



## CITY COUNCIL MEETING NOTICE

TUESDAY MARCH 23, 2021 6:00 P.M.

Join Zoom Meeting

<https://zoom.us/j/99513606098>

Meeting ID: 995 1360 6098

One tap mobile

+13126266799,,99513606098# US (Chicago)

+16465588656,,99513606098# US (New York)

### AGENDA

**1. ROLL CALL**

**2. APPROVE AGENDA AS PRESENTED AND/OR AMENDED**

**3. PRESENTATION/RECOGNITION** Todd Sommerfeld, Chairman and CEO Kreg Tool

**4. PUBLIC COMMENT (5 MINUTE TIME LIMIT FOR ITEMS NOT ON THIS AGENDA)**

**5. PUBLIC HEARINGS**

- a. Hearing and Approve Resolution No. 21-021 Approve FY 2022 Budget
- b. Hearing and Approve Resolution No. 21-022 Plans, Specifications and Form of Contract for the East First Street Project

**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 February 23, 2021 Regular Meeting
- b. Approve Treasurer's Report and Payment of Bills
- c. Approve Alcohol Permit for Kum & Go
- d. Approve Resolution No. 21-023 Tyler Technologies Financial Software Upgrade FY 20/21 CIP
- e. Approve Resolution No. 21-024 Purchase of Camera Trailer FY 20/21 CIP

**7. BUSINESS ITEMS**

- a. Approve Items Related to Fenceline Brew Pub
  - 1. Special Use Event Application
  - 2. Alcohol Permit
- b. Approve Resolution No. 21-025 DZ Flex Space Condos Site Plan
- c. Approve Resolution No. 21-026 Preferred Scenario for Water Rate Increase for Water Treatment Plant Expansion

**8. INFORMATIONAL ITEMS**

- a. General Status Update on Sidewalk Infill Program and Phases
- b. General Status Update on Construction Erosion and Sediment Control Ordinance Development

**9. CITY ADMINISTRATOR AND DIRECTOR REPORTS**

**10. MAYOR AND COUNCIL REPORTS**

**11. ADJOURNMENT**

**12. WORKSESSION** Draft FY 2022 CIP and Long-Range CIP

**UPCOMING WORK SESSION TOPICS**

Sidewalk Infill Program Phases  
Development Agreements and Tax Increment  
Economic Development Incentives-Priority Corridors and Programs  
Updated Mapping Land Use and Future Utilities  
Trails Master Plan  
Ongoing Integration of Council Goals  
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.

# COUNCIL COMMUNICATION

## **AGENDA HEADING:**

Hold Hearing and Approve FY 2022 Budget

## **SUBMITTED BY:**

Rita Conner, City Administrator

## **SYNOPSIS:**

The FY 2022 budget provides for the operations, services and maintenance of the City of Huxley from July 1, 2021 to June 30, 2022. Operational expenses include police, fire and emergency medical services, public works, parks and recreation, library and administration. Also included are the operations of the City's water and wastewater treatment plants, street maintenance and rehabilitation, debt service according to the Council's debt reduction strategy, and personnel and programs to respond to the needs of the growing community.

The budget categories within each of the City's departments provide for the equipment, vehicles, technology, materials and staff to serve Huxley residents and businesses, and attain goals and priorities set by Council. Capital improvement projects, which are projects outside the general operating budget intended to meet larger goals and priorities of Council to invest in our infrastructure, facilities, parks, trails, streets and treatment plants, are not included in the FY 2022 operating budget. The Capital Improvement Plan (CIP) will be discussed by Council at the worksession following this meeting and acted upon at a later date.

Additional information is below and in the attachments.

## **FISCAL IMPACT:**

Amount: Total Expenses \$6,614,605

Funding Source: \$7,772,599. Revenue sources include property taxes, local option sales tax, road use tax, water and sewer utility payments, memberships, permits and fees, tax increment and low-moderate income set aside funds, facility rentals and various contracts for services, payments and donations as shown in the accompanying budget documents.

## **ADDITIONAL INFORMATION: YES**

- On March 9, 2021 Council approved Resolution No. 21-014 for the maximum property tax levy of \$8.10. With the City's debt service levy at \$3.75, the total levy rate per \$1000 of taxable valuation is \$11.85, which is no change from the FY 2021 levy rate.
- A home in Huxley with an estimated value of \$176,900 would pay approximately \$3756 in property taxes per year; a home valued at \$288,300 would pay \$6122.
- In the FY 2021 budget process last spring, Council determined it was prudent to set aside additional reserves with the unknowns of the Covid 19 economy. Some services, projects and purchases were delayed to create this fund. With the FY 2022 revenue projections estimating \$1,157, 594 over currently estimated expenses and Derecho damage fund reimbursements and an amended FY 2021 budget still to come, Council will be able to

# **COUNCIL COMMUNICATION**

evaluate possible avenues including retaining additional reserves, capital improvement projects, debt reduction, other organizational needs or a combination.

## **PREVIOUS COUNCIL ACTION(S): YES**

- Budget worksessions were held with Council beginning January 12, 2021
- Worksessions included individual presentations from each department and review of the City's debt position, taxable valuation, projections and questions from Council.

## **RECOMMENDATION: APPROVAL**

## **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

- FY 2022 Budget submitted to the State of Iowa prior to March 31, 2021
- Expenditures processed through monthly Council claims approval throughout the fiscal year

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**RESOLUTION NO. 21-021**

**RESOLUTION TO OPEN PUBLIC HEARING AND APPROVE THE PROPOSED ANNUAL BUDGET  
FOR FISCAL YEAR ENDING JUNE 30, 2021**

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

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

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

**WHEREAS**, the detail budget has been made available for public review at City Hall and the Library no less than ten (10) days and no more than twenty (20) days prior to the date of the hearing.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HUXLEY, IOWA**, that the Huxley City Council approves the Proposed FY 2021 Budget and directs the City Clerk to submit said budget to Story County.

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

**PASSED, ADOPTED AND APPROVED** this 23rd day of March 2021.

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 20-021** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 23rd day of May 2021.

\_\_\_\_\_  
Kevin Deaton, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk

## NOTICE OF PUBLIC HEARING – PROPOSED BUDGET

Fiscal Year July 1, 2021 - June 30, 2022

The City of: HUXLEY

The City Council will conduct a public hearing on the proposed budget as follows:

Location: <https://zoom.us/j/99513606098> Meeting Date: 3/23/2021 Meeting Time: 06:00 PM

The Budget Estimate Summary of proposed receipts and expenditures is shown below. Copies of the the detailed proposed Budget may be obtained or viewed at the offices of the Mayor, City Clerk, and at the Library.

The estimated Total tax levy rate per \$1000 valuation on regular property	11.85000
The estimated tax levy rate per \$1000 valuation on Agricultural land is	3.00333

At the public hearing, any resident or taxpayer may present objections to, or arguments in favor of, any part of the proposed budget.

Phone Number  
(515) 597-2561 ext: 201

City Clerk/Finance Officer's NAME  
Jolene Lettow

		Budget FY 2022	Re-estimated FY 2021	Actual FY 2020
<b>Revenues &amp; Other Financing Sources</b>				
Taxes Levied on Property	1	1,859,998	1,679,220	1,371,703
Less: Uncollected Property Taxes-Levy Year	2	0	0	0
<b>Net Current Property Taxes</b>	3	1,859,998	1,679,220	1,371,703
Delinquent Property Taxes	4	0	0	0
TIF Revenues	5	2,600,186	2,336,641	2,605,569
Other City Taxes	6	589,736	482,336	557,051
Licenses & Permits	7	243,700	138,100	200,958
Use of Money and Property	8	308,000	276,500	65,344
Intergovernmental	9	559,895	485,532	918,854
Charges for Fees & Service	10	2,117,691	2,171,600	1,866,591
Special Assessments	11	0	1,000	1,112
Miscellaneous	12	20,000	0	636,947
Other Financing Sources	13	0	0	3,462,656
Transfers In	14	711,448	648,244	3,500,678
<b>Total Revenues and Other Sources</b>	15	9,010,654	8,219,173	15,187,463
<b>Expenditures &amp; Other Financing Uses</b>				
Public Safety	16	940,491	934,744	974,186
Public Works	17	580,705	425,568	629,644
Health and Social Services	18	12,000	12,000	11,535
Culture and Recreation	19	650,502	596,190	621,405
Community and Economic Development	20	507,779	1,460,390	839,024
General Government	21	611,455	531,338	531,923
Debt Service	22	2,711,142	2,312,054	2,249,280
Capital Projects	23	0	0	2,272,550
<b>Total Government Activities Expenditures</b>	24	6,014,074	6,272,284	8,129,547
Business Type / Enterprises	25	1,499,371	1,459,595	1,578,627
<b>Total ALL Expenditures</b>	26	7,513,445	7,731,879	9,708,174
Transfers Out	27	711,448	648,244	3,500,678
Total ALL Expenditures/Transfers Out	28	8,224,893	8,380,123	13,208,852
<b>Excess Revenues &amp; Other Sources Over (Under) Expenditures/Transfers Out</b>	29	785,761	-160,950	1,978,611
Beginning Fund Balance July 1	30	7,976,268	8,137,218	6,158,607
<b>Ending Fund Balance June 30</b>	31	8,762,029	7,976,268	8,137,218

# COUNCIL COMMUNICATION

## **AGENDA HEADING:**

Hearing on East 1st Street Project: Approve Plans, Specifications and Form of Contract

**SUBMITTED BY:** Rita Conner, City Administrator

## **SYNOPSIS:**

The East 1<sup>st</sup> Street project is the reconstruction of East 1<sup>st</sup> off Highway 69 as identified in the plans that accompany this Council communication. The existing roadway will be removed and a new 8" PCC street will be constructed. Storm sewers, intakes and driveways will be removed and replaced. The project will be initiated after July 1, 2021 as part of the FY 2022 Capital Improvement Plan (CIP).

Council is requested to act on the project plans, specifications and form of contract at this meeting.

## **FISCAL IMPACT:**

Amount: Project cost estimate \$724, 349.00

Funding Source: Surface Transportation Block Grant (STBG) Swap Funding Awards, 2020 Bond Proceeds. Org and Fund code for the East 1<sup>st</sup> Street Project to be established by City Clerk/Finance Officer

## **ADDITIONAL INFORMATION:**

- The project was originally contemplated to be undertaken in two phases; the phases were combined into one project in 2020 in effort minimize inconvenience to the adjacent owners and traveling public.
- Staff, consulting engineers and the project contractor will prioritize communication with the public for access and logistics during the construction process.

## **RECOMMENDATION: APPROVAL**

## **BOARD/COMMISSION ACTION(S): NONE**

## **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: YES**

- Council actions on award of contract for the project
- Public information process and ongoing communication
- Initiation of work after July 1, 2021

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**RESOLUTION NO. 21-022**

**HEARING AND RESOLUTION APPROVING PLANS, SPECIFICATIONS AND  
FORM OF CONTRACT FOR THE EAST 1<sup>ST</sup> STREET PROJECT**

WHEREAS, the plans, specifications and form of contract for the East 1<sup>st</sup> Street Project ("Project") are on file for review in the City of Huxley's City Clerk's Office and;

WHEREAS, required Notice of Hearing was published in the Ames Tribune on March 9, 2021 and;

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

Close the public hearing and approve plans, specifications and form of contract as presented

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

***PASSED, ADOPTED AND APPROVED*** this 23<sup>rd</sup> day of March 2021.

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 21-022** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 23<sup>rd</sup> day of March 2021.

\_\_\_\_\_  
Kevin Deaton, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk



Proof Of Publication in  
THE AMES TRIBUNE

CITY OF HUXLEY - LEGALS  
515 N MAIN STREET  
HUXLEY, IA 50124

STATE OF IOWA, STORY COUNTY

I, *Harkleen Allen*, on oath depose and say  
that I am the Legal Clerk of THE AMES TRIBUNE, a daily  
newspaper, published at ; Ames, Story County, Iowa that the  
annexed printed:

CITY OF HUXLEY - LEGALS  
PH Notice - East 1st Street Reconstruction

was published in said newspaper 1 time(s) on

March 09, 2021

the last day of said publication being the  
9th day of March, 2021

Legal Clerk

Notary Public, State of Wisconsin, County of Brown

My commission expires

sworn to before me and subscribed in my presence by this the 9th  
day of March, 2021

FEE: \$32.51  
AD #: 0001397071  
ACCT: 34042

VICKY FELTY  
Notary Public  
State of Wisconsin

#1397071  
NOTICE OF PUBLIC HEARING

NOTICE OF PUBLIC HEARING ON  
PLANS AND SPECIFICATIONS,  
PROPOSED FORM OF CONTRACT  
AND ESTIMATE OF COST FOR EAST  
1ST STREET RECONSTRUCTION  
FOR THE CITY OF HUXLEY, IOWA.

At 6:00 P.M. on the 23rd day of  
March, 2021, the City Council of  
Huxley will, in the Council Cham-  
bers at the City Hall, 515 N. Main  
Avenue, Huxley, Iowa, hold a hear-  
ing and said Council proposes to  
adopt plans, specifications, form  
of contract and estimate of cost  
and, at the time, date and place  
specified above, or at such time,  
date and place as then may be  
fixed, to act upon proposals and  
enter into a contract for the con-  
struction of the following im-  
provements:

EAST 1ST STREET  
RECONSTRUCTION

Construct East 1st Street Recon-  
struction from Highway 69 to a  
point approximately 240 feet east  
of Parkridge Avenue including all  
labor, materials and equipment  
necessary for approximately 4,400  
square yards of 8-inch PCC pave-  
ment, intakes, storm sewer, earth-  
work and grading, erosion control,  
surface restoration, adjustment of  
existing utilities, accommodations  
for temporary access and miscel-  
laneous associated work, includ-  
ing clean-up.

At said hearing, the City Council  
will consider the plans, specifica-  
tions, proposed form of contract,  
and estimated total cost for the  
project, the same now being on  
file in the office of the City Clerk,  
reference to which is made for a  
more detailed and complete de-  
scription of the proposed im-  
provements, and at said time and  
place the said Council will also re-  
ceive and consider any objections  
to said plans, specifications, esti-  
mate of cost and form of contract  
made by any interested party.

This notice is given by order of  
the Council of the City of Huxley,  
Iowa.

Submitted by:  
Jolene R. Lettow, City Clerk

Published in the Ames Tribune on  
March 9, 2021 (1T)

## HUXLEY CITY COUNCIL MEETING MINUTES

Tuesday, March 9, 2021

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 6:00 pm.

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

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

**CITY STAFF PRESENT:** Rita Conner – City Administrator, Jolene Lettow – City Clerk, Todd Moomaw – Fire Chief, Cathy Van Maanen – Library Director, Heather Denger – Parks and Recreation Director, Gerry Stoll – Police Chief, Jeff Peterson – Public Works Director

**CONSULTANTS PRESENT:** Forrest Aldrich– city engineer

**PRESENTATION:** Mayor Deaton read the letters of recognition for police officers Jacque Gloede and Rex Deckard

### CONSENT AGENDA:

Motion by Mulder, second by Peterson to approve Consent Agenda as listed below with Item d. Amendment to Purchasing Policy pulled and discussed as a separate item.

- a. Approve Minutes from February 23 Regular Meeting and March 2 Special Meeting
- b. Approve Payment of Bills
- b. Approve Resolution No. 21-014 Maximum Tax Levy Rate
- c. Approve Resolution No. 21-015 Set Hearing to Approve FY 2022 Budget
- d. *Approve Resolution No. 21-016 Amendment to Purchasing Policy – pulled from Consent Agenda*
- e. Approve Resolution No. 21-017 Agreement for Building System Services
- f. Approve Resolution No. 21-018 Set Hearing for Plans, Specifications and Form of Contract for the East First Street Project

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

### Claims:

ADAM JABLONSKI	COACH DISCOUNT	37.50
AFLAC	AFLAC	216.96
ALISE VAN PELT	TIMEKEEPER - 12 GAMES	144.00
ALLIANT ENERGY	GAS AND ELECTRIC	13,326.14
AMANDA VANDENWYNBOOM	COACH DISCOUNT	27.50
AMERICAN FENCE COMPANY	GATE AND FENCE FROM STORM DAMA	3,681.00
AMY RICHARDSON	COACH DISCOUNT	37.50
ANDREW PRINCEHOUSE	TIMEKEEPER - 21 GAMES	252.00
ARNOLD MOTOR SUPPLY	WIRE & BULB	139.83
BEN JOHNSON	REFEREE - 24 GAMES	504.00
BRETT FULLER	BASKETBALL COACH	37.50
CHAD QUICK	REFEREE FIVE SOCCER GAMES	60.00
CITY OF AMES	RMS ANNUAL FEE	2,255.47
CITY OF ANKENY	TIER SERVICE FEE	200.00
COLIN MEMMER	REFEREE & TIMEKEEPER	330.00
COMPASS MINERALS AMERICA	COARSE ROCK SALT	3,757.34
CONNOR MOORE	REFEREE AND TIMEKEEPER	603.00
CONSUMERS ENERGY	GAS AND ELECTRIC	10,275.88
DACIA BUSS	REFEREE - 25 GAMES	500.00
DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	1,490.22
EBS	MEDICAL INSURANCE	17,056.25
EDWARD JONES	IRA	250.00
ELLIOTT JOSEPHSON	BASKETBALL COACH DISCOUNT	27.50
FIDELITY SECURITY LIFE	VISION INS	308.80
HAWKINS, INC.	WATER TREATMENT CHEMICALS	2,143.65
HOTSY	SOAP INJECTOR & NIPPLE	43.28

INTERNAL REVENUE SERVICE	FED WITHHOLDING TAX	12,022.51
IOWA DOT	TRASH BAGS, TOWELS, CLEANER	328.70
IOWA LAW ENFORCEMENT ACADE	BIAS TRAINING CLASSES	200.00
IOWA MUNICIPAL FINANCE OFF	ANNUAL MEMBERSHIP	50.00
IOWA ONE CALL	EMAIL LOCATES	19.80
IPERS	IPERS	16,046.79
JOHN BROOKS	BASKETBALL COACH DISCOUNT	27.50
KEMPKER'S TRUE VALUE AND R	SEE ATTACHED	415.43
KENT KLINGBALL	COACH DISCOUNT	37.50
LINCOLN FINANCIAL GROUP	DISABILITY INSURANCE	1,261.04
LINDSAY GUSTAFSON	COACH DISCOUNT	37.50
MADISON STARLING	TIMEKEEPER - 2 GAMES	24.00
MARCO, INC.	PD COPIER MAINTENANCE	242.15
MARK JUDGE	BASKETBALL COACH DISCOUNT	37.50
MASS MUTUAL RETIREMENT SER	DEFERRED COMPENSATION	250.00
MELISSA COGDILL	COACH DISCOUNT	37.50
MENARDS - AMES	TOILETS, SHOVELS, WIPES, ETC.	404.00
MISCELLANEOUS VENDOR	HALL, PHILLIP :US REFUND	442.58
MOSQUITO CONTROL OF IOWA	MOSQUITO CONTROL 2020	11,535.00
MUNICIPAL SUPPLY	RETURN	439.05
OSCAR FROEHLICH	COACH DISCOUNT	37.50
RYAN DUNN	COACH DISCOUNT	35.00
SCOTT ERICKSON	COACH DISCOUNT	37.50
SETH TJADEN	COACH DISCOUNT	37.50
SIOUX SALES COMPANY	REMINGTON SHOTGUN	672.75
STORY COUNTY FIREFIGHTERS	2021 MEMBERSHIP	25.00
TASC	FLEX BENEFIT PLANS	577.07
TASC - CLIENT INVOICES	APRIL FLEX PLAN ADMIN FEES	69.82
THE CLEAN MACHINE OF IOWA	CARPET CLEANING	1,465.00
TRANE U.S. INC.	SERVICE HEATING/COOLING	1,269.00
TREASURER, STATE OF IOWA	STATE WITHHOLDING	3,881.00
VEENSTRA & KIMM, INC.	DSI SOUTH LOT - SITE PLAN	4,998.48
VERIZON WIRELESS	PUBLIC WORKS CELL PHONES	493.62
VERIZON WIRELESS - LERT B	SUBPOENA RECORDS	50.00
WYNJA, PAT	COACH DISCOUNT	27.50

001	General Fund	45,118.92
002	Library	4,601.76
003	Recreation	7,024.47
004	Fire and Rescue	872.10
014	Ambulance	1,083.18
110	Street	14,388.52
340	Trail Paving Project	3,638.48
398	DeRecho Storm	3,694.86
600	Water	17,644.74
610	Sewer	17,620.99
	Payroll	<u>53,681.17</u>
	Grand Total	\$169,369.19

Motion Easter, second – Peterson on Resolution No. 21-016 Amendment to Purchasing Policy. Councilman Mulder asked if professional services were included in policy. Also stated he was not prepared enough to vote on this resolution. Councilman Kuhn expressed concerns with section of policy regarding micro purchases and reported he continues to struggle with language allowing mayor to have complete authority in cases of emergency. He also has concerns with exemption of bid process in emergencies. Mayor requested staff bring purchasing policy in line with personnel policy guidelines. Councilman Peterson asked that council revisit policy sooner rather than later. Roll Call: Mulder – abstain, Easter, Peterson, Roberts voted yes, Kuhn voted no. Motion passed to approve amendment to Purchasing Policy.

Resolution No. 21-019 Fenceline Beer Lab Patio. Fenceline owner, Susan Frantz, asked council if the additional restroom which is required per the Plumbing Code, be portable until permanent restroom is installed. Councilman Kuhn stated plumbing code could not be amended. Staff to work on corrected resolution and Special Use Permit for March 23<sup>rd</sup> meeting.

Motion – Peterson, second – Mulder on Resolution No. 21-020 Fireworks Safety Demo Training. Kristina Brekke would like to offer a Fireworks Safety Class/Demonstration on June 5<sup>th</sup> from 8 to 10pm at Brekke residence. Mayor commented that the demonstration needed a fireworks permit. Councilman Kuhn asked if program could be

completed by 9pm instead of 10pm. Roll Call: Mulder, Easter, Peterson, Kuhn, Roberts voted yes to allow demonstration to be held on June 5th from 8 to 10pm. Rain date set for Sunday, June 6<sup>th</sup> from 7 to 9pm.

**STAFF/COUNCIL REPORTS:**

- City Administrator reported 3 vendors had been contacted to upgrade audio/video components in Council Chambers
- Water Treatment Plant Expansion: council to select water rate increase at March 23<sup>rd</sup> meeting
- HDC Strategic Planning Session: Councilman Kuhn reported that session focused on what role HDC had in city planning. Councilman Easter stated there were strong members on HDC Board that city could utilize
- Parks and Rec meeting scheduled for April 5 – possible joint meeting with council
- Fire Chief reported that Slater EMS had sent letter asking that Huxley wait to assist until after second page. Also stated that there was a monthly, joint fire training that included all Ballard communities
- Parks and Rec Director announced spring programs underway: soccer, tennis, baseball. Staff is working on summer programming
- Library Director communicated that she was interviewing prospects for Children's Program Director
- City Engineer told council that bid conducted by DOT for E. 1<sup>st</sup> Street project will be on agenda for approval at next council meeting. V& K hired person with FEMA experience.
- Councilman Mulder asked when there would be a personnel meeting
- Councilman Peterson reported that builders were not keeping streets clean in Prairieview area. Asked for status of CMC and if they had been billed for waste that conflicts with contractual limits.
- Councilman Kuhn would like to see city adopt an erosion control ordinance with plans for erosion control to be submitted with building permits. Ordinance to also include penalties.

ADJOURNMENT: Motion - Easter, second - Peterson to adjourn meeting at 7:52pm. 5 ayes, 0 nays. Motion carried.

**WORKSESSION:** City Sidewalk Infill Program

Map was provided to council that staff had completed to show first phase of sidewalk infill. Council discussed plans. Costs are yet to be calculated and brought back to council. Councilman Peterson asked status of high school and middle school sidewalks and requested map be provided to council with infill for entire town. Councilman Easter suggested public involvement.

ADJOURNMENT: Motion - Kuhn, second - Roberts to adjourn meeting at 8:46pm. 5 ayes, 0 nays. Motion carried.

Submitted by: Jolene R. Lettow, City Clerk

### 3-23.21 Council Claims

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	72 DEGREES COMFORT COMPANY	HEATER IN SHOP REPAIRED	\$ 679.00
3	AMERICAN FENCE COMPANY	FENCE AT OLD WATER PLANT	\$ 2,521.00
4	ANKENY SANITATION	CITY BUILDINGS TRASH PICKUP	\$ 257.94
5	ARNOLD MOTOR SUPPLY	CITY VEHICLE PARTS & MAINT	\$ 1,488.39
6	BAKER & TAYLOR ENTERTAINME	BOOKS	\$ 504.17
7	BAKER GROUP	WATER TEST AT CITY HALL	\$ 2,740.00
8	BALDWIN SUPPLY-DES MOINES	SUPPLIES	\$ 279.60
9	BELLA HOMES	BUILDING PERMIT DEPOSIT REFUND	\$ 1,000.00
10	BUD'S AUTO REPAIR INC	PD VEHICLE MAINT AND REPAIRS	\$ 1,696.65
11	CARDMEMBER SERVICE	SEE ATTACHED	\$ 9,119.45
12	CINTAS CORPORATION	FIRST AID KIT	\$ 105.19
13	COMPUTER RESOURCE SPECIALI	COMPUTER SUPPORT	\$ 2,041.50
14	CONSUMERS ENERGY	GAS AND ELECTRIC	\$ 11,339.07
15	DELL FINANCIAL SERVICES LL	COMPUTER LEASE	\$ 3,758.44
16	DEMCO	SUPPLIES	\$ 105.00
17	DOLLAR GENERAL-REGIONS 410	SUPPLIES	\$ 172.00
18	ED M. FELD EQUIPMENT CO. I	NEW NOZZLE FOR 106	\$ 884.67
19	EICHINGER 4, LLC	BUILDING PERMIT DEP REFUND	\$ 1,000.00
20	ELECTRIC WHOLESALE CO.	BOXES, FLOOD LIGHTS, PHOTO EYE	\$ 202.92
21	FREEDOM TIRE	TIRE DISPOSAL	\$ 31.00
22	GALLS, LLC- DBA CARPENTER	POLICE UNIFORM PARTS	\$ 62.77
23	GARBAGE GUYS	MAR AND APRIL TRASH PICKUP	\$ 47.50
24	GATEHOUSE-DB IOWA HOLDINGS	LEGAL PUBLICATIONS	\$ 664.03
25	GERALD CALIGIURI	SHOOTING TARGETS FOR TRAINING	\$ 64.25
26	HACH COMPANY	WW TREATMENT CHEMICALS	\$ 490.94
27	HEARTLAND CO-OP	PROPANE FILL FOR STORAGE BLDG	\$ 445.33
28	HOKEL MACHINE SUPPLY	TANK REPLACEMENT	\$ 311.85
29	HOMES BY ADVANTAGE LLC	BUILDING PERMIT DEPOSIT REFUND	\$ 1,000.00
30	HUXLEY COMMUNICATIONS COOP	PHONE, CABLE, INTERNET	\$ 1,638.31
31	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 12,259.04
32	IOWA STATE UNIVERSITY	RADIO SUBSCRIBER FEES - FY21	\$ 11,401.33
33	JESSICA KRUPICKA	SPEAKER-HERTIAGE HILL FARMS	\$ 50.00
34	KELTEK INCORPORATED	OUTFITTING 2021 FORD-PD	\$ 19,839.60
35	KEYSTONE LABORATORIES	MONTHLY WATER SAMPLING	\$ 191.20
36	LOWE'S	SUPPLIES FOR SHELVING IN FIRE	\$ 375.31
37	MARCO, INC.	B/W AND COLOR COPIES	\$ 300.01
38	MID-IOWA SOLID WASTE EQUIP	VIDEO OVERLAY IN CONTROL UNIT	\$ 1,780.13
39	MIKEELY DENGHER	TUMBLING 101	\$ 546.05
40	MUNICIPAL SUPPLY	GREEN MARKING FLAGS	\$ 49.80
41	NEW CENTURY FS INC	UNLEADED & DIESEL FUEL, PROPANE	\$ 2,808.20
42	OTIS ELEVATOR COMPANY	ELEVATOR MAINT. 3/1-5/31/21	\$ 232.68
43	OXEN TECHNOLOGY	MICROSOFT EXCHANGE & 360	\$ 262.00
44	PEPSI-COLA	VENDING PRODUCT	\$ 404.48
45	POSTMASTER	FIRST CLASS PRESORT & BOX FEE	\$ 341.00
46	PREMIER	COPIER LEASES	\$ 99.58

### 3-23.21 Council Claims

	A	B	C
47	SAFE BUILDING COMPLIANCE &	BUILDING INSPECTIONS	\$ 15,544.34
48	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	\$ 131.23
49	STRYKER SALES CORPORATION	MONITOR EQUIPMENT, 4G	\$ 964.00
50	SYNCB/AMAZON	PROGRAM SUPPLIES	\$ 33.77
51	TASC	FLEX BENEFIT PLANS	\$ 577.05
52	TRANE U.S. INC.	REPAIR	\$ 752.00
53	U.S. BANK EQUIPMENT FINANC	COPIER LEASE	\$ 110.45
54	U.S. CELLULAR	AMBULANCE CELL PHONES	\$ 91.48
55	VAN-WALL EQUIPMENT INC.	CAP, FILTERS	\$ 315.51
56	VERIZON WIRELESS	PUBLIC WORKS CELL PHONES	\$ 332.08
57	WINDSTREAM IOWA COMMUNICAT	DISPATCH PHONE	\$ 80.13
58	Payroll Expense		\$ 55,407.17
59	<b>GRAND TOTAL</b>		<b>\$ 169,930.59</b>
60			
61		<b>FUND TOTALS</b>	
62	001 GENERAL FUND	59,402.27	
63	002 LIBRARY	6,039.75	
64	003 RECREATION	3,651.33	
65	004 FIRE AND RESCUE	10,041.19	
66	014 AMBULANCE	4,902.27	
67	110 ROAD USE TAX	6,091.07	
68	398 DEREUCHE STORM	2,521.00	
69	600 WATER UTILITY	6,785.94	
70	610 SEWER UTILITY	15,088.60	
71	01 PAYROLL EXPENSE	55,407.17	
72	<b>GRAND TOTAL</b>	<b>169,930.59</b>	
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### 3-23.21 Council Claims

	A	B	C
93	<b>Cardmember Services (Visa)</b>		
94	Admin	amazon prime, zoom, adobe acropro, notary stamp, imfoa spring conference, background check	\$ 304.79
95	Water	sam's club, caseys pizza, light mount for truck, bracket, hand cream, strobe light, tri-fold ramp	\$ 643.08
96	Library	chicken shed, thiesens, liquid web, postage	\$ 237.89
97	Parks and Rec	gym mats, program supplies, membership key tags, fitness on demand	\$ 1,257.18
98	Ambulance	ems uniforms	\$ 3,464.77
99	Streets	boxes for chain saws, workzone safety workshop, apwa membership, snow blower parts, welding hat	\$ 646.81
100	PD	postage, computer cables, 1st responder training, battery jump starter, notary stamp, computers, glock armorer's course	\$ 2,564.93
101	<b>Total</b>		<b>\$ 9,119.45</b>

# COUNCIL COMMUNICATION

## AGENDA HEADING:

Approve Agreement for Financial Software Upgrade with Tyler Technologies

**SUBMITTED BY:** Rita Conner - City Administrator; Jolene Lettow - City Clerk/Finance Officer

## SYNOPSIS:

Tyler Technologies is the developer of the InCode financial software that has provided City administrative staff with the tools to manage the city's finances (utility, payroll, accounts payable, budget, etc.). City staff has utilized the software program since 2007 with only minor upgrades. Prompted by a need to maximize efficiencies of administrative personnel and operations, staff met several times with Tyler Technologies personnel to evaluate making a comprehensive upgrade to the financial software.

This upgrade to InCode Version 10 (city currently has version 9) will boost customer service and enhance productivity while employing a paperless system. Utility bills can be sent online, residents can check the status of their accounts, messages can be sent to residents reminding them of important bill dates. Internally, portals will be developed that will allow city employees to access their personal payroll information and check on how much vacation or sick leave they have accrued – or used, print off copies of past paychecks for tax purposes, or check on deductions. Timesheets will become electronic as well as purchase orders. Department heads can check on actual real-time activity in their budgets. The system will be accessible, user friendly and tracking will be much more efficient.

## FISCAL IMPACT:

Amount: \$ 60,112.00

Funding Source: FY 20/21 CIP City of Huxley: Org and Fund code to be provided by the City Clerk/Finance Officer

## ADDITIONAL INFORMATION: YES

- The FY 2021 CIP identified \$38,000 as the estimated cost for the financial software upgrade. The additional funds of \$21,304 will provide for the services that the current system does not allow.
- There have been overall cost savings in the adopted FY 2021 CIP from moving the water treatment plant expansion project to FY 2022, grants received, COVID funds and 3Cs roof work that was covered by insurance after damage from the Derecho.

## PREVIOUS COUNCIL ACTION(S):

- Approval of FY 2021 CIP

## RECOMMENDATION: APPROVAL

## BOARD/COMMISSION ACTION(S): NONE



# **COUNCIL COMMUNICATION**

## **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

- Tyler Technologies will work with City administrative staff over the next 12-18 months to implement the upgrade to the financial software.

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.

## RESOLUTION NO. 21-023

### RESOLUTION APPROVING FINANCIAL SOFTWARE UPGRADE AGREEMENT WITH TYLER TECHNOLOGIES

WHEREAS, the City's current version of Incode software for financial management requires significant paper processing, paper-based operations and paper record keeping and;

WHEREAS, administrative operations and staff time can become more efficient with the upgrade of the Incode financial software in the areas of payroll, employee benefits, accounts payable, accounts receivable, permitting, utilities, budgeting and all financial processes and;

WHEREAS, City administrative staff has worked with Incode financial software since 2007 and Tyler Technologies has provided consistent and prompt technical support and;

WHEREAS Tyler Technologies will work with the City to upgrade the system and has demonstrated the knowledge and expertise believed necessary to upgrade the software and train staff on .

BE IT RESOLVED, THEREFORE, that the City Council of Huxley, Iowa does hereby approve the Agreement, as provided, and authorizes the mayor to sign.

**PASSED, ADOPTED AND APPROVED this 23<sup>rd</sup> day of March 2021**

#### ROLL CALL:

	Aye	Nay	Absent/Abstain
Nate Easter	_____	_____	_____
Rick Peterson	_____	_____	_____
Greg Mulder	_____	_____	_____
Dave Kuhn	_____	_____	_____
Tracey Roberts	_____	_____	_____

#### APPROVAL BY MAYOR

I hereby approve Resolution No. 21-023 by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 23<sup>rd</sup> day of March 2021.

\_\_\_\_\_  
Kevin Deaton, Mayor

ATTEST:

\_\_\_\_\_  
Jolene R. Lettow, City Clerk

Tyler Technologies

# Tyler Output Processor

**Tyler Output Processor eliminates the time and expense of printing and storing hardcopy files, as well as the cost of traditional delivery methods.**

**Isn't it time your organization  
worked more efficiently?**

## **Tyler Output Processor**

Tyler Output Processor (TOP) is a robust productivity tool that streamlines document distribution and access. TOP delivers on-the-fly PDF-based outputs via distribution channels you choose, including email, fax, printer, and document archives. This server-based application will automatically copy, split and distribute your documents. Improve your business processes and save time and money by providing your clients and suppliers with information they need instantly.

## **TOP gives you the ability to email out:**

- Purchase Orders from Purchase Orders
- Invoices and Statements from Accounts Receivable
- Licenses, Renewals and forms from Business License
- Letters and forms from Income Tax
- Direct Deposit and Check notifications from Payroll
- Utility Bills, Late and Cutoff Notices from Utility Billing

## **User Friendly**

- Easy installation, setup and module activation
- Notifies users of success or failure of TOP jobs via e-mail
- Provides support for some third-party integration



## Tyler Content Manager

Tyler Content Manager manages file content easily and effectively—so you can win that proverbial “paper” chase. We understand that the quest to become a paperless society has created more paper and more electronic file content than ever before! We specialize in managing content, to save you valuable time, energy and dollars. Say goodbye to content that’s been handled multiple times, stored in multiple places, misfiled, misplaced and sometimes... just plain MISSING!

### Proven Results

#### *Quick and Easy Document Retrieval*

Like their paper-based counterparts, many electronic filing systems rely on “folders” and “directories.” To find anything, the user must understand the way the files have been organized. Tyler Content Manager provides a simpler, more intuitive and more powerful indexing and search system that allows you to quickly retrieve documents, without having to understand arcane directory structures. Simple key word searches produce the documents you want, while letting you view all other logically related documents.

#### *Supports Native File Formats*

Tyler Content Manager supports a variety of electronic file formats, for scanned images, word processing documents and spreadsheets... and also accepts other electronically-received content like faxes, TIFF images, PDF and electronic forms, photos, Microsoft file formats and emails. And, all of your items can be saved in the same location—regardless of format.

### Powerful Management

#### *Capture Content from Multiple Sources*

In addition to scanning directly into Tyler Content Manager from any TWAIN scanner, Windows drag-and-drop techniques can be used to associate electronic information to a folder. Utilities are available to “Acquire an Image” from a directory and to mass load images for batch processing. Web Services API allows the flow of data and content to and from Tyler Content Manager and other applications.

#### *OCR and Full Text Searching*

Proper organization and indexing of documents is paramount to whether or not your electronic content is useful and meaningful. Tyler Content Manager uses Optical Character Recognition (OCR) to allow a query on the full text of any scanned document, as well as text-based files such as MS Word and Excel.

*...Continued on Reverse*

**Tyler Content Manager—built on more than 25 years of experience, developing and deploying content management applications. Organize and streamline the flow of digital information throughout your enterprise... and bring order and peace of mind to the task of records and content management.**

Native File Formats

TWAIN Compliant

Annotation and Redaction

Audit and Version Management

Full Text OCR Searching

OCR, Automatic Indexing

Batch Processing

Bar Code Recognition

Flexible Workflow

Report Generator

Web Service API

Form Processing

Empowering people who serve the public™



For more information, visit  
[www.tylertech.com](http://www.tylertech.com)

or email  
[info@tylertech.com](mailto:info@tylertech.com)



## Tyler Content Manager

### Powerful Management (cont.)

#### *Extensive Security, Audit and Versioning*

Keep confidential information secure with the extensive built-in security features of Tyler Content Manager—whether it be user-specific or content specific. With the built in versioning and audit trail functions, see who has modified information. Compare versions, or restore content from previous versions.

#### *Add-on Modules*

With add-on modules, you can increase the power and capabilities of your Tyler Content Manager system to suit your needs. For instance, publish documents to the Web that are available with Tyler's Web-enabled Public Access module. Create and manage tasks using our Workflow module. Even search documents using your GIS data and mapping interface, and Tyler's GIS Viewer. With eForms, create document templates that can be completed and submitted remotely (such as marriage and permit applications, and so forth). And, with Advanced OCR, enjoy the benefits of automated data capture.



## Enhance Efficiency and Customer Service with Interactive Voice Response

### Brief Description:

Is your utility billing office being inundated with calls from customers needing to check the status of their account or make a payment? With Incode® Utility Billing Interactive Voice Response (IVR), customers have the ability to conduct their business by phone, bringing new meaning to customer service while simultaneously increasing staff efficiency.

### Benefits of Utility Billing IVR:

- Reduce lobby lines and customer wait times
- Increase access to customer information
- Boost staff efficiency by decreasing customer service calls
- Improve customer response times and increase collections
- Access up-to-date account information through integration with Incode Cashiering or Cash Collections

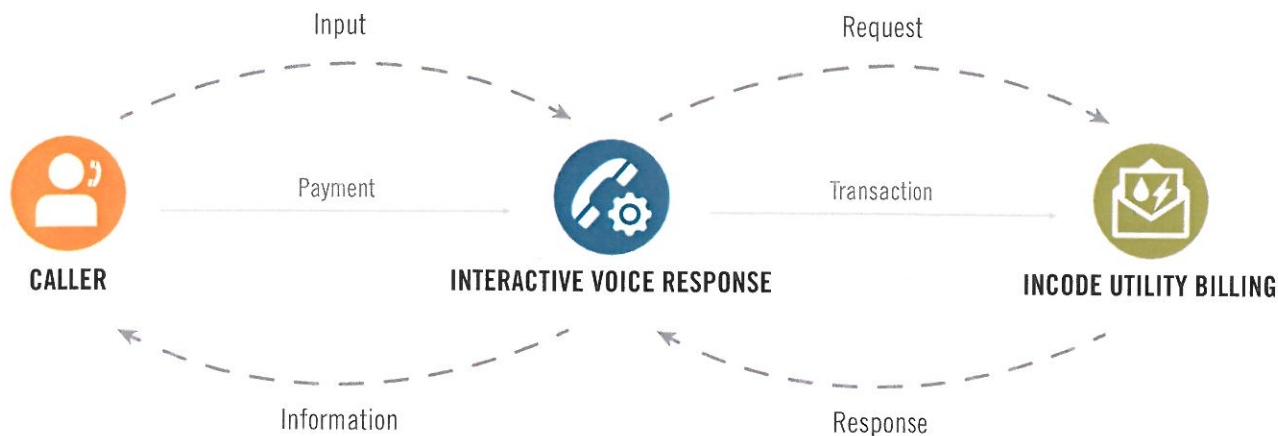
### How it Works:

1. The utility billing customer calls a dedicated phone number and is prompted to enter their account information using their phone's keypad, including account number and address.
2. Account information including balance and due date is given and the customer is prompted to make a payment.
3. The customer is prompted to enter credit card information and receives a confirmation number.
4. Payment transaction results are pushed in real time to Incode Cashiering or Cash Collections.

*Note: IVR is available only to users of Incode and Incode 10 Utility Billing.*

**Interested in learning more?**

Email [IncodeSales@tylertech.com](mailto:IncodeSales@tylertech.com) or call 800.646.2633.







## Incode Notify for Utilities

Do you have more productive ways of using your time than calling and leaving messages? Tyler's Incode Notify for Utilities relieves you of the duty of contacting utility customers regarding matters such as billing delinquencies, cut-off notices and more by allowing users the capability to create and send customized phone messages in an audited environment—even during the past due and penalty process phases.

After a call is made, Incode Notify for Utilities posts back to the host server confirming delivery. For example, during a call campaign the result of each call will be recorded back to the system indicating whether the call was answered, the line was busy or if the call was picked up by an answering machine or voicemail. This helps you ensure all citizens are notified appropriately and enables you to easily set up follow-up campaigns as needed.

Incode Notify for Utilities gives you the ability to:

- Send courtesy messages, penalty notifications or 24-hour utility service cut-off notification at any point during the past due and penalty processes
- Replace mailings with personalized phone messages
- Set up multiple phone messages
- Control time range for calls to be made
- Control notification exclusion based on specific message codes (calls successful, delivered to voice mail, etc.)
- See comprehensive, campaign-based or account level notification results

### Standard Incode Notify for Utilities features include:

#### Phone Campaigns

- User-defined messages with embedded application data field values
- Independent interactive and voicemail messages
- Bilingual option (English/Spanish/both)
- Right party contact confirmation
- Schedulable time frames
- Input modes (touch tone/voice recognition)
- Wait on hold for right party
- User-defined retry for missed calls
- Inbound campaigns with real-time lookups

Empowering people who serve the public®



For more information, visit  
[www.tylertech.com](http://www.tylertech.com)

or email  
[info@tylertech.com](mailto:info@tylertech.com)





## Incode Online Utility Account Management

Tyler's Incode online utility billing application boosts efficiency in your organization while improving customer services by placing the power of account management in the hands of your customers. Real-time account data provides customers with instant access to accurate billing and account information that's automatically integrated with your Incode Utility CIS Software.

Customers can access and pay their bill online 24 hours a day, 365 days a year, resulting in reduced waiting lines and increased customer satisfaction. Your agency will benefit from increased collection rates, minimal payment paperwork and improved productivity.

### Agency Benefits

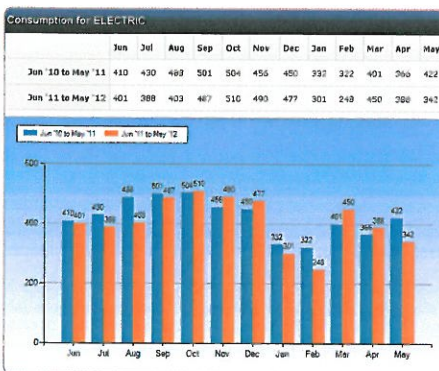
- Real-time integration offers automatic, live updates to accounts, with no 3rd party interference.
- Online accessibility leads to increased collection rates and decreased office foot traffic
- Eliminate data entry duplication and errors
- Minimize need for paper statements
- History site displays graphs of payments and payees for your site from the past 12 months
- Customized portal offers extensive customization of your site, including coloring, background, links and images
- Security control available with the addition of application-specific roles

### IT Friendly

- Provides Secure Socket Layer (SSL)
- Web site is hosted by Tyler Technologies
- Uses ASP.NET

### Citizen Benefits

- Pay bills by credit card or e-check
- Reduced waiting lines
- Application is optimized for mobile devices to offer quick and easy account access for payments on the go
- View last payment date, payment amount and bill due date
- View real-time balances
- View graphs detailing consumption history



### Incode Online Utility Account Management Key Features:

- Automatic, live updates to all utility accounts
- Eliminate data entry errors
- Minimize need for paper statements
- Customers have instant access to accurate billing and account information
- Customers can pay bills online by credit card or e-check 24 hours a day, 365 days a year
- Online accessibility leads to increased collection rates and decreased foot traffic
- Data is automatically integrated with Incode Utility CIS software
- IT friendly application provides a Secure Socket Layer, is hosted by Tyler Technologies and uses ASP.NET

Check out our demo site - <https://demo.municipalonlinepayments.com/tylerdemo>

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For more information, visit  
[www.tylertech.com](http://www.tylertech.com)

or email  
[info@tylertech.com](mailto:info@tylertech.com)





## Incode Miscellaneous Accounts Receivable

Tyler's INCODE Miscellaneous Accounts Receivable module maintains all pertinent data necessary to record and track customer accounts and balances for miscellaneous purchases. This module allows users to define customer information, generate contracts and invoices, perform payment processing, and calculate and post finance charges on a monthly basis.

It offers multiple standard reports and time-saving integration with Tyler's INCODE General Ledger, Accounts Payable and Centralized Cash Collections modules.

### Information & Reports

- Maintains complete customer information record including full transactional and purchase history, financial recap, user-defined attributes, and pending activity.
- Provides full integration and posting to General Ledger, including specialized reporting for receivables reconciliation.
- Allows for full invoice processing, including pricing and quantities as well as advanced invoice printing capabilities.
- Facilitates direct posting of open items to customer account bypassing the need for invoice generation.
- Offers a full complement of reports, including detailed reports for aging, open items, general ledger reconciliation, bank drafts, customer details, and unapplied credits.
- Integrates with Microsoft® Office for letter generation and data analysis.

### Transaction Efficiency

- Validates and requires approval on all transactions prior to posting.
- Captures multiple user-defined data elements through the use of comment codes.
- Supports cash or accrual basis accounting.
- Provides complete transaction amendment process for correction of invoice or open item information.
- Supports unapplied payments and "on account" balances.
- Provides a detail history for each account including detailed customer aging and statistical data for sales, taxes, finance charges, and discounts.
- Supports user-defined finance charges and discounts such as percentage amount, method of application to outstanding invoices, and discount amount.
- Includes statement processing support for balance forward or open item as well as detailed statement printing capabilities for customer reconciliation.

...Continued on Reverse

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or email  
[info@tylertech.com](mailto:info@tylertech.com)

## Incode Miscellaneous Accounts Receivable

### User Friendly

- Reduces data entry duplication by allowing users to enter customer information once and to share it among modules.
- Defines multiple customer sets with various options such as discount terms, due date determination method, and ACH information.
- Allows accounts to be paid through a bank draft process.
- Offers flexible options for handling refunds: process credit memos or refund checks in the Miscellaneous A/R module or transfer refund transactions to INCODE Accounts Payable for issuance of refund checks.
- Provides online account inquiry access by account number, customer name, status, or user-defined data.
- Allows automatic payment application to customer account or "fine-grained" control over payment application by operator (manually override the application and distribute payment as preferred).



Quoted By: Lukas DeBolt  
Quote Expiration: 7/6/2021  
Quote Name: City of Huxley- LGD- VX Migration  
Quote Number: 2021-121353  
Quote Description: VX Migration

### Sales Quotation For

City of Huxley  
515 N Main Ave  
Huxley , IA 50124-9416  
Phone: +1 (515) 597-2561

### Tyler Migration Services

Description	Investment
<b>Financial Migration Services</b>	\$7,908
Core Financials	
<b>Personnel Management Migration Services</b>	\$10,800
Employee Self Service (Employee Portal)	
Personnel Management (Includes Position Budgeting)	
<b>CIS Migration Services</b>	\$12,800
Additional Utility Meter-Reader Interface	
Cashiering	
Utility CIS System	
<b>CRM Migration Services</b>	\$4,800
	<i>Sub-Total:</i> \$36,308
	<b>TOTAL:</b> \$36,308

### Other Services

Description	Quantity	Unit Price	Extended Price	Maintenance
Project Management	1	\$2,500	\$2,500	\$0
<b>TOTAL:</b>			<b>\$2,500</b>	<b>\$0</b>

### Summary

	One Time Fees	Recurring Fees
Total Tyler Services	\$2,500	\$0
Total Migration Services	\$36,308	
Total Third Party Hardware, Software and Services	\$0	\$0
<b>Summary Total</b>	<b>\$38,808</b>	<b>\$0</b>
<b>Contract Total</b>	<b>\$38,808</b>	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Client Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

P.O.#: \_\_\_\_\_

## Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
  - Fees for hardware are invoiced upon delivery;
  - Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
  - Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
  - Fees for services included in this sales quotation shall be invoiced as indicated below.
    - Implementation and other professional services fees shall be invoiced as delivered.
    - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
    - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
    - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
    - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
    - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
  - Expenses associated with onsite services are invoiced as incurred.
- All services quoted herein are assumed to be delivered remote unless otherwise indicated.
  - Core Financials includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures (qty 2).
  - Utility CIS System includes collections, tax lien process and import, utility payment import, a standard forms pkg., output director and one Utility handheld meter-reader interface.
  - Cashiering supports credit/debit cards via ETS, includes PCI Compliant, a cash collection interface, a cashiering receipt import)



Quoted By: Lukas DeBolt  
 Quote Expiration: 9/6/2021  
 Quote Name: City of Huxley- LGD- TOP, TCM, UBO, and AR  
 Quote Number: 2021-124614  
 Quote Description: TOP, TCM, Accounts Receivable, and UBO

### Sales Quotation For

City of Huxley  
 515 N Main Ave  
 Huxley , IA 50124-9416  
 Phone: +1 (515) 597-2561

### Tyler Software and Related Services

Description	License	Impl Hours	Impl Cost	Data Conversion	Module Total	Maintenance
<b>Customer Relationship Management Suite</b>						
Accounts Receivable	\$3,025	12	\$1,260	\$0	\$4,285	\$756
<b>Content/Document Management Suite</b>						
Tyler Output Processor Server	\$3,025	8	\$840	\$0	\$3,865	\$756
<b>Tyler Content Manager</b>						
Tyler Content Manager Standard Edition (TCM SE)	\$5,445	32	\$3,360	\$0	\$8,805	\$1,361
<i>Sub-Total:</i>	<i>\$11,495</i>		<i>\$5,460</i>	<i>\$0</i>	<i>\$16,955</i>	<i>\$2,873</i>
<b>TOTAL:</b>	<b>\$11,495</b>	<b>52</b>	<b>\$5,460</b>	<b>\$0</b>	<b>\$16,955</b>	<b>\$2,873</b>

### Tyler Software and Related Services - Annual

Tyler Software and Related Services - Annual		One Time Fees	
Description	Impl. Hours	Impl. Cost	Net Annual Fee
Tyler Hosted Applications			
Utility Billing Online Component	0	\$0	\$576
Accounts Receivable Online Component	0	\$0	\$900
Notifications for Utility Billing	0	\$0	\$0
IVR Solution for Utility Billing	0	\$0	\$0
	Sub-Total:	\$0	\$1,476
	TOTAL:	0	\$0
		\$0	\$1,476

### Summary

	One Time Fees	Recurring Fees
Total Tyler Software	\$11,495	\$2,873
Total Tyler Annual	\$0	\$1,476
Total Tyler Services	\$5,460	\$0
Total Third Party Hardware, Software and Services	\$0	\$0
<b>Summary Total</b>	<b>\$16,955</b>	<b>\$4,349</b>
<b>Contract Total</b>	<b>\$21,304</b>	

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held for six (6) months from the Quote date or the Effective Date of the contract, whichever is later.

Client Approval:	_____	Date:	_____
Print Name:	_____	P.O.#:	_____

## Comments

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - Implementation and other professional services fees shall be invoiced as delivered.
  - Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
  - Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
  - Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
  - If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
  - Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.
- Expenses associated with onsite services are invoiced as incurred.

- All services quoted herein are assumed to be delivered remote unless otherwise indicated.

- Incode Utility Billing Online Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data



## Comments

availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer). Note that the customer pays \$1.25 fee per transaction for payment on-line.

- Accounts Receivable Online Component displays account status, accounts for payment, has Security-(Secure Socket Layer), and payment processing via credit cards. Payment packet is created to be imported to accounts receivable system.
- Notification for Utility Billing (\$0.10 per call) includes Customer notification by phone (call late notices and general notifications). Call lists are automatically generated and the account is updated after the call. It includes a custom message for each call type and the call message can be in English or Spanish. It generates reports based on call results. Note: The Utility will be billed at the rate specified above for all the calls made. The Utility will be billed quarterly by Tyler Technologies for calls conducted.
- Incode IVR Solution for Utility Billing-The payment packet is created in centralized cash collections. The IVR system gives the customer an account balance, the customer makes the payment by phone, and the account manager is updated with the payment record. NOTE: There is a \$1.25 per transaction fee associated with the IVR that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.

# COUNCIL COMMUNICATION

## **AGENDA HEADING:**

Approve Purchase of Camera Trailer

**SUBMITTED BY:** Rita Conner - City Administrator; Jeff Peterson, Public Works Director

## **SYNOPSIS:**

Through 2020, staff evaluated options for an upgraded camera trailer for ongoing stormwater and wastewater infrastructure inspections and maintenance. The ability to conduct an annual work program that gathers data on the condition of the existing system, as well as the additions to it through new development, allows the City to identify infiltration and inflow at the earliest stages and reduce costly impact to the systems.

Conducting these operations in house with City equipment allows the inspections to be performed at the optimum time of year, avoiding delayed or deferred annual programs due to contractor workloads, and provides for cost efficiencies.

## **FISCAL IMPACT:**

Amount: \$ 193,478.29; \$2,250 yearly software

Funding Source: FY 20/21 CIP City of Huxley Sanitary Sewer Enterprise Fund: Org and Fund code to be provided by the City Clerk/Finance Officer

## **ADDITIONAL INFORMATION: YES**

- Three bids were collected by the Wastewater Superintendent and are included with packet information.
- Detailed memo from the Wastewater Superintendent is included with packet information.

## **PREVIOUS COUNCIL ACTION(S): YES**

- Approval of FY 2021 CIP

## **RECOMMENDATION: APPROVAL**

## **BOARD/COMMISSION ACTION(S): NONE**

## **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

- Acquisition of equipment and continuation of annual work program

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.



HUXLEY  
— HEART OF THE PRAIRIE —

# MEMO

WASTEWATER DEPT.

To: Mayor, Council, City Administrator, Public Works Director and Asst. Director

Date: March 17<sup>th</sup>, 2021

We have finally received all the required bids to replace the current mainline camera trailer and system. The current system we have was purchased in 2009 and we have incurred a lot of maintenance fees over the previous 5 years. We have reviewed several systems and have drawn down to 3 quality systems that will replace our current outdated camera trailer. The three we have narrowed down to are IBAK, Envirosight, and Rausch.

The current camera trailer is used for many things including pre and post inspection of repairs, jetting, or anything else effecting the flow/operation of any sewer pipe. We use the camera trailer to find any areas in need of point repairs or CIPP lining and also to make sure the lining is working years after being installed. We use our camera trailer for inspection of sanitary and storm lines in search of any infiltration or any other concerning issues that will directly affect the sewer lines or sewer plant operation. Before we take ownership of any new construction sewer pipes, we review the video they submit and if there are concerning areas that we would like to view closer we use our own camera to get the best visual. Having a quality camera will also keep us from having to call for outside services and paying multiple mobilization fees and video televising fees. We hope that by upgrading to a quality system we will be able to operate at a more efficient rate for televising and televise significantly more footage of sewer pipe per year.

We will be upgrading the current camera and trailer to a system that will best suit our daily operation for mainline videoing. Our current sanitary and storm sewer systems consist of around 200,000' of sanitary mainline and around 20,000' of storm sewer mainline. This system will provide us with the proper technology and viewing capabilities to review our infrastructure for any future repairs or maintenance needed. Our current jet/vac company offers mainline camera videoing and charges us \$1.10 per foot. At our current length of mainline, the system would be paid for in less than one round around the whole city. When using the mainline camera, it is recommended that all mainlines are jetted before use to get a better visual on the pipe. If we were to have our jet/vac company do jetting before mainline camera use this would also drive the cost of videoing up significantly.

The purchase of a new mainline camera system in conjunction with our current jet trailer will pay for this camera trailer in a hurry. The systems we reviewed all come "turn key" so we can get to work right away and are ready for any other tools we would like to equip them with in the future at a lower cost because we have already made the investment on a quality system.

I would like to recommend we purchase the IBAK system. This system has a number of benefits including fiberoptic cable, 4k videoing, auto payout reel, quality equipment and trailer, user friendly inspection program, and many other benefits. The IBAK camera trailer and system is also the

lowest cost. All the new systems require inspection software to operate; inspection software programs all have an initial fee as well as a yearly contract fee. The distributor of the IBAK system is Mid-Iowa located in Johnston. Our current system was purchased and serviced by Mid-Iowa and they have taken good care of us over the years. With Mid-Iowa being so close that in the event we were to have any problems they will have a speedier return to service. I also had the companies give a general cost on any maintenance and other fees we could see from normal wear and tear and Mid-Iowa was among the cheapest for any cost of repairs.

The bids for mainline camera and yearly inspection software fees were as follows:

- IBAK mainline system- \$193,478.29
- EnviroSight mainline system - \$193,810.00
- Rausch mainline system - \$249,000.00
- IBAK yearly software fee-\$2,250.00
- EnviroSight yearly software fee- \$1,148.00
- Rausch yearly software fee- \$2,000.00

We have \$200,000.00 identified in the CIP for the replacement of this mainline camera system. The total price for the system is \$193,478.29 which is \$26,521.71 less than the set budget amount. The yearly cost of the inspection software is more than some of the competitors which is why I wanted to make sure everyone is aware of this cost, with that being said this software has more options for videoing capabilities than some of the competition. I have enclosed three camera trailer bids; I also have many files of each system and what they offer if requested.

Thank you for the consideration,

*AJ Strumpher*

Wastewater Superintendent

## RESOLUTION NO. 21-024

### RESOLUTION APPROVING PURCHASE OF CAMERA TRAILER

WHEREAS, the City's wastewater and stormwater infrastructure requires a rigorous annual inspection and maintenance program to keep the systems in good working order and;

WHEREAS, staff has evaluated proposals from three companies for a trailer, camera, tractor, cabling, control unit and associated appurtenances to perform the work and;

WHEREAS, staff has identified Mid Iowa Solid Waste In Johnston, Iowa as the preferred vendor for this purchase in an amount of \$193,478.29 for the equipment and \$2,250 for the annual fee.

BE IT RESOLVED, THEREFORE, that the City Council of Huxley, Iowa does hereby approve the purchase as provided and authorizes the mayor to sign.

**PASSED, ADOPTED AND APPROVED this 23<sup>rd</sup> day of March 2021**

**ROLL CALL:**

	Aye	Nay	Absent/Abstain
Nate Easter	_____	_____	_____
Rick Peterson	_____	_____	_____
Greg Mulder	_____	_____	_____
Dave Kuhn	_____	_____	_____
Tracey Roberts	_____	_____	_____

**APPROVAL BY MAYOR**

I hereby approve Resolution No. 21-024 by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 23<sup>rd</sup> day of March 2021.

\_\_\_\_\_  
Kevin Deaton, Mayor

ATTEST:

\_\_\_\_\_  
Jolene R. Lettow, City Clerk



March 9, 2021

City of Huxley  
601 Oak Blvd.  
Huxley, IA 50124

AJ Strumpfer,

We are pleased to offer for your consideration this proposal for one new Envirosight RoverX Crawler System with the 1600ft Reel and DCX5000 Controller to be mounted in a 14ft Tandem Axle Trailer.

**Items not Mentioned in Attached Specifications**

Rack Mounted Computer  
WinCan Software  
Engine Enclosure

Please see the detailed specification for the proposed camera system and trailer.

Price for the above mentioned is \$193,810.00

The above price includes delivery and training at the customers location by a factory trained specialist.

Thank you for this opportunity to submit this proposal on behalf of your equipment needs. If I can be of any further assistance feel free to contact me at any time.

Sincerely,  
Eric Thorson  
District Sales Manager  
MacQueen Equipment



5206 East 9th Street  
Kansas City, MO 64124  
(o) 816-231-2005  
(f) 816-461-8511

## Quotation

**DATE:** February 23, 2021

### Contact Information:

Customer: City Of Huxley Iowa  
Contact: AJ Strumpfer  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Email: [huxleywsupt@huxleyiowa.org](mailto:huxleywsupt@huxleyiowa.org)

**Reference Bid #:** \_\_\_\_\_

**Description:** New Rausch CCTV HD Elka System W/ 8'X14' Trailer & POSM Pro Software Package (See Attached Specifications)

Red Municipal and Industrial Equipment Co is pleased to offer the following quote for the above mentioned equipment:

ITEM NO	QTY	Cost per Unit	DESCRIPTION:	BID PRICE
1	EA		New Rausch HD Elka Trailer System	249,000.00
				0.00
				0.00
				0.00
			Delivery & Training Included	0.00

Deduction of Trade-In \_\_\_\_\_ 0.00

Additional Option \_\_\_\_\_

Additional Option \_\_\_\_\_

Total\* \$249,000.00

Option #1 Stock 7'X14' Trailer Less Lead Time -\$1,000.00

Option #2 Non-Stock 8' X 14' Trailer lead time 14 weeks \_\_\_\_\_

Option #3 \_\_\_\_\_

\* This amount does not include any shipping/handling/tax charges if applicable

*Levi Williams*

Signature: Red Municipal and  
Industrial Equipment Co

Accepted By \_\_\_\_\_

Please attach formal Purchase Order to this signed Quotation as acceptance of this Quotation and the Terms and Conditions attached.

Purchase Order # \_\_\_\_\_

## **TERMS AND CONDITIONS:**

### **1) TERMS OF PURCHASE**

These general terms and conditions apply to the purchase by the buyer from the seller of any goods, supplies, parts, materials and/or equipment described in the purchase order attached. All such purchases are expressly limited to and conditioned upon acceptance of the Purchase Order. These Terms, along with the Purchase Order and any agreement under which the Purchase Order was issued, are deemed to be an agreement to purchase by the Buyer.

### **2) PRICE AND PAYMENT**

Compensation and prices for any Goods or Services purchased will be as set forth in the Purchase Order or other written agreement under which the Purchase Order was issued.

### **3) TAXES, DUTIES AND OTHER CHARGES**

Seller and its agents and others for whom Seller is responsible will comply strictly with the federal, state, and local tax laws that are applicable to the performance of any Services or providing any Goods under the Purchase Order.

### **4) FORMAL PURCHASE ORDER FROM BUYER**

This Quotation, upon acceptance, must be accompanied by a formal Purchase Order from the Buyer. Any Change Orders must be approved, in writing, by both the Seller and the Buyer. No verbal instruction or agreement will alter the requirements of this Quotation.



# **COUNCIL COMMUNICATION**

## **AGENDA HEADING:**

Approve Actions Related to Fenceline Brewpub

## **SUBMITTED BY:**

Rita Conner, City Administrator

## **SYNOPSIS:**

Fenceline Beer Lab, LLC (Susan Frantz, 107 South Main Huxley, Iowa 50124) has requested Council review of a Special Event application for temporary seasonal outdoor seating at 107 South Main from March 23, 2021 through September 19, 2021.

An alcohol permit is also requested for approval for the address.

## **ADDITIONAL INFORMATION:**

- At the March 9, 2021 Council meeting, Council had requested that the applicant provide additional information on the construction of code required restroom facilities for the building.
- The applicant intends to undertake the construction on or before March 31, 2022 and will provide plans for the work when the consultant returns from spring break.
- Maximum of 30 people, hours Wednesday and Thursday 5-9, Saturday 11-9 and Sunday 12-7. No live music is planned.

## **RECOMMENDATION: APPROVAL**

## **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

- Review of plans for additional restroom facilities and applicable permit issuance and inspection.

**APPLICATION FORM  
FOR  
Special Events  
City of Huxley, Iowa**

Permit # \_\_\_\_\_

Application Fee\* **\$50**

*\*application fee waived for 501(c)(3) organizations and block party requests*

**Please check the following type of event:**

<input type="radio"/> Parade	<input type="radio"/> Farmers market
<input type="radio"/> Run/Walk/Bike	<input type="radio"/> Fair/Festival
<input type="radio"/> Outdoor Concert	<input type="radio"/> Temporary Structure(s)
<input type="radio"/> Fundraiser	<input checked="" type="radio"/> Temporary Outdoor Patio

**Contact Information:**

Contact Name & Title: <small>*(contact must be onsite for setup &amp; teardown of event)</small>	<b>Susan Frantz, Owner &amp; Head Brewer</b>
Contact Mailing Address:	<b>107 S. Main Ave., Huxley, IA 50124</b>
Contact Phone number:	<b>(419) 410-6230</b>
Contact Email Address:	<b>susan@fencelinebeerlab.com</b>
Sponsor Organization: <small>*(if applicable)</small>	<b>Fenceline Beer Lab</b>

**Event Information:**

Name of Event:	<b>Temporary Patio</b>	Requested event location:	<b>On concrete pad behind 107 S. Main</b>
Event Date(s) & Time(s):	<b>March 23, 2021</b>	Event Setup & Teardown: (dates & times)	<b>September 19, 2021</b>
Estimated Attendance:	<b>Max 30 during our open hours only</b>	Number of Vehicles:	<b>Unknown</b>
Will Event Fee Be Charged?	<b>N</b>	Event Fee Amount: (if applicable)	<b>N/A</b>
Product Sales on Site:	<b>Y</b>	Amplified sounds: (a noise waiver may be required)	<b>N</b>
Tent and/or canopy:	<b>N</b>	Inflatables: (valid State of Iowa permit required)	<b>N</b>
Access to water:	<b>N</b>	Access to electricity:	<b>Y</b>
Alcoholic Beverages: (must obtain Iowa Beverage Permit with outdoor services & area of alcohol must be fenced off)	<b>Y</b>	Portable Toilets: <small>*(1 toilet for every 250 people est.)</small>	<b>Y</b>
Street Closure:	<b>N</b>	On Street Parking Closure:	<b>N</b>

Event Description: (describe activities)

**Additional seating area for brewpub.**

Information about temporary structures: (stage, tables, inflatables, etc.; include location(s) on the site plan illustration)

**4-6 tables (currently have 4 on site); one bench; 8-24 chairs (8 currently on site)**

Barricades Required:	<b>N/A</b>	Security on site:	<b>N</b>
Traffic Control:	<b>N</b>	Emergency Services:	<b>N</b>

**Street or parking closures** require barricades/setup & removal by maintenance staff. Applicant will be billed at a rate of \$115/hour per staff person/equipment. *\* fees waived for 501(c)(3) and block party requests*

**Emergency Services** are available if the need is anticipated during the event.

Events requesting first aid stations will require a gator & stand-by staff at each location. Applicant will be billed at a rate of \$50/hour per staff personnel/equipment

Events requesting ambulance on site will require stand-by staff with equipment. Applicant will be billed at a rate of \$75/hour per for ambulance and \$23.22/hour per staff personnel

Events requesting firetruck protection on site will require stand-by staff with equipment. Applicant will be billed at a rate of \$300/hour for 4 personnel/equipment.

Additional Remarks: **Our open hours are: W/Th 5-9, F 4-9, Sa 11-9, Su 12-7. We will not have live music at this time. We expect to expand our hours until 10:00 W-Sa during the summer months.**

Applicant understands and agrees that by submitting this application to the City, applicant certifies the information provided is true and correct, and that false information may be grounds for denial of this application. In addition to the City's approval, applicant is responsible to obtain any additional permits or approvals required by State or Federal regulations applicable to the Special Event. Further, it is understood, that the activities at all times during the event shall comply with all City, State and Federal laws, ordinances and regulations. The City reserves the right to impose special guidelines and restrictions based on the nature of the proposed event and its attendant circumstances.

Signature and Title of Applicant:



**Owner & Head Brewer, Fenceline Beer Lab**

**Date: 03/16/2021**

✓ If Provided

	Site Plan Illustration
	Certificate of Insurance with City of Huxley named as certificate holder; general liability in the amount of \$2,000,000 per incident/\$3,000,000 aggregate
	Application fee plus any other applicable fees

**OFFICIAL USE ONLY:**

Department approvals:

Fire Chief: \_\_\_\_\_ Police Chief: \_\_\_\_\_

Public Works Director: \_\_\_\_\_ City Manager: \_\_\_\_\_

**Applicant License Application ( LC0045873 )**

<b>Name of Applicant:</b> <u>Fenceline Beer Lab LLC</u>		
<b>Name of Business (DBA):</b> <u>Fenceline Beer Lab</u>		
<b>Address of Premises:</b> <u>107 S. Main Ave.</u>		
<b>City</b> <u>Huxley</u>	<b>County:</b> <u>Story</u>	<b>Zip:</b> <u>50124</u>
<b>Business</b>	<u>(419) 410-6230</u>	
<b>Mailing</b>	<u>107 S. Main Ave.</u>	
<b>City</b> <u>Huxley</u>	<b>State</b> <u>IA</u>	<b>Zip:</b> <u>50124</u>

**Contact Person**

<b>Name</b>	<u>Susan E Frantz</u>		
<b>Phone:</b>	<u>(419) 410-6230</u>	<b>Email</b>	<u>sfrantz56@gmail.com</u>

**Classification** Class C Liquor License (LC) (Commercial)

**Term:**12 months

**Effective Date:** 09/13/2020

**Expiration Date:** 09/12/2021

**Privileges:**

Class C Liquor License (LC) (Commercial)

Outdoor Service

**Status of Business**

<b>BusinessType:</b>	<u>Limited Liability Company</u>		
<b>Corporate ID Number:</b>	<u>XXXXXXXXXX</u>	<b>Federal Employer ID</b>	<u>XXXXXXXXXX</u>

**Ownership**

**Susan Frantz**

<b>First Name:</b>	<u>Susan</u>	<b>Last Name:</b>	<u>Frantz</u>	
<b>City:</b>	<u>HUXLEY</u>	<b>State:</b>	<u>Iowa</u>	<b>Zip:</b> <u>50124</u>
<b>Position:</b>	<u>Owner/Head Brewer</u>			
<b>% of Ownership:</b>	<u>51.00%</u>	<b>U.S. Citizen:</b>	<b>Yes</b>	

**Jonathan Frantz**

<b>First Name:</b>	<u>Jonathan</u>	<b>Last Name:</b>	<u>Frantz</u>	
<b>City:</b>	<u>HUXLEY</u>	<b>State:</b>	<u>Iowa</u>	<b>Zip:</b> <u>50124</u>
<b>Position:</b>	<u>Owner/Brewer</u>			
<b>% of Ownership:</b>	<u>49.00%</u>	<b>U.S. Citizen:</b>	<b>Yes</b>	

**Insurance Company Information**

<b>Insurance Company:</b>	<u>Illinois Casualty Co</u>
---------------------------	-----------------------------

**Policy Effective Date:** 09/13/2020

**Policy Expiration** 09/13/2021

**Bond Effective**

**Dram Cancel Date:**

**Outdoor Service Effective** 03/08/2021

**Outdoor Service Expiration** 09/12/2021

**Temp Transfer Effective**

**Temp Transfer Expiration Date:**

# CITY COUNCIL COMMUNICATION

## **AGENDA HEADING:**

DZ Flex Space Condominium Garages Site Plan

## **SUBMITTED BY**

Rita Conner, City Administrator

## **SYNOPSIS:**

Zac Binder (2404 Park Drive West Des Moines, Iowa 50265) has submitted a site plan for the construction of 48 condominium garage units in 8 buildings on a 6.41-acre site at 401 Snyder Drive in the Huxley Development Park, M-1 zoning district. A link to the property is found below.

<https://beacon.schneidercorp.com/Application.aspx?AppID=165&LayerID=2145&PageTypeID=1&PageID=1110>

The owner plans to construct the units for sale to individual owners. Examples of potential uses are contractor storage, contractor offices, and property storage.

Additional information is below and in the attachments.

## **ADDITIONAL INFORMATION:**

- This project was previously reviewed in 2019 by Planning & Zoning Commission and City Council. The site plan was submitted for review based on more than 180 days (6 months) since original site plan approval. Sidewalk waiver for future Snyder Drive sidewalk was included.
- City staff and the City's consulting engineer reviewed the site plan and provided comments to the owner. All comments have been addressed, with the exception of the owner's proposal for metering water usage in the units, generally an item addressed during building plan review.
- Planning & Zoning Commission approved the site plan at the March 15, 2021 meeting. The water meter item was determined to be outside the purview of P & Z, as it would generally be determined during the building permit stage and is not part of the ordinance identifying P & Z responsibilities.
- The main concern of operations staff with the proposed metering is potential for water loss if there is a great amount of distance in piping from the City main to the building meters. Staff requested a mechanical room for the meters on the south side of the south building or in one meter room on the south side of one of the south buildings to serve all the buildings on the site. Alternatively, the two meter rooms could be combined into one meter room containing 48 meters for the entire complex. A water meter pit was also discussed.
- The design team added a separate mechanical room to each building to contain the six condo units' water meter, shut off valve, remote read, and backflow preventer. The mechanical rooms will have an outside door that will be accessible operations staff, and a single 5' 2-inch copper water service extension from the 6-inch fire water main into each mechanical room.

## **CITY COUNCIL COMMUNICATION**

- The owner and design team have recognized staff concerns and been responsive. There has been compromise and discussion and recognition of operational preferences and the reduction in length of service line that would be unmetered (now comparable or less than the average home). The City's ordinance Chapter 93 references a single meter for multiple tenants, but the language is "may" rather than "shall".

**RECOMMENDATION:** Approval with Council consideration of water meter plan

### **BOARD, COMMISSION OR COUNCIL PRIOR ACTIONS: YES**

- P&Z approved the site plan July 29, 2019. The approval included approval of sidewalk waiver and 29 remaining comments to address prior to Council review.
- City Council approved the site plan on August 13, 2019 contingent upon 8 comments being completed. The sidewalk waiver was approved for only that portion of the property west of the driveway where there is currently no street.

### **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

- Issuance of building permit and construction of project
- Certificate of occupancy

## RESOLUTION NO. 21-025

### RESOLUTION APPROVING DZ FLEX SPACE CONDOS SITE PLAN

WHEREAS, DZ Condos has submitted site plan materials for City of Huxley review for the construction of 48 condominium garage units in 8 buildings on a 6.41-acre site at 401 Snyder Drive in the Huxley Development Park, M-1 zoning district and;

WHEREAS, DZ Condos received a waiver of partial sidewalk installation with their submittal of materials for the same project in 2019 and;

WHEREAS, the Planning & Zoning Commission reviewed and recommended approval of the plans for the project with the partial sidewalk condition at their March 15, 2021 meeting and;

WHEREAS, water meter design remains as a matter to resolve with DZ Condos and Council concurrence on the item is requested with this resolution.

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

Approval of the DZ Condos Flex Space Condos site plan with the condition of future partial sidewalk installation at City request and concurrence on water meter design.

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

***PASSED, ADOPTED AND APPROVED*** this 23<sup>rd</sup> day of March 2021.

#### **APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 21-025** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 23<sup>rd</sup> day of March 2021.

\_\_\_\_\_  
Kevin Deaton, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk



# COUNCIL COMMUNICATION

## **AGENDA HEADING:**

Items related to Water Treatment Plant Expansion Project: Design Update and Preferred Financing Scenario for Water User Rate Increase

## **SUBMITTED BY:**

Rita Conner, City Administrator

## **SYNOPSIS:**

Through 2020, Council, staff and consultants from Veensta & Kimm Engineering and Northland Securities studied the current and future water system needs of the City, incorporating both current citizen and business needs for water service and fire protection, accounting for the growing population of the City, and preparing financing options for an expansion to the system.

The existing water treatment facility was constructed with a 20-year timeframe in mind, based on the City's population in 2000 and the City's projected future growth. The water treatment plant is now nearly 20 years old. Based on population increases, the existing plant exceeding Iowa Department of Natural Resources (IDNR) rated capacities over the last two years, and peak day plant capacity usage in summer 2020 prompting a water conservation order, initiating design and development of financing options for an expansion of the existing plant was directed by Council.

At this meeting, Council will receive an update on project design and is requested to act on a preferred scenario for user rate increases for project financing.

Additional information is below.

## **FISCAL IMPACT: YES**

**AMOUNT:** Current cost estimate for the project is \$8,140,000.

**FUNDING SOURCE:** Water revenue bond on bond market; debt service from water user rates and a portion from G.O. Bond serviced with Tax Increment Financing (TIF) dollars.

## **ADDITIONAL INFORMATION**

- Scenarios show Council input to base rate increases on how many gallons of water are used and the reflection of the incorporation of G.O./TIF for partial financing on the user rate adjustments
- Scenarios provided show the adjustment to the flow charge, base charge adjustment of \$2 and \$4 and the application of G.O./TIF amounts to each
- Information is provided to detail future project
- Council reviewed information on the proposed project at the May 12, July 14, August 18, August 25, September 8 and September 22, 2020 Council meetings and worksessions and received a January 2021 update.

**CITY ADMINISTRATOR RECOMMENDATION:** Approval of preferred scenario

# **COUNCIL COMMUNICATION**

## **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

- Draft Ordinance and Set Public Hearing for Water User Rate Increases
- Final project design and financing process
- Council review of financing documents, public hearings and project design plans.
- Bid letting for the project
- Construction of project initiated.

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.

## RESOLUTION NO. 21-026

### APPROVING PREFERRED SCENARIO FOR WATER RATE INCREASE FOR WATER TREATMENT PLANT EXPANSION

WHEREAS, City Council , staff and consultants have worked for the last year to evaluate variables related to expanding the City's water treatment plant capacity and;

WHEREAS, scenarios for the project have been reviewed and Council input has been provided for the project design and financing strategy and preferred form of rate increase;

WHEREAS, final scenarios for the water utility user rate increases have been prepared and Council's preferred scenario will be approved at this meeting and drafted into ordinance form for public hearing and three readings prior to rate change implementation.

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

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

***PASSED, ADOPTED AND APPROVED*** this 23<sup>rd</sup> day of March 2021

#### **APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 21-026** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 23<sup>rd</sup> day of March 2021.

\_\_\_\_\_  
Kevin Deaton, Mayor

ATTEST:

\_\_\_\_\_  
Jolene R. Lettow, City Clerk



# City of Huxley, Iowa



## **Water Treatment Plant & Ground Storage Projects Project Funding and Review of Potential Approaches to Water Utility User Rates**

**Council Meeting Date: March 23rd, 2021**



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# Three Proposed Overall Categories for Adjusting Water Utility User Rates

- 1) **Adjust Flow Charge Only** Based on Gallons Used – No Change to Base
- 2) Less Adjustment to Flow Charge; **Adjust Base Charge \$2**, as follows:
  - a) \$1 on July 1, 2021
  - b) \$1 on July 1, 2022
    - Result: Base Charge Adjusts from Current \$17.15 to \$19.15
- 3) *Least* Adjustment to Flow Charge; **Adjust Base Charge \$4**, as follows:
  - a) \$2 on July 1, 2021
  - b) \$2 on July 1, 2022
    - Result: Base Charge Adjusts from Current \$17.15 to \$21.15

CITY OF HUXLEY, IOWA

Review of Constitutional / Legal Debt Limit 5% of Actual [100%] Valuation  
Relating to General Obligation Debt and TIF Obligations

\* LEGAL DEBT CAPACITY MODEL \*

Date Prepared: 3/18/2021

Includes Existing Debt and Potential, Hypothetical Future Debt  
Not Exceeding 80% of Debt Capacity; No Annual Appropriation Debt  
PRELIMINARY DRAFT; SUBJECT TO CHANGE

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
															*** Hypothetical, Potential Scenarios ***							
															----- [Preliminary] -----							
			Assumed Growth: 5.00%		Original 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	[to update]	Potential Amount for Water Plant	CIP Proj.	CIP Proj.	CIP Proj.		
					DEBT OBLIGATIONS SUBJECT TO LEGAL DEBT LIMIT										Potential Hypothetical Future				Obligated and Available Legal Debt Limit			
Legal Debt Capacity Review			100% VALUATION and LEGAL DEBT LIMIT		General Obligation and TIF Debt										Debt Obligations							
					Ann. App.										Ann. App.							
			100% or	Legal Debt	2003 GO	2012 GO	2013A	2015 Note	2016A	2016 Note	2017A GO	2019A GO	2020A GO		POTENTIAL PROPOSED DEBT							
Fiscal	Valuation		Actual	Limit	Water	Ref. 2009	Refund	Vehicle	GO Ref	Emer. Veh.	Refund	Kum & Go	560th, HOI	TIF Rebate	2021A	2023A	2024A	2026A	Amount of	Percent of	Available	Percent of
Year	Year		Valuation	(% of Val.)	Impvts.	Sewer	2006C	Acquisition	'10C & '10D	Acquisition	'09A & '10D	Ref. '12	Tr., E 1st	Obligations	GO	GO	GO	GO	Legal Limit	Legal Limit	Legal Debt	Legal Limit
																			Obligated	Obligated	Limit	Available
			5.00%																			
	FY 2017-18	1/1/2016	253,336,171	12,666,809	189,000	2,860,000	545,000	43,500	3,315,000	290,000	845,000	-	-	1,217,635	-	-	-	-	9,305,135	73.5%	3,361,674	26.5%
	FY 2018-19	1/1/2017	287,586,104	14,379,305	160,000	2,685,000	550,000	29,500	3,315,000	258,000	875,000	-	-	1,320,870	-	-	-	-	9,193,370	63.9%	5,185,935	36.1%
	FY 2019-20	1/1/2018	303,933,996	15,196,700	130,000		575,000	15,000	3,065,000	225,000	900,000	3,695,000	2,250,000	1,614,452	-	-	-	-	12,469,452	82.1%	2,727,248	17.9%
	FY 2020-21	1/1/2019	345,656,844	17,282,842	99,000		495,000	-	2,810,000	191,000	665,000	3,490,000	2,250,000	1,540,370	-	-	-	-	11,540,370	66.8%	5,742,472	33.2%
1	FY 2021-22	1/1/2020	367,080,894	18,354,045	67,000		-	-	2,545,000	155,000	805,000	3,305,000	1,930,000	1,500,000	2,500,000	-	-	-	12,807,000	69.8%	5,547,045	30.2%
2	FY 2022-23	1/1/2021	385,434,939	19,271,747	34,000		-	-	1,915,000	118,000	820,000	2,980,000	1,655,000	1,500,000	2,500,000	-	-	-	11,522,000	59.8%	7,749,747	40.2%
3	FY 2023-24	1/1/2022	404,706,686	20,235,334			-	-	1,265,000	80,000	835,000	2,640,000	1,485,000	1,500,000	2,250,000	6,135,000			16,190,000	80.0%	4,045,334	20.0%
4	FY 2024-25	1/1/2023	424,942,020	21,247,101			-	-	590,000	41,000	295,000	2,295,000	1,310,000	1,500,000	1,950,000	5,885,000	3,125,000		16,991,000	80.0%	4,256,101	20.0%
5	FY 2025-26	1/1/2024	446,189,121	22,309,456			-	-	295,000	-	-	1,945,000	1,135,000	1,500,000	1,650,000	5,535,000	2,975,000		15,035,000	67.4%	7,274,456	32.6%
6	FY 2026-27	1/1/2025	468,498,577	23,424,929			-	-	-	-	-	1,585,000	955,000	1,500,000	1,350,000	5,035,000	2,700,000	5,625,000	18,750,000	80.0%	4,674,929	20.0%
7	FY 2027-28	1/1/2026	491,923,506	24,596,175			-	-	-	-	-	1,220,000	770,000	1,500,000	1,050,000	4,485,000	2,425,000	5,375,000	16,825,000	68.4%	7,771,175	31.6%
8	FY 2028-29	1/1/2027	516,519,681	25,825,984			-	-	-	-	-	850,000	580,000	1,500,000	700,000	3,885,000	2,125,000	5,025,000	14,665,000	56.8%	11,160,984	43.2%
9	FY 2029-30	1/1/2028	542,345,665	27,117,283			-	-	-	-	-	470,000	390,000	1,500,000	300,000	3,285,000	1,825,000	4,525,000	12,295,000	45.3%	14,822,283	54.7%
10	FY 2030-31	1/1/2029	569,462,948	28,473,147			-	-	-	-	-	240,000	195,000	1,500,000		2,685,000	1,475,000	4,025,000	10,120,000	35.5%	18,353,147	64.5%
11	FY 2031-32	1/1/2030	597,936,096	29,896,805			-	-	-	-	-	-	-	1,500,000	-	2,035,000	1,125,000	3,525,000	8,185,000	27.4%	21,711,805	72.6%
12	FY 2032-33	1/1/2031	627,832,901	31,391,645			-	-	-	-	-	-	-	1,500,000	-	1,385,000	750,000	3,000,000	6,635,000	21.1%	24,756,645	78.9%
13	FY 2033-34	1/1/2032	659,224,546	32,961,227			-	-	-	-	-	-	-	1,500,000	-	700,000	375,000	2,400,000	4,975,000	15.1%	27,986,227	84.9%
14	FY 2034-35	1/1/2033	692,185,773	34,609,289			-	-	-	-	-	-	-	1,500,000	-	-	-	1,800,000	3,300,000	9.5%	31,309,289	90.5%
15	FY 2035-36	1/1/2034	726,795,062	36,339,753			-	-	-	-	-	-	-	1,500,000	-	-	-	1,200,000	2,700,000	7.4%	33,639,753	92.6%
16	FY 2036-37	1/1/2035	763,134,815	38,156,741			-	-	-	-	-	-	-	1,500,000	-	-	-	600,000	2,100,000	5.5%	36,056,741	94.5%
17	FY 2037-38	1/1/2036	801,291,555	40,064,578			-	-	-	-	-	-	-	1,500,000	-	-	-	-	1,500,000	3.7%	38,564,578	96.3%
18	FY 2038-39	1/1/2037	841,356,133	42,067,807			-	-	-	-	-	-	-	1,500,000	-	-	-	-	1,500,000	3.6%	40,567,807	96.4%
19	FY 2039-40	1/1/2038	883,423,940	44,171,197			-	-	-	-	-	-	-	1,500,000	-	-	-	-	1,500,000	3.4%	42,671,197	96.6%
20	FY 2040-41	1/1/2039	927,595,137	46,379,757			-	-	-	-	-	-	-	-	-	-	-	-	-	0.0%	46,379,757	100.0%

## WATER TREATMENT FACILITY EXPANSION - SUMMARY OF FUNDING SCENARIOS

Date Prepared: 1/21/2021

## No Change in Base Rate [Minimum Bill]

A	B	C	D	E	F	G	H	I
ROW	DESCRIPTION / CATEGORY							
	Contribution from G.O. Bonds	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	
1	No Change to Monthly Minimum - Only Adjust per 1,000 Gallons Rate							
2								
3	SCENARIO	USER RATE ADJUSTMENTS (Rate per 1,000 Gallons)						
4	<b>A</b>	<b>\$0</b>	<b>5.93%</b>	<b>24.00%</b>	<b>18.50%</b>	<b>17.00%</b>	<b>3.00%</b>	<b>3.00%</b>
5	Monthly Bill - 3,000 Gallons		\$32.15	\$35.75	\$39.19	\$42.94	\$43.71	\$44.51
6	Monthly Bill - 5,000 Gallons		\$42.15	\$48.15	\$53.89	\$60.13	\$61.42	\$62.75
7								
8	<b>B</b>	<b>\$500,000</b>	<b>5.93%</b>	<b>22.50%</b>	<b>18.00%</b>	<b>16.50%</b>	<b>3.00%</b>	<b>3.00%</b>
9	Monthly Bill - 3,000 Gallons		\$32.15	\$35.45	\$38.93	\$42.41	\$43.17	\$43.95
10	Monthly Bill - 5,000 Gallons		\$42.15	\$47.65	\$53.45	\$59.25	\$60.52	\$61.82
11								
12	<b>C</b>	<b>\$1,000,000</b>	<b>5.93%</b>	<b>21.00%</b>	<b>18.00%</b>	<b>15.00%</b>	<b>3.00%</b>	<b>3.00%</b>
13	Monthly Bill - 3,000 Gallons		\$32.15	\$35.30	\$38.57	\$41.78	\$42.52	\$43.28
14	Monthly Bill - 5,000 Gallons		\$42.15	\$47.40	\$52.85	\$58.20	\$59.43	\$60.70
15								
16	<b>D</b>	<b>\$1,500,000</b>	<b>5.93%</b>	<b>20.00%</b>	<b>17.50%</b>	<b>12.50%</b>	<b>3.00%</b>	<b>3.00%</b>
17	Monthly Bill - 3,000 Gallons		\$32.15	\$35.15	\$38.30	\$40.94	\$41.66	\$42.39
18	Monthly Bill - 5,000 Gallons		\$42.15	\$47.15	\$52.40	\$56.81	\$58.00	\$59.22
19								
20	<b>E</b>	<b>\$2,000,000</b>	<b>5.93%</b>	<b>19.00%</b>	<b>15.50%</b>	<b>12.00%</b>	<b>3.00%</b>	<b>3.00%</b>
21	Monthly Bill - 3,000 Gallons		\$32.15	\$35.00	\$37.77	\$40.24	\$40.93	\$41.65
22	Monthly Bill - 5,000 Gallons		\$42.15	\$46.90	\$51.51	\$55.63	\$56.79	\$57.98
23								
24	<b>F</b>	<b>\$2,500,000</b>	<b>5.93%</b>	<b>17.50%</b>	<b>14.50%</b>	<b>11.00%</b>	<b>3.00%</b>	<b>3.00%</b>
25	Monthly Bill - 3,000 Gallons		\$32.15	\$34.78	\$37.33	\$39.55	\$40.22	\$40.91
26	Monthly Bill - 5,000 Gallons		\$42.15	\$46.53	\$50.78	\$54.48	\$55.60	\$56.76



## WATER TREATMENT FACILITY EXPANSION - SUMMARY OF FUNDING SCENARIOS

Date Prepared: 1/21/2021

## \$2 Change in Base Rate [Minimum Bill] from \$17.15 to \$19.15

ROW	A	B	C	D	E	F	G	H	I
	DESCRIPTION / CATEGORY								
	Contribution								
	from G.O. Bonds		FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	
1	\$2 Change to Monthly Minimum [\$1 on July 1, 2021 and \$1 on July 1, 2022] -- Adjust per 1,000 Gallons Rate as Listed Below								
2									
3	SCENARIO		USER RATE ADJUSTMENTS (Rate per 1,000 Gallons)						
4	G	\$0	5.93%	22.00%	16.25%	13.75%	3.00%	3.00%	
5	Monthly Bill - 3,000 Gallons		\$32.15	\$36.45	\$40.42	\$43.35	\$44.07	\$44.82	
6	Monthly Bill - 5,000 Gallons		\$42.15	\$48.65	\$54.61	\$59.48	\$60.69	\$61.94	
7									
8	H	\$500,000	5.93%	21.00%	15.25%	13.00%	3.00%	3.00%	
9	Monthly Bill - 3,000 Gallons		\$32.15	\$36.30	\$40.07	\$42.79	\$43.50	\$44.23	
10	Monthly Bill - 5,000 Gallons		\$42.15	\$48.40	\$54.01	\$58.55	\$59.73	\$60.94	
11									
12	I	\$1,000,000	5.93%	20.00%	14.00%	12.00%	3.00%	3.00%	
13	Monthly Bill - 3,000 Gallons		\$32.15	\$36.15	\$39.67	\$42.13	\$42.82	\$43.53	
14	Monthly Bill - 5,000 Gallons		\$42.15	\$48.15	\$53.35	\$57.45	\$58.60	\$59.79	
15									
16	J	\$1,500,000	5.93%	17.00%	14.50%	10.75%	3.00%	3.00%	
17	Monthly Bill - 3,000 Gallons		\$32.15	\$35.70	\$39.24	\$41.40	\$42.07	\$42.76	
18	Monthly Bill - 5,000 Gallons		\$42.15	\$47.40	\$52.64	\$56.24	\$57.35	\$58.50	
19									
20	K	\$2,000,000	5.93%	16.00%	13.25%	9.75%	3.00%	3.00%	
21	Monthly Bill - 3,000 Gallons		\$32.15	\$35.55	\$38.86	\$40.78	\$41.43	\$42.09	
22	Monthly Bill - 5,000 Gallons		\$42.15	\$47.15	\$51.99	\$55.19	\$56.28	\$57.39	
23									
24	L	\$2,500,000	5.93%	14.75%	12.50%	8.00%	3.00%	3.00%	
25	Monthly Bill - 3,000 Gallons		\$32.15	\$35.36	\$38.51	\$40.06	\$40.69	\$41.34	
26	Monthly Bill - 5,000 Gallons		\$42.15	\$46.84	\$51.42	\$54.01	\$55.05	\$56.13	

## WATER TREATMENT FACILITY EXPANSION - SUMMARY OF FUNDING SCENARIOS

Date Prepared: 1/21/2021

## \$4 Change in Base Rate [Minimum Bill] from \$17.15 to \$21.15

ROW	DESCRIPTION / CATEGORY	Contribution from G.O. Bonds	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
1	\$4 Change to Monthly Minimum [\$2 on July 1, 2021 and \$2 on July 1, 2022] -- Adjust per 1,000 Gallons Rate as Listed Below							
2								
3	SCENARIO	USER RATE ADJUSTMENTS (Rate per 1,000 Gallons)						
4	M	\$0	5.93%	19.75%	13.75%	11.25%	3.00%	3.00%
5	Monthly Bill - 3,000 Gallons		\$32.15	\$37.11	\$41.58	\$43.88	\$44.56	\$45.27
6	Monthly Bill - 5,000 Gallons		\$42.15	\$49.09	\$55.20	\$59.03	\$60.17	\$61.34
7								
8	N	\$500,000	5.93%	19.00%	12.25%	10.50%	3.00%	3.00%
9	Monthly Bill - 3,000 Gallons		\$32.15	\$37.00	\$41.19	\$43.29	\$43.95	\$44.64
10	Monthly Bill - 5,000 Gallons		\$42.15	\$48.90	\$54.54	\$58.05	\$59.16	\$60.30
11								
12	O	\$1,000,000	5.93%	18.50%	11.00%	8.50%	3.00%	3.00%
13	Monthly Bill - 3,000 Gallons		\$32.15	\$36.93	\$40.88	\$42.56	\$43.20	\$43.86
14	Monthly Bill - 5,000 Gallons		\$42.15	\$48.78	\$54.03	\$56.83	\$57.90	\$59.00
15								
16	P	\$1,500,000	5.93%	15.50%	10.50%	8.25%	3.00%	3.00%
17	Monthly Bill - 3,000 Gallons		\$32.15	\$36.48	\$40.29	\$41.87	\$42.50	\$43.14
18	Monthly Bill - 5,000 Gallons		\$42.15	\$48.03	\$53.06	\$55.69	\$56.73	\$57.79
19								
20	Q	\$2,000,000	5.93%	14.00%	9.10%	8.00%	3.00%	3.00%
21	Monthly Bill - 3,000 Gallons		\$32.15	\$36.25	\$39.81	\$41.30	\$41.90	\$42.53
22	Monthly Bill - 5,000 Gallons		\$42.15	\$47.65	\$52.24	\$54.73	\$55.74	\$56.78
23								
24	R	\$2,500,000	5.93%	12.50%	8.00%	6.75%	3.00%	3.00%
25	Monthly Bill - 3,000 Gallons		\$32.15	\$36.03	\$39.38	\$40.61	\$41.19	\$41.79
26	Monthly Bill - 5,000 Gallons		\$42.15	\$47.28	\$51.53	\$53.58	\$54.55	\$55.55

# Future Project Funding Capacity

[repeat of January 12, 2021 Council presentation]

- A. Debt service levy “capacity” within \$3.75 per \$1,000 debt service levy to fund CIP projects:
  - 1) Over the next 20 years, the City is able to generate approximately \$18,200,000 to fund debt service (principal and interest) on General Obligation debt
  - 2) Approximate **CIP funding capacity** (for construction and engineering) is **\$15,500,000** (conservatively) after considering payment of estimated interest costs
    - a) Assumes valuation growth of 4%; past 15 years have averaged 8.25% growth
- B. Ability to capture TIF dollars to fund future CIP projects (from existing valuation, already built) while maintaining annual TIF revenue consistent with past 3 to 5 years:
  - 1) Over the next 20 years, the City is able to generate over \$40,000,000 to fund debt service (principal and interest) on General Obligation debt
  - 2) Approximate **CIP funding capacity** (for construction and engineering) is **\$34,000,000** (conservatively) after considering payment of estimated interest costs
- C. **Combined funding for capital projects and engineering from (1) \$3.75 levy and (2) TIF dollars = \$49,500,000**

# Disclosures

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