

Huxley City Council Work Session Minutes

Tuesday, May 4, 2021

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

WORK SESSION: The Huxley City Council met in a Zoom work session on the above date pursuant to rules of the council, notice posted at City Hall and posted on website. Mayor Kevin Deaton called the meeting to order at 6:02 pm.

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

CITY STAFF PRESENT: Rita Conner – City Administrator, Jolene Lettow – City Clerk, Jeff Peterson – Public Works Director, Gerry Stoll – Police Chief, Heather Denger – Parks and Recreation Director

WORKSESSION: Discussion held on the following topics:

Iowa Codification – Code Process: no changes from council. Department heads to review.

Purchasing Policy: policy was developed as per FEMA regulations to receive federal dollars. Councilman Kuhn stated he had no need to change thresholds and to keep spending limits the same although would like to see language removed regarding the mayor having the right to declare an emergency and competitive solicitation process not being required when an emergency exists.

Sidewalk infill Program and Public Information Process – City administrator would like to have council approval for project by mid-June. Councilman Mulder responded city should solicit public input. Councilman Kuhn suggested city provide public with estimated costs to install sidewalks. City administrator suggested city newsletter be used as medium for soft launch of project. Councilman Mulder responded that project should be approved by council and use language in newsletter that explains the need for sidewalk infill.

Potential Contributions to Story County Housing Trust Fund and Story County Water Monitoring Project: Historically, LMI funds have been used for Story County Housing Trust request. Request is for approximately \$1800. Council asked what formula was for amount being requested. Council consensus was to approve allocation of funds. Council did discuss water monitoring project and consensus was to deny funding for the Prairie Rivers request.

Economic Development Committee Priorities – City administrator reported that HDC had set some parameters and a preliminary incentive package. Councilman Easter asked that the information be passed on to council in email. Mayor stated topic should be on next work session agenda for discussion.

Personnel Committee Priorities – mayor exclaimed the need for expansion of city staff. Councilman Mulder would like to see justification for increase in staff. Councilman Peterson expressed need to review job descriptions. Mayor indicated the need to expedite process.

Mayor exited meeting at 7:00 pm. Mayor Pro Tem presided over remaining meeting.

Meadow Lane Annexation Proposal/General Annexation Plan Development – Councilman Kuhn suggested incentives be offered by city for voluntary annexations. Councilman Easter remarked that city should review annexations of all available acres so Huxley could reach its city limits goal. Councilman Peterson asked why only small piece of Meadow Lane was being annexed instead of entire proposed development. Quick explained smaller piece will provide squaring off existing development and allow Oak Blvd to be completed.

Cambridge Police Contract - Council reviewed costs provided by staff for service currently being provided to Cambridge. Council further discussed overhead costs, recalculation of costs, council does not want Huxley residents to subsidize Cambridge police protection. Council consensus was to allow Chief Stoll to work through transition to discontinue service.

FY2022 Capital improvement Plan (CIP) - City administrator presented FY22 CIP. Council asked that 5 or 10 year CIP be brought back to work session for discussion.

ADJOURNMENT: Motion - Easter, second - Peterson to adjourn meeting at 7:50pm. 5 ayes, 0 nays. Motion carried.

Attest:

Kevin Deaton, Mayor

Jolene R. Lettow, City Clerk