

HUXLEY CITY COUNCIL MEETING MINUTES

Tuesday, March 23, 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 6:01 pm.

ROLL CALL: Kuhn, Roberts, Easter, Peterson, Mulder - in at 7:45pm

AGENDA APPROVAL: Motion by Kuhn, second by Easter to approve agenda as presented. Roll Call: Kuhn, Easter, 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, Mat Kahler – Street Supt

CONSULTANTS PRESENT: Forrest Aldrich– city engineer; Chip Schultz – financial advisor

PRESENTATION: Kreg Tool presentation rescheduled to a future date.

PUBLIC COMMENT: Tom Heinen, Story County property owner, and Brian Campbell, property owner’s engineer, announced to council that Mr. Heinen wants to develop the property he owns on 560th Avenue across from Blue Sky Commons area. The property would be annexed into the city. Preliminary plans have the property being turned into a four lot development with two shared driveways.

PUBLIC HEARINGS:

- FY 2022 Budget - Mayor opened meeting at 6:05pm. There were no discussion or questions. Motion made by Roberts, seconded by Easter to close the hearing at 6:10pm. 4 ayes.

- Plans, Specifications and Form of Contract for the East First Street Project - Mayor opened meeting at 6:11pm. Councilman Kuhn asked to see plans, specs and contract. City engineer reported that DOT controls those documents and would get copies to council. Motion made by Roberts and seconded by Peterson to close the hearing at 6:14pm. 4 ayes.

Motion by Roberts, seconded by Easter on Resolution No. 21-021 to Approve the FY 2022 Budget. Councilman Kuhn requested further information regarding costs for Cambridge police enforcement. Roll Call: Easter, Peterson, Roberts voted yes; Kuhn voted no. Motion carried.

Motion by Roberts, seconded by Easter to Table Action on Resolution No. 21-022 to Approve Plans and Contract for East 1st Street Project until April 13th Meeting. City engineer reported that resolution could be tabled until next council meeting so council can review documentation. Also reported that five bids were received with low bid from Concrete Technologies for \$621,536. Roll Call: Peterson, Easter, Kuhn, Roberts voted yes. Motion carried.

CONSENT AGENDA:

Motion by Kuhn second by Peterson to approve Consent Agenda as listed below with Item d and e to be pulled from Consent Agenda for separate discussion.

- a. Approve Minutes from February 23, 2021 Regular Meeting
- b. Approve Treasurer’s Report and Payment of Bills
- c. Approve Alcohol Permit for Kum N Go
- d. *Approve Resolution No. 21-023 Tyler Technologies Financial Software Upgrade for FY20/21 CIP – pulled as separate discussion item*

e. Approve Resolution No. 21-024 Purchase of Camera Trailer – pulled as separate discussion item

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

Claims:

72 DEGREES COMFORT COMPANY	HEATER IN SHOP REPAIRED	679.00
AMERICAN FENCE COMPANY	FENCE AT OLD WATER PLANT	2,521.00
ANKENY SANITATION	CITY BUILDING TRASH PICKUP	257.94
ARNOLD MOTOR SUPPLY	AIR FILTER	1,488.39
BAKER & TAYLOR ENTERTAINME	BOOKS	504.17
BAKER GROUP	WATER TEST AT CITY HALL	2,740.00
BALDWIN SUPPLY-DES MOINES	SUPPLIES	279.60
BELLA HOMES	BUILDING PERMIT DEPOSIT REFUND	1,000.00
BUD'S AUTO REPAIR INC	PD VEHICLE MAINT AND REPAIR	1,696.65
CINTAS CORPORATION	FIRST AID KIT	105.19
COMPUTER RESOURCE SPECIALI	COMPUTER SUPPORT	2,041.50
CONSUMERS ENERGY	GAS AND ELECTRIC	11,339.07
DELL FINANCIAL SERVICES LL	COMPUTER LEASE	3,758.44
DEMCO	SUPPLIES	105.00
DICKSON & LUANN JENSEN	DICKSON & LUANN JENSEN	59,036.48
DOLLAR GENERAL-REGIONS 410	PROGRAM SUPPLIES	172.00
ED M. FELD EQUIPMENT CO. I	NEW NOZZLE FOR 106	884.67
EICHINGER 4, LLC	BUILDING PERMIT DEP REFUND	1,000.00
ELECTRIC WHOLESALE CO.	BOXES, FLOOD LIGHTS, PHOTO EYE	202.92
FREEDOM TIRE	TIRE DISPOSAL	31.00
GALLS, LLC- DBA CARPENTER	POLICE UNIFORM PARTS	62.77
GARBAGE GUYS	MAR AND APRIL TRASH PICKUP	47.50
GATEHOUSE-DB IOWA HOLDINGS	LEGAL PUBLICATIONS	664.03
GERALD CALIGIURI	SHOOTING TARGETS FOR TRAINING	64.25
HACH COMPANY	WW TREATMENT CHEMICALS	490.94
HEARTLAND CO-OP	PROPANE FILL FOR STORAGE BLDG	445.33
HOKEL MACHINE SUPPLY	TANK REPLACEMENT	311.85
HOMES BY ADVANTAGE LLC	BUILDING PERMIT DEPOSIT REFUND	1,000.00
HUXLEY COMMUNICATIONS COOP	PHONE, CABLE, INTERNET	1,638.31
INTERNAL REVENUE SERVICE	FED WITHOLDING TAX	12,259.04
IOWA STATE UNIVERSITY	RADIO SUBSCRIBER FEES - FY21	11,401.33
JESSICA KRUPICKA	SPEAKER-HERTIAGE HILL FARMS	50.00
KELTEK INCORPORATED	OUTFITTING 2021 FORD-PD	19,839.60
KEYSTONE LABORATORIES	MONTHLY WATER SAMPLING	191.20
LOWE'S	SUPPLIES FOR SHELVING IN FIRE	375.31
MARCO, INC.	B/W AND COLOR COPIES	300.01
MID-IOWA SOLID WASTE EQUIP	VIDEO OVERLAY IN CONTROL UNIT	1,780.13
MIKEELY DENGER	TUMBLING 101	546.05
MUNICIPAL SUPPLY	GREEN MARKING FLAGS	49.80
NEW CENTURY FS INC	DIESEL FUEL	2,808.20
OTIS ELEVATOR COMPANY	ELEVATOR MAINT. 3/1-5/31/21	232.68
OXEN TECHNOLOGY	MICROSOFT EXCHANGE & 360	262.00
PEPSI-COLA	VENDING PRODUCT	404.48
POSTMASTER	FIRST CLASS PRESORT	341.00
PREMIER	COPIER LEASE	99.58
SAFE BUILDING COMPLIANCE &	BUILDING INSPECTIONS	15,544.34
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	131.23
STRYKER SALES CORPORATION	MONITOR EQUIPMENT, 4G	964.00
SYNCB/AMAZON	PROGRAM SUPPLIES	33.77
TASC	FLEX BENEFIT PLANS	577.05
TRANE U.S. INC.	REPAIR	752.00
U.S. BANK EQUIPMENT FINANC	COPIER LEASE	110.45
U.S. CELLULAR	AMBULANCE CELL PHONES	91.48
VAN-WALL EQUIPMENT INC.	CAP AND FUEL FILTER	315.51
VERIZON WIRELESS	PUBLIC WORKS CELL PHONES	332.08
WINDSTREAM IOWA COMMUNICAT	DISPATCH PHONE	80.13

001	General Fund	59,402.27
002	Library	6,039.75
003	Recreation	3,651.33
004	Fire and Rescue	10,041.19
014	Ambulance	4,902.27
110	Street	6,901.07
340	Trail Paving Project	3,638.48
398	DeRecho Storm	2,521.00
600	Water	6,785.94
610	Sewer	15,088.60
	Payroll	<u>55,407.17</u>
	Grand Total	\$169,930.59

Motion Easter, Second – Roberts to Table Resolution No. 21-023 Tyler Technologies Financial Software Upgrade FY20-21 CIP to April 27th Council Meeting. Councilman Kuhn appreciated the effort to upgrade to a paperless system. However, he would like staff to solicit different systems and proposes city get Request for Proposals (RFP's). Councilman Easter stated he likes the Tyler Technologies software but urged city to get bids as well. Roll call: Easter, Peterson, Roberts, Kuhn voted yes. Motion carried.

Motion – Roberts, Second – Peterson on Resolution No. 21-024 Purchase of Camera Trailer FY20/21 CIP. Three bids were received for camera that's purpose will be for ongoing stormwater and wastewater infrastructure inspections and maintenance. IBAK was the low bid received at \$193,478.29. Tom Hay, IBAK representative, explained that the camera trailer had a one year warranty. Councilman Kuhn noted that the IBAK camera trailer was not the cheapest when compared with life expectancy of other trailers. Roll Call: Peterson, Easter, Roberts, Kuhn voted yes. Motion carried.

BUSINESS ITEMS:

Items Related to Fenceline Brew Pub:

Special Use Permit: Motion – Peterson, Second – Roberts to Approve Special Use Permit which will allow temporary portable bathroom usage on patio until permanent bathroom can be constructed as required by building code. Permanent bathroom must be completed by March 31, 2022. 4 ayes. Motion carried.

Alcohol Permit: Motion – Kuhn, second – Peterson to Approve Alcohol Permit. 4 ayes. Motion carried.

Motion Peterson, Second – Kuhn on Resolution No. 21-025 DZ Flex Space Condos Site Plan. City Administrator reported that the plans were approved by council in 2019. The plans had recently been reviewed and approved by P&Z. Discussion was centered around the unmetered water situation. John Gade, Fox Engineer, explained that the owner plans to build two units this year with eight buildings in total. There will be four water taps versus eight with a meter at each building. Public Works Director, Jeff Peterson, expressed his concerns with the decrease in water taps. Stated taps were needed at each building to make it easier to locate any water loss situations. City engineer stated that a sidewalk waiver could be temporarily allowed on side of building with no street. Roll Call: Kuhn, Roberts, Peterson, Easter voted yes. Motion carried.

Mayor left meeting. Mayor Pro Tem Kuhn presided over remaining meeting. Councilman Mulder entered meeting.

Motion – Kuhn, Second – Peterson on Resolution No. 21-026 to Approve Water Rate Increase to Cover Costs for Water Treatment Plant Expansion. Chip Schultz, Northland Financial advisor, provided council with various water rate options to cover future water plant expansion debt. Council chose to increase base rate \$1.00 each year beginning July 1, 2021. Council also agreed that the amount allocated to TIF debt for project was \$1.25 million. Roll Call: Peterson, Easter, Mulder, Roberts voted yes; Kuhn voted no. Motion carried. City engineer reported that bid would occur in mid-July.

City Administrator Updates:

- Sidewalk Infill/Phases map will be available last meeting in April. Councilman Easter remarked that public input was needed for project.
- Staff was reviewing other cities regulations pertaining to Construction Erosion/Sediment Control. Preliminary draft to be proposed at next council meeting.

STAFF/COUNCIL REPORTS:

- Library Director reported library was fully staffed with new hire of Program Director, Catherine Mai.
- Public Works Director expressed his concern with number of water taps allowed with DZ Flex Space Condos
- City Clerk thanked council for approving budget
- City Administrator reported there would be public disturbance with East 1st Street project and blockage of road. A public meeting will be set up in near future. Construction should start in summer with two months of work to be completed.
- Councilman Easter thanked Public Works Director for speaking up about issue with water taps.

- Councilman Roberts stated she would assist with software technology on financial system upgrade
- Councilman Mulder suggested reviewing other city's website for presentation of minutes, agenda, recordings of meetings. He will forward sample to other council members.
- Councilman Kuhn thanked staff for their work on budget. Remarked his daughter enjoyed the city's gymnastics course

ADJOURNMENT: Motion - Mulder, second - Easter to adjourn meeting at 8:13pm. 5 ayes, 0 nays. Motion carried.

Submitted by: Jolene R. Lettow, City Clerk