

# Huxley City Council Minutes

Tuesday, August 28, 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 Pro Tem Kuhn called the meeting to order at 6:03 pm.

**COUNCIL MEMBERS PRESENT:** Roberts, Jensen, Kuhn, Peterson, Mulder – via conference call

**CITY STAFF PRESENT:** John Haldeman-City Administrator, Jolene Lettow-City Clerk, Gerry Stoll – Police Chief, Jeff Peterson – Public Works Director, Heather Denger – Parks and Recreation Director, Chad Anthony – Fire Chief

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

**GUESTS PRESENT:** Steve Quick, Cathy Van Maanen, Krista McGuinn, Kevin Deaton, Roger Wheeler

**PERSENTATION:** Steve Quick, Meadowlane developer, asked council if an amendment could be allowed on his development agreement that would include infrastructure costs completed on Oak Bend. Council directed staff to work on a draft amendment for council to review at future work session.

## CONSENT AGENDA:

MOTION- Peterson, Second - Roberts to approve all agenda items as listed excluding Baker Group bill for \$708.00. Councilman Kuhn asked for clarification of bill.

- Approve August 14, 2018 Council Meeting and Work Session Minutes
- Approve Financial Reports and Payment of Bills
- Approve Beer, Wine and Liquor Licenses, Cigarette Permit Renewals.
- Approve Shirley Crippen to the Huxley Library Board

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

Claims:

BAKER GROUP	REPAIR AC IN 3C'S BUILDING	708.00
BUD'S AUTO REPAIR INC	PD VEHICLE SERVICE	55.79
CARDMEMBER SERVICE	SEE ATTACHED	4,301.89
CINTAS CORPORATION	FIRST AID SUPPLIES	88.76
CLASSIC BUILDERS	BUILDING PERMIT DEPOSIT REFUND	500.00
COMPASS MINERALS AMERICA	COARSE ROCK SALT	3,259.56
CONSOLIDATED MANAGEMENT CO	LUNCHESES FOR FTO TRAINING	36.15
CONSUMERS ENERGY	GAS AND ELECTRIC	8,650.59
DB IOWA HOLDINGS	LEGAL PUBLICATIONS	344.05
DEMCO	SUMMER PROGRAM SUPPLIES	35.93
DOLLAR GENERAL-REGIONS 410	PROGRAM SUPPLIES	104.97
ED M. FELD EQUIPMENT CO. I	CLASS A FOAM	604.00
ENERGY DOCTOR	LIGHTS FOR RAILROAD PARK	464.00
FALLER, KINCHELOE & CO, PL	AUDIT PROGRESS BILL 6/30/18	5,600.00
G & L CLOTHING	WORK SHOE	110.48
GALL'S, LLC	UNIFORM PANTS	1,590.39
HAWKINS, INC.	CHEMICALS FOR WATER TREATMENT	2,679.35
HDS WHITE CAP CONST SUPPLY	EXPANSION & ARMORTILE	965.94
INLAND TRUCK PARTS COMPANY	BRAKE PARTS FOR '07 DUMP TRUCK	504.58
INTEGRATED PRINT SOLUTIONS	FALL BROCHURES	249.00
INTERNAL REVENUE SERVICE	FED WITHOLDING TAX	10,526.03
INTERSTATE ALL BATTERY CEN	12V BATTERY	133.30
IOWA BARNS	BOOK	29.95
IOWA DOT	TRASH BAGS AND PAPER TOWELS	239.02
IOWA ONE CALL	EMAIL LOCATES	62.10
KEYSTONE LABORATORIES	MONTHLY WATER SAMPLING	274.20
LAKESIDE CONTRACTORS	4TH STREET SIDE WALK	933.33
M & T FIRE AND SAFETY	JAWS OF LIFE SERVICE	803.30
MANAGERPLUS SOLUTIONS, LLC	8/13/18-8/12/19 SUPPORT	749.00
MARCO, INC.	NEW PRINTER	1,473.00
MARCO, INC.	PRINTER MAINTENANCE	910.56
MARTIN MARIETTA MATERIALS	CLEAN ROCK & AG LIME	277.11
MARY GREELEY MEDICAL CENTE	AMBULANCE SUPPLIES	1.12

MENARDS	BLINDS FOR PD	360.95
MID-IOWA OCCUPATIONAL TEST	RANDOM DOT DRUG TEST	55.00
MUNICIPAL SUPPLY	SPPED CRETE AND GREEN PAINT	99.00
NEVADA PARKS AND RECREATIO	CIRL REGISTRATION FEE	250.00
NEW CENTURY FS INC	9/1/18-3/31/19 LP GAS CONTRACT	5,819.11
NOVA FITNESS EQUIPMENT	MAINTENANCE ON EQUIPMENT	403.50
O'HALLORAN INTERNATIONAL	REPAIR OF INT'L 4300 DUMP TRUC	416.82
ORKIN	PEST CONTROL AT NORD KALSEM	214.00
OTIS ELEVATOR COMPANY	SERVICE CONTRACT 9/1-11/30/18	211.20
PCC AN AMBULANCE BILLING S	JULY AMBULANCE BILLING	426.84
PEPSI-COLA	VENDING PRODUCT	220.53
PINGEL MUDJACKING, LC	MUDJACKED INTAKE & DRIVEWAY	1,250.00
POPULAR SUBSCRIPTION SERVI	ANNUAL MAGAZINE RENEWAL	407.03
POSTMASTER	POSTMASTER	351.06
PREMIER OFFICE EQUIPMENT I	CONTRACT FOR COPIES	11.12
SEATING AND ATHLETIC FACIL	BLEACHER SEATS	1,614.68
SQUEEGEE SQUAD	3C'S WINDOW CLEANING	675.00
STORY COUNTY SHERIFF'S OFF	SCSO DISPATCH-1ST QUARTER	6,081.32
SYNCB/AMAZON	DVD	7.61
TASC	FLEX BENEFIT PLANS	512.46
THE SHERWIN-WILLIAMS CO.	STREET PAINT	888.60
U.S. BANK EQUIPMENT FINANC	COPIER LEASE	99.00
VAN-WALL EQUIPMENT INC.	XLINE, REWIND SPRING, BULB	76.78
VERIZON WIRELESS	AMBULANCE CELL PHONES	476.86

		<u>Expenses</u>	<u>August Revenue</u>
001	GENERAL FUND	20,800.80	131,763.73
002	LIBRARY	1,377.34	4,335.34
003	RECREATION	5,054.45	32,474.04
004	FIRE AND RESCUE	1,951.35	13,672.05
014	AMBULANCE	2,458.03	8,370.13
110	STREET	9,666.06	35,416.17
121	LOCAL OPTION TAX		33,897.65
125	TIF	933.33	
600	WATER UTILITY	15,437.70	145,257.88
610	SEWER UTILITY	10,514.86	143,917.81
	PAYROLL/MISC	<u>48,417.58</u>	<u>2,534.45</u>
	GRAND TOTAL	685,414.54	551,639.25

Motion – Roberts, Second – Peterson on Third Reading of Ordinance No. 484 to Amend the Code of Ordinances, Chapter 166 Subdivision Regulations, to Require Separate Easement Agreements as Part of the Plat Requirements. Roll Call: Peterson, Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

Motion – Peterson, Second – Roberts on Second Reading of Ordinance 486 to Amend the Code of Ordinances, Chapter 160, Swimming Pool and Spa Code, Regarding Permits. City attorney made amendments as requested by council. Roll Call: Peterson, Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

Motion – Jensen, Second – Mulder on Resolution No. 18-075 to Hire Gerald (JJ) Caligiuri to Fill Vacancy For Permanent Full-Time Police Officer. Roll Call: Peterson, Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

Motion – Roberts, Second – Peterson on Resolution No. 18-076 to Approve Pay Adjustment for Nick Swanson for Reserve Officer. Councilman Kuhn asked if part-time staff received annual reviews. Roll Call: Peterson, Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

Motion – Roberts, Second – Jensen on Resolution No. 18-077 to Approve Professional Engineering Services Agreement for the Heart of Iowa Nature Trail. Project is to improve trail beginning at Highway 69 heading west to 5<sup>th</sup> Avenue. Total project cost: \$401,000. Grant monies for \$260,00 have already been approved. Engineering services will include DOT certified inspections. Roll Call: Peterson, Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

#### Miscellaneous

Heather Denger, Parks and Recreation Director, reported PrairieFest activities went well. Ms. Denger challenged council members to be more visible at community events. Informed council of Fall Family Festival scheduled for October 7<sup>th</sup> from 2-4pm. Center Grove Orchard will sponsor event.

Chad Anthony, Fire Chief, reported the hog roast during PrairieFest had a good turnout.

Forrest Aldrich, city engineer, reported final inspection had been scheduled for Kading development.

John Haldeman, city administrator, reported that there was a meeting scheduled with ISU regarding Comprehensive Plan.

Jolene Lettow, city clerk, reported that Huxley Historical Society had purchased new folding chairs for Nord Kalsem facility. Historical Society was also looking into doing some repair work and landscaping around facility.

Councilman Peterson suggested council have quarterly reviews of budget to discuss at council meetings/work sessions. Thanked staff for their efforts during Prairiefest.

Councilman Roberts thanked staff for Prairiefest efforts.

Cathy VanMaanen, library director, thanked council for voting in new member of Board of Trustees. Reported that this year's Bingo fundraiser raised the most funds to date.

Motion – Peterson, second – Roberts to move into closed session in accordance with Iowa Code Section 21.5(j) to discuss the purchase of sale of particular real estate only where premature disclosure could be reasonably expected to increase/decrease the price of the governmental body would have to pay/receive for property. Roll Call: Peterson, Roberts, Kuhn, Jensen voted yes. Motion carried.

Motion – Roberts, Second – Jensen to come out of closed session at 7:18pm. 4 ayes, 0 nays.

ADJOURNMENT: Motion – Jensen, second – Peterson to adjourn meeting at 7:18pm. 4 ayes, 0 nays. Motion carried.

#### **WORK SESSION:**

*Mayor Pro Tem opened meeting at 7:20 pm.*

Concrete in front of 3C's building – brick is uneven, needs replaced. Discussion took place on what should replace bricks. Fire Chief stated in his construction experience, colored concrete would be best. Staff will get quotes.

Heather Denger, Park and Rec Director, provided council with information on Youth and Shelter Services (YSS) utilizing gym for after school program. Council stated there should be costs/fees associated with usage. Asked that legal counsel be consulted regarding usage. Director also asked for approval to use Facebook, Instagram and Twitter for social media contest and offer six months of membership to winner. Council gave consensus.

Fire Chief informed council that school had contacted Fire Department to demolish old house on Main Avenue. Fire Department would like to perform a controlled burn on house on Saturday, September 15<sup>th</sup>. Councilman Kuhn stated that school be told they must get a demolition permit prior to burn.

Police Department Reorganization – Police Chief Stoll asked council for permission to:

- 1) Give an 8 hour incentive to police officers that work holidays – can use at their discretion
- 2) Add a sergeant position – historically there was one sergeant position that would be on call for 24 hour shifts. Would like to have two sergeants – one to cover day shift, one to cover night shift.
- 3) Would like to add an officer to department. Number of officers in department is under national standard.

560<sup>th</sup> Street – city administrator informed council of costs associated with paving of street. County would share expense. Council directed staff to put together proposal.

Capital Improvement Plan – council to discuss at work session.

Kevin Deaton asked when 550<sup>th</sup> Street was going to be repaired/grinded. City engineer had spoken to developer.

ADJOURNMENT: Motion – Peterson, second – Kuhn to adjourn meeting at 8:27pm. 4 ayes, 0 nays. Motion carried.

Submitted by: Jolene R. Lettow, City Clerk