



CITY COUNCIL MEETING NOTICE
TUESDAY FEBRUARY 22, 2022, 6:00 P.M.

CITY COUNCIL CHAMBERS

AGENDA

- 1. ROLL CALL**
- 2. APPROVE AGENDA AS PRESENTED AND/OR AMENDED**
- 3. PRESENTATION/RECOGNITION**
- 4. PUBLIC COMMENT (5 MINUTE TIME LIMIT FOR ITEMS NOT ON THIS AGENDA)**
- 5. PUBLIC HEARINGS**
- 6. CONSENT AGENDA – *These are routine business items and will be acted upon by one Roll Call Vote without separate discussion unless a Councilmember or citizen requests an item to be removed or considered separately.***
 - a) Approve Minutes from February 15, 2022, Regular Council meeting and Budget Worksession
 - b) Approve Payment of Bills
 - c) Resolution 22-015 Approval of Change Order No. 1 Water System Improvements Shallow Well No. 7 Project
 - d) Resolution No. 22-016 Approving Story County Dispatch Services Contract
 - e) Approval of Public Works Utility I Position Employment Offer
- 7. BUSINESS ITEMS**
 - a) Resolution No. 22-017 authorizing the use of a preliminary official statement for the sale of General Obligation Water Improvement and Refunding Bonds, Series 2022A
- 8. CITY ADMINISTRATOR AND DIRECTOR REPORTS**
- 9. MAYOR AND COUNCIL REPORTS**
- 10. ADJOURNMENT TO WORKSESSION**
- 11. WORKSESSION: DISCUSSION AND DIRECTION TO CITY ADMINISTRATOR**

Insurance, Personnel & Wages, FY 2023 Capital Improvement Plan Draft (And Long Range)

UPCOMING WORK SESSION TOPICS AND REGULAR COUNCIL AGENDA ITEMS

Joint Meeting/Council/Park & Recreation Board
Joint Meeting/Council-Ballard School Board
Comprehensive Plan/Future Space and Facility Needs
Growth, Development and Annexation-Mapping Update

Main Avenue Revitalization
Other Topics of Interest to Mayor and Council

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

COUNCIL COMMUNICATION

AGENDA HEADING:

Council Items February 22, 2022

SUBMITTED BY:

Rita Conner, City Administrator

SYNOPSIS:

The information below summarizes the regular agenda items for February 22, 2022

Consent Agenda

6a. Minutes from December February 15, 2022 Regular Meeting and Worksession

6b. Presentation of claims to be paid

6c. Change Order No. 1 for the Water System Improvements Shallow Well Project: see accompanying Council Communication and Resolution No. 22-015 for this item.

6d. Resolution No. 22-016 Approving Story County Dispatch Services Contract

- This contract is presented annually to Council from the Story County's Sheriff's office. It provides for dispatching services for the coming fiscal year. The annual contract is determined by the fall 2021 Consumer Price Index Report (6.2%), but it is agreed by the parties to not to exceed a 4% annual increase. FY 2023 total will be \$32,606.53 and includes City of Huxley and City of Cambridge. The Cambridge portion will be included in the law enforcement services agreement between the cities.

Business Items

a.) Resolution No. 22-017 Authorizing the Use of a Preliminary Official Statement for the Sale of General Obligation Water Improvement and Refunding Bonds, Series 2022A.

- This is the second piece of debt required for funding the Water Treatment Plant Improvement Project and the Water Service System Improvements Shallow Well No. 7 Project. The project is currently under construction. Analysis was completed in 2020 and 2021 to bring scenarios to Council for financing the project. Remaining financing components include a water revenue bond, City of Huxley tax increment financing (TIF) funds, City of Huxley American Rescue Plan (ARP) funds, and Story County American Rescue Plan (ARP) funds. Additional materials are included for this item for Council review.

Worksession Items

a.) Insurance overview.

- The draft preliminary FY 23 budget presents increased liability insurance costs, which staff and General Insurance will walk through at the worksession. Employee health insurance (which is showing a lower than expected FY 23 increase) will also be reviewed for Council with Holmes Murphy.

b.) Personnel

- Included in your packet materials are the following:
 - Excel file of community comparisons
 - We have a small number of communities that have not responded to our inquiry, will add.

COUNCIL COMMUNICATION

- Intent with communities included was to seek cities that had characteristics of strong growth, operate water/wastewater plants, have Park & Rec operations and facilities, and are comparable in population, but also growing. Growing cities are valuable comparisons for Huxley with our population projections, planning needs/staffing strategies and succession planning needs.
- 2013 Comp Plan organizational chart
- Draft organizational chart with recommended changes including:
 - Showing Public Works Utility Employee III (completed) promotion of existing employee, water treatment plant expansion and succession planning
 - Showing Public Works Utility Employee I (replacement new hire primarily for streets, stormwater, will also assist with other duties and projects in PW and Parks)
 - Showing PD under City Administrator, Chief is under Mayor by ordinance. Mayor and City Administrator currently communicate regularly with Chief on matters, with daily administration to CA.
 - FY 23 hiring of Deputy City Clerk
 - Utility, Zoning & Building Specialist (Amy's position) to be outside City Clerk's Office.
 - Intern has worked well in FY 22 for addressing special projects and some planning work. Intent would be to seek another intern in May/June.
 - Planning for future Community Development Department (shown) that would include Amy's position, intern/future planner I.
 - This is also a succession planning strategy, over time segregating Community Development duties from the Public Works Department, allowing PW primary focus to be operation and maintenance of the City's utilities, plants and streets.

c.) Draft Capital Improvement Plan

- To be provided; staff is still working with this document.
 - Minimal FY 23 work to be proposed with no borrowing.

HUXLEY CITY COUNCIL MEETING MINUTES

Tuesday, February 15, 2022

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 special council 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, Pilcher, Echer, Roberts, Thompson

AGENDA APPROVAL: Motion by Roberts, second by Echer to approve agenda as presented. Roll Call: Pilcher, Echer, Roberts, Kuhn, Thompson voted yes. Motion carried.

CITY STAFF PRESENT: Rita Conner – City Administrator, Jolene Lettow – City Clerk, Cathy Van Maanen – Library Director

CONSULTANTS: Amy Beattie – City Attorney/Brick Gentry, Chip Schulz – Financial Advisor/Northland Securities

PUBLIC HEARINGS:

Mayor opened hearing on Proposed Amendment to the Huxley Housing Urban Renewal Area. There being no discussion it was MOVED by Kuhn and seconded by Pilcher to close the hearing. 5 ayes. Motion carried.

Motion – Roberts, second – Kuhn on Resolution No. 22-010 to Approve Urban Renewal Plan Amendment for the Huxley Housing Urban Renewal Area. Roll Call: Thompson, Kuhn, Echer, Roberts voted yes; Pilcher – abstained. Motion carried.

Mayor opened hearing on Proposed Amendment to the Huxley Urban Renewal Area. There being no discussion it was MOVED by Roberts and seconded by Kuhn to close hearing. 5 ayes. Motion carried.

Motion – Kuhn, second – Robert on Resolution No. 22-011 to Approve Urban Renewal Plan Amendment for the Huxley Urban Renewal Area. Rollcall: Roberts, Echer, Kuhn, Thompson, Echer voted yes. Motion carried.

Steve Quick, Meadow Lane Development, expressed his concerns with maximum amount listed in development agreement that city would provide to developer in tax increment payments.

CONSENT AGENDA:

Motion by Roberts, second by Echer to approve Consent Agenda as listed.

- a. Approve Minutes from February 8, 2022, Regular Council meeting and Budget Worksession
- b. Resolution 22- 012 Setting a Date of Meeting (March 1) at which it is Proposed to Approve a Development Agreement with Meadow Lane Investments, L.L.C., Including Annual Appropriation Tax Increment Payments
- c. Resolution 22-013 Setting a Date of Meeting (March 1) at which it is Proposed to Approve a Development Agreement with Huxley Plaza, LLC, Including Annual Appropriation Tax Increment Payments
- d. Resolution 22-014 Setting a Date of Meeting (March 1) at which it is Proposed to Approve a Development Agreement with Van Houweling, CD II, Including Annual Appropriation Tax Increment Payments

Consent Agenda Roll Call: Pilcher, Echer, Roberts, Kuhn, Thompson voted yes. Motion carried.

CLOSED SESSION: Iowa Code Section 21.5 subsection 1 subsection. To discuss strategy with legal counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

Motion – Pilcher, second – Thompson to move into closed session. Roll Call: Roberts, Echer, Kuhn, Thompson, Pilcher voted yes. Motion carried. In attendance: Amy Beattie – city attorney, Mayor Deaton, council members: Roberts, Echer, Kuhn, Thompson, Pilcher, Jolene Lettow – City Clerk, Rita Conner – City Administrator.

Motion – Pilcher, second – Thompson to adjourn to work session at 7:23pm. 5 ayes. Motion carried.

WORK SESSION:

Mayor opened work session at 7:26pm

Chip Schultz, financial advisor for Northland Securities, provided a presentation on the city's debt service schedule and explanation of the city's Tax Increment Financing (TIF).

ADJOURNMENT: Motion – Roberts, second – Pilcher to adjourn meeting at 8:04pm. 5 ayes, 0 nays. Motion carried.

Submitted by: Jolene R. Lettow, City Clerk

2-22-22 Claims List

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	A KING'S THRONE, LLC	PORT-O-JOHN FOR ICE RINK	\$ 122.95
3	ADDY MILLER	YOUTH BASKETBALL OFFICIAL	\$ 168.00
4	ANDREW PRINCEHOUSE	YOUTH BBALL OFFICIAL	\$ 368.00
5	ARNOLD MOTOR SUPPLY	AIR, OIL, FUEL FILTERS	\$ 479.77
6	BEN JOHNSON	YOUTH BASKETBALL OFFICIAL	\$ 779.00
7	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$ 583.83
8	BRENDEN WRIGHT	YOUTH BASKETBALL OFFICIAL	\$ 80.00
9	BROOKE LENTS	YOUTH BASKETBALL COACH	\$ 18.50
10	BUD'S AUTO REPAIR INC	PATROL UNIT MAINTENANCE	\$ 66.32
11	C & M HYDRAULIC TOOL SUPPL	VOLUTE FOR HYDRAULIC PUMP	\$ 586.93
12	CADEN MILLER	YOUTH BASKETBALL OFFICIAL	\$ 428.00
13	CITY OF AMES	RMS ANNUAL FEE	\$ 2,086.77
14	COLIN MEMMER	YOUTH BASKETBALL OFFICIAL	\$ 89.00
15	COMFORT FOOD CATERING OF H	BUILDER/DEV MEETING	\$ 210.00
16	COMPASS BUSINESS SOLUTIONS	AP & PAYROLL CHECKS	\$ 402.22
17	COMPASS MINERALS AMERICA	COARSE ROCK SALT	\$ 3,736.51
18	CONNOR MOORE	YOUTH BASKETBALL OFFICIAL	\$ 577.00
19	CONSUMERS ENERGY	ELECTRIC	\$ 11,870.83
20	CUSTOM STEEL SERVICE	FLAT STEEL FOR '07 SANDER	\$ 24.17
21	DACIA BUSS	YOUTH BASKETBALL OFFICIAL	\$ 587.00
22	DAVID WILCOX	BOOT CAMP INSTRUCTOR	\$ 125.00
23	DIGITAL ALLY	REPLACE REAR CAMERA	\$ 210.00
24	DOLLAR GENERAL-REGIONS 410	OFFICE SUPPLIES	\$ 80.50
25	EMMETT MILLER	YOUTH BASKETBALL OFFICIAL	\$ 80.00
26	FALLER, KINCHELOE & CO, PL	AUDIT COMPLETION	\$ 7,185.00
27	GALLS, LLC- DBA CARPENTER	PD UNIFORM PARTS	\$ 501.47
28	GATEHOUSE-DB IOWA HOLDINGS	LEGAL PUBLICATIONS	\$ 313.67
29	GERALD CALIGIURI	REIMBURSE FOR EQUIPMENT	\$ 61.19
30	HANNA MOOMAW	ONLINE TRAINING	\$ 117.00
31	INLAND TRUCK PARTS COMPANY	REBUILT STEERING GEAR & SUPPLIES	\$ 951.70
32	INTEGRATED PRINT SOLUTIONS	STOCKING CAPS	\$ 210.00
33	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 13,575.63
34	INTERSTATE BATTERIES	BATTERY FOR CHEVY	\$ 133.95
35	IOWA ASSN. MUN. UTILITIES	2022-23 WATER MEMBERS DUES	\$ 904.00
36	IOWA PRISON INDUSTRIES	THREE BLADE HOLDERS FOR SIGNS	\$ 51.31
37	JEREMY J. ARENDS	DECEMBER'S TREASURER'S REPORT	\$ 80.00
38	KELTEK INCORPORATED	SERVICE ON AMBULANCE	\$ 77.63
39	KEMPKER'S TRUE VALUE AND R	SUPPLIES	\$ 285.60
40	KEYSTONE LABORATORIES	MONTHLY WATER & WW SAMPLING	\$ 235.25
41	MADISON WILCOX	BARRE INSTRUCTOR	\$ 50.00
42	MARCO, INC.	PW COPIER MAINT AGREEMENT	\$ 23.21
43	MARTIN MARIETTA MATERIALS	TONS OF ROAD STONE	\$ 1,012.88
44	MASON GACHEL	YOUTH BASKETBALL OFFICIAL	\$ 264.00
45	MENARDS	BATTERY BOX, STORAGE BIN	\$ 34.98
46	MIDWEST BREATHING AIR SYST	CASCADE SYSTEM SERVICE	\$ 811.09

2-22-22 Claims List

	A	B	C
47	MISCELLANEOUS VENDOR	UTILITY DEPOSIT REFUNDS	\$ 76.80
48	MITCHELL MCMAHON	YOUTH SOCCER REFUND	\$ 47.00
49	NEW CENTURY FS INC	DIESEL & UNLEADED FUEL	\$ 3,843.20
50	ORTON HOMES LLC	BUILDING PERMIT DEPOSIT REFUND	\$ 1,000.00
51	OXEN TECHNOLOGY	COUNCIL EMAILS	\$ 8.00
52	POSTMASTER	BULK POSTAGE	\$ 483.32
53	SAFE BUILDING COMPLIANCE &	BUILDING INSPECTOR SERVICE	\$ 9,820.70
54	SANDRA MILLER	MEMBERSHIP REFUND	\$ 165.34
55	STORY COUNTY RECORDER	RECORDING FEES	\$ 85.00
56	TASC	FLEX BENEFIT PLANS	\$ 837.45
57	THE CLEAN MACHINE OF IOWA,	GROUT/TILE & CARPET CLEANING	\$ 1,230.00
58	TONYA BECKER	TRX FUSION CLASS INSTRUCTOR	\$ 145.00
59	TYLER BUSINESS FORMS	UTILITY BILL CARD STOCK	\$ 6,166.50
60	TYLER MORTVEDT	DJ FOR VALENTINE DANCE	\$ 200.00
61	VESSCO INC.	PRESSURE GUAGE BLOWER	\$ 97.52
62	WINDSTREAM IOWA COMMUNICAT	DISPATCH PHONE	\$ 79.54
63	WYNJA, PAT	REFUND ON MEMBERSHIP	\$ 160.73
64	ZIEGLER INC	BUSHINGS AND PINS	\$ 201.78
65	Payroll Expense		\$ 61,245.85
66	GRAND TOTAL		\$ 136,533.59
67			
68		FUND TOTALS	
69	001 GENERAL FUND	25,402.80	
70	002 LIBRARY	1,162.00	
71	003 RECREATION	5,684.72	
72	004 FIRE AND RESCUE	1,088.83	
73	014 AMBULANCE	1,188.55	
74	110 ROAD USE TAX	9,029.48	
75	600 WATER UTILITY	15,068.05	
76	610 SEWER UTILITY	16,663.31	
77	01 PAYROLL EXPENSE	61,245.85	
78	GRAND TOTAL	136,533.59	

COUNCIL COMMUNICATION

AGENDA HEADING:

Approving Payment Application No. 3 for the Water System Improvements Shallow Well No 7 Project

SUBMITTED BY:

Rita Conner, City Administrator

SYNOPSIS:

Veenstra and Kimm, Inc (Forrest Aldrich, P.E., 3000 Westown Parkway West Des Moines, Iowa 50266) has submitted Change Order No. 1 from Woodruff Construction (1920 Philadelphia Street\ Ames, Iowa 50010) . The change order reflects revisions requested by the Iowa Department of Natural Resources (IDNR) and has no cost impact to the project.

Additional information is below and in the attachments.

FISCAL IMPACT:

Amount: N/A

Funding Source: N/A

ADDITIONAL INFORMATION: NO

PREVIOUS COUNCIL ACTION(S): YES

- | | |
|---------------------|--|
| • October 12, 2021 | Council Approved Notice to Proceed, Contract and Bonds |
| • December 14, 2021 | Council Approved Payment Application No. 1 |
| • January 11, 2022 | Council Approved Payment Application No. 2 |
| • February 8, 2022 | Council Approved Payment Application No. 3 |

RECOMMENDATION: APPROVAL

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- Continued work on the project
- Inspection and presentation of the public improvements for Council action and acceptance

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. 22-015

**RESOLUTION APPROVING CHANGE ORDER NO. 1 FOR THE
WATER SYSTEM IMPROVEMENTS SHALLOW WELL NO. 7 PROJECT**

WHEREAS, on October 12, 2021 by Resolution No. 21-034, City Council approved the notice to proceed, contract, and bond with a general contractor and authorized Mayor to execute the contract with Woodruff Construction for the Water Treatment Plant Improvements project and;

WHEREAS, Veenstra & Kimm, Inc. has reviewed a change order for changes requested by the Iowa Department of Natural Resources (IDNR) for contract revisions as part of obtaining an IDNR Construction Permit for the Project and recommend approval.

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

Change Order No. 1 is hereby approved.

Roll Call	Aye	Nay	Absent
Rory Echer	_____	_____	_____
David Kuhn	_____	_____	_____
Nikolas Pilcher	_____	_____	_____
Tracey Roberts	_____	_____	_____
Kevin Thompson	_____	_____	_____

PASSED, ADOPTED AND APPROVED this 22nd day of February 2022.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 22-015** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 22nd day of February 2022

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk



VEENSTRA & KIMM INC.

3000 Westown Parkway
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000
www.v-k.net

February 17, 2022

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

HUXLEY, IOWA
WATER SYSTEM IMPROVEMENTS SHALLOW WELL NO. 7
CHANGE ORDER NO. 1

Enclosed are three copies of Change Order No. 1 for the Water System Improvements Shallow Well No. 7 project. Change Order No. 1 is for some changes required by the Iowa DNR as part of obtaining the Iowa DNR Construction Permit. There are no cost changes for this change order.

We recommend approval of Change Order No. 1 by the City Council of the City of Huxley.

Please sign all copies of Change Order No. 1 in the spaces provided. Return one signed copy of Change Order No. 1 to our office and one signed copy to Northway Well & Pump Company.

If you have any questions, please contact us at 225-8000.

VEENSTRA & KIMM, INC.

Forrest S. Aldrich

FSA:rsb
45268

Enclosures

cc: Jeff Peterson, City of Huxley w/enclosure
Keith Vitzthum, City of Huxley w/enclosure



VEENSTRA & KIMM INC.

3000 Westown Parkway
West Des Moines, Iowa 50266

515.225.8000 // 800.241.8000
www.v-k.net

February 15, 2022

CHANGE ORDER NO. 1

CITY OF HUXLEY, IOWA
WATER SYSTEM IMPROVEMENTS
SHALLOW WELL NO. 7

Change Order No. 1 is for: The following modifications to the contract:

1. Permanent casing and grout shall extend to at least 25 feet below the original ground elevation. See enclosed DWG. NO. 5-X.
2. Disinfection procedure, including bacterial sampling, to be in accordance with AWWA C654.
3. Raw water samples shall be collected by the Owner from the new well source and analyzed in accordance with the contaminants as specified in Iowa Administrative Code 567 – Chapter 41 consistent with a new public water supply well, including nitrate, nitrite, ammonia, manganese and bacteriological.

Change Order No. 1 does not change the contract price.

NORTHWAY WELL & PUMP COMPANY

By Jim M. De
Title BRANCH MANAGER
Date 02/17/2022

CITY OF HUXLEY, IOWA

By _____
Title _____
Date _____

VEENSTRA & KIMM, INC.

By Forrest Aldrich
Title Project Engineer
Date 2/17/2022

ATTEST:

By _____
Title _____
Date _____

I hereby certify that this engineering document was prepared by me or under my direct personal supervision and that I am a duly licensed Professional Engineer under the laws of the State of Iowa.

Signed:

Date:

Forrest Aldrich 2/17/2022

Forrest S. Aldrich, P.E.

Iowa License No. 12248

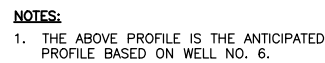
My license renewal date is December 31, 2023



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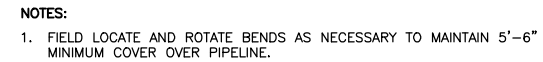
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DEPTH

WELL NO. 7 PROFILE

NO SCALE



FINISHED WELL
NO SCALE

DATE	REVISIONS	SCALE	AS NOTED
2-15-22	EXTENDED DEPTH OF CEMENT GROUT 1 FOOT.	DRAWN	BSS
		CHECKED	FSA
		APPROVED	FSA
		DATE	8/12/21
		ISSUED FOR CONSTRUCTION	



WATER SYSTEM IMPROVEMENTS WELL NO. 7
HUXLEY, IOWA

3000 Westown Parkway • West Des Moines, Iowa 50266-1320
515-225-8000 • 515-255-7848(FAX) • 800-241-8000(WATS)

WELL PROFILE

WG. NO.

5X

PROJECT	45268-1
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Resolution No. 22-016

RESOLUTION APPROVING STORY COUNTY DISPATCHING SERVICES CONTRACT

WHEREAS, the City of Huxley has need of dispatch services for telephone and radio messages to be received by the Police Department in Huxley and Cambridge; and

WHEREAS, Story County has provided terms of a contract for dispatching services on a 24 hour per day basis; and

WHEREAS, the cost for service is based on a per capita formula using the 2020 Census population numbers of 4,244 for Huxley and 827 for Cambridge for a total of 5,071; and

WHEREAS, the total amount of the annual contract is \$32,606.53 and will be paid in quarterly installments on July 1, October 1, January 1 and April 1 in the 2022 fiscal year.

NOW, THEREFORE, BE IT RESOLVED, the contract for dispatching services with Story County is hereby approved.

PASSED AND APPROVED the 22nd day of February 2022.

Aye

Nay

Absent

Niko Pilcher

David Kuhn

Tracey Roberts

Kevin Thompson

Rory Echer

Kevin Deaton, Mayor

Attest:

Jolene R. Lettow, City Clerk



Sheriff's Office

Story County
PAUL H. FITZGERALD, Sheriff



Emergency 911 • Office: 515-382-6566 • Fax #: 515-382-7479 • 1315 S. B Ave. Nevada, Iowa 50201

January 27, 2022

Mayor Kevin Deaton
Huxley City Hall
515 N. Main Avenue
Huxley, Iowa 50124

Dear Mayor Deaton:

Enclosed you will find the Dispatching Services Contract for fiscal year 2023. As per the contract, the per capita rate increase is based on the Consumer Price Index (CPI-U) October 2021 report, not to exceed 4%. The October 2021 report shows a 6.2% increase; therefore the FY23 per capita rate will increase 4% to \$6.43 for the City of Huxley based on the 2020 Census population figures for both the City of Huxley (4,244) and the City of Cambridge (827) for a total of 5,071.

After your review and acceptance of the contract, please:

1. Sign the contract,
2. **Affix the city seal,**
3. Return the contract to my office no later than March 8, 2022.

I will sign and forward the contract to the Board of Supervisors for their signatures and see that it is recorded with the Story County Recorder and the Secretary of State. Once it has been recorded and we receive our copy, we will forward a file stamped copy to you.

If you have any questions or concerns, please feel free to contact me.

Sincerely,

Paul H. Fitzgerald
Story County Sheriff

Enclosure

Prepared by Paul H. Fitzgerald, Story County Sheriff, Nevada, Iowa 50201, 515-382-6566

DISPATCHING SERVICES CONTRACT

THIS AGREEMENT is entered into this _____ day of _____, 2022, by and between Story County, Iowa, and the City of Huxley, Iowa, and is duly authorized by Chapter 28E of the Code of Iowa.

The City of Huxley has no office wherein the police department may receive or dispatch telephone and radio messages on a 24 hour per day basis. Huxley agrees to the following terms with the Story County Sheriff's Office:

1. This contractual agreement shall commence on the first day of July, 2022 and shall continue for one (1) year ending on June 30, 2023. The per capita charge shall automatically increase by 4 percent or an amount equal to the U.S. Consumer Price Index for all Urban Consumers (CPI-U) for a 12 month period, to be reviewed each October and increased the lesser amount. The new rate will begin on the first day of each July.
2. Story County shall be reimbursed by Huxley for its dispatching services at a rate of \$6.43 per capita based on the 2020 census figure of 4,244 for Huxley and 827 for the City of Cambridge, combined population of 5,071, for an annual fee of \$32,606.53. This fee shall be paid in equal quarterly installments to the Story County Sheriff's Office on July 1, October 1, January 1 and April 1.
3. The Sheriff of Story County and his deputies or duly designated representatives agree to receive in the Sheriff's Office or county jail, such telephone calls, teletype messages and radio messages as are directed to the Police Department and the Fire Department of the Cities of Huxley and Cambridge and transmit the same to the officers of the respective departments.

The Sheriff of Story County and his deputies or duly designated representatives agree to receive or dispatch telephone, radio and teletype messages on a 24 hour per day basis in the Sheriff's Office or county jail as are directed to the Huxley and Cambridge Wastewater Treatment Plant and transmit same to said department.

The Sheriff's Office telephone number shall be included on the Automatic Dialing Alarm System for the Water Department and Wastewater Treatment Plant.

4. The Sheriff or Sheriff's Designee will provide the Huxley Police Department with copies of teletype messages of general and specific interest to all law enforcement officers and agencies in Story County.
5. The Sheriff or Sheriff's Designee will provide a printed daily report to the Huxley Police Chief or the Chief's Designee of all phone calls received in the Dispatch Center and other such calls for service and activities that are entered into the Computer Aided Dispatch System for the Huxley Police Department.
6. The Sheriff agrees to provide and allow the Huxley Police Chief or Chief's Designee computer terminal access to the records contained in the Computer Aided Dispatch System that pertain to the activities of the Huxley Police Department and its officers.
7. The Story County Sheriff shall keep in the Story County Jail, under his control and supervision, any and all prisoners who have been committed to its care by the Chief of Police of the City of Huxley or his duly authorized agents or police officers, for violation of the city ordinances of Huxley and Cambridge, Iowa, at no additional charge.
8. The Sheriff and his deputies or duly designated representatives shall take fingerprints and forward same of all persons arrested and brought into custody at the Story County Jail by members of the Huxley Police Department to the Iowa Division of Criminal Investigation and the Federal Bureau of Investigation as required by State and Federal law.
9. The Sheriff agrees to allow the Huxley Police Chief or the Chief's Designee access to the criminal history and jail record files of all prisoners brought into custody at the Story County Jail by members of the Huxley Police Department.
10. The City of Huxley agrees to pay all medical and doctor expenses for injuries to or sickness of their prisoners held on City of Huxley and City of Cambridge ordinance violations and all other extraordinary expenses related to those prisoners which may occur and which are not due to the negligence of Story County or its employees.
11. Story County will furnish and maintain the necessary radio equipment to provide the services named above (The City of Huxley will pay for their telephone service on the designated police department line installed in the Sheriff's telephone system.)
12. In accordance with Section 28E.7 of the Code of Iowa, this agreement shall not relieve any of the parties hereto of any obligation or responsibility imposed upon it or them by law, except that to the extent of actual and timely performance

thereof by either of the contracting parties hereto, said performance may be offered in satisfaction of the obligation or responsibility.

13. No separate legal or administrative entity or organization shall be created by this agreement; no separate budget shall be established and no tangible property shall be acquired which would require disposition upon the termination of this agreement.
14. The duly elected Sheriff of Story County, Iowa, and the duly appointed City Administrator of Huxley, Iowa, shall be joint co-administrators of this agreement as provided by Section 28E.6(1) of the Code of Iowa.
15. As joint co-administrators the duly elected Sheriff of Story County, Iowa and the City Administrator, shall develop the necessary procedures to effectively administer this agreement including but not limited to addressing new situations not covered by this agreement and conflict resolution.
16. Story County shall file a copy of this agreement with the Secretary of State and the County Auditor of Story County, Iowa, and record a copy with the Story County Recorder pursuant to Section 28E.8 of the Code of Iowa. The city seal shall be affixed to the contract before returning to the county for filing.
17. This contract may be terminated by either party. Termination is effective at the end of the current quarterly billing cycle and must be preceded with a minimum 30 day written notice to either party. Notice shall be accomplished by certified mail or personal service.
18. Any amendments or addendums to this Agreement shall be created and passed in the same manner and with reference made to this original document.
19. The initial term of the Agreement shall be automatically extended for successive one-year periods upon the same terms and conditions provided by this Agreement for the initial term, unless this Agreement is terminated or modified by the express election of either City or County as hereinafter provided. Modification to this Agreement may be made by mutual consent of both parties.

STORY COUNTY, IOWA, a political
subdivision of the State of Iowa


CITY OF HUXLEY, IOWA
a municipal corporation

Story County Board of Supervisors

Kevin Deaton
Mayor, City of Huxley

ATTEST: _____
Story County Auditor

Rita Conner
Huxley City Administrator

APPROVED:


Paul H. Fitzgerald
Story County Sheriff

February 16, 2022

Via Email

Rita Conner
City Administrator/City Hall
Huxley, Iowa

Re: General Obligation Water Improvement and Refunding Loan Agreement
Our File No. 419996-66

Dear Rita:

We have prepared and attach the necessary proceedings for the February 22, 2022 City Council meeting authorizing the use of a preliminary official statement (the "P.O.S.") in connection with the sale of the General Obligation Water Improvement and Refunding Bonds, Series 2022A.

The proceedings attached include the following items:

1. Minutes of the meeting, followed by the resolution providing for the authorization of the P.O.S. for the sale of the Bonds.
2. Attestation Certificate with respect to the validity of the transcript.

Prior to the adoption of the resolution, you and the City Council should review the proposed P.O.S., which Northland Securities, Inc. is preparing, carefully for accuracy and to ensure that there are no important facts being left out of the document that might bear on potential risks to bond holders. It should be noted that, while we will review and comment on the portions of the document that are pertinent to our role as bond counsel, we have not been engaged as disclosure counsel, and we will not engage in a full due diligence process to investigate the accuracy of financial data or any bond holder risks that are unknown to us, nor will we be providing any legal opinions with respect to the documents offering the Bonds for sale. **We are available to do this additional work as the City's disclosure counsel if requested.**

As soon as possible after the City Council meeting, please return one fully executed copy of all of the completed pages in these proceedings. If you have any questions, please contact Erin Regan, Cheryl Ritter or me.

Best regards,

John P. Danos

Attachments

cc: Jolene Lettow
Chip Schultz/Jenny Broden
BOKF, N.A

RESOLUTION NO. 22-017

Resolution authorizing the use of a preliminary official statement for the sale of General Obligation Water Improvement and Refunding Bonds, Series 2022A

WHEREAS, the City of Huxley (the “City”), in Story County, State of Iowa, pursuant to a prior resolution of the Council (the “Series 2016 Bond Resolution”), has heretofore issued its General Obligation Refunding Bonds, Series 2016, dated April 27, 2016 (the “Series 2016 Bonds”) in the aggregate principal amount of \$3,315,000, a portion of which currently remains outstanding maturing on such dates and in such amounts and bearing interest at such rates as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Principal Amount</u>	<u>Interest Rate</u>
2022	\$630,000	2.50%	2025	\$295,000	2.75%
2023	\$650,000	2.50%	2026	\$295,000	3.00%
2024	\$675,000	2.50%			

; and

WHEREAS, pursuant to the Series 2016 Bond Resolution, the City reserved the right to call the Series 2016 Bonds maturing in the years 2022 to 2026, inclusive, (the “Callable Series 2016 Bonds”) for optional early redemption on June 1, 2022, or on any date thereafter on terms of par and accrued interest; and

WHEREAS, the City heretofore proposed to enter into a loan agreement (the “Loan Agreement”), pursuant to the provisions of Section 384.24A of the Code of Iowa, and to borrow money thereunder in a principal amount not to exceed \$7,235,000 for the purpose of paying the costs, to that extent, of (1) planning, designing and constructing improvements and extensions to the City’s Municipal Waterworks Utility System (the “Utility”); and (2) current refunding the Callable Series 2016 Bonds, and pursuant to law and a notice duly published, the City Council has held a public hearing on such proposal on November 23, 2021; and

WHEREAS, a Preliminary Official Statement (the “P.O.S.”) has been prepared to facilitate the sale of the General Obligation Water Improvement and Refunding Bonds, Series 2022A (the “Bonds”) in evidence of the obligation of the City under the Loan Agreement, and it is now necessary to make provision for the approval of the P.O.S. and to authorize its use by Northland Securities, Inc. (the “Underwriter”) as the underwriter of the issuance of the Bonds;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Huxley, Iowa, as follows:

Section 1. The City Administrator is hereby authorized to take such action as shall be deemed necessary and appropriate, with the assistance of the Underwriter to prepare the P.O.S. describing the Bonds and providing for the terms and conditions of their sale, and all action heretofore taken in this regard is hereby ratified and approved.

Section 2. The use by the Underwriter of the P.O.S. relating to the Bonds in substantially the form as has been presented to and considered by the City Council is hereby approved, and the Underwriter is hereby authorized to prepare and use a final Official Statement for the Bonds substantially in the form of the P.O.S. but with such changes therein as are required to conform the same to the terms of the Bonds and the resolution, when adopted, providing for the sale and issuance of the Bonds, and the City Administrator is hereby authorized and directed to execute a final Official Statement for the Bonds, if requested. The P.O.S. as of its date is deemed final by the City within the meaning of Rule 15(c)(2)-12 of the Securities and Exchange Commission.

Section 3. Further action with respect to the Loan Agreement and the Bonds is hereby adjourned to the City Council meeting scheduled for March 8, 2022.

Section 4. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. This resolution shall be in full force and effect immediately upon its adoption and approval, as provided by law.

Passed and approved February 22, 2022.

Mayor

Attest:

City Clerk

ATTESTATION CERTIFICATE

STATE OF IOWA
COUNTY OF STORY
CITY OF HUXLEY

SS:

I, the undersigned, City Clerk of the City of Huxley, do hereby certify that attached hereto is a true and correct copy of the proceedings of the City Council relating to a public hearing and additional action on the proposal to enter into certain a Loan Agreement and to issue General Obligation Water Improvement and Refunding Bonds, Series 2022A in evidence of the City's obligation under the Loan Agreement and the approval of a preliminary official statement, as referred to herein.

WITNESS MY HAND this _____ day of _____, 2022.

City Clerk

MINUTES TO AUTHORIZE
PRELIMINARY OFFICIAL STATEMENT
FOR SALE OF BONDS

419996-66

Huxley, Iowa

February 22, 2022

The City Council of the City of Huxley, Iowa, met on February 22, 2022, at _____ p.m., at
the _____ Huxley City Hall 515 N Main Avenue _____, in the City.

The Mayor presided and the roll was called showing the following members of the City
Council present and absent:

Present: _____

Absent: _____.

After due consideration and discussion, Council Member _____
introduced the following resolution and moved its adoption, seconded by Council Member
_____. The Mayor put the question upon the adoption of said resolution, and
the roll being called, the following Council Members voted:

Ayes: _____

Nays: _____.

Whereupon, the Mayor declared the resolution duly adopted, as hereinafter set out.

• • • • •

At the conclusion of the meeting, and upon motion and vote, the City Council adjourned.

Mayor

Attest:

City Clerk



City of Huxley, Iowa

Standard & Poor's Rating Agency Presentation

\$6,935,000* General Obligation Water Improvement and Refunding Bonds, Series 2022A

February 17, 2022

12:30 p.m. Central Time

Dial 1-888-450-5996; Passcode 959 229#

* Preliminary, subject to change

Call Participants

City Staff

- City Administrator Rita Conner
- Finance Director/City Clerk Jolene Lettow

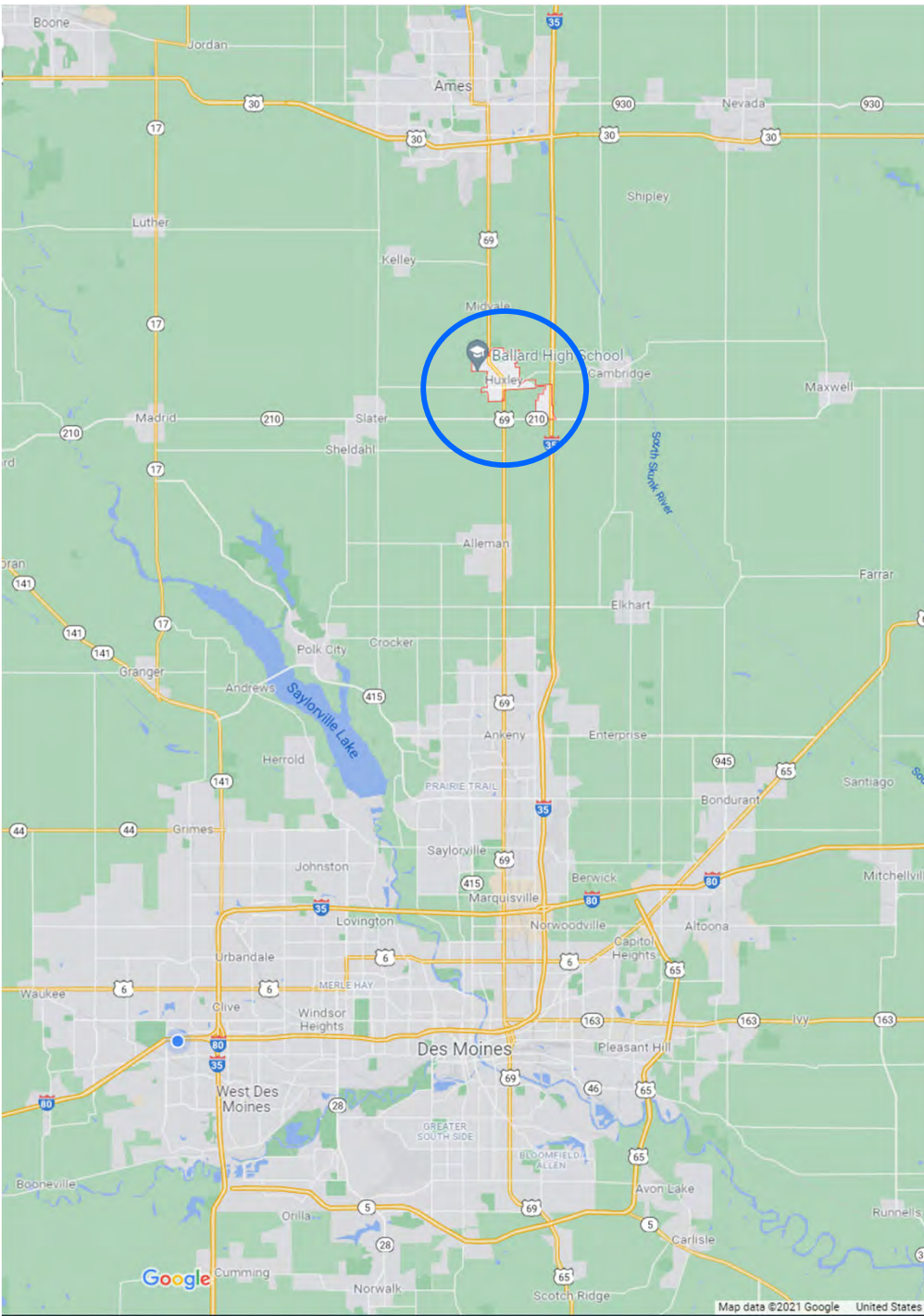
Underwriting / Financing – Northland Public Finance

- Chip Schultz, Managing Director, Public Finance
- Amy Novak, Senior Analyst, Public Finance

Transaction Summary and Overview

Issuer	City of Huxley, Iowa
Estimated Par Amount	\$6,935,000 * General Obligation Water Improvement and Refunding Bonds, Series 2022A
Rating	Requested from Standard & Poor's Global Ratings
Tax Status	Federal Tax Exempt, Bank Qualified; State Taxable
Use of Funds	Proceeds of the Bonds will be used to finance a portion of the planning, designing & construction of improvements and extensions to the Municipal Waterworks Utility System (expansion of Water Plant and Construction of Well No. 7); to current refund the June 1, 2022 through 2026 maturities, of the City's General Obligation Refunding Bonds, Series 2016 (2026 final maintained on refunding).
Security	Pursuant to the Resolution, the Bonds and the interest thereon are general obligations of the Issuer, and all taxable property within the corporate boundaries of the Issuer is subject to the levy of taxes to pay the principal of and interest on the Bonds without constitutional or statutory limitation as to rate or amount.
Bond Structure	Fixed rate bonds with annual maturities from June 1, 2022 to June 1, 2032 *
Optional Redemption	June 1, 2028 * @ Par
Interest	Semiannually, beginning June 1, 2022
Proposed Pricing Date	March 3, 2022 (Preliminary order period / indications of interest) *
Proposed BPA Consideration	March 8, 2022 * (Proposed City Council consideration)
Closing Date	March 30, 2022 *

Location of Huxley – Positioned for Continued Future Growth



The location of Huxley relative to the Ames and Des Moines metro areas provides an optimal array of employment, cultural and recreation alternatives for City residents.

Source: Google Maps

City Population History

Huxley is the most rapidly-growing City in Story County and among the fastest growing cities in the State of Iowa.

1980 Census	1,884
1990 Census	2,047
2000 Census	2,316
2006 Census (special)	2,956
2010 Census	3,317
2020 Census	4,266

NEWS

Ames, Huxley see growth while Boone population lags, 2020 Census shows

Danielle Gehr Ames Tribune

Published 7:54 p.m. CT Aug. 13, 2021 | Updated 3:47 p.m. CT Aug. 18, 2021

Source: U.S. Census Bureau; Ames Tribune



Population Projections – Assuming 3% or 5% Growth

	POPULATION GROWTH SCENARIOS					
	Year	3% Growth Population	Growth over Prior	5% Growth Population	Growth over Prior	Notes / Remarks
1	2020	4,266		4,266		Actual
	2021	4,394	128	4,479	213	Estimate
2	2022	4,526	132	4,703	224	Estimate
3	2023	4,662	136	4,938	235	Estimate
4	2024	4,801	140	5,185	247	Estimate
5	2025	4,945	144	5,445	259	Estimate
6	2026	5,094	148	5,717	272	Estimate
7	2027	5,247	153	6,003	286	Estimate
8	2028	5,404	157	6,303	300	Estimate
9	2029	5,566	162	6,618	315	Estimate
10	2030	5,733	167	6,949	331	Estimate
11	2031	5,905	172	7,296	347	Estimate
12	2032	6,082	177	7,661	365	Estimate
13	2033	6,265	182	8,044	383	Estimate
14	2034	6,453	188	8,446	402	Estimate
15	2035	6,646	194	8,869	422	Estimate
16	2036	6,846	199	9,312	443	Estimate
17	2037	7,051	205	9,778	466	Estimate
18	2038	7,263	212	10,267	489	Estimate
19	2039	7,480	218	10,780	513	Estimate
20	2040	7,705	224	11,319	539	Estimate
21	2041	7,936	231	11,885	566	Estimate
22	2042	8,174	238	12,479	594	Estimate



City Comparative Income Data – Exceptionally Strong

Comparative income levels are listed below for the City, State and the United States

<u>Description</u>	<u>Huxley</u>	<u>State of Iowa</u>	<u>United States</u>
Median Family Income	\$113,264	\$77,099	\$77,263
Per Capita Income	\$40,111	\$32,176	\$34,103



Building Permit History – Existing and Future Customer Growth

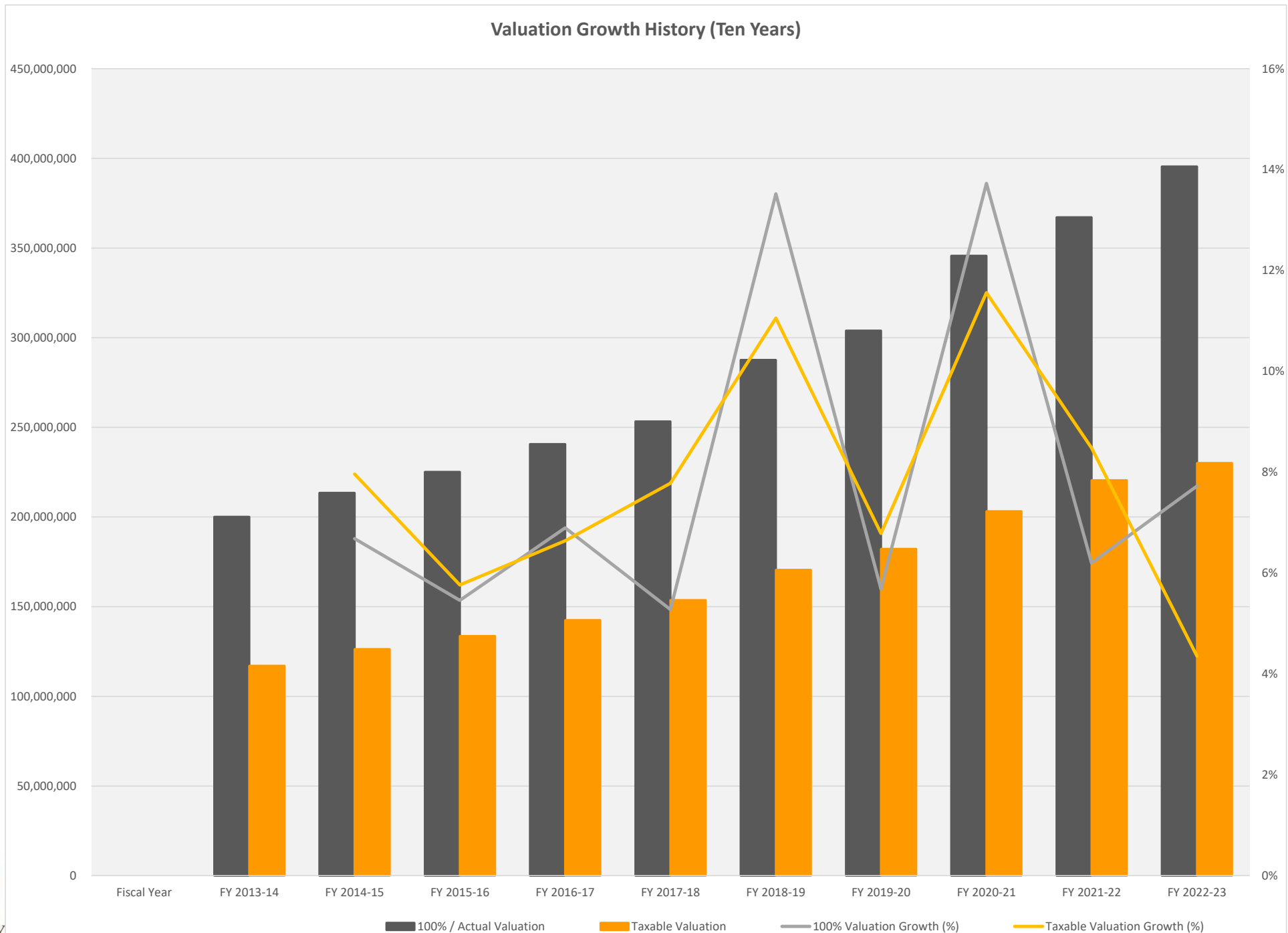
The City's strong building permit history is expected to continue, even increase, with three (known) significant residential developments.

More homes = Greater valuation for debt service payments & City operations.

BUILDING PERMIT HISTORY				
Calendar Year Permits (January 1 to December 31)	Commercial / Industrial Number of Permits	Residential Number of Permits	Total Number of Permits	Total Permit Valuation (estimated)
2021 (as of Dec. 31, 2021)	4	40	44	\$14,129,958
2020	3	45	48	15,153,185
2019	4	40	44	15,701,950
2018	1	67	68	17,563,109
2017	-	52	52	17,493,985
2016	2	67	69	18,177,585
Average (based on above completed years)	3	52	54	\$16,369,962

Exceptional Valuation Growth – Nearly FY 2013-14 (100%)

9



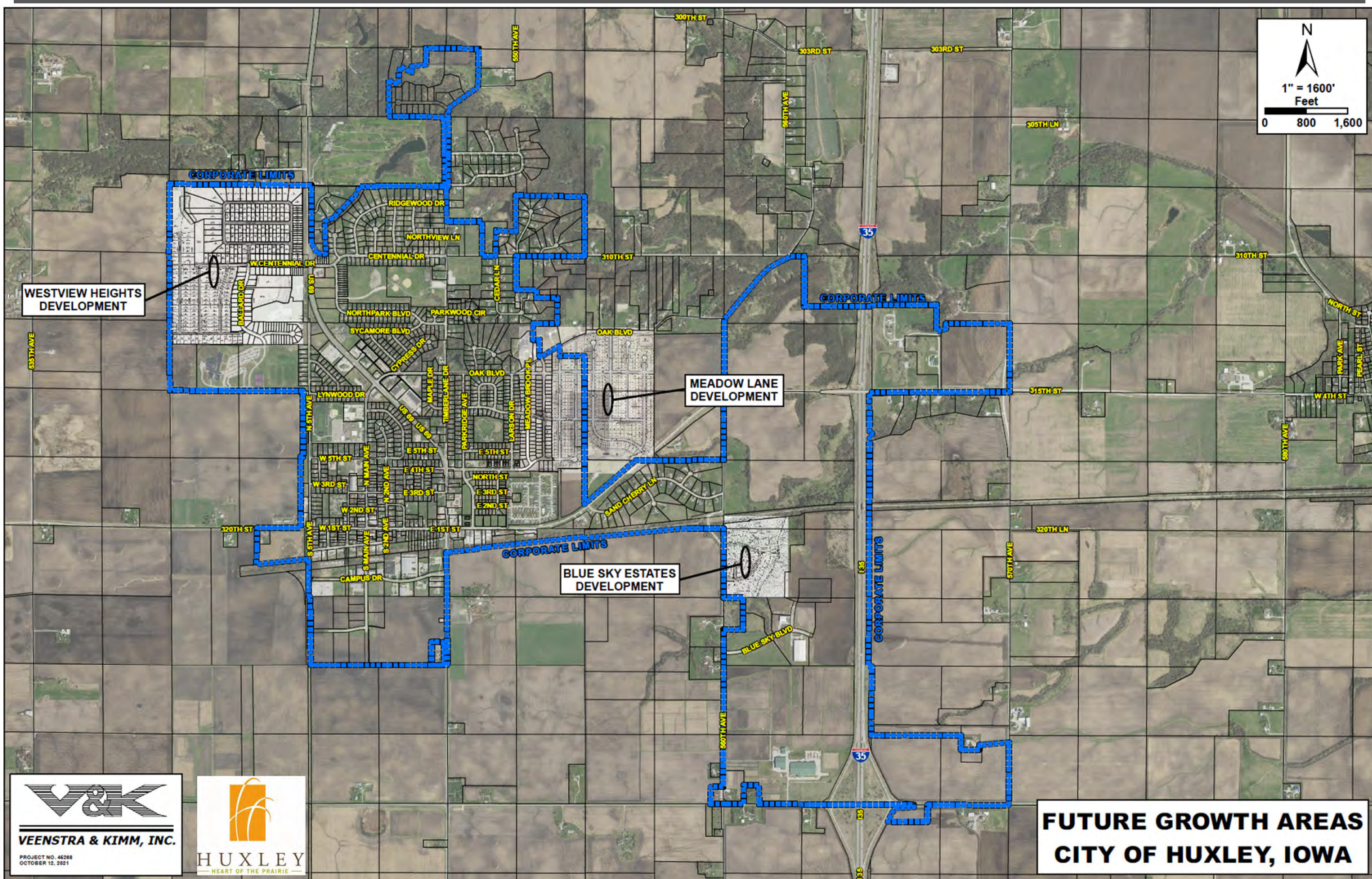
General Fund History – Very Strong Trend

As a percentage of both receipts and disbursements, the City has developed a strong liquidity position well over 100%.

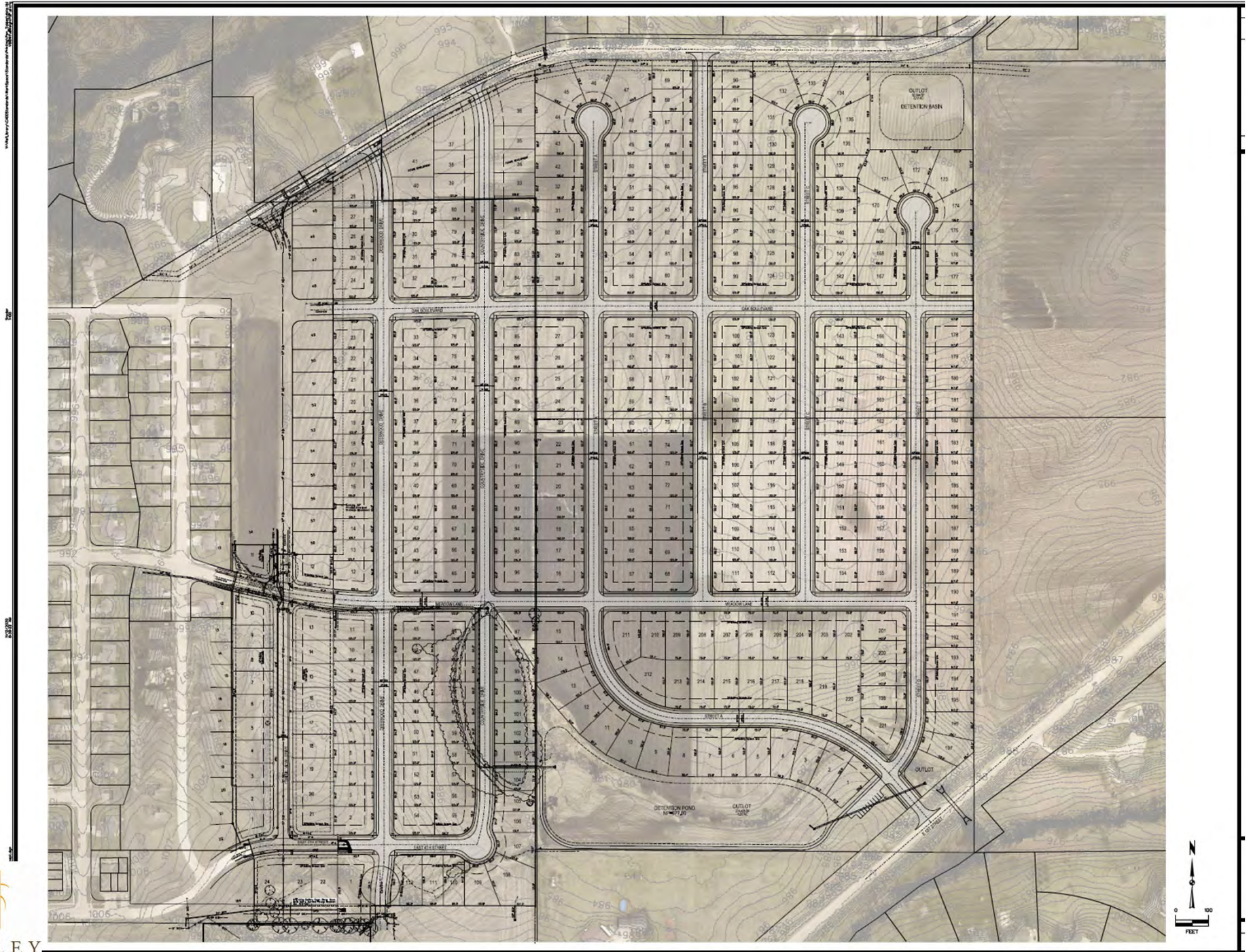
A	B	C	D	E	F	G	H	I
	Fiscal Year	Beginning Fund Balance	Receipts	Disbursements	Net Transfers In / (Out)	Ending Fund Balance	Balance as % of Receipts	Balance as % of Disbursements
1	FY 2016-17	1,843,102	2,146,201	1,863,252	(783,144)	1,342,907	62.6%	72.1%
2	FY 2017-18	1,342,907	1,915,155	1,823,268	(54,910)	1,379,884	72.1%	75.7%
3	FY 2018-19	1,379,884	2,279,363	2,097,028	81,858	1,644,077	72.1%	78.4%
4	FY 2019-20	1,644,077	2,203,875	2,516,494	1,132,945	2,464,403	111.8%	97.9%
5	FY 2020-21	2,464,403	2,681,151	2,229,614	70,462	2,986,402	111.4%	133.9%

Source: Audited Financial Statements

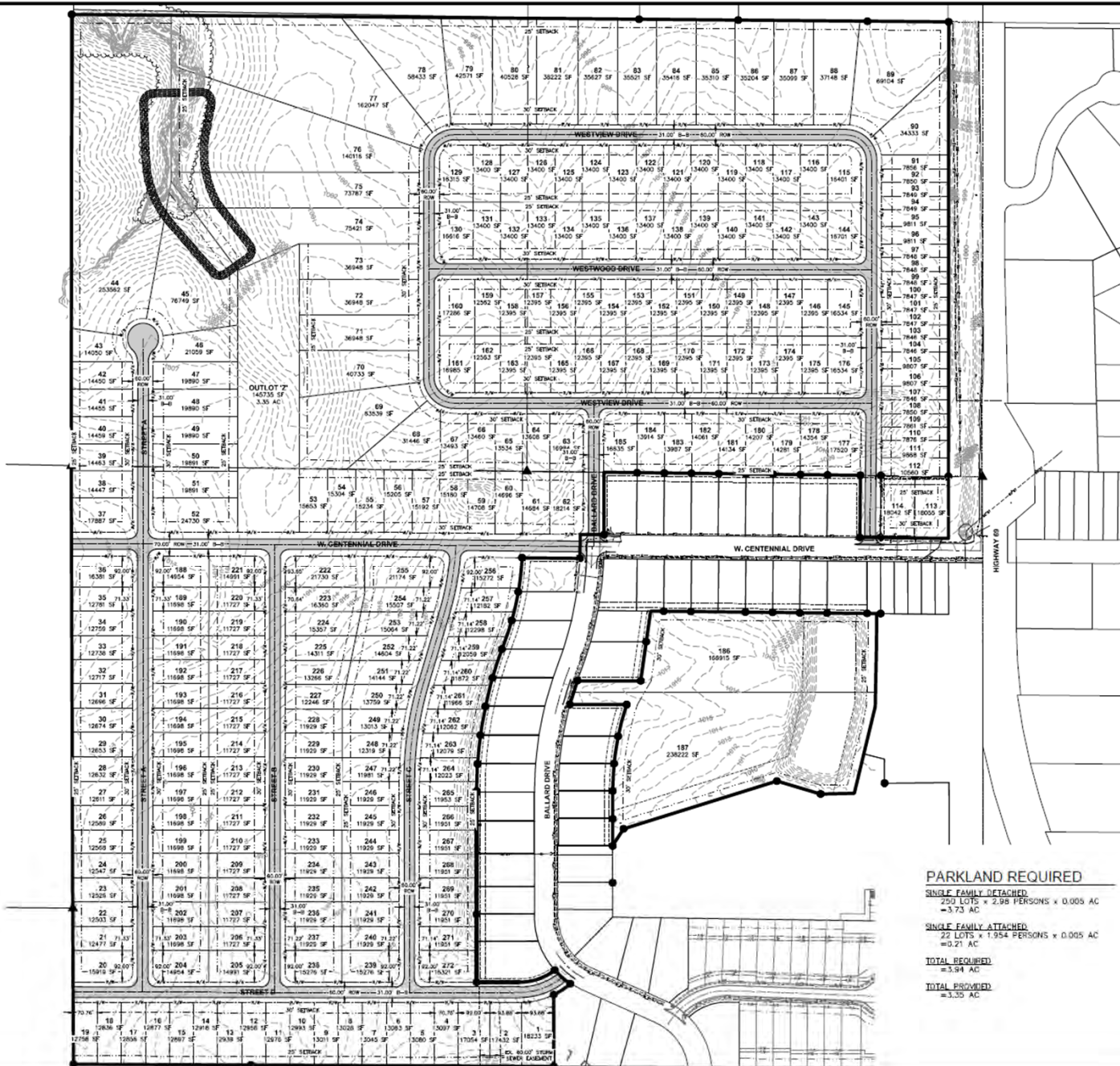
Huxley Aerial Map with Current (New) Developments (Underway)



Plat Map for Meadow Lane Development (~380 Residential lots)



Plat Map for Westview Heights Development (~272 Residential lots)



Plat Map for Blue Sky Estates Development

~ 36 Residential lots, ranging from .30 acre to 1.00 acre

BLUE SKY ESTATES PRELIMINARY PLAT - 2021 CITY OF HUXLEY, STORY COUNTY, IOWA

LEGEND

FEATURES

Section Corner
1/2" Rebar, Cap # 11579
(Unless Otherwise Noted)
ROW Marker
ROW Rail
Control Point
Bench Mark
Platted Distance
Measured Bearing & Distance
Recorded As
Deed Distance
Calculated Distance
Public Utility Easement
Minimum Protection Elevation
Centerline
Section Line
1/4 Section Line
Easement Line

FEATURES

Spot Elevation
Contour Elevation
Fence (Barbed, Field, Hog)
Fence (Chain Link)
Fence (Wood)
Fence (Silt)
Tree Line
Tree Stump

Deciduous Tree 1/2 Shrub

Coniferous Tree 1/2 Shrub

Communication

Overhead Communication

Fiber Optic

Overhead Electric

Gas Main with Size

High Pressure Gas Main with Size

Water Main with Size

Sanitary Sewer with Size

Duct Bank

Test Hole Location for SUE WID

Sanitary Manhole

Storm Sewer with Size

Storm Manhole

Single Storm Sewer Intake

Double Storm Sewer Intake

Fire Hydrant

Fire Hydrant on Building

Water Main Valve

Water Service Valve

Well

Utility Pole

Guy Anchor

Utility Pole with Light

Utility Pole with Transformer

Street Light

Yard Light

Electric Box

Electric Transformer

Traffic Sign

Communication Pedestal

Communication Manhole

Fiber Optic Manhole

Fiber Optic Handhole

Gas Valve

Gas Manhole

Gas Apparatus

Fence Post or Guard Post

Underground Storage Tank

Sign

Satellite Dish

Mailbox

Sprinkler Head

Irrigation Control Valve

FOUND

1/2" Rebar, Cap # 11579
(Unless Otherwise Noted)
ROW Marker
ROW Rail
Control Point
Bench Mark
Platted Distance
Measured Bearing & Distance
Recorded As
Deed Distance
Calculated Distance
Public Utility Easement
Minimum Protection Elevation
Centerline
Section Line
1/4 Section Line
Easement Line

SET

1/2" Rebar, Cap # 11579
(Unless Otherwise Noted)
ROW Marker
ROW Rail
Control Point
Bench Mark
Platted Distance
Measured Bearing & Distance
Recorded As
Deed Distance
Calculated Distance
Public Utility Easement
Minimum Protection Elevation
Centerline
Section Line
1/4 Section Line
Easement Line

EXISTING

Spot Elevation
Contour Elevation
Fence (Barbed, Field, Hog)
Fence (Chain Link)
Fence (Wood)
Fence (Silt)
Tree Line
Tree Stump

Deciduous Tree 1/2 Shrub

Coniferous Tree 1/2 Shrub

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High Pressure Gas Main with Size

Water Main with Size

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Fire Hydrant on Building

Water Main Valve

Water Service Valve

Well

Utility Pole

Guy Anchor

Utility Pole with Light

Utility Pole with Transformer

Street Light

Yard Light

Electric Box

Electric Transformer

Traffic Sign

Communication Pedestal

Communication Manhole

Fiber Optic Manhole

Fiber Optic Handhole

Gas Valve

Gas Manhole

Gas Apparatus

Fence Post or Guard Post

Underground Storage Tank

Sign

Satellite Dish

Mailbox

Sprinkler Head

Irrigation Control Valve

PROPOSED

Spot Elevation
Contour Elevation
Fence (Barbed, Field, Hog)
Fence (Chain Link)
Fence (Wood)
Fence (Silt)
Tree Line
Tree Stump

Deciduous Tree 1/2 Shrub

Coniferous Tree 1/2 Shrub

Communication

Overhead Communication

Fiber Optic

Overhead Electric

Gas Main with Size

High Pressure Gas Main with Size

Water Main with Size

Sanitary Sewer with Size

Duct Bank

Sanitary Manhole

Storm Sewer with Size

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Gas Valve

Gas Manhole

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Fence Post or Guard Post

Underground Storage Tank

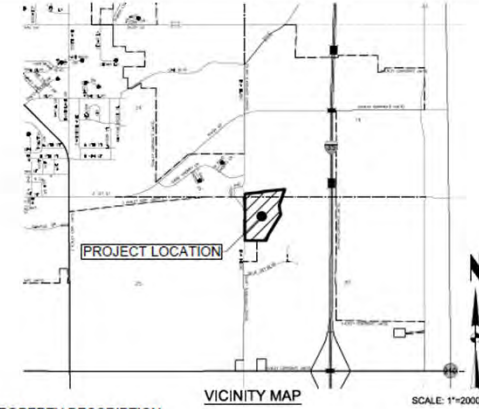
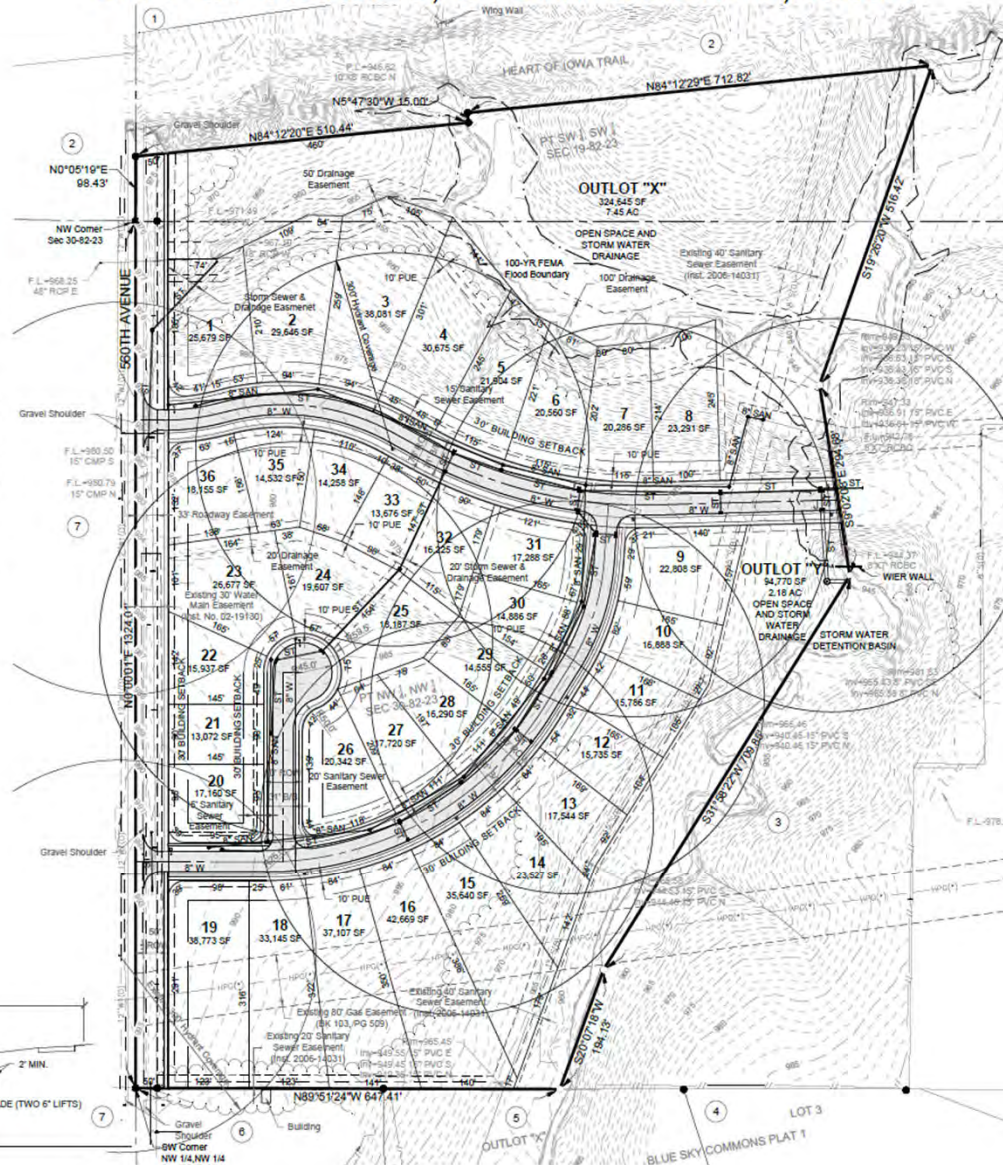
Sign

Satellite Dish

Mailbox

Sprinkler Head

Irrigation Control Valve



PROPERTY DESCRIPTION

A PART OF THE NORTHWEST FRACTIONAL 1/4 OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 30 AND A PART OF THE SOUTHWEST FRACTIONAL 1/4 OF THE SOUTHWEST FRACTIONAL 1/4 OF SECTION 19 LOCATED SOUTH OF THE CHICAGO, MILWAUKEE AND ST. PAUL RAILROAD RIGHT-OF-WAY ALL IN TOWNSHIP 52 NORTH, RANGE 23 WEST OF THE 5TH P.M. NOW INCLUDED IN AND FORMING A PART OF THE CITY OF HUXLEY, STORY COUNTY, IOWA AND DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID NORTHWEST FRACTIONAL 1/4 OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 30; THENCE NORTH 0° 00' 00" EAST ALONG THE WEST LINE OF SAID NORTHWEST FRACTIONAL 1/4 OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 30, A DISTANCE OF 1,324.01 FEET TO THE NORTHWEST CORNER OF SAID NORTHWEST FRACTIONAL 1/4 OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 30 AND BEING THE SOUTHWEST CORNER OF SAID SOUTHWEST FRACTIONAL 1/4 OF THE SOUTHWEST FRACTIONAL 1/4 OF SECTION 19; THENCE NORTH 0° 00' 00" EAST ALONG THE WEST LINE OF SAID SOUTHWEST FRACTIONAL 1/4 OF THE SOUTHWEST FRACTIONAL 1/4 OF SECTION 19, A DISTANCE OF 86.43 FEET TO THE SOUTH RIGHT-OF-WAY LINE OF SAID CHICAGO, MILWAUKEE AND ST. PAUL RAILROAD RIGHT-OF-WAY; THENCE NORTH 84° 12' 20" EAST ALONG SAID SOUTH LINE 510.44 FEET; THENCE NORTH 84° 12' 20" EAST CONTINUING ALONG SAID SOUTH LINE 15.00 FEET; THENCE NORTH 84° 12' 20" EAST CONTINUING ALONG SAID SOUTH LINE 712.52 FEET; THENCE SOUTH 11° 58' 22" WEST 709.85 FEET; THENCE SOUTH 20° 07' 18" WEST 194.13 FEET TO THE SOUTH LINE OF SAID NORTHWEST FRACTIONAL 1/4 OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 30; THENCE NORTH 89° 51' 34" WEST ALONG SAID SOUTH LINE OF THE NORTHWEST FRACTIONAL 1/4 OF THE NORTHWEST FRACTIONAL 1/4 OF SECTION 30, A DISTANCE OF 647.41 FEET TO THE POINT OF BEGINNING AND CONTAINING 33.17 ACRES (1,444.82 S.F.).

PROPERTY SUBJECT TO ANY AND ALL EASEMENTS OF RECORD.

OWNER

VAN HOUWELING, CO II
14427 WILSON DR
URBANDALE, IA 50323
CONTACT: DON VAN HOUWELING
PHONE: 515-465-5681

DEVELOPER

INTERSTATE LAND PROPERTIES, LLC
14427 WILSON DR
URBANDALE, IA 50323
CONTACT: DON VAN HOUWELING
PHONE: 515-465-5681

SURVEYOR

SNYDER & ASSOCIATES, INC.
2727 SW SNYDER BLVD.
AKENY, IA 50023
515-964-2020
TERRY COADY, P.L.S.

ZONING

EXISTING: A-1 AGRICULTURE HOLDING DISTRICT
M-1 INDUSTRIAL DISTRICT
PROPOSED: R-1 SINGLE-FAMILY RESIDENTIAL DISTRICT

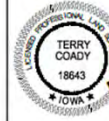
BULK REGULATIONS

MINIMUM LOT AREA 10,000 SF
MINIMUM LOT WIDTH 60'
FRONT YARD SETBACK 30'
REAR YARD SETBACK 25'
SIDE YARD SETBACK 10'
1-1/2 STORIES 8' EACH SIDE
2 OR 3 STORIES 10' EACH SIDE

NOTES

1. OUTLOTS "X" AND "Y" TO BE RETAINED BY CURRENT OWNER.
2. THE GREEN SPACE DEDICATION REQUIREMENT: 36 LOTS X 2.960 INDIVIDUALS X 0.005 ACRES/INDIVIDUAL = 0.5364 ACRES.

I hereby certify that this land surveying document was prepared and the related survey work was performed by me or under my direct personal supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Iowa.



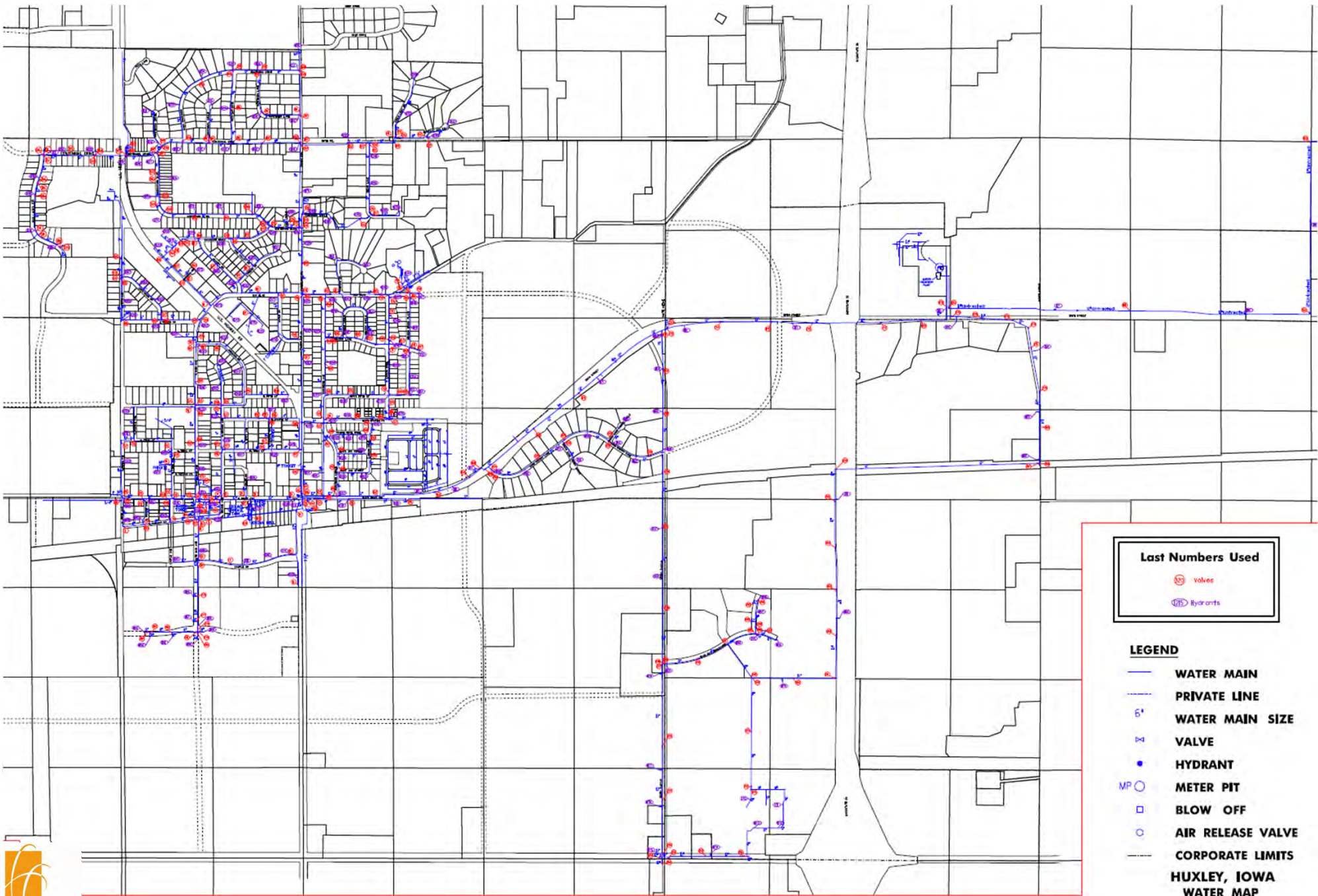
Terry Coady Date
18643
Signed on or after the date of the plat:
12/31/2021
Pages or sheets covered by this seal:



HUXLEY
HEART OF THE PRAIRIE

Water Service Area

Interstate 35



Review of Planned Water Utility Improvements

Three Components Bid Under Two Construction Contracts

City-imposed water conservation order in July of 2020, driven by greater demand for Water, brought the City to the point of moving forward with an expansion of its Water Treatment Plant facility.

- 1) Expansion of the City's Water Treatment Plant which will expand the daily treatment capacity to approximately 1,540,800 gallons (per day), from the current 1,000,000 gallons per day, based on the utilization of two reverse osmosis treatment units (770,400 gallons per unit, per day) and one unit on standby. The design capacity of the expanded plant is 2,310,000 gallons per day which assumes full utilization of three reverse osmosis units. Additional equipment would need to be added to the plant, in the future, in order to fully use three reverse osmosis treatment units. *[Contract #1]*
- 2) Installation of additional storage capacity at Water Plant, including a 360,000 gallon storage tank. *[Contract #1]*
- 3) Construction of an additional well (Well No. 7). *[Contract #2]*

Water Plant Improvements: Design Capacity of Expanded Treatment Plant

Plant expansion design is intended to treat 1.54 million gallons per day with the ability to expand (with additional equipment) to 2.31 million gallons per day.

Huxley WTP Expansion - Flow Scenarios

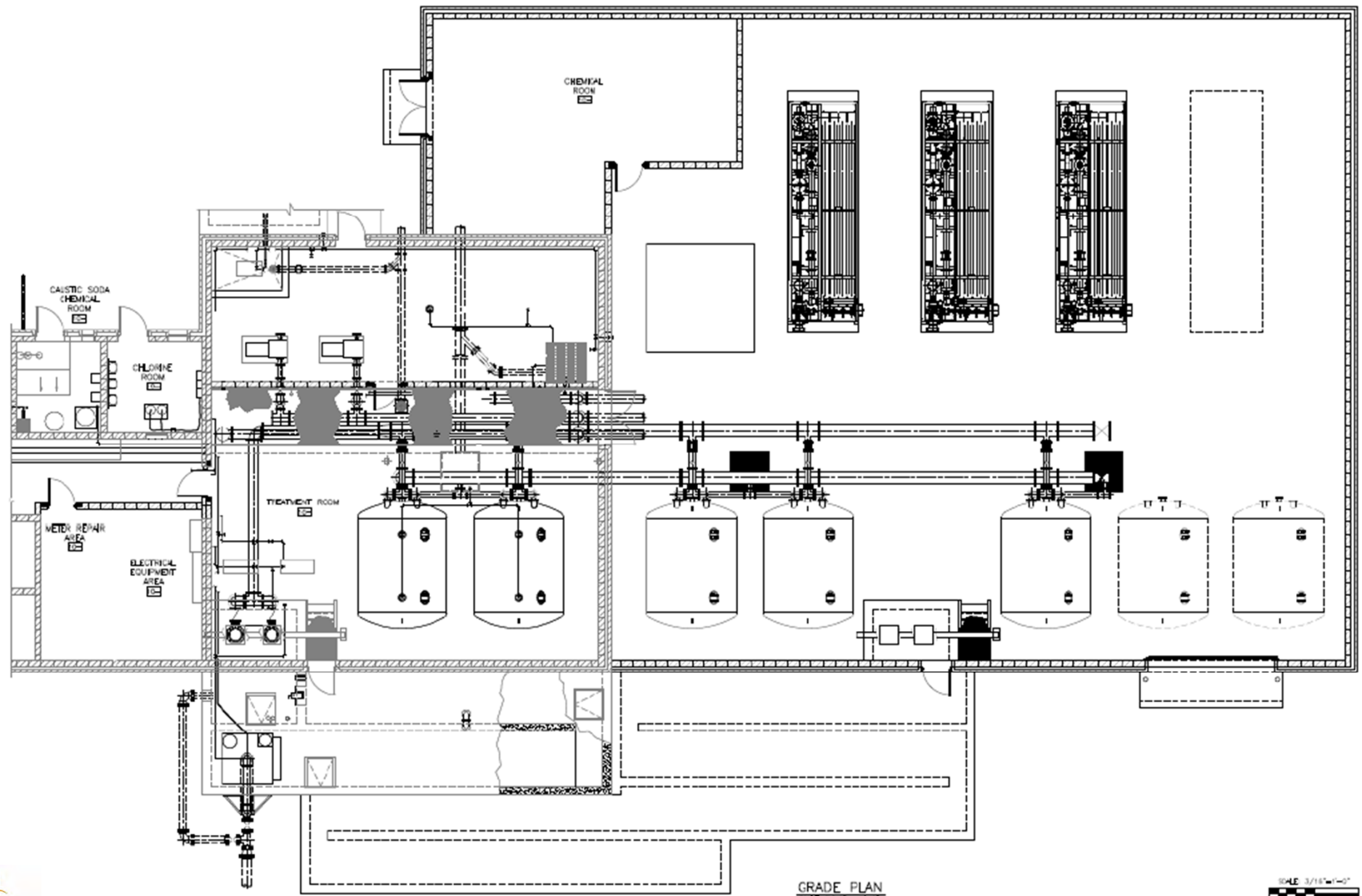
Year	Population	Residential Water Demand	Reserved Industrial Water Demand	Total Water Demand	Aerator + Detention Tank Size	Building Addition	No. Pressure Filters (With 1 on standby)	No. Reverse Osmosis Skids (With 1 on standby)	Estimated WTP Project Cost	No. Wells (With 1 on standby)	Estimated Well Project Cost
		GPD	GPD	GPD	MGD	SF					
2020	5,300	816,200	34,980	851,180			4	3	\$6,500,000	3	Cost Included in WTP Project Cost
2025	6,144	946,199	40,551	986,751			4	3		3	
2030	7,123	1,096,905	47,010	1,143,915			4*	3		3	
2035	8,257	1,271,613	54,498	1,326,111			5	3	\$345,000	3	
2040	9,600	1,478,400	63,360	1,541,760	1.93	3,900	5*	3		3	
AVG 3%											* 23 - hour runtime; additional filter needed soon

Year	Population	Residential Water Demand	Reserved Industrial Water Demand	Total Water Demand	Aerator + Detention Tank Size	Building Addition	No. Pressure Filters (With 1 on standby)	No. Reverse Osmosis Skids (With 1 on standby)	Estimated WTP Project Cost	No. Wells (With 1 on standby)	Estimated Well Project Cost
		GPD	GPD	GPD	MGD	SF					
2020	5,300	816,200	58,300	874,500			4	3	\$7,480,000	3	Cost Included in WTP Project Cost
2025	6,764	1,041,701	74,407	1,116,108			4	3		3	
2030	8,633	1,329,504	94,965	1,424,468			5	3		3	
2035	11,018	1,696,821	121,202	1,818,023			6	4	\$820,000	4	
2040	14,000	2,156,000	154,000	2,310,000	2.89	4,550	*7	4	\$345,000	4	
AVG 5%											* 23 - hour runtime; additional filter needed soon

Source: Facility study from engineers Veenstra & Kimm; reflects prior 2020 cost estimate.

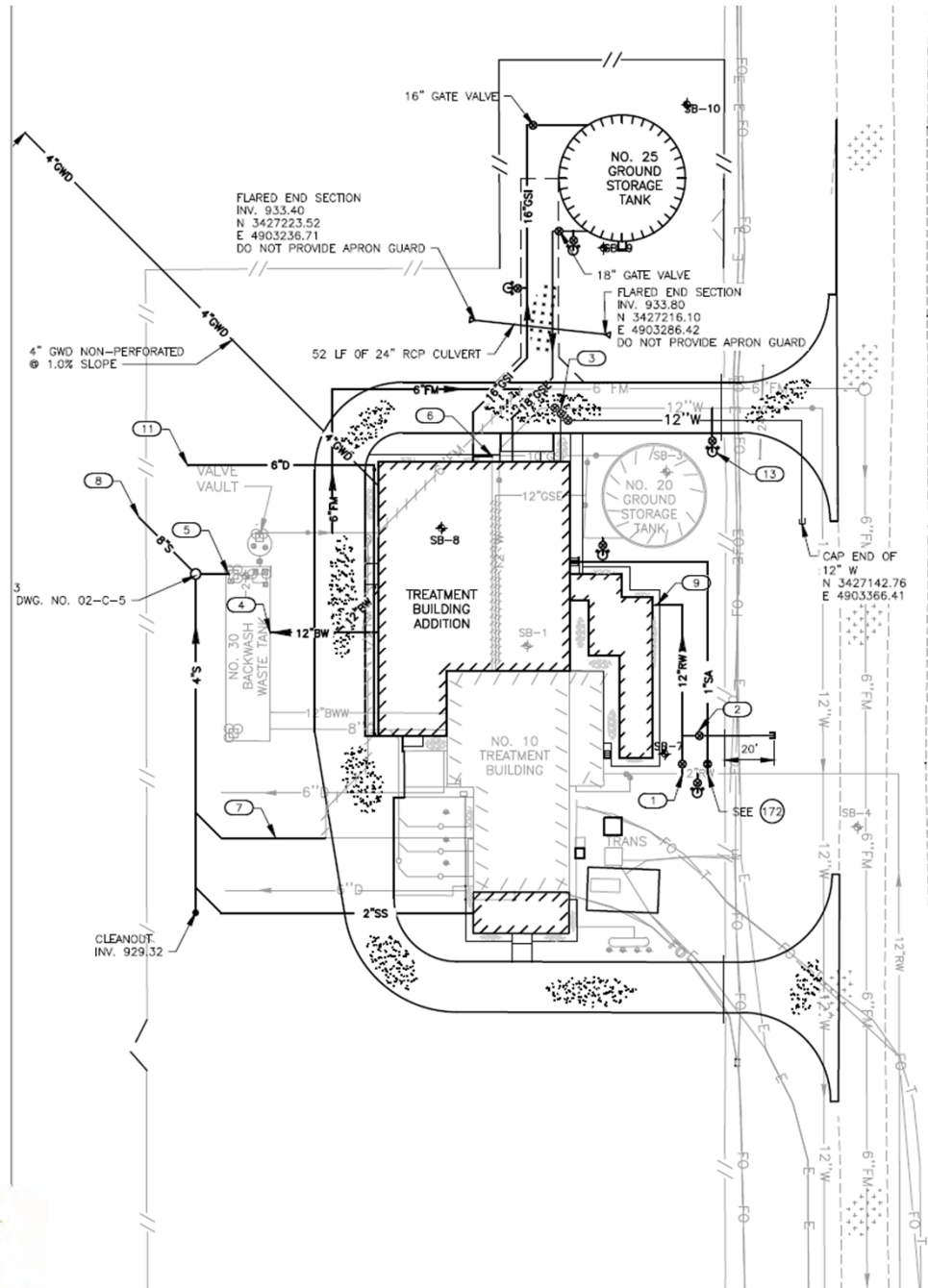


Water Plant Improvements: (1) Reverse Osmosis Filters



Water Plant Improvements: (2) Expanded Water Storage

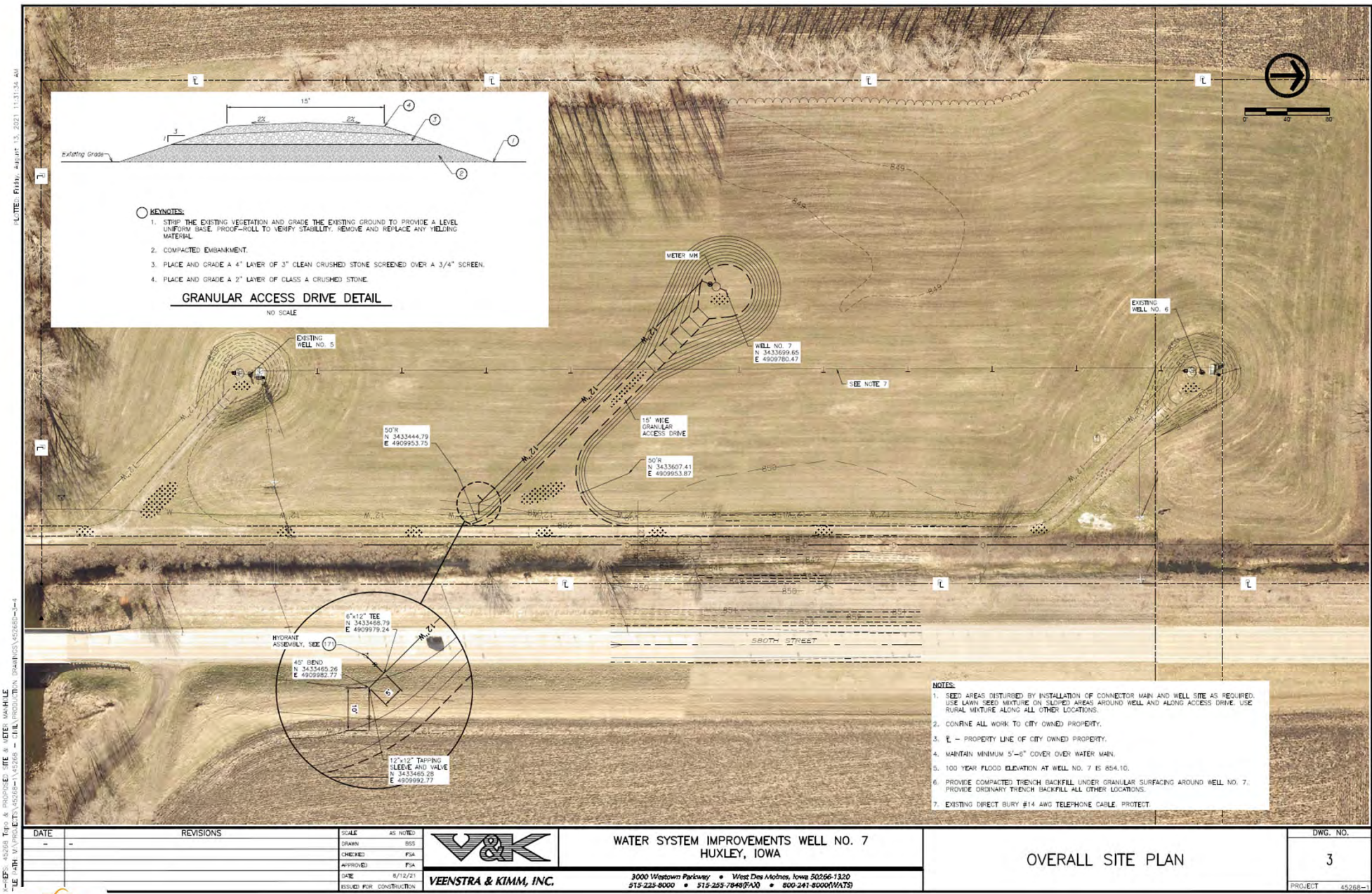
Adds ground storage of 360,000 gallons (additional).



Source: Engineers Veenstra & Kimm



Water Utility Improvements: (3) Well Number 7



Water Improvements – Sources / Uses for Series 2021A Water Revenue & 2022A GO Bonds

Series 2021A Water Revenue					Series 2022A General Obligation (Proposed)					TOTAL / COMBINED FOR BOTH SERIES	
Final; Closed 11/30/2021											
A	B	C	D	E	F	G	H	I	J	K	L
1	SOURCES OF FUNDS						TOTAL SOURCES				
2	Water Revenue Improvement and Refunding Bonds, Series 2021A						Gen. Oblig. Water Impvt. & Refund. Bonds, Series 2022A				COMBINED TOTAL
3		Water Projects	Ref. 2013B Water	TOTAL 2021A Water			Water Projects	Ref. 2016 G.O.	TOTAL 2022A G.O.		FOR 2021A & 2022A
4	Par Amount of Bonds	\$7,295,000.00	\$120,000.00	\$7,415,000.00			\$4,505,000.00	\$2,430,000.00	\$6,935,000.00		\$14,350,000.00
5	Original Issue Premium	100,684.00	1,023.60	101,707.60			573,305.10	160,368.10	733,673.20		835,380.80
6	Subtotal	7,395,684.00	121,023.60	7,516,707.60			5,078,305.10	2,590,368.10	7,668,673.20		15,185,380.80
7	Other Sources of Funds:										
9	Existing Debt Service Reserve	91,057.05	7,442.95	98,500.00			-	-	-		98,500.00
10	American Rescue Plan \$ (City)	-	-	-			600,000.00	-	600,000.00		600,000.00
11	American Res. Plan \$ (Story Co)	-	-	-			500,000.00	-	500,000.00		500,000.00
12	Subtotal (Other Sources)	91,057.05	7,442.95	98,500.00			1,100,000.00	-	1,100,000.00		1,198,500.00
14	TOTAL SOURCES	7,486,741.05	128,466.55	7,615,207.60			6,178,305.10	2,590,368.10	8,768,673.20		\$16,383,880.80
15	USES OF FUNDS						TOTAL USES				
16	Water Revenue Improvement and Refunding Bonds, Series 2021A						Gen. Oblig. Water Impvt. & Refund. Bonds, Series 2022A				COMBINED TOTAL
17		Water Projects	Ref. 2013B Water	TOTAL 2021A Water			Water Projects	Ref. 2016 G.O.	TOTAL 2022A G.O.		FOR 2021A & 2022A
18	Water Treatment Plant Bid	\$5,833,703.54	-	\$5,833,703.54			\$5,161,696.46	-	\$5,161,696.46		\$10,995,400.00
19	Deduct (Gener./Glass Tank)	(44,036.36)	-	(44,036.36)			(38,963.64)	-	(38,963.64)		(83,000.00)
20	Well No. 7 Bid	315,106.15	-	315,106.15			278,807.85	-	278,807.85		593,914.00
21	Subtotal	6,104,773.34	-	6,104,773.34			5,401,540.66	-	5,401,540.66		11,506,314.00
22	Potential Contingency [5%]	307,723.96	-	307,723.96			272,276.04	-	272,276.04		580,000.00
23	Subtotal (Const. + Cont.)	6,412,497.30	-	6,412,497.30			5,673,816.70	-	5,673,816.70		12,086,314.00
24	Engineering/Legal/Admin.	477,502.70	-	477,502.70			422,497.30	-	422,497.30		900,000.00
25	Subtotal (Water Projects)	6,890,000.00	-	6,890,000.00			6,096,314.00	-	6,096,314.00		12,986,314.00
26	Refunding Prior Debt	-	115,000.00	115,000.00			-	2,545,000.00	2,545,000.00		2,660,000.00
27	Debt Service Reserve Fund	452,469.55	7,442.95	459,912.50			-	-	-		459,912.50
28	Costs of Issuance	34,000.00	3,500.00	37,500.00			78,744.92	42,475.08	121,220.00		158,720.00
29	Bond Insurance	20,603.62	273.93	20,877.55			-	-	-		20,877.55
30	Underwriting Fee	87,540.00	1,440.00	88,980.00			[Included above]	[Included above]	-		88,980.00
31	Rounding / Contingency	2,127.88	809.67	2,937.55			3,246.18	2,893.02	6,139.20		9,076.75
32	TOTAL USES	7,486,741.05	128,466.55	7,615,207.60			6,178,305.10	2,590,368.10	8,768,673.20		16,383,880.80



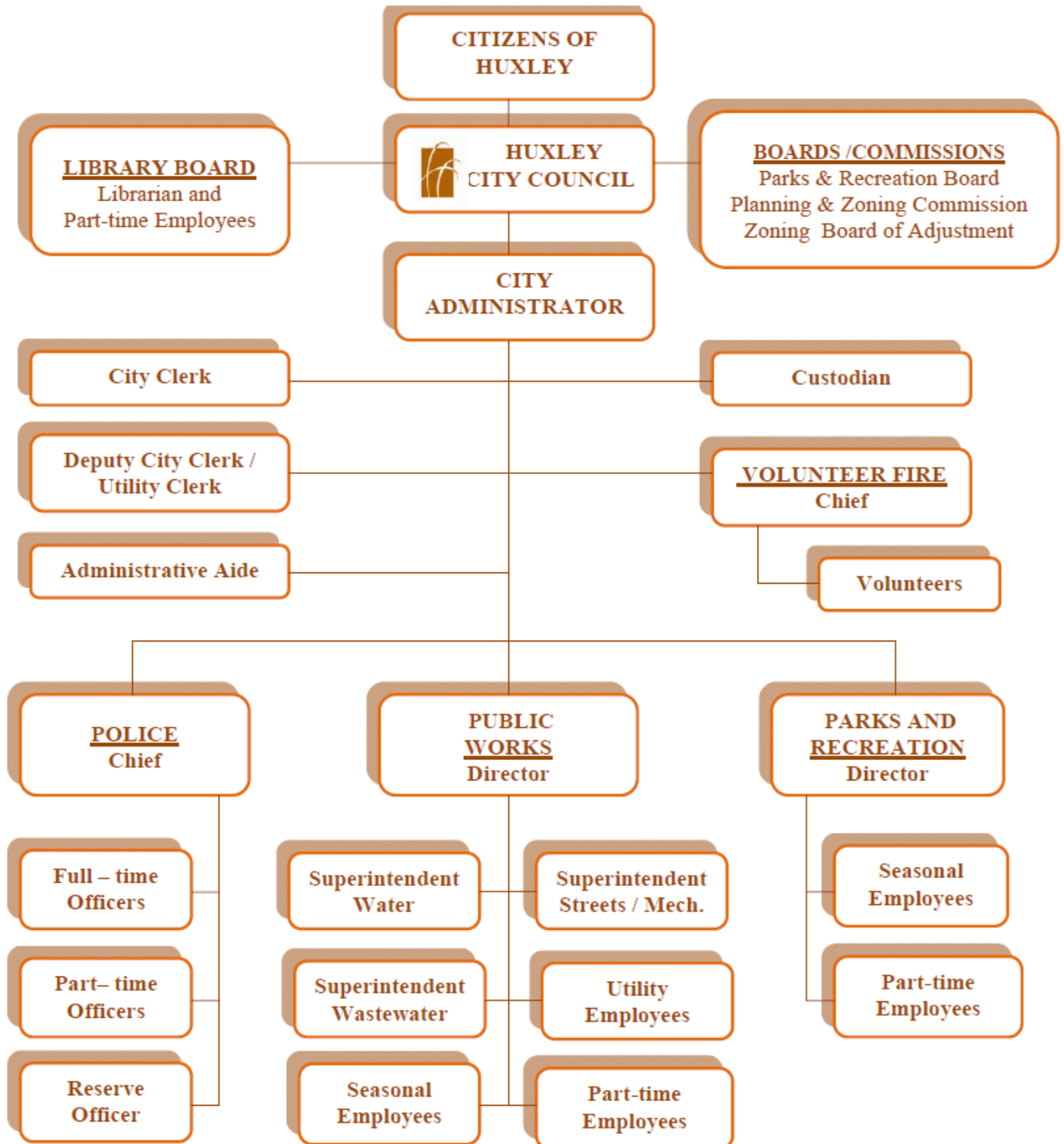
Credit Highlights

- 1) Strong valuation growth trend, with average annual Taxable Valuation growth of approximately 7.8% over past ten-year period.
- 2) Exceptional General Fund liquidity reflecting June 30, 2021 audited fund balance well exceeding 100% of both annual revenues and expenditures.
- 3) Building permits continue to be robust and resilient, averaging 52 homes over past five years and commercial valuation picking up.
- 4) Future (underway) development will ensure strong tax base and valuation.
- 5) Remarkable community wealth factors.
- 6) Population growth based on 2020 Census, reflecting growth of 28% over 2010 Census, and additional growth has continued since 2020 count.
- 7) Rapid principal amortization with all General Obligation debt to be paid off over next ten years (June 1, 2032), including proposed Series 2022A Bonds.

Summary and Questions

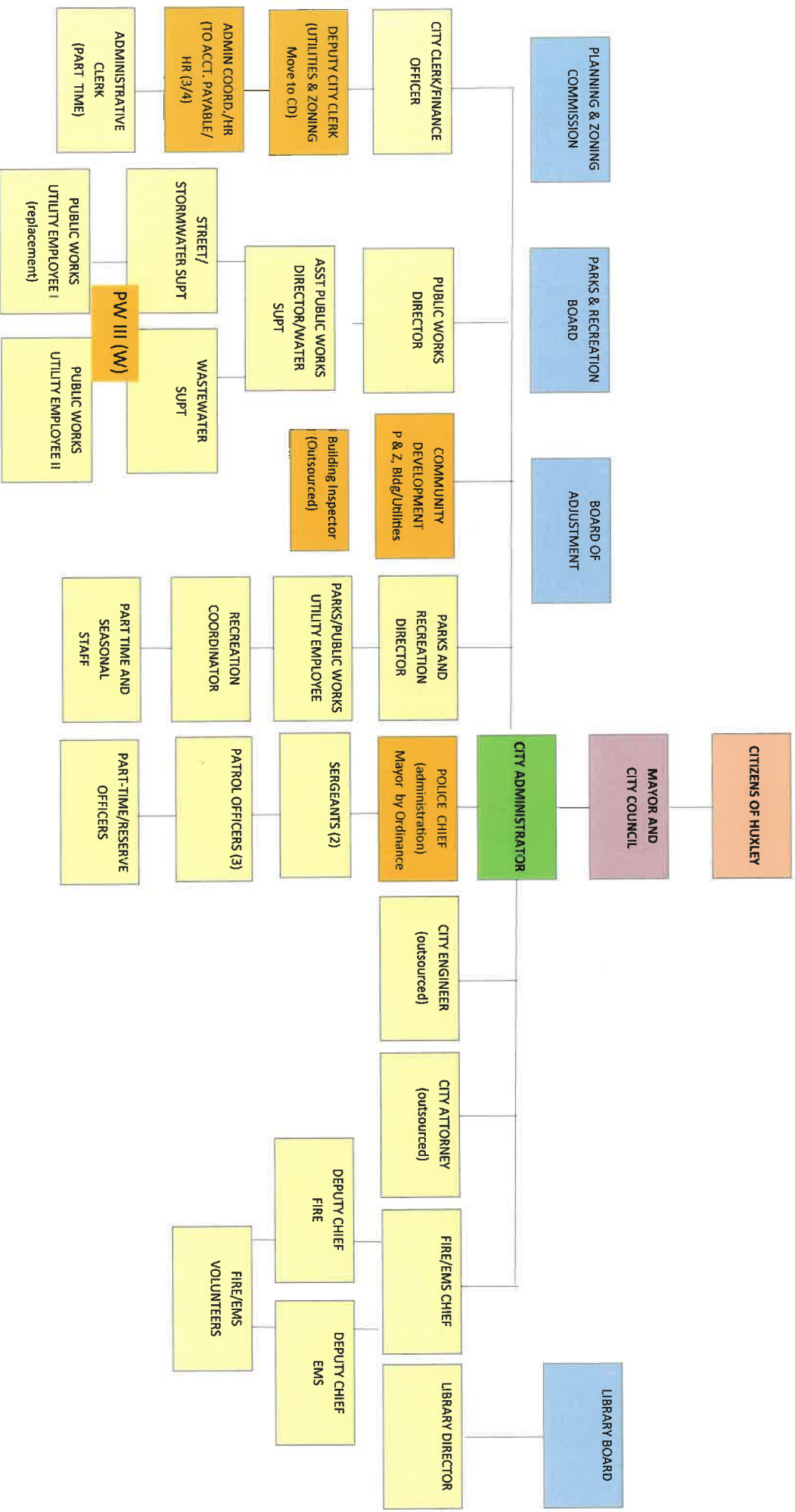
Thank you!
We are grateful for your time.

City of Huxley Organizational Structure



City of Huxley

Organizational Chart



RESOLUTION NO. 18-093

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

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

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

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

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

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

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

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

BE IT FURTHER RESOLVED by the City Council City of Huxley Compensation Policy is adopted and will be implemented effective November 5, 2018.

PASSED, ADOPTED AND APPROVED this ____ day of November, 2018.

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

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-093** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of November, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk/Finance Officer

City of Huxley Compensation Policy

In effort to provide superior municipal services to its residents, the City of Huxley is committed to having an excellent workforce. As such, effective November 13, 2018, the City has a "Compensation Policy" for all, permanent, three-quarter and full-time employees.

Eligibility

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

Annual Evaluation Required

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

Rating and Categories

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

Salary Calculation

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

Salary Adjustment Percentage Determination

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

Salary Range Changes

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

Incentive Pay

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

Exhibit B for FY22 Wages

Position	Low	Mid	High
*City Administrator	\$ 103,307	\$ 114,786	\$ 127,540
City Clerk/Finance	\$ 62,615	\$ 68,877	\$ 75,765
**HR/Administrative Coordinator	\$ 62,881	\$ 69,169	\$ 76,086
Utility Billing/Zoning Admin Specialist	\$ 49,908	\$ 54,899	\$ 60,389
*Public Works Director	\$ 71,500	\$ 79,444	\$ 88,271
Water Superintendent/Asst. Public Works Director	\$ 61,590	\$ 68,433	\$ 76,037
Wastewater Superintendent	\$ 53,379	\$ 59,310	\$ 65,900
Street Superintendent	\$ 52,407	\$ 58,221	\$ 64,691
Public Works Utility Employee III	\$ 48,583	\$ 53,450	\$ 58,401
Public Works Utility Employee II	\$ 44,760	\$ 48,679	\$ 52,111
Public Works Utility Employee I	\$ 41,145	\$ 45,718	\$ 50,798
Public Works/Employee Parks	\$ 41,145	\$ 45,718	\$ 50,798
*Parks and Recreation Director	\$ 57,027	\$ 62,729	\$ 69,002
Recreation Coordinator	\$ 45,920	\$ 51,027	\$ 56,697
*Police Chief	\$ 68,571	\$ 77,748	\$ 86,387
Police Sargeant	\$ 59,789	\$ 67,029	\$ 74,477
Police Sargeant	\$ 59,789	\$ 67,029	\$ 74,477
Police Officer	\$ 55,276	\$ 61,428	\$ 68,253
Police Officer	\$ 55,276	\$ 61,428	\$ 68,253
Police Officer	\$ 55,276	\$ 61,428	\$ 68,253
Police Detective	\$ 58,040	\$ 64,499	\$ 71,665
Police School Resource Officer	\$ 56,658	\$ 62,963	\$ 69,959

*Salaried Employees

**3/4 time position, however the salary amount is based on full-time salary ranges

City of Huxley Compensation Policy

Exhibit A Salary Matrix Salary Adjustment Percentages

Fiscal Years 19/20	Determined annually by the Council 2.00%									
PERFORMANCE EVALUATION LEVEL	75% OR LOWER	76 – 80%	81 – 85%	86 – 90%	91 – 95%	96 – 100%	101 – 105%	106 – 110%	111 – 115%	116 & Above
0.00 – 0.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.75 – 1.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.25 – 1.74	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00	0.00	0.00
1.75 – 2.24	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00
2.25 – 2.74	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00
2.75 – 3.24	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00
3.25 – 3.74	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00
3.75 – 4.00	8.50	8.00	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00

Exhibit B Salary Ranges

Council approve (Date)

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

FY 2018/2019

Position	Current HIA	Max HIA	Low	Mid	Top
*City Administrator	\$87,478	\$91,886	\$98,078	\$108,976	\$121,084
**HR/Administrative Coordinator	\$41,332	\$42,611	\$59,698	\$65,668	\$72,235
City Clerk/Finance	\$56,181	\$55,602	\$59,446	\$65,391	\$71,930
Utility Billing /Zoning Administrative Specialist	\$36,795	\$42,611	\$47,382	\$52,120	\$57,332
Public Works Director	\$76,164	\$81,600	\$67,880	\$75,423	\$83,803
Wastewater Superintendent/Asst. Public Works Director	\$65,667	\$70,389	\$58,472	\$64,969	\$72,188
Wastewater Superintendent	\$62,400	\$62,564	\$50,677	\$56,308	\$62,564
Street Superintendent	\$46,093	\$52,444	\$49,754	\$55,274	\$61,416
Public Works Utility Employee II	\$42,141	\$45,209	\$42,494	\$46,215	\$49,473
Public Works Utility Employee I	\$38,979	\$47,931	\$39,062	\$43,404	\$48,227
Public Works/Parks Employee	\$34,965	\$38,998	\$39,062	\$43,404	\$48,227
*Parks and Recreation Director	\$49,200	\$52,444	\$54,140	\$59,554	\$65,509
Recreation Coordinator	\$33,280	\$40,172	\$43,596	\$48,444	\$53,827
*Police Chief	\$62,200	\$72,484	\$65,100	\$73,813	\$82,014
Police Sergeant	\$53,872	\$57,258	\$56,763	\$63,636	\$70,707
Police Detective			\$55,102	\$61,234	\$68,038
Police School Resource Officer			\$53,790	\$59,776	\$66,418
Police Officer	\$45,157 - \$49,878	\$52,444	\$52,478	\$58,318	\$64,798

FY 2018/2019 - Recommended for November 1, 2018

Position	Current HIA	Recommended HIA	Low	Mid	Top	Dif (current/recommended)
Administrator	\$87,478	\$98,078	\$98,078	\$108,976	\$121,084	\$10,600
Administrative Coordinator	\$31,044	\$44,772	\$59,698	\$65,668	\$72,235	\$13,728
City Clerk/Finance	\$56,181	\$59,446	\$59,446	\$65,384	\$71,922	\$3,265
Utility Billing /Zoning Administrative Specialist	\$36,795	\$47,382	\$47,382	\$52,100	\$57,310	\$10,587
*Public Works Director	\$76,164	\$76,164	\$67,880	\$75,423	\$83,803	\$0
Water Superintendent/Asst. Public Works Director	\$65,667	\$65,667	\$58,472	\$64,969	\$72,188	\$0
Wastewater Superintendent	\$62,400	\$62,400	\$50,677	\$56,308	\$62,564	\$0
Street Superintendent	\$46,093	\$49,754	\$49,754	\$55,274	\$61,416	\$3,661
Public Works Utility Employee II	\$42,141	\$42,494	\$42,494	\$46,215	\$49,473	\$353
Public Works Utility Employee I	\$38,979	\$39,062	\$39,062	\$43,404	\$48,227	\$83
Public Works/Parks Employee	\$34,965	\$39,062	\$39,062	\$43,404	\$48,227	\$4,097
*Parks and Recreation Director	\$49,200	\$54,140	\$54,140	\$59,554	\$65,509	\$4,940
Recreation Coordinator	\$33,280	\$43,596	\$43,596	\$48,444	\$53,827	\$10,316
*Police Chief	\$62,200	\$65,100	\$65,100	\$73,813	\$82,014	\$2,900
Police Sergeant (first position)	\$53,872	\$56,763	\$56,763	\$63,636	\$70,707	\$2,891
Police Sergeant (second position)	\$53,872	\$56,763	\$56,763	\$63,636	\$70,707	\$2,891
Police Detective			\$55,111	\$61,234	\$68,038	NA
Police School Resource Officer			\$53,799	\$59,776	\$66,418	NA
Police Officer	\$45,157	\$52,478	\$52,478	\$58,318	\$64,798	\$7,321
Police Officer	\$45,157	\$52,478	\$52,478	\$58,318	\$64,798	\$7,321

FY 2019/2020

July 1, 2019

Position	Current HIA (FY19)	New HIA (FY20)	Low	Mid	Top
*City Administrator	\$98,078	*=New Salary Based on application of Matrix/Performance Info	\$99,843	\$110,937	\$123,264
**HR/Administrative Coordinator	\$44,772		\$60,773	\$66,850	\$73,535
City Clerk/Finance	\$59,446		\$60,516	\$66,568	\$73,224
Utility Billing /Zoning Administrative Specialist	\$47,382		\$48,235	\$53,058	\$58,364
*Public Works Director	\$76,164		\$69,102	\$76,780	\$85,311
Water Superintendent/Asst. Public Works Director	\$65,667		\$59,525	\$66,139	\$73,487
Wastewater Superintendent	\$62,400		\$51,589	\$57,321	\$63,690
Street Superintendent	\$49,754		\$50,650	\$56,269	\$62,521
Public Works Utility Employee II	\$42,494		\$43,259	\$47,047	\$50,364
Public Works Utility Employee I	\$39,062		\$39,765	\$44,186	\$49,095
Public Works/Parks Employee	\$39,062		\$39,765	\$44,186	\$49,095
*Parks and Recreation Director	\$54,140		\$55,115	\$60,626	\$66,689
Recreation Coordinator	\$43,596		\$44,381	\$49,316	\$54,796
*Police Chief	\$65,100		\$66,272	\$75,141	\$83,490
Police Sergeant	\$56,763		\$57,785	\$64,782	\$71,980
Police Detective			\$56,094	\$62,336	\$69,263
Police School Resource Officer			\$54,758	\$60,852	\$67,613
Police Officer	\$52,478		\$53,423	\$59,368	\$65,964

FY 2020/2021

July 2020

Position	Current HIA (FY20)	New HIA (FY21)	Low	Mid	Top
*City Administrator	*=New HIA FY21 column from above		\$101,740	\$113,045	\$125,606
**HR/Administrative Coordinator			\$61,927	\$68,120	\$74,932
City Clerk/Finance			\$61,666	\$67,832	\$74,616
Utility Billing /Zoning Administrative Specialist			\$49,151	\$54,066	\$59,473
*Public Works Director			\$70,415	\$78,239	\$86,932
Water Superintendent/Asst. Public Works Director			\$60,656	\$67,395	\$74,884
Wastewater Superintendent			\$52,569	\$58,410	\$64,900
Street Superintendent			\$51,612	\$57,338	\$63,709
Public Works Utility Employee II			\$44,081	\$47,941	\$51,320
Public Works Utility Employee I			\$40,521	\$45,025	\$50,028
Public Works/Parks Employee			\$40,521	\$45,025	\$50,028
*Parks and Recreation Director			\$56,162	\$61,778	\$67,956
Recreation Coordinator			\$45,224	\$50,253	\$55,837
*Police Chief			\$67,531	\$76,569	\$85,077
Police Sergeant			\$58,883	\$66,013	\$73,347
Police Detective			\$57,160	\$63,521	\$70,579
Police School Resource Officer			\$55,799	\$62,008	\$68,898
Police Officer			\$54,438	\$60,496	\$67,218

* Salaried Employees

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

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

Exhibit B for FY22 Wages				
Position	Low	Mid	High	
*City Administrator	\$ 103,307	\$ 114,786	\$ 127,540	
City Clerk/Finance	\$ 62,615	\$ 68,877	\$ 75,765	
**HR/Administrative Coordinator	\$ 62,881	\$ 69,169	\$ 76,086	
Utility Billing/Zoning Admin Specialist	\$ 49,908	\$ 54,899	\$ 60,389	
*Public Works Director	\$ 71,500	\$ 79,444	\$ 88,271	
Water Superintendent/Asst. Public Works Director	\$ 61,590	\$ 68,433	\$ 76,037	
Wastewater Superintendent	\$ 53,379	\$ 59,310	\$ 65,900	
Street Superintendent	\$ 52,407	\$ 58,221	\$ 64,691	
Public Works Utility Employee III	\$ 48,583	\$ 53,450	\$ 58,401	
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Public Works Utility Employee I	\$ 41,145	\$ 45,718	\$ 50,798	
Public Works/Employee Parks	\$ 41,145	\$ 45,718	\$ 50,798	
*Parks and Recreation Director	\$ 57,027	\$ 62,729	\$ 69,002	
Recreation Coordinator	\$ 45,920	\$ 51,027	\$ 56,697	
*Police Chief	\$ 68,571	\$ 77,748	\$ 86,387	
Police Sergeant	\$ 59,789	\$ 67,029	\$ 74,477	
Police Sergeant	\$ 59,789	\$ 67,029	\$ 74,477	
Police Officer	\$ 55,276	\$ 61,428	\$ 68,253	
Police Officer	\$ 55,276	\$ 61,428	\$ 68,253	
Police Officer	\$ 55,276	\$ 61,428	\$ 68,253	
Police Detective	\$ 58,040	\$ 64,499	\$ 71,665	
Police School Resource Officer	\$ 56,658	\$ 62,963	\$ 69,959	
*Salaried Employees				

**3/4 time position, however the salary amount is based on full-time salary ranges

Salary ranges are based on a three-year rolling average of 1.54% of the Midwest Region CPI published in the Iowa League's Budget Special Report

Exhibit A
Salary Matrix
Salary Adjustment Percentages

Fiscal Year 2022		Determined annually by the Council								2.00%
PERFORMA NCE EVALUATIO N LEVEL	75% OR LOWER	76 – 80%	81 – 85%	86 – 90%	91 – 95%	96 – 100%	101 – 105%	106 – 110%	111 – 115%	116 & Above
0.00 – 0.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.75 – 1.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.25 – 1.74	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00	0.00	0.00
1.75 – 2.24	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00
2.25 – 2.74	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00
2.75 – 3.24	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00
3.25 – 3.74	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00
3.75 – 4.00	8.50	8.00	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00

**City of Huxley Compensation Policy
Exhibit C**

(Please see attached.)

City of Huxley

Employee Performance Evaluation Form

Name: _____ Service Date: _____

Dept: _____ Job Title: _____

Evaluation Period: _____ To: _____

Evaluator: _____ Date: _____

PURPOSES: To assess and improve employee performance by determining strengths and weaknesses and by providing a program of improvement; to provide a history of development and progress.

Instructions: Listed below are characteristics and abilities that are associated with successful job performance. Circle the number on each rating scale over the descriptive phrase which best describes the person being rated. Evaluate each of the qualities separately. Try to identify the strengths and weaknesses of the individual being rated. Use the corresponding comment section to clarify or expand a rating. Please try to use specific examples for as many of the rating criteria as possible.

Individual numeric ratings are to be accumulated to a total score indicating an overall performance rating. Eighty (80) total points are the maximum possible.

The performance evaluation should be presented to the employee in a personal meeting during which an open discussion of the employee's performance can take place. A plan designed to improve the employee's weaknesses as indicated by the evaluation should be instituted.

After reading and discussing the evaluation, the employee should be presented with a copy. The original should be signed by both the evaluator and employee and placed in the employee's personnel file.

1. ACCURACY OF WORK (Correctness of work performed)

1	2	3	4
Makes frequent errors	Careless; makes recurring errors	Usually accurate; makes only average number of mistakes; Requires little supervision	Requires absolute minimum of supervision; is almost always accurate

Comments: _____

2. **QUANTITY WORK** (The performance level at which the employee performs his/her job)

1	2	3	4
Does not meet minimum requirements	Does just enough to get by	Volume of work is satisfactory or does slightly more than required	Superior work production record

Comments: _____

3. **JOB SKILLS /JOB KNOWLDEGE** (Possesses the necessary training and job skills to perform assigned work)

1	2	3	4
Has very few of necessary job skills; considerable training needed; poor knowledge of work duties	Some training needed; skills lacking in some areas; Lacks knowledge of some phases of work	Has necessary job skills to perform adequately; Moderate knowledge – can answer some common questions	Highly skilled; Has complete mastery of all phases of job and exceeds job criteria qualifications

Comments: _____

4. **COMMUNICATIONS**

1	2	3	4
Does not listen, speak or write well; lacks basic ability to understand or convey messages	Poor listening, oral and verbal communication skills	Appropriate skill levels; usually listens well and communicates clearly and communicates in articulate manner	Checks understanding of what others are saying by paraphrasing, etc. in addition to displaying qualities in #3

Comments: _____

5. JUDGMENT (The ability to make sound decisions independently)

1	2	3	4
Exercises poor judgment; decisions generally inappropriate	Inconsistent decision making	Satisfactory judgment, generally exhibiting sound judgment and thoughtfulness	Consistently makes sound decisions

Comments: _____

6. PERSONAL APPEARANCE (The personal impression an individual makes on others) (Consider cleanliness, grooming, neatness and appropriateness of dress on the job)

1	2	3	4
Disheveled or untidy dress or dirty	Sometimes untidy and careless about personal appearance	Generally neat and clean; satisfactory personal appearance	Unusually well groomed; very neat; appropriate attire to the position

Comments: _____

7. PHYSICAL FITNESS (The ability to work consistently and with only moderate fatigue (Consider physical alertness and energy)

1	2	3	4
Tires easily; unable to meet demands of position	Frequently tires and is slow to complete tasks	Meets physical and energy job requirements	Excellent health; no fatigue; exceeds job's physical requirements

Comments: _____

8. **ATTENDANCE (Faithfulness in coming to work daily and conforming to work hours)**

1	2	3	4
Often absent without good excuse and/or frequently reports to work late	Lax in attendance and/or misses work frequently and/or reports for work late frequently	Usually present and on time	Consistently regular and prompt; volunteers for overtime when needed

Comments: _____

9. **CARE OF PROPERTY (Respect for city/citizen property)**

1	2	3	4
Abuses property and materials; is wasteful	Frequently fails to give proper care; uses more materials than necessary routinely	Usually careful with property and usually gives proper care; usually used appropriate amount of materials	Gives extremely good care to property and materials

Comments: _____

10. **SAFETY AND RULE COMPLIANCE (Discipline to accept and follow work rules)**

1	2	3	4
Compliance rare; disregards rules;	Occasionally fails to comply; disciplined sometimes	Complies with work rules adequately and observes safety measures	Strict compliance; never disciplined and observes all safety measures carefully; suggests ways to improve safety

Comments: _____

11. **TEAM ORIENTATION - EMPLOYEE RELATIONS** (How the employee interacts and relates to co-workers and superiors/subordinates)

1	2	3	4
Difficult, argumentative, uncooperative	Uneasy, inconsistent relations with others and does not contribute to a pleasant work atmosphere	Friendly; gets along satisfactorily; usually works well with co-workers; Sociable, cooperative and helpful; keeps organizational goals in mind; accomplishes tasks by working with others as a good team player	Extremely pleasant; role model and has organizational goals as a priority; recognizes how his/her decisions impact others and seeks input from others

Comments: _____

12. **QUALITY OF SERVICE ORIENTATION - HEARING THE MESSAGE** (An individual's ability to listen to instructions either with supervisor or with a citizen customer and follow up appropriately)

1	2	3	4
Poor listening skills; adequate follow up is rare	Fair listening skills; appropriate follow up is infrequent	Moderate to good listening skills; appropriate follow up is usually taken	Actively listens and translates information into appropriate action consistently

Comments: _____

13. **ADAPTABILITY TO CHANGE** (Ability to meet changing conditions and deal with problem situations)

1	2	3	4
Refuses change; requires direction to work	Resistant to change; needs encouragement	Meets new challenges willingly, adapts well; solves problems independently	Exceptionally adaptable; innovative initiates changes

Comments: _____

14. **DRIVE/INITIATIVE** (Motivated to seek work, suggest improvements, develop new methods, and share ideas and desire to achieve)

1	2	3	4
Never offers suggestions or volunteers, poorly defines goals, and acts without purpose	Rarely offers suggestions for improvement, sets low goals, and puts forth little efforts	Actively pursues improvement; follows through; makes self- development efforts; volunteers for tasks; Works hard and has high desire to achieve	Looks for work to do; recommends solutions to problems and regularly makes suggestions for improvements; Sets high goals and strives to reach them

Comments: _____

15. **PUBLIC CONTACT** (How the employee works with the public with whom he/she comes into contact)

1	2	3	4
Curt; tactless and aloof	Approachable, but not outgoing; occasionally caustic, moody	Sociable, outgoing, very helpful	Extremely friendly; makes good impression, very tactful

Comments: _____

16. **DEPENDABILITY** (The ability to do required jobs well with a minimum of supervision)

1	2	3	4
Requires close supervision; is unreliable	Sometimes requires prompting	Usually takes care of necessary tasks and completes with reasonable promptness; requires little supervision	Requires absolute minimum of supervision

Comments: _____

17. **PROBLEM SOLVING** (The ability to size up a situation, assess reasonable alternatives, and execute a plan of action)

1	2	3	4
Avoids problem situations, lacks ability to recognize problem situations	Occasionally recognizes problem situations, lacks ability to offer alternatives or needs assistance to recognize other alternatives	Recognizes problem situations, offers alternatives to address the situation	Consistently recognizes and handles problem situations and follows through on action plan

Comments: _____

18. **CONTINUING EDUCATION** (The desire to improve and enhance skills and expand skillsets)

1	2	3	4
Refuses training and seeks no opportunity to expand abilities	Exerts minimal effort to maintain and expand skillsets	Attends training regularly to keep abreast of certifications	Seeks out training opportunities and engages in self-improvement activities; Secured additional training within the most recent fiscal year

Comments: _____

19. **STABILITY** (Handling Conflict - The ability to withstand pressure and to remain calm in crisis situations)

1	2	3	4
Goes "to pieces" under pressure; is "jumpy" and nervous	Is easily irritated under pressure	Tolerates most pressure; very good tolerance for crisis	Thrives under pressure; adept at solving crisis

Comments: _____

20. **RESPONSIBILITY** (The willingness to take responsibility; accountability; added burden)

1	2	3	4
Avoids responsibility completely; denies accountability	Accepts reluctantly; does not seek extra responsibility	Trustworthy; Willingly assumes extra responsibility and occasionally pursues extra responsibility	Desires expanded role; handles responsibility without fail; carries through

Comments: _____

1. Are there tools that you need to do your job that you do not have? (e.g. a piece of equipment, a policy change, etc.)

2. What can your supervisor/the City do to help you be more successful in your job?

3. What do you plan to do during the next year to make yourself more successful in your job?

TOTAL POINTS = _____

OVERALL EVALUATION SCORE: _____ /20 =

PERFORMANCE
EVALUATION
LEVEL

- 0.00 – 0.74 Performance unsatisfactory; improvement mandatory; continued employment highly questionable.
- 0.75 – 1.24 Performance below average; improvement needed. Reevaluate in six months.
- 1.75 – 3.24 Satisfactory performance; some improvement possible with effort.
- 3.25 – 3.74 Exceeds performance standards; above average performance.
- 3.75 – 4.00 Exceptional performance; highest achievement.

A copy of this review has been given to me and has been discussed with me.

Employee: _____

Date: _____

Evaluator: _____

Date: _____

Department Head: _____

Date: _____

City Administrator: _____

Date: _____

Supervisor suggestions: _____

Action Plan (if applicable) _____

City of Huxley Compensation Policy

Exhibit D

Longevity Payment

The city will pay the following one-time payment (NOT annually) amounts for service tenure based on the total tenure with the city as a permanent employee working at least three-quarter time. Payments will be made in a separate check in lump sum on November 1st of each year *after* the service milestone has been met.

Longevity based on continuous service	Total Amount
After 5 years of employment as of November 1 st	\$400
After 10 years of employment as of November 1 st	\$800
After 15 years of employment as of November 1 st	\$1,200
After 20 years of employment as of November 1 st	\$1,600
After 25 years of employment as of November 1 st	\$2,000

Credential Incentive

The Credential Incentives payments in the following amounts to employees who have attained the following credentials, as long as those credentials exceed the minimum requirements of the position, are job-related, and payment for the credential is approved by the Department Head and City Administrator prior to the attainment. The employee's salary will be adjusted by the following amounts beginning with the regular paycheck *after* the credential has been achieved. (Please note that the following amounts are annual and will be dispersed over the 26 pay periods.) If there are certifications that an employee is interested in achieving that are not listed below, they can be considered with approval of the Department Head and City Administrator.

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

IMFOA Certification	\$600
ICMA-CM	\$600
Permit Technician	\$300
Planning Credential (AICP)	\$600
Zoning Inspector	\$600
Certified Fitness Trainer (CFT)	\$300
Youth Fitness Trainer (YFT)	\$300