

CITY OF HUXLEY

TUESDAY – OCTOBER 23, 2018 – HUXLEY CITY HALL

AGENDA

CITY COUNCIL MEETING – 6:00 PM

ROLL CALL

QUORUM PRESENT

- 1.0) COMMENTS FROM THE PUBLIC AND RECEIVING OF PETITIONS AND/OR WRITTEN COMMUNICATIONS TO THE CITY COUNCIL ON AGENDA AND NONAGENDA ITEMS.

MAYOR -- PRESENTATION OF LETTERS OF ACCOMODATION

- 2.00) PRESENTATION(S): DEVELOPMENT

: NORTHLAND SECURITIES

- 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.

- 5.01) TO APPROVE THE MINUTES FROM THE FOLLOWING MEETINGS:
OCTOBER 9, 2018 -- Regular Council Meeting & Worksession
OCTOBER 16, 2018 -- Worksession

- 5.02) TO APPROVE FINANCIAL REPORTS AND PAYMENT OF BILLS.

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

AGENDA ITEMS:

- 6.00) COMMUNITY BETTERMENT:

- 6.01) DISCUSSION AND POSSIBLE ACTION ON FIRST READING OF ORDINANCE NO. 487 ADOPTING UPDATED ZONING MAP. POSSIBLE WAIVING OF SECOND AND THIRD READING.

- 7.00) PUBLIC SAFETY: NONE

- 8.00) FINANCE:

- 8.01) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-092 TO APPROVE SALARY RESOLUTION FOR FY 19.

- 8.02) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-093 TO APPROVE COMPENSATION POLICY.

- 9.00) LEISURE ACTIVITIES: NONE

10.00) **ADMINISTRATIVE BUSINESS:**

10.01) DISCUSSION AND POSSIBLE ACTION ON MOTION TO AUTHORIZE UPDATING AERIAL VIDEO AND BROCHURES FOR ECONOMIC DEVELOPMENT.

COMMENTS FROM STAFF, COUNCIL AND MAYOR.

CLOSED SESSION – CHAPTER 21.5 (j)

A Motion to hold a Closed Session in accordance with Iowa Code Section 21.5(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase/decrease the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

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. 28E with Story County
2. Winter Public Works Policies
3. CIP

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 Haldehan, City Administrator

CONSENT AGENDA

Huxley City Council Minutes

Tuesday, October 9, 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, Kuhn, Peterson, Mulder

CITY STAFF PRESENT: John Haldeman-City Administrator, Jolene Lettow-City Clerk, Nate Albaugh – Police Officer, Heather Denger – Parks and Recreation Director, Kevin Deaton – Assistant Fire Chief, Cathy Van Maanen - Library Director, Jeff Peterson – Public Works Director, Lisa Wheeler – Administrative Clerk

CONSULTANTS PRESENT: Forrest Aldrich - City Engineer

GUESTS PRESENT: Andrew Gogerty, Brenda Dryer, Dustin Ingram

CONSENT AGENDA:

MOTION- Mulder, Second - Peterson to approve all agenda items as listed:

- Approve September 25, 2018 Council Meeting and Work Session Minutes
- Approve October 2, 2018 Work Session Minutes
- Approve Financial Reports and Payment of Bills

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

Claims:

ACCESS SYSTEMS	DIAGNOSE PHONE SYSTEM PROB	268.75
AFLAC	AFLAC	4.00
ALLIANT ENERGY	GAS AND ELECTRIC	10,819.21
BUD'S AUTO REPAIR INC	VEHICLE SERVICE	73.82
CAPITAL CITY EQUIPMENT CO.	WATER PUMP, GASKET, SHIELD	334.25
CASEY'S GENERAL STORES INC	UNLEADED AND DIESEL FUEL	1,484.11
CINTAS CORPORATION	MEDICAL SUPPLIES FOR CABINET	105.39
COMPASS MINERALS AMERICA	COARSE ROCK SALT	3,391.14
DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	1,397.48
EASTER & ASSOCIATES	ENGINEERING FEES	575.00
EBS	MEDICAL INSURANCE	13,219.47
ED M. FELD EQUIPMENT CO. I	BADGE	125.00
EDWARD JONES	IRA	250.00
ELECTRIC WHOLESALE CO.	LIGHT BULBS	873.60
FIDELITY SECURITY LIFE	VISION INS	257.80
GREENLAND HOMES	BUILDING PERMIT DEPOSIT REFUND	500.00
HAWKINS, INC.	CHEMICALS FOR WATER TREATMENT	1,900.00
HOKEL MACHINE SUPPLY	AIR HOSE FOR SHOP	170.17
IAWEA	REGION 5 FALL MEETING	120.00
IKERSON CONCRETE, LLC	COLORED CONCRETE AT 3C'S	4,921.00
INTERNAL REVENUE SERVICE	FED WITHHOLDING TAX	10,077.85
INTERSTATE BATTERIES	BATTERY CABLE	20.98
IOWA CITY/COUNTY MGMT. ASS	2018-2019 MEMBERSHIP	150.00
IOWA DOT	OIL FOR FD	299.96
IOWA PRISON INDUSTRIES	NAME PLATES	82.58
IOWA SIGNAL INC.	SERVICE CALL ON STOP LIGHT	865.00
IPERS	IPERS	12,723.89
JENNIFER CONRAD	FLAG FOOTBALL REIMBURSEMENT	57.00
JOHNNY LUKEHART	YOUTH SOCCER REFUND	30.00
LINCOLN FINANCIAL GROUP	DISABILITY INSURANCE	891.29
MANATTS	CONCRETE	1,184.75
MASS MUTUAL RETIREMENT SER	DEFERRED COMPENSATION	750.00
MENARDS	SIX BAGS OF CONCRETE	33.60
MISCELLANEOUS VENDOR	LEE, BAO :US REFUND	253.47
NICKOLAY CONSULTING, LLC	MONTHLY IT SUPPORT	105.00
NORTHLAND SECURITIES, INC.	CIP PROJECT	5,000.00
REDWOOD BUILDERS	BUILDING PERMIT DEPOSIT REFUND	500.00
STAR EQUIPMENT LTD.	THREE ROLLS OF CAUTION TAPE	20.37
STORY COUNTY EXTENSION	PESTICIDE SAFETY ED PROGRAM	140.00
STORY COUNTY RECORDER	RECORDING FEES	9.50
TASC	FLEX BENEFIT PLANS	512.46
TASC - CLIENT INVOICES	NOVEMBER ADMIN FEES	67.91
TREASURER, STATE OF IOWA	STATE WITHHOLDING	3,431.00

VAN-WALL EQUIPMENT INC.
VEENSTRA & KIMM, INC.
VERIZON WIRELESS

MOWER BLADES, WEED SPINDLE
VILLAS AT 315-GENERAL SERVICES
CITY ADMIN CELL PHONE

516.67
13,481.69
44.56

			<u>Expenses</u>
001	GENERAL FUND	31,948.24	
002	LIBRARY	4,948.75	
003	RECREATION	2,839.77	
004	FIRE AND RESCUE	689.80	
014	AMBULANCE	2,098.01	
110	STREET	11,480.77	
125	TIF	5,000.00	
340	TRAIL PAVING PROJECT	2,710.00	
342	HUGP GENERATOR PROJ	8,910.00	
600	WATER UTILITY	15,298.51	
610	SEWER UTILITY	6,115.87	
	PAYROLL/MISC	45,808.46	
	GRAND TOTAL	137,848.18	

Motion – Roberts, Second – Peterson on Resolution No. 18-089 to Approve Driveway Agreement with Chris Gardner for 103 Iron Drive. Roll Call: Roberts, Kuhn, Mulder, Jensen, Peterson voted yes. Motion carried.

Motion – Roberts, Second – Jensen on Resolution No. 18-090 to Approve the Engagement of Northland Securities as Underwriter. Councilman Kuhn expressed concern on whether agreement would commit city to fees that could be negotiated with other underwriters. Roll Call: Roberts, Kuhn, Mulder, Jensen, Peterson voted yes. Motion carried.

Motion – Peterson, Second – Mulder on Resolution No. 18-091 to Approve Changes in Late Fees Charged for Parks and Recreation Activities. Parks and Rec Director explained that the department would like to implement late fees of \$5.00 if payments are 1 to 3 days late and \$10.00 if later. New rates would become effective January 3, 2019. Roll Call: Roberts, Kuhn, Mulder, Jensen, Peterson voted yes. Motion carried.

Miscellaneous

- Cathy Van Maanen, Library Director, thanked council for appointment of Brandon Miller to Library Board.
- Heather Denger, Parks and Recreation Director, thanked council members that attended Fall Festival.
- Councilman Peterson thanked Parks and Rec Director for fun, organized Fall Festival event. Also thanked police and fire departments for their efforts with recent home fire/tragedy.
- Councilman Jensen also thanked police and fire departments stating they have tough jobs and the departments serve the community well.
- Councilman Kuhn asked whether the fire hydrant was working at corner of Oak and Northpark. Staff replied the hydrant was out of commission but repairs were underway.
- Mayor applauded the police, fire, parks and rec departments for their hard work. Stated he had attended the open house for Innovative Technologies.
- Councilman Kuhn asked if Main Avenue Stormwater project was going to be rebid.
- Assistant Fire Chief, Kevin Deaton, announced there might be federal grant monies available to assist with new paging system.

ADJOURNMENT: Motion – Roberts, second – Mulder to adjourn meeting at 6:30 pm. 5 ayes, 0 nays. Motion carried.

WORK SESSION:

Mayor opened meeting at 6:35 pm.

Sponsorship for Youth

Heather Denger, Parks and Rec Director, talked about starting a Sponsorship for Youth program. Would allow eligible participants to receive half price programs. Councilman Mulder stated that monetary criteria should be set. Councilman Kuhn asked how participants would be chosen. Stated it might be best if city did not manage program – better suited for other agencies/organizations to handle.

Northland Financing and CIP

Council discussed when the process would begin to review and prioritize projects for Capital Improvement Plan (CIP). Mayor suggested work session be scheduled on October 16th to discuss CIP with tours being scheduled at beginning of meeting for council to view city facilities.

Job and Wage Study

Council will take formal action on results from study at October 23rd council meeting. Employee meetings will be scheduled after council meeting to inform employees of results.

ADJOURNMENT: Motion – Jensen, second – Peterson to adjourn meeting at 7:05pm. 5 ayes, 0 nays. Motion carried.

Attest:

Craig D. Henry, Mayor

Jolene R. Lettow, City Clerk

Huxley City Council Work Session Minutes Tuesday, October 16, 2018

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

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 5:30 pm.

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

CITY STAFF PRESENT: John Haldeman-City Administrator, Jolene Lettow-City Clerk, Jeff Peterson – Public Works Director, Keith Vitzthum – Assistant Public Works Director, Mat Kahler – Street Superintendent, Kevin Deaton – Assistant Fire Chief, Chad Anthony – Fire Chief

TOURS: Council members toured city's facilities: Street, Water, Wastewater and Fire Departments.

CAPITAL IMPROVEMENT PLAN (CIP): Each city department had compiled a list of projects that need to be completed within a five year time frame. Council began process of prioritizing projects to be completed in fiscal year 2020. Staff will assemble projects and their costs for council to review at next meeting.

ADJOURNMENT: Motion – Roberts, second – Peterson to adjourn meeting at 8:37 pm. 5 ayes, 0 nays. Motion carried.

Attest:

Craig D. Henry, Mayor

Jolene R. Lettow, City Clerk

10-23-18 Council Claims

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	A KING'S THRONE LLC	PORTABLE RESTROOMS	\$ 170.00
3	ANKENY SANITATION	CITY GROUNDS GARBAGE DISPOSAL	\$ 317.29
4	AUSTIN STRUMPFER	REIMBURSE WATER DISTRIBUTE EXAM	\$ 30.00
5	BALLARD HEATING & COOLING	SERVICE CALL ON OLD WW PLANT	\$ 565.98
6	BETSY ANDERSON	FLAG FOOTBALL REFUND	\$ 20.00
7	BLM ENTERPRISES	SANITARY SEWER MAPPING SETUP AND ZONING MAP UPDATE	\$ 1,011.25
8	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$ 83.50
9	BRANDON BROWN	FLAG FOOTBALL REFUND	\$ 20.00
10	BUD'S AUTO REPAIR INC	VEHICLE REPAIRS FOR PD	\$ 1,410.76
11	CARDMEMBER SERVICE	SEE ATTACHED	\$ 2,499.61
12	CASEY'S GENERAL STORES INC	GASOLINE	\$ 1,560.65
13	CHRIS SNYDER	FLAG FOOTBALL REFUND	\$ 20.00
14	COMPASS MINERALS AMERICA	COARSE SALT	\$ 3,304.86
15	CONSUMERS ENERGY	ELECTRIC	\$ 8,556.28
16	DOLLAR GENERAL-REGIONS 410	JANITORIAL SUPPLIES	\$ 30.25
17	ELECTRIC PUMP	INSTALLATION OF PUMP	\$ 266.70
18	ELECTRIC WHOLESALE CO.	EXTERIOR GARAGE LIGHT	\$ 717.00
19	EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	\$ 907.93
20	GALLS, LLC- DBA CARPENTER	UNIFORM PARTS	\$ 804.85
21	HOKEL MACHINE SUPPLY	BOLTS, WASHERS, NUTS	\$ 37.34
22	HUXLEY COMMUNICATIONS COOP	PHONE, CABLE, INTERNET	\$ 1,608.50
23	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 10,090.28
24	IOWA ONE CALL	EMAIL LOCATES	\$ 51.30
25	JENNY HORNESS	FLAG FOOTBALL REFUND	\$ 20.00
26	JEREMY J. ARENDS	AUGUST & SEPT TREASURER'S REPORT	\$ 160.00
27	KAITLYN HEIDESCH	TRX FUSION REFUND	\$ 36.23
28	KELLI BRENDELAND	FLAG FOOTBALL REFUND	\$ 20.00
29	KEMPKER'S TRUE VALUE AND R	PARTS AND SUPPLIES	\$ 338.49
30	LETTOW, JOLENE	REIMBURSE FOR COMPUTER PART	\$ 10.45
31	MARCO, INC.	PRINTER MAINT AGREEMENT	\$ 478.32
32	MARCO, INC.	PRINTER MAINT AGREEMENT	\$ 203.46
33	MARTIN MARIETTA MATERIALS	1" CLEAN ROCK	\$ 435.47
34	MARY GREELEY MEDICAL CENTE	TIER	\$ 200.00
35	MATT BALTES	FLAG FOOTBALL REFUND	\$ 20.00
36	MATT BUTTZ	FLAG FOOTBALL REFUND	\$ 20.00
37	MUNICIPAL SUPPLY	SEC. STORM INSTALL ON MAPLE & LOCATE WIRE	\$ 455.90
38	NEW CENTURY FS INC	UNLEADED & DIESEL FUEL	\$ 2,318.37
39	NICK HURST	FLAG FOOTBALL REFUND	\$ 20.00
40	OXEN TECHNOLOGY	MONTHLY BILLING FOR NOVEMBER	\$ 219.50
41	PCC AN AMBULANCE BILLING S	SEPTEMBER AMBULANCE BILLING	\$ 265.71
42	PEPSI-COLA	VENDING PRODUCT	\$ 474.09
43	PLUMB SUPPLY COMPANY - AM	POP OFF VALVE FOR WATER HEATER	\$ 48.00

10-23-18 Council Claims

	A	B	C
44	POSTMASTER	BULK POSTAGE	\$ 351.04
45	QUALITYONE COMMERCIAL CLEA	OCTOBER JANITORIAL SERVICES	\$ 2,134.00
46	SAFE BUILDING COMPLIANCE &	BUILDING INSPECTIONS	\$ 4,231.79
47	SOASH, JESSICA	FLAG FOOTBALL REFUND	\$ 20.00
48	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	\$ 648.25
49	STORY COUNTY SHERIFF'S OFF	SECOND QUARTER DISPATCH	\$ 6,081.32
50	TASC	FLEX BENEFIT PLANS	\$ 512.46
51	TRICKLE'S L.L.C.	TIRES FOR PD VEHICLES	\$ 2,720.98
52	USA BLUEBOOK	HEAD ASSEMBLY & FLOUROFILM	\$ 589.60
53	VERIZON WIRELESS	AMBULANCE, PD, & PW CELL PHONES	\$ 480.19
54	WINDSTREAM IOWA COMMUNICAT	DISPATCH PHONE	\$ 70.88
55	Payroll Expense		\$ 46,127.82
56	GRAND TOTAL		\$ 103,796.65
57			
58		FUND TOTALS	
59	001 GENERAL FUND	\$ 23,276.26	
60	002 LIBRARY	\$ 990.84	
61	003 RECREATION	\$ 3,532.82	
62	004 FIRE AND RESCUE	\$ 423.03	
63	014 AMBULANCE	\$ 4,030.74	
64	110 ROAD USE TAX	\$ 5,011.52	
65	319 RECREATION NEW EQUIPME	\$ 44.95	
66	600 WATER UTILITY	\$ 10,323.27	
67	610 SEWER UTILITY	\$ 10,035.40	
68	01 PAYROLL EXPENSE	\$ 46,127.82	
69	GRAND TOTAL	\$ 103,796.65	
70			
71			
72	Cardmember Services (Visa)		
73	Admin	imfoa conference, meeting supplies, computer cable, amazon prime	\$ 199.51
74	Wastewater	airport shuttle, baggage fee, wwtp course package, ac refrigeration kit	\$ 347.72
75	Parks and Rec	nfl youth fb jerseys, fall festival supplies, power systems fitness equip, vending product, tape for gym floor, fitness on demand starter set, medals, towels, background check	\$ 1,396.79
76	Water	awwa membership	\$ 230.00
77	Streets	roof patch materials	\$ 82.25
78	Parks	toilet paper dispenser	\$ 50.97
79	PD	tint meter, postage	\$ 51.58
80	FD	background checks	\$ 45.00
81	Library	lunch at conference, postage	\$ 95.79
82	Total		\$ 2,499.61

**COMMUNITY
BETTERMENT**

ORDINANCE NO. 487

**AN ORDINANCE READOPTING THE CURRENT ZONING MAP FOR
HUXLEY, IOWA**

BE IT ENACTED by the City Council of the City of Huxley, Iowa:

SECTION 1.

FINDINGS. The City Council has authority, as described in article III, section 38A of the Constitution of the State of Iowa and in chapter 414 of the Code of Iowa (2004), to provide for zoning districts and regulations. As required by law, the City Council conducted a public hearing and received public comments. The City Council deems this ordinance appropriate, and necessary to protect, preserve, and improve the rights, privileges, property, peace, safety, health, welfare, comfort, and convenience of the City of Huxley and its citizens, all as provided for in and permitted by section 364.1 of the Iowa Code.

SECTION 2.

AREA REZONED. The official zoning map of the City of Huxley, Iowa, referred to in section 40.390 of the Municipal Code of the City of Huxley, Iowa, is hereby adopted as changed

APPROVAL OF ORDINANCE

The foregoing, having been enacted by the Council of the City of Huxley, Iowa, is hereby approved by the undersigned on this _____ day of _____, 2018.

SECTION 3.

REPEALER/SEVERABILITY. All other ordinances or parts of ordinances in conflict with this ordinance are hereby repealed. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4.

EFFECTIVE DATE. This ordinance shall be in full force and effect from and after the date of its publication as provided by law.

Publication Date: _____

Record Of Vote of Ordinance No. _____

First Reading _____ (Date)

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

Second Reading _____ (Date)

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

Third Reading _____ (Date)

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

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. 487. An Ordinance Amending Chapter 165 of the Huxley Municipal Code of Iowa.

WITNESS MY HAND this ____ day of _____, 2018.

Jolene Lettow, City Clerk

FINANCE

Prepared by John Haldeman, City Administrator, for the City Council meeting to be held on the 23rd of October, 2018.

RESOLUTION NO. 18-092

RESOLUTION AMENDING 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 the City of Huxley 2018 Wage Study the employees listed below 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	EMPLOYEE NAME	ANNUAL SALARY OR HOURLY RATE FOR FY 2019	ANNUAL SALARY OR HOURLY RATE FOR FY 2019 AS OF 11/01/18 Payroll Period	LONGEVITY AS OF 11/01/18	CLASSIFICATION ANNUAL SALARY (SAL) OR HOURLY (HR)
POLICE					
POLICE CHIEF	GERALD STOLL	\$ 60,500.00	\$65,100.00	\$1600	ANNUAL SALARY
SERGEANT	NATHAN ALBAUGH	\$ 25.90	\$ 27.29	\$800	HOURLY RATE
SERGEANT	JOE MARCHESANO	\$ 25.90	\$ 27.29	\$800	HOURLY RATE
POLICE OFFICER	JAQUELINE GLOEDE	\$ 21.71	\$ 25.23		HOURLY RATE
POLICE OFFICER	GERALD (J) CALIGIURI	\$ 21.71	\$ 25.23		HOURLY RATE
PUBLIC WORKS					
PUBLIC WORKS DIRECTOR	JEFF PETERSON	\$ 76,164.00	\$ 76,164.00	\$2000	ANNUAL SALARY
WATER SUPERVISOR/ASST. PWD	KEITH VITZTHUM	\$ 31.57	\$ 31.57	\$1600	HOURLY RATE
WASTEWATER SUPERVISOR	VACANT	\$ 26.43	\$ 26.43		HOURLY RATE
STREET SUPERVISOR	MATHEW KAHLER	\$ 22.16	\$ 23.92		HOURLY RATE
PUBLIC WORKS EMP. UTILITY II	AUSTIN STRUMPFER	\$ 20.26	\$ 20.43		HOURLY RATE
PUBLIC WORKS EMP.	JACOB HANKS	\$ 18.74	\$ 18.78		HOURLY RATE
PUBLIC UTILITY EMP. PARKS	ROCKY SMITH	\$ 16.81	\$ 17.49		HOURLY RATE
PARKS AND RECREATION					
PARKS & RECREATION DIR.	HEATHER DENGER	\$ 49,200.00	\$ 54,140.00		ANNUAL SALARY
ADMINISTRATIVE ASSISTANT	KERRI MULDER	\$ 16.00	\$ 20.96		HOURLY RATE
ADMINISTRATION					
CITY ADMINISTRATOR	JOHN HALDEMAN	\$ 87,478.00	\$ 98,078.00	\$1200	ANNUAL SALARY
CITY CLERK/FINANCE OFFICER	JOLENE LETTOW	\$ 27.01	\$ 28.58	\$800	HOURLY RATE
UTILITY CLERK/ZONING SECRETARY/DEP. CC	AMY KAPLAN	\$ 17.69	\$ 22.78		HOURLY RATE
ADMINISTRATIVE CLERK	LISA WHEELER	\$ 19.90	\$ 28.70	\$800	¾ ANNUAL RATE
ADMIN. CLERK-PART TIME/TEMP		\$ 15.50	\$ 16.00		HOURLY RATE
CUSTODIAN	VACANT	\$ 17.50			HOURLY RATE

Any Public Works employee who obtains a license above what they are required to have will receive a certification increase for each license that is approved by supervisor and obtained. Check with Human Resources for the amount of the certification increase and what is required.

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.

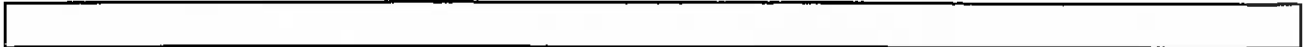
SECTION 4. GROUP HEALTH INSURANCE AND BENEFITS: The City will provide benefits to the City employees as outlined in the City's Personnel Manual and related resolutions.

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 revisions to the FY 19 salaries shall be November 5, 2018.

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 October, 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. 18-092** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of October, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk/Finance Officer

Prepared by Marketa Oliver and reformatted by John Haldeman, City Administrator, for the City Council meeting to be held on the 23rd day of October, 2018.

RESOLUTION NO. 18-093

A RESOLUTION TO ESTABLISH UPDATED FISCAL YEAR 2019 SALARY RANGES AND ADOPT A COMPENSATION POLICY FOR THE CITY OF HUXLEY

WHEREAS, the City of Huxley has been working to evaluate its compensation levels and system; and

WHEREAS, the City Council recognizes the need to attract and retain productive and talented employees; and

WHEREAS, the Council wishes to establish update salaries and adopt a Compensation Policy for Huxley that will keep the city competitive with comparable communities and communities with which the city competes for talent; and

WHEREAS, the City Council has determined that Salary Ranges and a Salary Matrix to be used in connection with employee evaluations in determining annual pay adjustments is the most effective compensation method to engage; and

WHEREAS, the City Council will determine annually the top percentage for Salary Matrix – Salary Adjustment Percentage annually; and

WHEREAS, the City Council deems it is in the best interest of the City that the attached compensation policy be adopted and implemented.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Huxley, Story County, Iowa, that the Council does hereby adopt the Salary Ranges recommended for implementation on November 1st, 2018 and identified as “Recommended HIA” in Exhibit B of the Compensation Policy.

BE IT FURTHER RESOLVED by the City Council City of Huxley Compensation Policy is adopted and will be implemented effective November 1, 2019.

PASSED, ADOPTED AND APPROVED this ___ day of October, 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. 18-093** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of October, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk/Finance Officer

City of Huxley Compensation Policy

In an effort to provide superior municipal services to its residents, the City of Huxley is committed to having an excellent workforce. As such, effective October 23, 2018, the City has a "Compensation Policy" for all, permanent, full-time employees.

Eligibility

All regular, three-quarter time or full-time employees must have 12 months of continuous employment to be eligible for any salary adjustment. Anyone receiving a written warning or greater disciplinary action during their current rating period may not be eligible for salary adjustment or adjustment may be delayed.

Annual Evaluation Required

Employees will receive an annual evaluation of individual job performance by May 1st, unless the supervisor of said employee extends the timeline for good cause the date for completing the employee's evaluation. Employee evaluations completed in May 1st will determine pay adjustment effective the following fiscal year (beginning July 1st of each year) unless a significant change in performance is observed by the Supervisor. In the case of a significant change in performance, the Supervisor may re-evaluate the employee and reduce the amount of pay adjustment for which the employee is eligible on July 1st.

Rating and Categories

The performance evaluation system will use the Employee Performance Evaluation Form as contained in Exhibit C of this document.

Salary Calculation

Once an employee performance evaluation has been completed, the Final Score will be determined. The evaluator will then determine what percentage of the employee's current salary is in relationship to the employee's market salary as determined in the "Mid" column of Exhibit B of the City of Huxley Salary Schedule. After determining the percentage that the current salary is to market and the Final Score from the Employee Evaluation, use the Salary Matrix, which is Exhibit A of the City of Huxley Salary Schedule, to determine the appropriate adjustment for the employee. Once the appropriate adjustment has been determined, fill out a Personnel Action Form and submit it to the City Administrator for review and approval. Pay adjustments will occur at the beginning of the following fiscal year.

Salary Adjustment Percentage Determination

The City Council will determine annually (on or before January 15th) as part of the budget for the upcoming fiscal year, the top percentage to be included in the "Exhibit A Salary Matrix: Salary Adjustment Percentages" table and the other percentages will be derived therefrom.

Salary Range Changes

The salary ranges included in Exhibit "B" of the City of Huxley Salary Schedule will be adjusted annually based on a three-year, rolling average of the consumer price index as identified each Fall in the Special Budget Report published by the Iowa League of Cities.

Incentive Pay

The Incentive Pay language included in Exhibit "D" of the City of Huxley Compensation policy outlines incentive pay for longevity and credentials.

City of Huxley Compensation Policy

Exhibit A Salary Matrix Salary Adjustment Percentages

Fiscal Years 19/20	Determined annually by the Council 2.00%									
PERFORMANCE EVALUATION LEVEL	75% OR LOWER	76 – 80%	81 – 85%	86 – 90%	91 – 95%	96 – 100%	101 – 105%	106 – 110%	111 – 116%	116 & Above
0.00 – 0.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.75 – 1.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.25 – 1.74	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00	0.00	0.00
1.75 – 2.24	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00
2.25 – 2.74	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00
2.75 – 3.24	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00
3.25 – 3.74	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00
3.75 – 4.00	8.50	8.00	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00

Exhibit B Salary Ranges

Council approve (Date)

Current Salary Divided by "Mid" Column of Salary Range Pos Resolution No. *(insert no.)*

FY 2018/2019

Position	Current HIA	Max HIA	Low	Mid	Top
*City Administrator	\$87,478	\$81,886	\$98,078	\$108,976	\$121,084
**HR/Administrative Coordinator	\$41,332	\$42,611	\$59,698	\$65,668	\$72,235
City Clerk/Finance	\$56,181	\$55,602	\$59,446	\$65,391	\$71,930
Utility Billing /Zoning Administrative Specialist	\$36,795	\$42,611	\$47,382	\$52,120	\$57,332
*Public Works Director	\$76,164	\$81,600	\$67,880	\$75,423	\$83,803
Water Superintendent/Asst. Public Works Director	\$65,667	\$70,389	\$58,472	\$64,969	\$72,188
Wastewater Superintendent	\$54,974	\$62,564	\$50,677	\$56,308	\$62,564
Street Superintendent	\$46,093	\$52,444	\$39,754	\$55,274	\$61,416
Public Works Utility Employee II	\$42,141	\$45,209	\$42,494	\$46,215	\$49,473
Public Works Utility Employee I	\$38,979	\$47,931	\$39,062	\$43,404	\$48,227
Public Works/Parks Employee	\$34,965	\$38,998	\$36,379	\$40,416	\$44,907
*Parks and Recreation Director	\$49,200	\$52,444	\$54,140	\$59,554	\$65,509
Recreation Coordinator	\$33,280	\$40,172	\$43,596	\$48,444	\$53,827
*Police Chief	\$62,200	\$72,484	\$65,100	\$73,813	\$82,014
Police Sergeant	\$53,872	\$57,258	\$56,763	\$63,636	\$70,707
Police Detective			\$55,102	\$61,234	\$68,038
Police School Resource Officer			\$53,790	\$59,776	\$66,418
Police Officer	\$45,157 - \$49,878	\$52,444	\$52,478	\$58,318	\$64,798

FY 2018/2019 - Recommended for November 1

Position	Current HIA	Recommended HIA	Low	Mid	Top	Dif (current/recommended)
*City Administrator	\$87,478	\$98,078	\$98,078	\$108,976	\$121,084	\$10,600
**HR/Administrative Coordinator	\$31,044	\$44,772	\$59,698	\$65,668	\$72,235	\$13,728
City Clerk/Finance	\$56,181	\$59,446	\$58,446	\$65,884	\$71,922	\$9,265
Utility Billing /Zoning Administrative Specialist	\$36,795	\$47,382	\$47,382	\$52,100	\$57,310	\$10,587
*Public Works Director	\$76,164	\$76,164	\$67,880	\$75,423	\$83,803	\$0
Water Superintendent/Asst. Public Works Director	\$65,667	\$65,667	\$58,472	\$64,969	\$72,188	\$0
Wastewater Superintendent	\$54,974	\$54,974	\$50,677	\$56,308	\$62,564	\$0
Street Superintendent	\$46,093	\$49,754	\$49,754	\$55,274	\$61,416	\$3,661
Public Works Utility Employee II	\$42,141	\$42,494	\$42,494	\$46,215	\$49,473	\$853
Public Works Utility Employee I	\$38,979	\$39,062	\$39,062	\$43,404	\$48,227	\$83
Public Works/Parks Employee	\$34,965	\$36,379	\$36,379	\$40,416	\$44,907	\$1,414
*Parks and Recreation Director	\$49,200	\$54,140	\$54,140	\$59,554	\$65,509	\$4,940
Recreation Coordinator	\$33,280	\$43,396	\$43,396	\$48,444	\$53,827	\$10,316
*Police Chief	\$62,200	\$65,100	\$65,100	\$73,813	\$82,014	\$2,900
Police Sergeant (first position)	\$53,872	\$56,765	\$56,763	\$63,636	\$70,707	\$2,891
Police Sergeant (second position)	\$53,872	\$56,763	\$56,763	\$63,636	\$70,707	\$2,891
Police Detective			\$53,111	\$61,234	\$68,038	NA
Police School Resource Officer			\$53,799	\$59,776	\$66,418	NA
Police Officer	\$45,157	\$52,478	\$52,478	\$58,318	\$64,798	\$7,321
Police Officer	\$45,157	\$52,478	\$52,478	\$58,318	\$64,798	\$7,321

FY 2019/2020

Position	Current HIA (FY19)	New HIA (FY20)	Low	Mid	Top
*City Administrator	\$98,078	*=New Salary Based on application of Matrix/Performance Info	\$99,843	\$110,937	\$123,264
**HR/Administrative Coordinator	\$44,772		\$60,773	\$66,850	\$73,535
City Clerk/Finance	\$59,446		\$60,516	\$66,568	\$73,224
Utility Billing /Zoning Administrative Specialist	\$47,382		\$48,235	\$53,058	\$58,364
*Public Works Director	\$76,164		\$69,302	\$76,780	\$85,311
Water Superintendent/Asst. Public Works Director	\$65,667		\$59,525	\$66,139	\$73,487
Wastewater Superintendent	\$54,974		\$51,589	\$57,321	\$63,690
Street Superintendent	\$49,754		\$50,650	\$56,269	\$62,521
Public Works Utility Employee II	\$42,494		\$43,259	\$47,047	\$50,364
Public Works Utility Employee I	\$39,062		\$39,765	\$44,186	\$48,095
Public Works/Parks Employee	\$36,379		\$37,034	\$41,144	\$45,715
*Parks and Recreation Director	\$54,140		\$55,115	\$60,626	\$66,689
Recreation Coordinator	\$43,396		\$44,381	\$49,316	\$54,796
*Police Chief	\$65,100		\$66,272	\$75,141	\$83,490
Police Sergeant	\$56,763		\$57,785	\$64,782	\$71,980
Police Detective			\$56,054	\$62,336	\$69,263
Police School Resource Officer			\$54,758	\$60,852	\$67,613
Police Officer	\$52,478		\$53,423	\$59,368	\$65,964

FY 2020/2021

Position	Current HIA (FY20)	New HIA (FY21)	Low	Mid	Top
*City Administrator	*=New HIA FY21 column from above		\$101,740	\$113,045	\$125,606
**HR/Administrative Coordinator			\$61,927	\$68,120	\$74,932
City Clerk/Finance			\$61,666	\$67,832	\$74,616
Utility Billing /Zoning Administrative Specialist			\$49,151	\$54,066	\$59,473
*Public Works Director			\$70,415	\$78,239	\$86,932
Water Superintendent/Asst. Public Works Director			\$60,656	\$67,395	\$74,884
Wastewater Superintendent			\$52,569	\$58,410	\$64,900
Street Superintendent			\$51,612	\$57,338	\$63,709
Public Works Utility Employee II			\$44,081	\$47,941	\$51,820
Public Works Utility Employee I			\$40,521	\$45,025	\$50,028
Public Works/Parks Employee			\$37,737	\$41,926	\$46,584
*Parks and Recreation Director			\$56,162	\$61,778	\$67,956
Recreation Coordinator			\$45,224	\$50,253	\$55,837
*Police Chief			\$67,531	\$76,569	\$85,077
Police Sergeant			\$58,883	\$66,013	\$73,347
Police Detective			\$57,160	\$63,521	\$70,579
Police School Resource Officer			\$55,799	\$62,008	\$68,898
Police Officer			\$54,438	\$60,496	\$67,218

* Salaried Employees

**Salary range reflects the position at a full-time level and is scaled appropriately for 3/4 time in recommendations.

&Parks and Rec Director salary is currently \$46,189, but will be \$49,200 after probationary period.

**City of Huxley Compensation Policy
Exhibit C**

(Please see attached.)

City of Huxley Compensation Policy

Exhibit D

Longevity Payment

The city will pay the following amounts annually for service tenure based on the total tenure with the city as a permanent employee working at least three-quarter time. Payments will be made in a separate check in lump sum on November 1st of each year *after* the service milestone has been met.

Longevity based on continuous service	Total Amount
After 5 years through after 9 years	\$400
After 10 years through after 14 years	\$800
After 15 years through after 19 years	\$1,200
After 20 years through after 24 years	\$1,600
After 25 years	\$2,000

Credential Incentive

The Credential Incentives payments in the following amounts to employees who have attained the following credentials, as long as those credentials exceed the minimum requirements of the position, are job-related, and payment for the credential is approved by the City Administrator prior to the attainment. Payments will be made as a one-time adjustment to an employee's regular paycheck *after* the credential has been achieved.

Certification Payments	Total Amount
Water Treatment, Grade I	\$300
Water Treatment, Grade II	\$600
Water Treatment, Grade III	\$900
Water Treatment, Grade IV	\$1,200
Water Distribution, Grade I	\$300
Water Distribution, Grade II	\$600
Water Distribution, Grade III	\$900
Water Distribution, Grade IV	\$1,200
Wastewater Treatment, Grade I	\$300
Wastewater Treatment, Grade II	\$600
Wastewater Treatment, Grade III	\$900
Wastewater Treatment, Grade IV	\$1,200
Wastewater Lagoon I	\$600
Wastewater Lagoon II	\$900
Herbicide Control	\$250
ICC Certifications	\$500
Fundamental Payroll Certification (FPC)	\$300
Certified Payroll Professional (CPP)	\$600
Professional in Human Resources (PHR)	\$300
Senior Professional in Human Resource (SPHR)	\$600
Project Management Professional (PMP)	\$600
Certified Administrative Professional (CAP)	\$600
IMFOA Certification	\$600
ICMA-CM	\$600
Permit Technician	\$300

Planning Credential (AICP)	\$600
Zoning Inspector	\$600
Certified Fitness Trainer (CFT)	\$300
Youth Fitness Trainer (YFT)	\$300

Memorandum

October 16, 2018

To: The Honorable Mayor and Council Members

From: John Haldeman, City Administrator

RE: Salary Market Study

As you know, the City of Huxley contracted services to conduct a Market Study Pricing study for the three-quarter time and full-time positions for the City of Huxley. The has been completed. For each role, the job descriptions were evaluated and updated to ensure they reflected the current and actual work of the position. Position description content was reviewed with staff members and city leadership. Position descriptions were also used to match knowledge, skills, and duties with comparables for each of the positions. Position descriptions were available for each of the roles analyzed.

Market data was analyzed for the following positions:

1. City Administrator
2. Administrative Clerk/AP/HR Coordinator (recommended to be renamed as HR/Administrative Coordinator)
3. City Clerk
4. Utility Clerk/zoning Secretary/Deputy City Clerk (recommended to be renamed Utility Billing/Zoning Assistant)
5. Parks and Recreation Director
6. Administrative Assistant (recommended to be renamed to Recreation Coordinator)
7. Police Chief
8. Police Sergeant
9. Police Detective
10. Police School Resource Officer
11. Police Officer
12. Public Works Director
13. Water Superintendent/Assistant Public Works Director
14. Wastewater Superintendent
15. Street Superintendent
16. Public Works Utility Employee II
17. Public Works Utility Employee I
18. Public Works Employee II – Parks

Please note that not all of the positions analyzed and reviewed are currently occupied.

Market comparisons were drawn from 15 organizations selected on the basis of size, growth rate, proximity to larger metropolitan areas, and cost of living. Emphasis was placed on cities with rapid growth rates in close proximity to larger cities as well as communities with whom Huxley would compete for the labor pool. Compensation data was collected for multiple job titles. Job titles varied and ultimate comparisons were drawn based on the duties in the descriptions and the skills needed to perform those duties successfully.

Both the average and the median values were analyzed. The average is a helpful comparison but can also be affected by extreme values. The median is the midpoint with half of the responses are above that number and half fall below. The median was used for determining viable salary ranges as it excludes any swings in salary ranges from other organizations and accounts for extreme highs or extreme lows.

A series of individual employee meetings were held to review position descriptions. Based on the feedback from the employees in the positions, revised descriptions were developed and submitted to city leadership for review and additional refinement. Subsequent meetings were held with leadership to ensure descriptions are fully accurate. As part of the review process, there are a few positions whose titles no longer fit the duties as the responsibilities and tasks of the positions had grown or changed. Title changes were recommended for those positions and are included in the updated position descriptions.

After analyzing and updating the position descriptions, positions were matched against comparable positions in other organizations. Many positions have forthright comparables, such as Police Officer. A Police Officer in one community generally has the same responsibilities as a Police Officer in other communities. The position descriptions that require a deeper dive are a few in the administration area. Cities tend to organize their administrative offices differently based on size and staffing levels. For that reason, the comparables for two of the administrative positions were composites of multiple positions, based on the amount of time spent on certain tasks.

A series of meetings were held with city leadership, the Personnel Committee, and the full Council in a study session. Attached is a resolution adopting a Compensation Policy for the City of Huxley. The recommendation is to adopt the policy as presented.

ADMINISTRATIVE BUSINESS

John Haldeman

From: John Haldeman
Sent: Friday, October 12, 2018 9:02 AM
To: John Haldeman
Subject: FW: Video Estimate

-----Original Message-----

From: B & G Productions <bgvideoproductions@gmail.com>
Sent: Monday, October 8, 2018 8:36 AM
To: John Haldeman <jhaldeman@huxleyiowa.org>
Subject: Video Estimate

Hi John,

It was nice talking with you last week about updating the promotional video for Huxley. I'm glad the original video has been helpful...looking forward to working with you to get it updated.

As we discussed last week, I don't think we need to "start over" with the video, but we'll certainly want to get a new interview to replace Kreg Tool...and Huxley definitely has a new "look" in many areas of the community. So, it would be good to get an interview with a new business and also get some shots from inside that business (like we had with Kreg Tool) to show manufacturing taking place and a workforce in action.

Then, we would also plan to get other video shots from around town (Blue Sky Commons, housing developments, etc...) and from above with a drone so we can update the overall look of the video.

The cost estimate for updating the video is as follows:

Video Shoots: \$1,500

- Includes shooting new interview at different business, and getting shots from inside that facility. Also, new video shots around town, from the ground and with a drone.

Video Edit: \$ 1,000

- Includes replacing the current business comments in the video with new comments from a fresh interview...also includes updating the video with fresh video shots from around the community. In the original version, you also provided several pictures from around the community that we incorporated into the production. If you have new images that you can provide us, we can also update that "look" in the video.

So, total estimate to produce an updated promotional video for Huxley would be: \$2,500. We enjoyed working with you on the original production...looking forward helping again as we get it updated.

Thanks,

-Rod Bodholdt

B&G Productions, Inc.

PS - our fall weather still isn't cooperating much! I know you mentioned that having an update next spring is fine on your end, and we might end up on that timeline. If it ever dries up and looks like fall, we'll try to grab video shots then...we'll just have to see how it goes. But, we can do an interview with a new business and get shots inside the facility any time this winter/early spring - - so, just keep us posted on when that might work out.