF.CAYLER@GMAIL.COM • CELL: 712.830.3794

- Places the candidate in a controlled environment
- Establishes a reliable prediction of performance through the use of a definable set of measurements of a candidate's competence
- Builds multi-layered tasks -- ability to measure a candidate's competency in several areas at once
- Defeats a candidate's ability to hide behind a one-dimensional talent
- Mirrors real world scenarios in a controlled manner

Each assessment exercise is designed to measure the candidate's level of competence within three or more of 11 Critical Management Dimensions (competencies). Management Dimensions are those elements of competence that are relevant within the specific function of supervising and managing operations or personnel. (i.e.: What important abilities and skills are required in order to fulfill the position?)

Critical Management Dimensions are identified as:

Analysis: The determination of core elements. Relating and comparing information from different sources, identifying issues, securing relevant information and identifying relationships.

Consensus Building: The utilization of interpersonal skills to influence the collective opinion and solicit general agreement.

Decisiveness: Readiness to make decisions, render judgments, take action or commit oneself.

Development of Subordinates: Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

Follow-up: The act of tracking action taken and plans made. This tracking is made for the efficiency and assessment of action steps taken.

Initiative: Actively attempts to influence events to achieve goals; self-starting rather than passively accepting. Taking action to achieve goals beyond what is necessarily called for; originating action. Following through energetically.

Judgment: The capacity to make high quality decisions which are based on logical assumptions and which reflect factual information. A conclusion based on a discriminating appraisal of known information.

Leadership: Utilizing appropriate interpersonal styles and methods of communication in order to set a course or vision for an organization. To guide individuals or groups toward task accomplishment or acceptance of an idea demonstrating "big picture" thinking; vision.

Oral Communication Skills: Effective expression in individual or group situations, whether spontaneous or when given time for preparation (includes both verbal and non-verbal cues).

Planning and Organization: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources or assets. A process of order; a method worked out beforehand.

Written Communication Skills: Clear expression of ideas in writing.

At the conclusion of the assessment center, Chief Cayler and the other assessors will meet with representatives of the city and go over the outcome of the process and discuss their views on each of the candidates. A final written report will also be generated discussing the process and the results of the assessment centers.

The scope of services you seek includes developing and executing a one-day assessment center process for the position of Police Chief. We normally assume that no more than five finalists will be testing.

COMPANY/CONSULTANT BACKGROUND

Chief Cayler served in law enforcement for 34 1/4 years, with the last 30+ years in the capacity of Chief of Police for the city of Carroll. He holds a Master's Degree in Criminal Justice Administration and a Bachelor's Degree in Sociology/Criminal Justice. He also served as the administrator of the Carroll City/County Communications center for 28 years. Chief Cayler served on the National Advisory Policy Board and as a member of the North Central Working Group for the CJIS Division of the FBI for many years. He is a past president of the Iowa Police Executive Forum (now the Iowa Police Chiefs Association), and Chairman of the Region V Drug Task Force for over 10 years. Chief Cayler was also the long-time Chairman of both the Carroll County E911 Service Board and the Carroll County Emergency Management Commission. In addition to these duties, Chief Cayler served as an adjunct professor of Criminal Justice at Buena Vista University from 2000 – 2012.

Approximately 22 years ago Chief Cayler began providing consulting services to cities, primarily in the area of recruitment, screening and selection of police chiefs and assisting cities with internal promotional testing. In recent years these services have also included screening and selection of fire chiefs and city administrators as well as conducting fire department promotional assessments. In August of 2013 he established Cayler Consulting, LLC. He retired as Chief of Police in Carroll on June 8, 2015 and was one of the longest serving chiefs in Iowa.

Chief Cayler has been married for thirty-five (35) years (Sandy (BSN/RN)) and has two adult children, Amy Kitt (MBA) and Kristen Menke (PhD). Jeff, Amy and Kristen are all graduates of the University of Iowa. He also has a three-year old granddaughter, Willa Bess Kitt.

DESCRIPTION OF RELEVANT EXPERIENCE

As a police chief for over thirty (30) years Chief Cayler conducted numerous promotional processes for his own department. In 1996, he began providing similar services to cities throughout Iowa, both for promotions, and search and assessment of police chief candidates. In recent years, these services have expanded to include search and assessment of fire chief candidates, fire

department promotions, and search and assessment of City Administrator/Manager candidates. In 2013 he established Cayler Consulting, LLC to formalize this growing business.

He has conducted dozens of assessment centers in Iowa with exceptional results. Recent assessment center processes have included: Maquoketa (Assistant Chief), Clinton County (Sergeant), Marshalltown (Sergeant), DeWitt (Police Sergeant), Coralville (Police Sergeant & Police Chief), Mason City (Fire Chief), Spencer (Fire Chief), Denison (Police Chief), North Liberty (Fire Chief), Iowa City (Police Sergeant, Lieutenant & Captain), Iowa City (Fire Lieutenant & Captain), Garner (Police Chief) and Boone (Police Chief).

REFERENCES

Mayor Dan Leinen
City of Denison
(712) 267-3561
mayor@denisonia.com

Mayor John Slight
City of Boone
(515) 298-0804
john@patclemons.com

Bob Fagen, Finance Director (former City Administrator in Spencer)
City of Des Moines
(515) 283-4271
rlfagen@dmgov.org

Chief Jeremy Logan
Oelwein Police Department
(319) 283-4311
jlogan@oelweinpolic.org

Perry Buffington, Human Resource Director
City of Mason City
(641) 424-7130
pbuffington@masoncity.net

Mike Funke, Human Resource/Risk Manager
City of Coralville
(319) 248-1700
mfunke@coralville.org

FEES FOR SERVICES

ASSESSMENT CENTER FEE. Cayler Consulting will be paid a base fee in the amount of three thousand dollars (\$3,000) for the preparation and administration of the assessment center process. Cayler Consulting, LLC will also be reimbursed for all reasonable expenses for meals, mileage,

motels, office supplies, copies, etc. Mileage will be paid at the current IRS rate of \$.545/mile. The estimated costs for Cayler Consulting, LLC are as follows:

- Meals \$ 20
- Mileage \$ 85
- Hotel (1 night) \$ 100
- Printing & supplies \$ 100
- Assessment Center development & administration \$3,000

Cayler Consulting, LLC Total estimated cost \$3,305

ASSESSOR FEES. I will recruit two police administrators to serve as assessors with me. I will have the client pay each of the two recruited assessors a stipend of \$350 per day (one day assessment) plus reasonable expenses for meals, mileage, motels, etc. Mileage will be paid at the current IRS rate of \$.545/mile. The estimated costs for assessors are as follows:

- Meals \$ 40
- Mileage (Estimate) \$ 250
- Hotels (2 assessors, one night) \$ 200
- Stipends (\$350 x 2 assessors x 1 day) \$ 700

Assessor fees, total estimated costs \$1,190

Total estimated costs for Cayler Consulting and Assessor Fees = \$4,495

Please let me know if you have any questions.

Thank you for your consideration of this proposal.

Sincerely,



Jeff Cayler
Chief of Police (retired)
Cayler Consulting, LLC

jeff.cayler@gmail.com

712-830-3794