



CITY COUNCIL MEETING NOTICE

ZOOM MEETING-INFORMATION Join Zoom Meeting

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TUESDAY JANUARY 12, 2021 6:00 P.M.

AGENDA

1. **ROLL CALL**
2. **APPROVE AGENDA AS PRESENTED AND/OR AMENDED**
3. **PRESENTATION/RECOGNITION**
4. **PUBLIC COMMENT (5 MINUTE TIME LIMIT FOR ITEMS NOT ON THIS AGENDA)**
5. **PUBLIC HEARINGS**
6. **CONSENT AGENDA – *These are routine business items and will be acted upon by one Roll Call Vote without separate discussion unless a Councilmember or citizen requests an item to be removed or considered separately.***
 - a. Approve Minutes from December 22, 2020 Regular Meeting
 - b. Approve Payment of Bills
 - c. Approve Alcohol Permit for Casa Azteca
 - d. Approve Fire Chief, Deputy Chief of EMS and Deputy Fire Chief to Huxley Fire Rescue Department
 - e. Approve Mayor Appointments to Economic Development, Personnel and Community Outreach Committees
 - f. Approve Resolution No. 21-001 Agreement with Iowa Department of Transportation for Surface Transportation Block Grant (STBG) Funds for the East 1st Street Project
 - g. Approve Resolution No. 21-002 Amendment to Purchasing Policy
 - h. Approve Resolution No. 21-003 Agreement with Veenstra & Kimm, Inc. for a Community Water System Risk & Resilience Assessment
7. **BUSINESS ITEMS**
8. **INFORMATIONAL ITEMS**
9. **CITY ADMINISTRATOR AND DIRECTOR REPORTS**
10. **MAYOR AND COUNCIL REPORTS**
11. **ADJOURNMENT**

12. WORKSESSION FY21/22 Budget Process

- a. Debt Book Overview/2016 G.O. Refunding Bond/ Budget 101 (Treasurer's Report, Annual Flow of Funds, Reconciliation)

UPCOMING WORK SESSION TOPICS

Continue FY 21/22 Budget and Capital Improvement Plan
Continued Integration of Goal Setting Priorities
Sidewalk Infill Program, Trails Master Plan and City-Wide Maintenance Policy
Zoning Ordinance Review and Amendments
Main Avenue Revitalization
Other Topics of Interest to Mayor and Council

For more information on this and other agenda items, please call the City Clerk's Office at 515-597-2561 or visit the Clerk's Office, City Administration Building at 515 N. Main Ave. Council agendas are available to the public at the City Clerk's Office on Monday morning preceding Tuesday's council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email.

HUXLEY CITY COUNCIL MEETING MINUTES

Tuesday, December 22, 2020

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 held a Zoom meeting on the above date pursuant to rules of the council, notice posted at City Hall and onto website. Mayor Deaton called the meeting to order at 6:04 pm.

ROLL CALL: Kuhn, Roberts, Easter, Mulder, Peterson

AGENDA APPROVAL: Motion by Easter, second by Roberts to approve agenda as presented. Roll Call: Kuhn, Roberts, Easter, Mulder, Peterson voted yes. Motion carried.

CITY STAFF PRESENT: Rita Conner – City Administrator, Jolene Lettow – City Clerk, Heather Denger – Parks and Recreation Director, Gerry Stoll – Police Chief, Todd Moomaw – Fire Chief

CONSULTANTS PRESENT: Forrest Aldrich– city engineer, Nick Sorenson and Brenda Dryer – Ames Economic Development

PUBLIC COMMENT: Erik Charter, Jensen Group representative, asked council to consider lowering the current percentage of funds that are allocated towards the Low to Moderate Income (LMI) Fund on the Westview development agreement.

CONSENT AGENDA:

Motion by Kuhn, second by Peterson to approve Consent Agenda w Item (f) Pulled as a Separate Item.

- a. Minutes from December 8 Council Meeting
- b. Payment of Bills
- c. Resolution No. 20-120 Payment Application No. 5 Heart of Iowa trail Project
- d. Approve Resolution No. 20-121 Agreement Addendum with IDOT for East 1st Street Project
- e. Approve Resolution No. 20-122 Reappointment of Members to Central Iowa Transportation Planning Alliance (CIRPTA)
- f. *Pulled from Consent Agenda and Moved to Separate Item: Resolution No. 20-123 Amendment to Procurement Policy*
- g. Approve Resolution No. 20-124 Agreement with Allendar Butze Engineers, Inc for Water Treatment Plant Expansion Project
- h. Approve Appointment to Huxley Fire & Rescue Services Department

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

Motion by Roberts, second by Mulder to table Resolution No. 20-123 on Amendment to Procurement Policy.

Councilman Kuhn asked to wait on approving resolution to get more details on revisions. Roll Call: Roberts, Kuhn, Easter, Mulder, Peterson voted yes. Motion carried.

Claims:

ACCUJET LLC	CLEANING OF MAINLINE & LIFTS	10,660.00
ALLIANT ENERGY	GAS AND ELECTRIC	10,548.26
AMES FORD LINCOLN	TPMS SENSOR FOR 2016 FORD	83.62
ANKENY SANITATION	CITY BUILDINGS TRASH PICKUP	257.94
ARNOLD MOTOR SUPPLY	CORE CREDIT	147.89
AWS SERVICE CENTER	FD TRASH PICKUP	25.68
BAKER & TAYLOR ENTERTAINME	BOOKS	575.36
BLM ENTERPRISES	GIS SERVICES AND CONSULTING	2,036.25
BOLAND RECREATION	PLAT STRUCTURE AT NORD KALSEM	11,023.00
BOOK SYSTEMS, INC.	ATRIUM & EZCAT ANNUAL CONTRACT	595.00
BOOT BARN, INC.	UNIFORM PARTS - HANKS	238.26
BRICK GENTRY P.C.	DEVELOPMENT	4,107.50
BUD'S AUTO REPAIR INC	REPAIR TIRES ON PD VEHICLE	1,205.45
CAPITAL SANITARY SUPPLY CO	JANITORIAL SUPPLIES	90.93
CARDMEMBER SERVICE	SEE ATTACHED	7,446.82
CATHY VANMAANEN	REIMBURSEMENT FOR BAM PURCHASE	6.29
CENTER FOR CREATIVE JUSTIC	DONATION	100.00
COMPASS BUSINESS SOLUTIONS	COARSE ROCK SALT	0.00

COMPASS MINERALS AMERICA	COARSE ROCK SALT	3,634.55
COMPUTER RESOURCE SPECIALI	IT WORK ON COMPUTERS	652.50
CONCRETE TECHNOLOGIES	560TH STREET PAVING-PAY #3	1,090,156.69
CONSUMERS ENERGY	GAS AND ELECTRIC	9,335.32
DEWEY FORD	NEW POLICE VEHICLE	33,890.00
DOLLAR GENERAL-REGIONS 410	JANIITORIAL SUPPLIES	160.35
DORSEY & WHITNEY LLP	2020 GO CP BONDS	13,067.00
FREIGHTLINER OF DES MOINES	ENGINE REPAIRS ON FIRE TRUCK	682.65
G & L CLOTHING	UNIFORM PARTS- STRUMPFER	305.95
GALLS, LLC- DBA CARPENTER	UNIFORM PARTS FOR OFFICER	608.15
GCMOA	ANNUAL MEMBERSHIP	25.00
GREENLAND HOMES	BUILDING PERMIT DEPOSIT REFUND	1,000.00
HALLETT MATERIALS	TONS OF ICE CONTROL SAND	613.90
HAWKEYE TRUCK EQUIPMENT	CUTTING EDGES AND BOLTS	464.00
HAWKINS, INC.	WATER TREATMENT CHEMICALS	1,737.21
HENDERSON PRODUCTS, INC.	BRACKETS FOR SANDER	45.07
HOKEL MACHINE SUPPLY	TORCH TIPS, ACETYLENE TANK	107.23
HOMES BY ADVANTAGE LLC	BUILDING PERMIT DEPOSIT REFUND	1,000.00
HUXLEY COMMUNICATIONS COOP	PHONE, INTERNET, CABLE	1,419.87
I.S.C.I.A.	ISCIA ANNUAL CONFERENCE	300.00
IMAGE TREND	ANNUAL FEE	655.64
INTEGRATED PRINT SOLUTIONS	STOCKING CAPS FOR PUBLIC WORKS	210.00
INTERNAL REVENUE SERVICE	FED WITHOLDING TAX	12,300.23
INTERSTATE BATTERIES	BATTERY FOR '08 1500	113.95
IOWA DOT	RETURN OF TOWELS	1,547.48
IOWA EMERGENCY MEDICAL SER	IEMSA MEMBERSHIP	100.00
IOWA FIREFIGHTERS ASSOCIAT	AFFILIATED MEMBERSHIP	322.00
J.A. KING	METTLER SCALE CALIBRATION	125.00
JEREMY J. ARENDS	NOVEMBER TREASURER'S REPORT	80.00
JOHNSTONE SUPPLY	FILTERS FOR STOP LIGHT CABINET	24.48
KEMPKER'S TRUE VALUE AND R	SEE ATTACHED	255.49
LEXIPOL LLC	ANNUAL LAW ENFORCEMENT MANUAL	2,204.48
LIBERTY READY MIX	CONCRETE FOR 560TH PROJECT	520.00
MANATTS	MIX FOR CEDAR LANE PATCHWORK	885.59
MARCO, INC.	B/W AND COLOR COPIES	674.01
MARTIN MARIETTA MATERIALS	CLEAN AND ROAD STONE	732.80
MCFARLAND CLINIC	DR. FLUGRAD CONSULTING	100.00
MOODY ELECTRIC, INC.	PD CALL BOX REPAIR	669.99
MUNICIPAL SUPPLY	COMPRESSION & PLUG	1,545.12
NCL OF WISCONSIN, INC.	BOD SEED	112.33
NEW CENTURY FS INC	UNLEADED FUEL	941.39
NICKOLAY CONSULTING, LLC	MONTHLY IT SUPPORT	115.00
OTIS ELEVATOR COMPANY	MAINT. SERVICE 12/1/20-2/28/21	225.30
OXEN TECHNOLOGY	MICROSOFT 365 & EXCHANGE	511.50
PCC AN AMBULANCE BILLING S	OCTOBER AMBULANCE BILLING	603.40
PEPSI-COLA	VENDING PRODUCT	347.92
PLUMB SUPPLY	UNION CHECK VALVES	155.58
PRAETORIAN DIGITAL	POLICE ONE ACADEMY	1,214.58
PREMIER	COPIER MAINTENANCE AGREEMENT	64.82
ROBB, BETTY	REIMBURSEMENT	148.73
SAFE BUILDING COMPLIANCE &	BUILDING INSPECTIONS	15,734.31
SLATER ANIMAL HOSPITAL	BOARDING STRAYS	281.78
SPRAYER SPECIALTIES INC.	MALE BANJO COUPLER	13.70
STAPLES BUSINESS CREDIT	6 CHAIRS FOR COUNCIL & SUPPLIE	1,848.86
STORY COUNTY EXTENSION	TRAINING	140.00
TASC	FSA BENEFIT FUNDS DUE 12/7/20	597.89
TASC - CLIENT INVOICES	JAN FLEX FEES & RENEWAL FEE	185.82
TRI COUNTY TIMES	ANNUAL SUBSCRIPTION	46.00
TRICKLE'S L.L.C.	TIRES FOR CHEVY	567.95
U.S. BANK EQUIPMENT FINANC	COPIER LEASE	101.68
U.S. CELLULAR	AMBULANCE CELL PHONES	90.44
USA BLUEBOOK	DIPPER & SPIGOT	235.81
VAN-WALL EQUIPMENT INC.	PARTS FOR SNOW PLOW	851.15
VEENSTRA & KIMM, INC.	560TH AVE. PAVING - CONSTR.	61,810.26
VERIZON WIRELESS	PD CELL PHONES & MDTs	161.49
WINDSTREAM IOWA COMMUNICAT	DISPATCH PHONES	79.71
PAYROLL		55,021.54

001	General Fund	70,557.33
002	Library	3,254.78
003	Recreation	2,229.25
004	Fire and Rescue	271.66
014	Ambulance	940.77
110	Street	5,144.99
339	560 th Avenue Paving	1,090,676.69
398	DeRecho Storm	1,537.68

600	Water	9,812.44
610	Sewer	21,334.63
	Grand Total	\$1,260,781.76

CITY ADMINISTRATOR AND DIRECTOR REPORTS:

- City engineer reported that the 560th project still had some cleanup items before completion and final plans/specs would be ready for the E. 1st Street project bid opening in two months
- Parks and Recreation Director informed council that skating rink would be ready within the week
- Fire Chief reported that final inspection had been completed on new Mexican restaurant

ADJOURNMENT: Motion - Kuhn, second - Mulder to adjourn meeting at 6:25pm. 5 ayes, 0 nays. Motion carried.

WORKSESSION: Discussion held on the following topics:

2020 Goal Setting Session Overview

Tax Increment Finance Policy and Analysis

Highway 69 ROW Treatment between Centennial and 306th Avenue

ADJOURNMENT: Motion - Easter, second - Mulder to adjourn meeting at 7:34pm. 5 ayes, 0 nays. Motion carried.

Attest:

Kevin Deaton, Mayor

Jolene R. Lettow, City Clerk

1-12-21 Council Claims

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	ADAM JABLONSKI	CIRL BASKETBALL	\$ 50.00
3	AFLAC	AFLAC	\$ 216.96
4	ALLIANT ENERGY	GAS & ELECTRIC	\$ 11,030.38
5	ANKENY SANITATION	CITY BUILDING GARBAGE REMOVAL	\$ 257.94
6	ARNOLD MOTOR SUPPLY	GAL OF DEF & BOX OF GLOVES	\$ 48.35
7	BOUND TREE MEDICAL	AMBULANCE SUPPLIES	\$ 325.99
8	BRETT & JENNY BENEDICT	CIRL BASKETBALL	\$ 50.00
9	BRICK GENTRY P.C.	LEGAL FEES	\$ 1,350.00
10	CALLAHAN MUNICIPAL CONSULT	COUNCIL GOAL SETTING SESSION	\$ 1,300.00
11	CINTAS CORPORATION	MEDICINE CABINET	\$ 70.45
12	COMPASS MINERALS AMERICA	COARSE ROCK SALT	\$ 3,737.23
13	CORE & MAIN LP	PARTS FOR HYDRANT AT 560TH & E	\$ 209.62
14	DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	\$ 1,490.22
15	EBS	MEDICAL INSURANCE	\$ 17,056.25
16	EDWARD JONES	IRA	\$ 250.00
17	EMERGENCY MEDICAL PRODUCTS	AMBULANCE SUPPLIES	\$ 550.00
18	ERIN LUENSE	FALL 2020 YOGA INSTRUCTOR	\$ 194.31
19	FIDELITY SECURITY LIFE	VISION INS	\$ 300.63
20	GALLS, LLC- DBA CARPENTER	PD UNIFORM PARTS	\$ 104.98
21	GATEHOUSE-DB IOWA HOLDINGS	LEGAL PUBLICATIONS	\$ 357.33
22	GENERAL INSURANCE AGENCY	SLUDGE TRUCK & PD VEHICLE	\$ 552.00
23	GERALD CALIGIURI	REIMBURSEMENT FOR SUPPLIES	\$ 92.15
24	GLENDA OKLAND	NORD KALSEM RENTAL REFUND	\$ 60.00
25	HACH COMPANY	WATER & WASTEWATER CHEMICALS	\$ 839.91
26	HOKEL MACHINE SUPPLY	FITTINGS FOR DUMP TRUCK	\$ 342.87
27	HUXLEY COMMUNICATIONS COOP	PHONE, CABLE, INTERNET	\$ 1,420.41
28	INDEPENDENT SALT	SALT FOR SNOW REMOVAL	\$ 1,771.99
29	INTEGRATED PRINT SOLUTIONS	YOUTH BASKETBALL JERSEYS	\$ 2,420.00
30	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 15,924.55
31	INTOXIMETERS, INC.	ALCO SENSOR FOR NEW PD VEHICLE	\$ 395.00
32	IOWA DEPARTMENT OF PUBLIC	TERMINAL BILLING - NCIC	\$ 300.00
33	IOWA DOT	JANITORIAL SUPPLIES	\$ 199.26
34	IOWA EMERGENCY MEDICAL SER	ANNUAL MEMBERSHIPS	\$ 180.00
35	IOWA LAW ENFORCEMENT ACADE	ADMINISTRATIVE FEE	\$ 125.00
36	IOWA TOTAL CARE OF IOWA	AMBULANCE OVERPAYMENT	\$ 184.77
37	IPERS	IPERS	\$ 18,795.24
38	JAK RESCUE	HEAVY DUTY LIFTING HARNESS	\$ 800.00
39	JAMIE & VERA COLVIN	CIRL BASKETBALL	\$ 60.00
40	JEFF & LINDSAY CLEMENT	CIRL BASKETBALL	\$ 60.00
41	LINCOLN FINANCIAL GROUP	DISABILITY & LIFE INSURANCE	\$ 1,261.04
42	LOWE'S	PVC PIPES AND MISC.	\$ 33.77
43	MAGGIE ANTHONY	CIRL BASKETBALL	\$ 50.00
44	MARCO, INC.	REMOTE TROUBLESHOOTING	\$ 77.50
45	MARK & KARI DEYOUNG	CIRL BASKETBALL	\$ 50.00
46	MARY GREELEY MEDICAL CENTE	BLOOD COLLECTION	\$ 38.25

1-12-21 Council Claims

	A	B	C
47	MASON ADAMS	CIRL BASKETBALL	\$ 50.00
48	MASS MUTUAL RETIREMENT SER	DEFERRED COMPENSATION	\$ 250.00
49	MEGAN BRENDLAND	REIMBURSE FOR EMT CERT & REG	\$ 160.00
50	MELANIE KRAUSE	CIRL BASKETBALL	\$ 50.00
51	MENARDS	SUPPLIES FOR NORD KALSEM	\$ 272.37
52	MID-STATES ORGANIZED CRIME	MEMBERSHIP DUES	\$ 100.00
53	MIDWEST WHEEL COMPANIES	LED BEACON FOR DUMP TRUCK	\$ 112.72
54	MISCELLANEOUS VENDOR	UTILITY REFUNDS	\$ 527.69
55	OXEN TECHNOLOGY	MICROSOFT 365 & EXCHANGE ONLINE	\$ 262.00
56	PAXXO (USA), INC.	BAG CASSETTES	\$ 520.29
57	PCC AN AMBULANCE BILLING S	NOVEMBER AMBULANCE BILLING	\$ 305.75
58	POSTMASTER	BULK POSTAGE	\$ 434.34
59	RACOM	RADIO FOR NEW PD VEHICLE	\$ 2,697.62
60	SAFE BUILDING COMPLIANCE &	BUILDING INSPECTIONS	\$ 14,919.54
61	SECRETARY OF STATE	NOTARY REGISTRATION	\$ 30.00
62	SIGN PRO	GRAPHICS FOR NEW PD VEHICLE	\$ 790.00
63	SNAPPY'S USED CARS & TRAIL	SNAPPY'S USED CARS & TRAILERS	\$ 3,035.00
64	TASC	FLEX BENEFIT PLANS	\$ 597.89
65	TASC - CLIENT INVOICES	FEBRUARY FLEX ADMIN FEES	\$ 69.82
66	TODD PETERSEN	BUILDING PERMIT DEPOSIT REFUND	\$ 1,000.00
67	TONYA BECKER	TRX FUSION INST	\$ 288.85
68	TRANE U.S. INC.	TROUBLESHOOT HEATING/COOLING	\$ 603.48
69	TREASURER, STATE OF IOWA	STATE WITHHOLDING	\$ 4,980.00
70	U.S. CELLULAR	AMBULANCE CELL PHONES	\$ 91.31
71	USA BLUEBOOK	METER LOCKS	\$ 175.91
72	VEENSTRA & KIMM, INC.	WATER TREATMENT PLANT EXPANSIO	\$ 18,049.25
73	VERIZON WIRELESS	CITY CELL PHONES	\$ 740.60
74	ZIEGLER INC	WIPER ARM AND GAS SHOCK	\$ 1,494.56
75	Payroll Expense		\$ 66,112.43
76	GRAND TOTAL		\$ 203,705.77
77			
78		FUND TOTALS	
79	001 GENERAL FUND	\$ 62,923.18	
80	002 LIBRARY	\$ 4,403.80	
81	003 RECREATION	\$ 7,526.95	
82	004 FIRE AND RESCUE	\$ 630.46	
83	014 AMBULANCE	\$ 3,447.29	
84	110 ROAD USE TAX	\$ 15,202.57	
85	339 560TH AVENUE PAVING	\$ 209.62	
86	600 WATER UTILITY	\$ 31,644.35	
87	610 SEWER UTILITY	\$ 11,605.12	
88	01 PAYROLL EXPENSE	\$ 66,112.43	
89	GRAND TOTAL	\$ 203,705.77	

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Huxley RECAP
December, 2020

<u>Account No.</u>	<u>Account Name</u>	<u>Statement No.</u>	<u>Balance Due</u>
15398.000	Municipal	341934	\$1,225.00
15398.001	Prosecutions	341937	\$37.50
15398.002	Fire and Rescue		
15398.003	Prairie Ridge		
15398.005	Litigation		
15398.006	Bond Claims		
15398.011	Planning & Zoning		
15398.012	Public Works		
15398.013	Police		
15398.014	Parks		
15398.015	Nuisance Abatement	341935	\$87.50
15398.016	HDC		
15398.017	Library		
15398.018	Development		
Total:			\$1,350.00

re



BRICK GENTRY P.C.

Attorneys & Counselors At Law
6701 Westown Parkway, Ste 100
West Des Moines, IA 50266

Telephone: 515 274-1450

Facsimile: 515 274-1488

City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: December 25, 2020
Statement No. 341934
Account No. 15398.000
Page: 1

Re: Municipal
ASB

Fees

12/02/2020	MSB	Correspondence with Rita Conner regarding employment issues.	75.00
12/03/2020	ASB	Review of correspondence and 2003 Sign Ordinance. Legal research regarding nonconforming sign matters. Correspondence regarding same.	100.00
12/04/2020	ASB	Review of correspondence regarding Lot 11 in HDC, sale to HuxComm. Correspondence regarding same.	37.50
	ASB	Review of correspondence from Rita Conner regarding same.	12.50
	MSB	Correspondence with Lisa Wheeler regarding employment issues; initial review of documents regarding same.	87.50
12/07/2020	MSB	Review of documents regarding employment issue; correspondence with Rita Conner regarding same.	75.00
12/08/2020	ASB	Review of 12/8/20 Council packet.	75.00
12/09/2020	MSB	Correspondence with Rita Conner regarding employment issue.	75.00
12/10/2020	ASB	Review of correspondence and final Flood Plain Ordinance.	25.00
	ASB	Review of correspondence and documentation from Rita Conner regarding Dollar General sign.	37.50
12/11/2020	ASB	Review of correspondence and documentation from Rita Conner regarding CMC matters.	62.50
	MSB	Correspondence with Rita Conner regarding employment issues; review of documentation regarding same.	125.00
12/14/2020	ASB	Review of correspondence and documentation regarding publication of flood plain ordinance. Legal research. Correspondence regarding same.	50.00

PC



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City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: December 25, 2020
Statement No. 341934
Account No. 15398.000
Page: 2

Re: Municipal

	ASB	Review of correspondence from Rita Conner regarding same. Correspondence with her.	25.00
	MSB	Correspondence with Rita Conner regarding employment issue.	37.50
12/15/2020	MSB	Correspondence with opposing counsel regarding litigation; correspondence with Rita Conner regarding same.	75.00
12/16/2020	MSB	Correspondence with Rita Conner and opposing counsel regarding litigation issues.	112.50
12/18/2020	ASB	Review of correspondence and draft Resolution Amending Procurement Policy from Rita Conner. Correspondence regarding same.	62.50
	ASB	Review of correspondence and 12/22/20 Counsel packet. Correspondence regarding same.	75.00
		For Current Services Rendered	1,225.00

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Amy Beattie	Attorney	4.50	\$125.00	\$562.50
Matt Brick	Attorney	5.30	125.00	662.50

Total Current Work 1,225.00

Previous Balance \$3,437.50

Payments

12/11/2020 Payment -3,437.50

Balance Due \$1,225.00

Thank you.

RC



BRICK GENTRY P.C.

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City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: December 25, 2020
Statement No. 341935
Account No. 15398.015
Page: 1

Re: Nuisance Abatement
ASB

Fees

12/14/2020	ASB	Review of correspondence regarding [REDACTED] Autos. Correspondence regarding same.	37.50
12/15/2020	ASB	Review of correspondence regarding [REDACTED] Auto. File review regarding last report by Safe Building. Correspondence regarding same.	50.00
		For Current Services Rendered	87.50

Recapitulation

Timekeeper
Amy Beattie

Title
Attorney

Hours
0.70

Rate
\$125.00

Total
\$87.50

Total Current Work	87.50
Previous Balance	\$125.00

Payments

12/11/2020	Payment	-125.00
	Balance Due	<u>\$87.50</u>

Thank you.

RC



BRICK GENTRY P.C.

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City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: December 25, 2020
Statement No. 341937
Account No. 15398.001

Page: 1

Re: Prosecutions
ASB

Fees

12/04/2020	AMS	Review email from counsel for [REDACTED] draft responsive emails; draft emails to Chief Stoll regarding release of gun to [REDACTED]	37.50
		For Current Services Rendered	37.50

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Allison Steuterman	Attorney	0.30	\$125.00	\$37.50
Total Current Work				37.50
Previous Balance				\$370.00

Payments

12/11/2020	Payment	-370.00
Balance Due		<u>\$37.50</u>

Your trust account #1 balance is

12/18/2020	Opening Balance	\$890.00
	Refund trust	
	PAYEE: City of Huxley	-890.00
	Closing Balance	<u>\$0.00</u>

Thank you.

RC

**Huxley RECAP
December, 2020**

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15398.005	Litigation		
15398.006	Bond Claims		
15398.011	Planning & Zoning		
15398.012	Public Works		
15398.013	Police		
15398.014	Parks		
15398.015	Nuisance Abatement	341935	\$87.50
15398.016	HDC		
15398.017	Library		
15398.018	Development		
Total:			\$1,350.00



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Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: December 25, 2020
Statement No. 341934
Account No. 15398.000
Page: 1

Re: Municipal
ASB

Fees

12/02/2020	MSB	Correspondence with Rita Conner regarding employment issues.	75.00
12/03/2020	ASB	Review of correspondence and 2003 Sign Ordinance. Legal research regarding nonconforming sign matters. Correspondence regarding same.	100.00
12/04/2020	ASB	Review of correspondence regarding Lot 11 in HDC, sale to HuxComm. Correspondence regarding same.	37.50
	ASB	Review of correspondence from Rita Conner regarding same.	12.50
	MSB	Correspondence with Lisa Wheeler regarding employment issues; initial review of documents regarding same.	87.50
12/07/2020	MSB	Review of documents regarding employment issue; correspondence with Rita Conner regarding same.	75.00
12/08/2020	ASB	Review of 12/8/20 Council packet.	75.00
12/09/2020	MSB	Correspondence with Rita Conner regarding employment issue.	75.00
12/10/2020	ASB	Review of correspondence and final Flood Plain Ordinance.	25.00
	ASB	Review of correspondence and documentation from Rita Conner regarding Dollar General sign.	37.50
12/11/2020	ASB	Review of correspondence and documentation from Rita Conner regarding CMC matters.	62.50
	MSB	Correspondence with Rita Conner regarding employment issues; review of documentation regarding same.	125.00
12/14/2020	ASB	Review of correspondence and documentation regarding publication of flood plain ordinance. Legal research. Correspondence regarding same.	50.00



BRICK GENTRY P.C.

Attorneys & Counselors At Law
6701 Westown Parkway, Ste 100
West Des Moines, IA 50266

Telephone: 515 274-1450
Facsimile: 515 274-1488

City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: December 25, 2020
Statement No. 341934
Account No. 15398.000
Page: 2

Re: Municipal

	ASB	Review of correspondence from Rita Conner regarding same. Correspondence with her.	25.00
	MSB	Correspondence with Rita Conner regarding employment issue.	37.50
12/15/2020	MSB	Correspondence with opposing counsel regarding litigation; correspondence with Rita Conner regarding same.	75.00
12/16/2020	MSB	Correspondence with Rita Conner and opposing counsel regarding litigation issues.	112.50
12/18/2020	ASB	Review of correspondence and draft Resolution Amending Procurement Policy from Rita Conner. Correspondence regarding same.	62.50
	ASB	Review of correspondence and 12/22/20 Counsel packet. Correspondence regarding same.	75.00
		For Current Services Rendered	1,225.00

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Amy Beattie	Attorney	4.50	\$125.00	\$562.50
Matt Brick	Attorney	5.30	125.00	662.50

Total Current Work 1,225.00

Previous Balance \$3,437.50

Payments

12/11/2020 Payment -3,437.50

Balance Due \$1,225.00

Thank you.



BRICK GENTRY P.C.

Attorneys & Counselors At Law
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West Des Moines, IA 50266

Telephone: 515 274-1450

Facsimile: 515 274-1488

City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: December 25, 2020
Statement No. 341935
Account No. 15398.015
Page: 1

Re: Nuisance Abatement
ASB

Fees

12/14/2020	ASB	Review of correspondence regarding Jerry's Autos. Correspondence regarding same.	37.50
12/15/2020	ASB	Review of correspondence regarding Jerry's Auto. File review regarding last report by Safe Building. Correspondence regarding same.	50.00
		For Current Services Rendered	87.50

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Amy Beattie	Attorney	0.70	\$125.00	\$87.50
	Total Current Work			87.50
	Previous Balance			\$125.00

Payments

12/11/2020	Payment	-125.00
	Balance Due	<u><u>\$87.50</u></u>

Thank you.



BRICK GENTRY P.C.

Attorneys & Counselors At Law
6701 Westown Parkway, Ste 100
West Des Moines, IA 50266

Telephone: 515 274-1450

Facsimile: 515 274-1488

City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: December 25, 2020
Statement No. 341936
Account No. 15398.013
Page: 1

Re: Police
ASB

Previous Balance \$150.00

Payments

12/11/2020 Payment -150.00

Balance Due \$0.00

Thank you.



BRICK GENTRY P.C.

Attorneys & Counselors At Law
6701 Westown Parkway, Ste 100
West Des Moines, IA 50266

Telephone: 515 274-1450

Facsimile: 515 274-1488

City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: December 25, 2020
Statement No. 341937
Account No. 15398.001
Page: 1

Re: Prosecutions
ASB

Fees

12/04/2020	AMS	Review email from counsel for Rademacher; draft responsive emails; draft emails to Chief Stoll regarding release of gun to Rademacher.	37.50
		For Current Services Rendered	37.50

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Allison Steuterman	Attorney	0.30	\$125.00	\$37.50

Total Current Work	37.50
Previous Balance	\$370.00

Payments

12/11/2020	Payment	-370.00
Balance Due	\$37.50	

Your trust account #1 balance is

12/18/2020	Opening Balance	\$890.00
	Refund trust	
	PAYEE: City of Huxley	-890.00
	Closing Balance	\$0.00

Thank you.

Applicant License Application ()

Name of Applicant: <u>Escorcia Corp</u>		
Name of Business (DBA): <u>Casa Azteca Mexican Restaurant</u>		
Address of Premises: <u>602 N US Hwy 69</u>		
City <u>Huxley</u>	County: <u>Story</u>	Zip: <u>50124</u>
Business	<u>(515) 710-8818</u>	
Mailing	<u>602 N US Hwy 69</u>	
City <u>Huxley</u>	State <u>IA</u>	Zip: <u>50124</u>

Contact Person

Name <u>Juan Hernandez</u>	
Phone: <u>(515) 710-8818</u>	Email <u>Casaaztecamexicanrestaurant@gmail.com</u>

Classification Class C Liquor License (LC) (Commercial)

Term:12 months

Effective Date: 01/04/2021

Expiration Date: 01/01/1900

Privileges:

Class C Liquor License (LC) (Commercial)

Outdoor Service

Sunday Sales

Status of Business

BusinessType: <u>Privately Held Corporation</u>	
Corporate ID Number: <u>XXXXXXXXXX</u>	Federal Employer ID <u>XXXXXXXXXX</u>

Ownership

Juan Hernandez

First Name: Juan

Last Name: Hernandez

City: Des Moines

State: Iowa

Zip: 50315

Position: Owner

% of Ownership: 100.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: <u>FARMERS INSURANCE EXCHANGE OF THE FARMERS INS</u>	
Policy Effective Date: <u>01/04/2021</u>	Policy Expiration <u>01/03/2022</u>
Bond Effective	Dram Cancel Date:
Outdoor Service Effective	Outdoor Service Expiration
Temp Transfer Effective Date	Temp Transfer Expiration Date:

COUNCIL COMMUNICATION

AGENDA HEADING:

Approve Fire Chief, Deputy Chief of EMS and Deputy Fire Chief to Huxley Fire Rescue Department

SUBMITTED BY: Rita Conner, City Administrator; Todd Moomaw, Chief Huxley Fire Rescue

SYNOPSIS:

On January 5, 2021, membership voted on candidates to fill the positions of Fire Chief, Deputy Fire Chief and Deputy Chief of EMS. The election results are as follows:

Fire Chief:	Todd Moomaw
Deputy Fire Chief:	Trent Meiners
Deputy Chief EMS:	Shane Griffin

Also elected:

Fire Department Secretary Megan Brendeland

Recommend Council approval of the officers and request waiver of the residency requirement to be within three miles of Huxley for Deputy Chief EMS Shane Griffin.

ADDITIONAL INFORMATION:

- Shane Griffin is a Des Moines Fire Department Senior Paramedic and was the only candidate for Deputy Chief of EMS. Shane currently resides in Nevada and his approval requires a waiver from City Council. Shane works an average of 20 hours a month on the ambulance and has responded when needed from home.

PREVIOUS COUNCIL ACTION(S):

- Per current City of Huxley Ordinance, election of officers is held on an annual basis and the officers are approved by Council.

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS

- The team of officers will lead operations for the department through 2021.

For more information on this and other agenda items, please call the City Clerk's Office at 515-597-2561 or visit the Clerk's Office, City Administration Building at 515 N. Main Ave. Council agendas are available to the public at the City Clerk's Office on Friday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email.

TODD MOOMAW

407 West Centennial Drive ♦Huxley, IA. 50124 ♦HM (515) 441-1717 ♦WK (515) 239-5416
tmooma@gmail.com

Experience	Firefighter , City of Ames, IA (March 2004-Present) Emergency response, prevent, suppress and investigate fires and hazardous situations, maintain equipment and tools, provide educational programs for the public. Fire Service Instructor I, Fire Service Officer 2, Driver Operator Aerial, Inspector I & EMT-Basic Certified
	Firefighter /EMT-Volunteer , City of Huxley, IA. (January 2018-Present) Emergency medical services, fire suppression.
	Training Specialist , Iowa Fire Service Training Bureau, Ames, IA. (August 2004- May 2018) Coordinate and deliver ICS classes, firefighting training. Administer firefighter certification skills and examinations
	Public Affairs Specialist , Iowa Air National Guard (September 1998-June 2014) Branch Training Monitor, Sexual Assault Victim Advocate, Base Web Site Administrator, Graphic design and photography, Awarded Air Force Commendation Medal & Air Force Achievement Medal
	Continuous Improvement Coordinator , Maytag, Newton, IA. (March 1999-March 2004) Supervised 10 employees. Certified LeanSigma Green Belt. Planned and facilitated continuous improvement activities. Developed and delivered Toyota Production System training. Utilized Six Sigma statistical tools to reduce process variation. \$400,000 cost reduction savings, 2002. Led problem solving & innovation Kaizen teams. 3 years participation Community Innovation Awards Committee
Education	Search & Rescue Aircrewman , U.S. Coast Guard (April 1994-July 1998) Supervised 2 enlisted aircrewman, reported to aircraft commander. Serviced and maintained HU-25 (Falcon 20) aircraft. Awarded Commandant's Letter of Commendation Ribbon & Good Conduct Medal.
	Bachelor of Arts, History Education (May 1990) University of Northern Iowa, Cedar Falls, IA.
	Fire Science Certificate , (December 2004) Des Moines Area Community College, Ankeny, IA
	Emergency Medical Technician – Basic (May 2002) Mercy School of Emergency Medical Services, Des Moines, IA
Organizations	Ames Professional Firefighters - member since 2004 Iowa Society of Fire Service Instructors - member since 2004 International Association of Arson Investigators - member 2006-2012 Veterans of Foreign Wars - member since 2006

SHANE GRIFFIN
19986 630th Ave
Nevada, Iowa 50201
515-290-1943
griffsd22@gmail.com

EDUCATION:

Windsor High School, Windsor, Colorado, May 1989.

Iowa State University, August 1996, Bachelors of Science of History.

Western New Mexico University, August 2013, Master of Interdisciplinary Studies in English and Writing.

Iowa State University, December 2018, Master of Fine Arts in Creative Writing.

US Department of Labor, July 2001, Journeyman Carpenter Certificate.

University of Iowa, August 2002, Paramedic Certification Program.

Iowa Fire Service Training Bureau, Various certifications pertaining to fire science and professional development.

MILITARY EXPERIENCE:

United States Marine Corps, Corporal, 1990-1992, Infantry, Anti-tank Assaultman.

Iowa Army National Guard, Sergeant, 1993-2006, Infantryman and Firefighting Crew Chief.

WORK EXPERIENCE:

Allied Construction, Journeyman Carpenter, June 1997-August2002

Construction of commercial buildings, steel framing, drywall application, acoustic ceiling installation. Required the use of various hand tools, operation of heavy equipment, reading blueprints, and supervision of construction crew.

Mullenbach Construction, Carpenter, March 2003-January 2013

Construction of commercial buildings, steel framing, drywall application, acoustic ceiling installation. Residential drywall application, finishing, and texturing. Required the use of tools, operation of heavy equipment, reading blueprints, and supervision of construction crew.

Iowa Fire Service Training Bureau, Field Staff Instructor, June 2002-present.

Conduct training and administer testing for firefighter throughout Iowa. Additional duties include developing courses and certifying firefighters to the standards set forth by the International Fire Service Accreditation Congress (IFSAC).

Des Moines Fire Department, Firefighter/Paramedic, August 2002-present.

Duties include station and equipment maintenance, fire inspections, training, public education, emergency medical responses, rescues and fire suppression. Experience includes rotation between fire suppression and Advanced Life Support. For 14 years, I was permanently assigned to the Des Moines Fire Department Technical Rescue Team, performing high-angle rope rescue, trench rescue, confined space rescue, heavy and light vehicle extrication and industrial rescue in Des Moines and surrounding communities. Ranks held with the DMFD: Firefighter (9 years), Fire Medic (4 years), Senior Fire Medic (4 years).

Huxley Fire Rescue, Firefighter/Paramedic, July 2018-present.

Duties include providing part-time staffing for Fire/EMS and Special Operations apparatus. Attend and assist in conducting training to volunteer firefighters and EMT's. Respond to emergencies and perform maintenance to vehicles and fire station facility.

VOLUNTEER EXPERIENCE:

Radcliffe Volunteer Fire Department, Captain, August 1998-June 2005

Supervise and train volunteer firefighters in structural, wildland firefighting operations. I also served as training officer for several years.

Radcliffe Ambulance Service, Paramedic, December 1999-June 2005

I started as an EMT-B and worked my way up to Paramedic. Provide EMS care and transport services to the community.

Story County Sheriff's Office, Volunteer Public Safety Diver, December 2008-August 2013.

Through the use of SCUBA, search and recovery victims of drowning or accidents and recovery of criminal evidence underwater. Maintain personal equipment, boat and vehicles provided by the Sheriff's Office.

TRENTON MEINERS

Trenton.meiners@zieglercat.com
201 East 4th street Huxley, IA
Cell-515-290-0410
Work-515-414-9691

EDUCATION

Iowa lakes Community College
Wind Energy and Turbine Technology A.A.S
US Army Warrior Leadership Course

EXPERIENCE

ZIEGLER CAT – FIELD SERVICE TECHNICIAN-JUNE 2018 TO PRESENT

- Using SIS and manufactures manuals I diagnosed and repaired various mechanical, electrical and pneumatic systems on a variety of rental equipment
- I setup and repaired various rental generators, compressors, heaters and air dryers at specified/customer locations and responded to after hour calls.
- Worked with customers to define scope of work/repairs/set up of rental equipment and scheduled services as needed
- Worked with members of the shop to demonstrate how different processes are preformed and assist with troubleshooting/repairs as needed
- Prepared accurate and complete work orders with descriptive notes and listing all parts used

US ARMY RESERVE- COMBAT MEDIC SPECIALIST- MOTOR TRANSPORTATION OPERATOR- MARCH 2011-TO PRESENT

- Operate all wheel vehicles and equipment over varied terrain and roadways
- Manage load, unload, and safety of personnel/ cargo being transported
- Instruct Soldier's on Combat Lifesaver/First Responder training
- Manage Soldier's medical readiness, medical supplies and equipment
- Develop junior enlisted in their duties and warrior skills.

GENERAL ELECTRIC RENEWABLE ENERGY-WIND FIELD SERVICES TECHNICIAN

- Utilize schematics to isolate and repair single/three phase, direct current and high voltage electrical systems.
- Troubleshoot electrical/mechanical malfunction's involving digital input/output cards, fiber-optic communications, and reprogramming of PLC'S.
- Experience in the use of torque and tensioning tools and applied procedures and specifications for torque and tension values required on bolts throughout the turbine.
- Preform all safety, environmental, and regulatory inspections according to company policies/procedures

CERTS

- Class A CDL
- Rigger 1 Certification CCO
- CPR/ First Aid Certified
- High Voltage Switching and Awareness Training
- NFPA 70E
- Firefighter 1 and Instructor 1

TYPE PERSONAL NAME

Megan L. Brendeland

506 N 2nd Ave

Huxley, IA 50124

515-240-0165

Megs475@hotmail.com

Education

DMACC- Ankeny, IA 12/2008

Associates in Business Administration

CAN- 150hrs 08/2004

Ankeny High School- Ankeny, IA 05/2004

Experience

Huxley Fire Rescue 08/2019-Current

- Volunteer Fire Fighter
- First Responder
- Inventory of personnel equipment
- Any needed tasks within the department
- SOG Committee
- Outreach Committee

Self- Employed, Cleaning Business 1/2012-Current

- Operates personal cleaning business for homes and businesses
- General cleaning task

COUNCIL COMMUNICATION

AGENDA HEADING:

Mayor Appointments to Economic Development, Personnel and Community Outreach Committees

SUBMITTED BY: Kevin Deaton, Mayor; Rita Conner, City Administrator

SYNOPSIS:

Mayor Deaton appoints members to the Economic Development, Personnel and Community Outreach Committees as follows:

Economic Development: Nathan Easter, David Kuhn

Personnel: Rick Peterson, Greg Mulder

Community Outreach: Mayor Kevin Deaton, Tracey Roberts

FISCAL IMPACT: NO

ADDITIONAL INFORMATION:

- The Council Committees are a valuable resource to City Administrator, Mayor and ultimately full Council for focused discussion and evaluation of specific subjects.
- The Council Committees provide a forum that can enhance the knowledge base of the team and provide clear summaries of committee work for full Council and the public.
- The creation of a Community Outreach Committee is an added means for elected officials to connect with the public and provide ideas, concepts and concerns forward for discussion, and also to provide an enhanced ability for messaging the goals and priorities of Council to the community.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- Monthly meetings through 2021 with City Administrator and Mayor
- Meetings and work will focus on the subject matter designated to each committee and on integration with City Council goals from the December 2020 goal setting session.

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COUNCIL COMMUNICATION

AGENDA HEADING:

Approving Agreement with Iowa Department of Transportation for Surface Transportation Block Grant Funds (STBG) for the East 1st Street Reconstruction Project

SUBMITTED BY: Rita Conner, City Administrator

SYNOPSIS:

The East 1st Street Reconstruction Project was submitted in two phases for Surface Transportation Block Grant (STBG) funds from the Iowa Department of Transportation (IDOT).

The project is the reconstruction of East 1st Street including removal and replacement of the roadway, storm sewers and drives. The project, originally intended to be conducted in two phases, will be conducted as one project, avoiding repeated impact to residential, business and emergency vehicle travel.

Additional information is below and in the attachments.

FISCAL IMPACT:

Amount: \$795,840 is the cost estimate for the project going into the March 2021 bid letting.

Funding Source: City of Huxley, fund and account code to be established by the City Clerk/Finance Officer.

ADDITIONAL INFORMATION: YES

- Total project cost for the combined Phase I and Phase II sections of East 1st Street is \$795,840. Revenues for the project include \$365,000 in funding from CIRTPA (Central Iowa Regional Transportation Planning Agency) and \$426,000 in local funds provided in part by the May 2020 bond issuance for 560th, Heart of Iowa Nature Trail and the East 1st Street project, and in part by FY 21/22 Road Use Tax (RUT).
- Bid letting for the project will occur in Spring 2021 with work initiated after July 1, 2021.

PREVIOUS COUNCIL ACTION(S): YES

A separate agreement with V & K was previously approved by Council for engineering services for the East 1st Street Project and an agreement was approved with IDOT for Part 1 of the project.

BOARD/COMMISSION ACTION(S): NONE

CITY ADMINISTRATOR RECOMMENDATION: APPROVAL

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- Approval of the project design by IDOT

COUNCIL COMMUNICATION

- Preparation of bid materials for letting of the project and public hearing
- Council approval of recommended contractor and related documents
- Construction of the project
- Final inspection of the improvements and Council acceptance of the project

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RESOLUTION NO. 21-001

**RESOLUTION APPROVING AGREEMENT WITH THE IOWA DEPARTMENT OF
TRANSPORTATION FOR THE EAST 1ST STREET PROJECT HIGHWAY 69 TO
PARKRIDGE AVENUE**

WHEREAS, the City of Huxley entered into an agreement with the Iowa Department of Transportation (IDOT) for Surface Transportation Block Grant Program Federal-Aid Swap Project (STBG SWAP) funds for Part 1 of the East 1st Street Project and;

WHEREAS, a second application for funding was submitted for Part 2 of the project and the work was subsequently combined into one project under one contract but with two separate funding agreements and;

WHEREAS, this resolution provides for approval of an agreement with IDOT for the East 1st Street funding from the Part 2 application.

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Huxley, Iowa, as follows:

The agreement is hereby approved.

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

PASSED, ADOPTED AND APPROVED this 12th day of January 2021.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 21-001** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 12th day of January 2021

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

**IOWA DEPARTMENT OF TRANSPORTATION
Agreement for a Surface Transportation Block Grant Program Federal-aid Swap Project**

Recipient: City of Huxley

Project No.: STBG-SWAP-3630(607)—SG-85

Iowa DOT Agreement No.: 1-20-STBG-SWAP-054

This is an agreement between the City of Huxley, Iowa (hereinafter referred to as the Recipient) and the Iowa Department of Transportation (hereinafter referred to as the Department) for Surface Transportation Block Grant (STBG) Program Federal-aid Swap funds under 761 Iowa Administrative Code (IAC) Chapter 162. Iowa Code Section 306A.7 provides for the Recipient and the Department to enter into agreements with each other for the purpose of financing transportation improvement projects on streets and highways in Iowa.

Pursuant to the terms of this agreement, applicable statutes, and administrative rules, the Department agrees to provide STBG Federal-aid Swap funding to the Recipient for the authorized and approved costs for eligible items associated with the project.

Under this agreement, the parties further agree as follows:

1. The Recipient shall be the lead local governmental agency for carrying out the provisions of this agreement.
2. All notices required under this agreement shall be made in writing to the appropriate contact person. The Department's contact persons will be the Local Systems Project Development Engineer, Christy VanBuskirk, and Central Region Local Systems Field Engineer, Brian J. Catus. The Recipient's contact person shall be the Public Works Director.
3. The Recipient shall be responsible for the development and completion of the following described STBG project:

In the City of Huxley, on East 1st Street from approximately 100 feet east of Highway 69 to approximately 240 feet east of Parkridge Avenue Pavement Rehab.
4. Eligible project activities will be limited to the following: construction, engineering, inspection, and right-of-way acquisition. Under certain circumstances, eligible activities may also include utility relocation or railroad work that is required for construction of the project.
5. The Recipient shall receive reimbursement for costs of authorized and approved eligible project activities from STBG Federal-aid Swap funds. The portion of the project costs reimbursed by STBG Federal-aid Swap funds shall be up to \$125,000 for the following phases of work as stipulated by the Central IA Region Transportation Planning Alliance :

Preliminary Engineering
Construction Engineering
Right-of-Way
X Construction
Other (please specify) ____.
6. The Recipient shall pay for all project costs not reimbursed with STBG Federal-aid Swap funds.
7. If the project described in Section 3 drops out of the Central IA Region Transportation Planning Alliance current TIP or the approved current STIP prior to obligation of funds, and the Recipient fails to reprogram the project in the appropriate TIP and STIP within 3 years, this agreement shall become null and void.
8. The Recipient shall let the project for bids through the Department.
9. If any part of this agreement is found to be void and unenforceable, the remaining provisions of this agreement shall remain in effect.
10. It is the intent of both parties that no third party beneficiaries be created by this agreement.

11. This agreement and the attached Exhibit 1 constitute the entire agreement between the Department and the Recipient concerning this project. Representations made before the signing of this agreement are not binding, and neither party has relied upon conflicting representations in entering into this agreement. Any change or alteration to the terms of this agreement shall be made in the form of an addendum to this agreement. The addendum shall become effective only upon written acceptance of the Department and the Recipient.

IN WITNESS WHEREOF, each of the parties hereto has executed this agreement as of the date shown opposite its signature below.

City Signature Block

By _____ Date _____, 20____

Title of city official

I, _____, certify that I am the City Clerk of Huxley, and
that _____, who signed said Agreement for and on behalf of the city was duly
authorized to execute the same by virtue of a formal resolution duly passed and adopted by the city on the _____
day of _____, 20_____.

Signed _____ Date _____, 20____

City Clerk of Huxley, Iowa

**IOWA DEPARTMENT OF TRANSPORTATION
Highway Administration**

By _____ Date _____, 20____

Brian J. Catus, P.E.
Local Systems Field Engineer
Central Region

EXHIBIT 1

General Agreement Provisions for use of Federal-aid Swap Funds on Non-primary Projects

Unless otherwise specified in this agreement, the Recipient shall be responsible for the following:

1. General Requirements.

- a. The Recipient shall take the necessary actions to comply with applicable State and Federal laws and regulations. To assist the Recipient, the Department has provided guidance in the Instructional Memorandums to Local Public Agencies (I.M.s), available on-line at: https://iowadot.gov/local_systems/publications/im/lpa_ims. The Recipient shall follow the applicable procedures and guidelines contained in the I.M.s in effect at the time project activities are conducted.
- b. In accordance with Iowa Code Chapter 216 and associated subsequent nondiscrimination laws and regulations, the Recipient shall not discriminate against any person on the basis of race, color, creed, age, sex, sexual orientation, gender identity, national origin, religion, pregnancy, or disability.
- c. The Recipient shall comply with the requirements of Title II of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 (Section 504), the associated Code of Federal Regulations (CFR) that implement these laws, and the guidance provided in I.M. 1.080, ADA Requirements. When pedestrian facilities are constructed, reconstructed, or altered, the Recipient shall make such facilities compliant with the ADA and Section 504.
- d. The Recipient agrees to indemnify, defend, and hold the Department harmless from any action or liability arising out of the design, construction, maintenance, placement of traffic control devices, inspection, or use of this project. This agreement to indemnify, defend, and hold harmless applies to all aspects of the Department's application review and acceptance process, plan and construction reviews, and funding participation.
- e. Termination of funds. Notwithstanding anything in this agreement to the contrary, and subject to the limitations set forth below, the Department shall have the right to terminate this agreement without penalty and without any advance notice as a result of any of the following: 1) The Federal government, legislature or governor fail in the sole opinion of the Department to appropriate funds sufficient to allow the Department to either meet its obligations under this agreement or to operate as required and to fulfill its obligations under this agreement; or 2) If funds are de-appropriated, reduced, not allocated, or receipt of funds is delayed, or if any funds or revenues needed by the Department to make any payment hereunder are insufficient or unavailable for any other reason as determined by the Department in its sole discretion; or 3) If the Department's authorization to conduct its business or engage in activities or operations related to the subject matter of this agreement is withdrawn or materially altered or modified. The Department shall provide the Recipient with written notice of termination pursuant to this section.

2. Programming

- a. The Recipient shall be responsible for including the project in the appropriate Regional Planning Affiliation (RPA) or Metropolitan Planning Organization (MPO) Transportation Improvement Program (TIP). The Recipient shall also ensure that the appropriate RPA or MPO, through their TIP submittal to the Department, includes the project in the Statewide Transportation Improvement Program (STIP). If the project is not included in the appropriate fiscal year of the STIP, funds cannot be obligated.
- b. Before beginning any work for which funding reimbursement will be requested, the Recipient shall submit a written request for acceptance to the Department. The Department will notify the Recipient when acceptance is granted. The cost of work performed prior to acceptance will not be reimbursed. The turning in of plans for letting by the Department's administering bureau shall be considered acceptance for construction. The Department will notify the Recipient when acceptance is granted.

3. Design and Consultant Services

- a. The Recipient shall be responsible for the design of the project, including all necessary plans, specifications, and estimates (PS&E). The project shall be designed in accordance with the design guidelines provided or referenced by the Department in the Guide and applicable I.M.s.

4. Environmental Requirements and other Agreements or Permits.

- a. The Recipient shall obtain project permits and approvals, when necessary, from the Iowa Department of Cultural Affairs (State Historical Society of Iowa; State Historic Preservation Officer), Iowa Department of Natural Resources, U.S. Coast Guard, U.S. Army Corps of Engineers, the Department, or other agencies as required. The Recipient shall follow the applicable procedures in the Instructional Memorandums to Local Public Agencies Table of Contents, Chapter 4 – Environmental Regulations.

5. Right-of-Way, Railroads, and Utilities.

- a. The Recipient shall acquire the project right-of-way, whether by lease, easement, or fee title, and shall provide relocation assistance benefits and payments in accordance with the procedures set forth in I.M. 3.600, Right-of-Way Acquisition, and the Department's Right of Way Bureau Local Public Agency Manual. The Recipient shall contact the Department for assistance, as necessary, to ensure compliance with the required procedures.
- b. If a railroad crossing or railroad tracks are within or adjacent to the project limits, the Recipient shall obtain agreements, easements, or permits as needed from the railroad. The Recipient shall follow the procedures in I.M. 3.670, Work on Railroad Right-of-Way.
- c. The Recipient shall obtain agreements from utility companies as needed. The Recipient shall comply with the "Policy for Accommodating Utilities on the County and City a Non-Primary Federal-aid Road System" for projects on non-primary Federal-aid highways. For projects connecting to or involving some work inside the right-of-way for a primary highway, the Recipient shall follow the Department's "Policy for Accommodating and Adjustment of Utilities on the Primary Road System" The Recipient should also use the procedures outlined in I.M. 3.640, Utility Accommodation and Coordination, as a guide to coordinating with utilities.

6. Contract Procurement.

- a. The following provisions apply only to projects involving physical construction or improvements to transportation facilities:
- b. The project plans, specifications, and cost estimate (PS&E) shall be prepared and certified by a professional engineer or architect, as applicable, licensed in the State of Iowa.
- c. The Recipient shall be responsible for the following:
 - i. Prepare and submit the PS&E and other contract documents to the Department for review and acceptance in accordance with I.M. 3.700, Check and Final Plans and I.M. 3.500, Bridge or Culvert Plans, as applicable.
 - ii. The contract documents shall use the Department's Standard Specifications for Highway and Bridge Construction. Prior to their use in the PS&E, specifications developed by the Recipient for individual construction items shall be approved by the Department.
 - iii. Follow the procedures in I.M. 5.030, Iowa DOT Letting Process, to analyze the bids received; make a decision to either award a contract to the lowest responsive bidder or reject all bids; and if a contract is awarded, execute the contract documents and return to Department.

Note: The Department may not be able to allow a project to be let in the scheduled letting due to possible issues with cash flow availability.

- d. The Recipient shall forward a completed Project Development Certification (Form 730002) to the Department in accordance with I.M. 5.050, Project Development Certification Instructions. The project will not be turned in for bid letting until the Department has reviewed and accepted the Project Development Certification.
- e. If the Recipient is a city, the Recipient shall comply with the public hearing requirements of the Iowa Code section 26.12.

- f. The Recipient shall not provide the contractor with notice to proceed until after receiving written notice that the Department has concurred in the contract award.

7. Construction.

- a. The Recipient shall follow the procedures in I.M. 6.000, Construction Inspection, and the Department's Construction Manual, as applicable, for conducting construction inspection activities. The Recipient's engineer shall at all times be responsible for inspection of the project.
- b. A full-time employee of the Recipient shall serve as the person in responsible charge of the project. For cities that do not have any full time employees, the mayor or city clerk will serve as the person in responsible charge, with assistance from the Department.
- c. Traffic control devices, signing, or pavement markings installed within the limits of this project shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways" per 761 IAC Chapter 130. Proper protective measures and devices such as fences, barricades, signs, flood lighting, and warning lights as needed.
- d. The project shall be constructed under the Department's Standard Specifications for Highway and Bridge Construction and the Recipient shall comply with the procedures and responsibilities for materials testing according to the Department's Materials I.M.s. Available on-line at: <https://www.iowadot.gov/erl/index.html>.
- e. If the Department provides any materials testing services to the Recipient, the Department will bill the Recipient for such testing services according to its normal policy as per Materials I.M. 103.

8. Reimbursements.

- a. The Recipient will be initially responsible for all project costs. After costs have been incurred, the Recipient shall submit to the Department periodic itemized claims for reimbursement for eligible project costs. Requests for reimbursement shall be made at least semi-annually but not more than bi-weekly.
- b. To ensure proper accounting of costs, reimbursement requests for costs incurred prior to June 30 shall be submitted to the Department by August 1, if possible, but no later than August 15.
- c. Reimbursement claims shall include a certification that all eligible project costs, for which reimbursement is requested, have been reviewed by an official or governing board of the Recipient, are reasonable and proper, have been paid in full, and were completed in substantial compliance with the terms of this agreement.
- d. The Department will reimburse the Recipient for properly documented and certified claims for eligible project costs. The Department may withhold up to 5% of the total funds available for the project. Reimbursement will be made either by State warrant or by crediting other accounts from which payment was initially made. If, upon final review or audit selected by the Administering Bureau, the Department determines the Recipient has been overpaid, the Recipient shall reimburse the overpaid amount to the Department. After the final review is complete and after the Recipient has provided all required paperwork, the Department will release the funds withheld.
- e. The total funds collected by the Recipient for this project shall not exceed the total project costs. The total funds collected shall include any funds received; for example, Federal funds not received through FHWA, any special assessments made by the Recipient (exclusive of any associated interest or penalties) pursuant to Iowa Code Chapter 384 (cities) or Chapter 311 (counties), proceeds from the sale of excess right-of-way, and any other revenues generated by the project. The total project costs shall include all costs that can be directly attributed to the project. In the event that the total funds collected by the Recipient do exceed the total project costs, the Recipient shall either:
 - i. in the case of special assessments, refund to the assessed property owners the excess special assessments collected (including interest and penalties associated with the amount of the excess), or
 - ii. refund to the Department all funds collected in excess of the total project costs (including interest and penalties associated with the amount of the excess) within 60 days of the receipt of any excess funds.

9. Project Close-out.

- a. Acceptance of the completed construction shall be with the concurrence of the Department. Within 30 days of completion of construction or other activities authorized by this agreement, the Recipient shall provide written notification to the Department. The Recipient shall follow and request a final review, in accordance with the procedures in I.M. 6.110, Final Review, Audit, and Close-out Procedures for Federal-aid, Federal-aid Swap, and Farm-to-Market Projects. Failure to comply with the procedures may result in loss of funds and the ability to let future projects through the Department; reimbursed funds shall be returned and a possible suspension may be placed on the Recipient from receiving funds from the Department on future projects until the Recipient has demonstrated responsible management of funds on roadway projects.
- b. For construction projects, the Recipient shall provide a certification by a professional engineer, architect, or landscape architect as applicable, licensed in the State of Iowa, indicating the construction was completed in substantial compliance with the project plans and specifications.
- c. Final reimbursement of funds shall be made only after the Department accepts the project as complete.
- d. The Recipient shall maintain all books, documents, papers, accounting records, reports, and other evidence pertaining to costs incurred for the project. The Recipient shall also make this documentation available at all reasonable times for review by the Department. Copies of this documentation shall be furnished by the Recipient if requested. Such documentation shall be retained for at least 3 years from the date of the Department's signature of the Department's Final Payment Form (Form 830436) or the bottom part of the Certificate of Completion and Final Acceptance of Agreement Work (Form 640003).
- e. The Recipient shall maintain, or cause to be maintained, the completed improvement in a manner acceptable to the Department.

RESOLUTION NO. 21-002

RESOLUTION APPROVING AMENDMENT TO PURCHASING POLICY

WHEREAS, the City of Huxley has submitted applications to the Iowa Department of Homeland Security/Emergency Management (IDHSEM) for funding programs responding to Covid 19 and the 2020 Derecho and;

WHEREAS, IDHSEM has requested that the City of Huxley amend its current purchasing policy in order to meet requirements for the receipt of funds; and

WHEREAS, under Federal Grants the City of Huxley Purchasing Policy is amended to include:

APPLICATION

This policy applies to the procurement of all supplies, equipment, and construction and services of and for City of Huxley that include any federal program funding. In regards to any such federal programs, all procurement will be done in accordance with Title 2 Code of Federal Regulations (CFR) Grants and Agreements; Part 200. All other appropriate sections of Iowa Code and Local Code shall also apply. When federal requirements conflict with local or state requirements, the federal requirement, or most restrictive requirement will be followed.

METHODS OF PROCUREMENT

Procurement under grants shall be made by one of the following methods: (a) micro-purchase procedures; (b) small purchase procedures; (c) sealed bids (formal advertising); (d) competitive proposals; (e) noncompetitive proposals.

A. Micro-Purchase Procedures 200.320(a)

- i. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold - \$10,000 (200.67)
- ii. To the extent practicable, must distribute micro-purchases equitably among qualified suppliers
- iii. May be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS (200.321)

- A. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- B. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (a) through (e).

PROCUREMENT RECORDS

City of Huxley shall maintain records sufficient to detail the significant history of a procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(200.324)

(a) City of Huxley must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.

(b) City of Huxley must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) City of Huxley's procurement procedures or operation fails to comply with the procurement standards in this Part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) City of Huxley is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this Part.

(1) City of Huxley may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) City of Huxley may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from City of Huxley that it is complying with these standards. City of Huxley must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

AWARDED CONTRACTS

A. City of Huxley will not award a contract to a party listed as debarred, suspended, or otherwise excluded in the System for Award Management (SAM). www.sam.gov (200.213)

B. Contracts awarded shall contain the applicable contract provisions described in 2 CFR 200.326 and Appendix II to Part 200.

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Huxley, Iowa, as follows:

The amendment to the City of Huxley Procurement Policy is hereby approved.

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

PASSED, ADOPTED AND APPROVED this 12th day of January 2021.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 20-123** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 12th day of January 2021

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

CITY OF HUXLEY PURCHASING POLICY

Definitions

“Bid” refers to a complete proposal, submitted in competition, to execute specified job(s) within a prescribed time, and not exceeding a proposed amount that usually includes labor, equipment, and materials.

“Contract” refers to any written instrument or electronic document containing the elements of offer, acceptance, and consideration to which the City of Huxley is a party.

“City Council” refers to the City of Huxley City Council.

“Mayor” refers to the Mayor of the City of Huxley.

“City Clerk/Finance Officer” refers to City of Huxley or designee.

“Emergency Fund” refers to funds and emergency spending provisions in City of Huxley.

“Lease” refers to a contract conveying from an entity to City of Huxley the use of real or personal property for a designated period of time in return for payment or other valuable consideration.

“Lease-Purchase” includes, but is not limited to, an arrangement in which title of ownership transfers at or shortly after the end of the lease term.

"Proposal" refers to a price given by a vendor for the supplies, material, equipment and/or services, as described to the vendor, but is not an authorization to ship, or of purchase. Notice to public of Request for Proposal (RFP) shall follow the best communication and practice for good/service requested. (e.g., web pages, mailings within certain range, industry or organization publications, etc.)

“Purchase” is defined as the transmission of public money from City of Huxley to another entity by an act or agreement founded upon valuable consideration resulting in the acquisition of any and all supplies, material, equipment, services, or real or personal property for the benefit of City of Huxley, and includes any and all articles and supplies which shall be furnished to or used by City of Huxley, including any and all printing, periodicals, stationery and the rental, repair and maintenance of equipment and machinery, hardware, software, or intellectual property.

“Quotation” refers to an expected, stated price for goods or services given by a vendor, but is not an authorization to ship or of purchase.

General

The City of Huxley shall conduct all purchasing transactions in full compliance with Federal and State laws and any applicable Federal and State standards. All purchasing transactions, either negotiated or competitively bid, and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition.

Procedures shall be clear and consistent, and maximize the efficiency of payment of purchases.

APPLICATION

This policy shall apply to the procurement of all supplies, equipment, and construction and services of and for City of Huxley that include any federal program funding. In regard to any such federal programs, all procurement will be done in accordance with Title 2 Code of Federal Regulations (CFR) Grants and Agreements; Part 200. All other appropriate sections of Iowa Code and Local Code shall also apply. When federal requirements conflict with local or state requirements, the federal requirement, or most restrictive requirement will be followed.

Local Purchases

Pursuant to *Code of Iowa* §23A.3 City of Huxley shall first consider using locally-owned businesses within the City of Huxley if cost and other considerations are relatively equal. However, City of Huxley reserves the right to purchase items outside of City of Huxley if products or services needed are not readily available in City of Huxley, or if a product or service can be purchased outside City of Huxley at a considerable cost savings. Cost savings may include calculating costs to the City of Huxley of operating, maintaining or upgrading the purchase over its expected useful or contractual life.

Sole-Source Purchasing (Non-Competitive)

All purchasing transactions shall be conducted in a matter so as to provide, to the maximum extent practical, competition. However, if open and free competition is not used, sole-source justification shall be provided with the purchase. The justification shall include a description of why it was necessary to purchase non-competitively, such as lack of legitimate competitors, time constraints, or other pertinent information.

Competitive Bids

Public notice calling for the submission of bids shall follow the relevant provisions of the *Code of Iowa* and the *Iowa Administrative Code*. City of Huxley reserves the right to reject bids or make counter offers.

Procedure by Price Threshold (unless otherwise established by the *Code of Iowa*)

Thresholds for Purchase

- Less than \$5,000 principal amount
 - Regular claim process
- Between \$5,000 - \$25,000 principal amount; anticipated/acknowledged during the budget process
 - Regular claim process
- Between \$5,000 - \$25,000 principal amount; not anticipated/acknowledged during the budget process
 - Approved by the City Council. The City Council will be informed of the purchase at the next regularly scheduled public meeting
- Greater than \$25,000 principal amount (except during a local declared disaster)
 - Request for Proposal or minimum of two (2) written/email quotations
- Purchases using the Emergency Fund
 - Less than \$5,000, City Clerk/Finance Officer approval and use regular claim process
 - Greater than \$5,000, City Administrator approval and use regular claim process

- Greater than \$25,000 Request for Proposal or minimum of two (2) written/email quotations, if time does not permit soliciting proposals the City Clerk/Finance Officer will provide written justification with the claim.

Thresholds for Lease or Lease-Purchase Contract Requirements

- Principal amount less than \$25,000 for real or personal property
 - New – City Clerk/Finance Officer approval and place on City Council agenda next meeting as an additional item
 - Recurring – place on City Council agenda as a consent agenda item
- Principal amount between \$25,000 - \$600,000 for real or personal property
 - Place on City Council agenda as a public hearing and
 - ✓ Publish Public Notice of proposed action including statement of purpose and amount
 - ✓ Follow Public Notice publication deadlines as defined by *Code of Iowa* §331.305: published no less than 4 days, no more than 20 days prior to public hearing
 - ✓ Ensure the Public Notice meets the requirements of *Code of Iowa* §618.14

The preparation and timely legal publication of public notices are the responsibility of City of Huxley.

Contract Purchases

Contract purchases, including recurring contracts, shall be approved and entered into by the City Clerk/Finance Officer. The City Clerk/Finance Officer is responsible for developing and managing City of Huxley contracts, and finalizing the specifications and standards expected from the vendor. These standards should be such that the contract performance can be measured. A new contract for a good or a service should be reviewed by the City of Huxley legal advisor. A recurring contract should be reviewed by the City of Huxley legal advisor if any changes occur. An officer or employee of the City of Huxley shall not have an interest, direct or indirect, in a City of Huxley contract applying the principals of conflict of interest as defined in *Code of Iowa* §331.342.

Process

For purchases made on the City of Huxley account, upon receipt of shipment the City Clerk/Finance Officer shall examine the shipping document/invoice and ensure that all items have been received and are not damaged. Correction of discrepancies or replacement of damaged items is the responsibility of the City Clerk/Finance Officer.

If the invoice amount is different than the quotation/bid received, it is up to the City Clerk/Finance Officer to investigate and determine if the billed price is correct and appropriate.

Once shipment has been verified, the invoice and accompanying documentation shall be attached to a claim form, signed by the applicable City Clerk/Finance Officer, and submitted to the County Auditor for payment.

Bids for contracts shall be opened at a public meeting.

Emergency Purchases

Emergency purchases may be made by the City Clerk/Finance Officer following verbal approval of the Mayor, if said purchase falls within the limits of this Policy. What constitutes an emergency is at the discretion of the Mayor.

Exemptions

The following items shall be exempted from the Purchasing Policy. This list is not necessarily all inclusive and shall be amended as necessary.

- Wages
- Employee Benefits
- Rent – Buildings and Land
- Judgments, Damages and Settlements
- Debt/Lease payments

Claims Processing Procedures

All claims must be for reasonable and necessary items which meet the requirements of public purpose. The public purpose shall be documented on the claim if not readily apparent.

The Auditor's claims procedures are as follows:

Timetable

- For each fiscal year, the Auditor's office shall define a bi-weekly payment schedule
- Claims shall be submitted by the deadlines defined in the bi-weekly payment schedule
 - Claims are due by 3:00 pm on the due date
 - Any late fees incurred for tardy submissions are the responsibility of the submitting department
- Every claim will be file-stamped as received

Process

- Every claim shall be signed by the City Clerk/Finance Officer.
- Employee claims for reimbursement must be signed by the employee and the City Clerk/Finance Officer.
- Detailed invoices shall be attached to each claim
- The code/line item shall be verified for correctness by the Auditor's office using the Uniform Chart of Accounts for Iowa County Governments
- All purchases will be compared and verified against the approved budget
- The Auditor's office will remove taxes, check for duplication, verify remit-to address, verify compliance with policies, and discuss any necessary changes with the submitting department
- Claims/payments that contain confidential HIPPA information shall be returned to City of Huxley once entered for payment
- Purchases and/or agreements that extend beyond one fiscal year require City Council's approval
- If there is a disputed charge, prior to submission of the claim, City of Huxley is responsible for contacting the vendor to verify the situation. This includes credit card purchases. If the dispute results in late fees or other collection situations, City of Huxley shall be responsible for resolution and payments (if any)

Non-conforming submissions

- Claims not conforming to this Purchasing Policy shall be questioned and discussed with the City Clerk/Finance Officer for resolution. If the non-conforming claim is not modified to the satisfaction of the Auditor, it will be submitted to the City Clerk/Finance Officer for approval prior to payment
- Any non-conforming claim may be selected for further inquiry as part of the City of Huxley annual audit

Thresholds for Physical Inventory and Capital Assets

- If an item exceeds \$500.00, an inventory card shall be created for addition to the inventory list

- If an item exceeds \$5,000.00, it shall be added to the capital asset list and depreciated, and an inventory card shall be created for addition to the inventory list

Guidance For Purchases Using Grant Funds

As a recipient and sub-recipient of State and Federal grant dollars, the City of Huxley shall follow all applicable State procurement requirements. All procurement will be done in accordance 2 CFR, Part 200 Subpart D, section 200.318 through section 200.326 including Appendix II.

METHODS OF PROCUREMENT

Procurement under grants shall be made by one of the following methods: (a) micro-purchase procedures; (b) small purchase procedures; (c) sealed bids (formal advertising); (d) competitive proposals; (e) noncompetitive proposals.

Micro-Purchase Procedures

- i. The acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold - \$10,000 (200.67)
- ii. To the extent practicable, must distribute micro-purchases equitably among qualified suppliers
- iii. May be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable

Small purchase procedures are relatively simple and informal procurement methods that are sound and appropriate for the procurement of services, supplies, or other property, costing in aggregate not more than \$100,000. If small purchase procedures are used for a procurement under a grant, price or rate quotations shall be obtained from an adequate number of qualified sources.

In **sealed bids** (formal advertising), sealed bids are publicly solicited and a firm-fixed-price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all of the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bids method is the preferred method for procuring construction.

- In order for formal advertising to be feasible, appropriate conditions must be present, including, at a minimum, the following:
 - A complete, adequate and realistic specification or purchase description is available.
 - Two or more responsible bidders are willing and able to compete effectively for City of Huxley business; and
 - The procurement lends itself to a firm-fixed-price contract, and the selection of the successful bidder can be made principally on the basis of price.
- When sealed bids are used for a procurement under a grant, the following requirements apply:
 - A sufficient time prior to the date set for opening of bids, bids shall be solicited (publicly advertised) from an adequate number of known suppliers.

- The invitation for bids, including specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the invitation for bids.
- All bids shall be opened publicly at the time and place stated in the invitation for bids.
- A firm-fixed-price contract award shall be made by written notice to that responsible bidder whose bid, conforming to the invitation for bids, is lowest. Where specified in the bidding documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine low bid when prior experience of City of Huxley indicates that such discounts are generally taken.
- Any or all bids may be rejected if there are sound documented business reasons in the best interest of the program.

Procurement by **competitive proposals** is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursable type contract is awarded, as appropriate. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids. If the competitive proposals method is used for a procurement under a grant, the following requirements apply:

- Requests for Proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals shall be honored to the maximum extent practical.
- Requests for Proposals shall be solicited from an adequate number of qualified sources.
- City of Huxley shall have a method for conducting evaluations of the proposals received and for selecting awardees.
- Awards will be made to the responsible offeror whose proposal will be most advantageous to the procuring party, with price (other than architectural/engineering) and other factors considered. Unsuccessful offerors will be promptly notified in writing.
- City of Huxley may use competitive proposal procedures for qualification-based procurement of architectural/engineering (A/E) professional services whereby competitor's qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in the procurement of A/E professional services. It cannot be used to procure other types of services (e.g., administration professional services) even though A/E firms are a potential source to perform the proposed effort.

Noncompetitive proposals is procurement through solicitation of a proposal from only one source, or after solicitation from a number of sources, competition is determined inadequate. Noncompetitive proposals may be used only when the award of a contract is infeasible under small purchase procedures, sealed bids (formal advertising), or competitive proposals. Circumstances under which a contract may be awarded by noncompetitive proposals are limited to the following:

- The item is available from only a single source;
- After solicitation of a number of sources, competition is determined inadequate;

- A public exigency or emergency exists when the urgency for the requirement will not permit a delay incident to competitive solicitation; and
- The awarding agency authorizes noncompetitive proposals. (Sole source procurement for supplies, equipment, construction, and services valued at \$25,000 or more must have prior approval of the awarding agency.)
- City of Huxley will provide, to the greatest extent possible, that contracts be awarded to qualified small and minority firms, women business enterprises, and labor surplus area firms whenever they are potential sources.

Any other method of procurement must have prior approval of the awarding agency.

CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS (200.321)

- A. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- B. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (a) through (e).

CONTRACT PRICING

The cost plus a percentage of cost and percentage of construction cost method of contracting shall not be used.

City of Huxley shall perform some form of cost/price analysis for every procurement action, including modifications, amendments or change orders.

PROCUREMENT RECORDS

State or Federal grant monies which flow through City of Huxley accounts shall have unique, identifiable accounting codes established by the City Clerk/Finance Officer's office.

Receipt of property purchased with grant monies shall be used for the purpose intended. City of Huxley will be held accountable for the equipment. The City of Huxley shall have a control system in effect to ensure adequate safeguards to prevent loss, damage, or theft of the property. The recipient shall be responsible for proper maintenance and maintain appropriate inventory tracking to assist with financial reporting. Property purchased with State or Federal grant dollars will be subject to physical inventory verification conducted annually by the Auditor's office.

City of Huxley shall maintain records sufficient to detail the significant history of a procurement, including the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(200.324)

(a) City of Huxley must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition.

(b) City of Huxley must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) City of Huxley's procurement procedures or operation fails to comply with the procurement standards in this Part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) City of Huxley is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this Part.

(1) City of Huxley may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) City of Huxley may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from City of Huxley that it is complying with these standards. City of Huxley must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

AWARDED CONTRACTS

- A. City of Huxley will not award a contract to a party listed as debarred, suspended, or otherwise excluded in the System for Award Management (SAM). www.sam.gov (200.213)
- B. Contracts awarded shall contain the applicable contract provisions described in 2 CFR 200.326 and Appendix II to Part 200.

Effective Date

This policy shall be effective upon adoption; it replaces any and all previous versions of the City of Huxley Purchasing Policy.

RESOLUTION NO. 21-003

**RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH
VEENSTRA & KIMM, INC. FOR COMMUNITY WATER SYSTEM RISK AND
RESILIENCE ASSESSMENT**

WHEREAS, America's Water Infrastructure Act of 2018 requires all community water systems serving a population of 3,300 citizens to conduct an assessment of risks to and resilience of its systems and;

WHEREAS the City of Huxley proposes to hire professional civil engineering services for the assessment process and development of an Emergency Response plan and;

WHEREAS, Veenstra and Kimm, Inc. have presented an agreement describing the services to be provided and the associated cost not to exceed \$19,800 and;

WHEREAS, certification that the assessment has been conducted will be submitted no later than June 30, 2021 and the Emergency Response Plan within six (6) months of the assessment.

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Huxley, Iowa, as follows:

The professional engineering services agreement from Veenstra and Kimm, Inc is hereby approved.

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

PASSED, ADOPTED AND APPROVED this 12th day of January 2021.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 21-003** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 12th day of January 2021.

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Clerk



December 30, 2020

Rita Conner
City Administrator
City of Huxley
515 N. Main Avenue
Huxley, Iowa 50124

**CITY OF HUXLEY, IOWA
ENGINEERING AGREEMENT
COMMUNITY WATER SYSTEM RISK & RESILIENCE ASSESSMENT**

This letter agreement is in regard to compiling a Risk & Resilience Assessment required under the America's Water Infrastructure Act of 2018 for the drinking water system. This letter is offered to explain the requirements associated with a general Community Water System Risk & Resilience Assessment, and to outline the proposed Scope of Services to be provided and serve as an agreement between the parties.

This letter includes the following sections:

- Background Information
- Scope of Services
- Services by Others
- Schedule
- Terms and Conditions
- Compensation
- Authorization

Background Information

America's Water Infrastructure Act of 2018 became Public Law No: 115-270 on October 23, 2018. Section 2013 of the act amends Section 1433 of the Safe Drinking Water Act and creates requirements for assessing risks from malevolent acts, including terrorism and natural hazards for Community Water Systems serving more than 3,300 persons.

In general, Section 2013 of America's Water Infrastructure Act of 2018 requires each community water system serving a population greater than 3,300 persons to conduct an assessment of risks to, and resilience of, its system. The Risk & Resilience Assessment shall include an assessment of:

1. The risk to the system from malevolent acts and natural hazards;
2. The resilience of the pipes and constructed conveyances, physical barriers, source of water, water collection and intake, pretreatment, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including security of such systems) which are utilized by the water system;
3. The monitoring practices of the system;
4. The financial infrastructure of the system;
5. The use, storage, or handling of various chemicals by the system
6. The operation and maintenance of the system.

The assessment may also include an evaluation of capital and operational needs for risk and resilience management for the system.

Each community water system shall submit to the EPA Administrator a Certification that the system has conducted an assessment. For systems serving a population of more than 3,300 but less than 50,000 people the Certification shall be made prior to June 30, 2021.

Each community water system is to review the assessment of the water system conducted at least once every five (5) years after the deadline for submission of the Certification and to submit another Certification that the assessment has been reviewed and, if applicable, has revised said assessment.

Each community water system serving a population greater than 3,300 shall also prepare an Emergency Response Plan that incorporates the findings of the assessment conducted. Each community water system shall certify to the EPA Administrator as soon as possible, but no later than 6 months after completion of the Risk & Resilience Assessment that the system has prepared an Emergency Response Plan. Community water systems shall, to the best extent possible, coordinate with existing local emergency planning committees established pursuant to the Emergency Planning and Community Right-To-Know Act of 1986 when preparing or revising the Risk & Resilience Assessment or Emergency Response Plan.

A key component of the Risk & Resilience Assessment and the Emergency Response Plan is cybersecurity. The National Institute of Standards and Technology (NIST) has developed a "Cybersecurity Framework" which is intended to help organizations better understand and improve their management of cybersecurity risk. This framework lays out a 7 Step process for Establishing or Improving a Cybersecurity Program. As previously noted, the Risk Assessment is one step in the process of Establishing or Improving a Cybersecurity Program.

Scope of Services

Veenstra & Kimm, Inc. proposes to provide the following Scope of Services to help the Community Water System conduct a Risk & Resilience Assessment and prepare an Emergency Response Plan.

Risk & Resilience Assessment

1. Work with the City to investigate and analyze risk to the City's community water system from malevolent acts and natural hazards.
2. Evaluate the resilience of the pipes and constructed conveyances, physical barriers, source of water, water collection and intake, pretreatment, treatment, storage and distribution facilities.
3. Evaluate the resilience of electronic, computer, or other automated systems, including security for such systems, which are used by the water department.
4. Assess the water departments monitoring practices.
5. Assess the financial infrastructure of the system.
6. Evaluate the use, storage, and handling of various chemicals by the water department.
7. Assess the operation and maintenance of the water system.
8. Evaluation of capital and operational needs for risk and resilience management of the system.

Veenstra & Kimm, Inc. will follow the AWWA standard J100-10 (R13) Risk Analysis and Management for Critical Asset Protection (RAMCAP) for Risk & Resilience Management of Water and Wastewater Systems. This standard sets the requirements for all-hazards risk and resilience analysis and management for water supply systems. This standard also prescribes the methods that can be used for addressing these requirements. Veenstra & Kimm, Inc. will also use AWWA publication G430-14 – Security Practices for Operations and Management, AWWA publication G300-14 – Source Water Protection in conducting the Risk & Resilience Assessment, and AWWA document "Process Control System Security Guidance for the Water Sector."

Veenstra & Kimm, Inc. will also utilize the AWWA Cybersecurity Tool to generate a Cybersecurity Report which will assess and make recommendations for added controls to help protect the City Water Department's Process Control System.

Utilizing the AWWA Cybersecurity Tool, Veenstra & Kimm, Inc. will assess the following components of the water departments Process Control System:

- Architecture (Dedicated Network, Shared WAN, Shared LAN, Unlicensed Wireless Wide-Area Network, etc.)
- Network Management & System Support
- Program Access

- PLC Programming and Maintenance
- User Access

Three (3) hard copies and one electronic copy of the Risk & Resilience Assessment will be provided to the Water System for review and use. The Risk & Resilience Assessment can be reviewed with the City Council at one meeting if so desired.

Veenstra & Kimm, Inc. will also prepare the Certification to the EPA Administrator that the City has conducted and reviewed the assessment.

Emergency Response Plan

Veenstra & Kimm, Inc. will assist the City in coordinating with local emergency planning committees as may be applicable and will assist the City Water Department with appropriate records maintenance.

Veenstra & Kimm, Inc. will follow the EPA Office of Water document "Community Water System Emergency Response Plan Template and Instructions" as the framework for developing the Emergency Response Plan.

Three (3) hard copies and one electronic copy of the Emergency Response Plan will be provided to the City for review and use. The Emergency Response Plan can be reviewed with the City Council at one meeting if so desired.

Veenstra & Kimm, Inc. will also prepare the Certification to the EPA Administrator that the City has prepared and has on file an Emergency Response Plan for the City's community water system.

Services by Others

City and Water Department staff will be responsible for providing access to existing records and systems. City Water Department staff will also need to be available to review the departments existing monitoring practices, operations and maintenance of the water system. City staff will also need to assist in assessing the financial infrastructure of the water system as well as capital and operational needs.

City staff will also need to be available to review and identify strategies, resources, equipment and the various options identified to improve the resilience of the water system. Likewise, City staff will need to participate in identifying strategies, actions, procedures and equipment which can lessen the impact of a malevolent act or natural hazard and help detect said acts or hazards.

Specific system details required to complete a cybersecurity analysis for the assessment shall be made available by the Community Water System's IT internal or external specialists, system integrators, and other third-party entities contracted by the utility to supply computer and system hardware, software, and security.

Schedule

The Certification that the Risk & Resilience Assessment has been conducted will be submitted by no later than the **June 30, 2021** deadline.

The Emergency Response Plan will be completed, and Certification will be submitted within six (6) months after the completion of the Risk & Resilience Assessment.

Compensation

The City will compensate Veenstra & Kimm, Inc. for engineering services described below determined on the basis of our actual hourly fees plus expenses of personnel actually engaged in performance of the services. The hourly fees for our personnel by employee classification will not exceed those shown in Exhibit A attached hereto and made part of this formal agreement. The fee for services will be billed and payable monthly during the time frame in which the services are performed.

• Risk & Resilience Assessment –	Hourly not to exceed	\$12,300
• Emergency Response Plan –	Hourly not to exceed	<u>\$7,500</u>
Total	Hourly not to exceed	\$19,800

Authorization

The undersigned do hereby covenant and state that this instrument is executed in duplicate as though each were an original and that there are no agreements that have not been reduced to writing in this agreement. It is further covenanted and stated that there are no other considerations or monies contingent upon or resulting from the execution of this instrument nor have any of the above been implied by or for any party to this agreement.

Rita Conner
December 30, 2020
Page 6

VEENSTRA & KIMM, INC.



Forrest S. Aldrich

0-03

Attachment

cc: Jeff Peterson, City of Huxley (e-mail)
Keith Vitzthum, City of Huxley (e-mail)

Accepted this _____ day of _____, 20____.

CITY OF HUXLEY, IOWA

ATTEST:

By _____

By _____

EXHIBIT A
VEENSTRA & KIMM, INC.
HOURLY RATES BY EMPLOYEE CLASSIFICATION
(Effective July 2020)

Management I.....	\$181.00
Management II.....	175.00
Process Engineer I.....	199.00
Client Services I	175.00
Client Services V	66.00
Engineer I-A.....	181.00
Engineer I-B	172.00
Engineer I-C.....	163.00
Engineer I-D.....	156.00
Engineer II-A	147.00
Engineer II-B	138.00
Engineer III-A	130.00
Engineer III-B	124.00
Engineer III-C.....	121.00
Engineer IV.....	117.00
Engineer V.....	109.00
Engineer VI.....	102.00
Engineer VII.....	98.00
Engineer VIII.....	95.00
Engineer IX	88.00
Engineer X	78.00
Engineer XI.....	72.00
Engineer XII	63.00
Design Technician I	104.00
Design Technician II	92.00
Architect.....	110.00
Planner I	113.00
Planner II	75.00
Planner III	69.00
Drafter IA.....	103.00
Drafter IB.....	96.00
Drafter II	90.00
Drafter III	84.00
Drafter IV.....	75.00
Drafter V.....	65.00
Drafter VI.....	60.00
Drafter VII.....	47.00
Clerical I.....	93.00
Clerical II	66.00
Clerical III.....	57.00
Clerical IV.....	50.00
Clerical V.....	42.00
Construction Manager.....	175.00
Surveyor I	123.00
Surveyor II	105.00

Technician I.....	90.00
Technician II.....	83.00
Technician III.....	76.00
Technician IV	74.00
Technician V	67.00
Technician VI	62.00
Technician VII	51.00
Technician VIII	45.00
Technician IX.....	37.00
Building Inspector I.....	172.00
Building Inspector I-A	115.00
Building Inspector II.....	90.00
Building Inspector III.....	68.00
Robotics	30.00/Hour
GPS	30.00/Hour
Leica Total Station.....	20.00/Hour
Total Station Robotics	15.00/Hour
Tablet	45.00/Hour
Fluoroscope.....	50.00/Hour
4-Wheeler.....	45.00/Hour
Drone	75.00/Hour
Mileage	IRS Rate

RISK AND RESILIENCE ASSESSMENTS AND EMERGENCY RESPONSE PLANS:



NEW REQUIREMENTS FOR DRINKING WATER UTILITIES

Section 2013 of America's Water Infrastructure Act of 2018 (AWIA) requires community water systems¹ that serve more than 3,300 people to complete a risk and resilience assessment and develop an emergency response plan.

RISK AND RESILIENCE ASSESSMENT

Your utility must conduct a risk and resilience assessment and submit certification of its completion to the U.S. EPA by the following dates:

Important
Dates

- March 31, 2020 if serving $\geq 100,000$ people.
- December 31, 2020 if serving 50,000 to 99,999 people.
- June 30, 2021 if serving 3,301 to 49,999 people.

EMERGENCY RESPONSE PLAN

Your utility must develop or update an emergency response plan and certify completion to the U.S. EPA **no later than six months** after risk and resilience assessment certification. Each utility deadline is unique; however, the dates below are the due dates for utilities who submit a risk and resilience assessment certification by the final due date according to the population served.

- September 30, 2020 if serving $\geq 100,000$ people.
- June 30, 2021 if serving 50,000 to 99,999 people.
- December 30, 2021 if serving 3,301 to 49,999 people.

Recertification

Every five years, your utility must review the risk and resilience assessment and submit a recertification to the U.S. EPA that the assessment has been reviewed and, if necessary, revised.

Within six months of submitting the recertification for the risk and resilience assessment, your utility must certify it has reviewed and, if necessary, revised, its emergency response plan.

Visit the U.S. EPA website to find more information on guidance for developing a risk and resilience assessment at <https://www.epa.gov/waterriskassessment/conduct-drinking-water-or-wastewater-utility-risk-assessment>.

Visit the U.S. EPA website for guidance on developing an Emergency Response Plan at <https://www.epa.gov/waterutilityresponse/develop-or-update-drinking-water-or-wastewater-utility-emergency-response-plan>.

TOOLS OR METHODS

AWIA does not require the use of any standards, methods or tools for the risk and resilience assessment or emergency response plan. Your utility is responsible for ensuring that the risk and resilience assessment and emergency response plan address all the criteria in AWIA Section 2013(a) and (b), respectively. The U.S. EPA recommends the use of standards, including AWWA J100-10 Risk and Resilience Management of Water and Wastewater Systems, along with tools from the U.S. EPA and other organizations, to facilitate sound risk and resilience assessments and emergency response plans.

¹ Section 2013 of AWIA applies to community water systems. Community water systems are drinking water utilities that consistently serve at least 25 people or 15 service connections year-round.

Still have questions about the new AWIA requirements?
Contact the U.S. Environmental Protection Agency (U.S. EPA) at dwresilience@epa.gov.

Office of Water (4608T)
EPA-817-F-19-004
May 2019



FREQUENTLY ASKED QUESTIONS

I need more information about risk and resilience assessments and emergency response plans:

Risk and resilience assessments evaluate the vulnerabilities, threats and consequences from potential hazards.

What does a risk and resilience assessment include?

- Natural hazards and malevolent acts (i.e., all hazards).
- Resilience of water facility infrastructure (including pipes, physical barriers, water sources and collection, treatment, storage and distribution, and electronic, computer and other automated systems).
- Monitoring practices.
- Financial systems (e.g., billing systems).
- Chemical storage and handling.
- Operation and maintenance.

Who should I work with when creating my emergency response plan?

- Utilities must coordinate the risk and resilience assessments, as well as the emergency response plans with local emergency planning committees.

For more information, see www.congress.gov/bill/115th-congress/senate-bill.

I need more information on the certification process:

What do I need to submit to the U.S. EPA?

- Each utility must submit a certification of your risk and resilience assessment and emergency response plan. Each submission must include: utility name, date and a statement that the utility has completed, reviewed or revised the assessment. The U.S. EPA has developed an optional certification template that can be used for email or mail certification. The optional certification form will be available in August 2019.

Who can certify my risk and resilience assessment and emergency response plan?

- Risk and resilience assessments and emergency response plans can be self-certified by the utility.

How do I submit my certification?

- Three options will be provided for submittal: regular mail, email and a user-friendly secure online portal. The online submission portal will provide drinking water systems with a receipt of submittal. The U.S. EPA recommends using this method. The certification system will be available in August 2019.

What does an emergency response plan include?

- Strategies and resources to improve resilience, including physical security and cybersecurity.
- Plans and procedures for responding to a natural hazard or malevolent act that threatens safe drinking water.
- Actions and equipment to lessen the impact of a malevolent act or natural hazard, including alternative water sources, relocating intakes and flood protection barriers.
- Strategies to detect malevolent acts or natural hazards that threaten the system.

When can I submit the initial certification?

- Utilities should wait to submit the initial certification to the U.S. EPA until the U.S. EPA publishes *Baseline Information on Malevolent Acts Relevant to Community Water Systems*, which is required under AWIA by August 2019.

Do I need to submit my certification to my state or local government?

- No. Section 2013 of AWIA does not require utilities to submit the certification to state or local governments.

How long do I need to keep a copy of my risk and resilience assessment and emergency response plan?

- Utilities need to keep a copy of both documents for five years after certification.

What if I do not have a copy of my most recent risk and resilience assessment?

- The U.S. EPA intends to destroy vulnerability assessments (VAs) submitted in response to the Bioterrorism Act of 2002, but if utilities would like to have their VA and certification documents mailed to them, contact WSD-Outreach@epa.gov, and on utility letterhead, include the utility name, PWSID, address and point of contact as an attachment to the email.

RESOURCES & TOOLS

Conducting a Risk and Resilience Assessment

- The U.S. EPA's Risk and Resilience Baseline Threat Document (available August 2019).
- The U.S. EPA's [Vulnerability Self-Assessment](#).

The U.S. EPA Website

- <https://www.epa.gov/waterresilience/americas-water-infrastructure-act-2018-risk-assessments-and-emergency-response-plans>.

Developing an Emergency Response Plan

- [Emergency Response Plan Guidance](#).
- The U.S. EPA's [Emergency Response Webpage](#).
- [Local Emergency Planning Committees](#).

Still have questions about the new AWIA requirements?
Contact the U.S. Environmental Protection Agency (U.S. EPA) at dwresilience@epa.gov.

Office of Water (4608T)
EPA-817-F-19-004
May 2019

RISK & RESILIENCE

WHAT IS IT?

A risk and resilience assessment is an evaluation of the threats to your water utility that could inhibit your ability to provide safe and reliable drinking water or prompt significant public health or economic concerns to those served by your system.

CRITICAL DATES IF YOUR POPULATION 3,301 - 49,999



June 30, 2021
Risk Assessment Due to EPA



December 31, 2021
Emergency Response Plan
Submitted to EPA

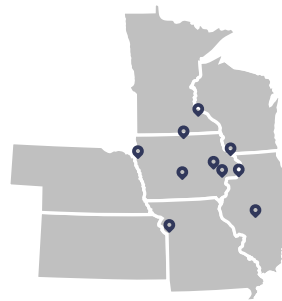
KEY STAFF

CHRIS PARIZEK, P.E.

Licensed Professional Engineer
Licensed Water Treatment Operator
Licensed Water Distribution Operator

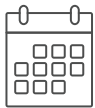


"As a licensed engineer and licensed water system operator, I am uniquely qualified to perform your Risk and Resilience Assessment. My experience allows me to evaluate your system from both an operational and design perspective."



Veenstra & Kimm, Inc. has 10 offices in Iowa, Illinois, Missouri, and Minnesota, proudly serving the Midwest for over 60 years.

SUBMITTAL TO THE EPA



01

COMPLETE RISK
AND RESILIENCE
ASSESSMENT



02

SUBMIT
CERTIFICATION
OF ASSESSMENT
AND COMPLETION
TO EPA



03

DEVELOP OR
UPDATE YOUR
EMERGENCY
RESPONSE PLAN



04

SUBMIT
CERTIFICATION OF
ERP COMPLETION
TO EPA

Veenstra & Kimm, Inc. is actively involved in the completion of Risk and Resilience Assessments. We have staff uniquely qualified to assist you. Please contact us at 888.241.8001 if you are in need of assistance to complete this assessment for the EPA.



RISK & RESILIENCE: THE PROCESS





City Of Huxley, Iowa

2021 Debt Book Update

Prepared by:

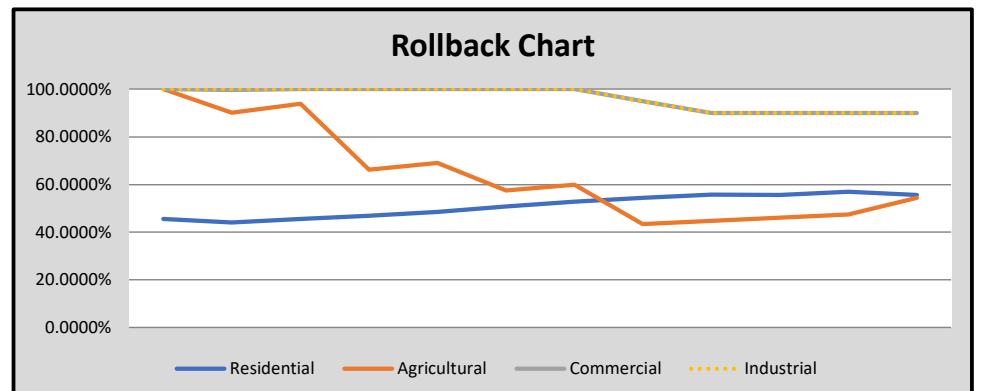
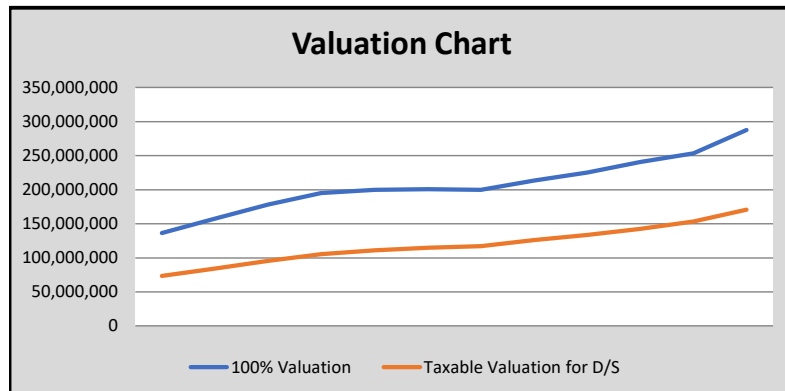


January 7, 2021

Huxley Debt Book as of January 7, 2021 (Valuation Update)

City Of Huxley, Iowa Valuation Data				
	100% Valuation	Growth in 100% Value	Taxable Value for Debt Service	Growth in Taxable Value
2007 - 2008	136,220,059		73,174,801	
2008 - 2009	157,452,063	15.59%	84,381,525	15.32%
2009 - 2010	178,273,309	13.22%	95,807,011	13.54%
2010 - 2011	195,062,809	9.42%	105,644,496	10.27%
2011 - 2012	200,033,057	2.55%	111,059,767	5.13%
2012 - 2013	200,963,408	0.47%	114,750,396	3.32%
2013 - 2014	200,086,662	-0.44%	117,035,645	1.99%
2014 - 2015	213,458,295	6.68%	126,356,095	7.96%
2015 - 2016	225,112,026	5.46%	133,637,367	5.76%
2016 - 2017	240,639,287	6.90%	142,512,786	6.64%
2017 - 2018	253,336,171	5.28%	153,600,539	7.78%
2018 - 2019	287,586,104	13.52%	170,579,602	11.05%
2019 - 2020	303,933,996	5.68%	182,153,659	6.79%
2020 - 2021	345,656,844	13.73%	203,204,861	11.56%
2021 - 2022	367,080,894	6.20%	220,439,934	8.48%
2022 - 2023				
2023 - 2024				
2024 - 2025				
2025 - 2026				
2026 - 2027				
2027 - 2028				
2028 - 2029				
2029 - 2030				
2030 - 2031				
2031 - 2032				
2032 - 2033				
Average Growth		7.54%		8.24%

Historical Rollback Data							
Fiscal Year	Residential	Agricultural	Commercial	Industrial	Utilities	Multi-residential	Railroad
2007 - 2008	45.5596%	100.0000%	100.0000%	100.0000%	100.0000%	-	100.0000%
2008 - 2009	44.0803%	90.1023%	99.7312%	100.0000%	100.0000%	-	99.7312%
2009 - 2010	45.5893%	93.8568%	100.0000%	100.0000%	100.0000%	-	100.0000%
2010 - 2011	46.9094%	66.2715%	100.0000%	100.0000%	100.0000%	-	100.0000%
2011 - 2012	48.5299%	69.0152%	100.0000%	100.0000%	100.0000%	-	100.0000%
2012 - 2013	50.7518%	57.5411%	100.0000%	100.0000%	100.0000%	-	100.0000%
2013 - 2014	52.8166%	59.9334%	100.0000%	100.0000%	100.0000%	-	100.0000%
2014 - 2015	54.4002%	43.3997%	95.0000%	95.0000%	100.0000%	-	95.0000%
2015 - 2016	55.7335%	44.7021%	90.0000%	90.0000%	100.0000%	-	90.0000%
2016 - 2017	55.6259%	46.1068%	90.0000%	90.0000%	100.0000%	86.2500%	90.0000%
2017 - 2018	56.9391%	47.4996%	90.0000%	90.0000%	100.0000%	82.5000%	90.0000%
2018 - 2019	55.6209%	54.4480%	90.0000%	90.0000%	100.0000%	78.7500%	90.0000%
2019 - 2020	56.9180%	56.1324%	90.0000%	90.0000%	100.0000%	75.0000%	90.0000%
2020 - 2021	55.0743%	81.4832%	90.0000%	90.0000%	100.0000%	71.2500%	90.0000%
2021 - 2022	56.4094%	84.0305%	90.0000%	90.0000%	98.5489%	67.5000%	90.0000%



Huxley Debt Book as of
January 7, 2021 (Valuation Update)

General Obligation Debt Summary - Current Outstanding Debt														
Total General Obligation Debt					Revenue Sources									
Fiscal Year	Principal	Interest	Annual Debt Payment	Fiscal Total	Sewer Utility	Water Utility	LOST	TIF	RUT	LMI	Other	Debt Service Levy		Taxable Valuation *
2017 - 2018	1,685,000	409,844	2,094,844	2,094,844	-	-	-	1,203,835	-	315,000	-	576,009	3.75004	153,600,539
2018 - 2019	1,892,500	373,971	2,266,471	2,266,471	-	-	-	1,313,357	-	313,440	-	639,674	3.75000	170,579,602
2019 - 2020	1,965,000	314,640	2,279,640	2,279,640	-	-	-	1,269,881	-	320,340	6,342	683,077	3.75000	182,153,659
2020 - 2021	2,313,000	347,443	2,660,443	2,660,443	244,075	-	-	1,330,350	-	324,000	-	762,018	3.75000	203,204,861
2021 - 2022	2,460,000	293,389	2,753,389	2,753,389	246,675	-	-	1,286,584	-	393,480	-	826,650	3.75000	220,439,934
2022 - 2023	2,003,000	227,408	2,230,408	2,230,408	248,875	-	-	831,583	-	469,035	-	680,915	2.97009	229,257,531
2023 - 2024	2,054,000	179,541	2,233,541	2,233,541	249,775	-	-	805,305	-	464,160	-	714,301	2.99588	238,427,833
2024 - 2025	1,696,000	128,390	1,824,390	1,824,390	245,575	-	-	733,742	-	221,610	-	623,463	2.51432	247,964,946
2025 - 2026	1,130,000	83,334	1,213,334	1,213,334	246,375	-	-	462,319	-	182,310	-	322,330	1.24991	257,883,544
2026 - 2027	550,000	54,834	604,834	604,834	247,075	-	-	155,569	-	-	-	202,190	0.75388	268,198,886
2027 - 2028	560,000	42,835	602,835	602,835	241,850	-	-	157,125	-	-	-	203,860	0.73087	278,926,841
2028 - 2029	570,000	30,628	600,628	600,628	246,625	-	-	153,563	-	-	-	200,440	0.69097	290,083,915
2029 - 2030	425,000	18,183	443,183	443,183	241,163	-	-	-	-	-	-	202,020	0.66963	301,687,271
2030 - 2031	435,000	9,210	444,210	444,210	245,700	-	-	-	-	-	-	198,510	0.63269	313,754,762
2031 - 2032	-	-	-	-	-	-	-	-	-	-	-	-	-	326,304,952
2032 - 2033	-	-	-	-	-	-	-	-	-	-	-	-	-	339,357,151
2033 - 2034	-	-	-	-	-	-	-	-	-	-	-	-	-	352,931,437
2034 - 2035	-	-	-	-	-	-	-	-	-	-	-	-	-	367,048,694
2035 - 2036	-	-	-	-	-	-	-	-	-	-	-	-	-	381,730,642
2036 - 2037	-	-	-	-	-	-	-	-	-	-	-	-	-	396,999,867
2037 - 2038	-	-	-	-	-	-	-	-	-	-	-	-	-	412,879,862
Total	19,738,500	2,513,649	22,252,149	22,252,149		-	-	9,703,212	-	3,003,375	6,342	6,835,457		

*Assumes an annual 4.00% growth taxable valuation based on average growth of 8.24% between fiscal 2007 to 2020

Huxley Debt Book as of
January 7, 2021 (Valuation Update)

Debt Capacity Analysis																
Fiscal Year	Actual Valuation	Legal Debt Limit	Outstanding Debt Issues Subject to Debt Limit										Projected Debt	Debt Against Legal Debt Limit	Available Legal Capacity	Percent Debt is of Legal Debt Limit
			GO	GO	Annual Approp.	Note	GO	Note	Annual Approp.	GO	GO	*TIF Agree.				
			2003	2012A	2013A	2015	2016A	2016	2017A	2019A	2020	Combined				
FY 2018	253,336,171	12,666,809	155,000	2,860,000	693,693	43,500	3,315,000	290,000	975,238					8,332,430	4,334,379	65.78%
FY 2019	287,586,104	14,379,305	126,000	2,685,000	604,743	29,500	3,315,000	258,000	988,938			1,320,870		9,328,050	5,051,255	64.87%
FY 2020	303,933,996	15,196,700	96,000		596,663	15,000	3,065,000	225,000	1,002,038	3,695,000	-	1,614,452		10,309,152	4,887,548	67.84%
FY 2021	345,656,844	17,282,842	65,000		606,813	-	2,810,000	191,000	1,009,538	3,490,000	2,250,000	1,540,370		11,962,720	5,320,122	69.22%
FY 2022	367,080,894	18,354,045	33,000		509,850	-	2,545,000	155,000	756,538	3,305,000	1,930,000	1,500,000		10,734,388	7,619,657	58.49%
FY 2023	381,764,130	19,088,206	-			-	1,915,000	118,000	881,575	2,980,000	1,655,000	1,500,000		9,049,575	10,038,631	47.41%
FY 2024	397,034,695	19,851,735	-			-	1,265,000	80,000	876,450	2,640,000	1,485,000	1,500,000		7,846,450	12,005,285	39.53%
FY 2025	412,916,083	20,645,804	-			-	590,000	41,000	868,900	2,295,000	1,310,000	1,500,000		6,604,900	14,040,904	31.99%
FY 2026	429,432,726	21,471,636	-			-	295,000	-	303,850	1,945,000	1,135,000	1,500,000		5,178,850	16,292,786	24.12%
FY 2027	446,610,035	22,330,502	-			-	-	-	-	1,585,000	955,000	1,500,000		4,040,000	18,290,502	18.09%
FY 2028	464,474,437	23,223,722	-			-	-	-	-	1,220,000	770,000	1,500,000		3,490,000	19,733,722	15.03%
FY 2029	483,053,414	24,152,671	-			-	-	-	-	850,000	580,000	1,500,000		2,930,000	21,222,671	12.13%
FY 2030	502,375,551	25,118,778	-			-	-	-	-	470,000	390,000	1,500,000		2,360,000	22,758,778	9.40%
FY 2031	522,470,573	26,123,529	-			-	-	-	-	240,000	195,000	1,500,000		1,935,000	24,188,529	7.41%
FY 2032	543,369,395	27,168,470	-	-		-	-	-	-	-	-	-		-	27,168,470	0.00%
FY 2033	565,104,171	28,255,209	-	-		-	-	-	-	-	-	-		-	28,255,209	0.00%
FY 2034	587,708,338	29,385,417	-	-		-	-	-	-	-	-	-		-	29,385,417	0.00%
FY 2035	611,216,672	30,560,834	-	-		-	-	-	-	-	-	-		-	30,560,834	0.00%
FY 2036	635,665,339	31,783,267	-	-		-	-	-	-	-	-	-		-	31,783,267	0.00%
FY 2037	661,091,952	33,054,598	-	-		-	-	-	-	-	-	-		-	33,054,598	0.00%
FY 2038	687,535,630	34,376,782	-	-		-	-	-	-	-	-	-		-	34,376,782	0.00%
Original Issue Par Amount			500,000	3,720,000	4,590,000	70,000	3,315,000	360,000	6,855,000	3,695,000	2,250,000					

Assumed Valuation Growth	4.00%		2012A GO Bonds were refunded by 2019A Bonds on October 29, 2019	*TIF Agreements Estimated
Debt Limit (as % of 100% valuation)	5.00%			

Huxley Debt Book as of
January 7, 2021 (Valuation Update)

Debt Service Schedule & Payment Source													
General Obligation Bonds, Series 2020A													
Date	Principal	Coupon	Interest	Total	Fiscal Total	Sewer Utility	Water Utility	LOST	TIF	RUT	Special Assmnt	Other	Debt Service Levy
12/01/20			20,467.75	20,467.75									
06/01/21	320,000	2.000%	21,545.00	341,545.00	362,012.75								362,013 1.78152
12/01/21			18,345.00	18,345.00									
06/01/22	275,000	2.000%	18,345.00	293,345.00	311,690.00								311,690 1.41395
12/01/22			15,595.00	15,595.00									
06/01/23	170,000	2.000%	15,595.00	185,595.00	201,190.00								201,190 0.87757
12/01/23			13,895.00	13,895.00									
06/01/24	175,000	2.000%	13,895.00	188,895.00	202,790.00								202,790 0.85053
12/01/24			12,145.00	12,145.00									
06/01/25	175,000	2.000%	12,145.00	187,145.00	199,290.00								199,290 0.80370
12/01/25			10,395.00	10,395.00									
06/01/26	180,000	2.000%	10,395.00	190,395.00	200,790.00								200,790 0.77861
12/01/26			8,595.00	8,595.00									
06/01/27	185,000	1.800%	8,595.00	193,595.00	202,190.00								202,190 0.75388
12/01/27			6,930.00	6,930.00									
06/01/28	190,000	1.800%	6,930.00	196,930.00	203,860.00								203,860 0.73087
12/01/28			5,220.00	5,220.00									-
06/01/29	190,000	1.800% *	5,220.00	195,220.00	200,440.00								200,440 0.69097
12/01/29			3,510.00	3,510.00									-
06/01/30	195,000	1.800%	3,510.00	198,510.00	202,020.00								202,020 0.66963
12/01/30			1,755.00	1,755.00									-
06/01/31	195,000	1.800%	1,755.00	196,755.00	198,510.00								198,510 0.63269
Total	2,250,000		234,783	2,484,783	2,484,783	-	-	-	-	-	-	-	2,484,783

Issue Size \$2,250,000

Purposes 560TH Street, Heart of Iowa Trail and East 1st St Projects

Notes: [Final]

Call Date 6/1/2028

*Assumes an annual 4.00% growth taxable valuation based on average growth of 8.24% between fiscal 2007 to 2020

Huxley Debt Book as of
January 7, 2021 (Valuation Update)

Debt Service Schedule & Payment Source													
General Obligation Corporate Purpose and Refunding Bonds, Series 2019A													
Date	Principal	Coupon	Interest	Total	Fiscal Total	Sewer Utility	Water Utility	LOST	TIF	RUT	Special Assmnt	Other	Debt Service Levy
12/01/19				-									-
06/01/20	205,000	4.000%	55,440.21	260,440.21	260,440.21	-			-			6,342.00	254,098 1.39497
12/01/20	-		42,971.88	42,971.88					-				-
06/01/21	185,000	4.000%	42,971.88	227,971.88	270,943.76	244,075.00			26,868.76				-
12/01/21			39,271.88	39,271.88					-				-
06/01/22	325,000	4.000%	39,271.88	364,271.88	403,543.76	246,675.00			156,868.76				-
12/01/22			32,771.88	32,771.88					-				-
06/01/23	340,000	2.000%	32,771.88	372,771.88	405,543.76	248,875.00			156,668.76				-
12/01/23			29,371.88	29,371.88					-				-
06/01/24	345,000	2.000%	29,371.88	374,371.88	403,743.76	249,775.00			153,968.76				-
12/01/24			25,921.88	25,921.88					-				-
06/01/25	350,000	2.000%	25,921.88	375,921.88	401,843.76	245,575.00			156,268.76				-
12/01/25			22,421.88	22,421.88					-				-
06/01/26	360,000	2.000%	22,421.88	382,421.88	404,843.76	246,375.00			158,468.76				-
12/01/26			18,821.88	18,821.88					-				-
06/01/27	365,000	2.375%	18,821.88	383,821.88	402,643.76	247,075.00			155,568.76				-
12/01/27			14,487.50	14,487.50					-				-
06/01/28	370,000	2.375% *	14,487.50	384,487.50	398,975.00	241,850.00			157,125.00				-
12/01/28			10,093.75	10,093.75					-				-
06/01/29	380,000	2.375% *	10,093.75	390,093.75	400,187.50	246,625.00			153,562.50				-
12/01/29			5,581.25	5,581.25					-				-
06/01/30	230,000	2.375% *	5,581.25	235,581.25	241,162.50	241,162.50							-
12/01/30			2,850.00	2,850.00									-
06/01/31	240,000	2.375% *	2,850.00	242,850.00	245,700.00	245,700.00							-
Total	3,695,000		544,572	4,239,572	4,239,572	2,703,763	-	-	1,275,369	-	-	6,342	254,098

Issue Size \$3,695,000

Purposes

Finance extensions and improvements to the municipal sanitary sewer system and the municipal waterworks system, current refund the City's General Obligation Refunding Bonds, Series 2012A on October 29, 2019

Notes:

Call Date 6/1/2027

*Assumes an annual 4.00% growth taxable valuation based on average growth of 8.24% between fiscal 2007 to 2020

Huxley Debt Book as of
January 7, 2021 (Valuation Update)

Debt Service Schedule & Payment Source													
General Obligation Annual Appropriation Refunding, Series 2017													
Date	Principal	Coupon	Interest	Total	Fiscal Total	Sewer Utility	Water Utility	LOST	TIF	RUT	LMI	Other	Debt Service Levy
12/01/17			80,118.75	80,118.75									
06/01/18	815,000	2.000%	80,118.75	895,118.75	975,237.50				408,850.00		315,000.00		251,387.50 1.63663
12/01/18			71,968.75	71,968.75									
06/01/19	845,000	2.000%	71,968.75	916,968.75	988,937.50				373,777.12		296,565.00		318,595.38 1.86772
12/01/19			63,518.75	63,518.75									
06/01/20	875,000	2.000%	63,518.75	938,518.75	1,002,037.50				337,981.28		303,465.00		360,591.22 1.97960
12/01/20			54,768.75	54,768.75									
06/01/21	900,000	2.000%	54,768.75	954,768.75	1,009,537.50				356,151.02		307,125.00		346,261.48 1.70400
12/01/21			45,768.75	45,768.75									
06/01/22	665,000	2.250%	45,768.75	710,768.75	756,537.50				283,492.75		157,605.00		315,439.75 1.43096
12/01/22			38,287.50	38,287.50									
06/01/23	805,000	2.500% *	38,287.50	843,287.50	881,575.00				368,826.70		232,635.00		280,113.30 1.22183
12/01/23			28,225.00	28,225.00									
06/01/24	820,000	2.750% *	28,225.00	848,225.00	876,450.00				337,123.89		227,385.00		311,941.11 1.30833
12/01/24			16,950.00	16,950.00									
06/01/25	835,000	3.000% *	16,950.00	851,950.00	868,900.00				265,510.83		221,610.00		381,779.17 1.53965
12/01/25			4,425.00	4,425.00									
06/01/26	295,000	3.000% *	4,425.00	299,425.00	303,850.00						182,310.00		121,540.00 0.47130
12/01/26			-	-									
Total	6,855,000		808,063	7,663,063	7,663,063	-	-	-	2,731,714	-	2,243,700	-	2,687,649

Issue Size \$6,855,000
Call Date 6/1/2022

Purposes **Refunding** of Series 2009A [2018-2025] and Series 2010D [2018-2026]. Series 2009A original purpose - Ambulance, Police Vehicles, Vehicles for Street Department, street, water, sewer improvements and urban renewal projects consisting of Community Center and park improvements and the redemption of Anticipation NOtes series 2008B - 2010D D Original Purpose street improvements, sanitary sewer improvements, storm sewer and drainage improvements and water system improvements; installation of street lights and street signalization improvements; acquisition and demolition of dangerous and dilapidated properties; and the funding of a program for the acquisition, demolition and restoration of housing as part of a municipal housing project

Notes:

Annual Appropriation

*Assumes an annual 4.00% growth taxable valuation based on average growth of 8.24% between fiscal 2007 to 2020

Debt Service Schedule & Payment Source													
General Obligation Refunding Series 2016													
Date	Principal	Coupon	Interest	Total	Fiscal Total	Sewer Utility	Water Utility	LOST	TIF	RUT	LMI	Other	Debt Service Levy
12/01/19			37,721.25	37,721.25									
06/01/20	255,000	2.000%	37,721.25	292,721.25	330,442.50				302,317.50		16,875.00		11,250 0.06176
12/01/20			35,171.25	35,171.25									
06/01/21	265,000	1.700%	35,171.25	300,171.25	335,342.50				307,217.50		16,875.00		11,250 0.05536
12/01/21			32,918.75	32,918.75									
06/01/22	630,000	2.500% *	32,918.75	662,918.75	695,837.50				302,712.50		235,875.00		157,250 0.71335
12/01/22			25,043.75	25,043.75									
06/01/23	650,000	2.500% *	25,043.75	675,043.75	700,087.50				306,087.50		236,400.00		157,600 0.68744
12/01/23			16,918.75	16,918.75									
06/01/24	675,000	2.500% *	16,918.75	691,918.75	708,837.50				314,212.50		236,775.00		157,850 0.66205
12/01/24			8,481.25	8,481.25									
06/01/25	295,000	2.750% *	8,481.25	303,481.25	311,962.50				311,962.50				- -
12/01/25			4,425.00	4,425.00									
06/01/26	295,000	3.000% *	4,425.00	299,425.00	303,850.00				303,850.00				- -
Total	3,315,000		482,245	3,797,245	3,797,245	-	-	-	2,519,870	-	759,675	-	517,700

Issue Size \$3,315,000
Call Date 6/1/2021

Purposes **Crossover Refund** of Series 2010C , 2019-2026 and a Portion of Series 2010D, 2022 for \$1,110,000 - 2010D D Original Purpose street improvements, sanitary sewer improvements, storm sewer and drainage improvements and water system improvements; installation of street lights and street signalization improvements; acquisition and demolition of dangerous and dilapidated properties; and the funding of a program for the acquisition, demolition and restoration of housing as part of a municipal housing project

Notes:

*Assumes an annual 4.00% growth taxable valuation based on average growth of 8.24% between fiscal 2007 to 2020

Huxley Debt Book as of
January 7, 2021 (Valuation Update)

Debt Service Schedule & Payment Source															
Emergency Vehicle Note															
Date	Principal	Coupon	Interest	Total	Paying Agent	Fiscal Total	Sewer Utility	Water Utility	LOST	TIF	RUT	Special Assmnt	Other	Debt Service Levy	
12/01/17			4,930.00	4,930.00											
06/01/18	32,000	3.400% *	4,930.00	36,930.00		41,860.00								41,860	0.27253
12/01/18			4,386.00	4,386.00											
06/01/19	33,000	3.400% *	4,386.00	37,386.00		41,772.00								41,772	0.24488
12/01/19			3,825.00	3,825.00											
06/01/20	34,000	3.400% *	3,825.00	37,825.00		41,650.00								41,650	0.22865
12/01/20			3,247.00	3,247.00											
06/01/21	36,000	3.400% *	3,247.00	39,247.00		42,494.00								42,494	0.20912
12/01/21			2,635.00	2,635.00											
06/01/22	37,000	3.400% *	2,635.00	39,635.00		42,270.00								42,270	0.19175
12/01/22			2,006.00	2,006.00											
06/01/23	38,000	3.400% *	2,006.00	40,006.00		42,012.00								42,012	0.18325
12/01/23			1,360.00	1,360.00											
06/01/24	39,000	3.400% *	1,360.00	40,360.00		41,720.00								41,720	0.17498
12/01/24			697.00	697.00											
06/01/25	41,000	3.400% *	697.00	41,697.00		42,394.00								42,394	0.17097
12/01/25			-	-											
06/01/26			-	-		-								-	-
Total	290,000		46,172	336,172	-	336,172	-	-	-	-	-	-	-	336,172	

Issue Size \$360,000 **Purposes** Emergency Vehicle Acquisition Note

Call Date

Notes:

*Assumes an annual 4.00% growth taxable valuation based on average growth of 8.24% between fiscal 2007 to 2020

Debt Service Schedule & Payment Source Vehicle Acquisition Note													
Date	Principal	Coupon	Interest	Total	Fiscal Total	Sewer Utility	Water Utility	LOST	TIF	RUT	Special Assmnt	Other	Debt Service Levy
12/01/17			706.88	706.88									
06/01/18	14,000	3.250% *	706.88	14,706.88	15,413.76								15,414 0.10035
12/01/18			479.38	479.38								-	
06/01/19	14,500	3.250% *	479.38	14,979.38	15,458.76								15,459 0.09062
12/01/19			243.75	243.75								-	
06/01/20	15,000	3.250% *	243.75	15,243.75	15,487.50								15,488 0.08502
12/01/20			-	-								-	
Total	43,500		2,860	46,360	46,360	-	-	-	-	-	-	-	46,360

Issue Size \$70,000

Purposes Vehicle Acquisition

Notes:

Call Date

*Assumes an annual 4.00% growth taxable valuation based on average growth of 8.24% between fiscal 2007 to 2020

Debt Service Schedule & Payment Source														
General Obligation Annual Appropriation Refunding, Series 2013A														
Date	Principal	Coupon	Interest	Total	Paying Agent	Fiscal Total	Sewer Utility	Water Utility	LOST	TIF	RUT	Special Assmnt	Other	Debt Service Levy
12/01/17			36,846.25	36,846.25										
06/01/18	620,000	2.250%	36,846.25	656,846.25		693,692.50				693,692.50				- -
12/01/18			29,871.25	29,871.25						-				
06/01/19	545,000	2.400%	29,871.25	574,871.25		604,742.50				604,742.50				- -
12/01/19			23,331.25	23,331.25						-				
06/01/20	550,000	2.700% *	23,331.25	573,331.25		596,662.50				596,662.50				- -
12/01/20			15,906.25	15,906.25						-				
06/01/21	575,000	2.950% *	15,906.25	590,906.25		606,812.50				606,812.50				- -
12/01/21			7,425.00	7,425.00						-				
06/01/22	495,000	3.000% *	7,425.00	502,425.00		509,850.00				509,850.00				- -
Total	2,785,000		226,760	3,011,760	-	3,011,760	-	-	-	3,011,760	-	-	-	-

Issue Size \$4,590,000

Purposes

Crossover advance refund of the series 2006C with maturities from 2015-2022 - original purpose was for financing street, water, sanitary sewer, storm sewer and sidewalk improvements that are all within the city's urban renewal area. Projects include Southeast Annexation Project and First Street Project

Notes:

Annual Appropriation

Call Date 6/1/2019

*Assumes an annual 4.00% growth taxable valuation based on average growth of 8.24% between fiscal 2007 to 2020

Huxley Debt Book as of
January 7, 2021 (Valuation Update)

Debt Service Schedule & Payment Source													
General Obligation Refunding Series 2012													
Date	Principal	Coupon	Interest	Total	Fiscal Total	Sewer Utility	Water Utility	LOST	TIF	RUT	Special Assmnt	Other	Debt Service Levy
12/01/17			40,548.75	40,548.75									
06/01/18	175,000	2.000%	40,548.75	215,548.75	256,097.50								256,098 1.66730
12/01/18			38,798.75	38,798.75		-							
06/01/19	175,000	2.000%	38,798.75	213,798.75	252,597.50								252,598 1.48082
12/01/19			-	-		-							
06/01/20			-	-	-								- -
12/01/20			-	-									
06/01/21			-	-	-								- -
12/01/21			-	-									
06/01/22			-	-	-								- -
12/01/22			-	-									
06/01/23			-	-	-								- -
12/01/23			-	-									
06/01/24			-	-	-								- -
12/01/24			-	-									
06/01/25			-	-	-								- -
12/01/25			-	-									
06/01/26			-	-	-								- -
12/01/26			-	-									
06/01/27			-	-	-								- -
12/01/27			-	-									
06/01/28			-	-	-								- -
12/01/28			-	-									
06/01/29			-	-	-								- -
12/01/29			-	-									
06/01/30			-	-	-								- -
12/01/30			-	-									
06/01/31			-	-	-								- -
12/01/31			-	-									
Total	350,000		158,695	508,695	508,695	-	-	-	-	-	-	-	508,695

Issue Size \$3,720,000

Purposes

Current refunding on a portion of SRF Series 2009 - Sewer - Refunded with the 2019A issue

Notes:

Refunded with the 2019A issue

*Assumes an annual 4.00% growth taxable valuation based on average growth of 8.24% between fiscal 2007 to 2020

**City of Huxley, Iowa
Revenue Debt Issues
Currently Outstanding**

Debt Service Schedule						
Water Revenue Refunding Bonds, Series 2013B						
Date	Principal	Coupon	Interest	Total	Pay ing	Fiscal Total
12/01/17			4,995.00	4,995		
06/01/18	110,000	1.450%	4,995.00	114,995.00		119,990.00
12/01/18			4,197.50	4,197.50		
06/01/19	110,000	1.450%	4,197.50	114,197.50		118,395.00
12/01/19			3,400.00	3,400.00		
06/01/20	110,000	2.000% *	3,400.00	113,400.00		116,800.00
12/01/20			2,300.00	2,300.00		
06/01/21	115,000	2.000% *	2,300.00	117,300.00		119,600.00
12/01/21			1,150.00	1,150.00		
06/01/22	115,000	2.000% *	1,150.00	116,150.00		117,300.00
12/01/22			-	-		
Total	560,000		32,085	592,085	-	592,085

Issue Size \$985,000

Call Date 6/1/2019

Purposes Refunding of Series 2002 Bonds with
maturities of 2014-2022

Debt Service Schedule					
Sewer Revenue Refunding Bonds, Series 2013C					
Date	Principal	Coupon	Interest	Total	Fiscal Total
12/01/17			6,805.00	6,805.00	
06/01/18	75,000	1.450%	6,805.00	81,805.00	88,610.00
12/01/18			6,261.25	6,261.25	
06/01/19	75,000	1.450%	6,261.25	81,261.25	87,522.50
12/01/19			5,717.50	5,717.50	
06/01/20	75,000	2.100% *	5,717.50	80,717.50	86,435.00
12/01/20			4,930.00	4,930.00	
06/01/21	80,000	2.100% *	4,930.00	84,930.00	89,860.00
12/01/21			4,090.00	4,090.00	
06/01/22	80,000	2.100% *	4,090.00	84,090.00	88,180.00
12/01/22			3,250.00	3,250.00	
06/01/23	80,000	2.600% *	3,250.00	83,250.00	86,500.00
12/01/23			2,210.00	2,210.00	
06/01/24	85,000	2.600% *	2,210.00	87,210.00	89,420.00
12/01/24			1,105.00	1,105.00	
06/01/25	85,000	2.600% *	1,105.00	86,105.00	87,210.00
12/01/25			-	-	
Total	635,000		68,738	703,738	703,738

Issue Size \$925,000

Call Date 6/1/2019

Purposes Refunding of Series
2009

Huxley Debt Book as of
January 7, 2021 (Valuation Update)

Debt Service Schedule SRF 2009 Sewer Revenue					
Date	Principal	Coupon	Interest	Total	Fiscal Total
12/01/17			22,945.00	22,945	
06/01/18	10,000	3.250% *	22,945.00	32,945.00	55,890.00
12/01/18			22,782.50	22,782.50	
06/01/19	10,000	3.250% *	22,782.50	32,782.50	55,565.00
12/01/19			22,620.00	22,620.00	
06/01/20	10,000	3.250% *	22,620.00	32,620.00	55,240.00
12/01/20			22,457.50	22,457.50	
06/01/21	10,000	3.250% *	22,457.50	32,457.50	54,915.00
12/01/21			22,295.00	22,295.00	
06/01/22	10,000	3.250% *	22,295.00	32,295.00	54,590.00
12/01/22			22,132.50	22,132.50	
06/01/23	10,000	3.250% *	22,132.50	32,132.50	54,265.00
12/01/23			21,970.00	21,970.00	
06/01/24	10,000	3.250% *	21,970.00	31,970.00	53,940.00
12/01/24			21,807.50	21,807.50	
06/01/25	10,000	3.250% *	21,807.50	31,807.50	53,615.00
12/01/25			21,645.00	21,645.00	
06/01/26	77,000	3.250% *	21,645.00	98,645.00	120,290.00
12/01/26			20,393.75	20,393.75	
06/01/27	79,000	3.250% *	20,393.75	99,393.75	119,787.50
12/01/27			19,110.00	19,110.00	
06/01/28	82,000	3.250% *	19,110.00	101,110.00	120,220.00
12/01/28			17,777.50	17,777.50	
06/01/29	84,000	3.250% *	17,777.50	101,777.50	119,555.00
12/01/29			16,412.50	16,412.50	
06/01/30	87,000	3.250% *	16,412.50	103,412.50	119,825.00
12/01/30			14,998.75	14,998.75	
06/01/31	90,000	3.250% *	14,998.75	104,998.75	119,997.50
12/01/31			13,536.25	13,536.25	
06/01/32	93,000	3.250% *	13,536.25	106,536.25	120,072.50
12/01/32			12,025.00	12,025.00	
06/01/33	96,000	3.250% *	12,025.00	108,025.00	120,050.00
12/01/33			10,465.00	10,465.00	
06/01/34	99,000	3.250% *	10,465.00	109,465.00	119,930.00
12/01/34			8,856.25	8,856.25	
06/01/35	102,000	3.250% *	8,856.25	110,856.25	119,712.50
12/01/35			7,198.75	7,198.75	
06/01/36	106,000	3.250% *	7,198.75	113,198.75	120,397.50
12/01/36			5,476.25	5,476.25	
06/01/37	109,000	3.250% *	5,476.25	114,476.25	119,952.50
12/01/37			3,705.00	3,705.00	
06/01/38	112,000	3.250% *	3,705.00	115,705.00	119,410.00
12/01/38			1,885.00	1,885.00	
06/01/39	116,000	3.250% *	1,885.00	117,885.00	119,770.00
12/01/39			-	-	
Total	1,296,000		701,220	1,997,220	1,997,220

Issue Size \$1,296,000

Purposes Sewer Debt - Plant

Call Date

SOURCES AND USES OF FUNDS

CITY OF HUXLEY, IOWA (General Obligation) GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021B

Current Refunding the June 1, 2022 to June 1, 2026 Maturities of
2016 General Obligation Refunding Bonds on June 1, 2021
Assumes Tax Exempt, Bank Qualified Refunding; Not Rated (to Review)
Preliminary, Subject to Change

Dated Date	03/30/2021
Delivery Date	03/30/2021

Sources:

Bond Proceeds:	
Par Amount	2,585,000.00
	<hr/>
	2,585,000.00
	<hr/>

Uses:

Current Refund 2016 Bonds:	
due 2022 to 2026	2,545,000.00
Delivery Date Expenses:	
Cost of Issuance	39,250.00
Other Uses of Funds:	
Rounding / Contingency	750.00
	<hr/>
	2,585,000.00
	<hr/>

SUMMARY OF REFUNDING RESULTS

CITY OF HUXLEY, IOWA (General Obligation) GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021B

~~~~~  
Current Refunding the June 1, 2022 to June 1, 2026 Maturities of  
2016 General Obligation Refunding Bonds on June 1, 2021  
Assumes Tax Exempt, Bank Qualified Refunding; Not Rated (to Review)  
\*Preliminary, Subject to Change\*

|                                                       |              |
|-------------------------------------------------------|--------------|
| Dated Date                                            | 03/30/2021   |
| Delivery Date                                         | 03/30/2021   |
| Arbitrage yield                                       | 0.681633%    |
| Escrow yield                                          | 0.000000%    |
| Value of Negative Arbitrage                           |              |
| Bond Par Amount                                       | 2,585,000.00 |
| True Interest Cost                                    | 0.681633%    |
| Net Interest Cost                                     | 0.682296%    |
| Average Coupon                                        | 0.682296%    |
| Average Life                                          | 2.732        |
| Weighted Average Maturity                             | 2.732        |
| Duration                                              | 2.709        |
| Par amount of refunded bonds                          | 2,545,000.00 |
| Average coupon of refunded bonds                      | 2.651960%    |
| Average life of refunded bonds                        | 2.767        |
| Remaining weighted average maturity of refunded bonds | 2.767        |
| PV of prior debt to 03/30/2021 @ 0.681633%            | 2,670,741.77 |
| Net PV Savings                                        | 86,491.77    |
| Percentage savings of refunded bonds                  | 3.398498%    |
| Percentage savings of refunding bonds                 | 3.345910%    |

## SAVINGS

### CITY OF HUXLEY, IOWA (General Obligation) GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021B

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Current Refunding the June 1, 2022 to June 1, 2026 Maturities of
2016 General Obligation Refunding Bonds on June 1, 2021
Assumes Tax Exempt, Bank Qualified Refunding; Not Rated (to Review)
Preliminary, Subject to Change

Date	Prior Debt Service	Refunding Debt Service	Refunding Receipts	Refunding Net Cash Flow	Savings	Annual Savings
03/30/2021			(750.00)	(750.00)	750.00	
06/01/2021						750.00
12/01/2021	32,918.75	10,808.18		10,808.18	22,110.57	
06/01/2022	662,918.75	668,072.50		668,072.50	(5,153.75)	16,956.82
12/01/2022	25,043.75	6,422.50		6,422.50	18,621.25	
06/01/2023	675,043.75	676,422.50		676,422.50	(1,378.75)	17,242.50
12/01/2023	16,918.75	4,580.00		4,580.00	12,338.75	
06/01/2024	691,918.75	684,580.00		684,580.00	7,338.75	19,677.50
12/01/2024	8,481.25	2,370.00		2,370.00	6,111.25	
06/01/2025	303,481.25	292,370.00		292,370.00	11,111.25	17,222.50
12/01/2025	4,425.00	1,282.50		1,282.50	3,142.50	
06/01/2026	299,425.00	286,282.50		286,282.50	13,142.50	16,285.00
	2,720,575.00	2,633,190.68	(750.00)	2,632,440.68	88,134.32	88,134.32

Savings Summary

Dated Date	03/30/2021
Delivery Date	03/30/2021
Savings PV rate	0.681633%
PV of savings from cash flow	86,491.77
Net PV Savings	86,491.77

BOND DEBT SERVICE

CITY OF HUXLEY, IOWA (General Obligation) GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021B

Current Refunding the June 1, 2022 to June 1, 2026 Maturities of
2016 General Obligation Refunding Bonds on June 1, 2021
Assumes Tax Exempt, Bank Qualified Refunding; Not Rated (to Review)
Preliminary, Subject to Change

Dated Date 03/30/2021
Delivery Date 03/30/2021

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service
03/30/2021					
12/01/2021			10,808.18	10,808.18	
06/01/2022	660,000	0.500%	8,072.50	668,072.50	678,880.68
12/01/2022			6,422.50	6,422.50	
06/01/2023	670,000	0.550%	6,422.50	676,422.50	682,845.00
12/01/2023			4,580.00	4,580.00	
06/01/2024	680,000	0.650%	4,580.00	684,580.00	689,160.00
12/01/2024			2,370.00	2,370.00	
06/01/2025	290,000	0.750%	2,370.00	292,370.00	294,740.00
12/01/2025			1,282.50	1,282.50	
06/01/2026	285,000	0.900%	1,282.50	286,282.50	287,565.00
	2,585,000		48,190.68	2,633,190.68	2,633,190.68

BOND PRICING

CITY OF HUXLEY, IOWA (General Obligation) GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021B

~~~~~  
Current Refunding the June 1, 2022 to June 1, 2026 Maturities of  
2016 General Obligation Refunding Bonds on June 1, 2021  
Assumes Tax Exempt, Bank Qualified Refunding; Not Rated (to Review)  
\*Preliminary, Subject to Change\*

| Bond Component | Maturity Date | Amount    | Rate   | Yield  | Price   |
|----------------|---------------|-----------|--------|--------|---------|
| Serial Bond:   |               |           |        |        |         |
|                | 06/01/2022    | 660,000   | 0.500% | 0.500% | 100.000 |
|                | 06/01/2023    | 670,000   | 0.550% | 0.550% | 100.000 |
|                | 06/01/2024    | 680,000   | 0.650% | 0.650% | 100.000 |
|                | 06/01/2025    | 290,000   | 0.750% | 0.750% | 100.000 |
|                | 06/01/2026    | 285,000   | 0.900% | 0.900% | 100.000 |
|                |               | 2,585,000 |        |        |         |

|                         |              |             |
|-------------------------|--------------|-------------|
| Dated Date              | 03/30/2021   |             |
| Delivery Date           | 03/30/2021   |             |
| First Coupon            | 12/01/2021   |             |
| Par Amount              | 2,585,000.00 |             |
| Original Issue Discount |              |             |
| Production              | 2,585,000.00 | 100.000000% |
| Underwriter's Discount  |              |             |
| Purchase Price          | 2,585,000.00 | 100.000000% |
| Accrued Interest        |              |             |
| Net Proceeds            | 2,585,000.00 |             |

# PRIOR BOND DEBT SERVICE

## CITY OF HUXLEY, IOWA (General Obligation) GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021B

Current Refunding the June 1, 2022 to June 1, 2026 Maturities of  
2016 General Obligation Refunding Bonds on June 1, 2021  
Assumes Tax Exempt, Bank Qualified Refunding; Not Rated (to Review)  
\*Preliminary, Subject to Change\*

Dated Date 03/30/2021  
Delivery Date 03/30/2021

| Period<br>Ending | Principal | Coupon | Interest   | Debt Service | Annual<br>Debt Service |
|------------------|-----------|--------|------------|--------------|------------------------|
| 03/30/2021       |           |        |            |              |                        |
| 12/01/2021       |           |        | 32,918.75  | 32,918.75    |                        |
| 06/01/2022       | 630,000   | 2.500% | 32,918.75  | 662,918.75   | 695,837.50             |
| 12/01/2022       |           |        | 25,043.75  | 25,043.75    |                        |
| 06/01/2023       | 650,000   | 2.500% | 25,043.75  | 675,043.75   | 700,087.50             |
| 12/01/2023       |           |        | 16,918.75  | 16,918.75    |                        |
| 06/01/2024       | 675,000   | 2.500% | 16,918.75  | 691,918.75   | 708,837.50             |
| 12/01/2024       |           |        | 8,481.25   | 8,481.25     |                        |
| 06/01/2025       | 295,000   | 2.750% | 8,481.25   | 303,481.25   | 311,962.50             |
| 12/01/2025       |           |        | 4,425.00   | 4,425.00     |                        |
| 06/01/2026       | 295,000   | 3.000% | 4,425.00   | 299,425.00   | 303,850.00             |
|                  | 2,545,000 |        | 175,575.00 | 2,720,575.00 | 2,720,575.00           |

## SUMMARY OF BONDS REFUNDED

### CITY OF HUXLEY, IOWA (General Obligation) GENERAL OBLIGATION REFUNDING BONDS, SERIES 2021B ~~~~~

Current Refunding the June 1, 2022 to June 1, 2026 Maturities of  
2016 General Obligation Refunding Bonds on June 1, 2021  
Assumes Tax Exempt, Bank Qualified Refunding; Not Rated (to Review)  
\*Preliminary, Subject to Change\*

| Bond                                                       | Maturity<br>Date | Interest<br>Rate | Par<br>Amount | Call<br>Date | Call<br>Price |
|------------------------------------------------------------|------------------|------------------|---------------|--------------|---------------|
| GENERAL OBLIGATION REFUNDING BONDS, SERIES 2016, 16_GOREF: |                  |                  |               |              |               |
| SERIAL                                                     | 06/01/2022       | 2.500%           | 630,000.00    | 06/01/2021   | 100.000       |
|                                                            | 06/01/2023       | 2.500%           | 650,000.00    | 06/01/2021   | 100.000       |
|                                                            | 06/01/2024       | 2.500%           | 675,000.00    | 06/01/2021   | 100.000       |
|                                                            | 06/01/2025       | 2.750%           | 295,000.00    | 06/01/2021   | 100.000       |
|                                                            | 06/01/2026       | 3.000%           | 295,000.00    | 06/01/2021   | 100.000       |
|                                                            |                  |                  | 2,545,000.00  |              |               |

CITY OF HUXLEY  
YEAR TO DATE TREASURERS REPORT  
AS OF: NOVEMBER 30TH, 2020

| FUND                         | BEGINNING<br>CASH BALANCE | Y-T-D<br>REVENUES | NET CHANGE<br>IN ASSETS | Y-T-D<br>EXPENDITURES | NET CHANGE IN<br>LIABILITIES | CLOSING<br>BALANCE | INVESTMENTS<br>YTD BALANCE | CHECKING<br>BALANCE |
|------------------------------|---------------------------|-------------------|-------------------------|-----------------------|------------------------------|--------------------|----------------------------|---------------------|
| 001-GENERAL FUND             | 2,083,351.06              | 841,775.70        | 0.00                    | 700,908.41            | 2,538.59                     | 2,226,756.94       | 269,398.72                 | 2,496,155.66        |
| 002-LIBRARY                  | 0.00                      | 60,111.50         | 0.00                    | 73,439.57             | 307.71 (                     | 13,020.36)         | 0.00 (                     | 13,020.36)          |
| 003-RECREATION               | 0.00                      | 68,011.48         | 0.00                    | 89,063.99 (           | 776.97) (                    | 21,829.48)         | 0.00 (                     | 21,829.48)          |
| 004-FIRE AND RESCUE          | 0.00                      | 0.00              | 0.00                    | 23,244.68             | 0.00 (                       | 23,244.68)         | 0.00 (                     | 23,244.68)          |
| 006-CEMETERY                 | 4,199.76                  | 0.00              | 0.00                    | 308.14                | 0.00                         | 3,891.62           | 0.00                       | 3,891.62            |
| 014-AMBULANCE                | 0.00                      | 24,518.39         | 0.00                    | 32,597.77             | 105.41 (                     | 7,973.97)          | 0.00 (                     | 7,973.97)           |
| 110-ROAD USE TAX             | 508,839.58                | 217,186.80        | 0.00                    | 166,957.43            | 629.39                       | 559,698.34         | 0.00                       | 559,698.34          |
| 121-LOCAL OPTION TAX         | 35,635.60                 | 273,041.81        | 0.00                    | 0.00                  | 0.00                         | 308,677.41         | 0.00                       | 308,677.41          |
| 124-LMI                      | 434,156.26                | 0.00              | 0.00                    | 0.00                  | 0.00                         | 434,156.26         | 0.00                       | 434,156.26          |
| 125-TIF                      | 0.00                      | 1,267,687.76      | 0.00 (                  | 2,642.56)             | 0.00                         | 1,270,330.32       | 0.00                       | 1,270,330.32        |
| 140-CUSTOMER DEPOSITS        | 43,690.00                 | 0.00              | 0.00                    | 0.00                  | 1,080.00                     | 44,770.00          | 0.00                       | 44,770.00           |
| 200-DEBT SERVICE FUND        | 632,763.18                | 403,051.60        | 0.00                    | 0.00                  | 0.00                         | 1,035,814.78       | 0.00                       | 1,035,814.78        |
| 303-LIBRARY PROJECT FUND     | 2,504.80                  | 0.00              | 0.00                    | 0.00                  | 0.00                         | 2,504.80           | 0.00                       | 2,504.80            |
| 319-RECREATION NEW EQUIPMENT | 14,868.78                 | 0.00              | 0.00                    | 0.00                  | 0.00                         | 14,868.78          | 0.00                       | 14,868.78           |
| 325-E. 1ST ST RECONSTRUCTION | 230,462.59                | 0.00              | 0.00                    | 6,762.59              | 0.00                         | 223,700.00         | 0.00                       | 223,700.00          |
| 332-CENTENNIAL WEST          | 46,917.69                 | 0.00              | 0.00                    | 0.00                  | 0.00                         | 46,917.69          | 0.00                       | 46,917.69           |
| 338-WATER METERS             | 3,560.00                  | 0.00              | 0.00                    | 0.00                  | 0.00                         | 3,560.00           | 0.00                       | 3,560.00            |
| 339-560TH AVENUE PAVING      | 1,593,765.75              | 0.00              | 0.00                    | 1,145,959.25          | 0.00                         | 447,806.50         | 0.00                       | 447,806.50          |
| 340-Trail Paving Project     | ( 58,185.01)              | 287,479.59        | 0.00                    | 80,081.84             | 0.00                         | 149,212.74         | 0.00                       | 149,212.74          |
| 342-HMGP Generator Project   | ( 168,343.45)             | 145,859.08        | 0.00                    | 23,280.00             | 0.00 (                       | 45,764.37)         | 0.00 (                     | 45,764.37)          |
| 343-KUM N GO WATER & SEWER   | 255,004.17                | 0.00              | 0.00                    | 52,065.63             | 0.00                         | 202,938.54         | 0.00                       | 202,938.54          |
| 344-STREET & WATER REPAIRS   | ( 220,332.41)             | 0.00              | 0.00                    | 119,200.79            | 0.00 (                       | 339,533.20)        | 0.00 (                     | 339,533.20)         |
| 398-STORM DAMAGE-DEREUCHE    | 0.00                      | 360,960.70        | 0.00                    | 212,075.47            | 0.00                         | 148,885.23         | 0.00                       | 148,885.23          |
| 600-WATER UTILITY            | 406,565.29                | 439,925.88        | 0.00                    | 238,165.57            | 462.22                       | 608,787.82         | 579,355.22                 | 1,188,143.04        |
| 602-WATER RESERVE FUND       | 98,500.00                 | 0.00              | 0.00                    | 0.00                  | 0.00                         | 98,500.00          | 0.00                       | 98,500.00           |
| 610-SEWER UTILITY            | 707,195.63                | 413,946.99        | 0.00                    | 259,504.84            | 471.51                       | 862,109.29         | 481,855.22                 | 1,343,964.51        |
| 611-SEWER SINKING FUND       | ( 230.00)                 | 0.00              | 0.00                    | 0.00                  | 0.00 (                       | 230.00)            | 0.00 (                     | 230.00)             |
| 612-SEWER RESERVE FUND       | 90,565.00                 | 0.00              | 0.00                    | 0.00                  | 0.00                         | 90,565.00          | 0.00                       | 90,565.00           |
| GRAND TOTAL                  | 6,745,454.27              | 4,803,557.28      | 0.00                    | 3,220,973.41          | 4,817.86                     | 8,332,856.00       | 1,330,609.16               | 9,663,465.16        |

\*\*\* END OF REPORT \*\*\*

CITY OF HUXLEY  
EXPENDITURES REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2020

125-TIF

| EXPENDITURES                           | CURRENT<br>BUDGET | CURRENT<br>PERIOD | PRIOR YEAR<br>PO ADJUST. | Y-T-D<br>ACTUAL | Y-T-D<br>ENCUMBRANCE | BUDGET<br>BALANCE | % OF<br>BUDGET |
|----------------------------------------|-------------------|-------------------|--------------------------|-----------------|----------------------|-------------------|----------------|
| ECONOMIC DEVELOPMENT<br>=====          |                   |                   |                          |                 |                      |                   |                |
| <u>Repair, Maint, &amp; Commodi</u>    |                   |                   |                          |                 |                      |                   |                |
| <u>Contractual Services</u>            |                   |                   |                          |                 |                      |                   |                |
| 125-5-520-2-6434 PROFESSIONAL SERVICES | 11,000.00         | 0.00              | 0.00                     | 2,500.00        | 0.00                 | 8,500.00          | 22.73          |
| TOTAL Contractual Services             | 11,000.00         | 0.00              | 0.00                     | 2,500.00        | 0.00                 | 8,500.00          | 22.73          |
| <u>Capital Outlay</u>                  |                   |                   |                          |                 |                      |                   |                |
| <u>Dept Service</u>                    |                   |                   |                          |                 |                      |                   |                |
| <u>Transfers</u>                       |                   |                   |                          |                 |                      |                   |                |
| TOTAL ECONOMIC DEVELOPMENT             | 11,000.00         | 0.00              | 0.00                     | 2,500.00        | 0.00                 | 8,500.00          | 22.73          |
| TIF RESERVE<br>=====                   |                   |                   |                          |                 |                      |                   |                |
| <u>Contractual Services</u>            |                   |                   |                          |                 |                      |                   |                |
| DEV. AGREEMENT<br>=====                |                   |                   |                          |                 |                      |                   |                |
| <u>Contractual Services</u>            |                   |                   |                          |                 |                      |                   |                |
| <u>Dept Service</u>                    |                   |                   |                          |                 |                      |                   |                |
| 125-5-599-4-6826 TRAILRIDGE DEV- PHASE | 63,000.00         | 0.00              | 0.00                     | 27,593.80       | 0.00                 | 35,406.20         | 43.80          |
| 125-5-599-4-6832 NORTHVIEW-PHASE III   | 759,000.00        | 0.00              | 0.00                     | 358,712.90      | 0.00                 | 400,287.10        | 47.26          |
| 125-5-599-4-6833 MEADOWLANE PLAT 1 EAS | 77,730.00         | 0.00              | 0.00                     | 36,566.96       | 0.00                 | 41,163.04         | 47.04          |
| 125-5-599-4-6839 SOUTH STORY BANK AGRE | 47,450.00         | 23,779.49         | 0.00                     | 47,558.98       | 0.00 (               | 108.98)           | 100.23         |
| 125-5-599-4-6840 MR. STORAGE AGREEMENT | 11,818.00         | 10,781.46         | 0.00                     | 10,781.46       | 0.00                 | 1,036.54          | 91.23          |
| 125-5-599-4-6841 VISIONBANK DEVELOP AG | 9,791.00          | 4,906.60          | 0.00                     | 9,813.20        | 0.00 (               | 22.20)            | 100.23         |
| 125-5-599-4-6842 FAREWAY DEVELOP AGREE | 33,550.00         | 1,812.91          | 0.00                     | 3,625.82        | 0.00                 | 29,924.18         | 10.81          |
| 125-5-599-4-6843 IOWA IRRIGATION       | 3,000.00          | 1,321.28          | 0.00                     | 2,642.56        | 0.00                 | 357.44            | 88.09          |
| 125-5-599-4-6844 CONTINENTAL MANU CHEM | 8,940.00          | 0.00              | 0.00                     | 0.00            | 0.00                 | 8,940.00          | 0.00           |
| 125-5-599-4-6875 TRAN. FEE TO LMI      | 375,470.00        | 0.00              | 0.00                     | 0.00            | 0.00                 | 375,470.00        | 0.00           |
| TOTAL Dept Service                     | 1,389,749.00      | 42,601.74         | 0.00                     | 497,295.68      | 0.00                 | 892,453.32        | 35.78          |
| TOTAL DEV. AGREEMENT                   | 1,389,749.00      | 42,601.74         | 0.00                     | 497,295.68      | 0.00                 | 892,453.32        | 35.78          |

| EXPENDITURES                           | CURRENT<br>BUDGET   | CURRENT<br>PERIOD | PRIOR YEAR<br>PO ADJUST. | Y-T-D<br>ACTUAL   | Y-T-D<br>ENCUMBRANCE | BUDGET<br>BALANCE   | % OF<br>BUDGET |
|----------------------------------------|---------------------|-------------------|--------------------------|-------------------|----------------------|---------------------|----------------|
| GENERAL ADMINISTRATION                 |                     |                   |                          |                   |                      |                     |                |
| =====                                  |                     |                   |                          |                   |                      |                     |                |
| <u>Contractual Services</u>            |                     |                   |                          |                   |                      |                     |                |
| 125-5-620-2-6437 WEBSITE MAINTENANCE   | <u>3,000.00</u>     | <u>0.00</u>       | <u>0.00</u>              | <u>2,808.45</u>   | <u>0.00</u>          | <u>191.55</u>       | <u>93.62</u>   |
| TOTAL Contractual Services             | 3,000.00            | 0.00              | 0.00                     | 2,808.45          | 0.00                 | 191.55              | 93.62          |
| <u>Transfers</u>                       |                     |                   |                          |                   |                      |                     |                |
| 125-5-620-5-6911 TIF TO GF ADMIN       | <u>60,000.00</u>    | <u>0.00</u>       | <u>0.00</u>              | <u>0.00</u>       | <u>0.00</u>          | <u>60,000.00</u>    | <u>0.00</u>    |
| TOTAL Transfers                        | 60,000.00           | 0.00              | 0.00                     | 0.00              | 0.00                 | 60,000.00           | 0.00           |
| <hr/>                                  |                     |                   |                          |                   |                      |                     |                |
| TOTAL GENERAL ADMINISTRATION           | 63,000.00           | 0.00              | 0.00                     | 2,808.45          | 0.00                 | 60,191.55           | 4.46           |
| DEBT SERVICE                           |                     |                   |                          |                   |                      |                     |                |
| =====                                  |                     |                   |                          |                   |                      |                     |                |
| <u>Transfers</u>                       |                     |                   |                          |                   |                      |                     |                |
| 125-5-710-5-6910 TRAN TIF TO DEBT SERV | <u>1,627,801.00</u> | <u>0.00</u>       | <u>0.00</u>              | <u>0.00</u>       | <u>0.00</u>          | <u>1,627,801.00</u> | <u>0.00</u>    |
| TOTAL Transfers                        | 1,627,801.00        | 0.00              | 0.00                     | 0.00              | 0.00                 | 1,627,801.00        | 0.00           |
| <hr/>                                  |                     |                   |                          |                   |                      |                     |                |
| TOTAL DEBT SERVICE                     | 1,627,801.00        | 0.00              | 0.00                     | 0.00              | 0.00                 | 1,627,801.00        | 0.00           |
| <hr/>                                  |                     |                   |                          |                   |                      |                     |                |
| FUND TOTAL EXPENDITURES                | <u>3,091,550.00</u> | <u>42,601.74</u>  | <u>0.00</u>              | <u>502,604.13</u> | <u>0.00</u>          | <u>2,588,945.87</u> | <u>16.26</u>   |

## RESOLUTION NO. 20-091

### A RESOLUTION APPROVING FISCAL YEAR 2020 BALANCE TRANSFERS FOR THE CITY OF HUXLEY

**WHEREAS**, The Huxley City Council approves interfund transfers as needed for budget balancing purposes; and

**NOW THEREFORE, BE IT RESOLVED**, by the City Council of the City of Huxley, Iowa, that the transfers outlined below are hereby approved with an effective date of September 22, 2020 and the City Clerk is authorized to make the transfers in accord with this resolution.

#### General Fund

From: Fund 002/Library  
To: Fund 001/General Fund  
Amount: - \$100,065.24

From: Fund 003/Recreation  
To: Fund 001/General Fund  
Amount: - \$65,442.47

From: Fund 004/Fire and Rescue  
To: Fund 001/General Fund  
Amount: - \$143,179

From: Fund 014/Ambulance  
To: Fund 001/General Fund  
Amount: - \$105,696.36

#### Capitol Funds

From: Fund 100/Prairie Ridge Development  
To: Fund 001/General Fund  
Amount: \$7,891.89

From: Fund 126/Huxley Dev Corp  
To: Fund 001/General Fund  
Amount: \$3,565.79

From: Fund 300/CIP  
To: Fund 001/General Fund  
Amount: - \$2,300.00

From: Fund 321/Development Donations  
To: Fund 001/General Fund  
Amount: \$250,072.00

From: Fund 322/CIP  
To: Fund 001/General Fund  
Amount: \$270,947.72

From: Fund 324/Property Sales  
To: Fund 001/General Fund  
Amount: \$525,343.91

From: Fund 402/Main Avenue Stormwater  
To: Fund 001/General Fund  
Amount: \$14,264.99

From: Fund 403/U.S. 69-Timberlane  
To: Fund 001/General Fund  
Amount: - \$12,478.94

#### Tax Increment Financing (TIF)

From: Fund 125/TIF (Residential Agreements)  
To: Fund 124/LMI  
Amount: \$418,408.02

From: Fund 125/TIF (Admin Fees)  
To: 001/General Fund  
Amount: \$91,729.64

From: Fund 125/TIF (Residential Agreements)  
To: Fund 200/Debt Service  
Amount: \$480,595.04

From: Fund 125/TIF (Commercial Agreements)  
To: Fund 200/Debt Service  
Amount: \$101,779.42

From: Fund 125/TIF Fund  
To: Fund 200/Debt Service (\$4,590,000 Bond)  
Amount: \$596,662.50

From: Fund 125/TIF  
To: Fund 200/Debt Service (\$6,855,000 Bond)  
Amount: \$490,095.89

From: Fund 124 LMI  
To: Fund 200 Debt Service  
Amount: \$240,000



Proprietary Funds

From: Fund 601 Water Sinking Fund  
To: Fund 600 Water Fund  
Amount: \$149,330.00

From: Fund 611 Sewer Sinking Fund  
To: Fund 610/Sewer Fund  
Amount: \$133,425.00

Miscellaneous

From: Fund 121/Local Option Sales Tax  
To: Fund 001/General Fund  
Amount: \$401,954.26

Interest Earned on Two \$100,000 CD's  
Amount: \$8,710.00

Pass and Approved this 2<sup>nd</sup> day of September 2020.

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Kevin Deaton, Mayor

Attest:

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Jolene R. Lettow, City Clerk



P.O. Box 5  
515 North Main Avenue  
Huxley, Iowa 50124

Phone 515/597-2552  
Fax 515/597-2554

[huxleylibrary@huxleyiowa.org](mailto:huxleylibrary@huxleyiowa.org)  
[huxleyiowa.org/public-library](http://huxleyiowa.org/public-library)

## Library Report, January, 2021

- We are fundraising for the purchase and installation of a StoryWalk®. This is a \$7000+ project that will enhance the Heart of Iowa Trail at Railroad Park. Currently we stand at a total of \$3850 raised. A grant application submitted for \$1000, \$1750 in verbal commitments and commitment from a local business to cover any balance.
- The delivery system with Ballard Middle School continues with an on-line relationship. We have gotten permission from administration to visit classrooms with carts of books, so students will have opportunity to browse. We believe this will increase circulation and directly benefit students.
- Both adult book clubs are meeting monthly in the library. We offer a zoom connection for those distancing and still wanting to participate. We offered a grab & go kit for a holiday countdown calendar. Over 60 participated. We've hosted 2 in-person craft nights with another scheduled this month. Our open space allows for comfortable gatherings.
- All children's programs (Know & Grow) are still offered virtually. There is a pick-up kit for crafts and an interactive Facebook room for families to get together weekly with our program director, Jessica Leeds.
- Circulation of materials has remained steady. We continue to offer outside pick up.
- Our State Accreditation is due by February 28. This includes a 5 year strategic plan that is currently being reviewed by the Library's Board of Trustees. We are a tier 3 accredited library, the highest level you can attain.
- The library continues to offer a wide range of services both in-house and on-line for materials, research, programs, and reference.

Cathy Van Maanen  
Director of Library Services



## MEMORANDUM

To: Honorable Mayor Kevin Deaton & City Council  
From: Heather Denger  
Date: 1/6/21  
Re: Parks & Recreation January 2021 Department Report

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### **3C's Update**

- Membership Update

|              | 12 Month Memberships | 6 Month Memberships | 3 Month Memberships | EFT Bank Memberships | Total Active Memberships |
|--------------|----------------------|---------------------|---------------------|----------------------|--------------------------|
| January 2021 | 292                  | 80                  | 18                  | 51                   | 441                      |
| January 2020 | 361                  | 149                 | 9                   | 73                   | 592                      |
| January 2019 | 316                  | 130                 | 8                   | 70                   | 524                      |

Memberships are down since Covid however we are starting to see more members coming back each week. Membership numbers are also smaller this month because I removed inactive Silver Sneaker, Silver and Fit and Healthy Contributions members. Those members do not pay a membership fee however we are paid by the number of visits they make monthly.

- There were 1,862 total visits to the Citizens Community Center during December 2020.
- There have been no Lunch and Learns since COVID.
- Nova serviced our equipment January 6<sup>th</sup>, 2021.
- CIRL basketball has re-started. We have 19 teams in 1<sup>st</sup>-6<sup>th</sup> grade.

### **Parks & Trails Update**

- Rocky has been helping with Snow Removal.
- Rocky and other public work employees have removed many trees that were damaged during the Derecho.
- Rocky helped with the setup of the Huxley Ice Rink (located on sand volleyball courts by Railroad Park)

### **Parks & Recreation Board Update**

- Our January Park Board Meeting met via Zoom on Monday, January 5th at 6pm.
- CIRL Games resume January 9<sup>th</sup> for 1<sup>st</sup>-6<sup>th</sup> graders.

### **Tree Board Update**

- Tree Board meets Monday, January 18<sup>th</sup>, at 6pm in Council Chambers/Zoom.

## Public Works Report December 2020

- Staff has been taking vacation before the end of the year this month. It was very difficult to get off this summer due to the Derecho.
- We have all the trees identified from the derecho that either need removed or trimmed in the parks, public grounds and in the right of ways. The amount for the removal from insurance was less than we hoped for but staff has done some of the removal work this last month to help drop the price on the contract bids that we have already received. New bid quantities are back in the hands of the contractors and we are just waiting to receive the new bids so we can move on with the removals.
- I believe we have given everything FEMA needs this month for paperwork and closing reports for the final close out of the North Lift Station Mitigation Project. We hope to hear back in a couple weeks if we have achieved their goals for closing out the project.
- Fixing and keeping up with equipment repairs as needed in the street division.
- Finishing up with the 560<sup>th</sup> project on final walk thru and signage that was on backorder.
- Plowing snow and applying ice control as needed.
- We have put down roughly 8,800 lbs. of sand and salt mix in the few snow events that we have had to date.
- Used roughly 500 gallons of brine for pretreatment of material and roadways.
- It took five staff using the backhoe, 3 plow trucks, snow blower for sidewalks and the pick-up plow roughly 9 to 10 hours to clean up the city after the last event.
- It took two dump trucks and the end-loader about eight hours to haul out snow piles from cul-de-sacs and city hall to make room for future events.
- Reviewed construction drawings with engineering on East 1<sup>st</sup> street.
- In the month of December the Huxley Water Plant treated 7,308,000 gallons of water. A maximum of 300,000 gallons of water per day, and a minimum of 167,000 gallons per day, and average daily treated water of 236,000 gallons per day.
- Working with engineering when needed on the design and construction of the water treatment plant expansion.
- The roof, soffit and fascia has been replaced on the old water plant on east 1<sup>st</sup> street this past month that was damaged from the derecho storm. We still need to replace the fence around the electrical transformer yet.
- A fire hydrant on 560th has been hit by a vehicle and was broken off at the breakaway flange. We had the police chief look at it and he thought he knew whose vehicle hit it. It looks to be repairable with a break away kit. The cost of that is around \$500 plus labor.
- Allender Butzke Engineering drilling crew was out at the water plant boring for soil samples and test holes for future expansion of the water plant.
- One of the high service pumps has lost about 250 gpm in pumping capacity. We will be replacing it in the next week if time allows. We still need to replace the static mixing valve after the softeners as well.
- The new filter media is doing a good job. We only have to backwash the filters every 22 hours of run time compared to 7 hours before. Finished water only has .01ppm of iron now. We hope this continues to perform at this level.
- We extended the water hydrant at the new intersection of East 1<sup>st</sup> and 560<sup>th</sup> Ave about twenty feet from the radial edge of the pavement. After the construction was completed on 560<sup>th</sup> we felt the hydrant was way to close to the edge of the pavement and would be prone to getting damaged by vehicles and snow plow operations.

- The biosolids tanks were pumped down, the solids hauled out to be land applied and cleaned in December. This was our second time hauling sludge this year, normally this is only done once a year.
- The North lift station and Oak lift station generators are performing well.
- We are still waiting for the fences at the old wastewater plant to be repaired from the Derecho but the fencing companies are booked out for a couple months with all the damage that occurred and they will get here when their schedules open up.
- We had a second intern from DMACC who has just completed his 320 hours. He commented on learning a lot and we have talked about him coming back for summer help. He was very conscience and had a great work ethic.
- We have been doing a lot of general maintenance and cleaning/organizing around the wastewater plant and building.
- We had some issues with the dialers that were recently installed at the North lift station and the Westview lift station. Electric Pump came out and installed new antennas and raised them up above the buildings a few feet. So far this seems to have fixed most of our problems.
- Accujet was in and completed our yearly contract of Jet/Vac work. They completed a total of 13,325' of cleaning.
- Jake Hermanson recently passed his Grade 1 Wastewater exam.
- AJ is scheduled to take the grade 3 exam as soon as the IDNR gives him the go ahead.

## **December 2020 Report Huxley Fire Rescue**

### **Promote Trust, Service Before Self, Positive Solutions**

-In 2020 Huxley Fire & Rescue has responded to 422 calls for service, 26 of those were in the month of December.

-Huxley EMS First Responders were dispatched to 17 calls in December.

-Huxley Ambulance 731 responded to 9 calls in December

-Huxley Fire responded to 12 calls in December

-Mutual Aid (included in totals above)

- 1 Ambulance call to Slater

- 1 EMS First Responder call to Kelley

- 1 Fire call to Kelley

| Activity/Training Start Actual Date | Activity/Training Event Name                                  | Activity/Training Attendee Count | Activity/Training Total Hours |
|-------------------------------------|---------------------------------------------------------------|----------------------------------|-------------------------------|
| 12/01/2020                          | December, Fire Department Meeting                             | 17                               | 2                             |
| 12/03/2020                          | EMT Basic Class; General Knowledge                            | 3                                | 4                             |
| 12/05/2020                          | EMT Basic Class; Skills                                       | 3                                | 8                             |
| 12/06/2020                          | Outreach Committee                                            | 3                                | 0                             |
| 12/07/2020                          | Budget Meeting with Huxley City Clerk Fire Department Meeting | 3                                | 1                             |
| 12/07/2020                          | EMT Basic School, Examination                                 | 3                                | 4                             |
| 12/08/2020                          | City Department Heads Cabinet Meeting                         | 2                                | 2                             |
| 12/08/2020                          | SCBA Batteries; Equipment Inventory, Checks, or Maintenance   | 2                                | 1                             |
| 12/10/2020                          | Personnel Interview, Fire Department Meeting                  | 6                                | 1                             |
| 12/10/2020                          | EMT Basic Class, Skills                                       | 3                                | 4                             |
| 12/10/2020                          | 731 Oil Change, Equipment Inventory, Checks, or Maintenance   | 2                                | 2                             |
| 12/11/2020                          | S-212, Chainsaw Wildland Firefighting Training                | 1                                | 24                            |
| 12/12/2020                          | EMT Basic, Skills Test                                        | 3                                | 5                             |
| 12/14/2020                          | City Department Head Cabinet Meeting                          | 2                                | 1                             |
| 12/14/2020                          | Fire Inspection                                               | 3                                | 1                             |
| 12/15/2020                          | Safe Buildings/V&K Development Meeting.                       | 1                                | 1                             |
| 12/15/2020                          | Compartments Equipment, Driver Training - Pumping Apparatus   | 12                               | 2                             |
| 12/17/2020                          | Wellness Visit                                                | 2                                | 0                             |
| 12/22/2020                          | EMT Protocol Roll Out                                         | 10                               | 2                             |
| 12/28/2020                          | Department Head Cabinet Meeting                               | 1                                | 1                             |

**Report Criteria**

Activity/Training Start Actual Date: Is Between 12/1/2020 and 12/31/2020

## Calls For Service by Nature Code

Huxley Police

12/01/20 to 12/31/20

|                                |                |    |                      |        |
|--------------------------------|----------------|----|----------------------|--------|
| ANIMAL CALL                    | Number of CFS: | 12 | Percentage of Total: | 3.04%  |
| BUSINESS SECURITY CHECK        | Number of CFS: | 84 | Percentage of Total: | 21.27% |
| CHEMICAL SPILL/ODOR            | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| CITIZEN CONTACT                | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| CITY CODE ENFORCEMENT          | Number of CFS: | 8  | Percentage of Total: | 2.03%  |
| CIVIL MATTER                   | Number of CFS: | 8  | Percentage of Total: | 2.03%  |
| DISTURBANCE & NOISE PARTY      | Number of CFS: | 6  | Percentage of Total: | 1.52%  |
| DOMESTIC DISPUTE               | Number of CFS: | 3  | Percentage of Total: | 0.76%  |
| FIGHT IN PROGRESS              | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| FINGER PRINTING                | Number of CFS: | 21 | Percentage of Total: | 5.32%  |
| FIRE ALARM                     | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| FIRE OTHER                     | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| FOLLOW UP                      | Number of CFS: | 7  | Percentage of Total: | 1.77%  |
| GENERAL ALARM BANK / RESIDENTI | Number of CFS: | 5  | Percentage of Total: | 1.27%  |
| GENERAL INFO/COMPLAINT/ASSIST  | Number of CFS: | 22 | Percentage of Total: | 5.57%  |
| HARASSMENT                     | Number of CFS: | 4  | Percentage of Total: | 1.01%  |
| HIT & RUN PROPERTY DAMAGE      | Number of CFS: | 2  | Percentage of Total: | 0.51%  |
| JUVENILE TROUBLE               | Number of CFS: | 4  | Percentage of Total: | 1.01%  |
| LAW DEPARTMENT ASSIST          | Number of CFS: | 11 | Percentage of Total: | 2.78%  |
| MEDICAL ASSIST/AMBULANCE CALL  | Number of CFS: | 17 | Percentage of Total: | 4.30%  |
| MENTAL HEALTH/PSYCHIATRIC DISO | Number of CFS: | 2  | Percentage of Total: | 0.51%  |
| MOTOR VEH CRASH / INJURY       | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| MOTOR VEH CRASH / UNK INJURY   | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| MOTOR VEH CRASH/PROP DAMAGE    | Number of CFS: | 4  | Percentage of Total: | 1.01%  |
| MOTORIST ASSISTANCE            | Number of CFS: | 7  | Percentage of Total: | 1.77%  |
| PARKING ENFORCEMENT/COMPLAINT  | Number of CFS: | 15 | Percentage of Total: | 3.80%  |
| RECKLESS DRIVER                | Number of CFS: | 4  | Percentage of Total: | 1.01%  |
| RESIDENCE CHECK                | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| SALVAGE VEHICLE INSPECTION     | Number of CFS: | 32 | Percentage of Total: | 8.10%  |
| SHOTS FIRED                    | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| SMOKE REPORT                   | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| SUSPICIOUS PERSON/VEH/ACTIVITY | Number of CFS: | 12 | Percentage of Total: | 3.04%  |
| THEFT / FRAUD / FORGERY        | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| TRAFFIC HAZARD                 | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| TRAFFIC STOP / ENFORCEMENT     | Number of CFS: | 81 | Percentage of Total: | 20.51% |
| VEHICLE FIRE                   | Number of CFS: | 1  | Percentage of Total: | 0.25%  |
| VEHICLE IN DITCH               | Number of CFS: | 2  | Percentage of Total: | 0.51%  |



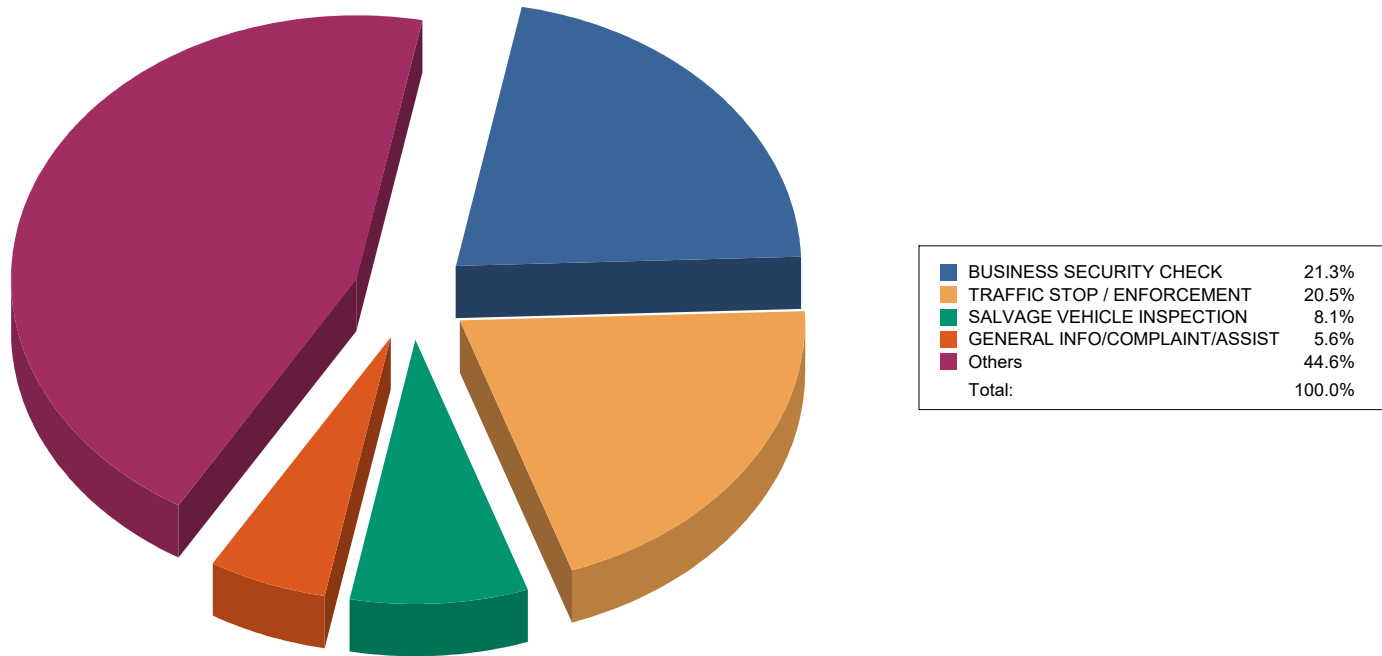
VEHICLE UNLOCK  
VIOLATION OF NO CONTACT ORDER  
WELFARE CHECK

Number of CFS: 2  
Number of CFS: 1  
Number of CFS: 6

Percentage of Total: 0.51%  
Percentage of Total: 0.25%  
Percentage of Total: 1.52%

Total CFS: 395

# Percentage of CFS by Nature Code



City of Huxley  
Huxley Police Department  
Report for December 2020

**December 1<sup>st</sup>, 2020 1:32 PM**

Officer responded to an out of control child call at the 500 block of E 1<sup>st</sup> Street. The officer was able to assist with the child until parents could take over again.

**December 1<sup>st</sup>, 2020 5:23 PM**

Officer assisted Cambridge fire with an anhydrous leak at the 300 block of East Street.

**December 2<sup>nd</sup>, 2020 7:01 PM**

Officer responded to a domestic altercation between brothers at the 400 block of E 1<sup>st</sup> Street. A 24 year old Huxley man was arrested for Aggravated Domestic Assault.

**December 5<sup>th</sup>, 2020 4:25 PM**

Officer received a hit and run complaint at the 200 block of Oak Blvd. An unknown vehicle struck a parked car at an unknown time causing minor damage to the rear bumper.

**December 5<sup>th</sup>, 2020 7:32 PM**

Officer stopped a vehicle for a traffic violation on Highway 69 near National Drive. The driver of the vehicle, a 25 year old man, was suspended from driving. He also had three warrants for his arrest. The jail would not take the driver, so he was cited and released with a court date for Driving Under Suspension and advised of his warrants.

**December 5<sup>th</sup>, 2020 7:55 PM**

Officer responded to a single vehicle accident on Interstate 35 near the 102 Mile Marker. After the investigation of the accident was complete, the driver was arrested for OWI. She was transported to the Story County Jail by Iowa State Patrol.

**December 7<sup>th</sup>, 2020 8:59 AM**

Officer responded to a report of a dog that had bitten an Amazon delivery driver at the 900 block of Park Circle. The delivery driver did not remain to be seen by the officer or file a report.

**December 7<sup>th</sup>, 2020 3:43 PM**

Officer responded to a domestic altercation at the 100 block of Deerwood. The altercation took place the night prior and a report was made and sent for review of the Story county Attorney's Office for possible charges.

**December 9<sup>th</sup>, 2020 5:54 PM**

Officer responded to a two vehicle accident at the 300 block of Highway 69. A vehicle was backing out of a driveway onto the highway and collided with oncoming traffic. Both vehicles were severely damaged. One driver had minor injuries but did not require medical attention.

**December 11<sup>th</sup>, 2020 12:44 AM**

Officer responded to a call of a male causing a disturbance at the 800 block of Hickory. The male was found in a tree and brought down by the officer. The male was released to his mother who would help assist the male with his medications.

**December 12<sup>th</sup>, 2020 4:05 AM**

Officer located a male pedestrian at the 900 block of Highway 69 that appeared to be under distress due to lack of proper cold weather clothing. The male had been entered as a missing person the night prior by Ames PD. He was treated and picked up by his wife who took him back home.

**December 12<sup>th</sup>, 2020 10:12 AM**

Officer responded to a single vehicle accident on Interstate 35 south of Highway 210. A vehicle was stuck in the ditch and minimal damage was done to the Kansas City, KS man's vehicle. The vehicle was towed out of the ditch. No injuries.

**December 12<sup>th</sup>, 3:37 PM**

Officer responded to a complaint of a plow that had caused damage to a wooden fence at an adjoining property's fence at the 300 block of E 5<sup>th</sup> Street.

**December 12<sup>th</sup>, 2020 4:20 PM**

Officer received an attempted Breaking and Entering complaint at the 200 block of N 3<sup>rd</sup>. A door that is rarely used to a residence had appeared to be broken. This could have happened up to a month prior. No suspects and no entry appear to have been made.

**December 13<sup>th</sup>, 2020 10:55 PM**

Officer received a complaint of a cat that bit a citizen at the 100 block of Deerwood. The cat had just been purchased at the ARL and was promptly returned after biting the new owner.

**December 14<sup>th</sup>, 2020 4:09 PM**

Officer responded to a minor accident in the Ballard Middle School parking lot. A Gilbert bus driver backed into a Ballard School van causing minimal damage.

**December 16<sup>th</sup>, 2020 6:41 PM**

Officer responded to a hit and run accident in the parking lot of the Ballard plaza. The suspect vehicle was located at the South Casey's. The driver of the vehicle was cited for leaving the scene of an accident.

**December 17<sup>th</sup>, 2020 11:12 AM**

Officer was called to assist with an out of control person at the 200 block of Oak Blvd. After a short time, the situation was calmed, and the officer was able to leave without further incident.

**December 18<sup>th</sup>, 2020 12:50 AM**

Officer responded to a vehicle fire at the OHV park. The vehicle was a total loss. There was a single occupant to the vehicle who was able to get out without any injury. An OWI investigation was opened and charges are possible pending a blood test.

**December 18<sup>th</sup>, 2020 9:40 AM**

Officer responded to a two vehicle accident at the 800 block of Hickory. A delivery vehicle had backed out of a driveway and struck a legally parked car causing approximately \$1500 in damage.

**December 18<sup>th</sup>, 2020 10:31 PM**

Officer was called to assist with an out of control teen at the 200 block of Centennial. The officer was able to assist and help with transport to the hospital for treatment.

**December 20<sup>th</sup>, 2020 11:30 PM**

Officer stopped a vehicle for a traffic violation on Highway 69 near National Drive. The driver of the vehicle, a 29 year old Waukee man, was suspended from driving. He was cited and released with a court date for Driving While License Suspended.

**December 23<sup>rd</sup>, 2020 4:20 PM**

Officer received a complaint of a violation of a no contact order at the 500 block of E 4<sup>th</sup> Street. Charges for contempt of court were pursued for the violation on a Guthrie Center woman.

**December 27<sup>th</sup>, 2020 12:06 AM**

Officer responded to a domestic altercation at the 500 block of Water Street. The altercation was verbal and both parties agreed that they could cohabitate for the remainder of the night with no further problems.

**December 27<sup>th</sup>, 2020 6:35 PM**

Officer responded to a domestic altercation at the 300 block of E 5<sup>th</sup> street between a father and grown son. Parties elected to stay in separate residences for the night.

**December 29<sup>th</sup>, 2020 11:17AM**

Officer responded to a vehicle accident in the 100 block of Lynwood Dr. The driver lost control of the vehicle and struck a streetlight pole. Both vehicle and streetlight pole had \$4500 estimated amount of damage.

**12/1:** All Officers received State required Implicit Bias and De-escalation Training.

**12/9-10:** Officer Gloede attended online training for Law Enforcement Grant Writing training.

**12/16:** PD had their annual Christmas Party at Fenceline Brewery in Huxley.

Gerry Stoll

Chief of Police

City of Cambridge  
Huxley Police Department  
Report for December 2020

**December 1<sup>st</sup>, 2020 5:23 PM**

Officer assisted Cambridge fire with an anhydrous leak at the 300 block of East Street.

**December 18<sup>th</sup>, 2020 12:50 AM**

Officer responded to a vehicle fire at the OHV park. The vehicle was a total loss. There was a single occupant to the vehicle who was able to get out without any injury. An OWI investigation was opened and charges are possible pending a blood test.

**December 27<sup>th</sup>, 2020 12:06 AM**

Officer responded to a domestic altercation at the 500 block of Water Street. The altercation was verbal and both parties agreed that they could cohabitate for the remainder of the night with no further problems.

**12/1:** All Officers received State required Implicit Bias and De-escalation Training.

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**12/16:** PD had their annual Christmas Party at Fenceline Brewery in Huxley.

Gerry Stoll

Chief of Police