



HUXLEY
— HEART OF THE PRAIRIE —

CITY COUNCIL SPECIAL MEETING/WORK SESSION NOTICE
TUESDAY SEPTEMBER 6, 6:00 P.M.

CITY COUNCIL CHAMBERS

SPECIAL COUNCIL MEETING AGENDA

- a) CALL TO ORDER SPECIAL COUNCIL MEETING: ROLL CALL**
- b) APPROVE AGENDA AS PRESENTED AND/OR AMENDED**
- c) COUNCIL AND STAFF DISCUSSION/CITY ADMINISTRATOR VACANCY**
- d) BUSINESS ITEMS**
 - a) Approve Resolution No. 22-076 To Accept a Contract and/or Determine Services to Assist in the Effort to Find Candidates for the Position of City Administrator
 - b) Compensation for City Clerk/Finance Officer for Reclassification of Duties

WORK SESSION

AEDC – Contract Renewal

Safe Building Report – 115 S. Main Avenue Building Permit Status

**Consideration of Real Estate Owned by City of Huxley
and Being Part of Lot 25 Railroad Subdivision 2**

Capital Improvement Plan

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.

Resolution No. 22-076

**Accept a Contract and/or Determine Services to Assist in the Effort to
Find Candidates to Fill City Administrator Position**

RESOLUTION NO. 22-076

**RESOLUTION ACCEPTING CONTRACT FOR SERVICES TO ASSIST IN THE EFFORT
TO FIND CANDIDATES FOR THE POSITION OF CITY ADMINISTRATOR**

WHEREAS, the position of City Administrator for the City of Huxley is open upon Rita Conner leaving the position;

WHEREAS, the City desires to find qualified candidates for the position of City Administrator;

WHEREAS, _____ offers services in finding and contacting qualified professionals for open positions and desires to assist the City in finding a qualified candidate for the position of City Administrator; and

WHEREAS, the City Council of the City of Huxley has determined that it is in the best interest of the City to enter into a Contract for Services with _____ for the purpose of finding a qualified candidate for the position of City Administrator.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the City Council of the City of Huxley that the City of Huxley shall enter into a Contract for Services with _____ for the purpose of finding a qualified candidate for the position of City Administrator.

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized to execute the Contract for Services with _____ on behalf of the City of Huxley.

DATED this 6th day of September 2022.

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Clerk



CITY ADMINISTRATOR EXECUTIVE SEARCH PROPOSAL



Midwest Municipal Consulting, L.L.C.

Elizabeth A. Hansen, Founder and President
1210 NE 29th Street, Ankeny IA 50021
515-391-9816

August 19, 2022



Midwest Municipal Consulting, L.L.C.

Introduction and Eligibility

Midwest Municipal Consulting, LLC represents municipalities, non-profit organizations, and businesses in the Midwest. Our professional team specializes in short and long-term goal setting and community visioning, strategic, action, capital improvement and equipment replacement planning, and a variety of human resource needs, including executive professional searches filling critical leadership positions.

Is the mission of your community to provide high quality services that meet the needs of your residents? We bring extensive experience and professionalism and can customize our support to meet your individual needs and concerns.

Our executives and facilitators are certified professionals in Human Resource Management from the National Society of Human Resources (SHRM-CP). They have been community leaders; leading searches such as these for decades. We know that executives play a critical role in how services are provided to the public and how local government and non-profit organization resources are utilized. We take pride in working with our clients to find the best possible fit for your community and organization. We find highly talented individuals with a commitment to serve the public, and our placements will be some of the best and brightest in their fields.

Midwest Municipal Consulting, LLC was founded by Elizabeth Hansen, President and Founder, in 2016. A native of the Midwest, Ms. Hansen has over 18 years of experience in local government management, including as City Administrator in Elk Point, South Dakota as well as Jefferson, Nevada and Windsor Heights, Iowa. Her communities benefited from her leadership and proficiency in community visioning and financial planning. These skills, abilities and experiences are vital tools to promote and develop growth in rural and small communities throughout the Midwest. She has a master's in Public Administration from the University of South Dakota and a bachelor's degree in Paralegal Studies from National American University in Sioux Falls, South Dakota.

Hansen was named Manager of the Year in 2014 by the Iowa City/County Management Association, and in 2007 she became the first recipient of the organization's Emerging Leader award. Ms. Hansen is also a Credentialed City Manager from the International City/County Manager's Association (ICMA-CM), Certified Municipal Clerk in the State of Iowa and Certified Human Resource Professional from the National Society of Human Resource Management (SHRM-CP).

Assisting Midwest Municipal Consulting is Kandi Reindl-Sullivan. Reindl-Sullivan is a native of Iowa, Ms. Sullivan has over 29 years of experience in local government, recently retiring from the City of Des Moines, Iowa as Assistant to the City Manager. Over the years at the City of Des Moines, her responsibilities included City Manager's Office liaison to the police and fire departments, staff to the City's Legislative Subcommittee, staff to the Metropolitan Advisory Council (MAC) and was Coordinator for the City's Special Events Team.

Scope – Proposed Strategy

Ms. Hansen brings years of experience working closely with elected officials and department directors in many city planning settings. Her search process is based on prior experience and on a proven search methodology. The goal of this process is two-fold. First, to maximize your input while minimizing your time investment until we have a small, select pool of final candidates. Second, to provide you with the benefit of my expertise as you select a candidate who best matches your needs.

Task		Fee
Phase I: Learn the Community's Needs	We learn the community's needs through interviews with key city employees, elected and/or appointed officials, and any identified leaders in the community, such as the School Superintendent, chamber, developers and other citizens selected by the Council. An appropriate compensation is determined. The outcome of all is shared with the Mayor and City Council members.	\$1,000
Profile the Position and Marketing Strategy	Based on the above input, I work with the Mayor and City Council members to delineate the skills, knowledge, and abilities a successful candidate must possess, along with the important traits, attitudes, and values. I do this by way of several informal meetings with city delegates to identify their thoughts on the critical strengths and characteristics they seek in a new leader. These meetings enable us to learn the City's requirements for the position, such as experience, education, and training, as well as management and communication style. We then discuss the challenges the City is facing and the goals for the next three to five years. I develop a position profile which includes a comprehensive job description, an overview of the community, the key opportunities and challenges facing the candidate and the selection criteria established for the search.	\$1,800
Phase II: Tap the Candidate Pool	<p>We tap the candidate pool in a variety of ways.</p> <ol style="list-style-type: none"> 1) We develop and place advertisements in appropriate professional publications and newspapers. 2) We develop and distribute the position profile to likely candidates and others who may be interested or helpful. 3) Our personal contacts with City Managers/Administrators and City Clerks throughout the state and region tend to be the most fruitful source of top applicants. 4) We seek out and encourage top-level people to apply for the position who may not be looking for employment or who may be reluctant to apply directly to the City. 5) We review my files to find candidates who we know already meet your specifications and contact people in local governments who may know suitable candidates for the position. 	\$1,300

Screen, Evaluate, Interview	Upon receipt of applications, we will screen and pre-quality candidate for you. We do this by reviewing the applications and narrowing the candidate pool based on the extent of match with the specified criteria. This narrowed pool is then further reduced through written samples, one-on-one meetings, or telephone interviews with the candidates. A written report of backgrounds, strengths, accomplishments, writing samples and reference results are provided.	\$2,000
Background Checks	For candidates who pass the screening stage above, we conduct complete and thorough background investigations on their employment, education, criminal and general background. We also make inquiries to individuals who are working with or have worked with the applicant. After background checks are completed, we screen down the top three to five candidates (number of finalists you desire).	\$2,000
Phase III: Narrow the Field	Once the finalists have been determined, they are invited to attend an on-site evaluation/interview for one or two days. At this time, they are given a tour of the City and meetings with selected community leaders, staff, and City officials are arranged. We will provide scheduling and logistics support. We will also work with you to develop appropriate interview questions and travel arrangements for the on-site interviews.	\$1,700
Make Offer	We work with you and your City Attorney to help structure an offer that meets the City's needs. We may assist the City with the development of an employment contract, if necessary.	\$700

References

Recent Midwest Municipal Consulting executive search experience includes:

City/Pop	Position	Contact	Number
Ottumwa (24,321)	City Administrator (2020)	Tom Lazio	(641) 683-0600
West Liberty (3,736)	City Manager (2020)	Lee Geertz	(319) 627-2418
Griswold (1,036)	City Manager (2020)	Carmen Sorenson	(712) 249-2198
West Liberty (3,736)	Police Chief (2021)	Lee Geertz	(319) 627-2418
West Liberty (3,736)	City Manager (2021)	Lee Geertz	(319) 627-2418
Center Point (2,555)	City Administrator (2021)	Paula Freeman-Brown	(319) 310-0568
Carroll (10,103)	Parks & Recreation Director (2021)	Mike Pogge-Weaver	(712) 775-7505
Washington (7,266)	City Administrator (2021)	Jaron Rosein	(319) 321-5365
Humboldt (4,792)	City Administrator (2021)	Gloria Christensen	(515) 332-3435
Woodbine (1,488)	City Administrator (2021)	Kristina Kelly	(712) 647-2550
Garner (4,792)	City Administrator (2021)	Kelly White	(641) 923-2588
Denison (8,337)	City Manager (2022)	Terry Crawford	(712) 263-3143
Anamosa (5,484)	City Manager (2022)	Jeremy Hoyt	(319) 480-3467

Proposed Recruitment Timeline

Here is a proposed tentative search timeline:

August	City Council approved a contract with a consulting firm to hire City Administrator
September	Confidential Interviews with Department Heads, Mayor and City Council and any focus groups
September	Update the job description and Prepare a Profile for the Position
September	Council approves job description and profile
September	Prepare advertisements and a list of potential candidates. Consultants advertised for the position on various websites. Emailing profile. Phone calls to potential candidates.
September	Deadline for applications and Screening of Candidates
October	If necessary, Special Council Committee or Board Meeting – Closed Session to Update City Council on Process. Provide list of finalists ranked by consultant for review by Council Personnel Committee and any other delegates. Finalists reduced to 3-5. Select candidates for interview and to confirm dates/times of interview.
October	Phone, Skype, or Zoom Interview and/or Written Sample
October	Send a packet of Information to Candidates for Formal Interviews
October	Education Verification, Criminal Background Checks - Finalists Call to Candidate References and Coordinate Interviews
October/ November	Formal Interviews. Additional elements of interview process may include: <ul style="list-style-type: none"> • Tour provided by City. • Interviews by Department Heads. • Interviews to be conducted by community leaders (from boards, chamber, EDC, business, and volunteers. • Public open house and formal presentations. • Comment cards provided and collected at each event. • Finalist does public presentation and final interview with City Council. • Comment cards provided to Mayor and Council before deliberation. Closed Session to deliberate and direct the consultants to negotiate wage and other details of an employment offer (and contract, if necessary).
November	Extend offer of employment. May include consultant to draft agreement. City Attorney reviewed and amended the agreement for execution.
November	City Council to approve offer of employment (contract) at Council Meeting.
December	City Administrator to start, depending on 30-day or 60-day notice requirement per previous contract

Benefit Statement

The City will benefit by awarding the contract to Midwest Municipal Consulting, LLC because the President and Founder has over nineteen (19) years of municipal experience in the Midwest and mostly in Iowa, together with Ms. Reindl-Sullivan, MMC has forty-eight (48) years of municipal experience. The connections throughout the state of South Dakota, Iowa, and some in Nebraska, Minnesota and Illinois is great. It is helpful Ms. Hansen has experience and relationships built while serving on the Iowa League of Cities (ILC) Board of Directors, Iowa City Manager's Association, and many board positions she has served. She facilitates sessions for the Iowa Municipal Professional's Institute offered by Iowa State Extension and hosts a booth at the ILC and Iowa Finance Officers Association (IMFOA) Conferences, to stay in front of potential candidates. For all these reasons, Ms. Hansen can leverage an extensive network of contacts that most out of state, part-time or semi-retired consultants may not.

Attachments

- Previous Position Profile
- Midwest Municipal Consulting Service Infographic
- Professional Profile

Professional Fee and Payment Policy

Midwest Municipal Consulting will conduct the search and provide all of the related services outlined above for a flat fee of \$10,500 plus expenses, which includes the cost of advertising and mileage. Normally expenses do not exceed \$1,500. The City will pay for the costs associated with bringing finalists into the community to interview.

In normally takes 90-120 days to complete a candidate search and fill a position at this level. Fees are payable in three equal payments, with the first one-third payment due at the signing of the agreement; one-third due after Phase II and the final payment due at the time the employment agreement is offered.

If for some reason the City chooses to re-advertise the position, the City shall pay a flat fee of \$5,000, plus expenses.

If the above proposal meets with your approval and is accepted, please sign below, and return one original to me. This proposal can be honored for the next 30 days. Thank you.

Kevin Deaton, Mayor

Elizabeth A. Hansen, President
Midwest Municipal Consulting, LLC



HINSON CONSULTING, LLC

LOCAL GOVERNMENT HIRING, PLANNING & FINANCE

Proposal

August 30, 2022

To: Honorable Mayor & City Council, Huxley, Iowa

Brent Hinson
Hinson Consulting, LLC

Re: City Administrator Recruitment Proposal

Dear Mayor and Council:

We are writing to offer our services in assisting with the search for Huxley's next City Administrator. We have assembled a recruitment team that is unmatched for its deep experience in municipal government in Iowa and its resulting Iowa and Midwestern network.

If selected, we will employ a team with over 95 years of collective Iowa local government experience that has collectively completed over 35 city manager/administrator searches in Iowa since 2013. In addition, two of our three consultants serve as full-time appointed officials in Iowa cities. We believe this unique positioning allows us to leverage an extensive network of contacts in a way that most full-time search consultants cannot. Selecting the appropriate person as City Administrator is one of the most important decisions a Council will make, and we have developed a comprehensive process to recruit, screen, and evaluate candidates, providing the best chance possible of finding the perfect fit.

Hinson Consulting, LLC
hinsonconsultingllc@gmail.com

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Our Understanding of the City Administrator Position & Organizational Goals

Due to our team's deep experience on the front lines of municipal government in Iowa, we are acutely aware of the challenges facing growing communities like Huxley. We understand that to be successful Huxley must simultaneously be budget-conscious but forward-thinking, and optimistic yet realistic. It must engage continuously with important community partners, and make the most of opportunities. It must build the community in a smart and sustainable way. We are specifically familiar with Huxley from conducting your 2019 City Administrator search (under the banner of Callahan Municipal Consultants, but with the same team), and from Consultant Jackson's longtime service in Story City.

It is essential that Huxley recruit and retain a highly skilled and committed professional to lead its organizational efforts and to properly advise the Mayor and Council on policy matters. Our aforementioned 95 combined years of local government experience includes 67 years of experience in administrator/manager roles. We understand the combination of broad knowledge, listening ability, leadership, energy, passion, financial & negotiating savvy, character, and many other traits that are necessary to be successful in this role. Huxley has a strong history of well-tenured managers and community progress, and we believe our team is extremely well placed to deliver the best result possible for your community.

Specifications for Proposal**Firm Contact Information:**

Brent Hinson, Principal
Hinson Consulting, LLC
1234 Moonstone Ct
Mason City, IA 50401
(641) 373-2535
hinsonconsultingllc@gmail.com

Firm Overview: Hinson Consulting, LLC is an Iowa limited-liability corporation established in 2014. The firm specializes in City Administrator/Manager searches, but also performs compensation studies, employment background checks, and financial analysis for local governments in Iowa.

Hinson Consulting, LLC is a single-member LLC owned by Brent Hinson. It proposes to serve as the contracting firm for the proposed services, and will engage as

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subconsultants Callahan Municipal Consultants, LLC (Iowa single-member LLC owned by Patrick Callahan) and Mark A. Jackson Consulting, LLC (Iowa single-member LLC owned by Mark Jackson).

Consultant Biographies:

Consultant **Brent Hinson** has worked in city government for 19 years, having served as Finance Director/City Clerk in Iowa Falls, Iowa; City Administrator in Garner, Iowa; City Administrator in Washington, Iowa; and beginning in August 2021, as Deputy City Administrator/ Finance Director in Mason City, Iowa. Brent is an ICMA Credentialed Manager. He has owned and operated his own consulting firm, Hinson Consulting, LLC since 2014. He is a past Iowa League of Cities Board member and speaker at League and ICMA conferences.

Consultant **Patrick Callahan** has 48 years of experience in city management and executive search in Iowa. He served the communities of Fort Madison, West Point, Maquoketa, and Anamosa in municipal leadership positions, and worked as a municipal consultant for the University of Iowa Institute of Public Affairs, the Brimeyer Group, and Snyder & Associates before starting his own firm, Callahan Municipal Consultants, in 2013. Since 2013, Callahan Municipal Consultants has successfully completed more than 25 administrator/manager searches in Iowa. Pat was inducted into the Iowa League of Cities Hall of Fame in 2001.

Consultant **Mark A. Jackson** has worked in city government for 31 years, first as the Village Manager in Homer, Michigan, and since 1993, as the City Administrator in Story City, Iowa. Mark is an ICMA Credentialed Manager. He is an adjunct instructor for Iowa State University. He also has provided consulting services upon request by cities for the past 17 years. He is a past Iowa League of Cities Board member.

Involvement of Staff, Elected Officials, and Citizen Advisory Committee: While we have a standard framework for performing our executive searches, we aim to be highly flexible and responsive to your input to ensure the right process for Huxley. You are the experts on your community and your organization, and there is no one-size-fits-all approach for ensuring a good process. While we have provided a proposed schedule below as requested, we would be happy to adjust wherever needed to maintain an orderly, inclusive, and ultimately successful process.

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The standard framework for our process includes:

- Meet with Mayor & Council to review job description, pay & benefits, etc.
- Meet with Mayor, Council, key staff, and select citizen advisers on an individual basis to discuss qualities desired in the next City Administrator, learn more about the organization's needs, and to gain input on the advertisement of the position.
- Prepare an 8- to 12-page position profile for prospective candidates.
- Prepare & place advertisements on key internet sites & on targeted social media.
- Compile list of potential candidates & make contacts to gauge interest & promote the position opening.
- Receive & catalog applications (we propose creating a dedicated Gmail account for this purpose and only accepting electronic applications).
- Screen candidates; meet with Mayor & Council to narrow the most qualified applicants to a list of finalists.
- Reference checks on finalists.
- Conduct criminal and credit background checks on finalists.
- Conduct formal interview process over a period of two days.
- Negotiations with selected candidate, including employment contract.

We can calibrate the items above listing in a variety of ways, as desired, to meet Huxley's expectations for elected official, staff, and citizen involvement.

Development & Evaluation of Candidate Pool: We are highly connected within and outside the state of Iowa in the city management field, and have a strong knowledge of potential candidates that may be interested in and qualified for the position, through an ongoing dialogue with a wide array of city government professionals. We perform many searches within the state of Iowa, so are aware & in touch with both the Iowa-based candidates, as well as those from other states that are interesting in relocating to or returning to Iowa. Our process starts with assembling a list of all such candidates of which we are aware. We will prepare what we believe is the list of the best candidates for Huxley. This will be based on the input we receive from staff, elected officials, and citizens, along with our own research and subject matter knowledge. We know many of the potential candidates personally and professionally, and may have worked with them on past searches, so are aware in many cases of not just qualifications for these individuals, but also character and intangibles that may make them particularly suited for Huxley. We then make contact with the potential candidates and other key influencers within the Iowa local government to raise awareness of the community and the availability of the position. We use the position profile we will prepare to

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supplement these efforts. We further advertise in a variety of outlets (with internet/social media sources emphasized), and also seek to be responsive and informative to candidates that may contact us directly about the position, as is often the case.

We have several levels of screening for applicants. First, we develop a qualifications matrix to be able to compare the candidates on the basis of factors such as education, local government experience, and management experience, and relate these to the desired qualifications and attributes identified for the position we are filling. We conduct detailed internet research on candidates via Google searches, targeted websites, etc. We use the results of these screening techniques to discuss among our consultants those that we believe are the best fit for the position on paper. We have several ways to involve the Mayor and City Council in this process. We prefer to bring the Mayor and City Council a group of 8-10 semi-finalists for closed session discussion, rather than spend valuable elected official time reviewing applications that do not have sufficient merit to move on to the next stage. However, we are flexible in this process, within the bounds of maintaining an appropriate level of confidentiality while complying with Iowa Code Chapters 21 & 22 regarding open meetings/open records. For example, we have usually conducted Zoom interviews of semi-finalists before the Mayor & Council proceed to selection of finalists.

The final levels of screening for candidates consist of credit, criminal background, and detailed reference interviews, along with the in-person interviews. We conduct all of our background research prior to the interviews, in order to put the Mayor & Council in the position to make an offer at the conclusion of the interviews. The interview process itself is carefully crafted to allow participants to develop a strong feel for candidate fit and readiness to assume the role of City Administrator.

Recruitment Timetable: As stated above, we are flexible in our approach and process, but would anticipate the following timetable at this point in time:

A. Phase I – Advertising & Marketing of Position		
1. Initial Council Meeting to start the process	Consultant/City Council	September 13
2. Confidential Interviews with Mayor & Council Members	Consultant	September
3. Preparation of Profile	Consultant	September

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4. Council Approval of Profile	City	October
5. Preparation of Advertisements	Consultant	October
6. Placement of advertisement and posting on websites	Consultant	October
7. Emailing of Profiles	Consultant	November
8. Phone Calls to Potential Candidates	Consultant	November
9. Deadline for Applications	-	November
B. Phase II – Selection Process		
10. Screening of Candidates	Consultant	December
11. Selection of Candidates for Zoom Interviews	City Council	December
12. Zoom Interviews of Candidates	Consultant/Council	December
13. Mail a Packet of Information to Candidates for Formal Interviews	Consultant	December
14. Education Verification, Credit Checks, & Criminal Background Checks, -Finalists	Consultant	December
15. Calls on Candidates' References	Consultant	December
16. Coordination of Interviews	Consultant	December
17. Actual Interviews	Consultant/Council	January
18. Negotiations with Selected Candidate	Consultant/Mayor	January
19. Approval of Offer of Employment	City Council	January
20. Start of Employment		By March

The exact dates of each step in the process will be selected after this proposal has been approved and the City has provided additional information regarding the schedules of the City officials involved in the process.

Client References: Specific to this proposal, we offer the following client references from past City Administrator/Manager searches in similar communities:

1. City of Polk City- Jason Morse, former Mayor, 515-208-3996
2. City of Carlisle- Drew Merrifield, Mayor, 515-229-5800
3. City of Riverside- Allen Schneider, Mayor, 319-330-2102

While we offer these references as comparable to Huxley, please also see the appendix to this proposal, which lists all of our searches completed in recent years.

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Proposed Scope of Services & Fees:

We propose the following scope of services:

1. Develop recruiting specifications, in conjunction with the City Council, and other key individuals selected by the City Council, that addresses the specific duties, responsibilities, operational issues, education and training, leadership qualities, and other factors that are relevant to the position.
2. Coordinate all stages of the process with the City Council, with the collaboration of key staff members from the City of Huxley.
3. Translate the Council requirements into a recruitment brochure, to encompass a nation-wide search, with recruiting activities including selected advertising, networking and direct inquiries, and use of our knowledge of candidates from other searches.
4. Assist the Council in screening the initial pool of applicants to an appropriate number of semi-finalists. Provide the Council with summary reports on semi-finalists and respond to questions.
5. Work with the Council to narrow the semi-finalists group to a list of approximately four finalists, to determine an appropriate interview process, and to discuss preliminary terms of an employment agreement.
6. Conduct in-depth interviews, detailed background investigations, and contact references and verify the credentials of finalists. Prepare a report on each finalist. Assist the Council with the candidate interviews.
7. Coordinate and/or conduct any additional assessments and background investigations.
8. Assist the Council with the negotiation of an employment agreement with the selected candidate, as directed by the Council.

Fee Proposal

Task	Lead Role	Fee
1. General oversight & management of process	Consultants	\$1,500
2. Initial Council meeting to start the search process	Consultants/Council	\$ 500
3. Confidential Interviews-City officials	Consultant	\$1,200
3. Preparation of Position Profile	Consultant	\$ 1,500
4. Council Approval of Profile	Council	\$0
5. Preparation of List of Potential Candidates	Consultant	\$ 450
6. Printing or emailing of Profiles	Consultant	\$ 150
7. Preparation of Advertisements	Consultant	\$ 200
8. Placement of Advertisements	Consultant	\$ 200
9. Phone Calls to Potential Candidates	Consultant	\$ 350
10. Screening of Candidates	Consultants/Council	\$1,500
11. Selection of Candidates for Zoom Interviews - Council Meeting	Council	\$ 600
12. Zoom Interviews of 6 Finalists	Consultants/Council	\$1,800
13. Selection of Candidates for Formal Interviews	Council	-0-
14. Send Packets of Information to Candidates for Interviews	Consultant	\$300
15. Educational Verification, Credit Checks, & Criminal Background Checks & Report	Consultant	\$750
16. Calls on Candidate References	Consultant	\$1,500
17. Coordination of Interviews & Calls to Candidates	Consultant	\$1,000
18. Actual Formal Interviews – Two Days	Consultant/Council	\$2,500

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19. Negotiations with Selected Candidate	Consultant	\$ 300
20. Formal Approval of Offer of Employment	Council	\$0
SUB-TOTAL – Consulting Fee		\$16,300
Expenses – Mileage, copies, & lodging		\$ 1,500
Grand Total – Not to Exceed		\$17,800

We would anticipate billing for monthly progress payments proportionate to the amount of work completed each period, through the completion of the search.

Please consider this division of tasks as a proposal that can be modified to meet the Council's expectations. We are flexible as to the tasks that the Council would wish to assign to us.

If we were to follow the division of tasks, as outlined in this proposal, the consulting fee, plus expenses, would not exceed \$17,800. If the Council wants to change the division of tasks, we can modify the fee according to the Council's needs and expectations.

Based on this scope of service, would have the following expectations of City staff and officials:

- Provide consultants with content for position profile.
- Respond to various information requests during the process.
- Provide input throughout the process.
- Post job advertisement on Iowa League of Cities website (free to members).
- Various coordination for interview weekend, including arranging tours of Huxley, a public reception for candidates, refreshments for formal interview participants, etc.
- Legal review of proposed employment contract (by City Attorney).

Additional Services: New Administrator Evaluations and Council Goal Setting

Six and/or Twelve Month Performance Evaluation: If requested by the Council, we can assist the City with initial performance evaluations of the person selected as City Administrator. In cooperation with the Mayor, City Council Members, and City Administrator, we will develop a performance evaluation form and rating system. We

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will distribute and collect the evaluation forms, summarize them, and present the summary to the Mayor, City Council, and City Administrator. If there is a need for an improvement in some aspect of the performance of the city Administrator, we will provide advice and suggestions, if requested. The fee for this service would be \$800 per evaluation process.

Mayor/Council Goal-Setting: We believe one of the most important aspects to success, especially for a new Administrator, is a shared Mayor/Council vision. This allows the new Administrator to focus on what is truly important to start, and what can wait a bit to address. Our consultants are highly experienced with this process, and can build a process to suit Huxley. The fee for this service would range from \$1,000 to \$2,500 depending on the depth of the process desired by the City of Huxley.

We sincerely thank you for considering our proposal, and look forward to working with you.

Brent, Pat, and Mark

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Appendix

Client Listing: Our consultants have assisted with the following representative city administrator/ manager searches in Iowa in recent years:

<u>Client</u>	<u>Year</u>	<u>Contact</u>
Garner, Iowa	2011/2019	Denny Drabek, City Council, 641-923-3483
Fairfield, Iowa	2014/2017	Ed Malloy, Former Mayor, 641-233-1080
Tiffin, Iowa	2015	Mike Ryan, Former Council, 319-545-2203
Tipton, Iowa	2017	Bryan Carney, Mayor, 563-886-4542
Central City, Iowa	2017	Don Gray, Former Mayor, 319-521-7276
Mason City, Iowa	2018	Perry Buffington, HR Director, 641-424-7130
Carlisle, Iowa	2018	Drew Merrifield, Mayor, 515-229-5800
Keokuk, Iowa	2018	Tom Richardson, Former Mayor, 319-520-5848
Sheldon, Iowa	2018	Katricia Meendering, Former Mayor, 712-324-4651
Webster City, Iowa	2019	John Hawkins, Mayor, 515-832-9141
Riverside, Iowa	2019	Allen Schneider, Mayor, 319-330-2102
Polk City, Iowa	2019	Jason Morse, Former Mayor, 515-208-3996
Huxley, Iowa	2019	Jolene Lettow, City Clerk, 515-597-2561 ext 201
Orange City, Iowa	2019	Deb DeHaan, Mayor, 712-541-9016
Burlington, Iowa	2020	Stephanie Stuecker, Finance Director, 319-753-8178
Decorah, Iowa	2021	Lorraine Borowski, Mayor, 563-382-3452
Marion, Iowa	2021	Kirsten Fisher, HR Director, 319-743-6318
Oskaloosa, Iowa	2022	Amy Miller, Fin. Director/City Clerk, 641-673-9431

**Compensation for City Clerk/Finance Officer
for Reclassification of Duties**

JOB DESCRIPTION

CITY OF HUXLEY

DEPARTMENT: ADMINISTRATION -- POSITION: City Administrator/Zoning Administrator

EXEMPT FULL-TIME SALARY POSITION

SUMMARY OF DUTIES: Under general administrative direction to oversee the work of all city employees and departments; to participate and supervise the City budgetary processes and financial activities; and to perform duties in the coordination of all phases of municipal activities as directed by the Mayor and City Council.

SUPERVISES: All Departments

REPORTS TO: Mayor and City Council

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Ensure that Council directives and approved operational policies of the City are enforced, executed, or delegated for compliance.
2. Consult with and advise other City employees to assist in prioritizing work items, resolving problems, and communicating needs and activities.
3. Regularly communicate with and report problems and needs to the Mayor and City Council.
4. Coordinate the investigation and resolution of complaints or inquiries by the public.
5. Supervise the management and upkeep of City owned facilities.
6. Supervise various departments, including approving the use of leave and the administration of all disciplinary action up to but not including discharge.
7. Interview all persons prior to employment and recommend to the Mayor and Council all matters pertaining to hiring, promotions, disciplinary action, discharges, and compensations.
8. Oversee and coordinate the preparation of the City's budget; submits to and review with the Council for approval. Monitor spending throughout the year.
9. Direct the purchasing of all commodities, materials, supplies, and services as budgeted or appropriated by the Council.
10. Attend all meetings of the Council and committees of the Council as directed.
11. Prepare for distribution of the City Council meeting agenda packets including any instructional or informational material.
12. Keep the Council informed as to the progress of its programs and the status of its policies.
13. To act as the City liaison with local groups involved with City activities as directed by the City Council.
14. Prepare and periodically evaluate with the City Council Capital Improvement Program and CIP budget.
15. Review and present periodic budget status reports for City Council review.
16. Review and oversee City projects and periodically update City Council.
17. Plan, coordinate, and direct the City's economic development activities, including recruitment, marketing, business retention, grant writing, and administration and financial packaging, and submits to Council for approval before any final action is taken.

18. Represent the City, as directed by the Council, in all negotiations and relations with employees, contractors, consultants, other governmental units and civic organizations in which the City may have an interest.
 19. Serve as the City's Zoning Administrator, enforcing zoning regulations and reviewing land use proposals and preparing and presenting reports to the Planning and Zoning Commission.
 20. Attend a variety of meetings and act as the City's representative to other governmental units and the public.
 21. Evaluate, develop, and update operating policies and procedures to ensure City affairs are conducted in a modern and efficient manner.
 22. Effectively evaluate services and operations and consults with the Mayor and City Council regarding changes, improvements, and long range plans.
 23. Authorize and coordinate appropriate action during emergency situations.
 24. Coordinate activities among all City departments and other governmental units.
 25. Advise, assist, and consult with the City Attorney on all legal matters.
 26. Advise, assist, and consult with the City Engineer on all engineering and planning matters.
 27. Regularly hold meetings with Department Heads.
 28. In case of an emergency, coordinate and supervise all City departments and activities.
 29. Assist other departments as needed.
 30. Perform related duties as assigned.
-

ENTRY REQUIREMENTS:

1. Graduation from an accredited college or university with a B.S. or B.A. degree in either accounting, finance, business administration, public administration, planning, or other related field.
 2. Four years of responsible municipal administrative experience or an equivalent combination of education and experience. Master's Degree in related field counts for two years of the four years of experience.
 3. Three to five years of supervisory experience in supervising multiple people is required.
 4. Knowledge of principals and methods of public administration and public finance.
 5. Knowledge and experience with TIF, Tax Abatement, Urban Renewal Plans, Urban Revitalization Plans, and Community Planning and Zoning.
 6. Ability to analyze difficult administrative problems and to develop and present conclusions and recommendations.
 7. Ability to compile and analyze financial reports.
 8. Ability to make accurate revenue and expenditure estimates.
 9. Ability to plan, assign, and coordinate the work of varied activities.
 10. Ability to assign, direct, and evaluate work of subordinates.
 11. Ability to write and speak effectively.
 12. Ability to establish and maintain effective working relationships with others.
 13. Must be bondable.
-

REQUIRED SPECIAL QUALIFICATIONS:

1. Shall be member of ICMA, IaCMA, APA, and/or ASPA.
 2. The job duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
-

EQUIPMENT AND TOOLS USED:

Computer equipment, printers, fax machine, telephones, calculators, and copy machine.
This list is a representation of the type of tools and equipment used.

Residency Requirements: Residency requirements are governed by provisions in the City Administrator Contract.

The City of Huxley is an equal opportunity employer.

The job duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Huxley grants veteran's preference on positions with a minimum of an initial interview for all veterans who claim and are eligible for preference.

JOB DESCRIPTION CITY OF HUXLEY

DEPARTMENT: ADMINISTRATION -- POSITION: <i>City Clerk/Finance Officer</i>
--

NON-EXEMPT FULL-TIME HOURLY POSITION

SUMMARY OF DUTIES: Perform work under general guidance. Perform a variety of complex and specialized professional, administrative and technical accounting, financial, budgetary, and administrative duties, which require accuracy, proficiency, confidentiality and limited independent judgment. Perform other duties as required.

SUPERVISES: NA	REPORTS TO: City Administrator
-----------------------	---------------------------------------

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Perform duties of City Clerk as required by State Law.
2. Verify and post details of business transactions, such as funds received and disbursed, and total accounts to ledgers or computer spreadsheets and database.
3. Review bank statements, reports, and other records for accuracy and approval.
4. Monitor development agreements to ensure accurate and timely payments.
5. Work with City Treasurer to reconcile records of fund activity against bank statements, ledgers, and balance sheets.
6. Responsible for the preparation of City budget for Council approval and all forms from the State related to this.
7. Reconcile bank statements and all City fund accounts. Monitor bonds payment schedules to ensure that payments are up-to-date.
8. Review bank statements, reports, and other records for accuracy and approval.
9. Perform customer service and citizen assistance as needed. Assist citizens, co-workers and others by providing background information as appropriate.
10. Prepare and submit all state and federal forms by required time.
11. Prepare material necessary for the City's annual audit and assist auditors.
12. Maintain City Cemetery records, funds and investments. Also compile and file all required reports and records.
11. Attend City Council meetings and other meetings as directed by the City Council; keep and maintain an accurate recording of the proceedings, preparation of the minutes, ordinances, resolutions, and other records of City Council action with proper legislative terminology, recording, indexing and filing the same for the public record; as needed, assign staff support for the City's auxiliary boards and commissions.
12. Assist in the preparation and distribution of documents for City Council meetings.
13. Maintain resolution, ordinances, and other permanent records of the City in proper order.
14. Invest City Funds per Investment Policy.
15. Maintain project records and budgets. File for necessary tax refunds pertaining to

- projects.
16. Execute all City legal documents and provide orderly and safe storage.
 17. Ensure timely publication of legal notices and annually required publications and ensure legal requirements are met regarding public notices, publications and posting of City business.
 18. Authenticate and sign City records, measures, and actions including the time and manner of publication in the manner prescribed by law.
 19. Perform MCDC Compliance Official duties.
 20. Issue permits and licenses for the City.
 21. Serve as Passport Acceptance Agent.
 22. Assist City Administrator in ensuring that directives and approved operational policies of the City are enforced, executed, or delegated for compliance.
 23. Assist in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
 24. Assist in the establishing City policies and guidelines for various municipal programs.
 25. Represent the City on various regional boards and commissions as directed by the City Administrator.
 26. Receive bids for municipal construction contracts and may assist with bid openings.
 27. Act as City's election official.
 28. Serve as Notary Public.
 29. Administer oaths of office to City Officers as required by local or state statute.
 30. Attend workshops and seminars as approved to further develop knowledge, skills and abilities in order to maintain, enhance or achieve certification in various expertise related to this position.
 31. Responsible for records and maintain in accordance with the Record Retention Policy.
 32. Manage City website ensuring content is updated.
 33. Oversee preventative maintenance of 3C's facility.
 34. Maintain City's computer software programs, ensuring programs are up-to-date and functioning properly.
 35. Performs related duties as assigned.
-

ENTRY REQUIREMENTS:

1. Bachelor's degree from a four-year college or university; or 1-2 years related experience and/or training; or equivalent combination of education and experience.
2. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
3. Ability to write routine reports and correspondence.
4. Ability to speak effectively before groups of customers or employees in the organization.
5. Knowledge and experience using Microsoft Office or similar software (i.e. Word, Excel, and internet). Knowledge of computer important to position.
6. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume quickly and accurately.
7. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

8. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
 9. Knowledge on compiling data into graphs and charts.
 10. Ability to apply common sense understanding to carry out detailed written or oral instructions.
 11. Ability to handle multiple tasks.
 12. Ability to work with people and maintain positive work attitude.
 13. Ability to deal with problems.
 14. Knowledge of office procedures and practices (i.e. filing, letter writing, time management, ect.)
 15. Must be bondable.
-

REQUIRED SPECIAL QUALIFICATIONS:

1. The job duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 2. Perform many duties involving confidential data; responsible for informing.
 3. Considerable knowledge of municipal, county, state, and federal community-related statutes.
 4. Knowledge of the principles and practices of municipal accounting, auditing, taxation, budgetary processes, and revenue management.
-

EQUIPMENT AND TOOLS USED:

Computer equipment, printers, fax machine, telephones, calculators, scanner, passport photo camera, and copy machine. This list is a representation of the type of tools and equipment used.

OTHER REMARKS:

1. The employee must occasionally lift and/or move up to 25 pounds.
 2. The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.
 3. Must have completed Municipal Clerk training or complete it satisfactorily within 4 years of employment.
-

Residency Requirements: It is preferred that the employee reside within a 30-minute drive of City Hall.

JOB DESCRIPTION

DEPARTMENT: ADMINISTRATION

POSITION: *Deputy City Clerk*

NON-EXEMPT FULL-TIME HOURLY POSITION

SUMMARY OF DUTIES: Under the general direction of the City Clerk/Finance Officer. Performs administrative, operational, and financial functions that support the City Clerk/Finance Officer.

SUPERVISES: N/A

REPORTS TO: City Clerk/Finance Officer

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Assists City Clerk/Finance Officer as needed with preparation of official notices, publications and council minutes.
2. Attends City Council meetings and assists in recording accurately and fully the way items are considered and acted upon by City Council.
3. Operates voting and camera equipment/technology for council meetings.
4. Assists City Clerk/Finance Officer as needed in proofreading all legal notices and ordinances adopted by City Council and the official City Council minutes in preparation of publication.
5. Maintains records relating to adopted ordinances, approved resolutions, recorded deeds and easements, and various agreement and contracts as specified in Records Retention Policy.
6. Authenticates and obtains signatures on approved documents and distributes documents to the appropriate parties following execution.
7. Assists with the administration of the Tax Increment Finance development agreements and follows the criteria in each agreement to fulfill city's obligations. Twice yearly as payments are due
8. Updates and maintains the City's Code of Ordinances Book. Works with Iowa Codification to update regulations in accordance with State guidelines.
9. Assist with management of city website, consisting of posting necessary updates and providing information to other city social media sites.
10. Files monthly City sales tax reports.
11. Assist City Clerk/Finance Officer and City Administrator in preparing preliminary annual operating budget
12. Maintains financial software through vendor updates and understand the workings of the software. Resolve IT issues internally or with vendor assistance, regularly verifying successful data backups.
13. Assists City Clerk/Finance Officer as needed in acceptance of nomination petitions from candidates for City offices, and coordination with County in municipal elections.
14. Receives bids for municipal construction contracts and may assist City Clerk/Finance Officer with bid openings.
15. Files reports with County and State as directed. Makes all state and federal payments according to deadlines.
16. Assists with human resource functions for the organization, which may include: processing and maintaining records, development of personnel policies for consideration, researching employee questions, work with job descriptions and salary comparisons, coordination with outside agencies on insurance, benefits and worker's compensation.
17. Calculate and prepare City payroll, including fulfilling reporting requirements.
18. Prepare and submit monthly IPERS report.

19. Prepare and submit quarterly payroll reports (State Withholding, Federal Withholding, Unemployment Insurance).
 20. Prepare end of year required documents (W2's, 1099's, Publication of Wages)
 21. Process employee monthly sick and vacation accrual.
 22. Provides support to City Clerk/Finance Officer and serves as back up for all City Clerk/Finance Officer functions in his/her absence.
 23. Addresses citizen inquiries, comments, or complaints, and communicates with citizens and other employees personally, over telephone, or in writing.
 24. Serves as Notary Public.
 25. Attends workshops and seminars as approved to further develop knowledge, skills, and abilities to maintain, enhance, or achieve certification in various areas of expertise.
 26. Performs other duties and responsibilities as assigned.
-

ENTRY REQUIREMENTS:

1. Associates degree in related field required, bachelor's degree preferred.
 2. Minimum 2 years in municipal government administrative office preferred.
 3. Preferred experience with financial and records management software.
 4. Preferred experience with spreadsheet development and financial analysis or aptitude to train
 5. Ability to establish working practical knowledge of Council personnel policies including interpretation, research and analysis.
 6. Ability to establish and maintain effective working relationships with co-workers.
 7. Ability to perform detailed work and maintain accuracy while handling unplanned interruptions of the workday.
 8. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, employees, City Council, etc.
 9. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 10. Valid Iowa driver's license.
 11. Must be bondable.
-

REQUIRED SPECIAL QUALIFICATIONS:

12. Strong analytical and problem-solving skills
 13. Exceptional verbal and written communication skills
 14. Disciplined time management skills with a proven ability to meet deadlines
 15. Hyper-focused organizational skills and attention to detail
 16. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases
 17. Proficient with accounting software and standard office and accounting equipment
 18. Proficient with Microsoft Office Suite or related software
-

EQUIPMENT AND TOOLS USED:

Computer equipment, printers, fax machine, telephones, calculators, and copy machine.
This list is a representation of the type of tools and equipment used.

OTHER REMARKS:

1. The employee must occasionally lift and/or move up to 25 pounds.
 2. Notary designation within 6 months of employment
 3. Must have completed Municipal Clerk training within 4 years of employment
-

Residency Requirements: It is desirable that the employee reside within a 30-minute drive from City Hall.

Salary Range: \$51,305-\$62,080

The City of Huxley is an equal opportunity employer.

The job duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Huxley grants veteran's preference on positions with a minimum of an initial interview for all veterans who claim and are eligible for preference.

**Ames Economic Development Commission (AEDC)
Contract Renewal**

September 2, 2022

City of Huxley
Attn: Mayor Kevin Deaton and City Council
515 N. Main Ave
Huxley, Iowa 50124

Mayor Deaton and Members of the Huxley City Council,

It has been our pleasure to serve the community of Huxley with economic development services for the past nine years. As we look forward, we want to be certain the economic development services, we provide, align with the priorities of the Mayor and Council.

We believe we can assist Huxley with a number of items that will add value in addition to the services we have provided in the past.

- Provide more focused support to the small businesses in Huxley. This support could include connections to technical resources, hosting networking opportunities in Huxley, assembling a Huxley business directory, and an annual business satisfaction survey with results shared with Mayor and City Council.
- Working with City staff to provide technical assistance to the City and the developer working on the large mixed-use project; with the goal to bring that large scale development to reality.

We will continue to provide business, retention, and expansion services to Huxley's primary sector employers engaged in interstate commerce. We will communicate the results of these efforts each January. If more immediate concerns and opportunities come out of these visits, we will communicate with the appropriate contacts inside the City of Huxley.

As we conduct external marketing of the Ames MSA (Metropolitan Statistical Area made up of Boone and Story County) we will continue to include Huxley's current and any future industrial and commercial sites in those efforts.

We will assign a member of our staff to serve as the primary point of contact for City staff, Mayor, and City Council. We will engage our team of fourteen professionals to meet the obligations of the contract for services.

We will continue to be active participants with the Huxley Development Corporation and will attend any economic development meetings of the City. We can best serve Huxley by being involved in these conversations.

We apologize that our past communication efforts have not met your expectations. I assure you that will not be the case moving forward. We will provide the Mayor and City Council with both an in person update and written report at least twice a year moving forward.

We appreciate your consideration of extending the contract for economic development services with our offices for the 2022/2023 fiscal year. We look forward to Tuesday's work session.

In the meantime, if you have questions, concerns, or ideas you would like to discuss with me please do not hesitate to contact me by phone at 515.290.0447 or by email at dan@ameschamber.com.

Have a terrific Labor Day holiday weekend.

Sincerely,



Daniel A. Culhane, President & CEO
Ames Economic Development Commission

Contract for Regional Marketing and Development Services

THIS AGREEMENT made and entered into the ____ day of July 2022, by and between the **AMES ECONOMIC DEVELOPMENT COMMISSION (AEDC)** and the **CITY OF HUXLEY**.

This agreement states the City of Huxley will purchase certain services from the AEDC to promote the community as a location for development opportunities.

Purpose

The purpose of this Agreement is to assist and promote Huxley as part of the greater region and advocate for outside funding opportunities.

I. Scope of Services

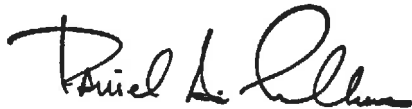
In consideration for the payment of \$31,500 the AEDC shall provide the following services to the City of Huxley and its citizens during the term of this agreement:

- The AEDC and the Huxley City Administrator will serve as the lead contacts for business representatives hoping to locate in Huxley or to expand existing businesses in the Huxley and surrounding area. In this capacity the AEDC will respond to information requests, coordinate with the city the completion and submittal of state incentive applications and assist in representing the Huxley community in showing sites and buildings to prospective businesses.
- The AEDC will visit with all major companies to identify challenges and opportunities facing Huxley businesses via the AEDC Business Retention program. Huxley City Administrator participation is welcome as opportunities present.
- The AEDC will serve as the primary marketing entity for business recruitment to highlight the community of Huxley and its business parks including the Huxley Industrial Park, Blue Sky Commons and any other available site or building.
- The AEDC will report two times per year to the Huxley city council on related activities. These will occur in October 2021 and April 2022 and outline AEDC activities related to representing the Huxley community such as number of contacts made with prospective companies, representation at trade shows and marketing trips and website activity based upon the AEDC's electronic marketing efforts.

II. Method of Payment and Duration of Services

Payment for services will be invoiced to the City of Huxley. Services will be for the fiscal year of 2022 (July 1, 2022, to June 30, 2023) **and will not renew automatically.** The Contract for Regional Marketing and Development Services will be reviewed annually. Cancellation of this contract by either party must be made in writing 30 days prior to cancellation.

Ames Economic Development Commission

A handwritten signature in black ink, appearing to read "Daniel A. Culhane".

By:
Daniel A. Culhane, President & CEO

City of Huxley

By: _____
Kevin Deaton, Mayor

Safe Building
Building Permit Status for 115 S. Main Avenue

Jolene Lettow

From: Jolene Lettow
Sent: Tuesday, August 30, 2022 1:14 PM
To: Dave Kuhn; dave.kuhn@gmail.com
Cc: R Echer; Kevin Thompson; K Deaton; N Pilcher; Roberts, Tracey
Subject: Update: Fortner Building/115 S. Main

Afternoon Dave,

At the last council meeting you had asked about the Fortner property. Below is a timeline of events for said property as well as an updated status of the project from the city's attorney.

*Jolene R. Lettow
City Clerk/Finance Officer
515 N. Main Avenue
Huxley, IA 50124
515-597-2561 ext 201
www.huxleyiowa.org*

From: Matt O'Hollearn <Matt.O'Hollearn@brickgentrylaw.com>
Sent: Tuesday, August 30, 2022 11:47 AM
To: Jolene Lettow <jlettow@huxleyiowa.org>
Cc: Amy Kaplan <akaplan@huxleyiowa.org>; Jeff Begg <jbegg@safebuildingiowa.com>; Amy Beattie <Amy.Beattie@brickgentrylaw.com>
Subject: RE: Fortner Building/115 S. Main

Jolene,

Here is a timeline of events for the Fortner property.

The Court entered its Order for Default Judgment on July 1, 2021. In this order, the Court found the property to be a nuisance and ordered Fortner to abate the issues with the property within 30 days, and if he failed to do so, authorized the City to abate and correct the violations, including demolition of the structure.

In August 2021, Mr. Fortner initiated façade rehabilitation work and also had multiple communications with the City about his remediation plans. However, his plan details were always lacking, so the city posted a stop work order on the building on January 20, 2022.

I then sent Mr. Fortner a "Notice of Intent to Take Action on Order for Abatement of Dangerous Building" on February 22, 2022, that set forth the following deadlines:

- 1) Within 14 days (i.e. by March 8, 2022) = Have the property inspected by a licensed structural engineer and have a report prepared
- 2) Within 30 days (i.e. by March 24, 2022) = Obtain a Building Permit to perform the work required by the engineer's report
- 3) Within 180 days (i.e. by August 21, 2022) = Complete all repairs and obtain a certificate of occupancy

Mr. Fortner retained KC Engineering who first contacted me on March 10, 2022. KCE performed a site inspection on March 15, 2022, and provided an initial structural observation report on March 16, 2022.

It is my understanding that Mr. Fortner submitted his Permit Plans and Specifications for review in early April 2022. Around this time, he also started working with Mike Kamp. On May 9, 2022, Safe Building was still reviewing and was requiring Mr. Fortner provide additional information regarding the foundation repairs. On May 16, 2022, KCE provided a foundation letter regarding the repairs to be made. Upon receiving this letter, Safe Building was prepared to issue a building permit but was told to hold it pending direction from the City. At the May 24, 2022 council meeting, I advised that the City should not be holding up the issuance of the permit. It is my understanding that that the building permit was issued around May 26, 2022. Around this same time, the City received an estimate from DeCarlo stating that the cost to demolish the structure would be \$94,360.

Following issuance of the permit, the repair work at the property has been progressing. As of June 22, 2022, Mr. Fortner had removed the shed roof and north wall, had footings and foundation wall completed, and all work had been inspected.

On August 3, 2022, Mr. Fortner submitted "plans" to expanded his repairs to add a second story expansion. On August 11, 2022, Amy provided a legal opinion to Safe Building that the total floor area above grade could be increased as a part of the bona fide reconstruction project so long as the expanded area does not exceed 25% of the original area. See Huxley Code 165.28(5)(F). At the time of this opinion, it is my understanding that Safe Building was going to provide Mr. Fortner a laundry list of missing information that would need to be provided prior to issuance of an updated building permit. I am not aware of what information was needed, whether it has been provided, or whether an updated building permit has been issued at this time.

At this time, it is my understanding that Mr. Fortner is still working on the repairs and expansion, and has not obtained a certificate of occupancy.

Best,

Matt O'Hollearn
Attorney



6701 Westown Parkway, Suite 100
West Des Moines, IA 50266-7703
Telephone: (515) 274-1450
Facsimile: (515) 274-1488
Email: matt.ohollearn@brickgentrylaw.com

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Circular 230 Disclaimer: To ensure compliance with Treasury Regulations governing written tax advice, please be advised that any tax advice included in this communication, including any attachments, is not intended, and cannot be used, for the purpose of (i) avoiding any federal tax penalty or (ii) promoting, marketing, or recommending any transaction or matter to another person.

From: Jolene Lettow <jlettow@huxleyiowa.org>
Sent: Tuesday, August 30, 2022 9:44 AM
To: Matt O'Hollearn <Matt.O'Hollearn@brickgentrylaw.com>
Cc: Amy Kaplan <akaplan@huxleyiowa.org>; Jeff Begg <jbegg@safebuildingiowa.com>
Subject: Fortner Building/115 S. Main

Good Morning Matt,

The question was raised at the last council meeting what the status is for the Fortner building. Council asked if the builder/owner is following all criteria/deadlines, etc. regarding this property.

Could you please provide an update?

Jolene R. Lettow
City Clerk/Finance Officer
515 N. Main Avenue
Huxley, IA 50124
515-597-2561 ext 201
www.huxleyiowa.org

Jolene Lettow

From: Jolene Lettow
Sent: Tuesday, August 30, 2022 4:48 PM
To: Dave Kuhn; dave.kuhn@gmail.com
Subject: 115 S Main St dormer

See Jeff Begg's response below to the Safe Building update on Fortner property:

*Jolene R. Lettow
City Clerk/Finance Officer
515 N. Main Avenue
Huxley, IA 50124
515-597-2561 ext 201
www.huxleyiowa.org*

From: Jeff Begg <jbegg@safebuildingiowa.com>
Sent: Tuesday, August 30, 2022 4:21 PM
To: Jolene Lettow <jlettow@huxleyiowa.org>
Cc: Pat Carruthers-Green <pcarruthers-green@safebuildingiowa.com>; Safe Building Office Admin <office@safebuildingiowa.com>
Subject: Fwd: 115 S Main St dormer

Jolene,

The attached email was our latest communication with Andy, He actually called me today to schedule a site visit for tomorrow to cover these questions.

On 17 May 2022, a building permit was issued for work at 115 S Main. Andy revised several pieces of the project that required revisions to the permit. Mainly, he changed from an engineered foundation system to a more standard foundation and wall method.

As Andy started to build the roof, I noticed that it was not as planned and approved. Safe Building asked for another revised set of plans for the roof in order to review and approve if possible.
The email from Pat(below) is a list of questions generated while doing the review.

No reply from Andy between 10 August and today.

Jeff Begg

Sent via the Samsung Galaxy Tab S7 5G, an AT&T 5G tablet
Get [Outlook for Android](#)

From: Pat Carruthers-Green <pcarruthers-green@safebuildingiowa.com>
Sent: Wednesday, August 10, 2022 3:12:06 PM
To: Andy Fortner <silversurfer.af@gmail.com>
Cc: Rita Conner <rconner@huxleyiowa.org>; Jeff Begg <jbegg@safebuildingiowa.com>
Subject: 115 S Main St dormer

Andy,

I have reviewed the submitted information on the latest iteration of your project at 115 S Main St. The submitted information is missing some details that prevent me from ensuring building code compliance. Please review and respond to the following comments:

1. This is sufficient work to require a new building permit. The original building permit covered the reconstruction of the deteriorated north wall and roof only. A new building permit is to be submitted for this expansion of the 2nd floor and the installation of the new foundation system that was initially left out of the May-issued permit as it was "Phase 2." Submit a new permit application for this work ASAP.
2. The plans do not show the use of this new space. All floor plan information appears to be from 1st floor bedroom/bath buildout previously permitted in July. With it being the 2nd floor I must assume it is a sleeping room. Please provide a complete floor plan showing the use of this space and whether there are any interior partition.
3. If this is a sleeping room, the windows will need to meet emergency escape and rescue opening requirements. Confirm that the proposed windows are egress sized.
4. The floor joists under the side walls must be considered load bearing girders. They are shown as 2-2x12 shown on plan, carrying 12' of wall, with a clear span of 15'. The IRC does not include any prescriptive dimensional lumber girder that is adequate for this scenario. A 2-2x12 girder is limited to a span of 8'-11". Provide an engineered lumber solution for this loading scenario. Submit the manufacturer's proprietary load calculation software results.
5. Is the inside wall that the dormer addition lands on supported by a foundation?
6. You call for a triple ridge at the roof peak. This indicates to me that the ridge is a beam carrying the rafter loads and ceiling joists are not planned (cathedral style ceiling). However, I do not see a clear load path for this ridge beam's load to a foundation and a 3-2x12 is not appropriate. The ridge beam lands above a window and I see standard floor joists framed around the window. Additional engineered lumber beams may be needed to successfully transfer this ridge beam load to the foundation. An engineered lumber beam solution will be needed for this ridge beam. If ceiling joists are planned, then the ridge does not need to act as a beam and this note is not applicable.
7. No setback to the north property line is provided. I see that the new wall is 3' inside the existing wall, but we also need to know the distance to the property line. If the new exterior wall is less than 5' from the property line, it must be constructed of a 1-hour fire-rated assembly (from both sides).
8. As this is a new addition to the home it will need to comply with the state's energy conservation code. Confirm the planned insulation levels of the walls and attic noting the following required minimums: walls, R-20; attic, R-49.

Please let me know if you have any questions.

Thanks,

Patrick Carruthers-Green

Plan Reviewer

Safe Building LLC

pcarruthers-green@safebuildingiowa.com

P: 515-333-4161

F: 515-864-0287

**Consideration of Real Estate Owned by the City of Huxley and
Being Part of Lot 25 Railroad Subdivision No. 2**

HUXLEY CITY COUNCIL MEETING MINUTES

Tuesday, May 24, 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 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 Echer, second by Roberts 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, Jeff Peterson – Public Works Director, Gerry Stoll – Police Chief, Mat Kahler – Street Superintendent, Heather Denger – Parks and Recreation Director, Cathy VanMaanen – Library Director

CONSULTANTS PRESENT: Forrest Aldrich – City Engineer/Veenstra & Kimm, Matt O’Hallorean – City Attorney/Brick Gentry

PUBLIC COMMENT:

Resident at 507 Timberlane asked council for decision on driveway.

PUBLIC HEARING: Consideration of Sale of Real Estate Owned by the City of Huxley and being part of Lot 25 Railroad Subdivision No. 2.

Mayor opened meeting at 6:03pm. Dave Jensen presented council with an offer of \$25,000 that included a 5 year TIF agreement for 100 x 200 square feet of property adjacent to amphitheater in Railroad Park.

Motion – Pilcher, second – Thompson to close hearing. 5 ayes, 0 nays, motion carried.

CONSENT AGENDA:

Motion by Kuhn, second by Roberts to approve Consent Agenda items with Items E & F to be pulled for separate discussion.

- a. Approve Minutes from May 10, 2022 Council Meetings
- b. Approve Payment of Bills
- c. Approve Cigarette Permits for Dollar General, North and South Casey’s, and Fareway
- d. Approve Resolution No. 22-049 Setting a Date of Meeting at which it is Proposed to Approve a Development Agreement with Van Houweling, CD II, Including Annual Appropriation Tax Increment Payments (*Partial Rebate of Future Taxes for Developer Up-front Contributions to 560th Street Improvements, bike trail and Interior Street Subsurface Materials in the Blue Sky Residential 37 Lot Subdivision*)

Pulled for separate action:

- e. *Motion to Approve Annual Service Agreement with Conference Technologies*
- f. *Motion to Approve Posting for Deputy City Clerk and Building & Grounds/Custodial Maintenance Employee*

Claims:

A KING'S THRONE, LLC	PORTO JOHN FOR LARSON	142.95
AFLAC	AFLAC	216.96
ARNOLD MOTOR SUPPLY	RETURN	495.05
BACKFLOW SOLUTIONS, INC.	ONLINE SUBSCRIPTION	495.00
BAKER & TAYLOR ENTERTAINME	BOOKS	576.93
CARDMEMBER SERVICE	SEE ATTACHED	7,553.03
CITY OF ANKENY	TIER AGREEMENT	200.00
CLINTON H. THOMPSON	BASKETBALL LEAGUE OFFICIAL	665.00
COMPASS MINERALS AMERICA	COARSE ROCK SALT	3,875.49
COMPUTER RESOURCE SPECIALI	IT WORK	6,968.31
CONSUMERS ENERGY	ELECTRIC	9,094.36
D & K PRODUCTS	FERTILIZER	957.00
DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	1,481.68
DOLLAR GENERAL-REGIONS 410	OFFICE SUPPLIES	20.05
EAGLE BUILDING SUPPLY, INC	DUEL LIGHTS STARTER KIT	791.80
EBS	MEDICAL INSURANCE	19,155.15
EDEN HART	BASKETBALL LEAGUE SCOREKEEPER	182.00

EDWARD JONES	IRA	250.00
FIDELITY SECURITY LIFE	VISION INS	317.63
GALLS, LLC- DBA CARPENTER	UNIFORM PANTS	0.00
GARBAGE GUYS	CITY TRASH PICKUP	405.00
GORDON FLESCH COMPANY, INC	LASERFICHE	420.00
GREAT-WEST LIFE & ANNUITY	DEFERRED COMPENSATION	273.08
ILLINOIS LIBRARY ASSOCIATI	SUMMER READING SUPPLIES	150.86
INTERNAL REVENUE SERVICE	FED WITHHOLDING TAX	14,236.44
IPERS	IPERS	19,124.62
JACKSON BROWN	BASKETBALL SCORE KEEPER	72.00
JESSICA KRUPICKA	EARTH DAY-CHILDREN'S GARDENING	50.00
JIMMY KRAFT	PARTY IN THE PARK 2022	600.00
JOHNSTONE SUPPLY	FREIGHT ON INVOICE 3351698	33.95
KATIE JUDGE	REIMBURSEMENT	272.95
KEYSTONE LABORATORIES	MONTHLY WATER SAMPLING	255.00
KURRENT ELECTRIC	EXTERIOR LIGHTS AT NORD KALSEM	1,230.00
LANDMARK MACHINE COMPANY I	MODIFY CAMERA SHAFT	135.00
LINCOLN FINANCIAL GROUP	DISABILITY INSURANCE	1,361.64
MANATTS	STREET PAVING PROJ-PAY EST 1	223,472.54
MARCO, INC.	PUBLIC WORKS COPIER/PRINTER	14.05
MARTIN MARIETTA MATERIALS	CLASS D RIP RAP	747.37
MENARDS - AMES	BOXES	994.75
MIDWEST ALARM SERVICES	FIRE ALARM SYSTEM INSPECTION	811.20
MSA SAFETY SALES, LLC	02 SENSOR RAS BLDG	672.35
MUNICIPAL EMERGENCY SVCS	STRUCTURAL FIRE HELMET	285.00
MUNICIPAL SUPPLY	BLUE AND GREEN FLAGS	104.00
NEW CENTURY FS INC	UNLEADED FUEL	3,368.77
PCC AN AMBULANCE BILLING S	MARCH BILLING	157.13
PITTS LAWN AND TREE SERVIC	TREE & STUMP REMOVAL	500.00
PREMIER	LIBRARY PRINTER FEES	106.37
QUILL CORPORATION	PURCHASE ORDERS	112.38
SAFE BUILDING COMPLIANCE &	BUILDING INSPECTIONS	34,766.59
SATONIUS PARKER	BASKETBALL LEAGUE OFFICIAL	670.00
SPARTAN TOOL LLC	PUSH CAMERA REPAIRS	1,044.55
SPRAYER SPECIALTIES INC.	VALVES AND NOZZLES	100.87
TASC	FLEX BENEFIT PLANS	837.45
TREASURER, STATE OF IOWA	STATE WITHHOLDING	4,913.00
U.S. BANK EQUIPMENT FINANC	PRINTER LEASE	104.92
USA BLUEBOOK	NC FLOAT AND NO FLOAT	474.80
VERIZON WIRELESS	PUBLIC WORKS CELL PHONES	366.05
WOODRUFF CONSTRUCTION, LLC	WATER TREATMENT IMPROVEMENTS	409,966.13
PAYROLL		63,677.24

FUND TOTALS:	REVENUES	EXPENSES
001 GENERAL FUND	60,833.68	73,130.50
002 LIBRARY	32,420.35	5,290.79
003 RECREATION	12,424.12	8,611.67
004 FIRE AND RESCUE		1,673.23
014 AMBULANCE	1,273.81	4,404.31
398 DERECHO	697.53	
110 ROAD USE TAX	1,025.00	233,799.34
345 WATER PLANT EXPANSION		409,966.13
600 WATER UTILITY	87,435.83	20,245.95
610 SEWER UTILITY	<u>79,982.31</u>	<u>19,574.03</u>
Grand Total	276,092.63	\$840,373.19

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

Consent Agenda Item E: Motion – Kuhn, second – Echer to TABLE Motion to Approve Annual Service Agreement with Conference Technologies to June 14th Council Meeting. Council asked for clarification on contract. City Administrator to research. Roll Call: Echer, Pilcher, Thompson, Roberts, Kuhn voted yes. Motion carried.

Consent Agenda Item F: Motion – Pilcher, second – Thompson to Approve Posting of Deputy City Clerk with Job Description to Include Human Resource Experience. Posting for Custodial/Maintenance Employee to Include Salary Range. Roll Call: Roberts, Pilcher, Thompson, Echer voted yes; Kuhn voted no. Motion carried.

BUSINESS ITEMS:

Motion – Kuhn, second – Thompson on Resolution No. 22-049 for the Sale of Real Estate Owned by the City of Huxley and being a part of Lot 25 Railroad Subdivision No. 2, Huxley, Story County, Iowa. Roll Call: Pilcher, Roberts voted no; Thompson, Kuhn, Echer voted yes. Motion carried.

Motion – Roberts, second – Thompson on Resolution No. 22-051 Approving Award of Contract to Inroads Asphalt Paving & Materials for Centennial Park/North Park Driveway Entrance & Trail (FY 22 CIP). Roll Call: Echer, Roberts, Pilcher, Thompson voted yes; Kuhn voted no. Motion carried.

Motion – Roberts, second – Thompson on Resolution No. 22-052 Wood Creek Preliminary and Final Plat Story County 2 Mile Subdivision Review 30450 550th Avenue. Roll Call: Roberts, Kuhn voted yes; Thompson, Pilcher, Echer voted no. Motion failed.

Motion – Kuhn, second – Echer to TABLE First Reading of Ordinance No. 515 to Increase Sewer Rates. Council would like to review data for increase. Roll Call: Roberts, Echer, Kuhn, Thompson, Pilcher voted yes. Motion carried.

Council consensus was to not support the funding of Des Moines International Terminal Project.

Motion – Pilcher, second – Roberts to adjourn at 8:06 pm.

WORK SESSION:

Construction Site Erosion and Sediment Control Ordinance (CONSESCO) Overview: Mat Kahler, Street Superintendent, explained the need for such an ordinance. Council asked to have ordinance drafted and brought forward for vote.

Consideration of Service with Veenstra & Kimm, Inc. for Building Inspection and Related Construction Services. Council directed staff to develop Request for Proposal (RFP) for services.

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

Attest:

Kevin Deaton, Mayor

Jolene R. Lettow, City Clerk

Capital Improvement Plan (CIP)

CAPITAL IMPROVEMENT PLAN
Fiscal Year '23 (July 1st, 2022 - June 30, 2023)

Project Name	Cost Estimate	Funding Source
PW - Streets		
Mill and overlay - E. 3rd St. from Hwy 69 to N. 3rd Ave.	\$139,412.00	Road Use Tax
Mill and overlay - E. 5th from Hwy 69	\$51,090.00	Road Use Tax
Mill and overlay - N. 3rd Ave from W. 1st to W. 3rd St	\$56,526.00	Road Use Tax
Public Works building	\$4,000,000.00	Multiple, TBD
Total	\$4,247,028.00	
PW - Water		
Repaint ground storage tank	\$85,000.00	Water Enterprise
Replace 4" water main on E. 3rd St. from Hwy 69 (same project as M & O above)	\$300,000.00	Water Enterprise
Total	\$385,000.00	
PW - Wastewater		
Concrete between buildings	\$50,000.00	WW Enterprise
Manhole reconstruction 560th	\$20,000.00	WW Enterprise
Barnacle removal and main lining under 69 on E 5th to Timberlane	\$30,000.00	WW Enterprise
Lift stations portable generator	\$25,000.00	WW Enterprise
Total	\$125,000.00	
Parks & Recreation		
Splash Pad/Nord Kalsem	\$600,000.00	Kreg Tool, WWW, TBD
Highway 69 Trail to West Centennial	\$100,000.00	REAP or other grant? GF
Total	\$700,000.00	
Police		
Patrol Car	\$65,000.00	General Fund
Total	\$65,000.00	
Fire-EMS		
Facility Planning	\$35,000.00	General Fund
Extraction Equipment	\$40,000.00	General Fund
Total	\$75,000.00	
Administration/3C's Building		
Administrative Restroom	\$75,000.00	General Fund
Total	\$75,000.00	
Fleet Management		
Bobcat UTV PW-WW	\$30,000.00	WW Enterprise
Replace '04 CAT 232 skid loader PW	\$74,000.00	Road Use
Replace 2008 1/2 Ton	\$60,000.00	WW Enterprise
Replace 2016 1/2 Ton	\$50,000.00	WW Enterprise
Replace '03 Chevy 3/4 ton with plow PW-S	\$75,000.00	TBD
Total	\$289,000.00	
Grand Estimate	\$5,961,028.00	

CITY OF HUXLEY
YEAR TO DATE TREASURERS REPORT
AS OF: JUNE 30TH, 2022

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	NET CHANGE IN ASSETS	Y-T-D EXPENDITURES	NET CHANGE IN LIABILITIES	CLOSING BALANCE	INVESTMENTS YTD BALANCE	CHECKING BALANCE
001-GENERAL FUND	2,923,073.05	2,491,698.65	0.00	1,854,006.28 (97,393.75)	3,463,371.67	19,398.72	3,482,770.39
002-LIBRARY	0.00	95,867.78	0.00	229,000.55 (3,124.68)	136,257.45)	0.00 (136,257.45)
003-RECREATION	0.00	195,661.79	0.00	257,240.39 (1,529.14)	63,107.74)	0.00 (63,107.74)
004-FIRE AND RESCUE	0.00	24,705.80	0.00	89,324.84 (11,517.58)	76,136.62)	0.00 (76,136.62)
006-CEMETERY	4,517.62	851.00	0.00	50.00 (50.00)	5,318.62	0.00	5,318.62
014-AMBULANCE	0.00	41,815.79	0.00	89,959.52 (2,464.41)	50,608.14)	0.00 (50,608.14)
110-ROAD USE TAX	625,819.93	569,797.56	0.00	619,249.25 (268,167.22)	308,201.02	0.00	308,201.02
121-LOCAL OPTION TAX	0.00	635,576.42	0.00	0.00	0.00	635,576.42	0.00	635,576.42
124-LMT	639,849.08	0.00	0.00	1,831.59	0.00	638,017.49	0.00	638,017.49
125-TIF	66,332.12	5,105,842.49	0.00	589,511.15	0.00	4,582,663.46	0.00	4,582,663.46
140-CUSTOMER DEPOSITS	48,420.00	0.00	0.00	0.00 (3,075.00)	45,345.00	0.00	45,345.00
200-DEBT SERVICE FUND	745,154.85	844,727.39	0.00	5,310,701.12	0.00 (3,720,818.88)	0.00 (3,720,818.88)
303-LIBRARY PROJECT FUND	8,079.69	10,000.00	0.00	0.00	0.00	18,079.69	0.00	18,079.69
319-RECREATION NEW EQUIPMENT	14,868.78	0.00	0.00	13,607.00	0.00	1,261.78	0.00	1,261.78
325-E. 1ST ST RECONSTRUCTION	184,954.28	0.00	0.00	632,430.50 (11,322.16)	458,798.38)	0.00 (458,798.38)
332-CENTENNIAL WEST	46,917.69	0.00	0.00	0.00	0.00	46,917.69	0.00	46,917.69
338-WATER METERS	3,560.00	0.00	0.00	1,170.00	0.00	2,390.00	0.00	2,390.00
339-560TH AVENUE PAVING	89,071.66	0.00	0.00	0.00	0.00	89,071.66	0.00	89,071.66
340-Trail Paving Project	128,289.28	10,804.07	0.00	0.00	0.00	139,093.35	0.00	139,093.35
342-HMGP Generator Project	45,764.37)	0.00	0.00	0.00	0.00 (45,764.37)	0.00 (45,764.37)
343-KUM N GO WATER & SEWER	202,938.54	0.00	0.00	0.00	0.00	202,938.54	0.00	202,938.54
344-STREET & WATER REPAIRS	(360,356.38)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
345-WATER PLANT EXPANSION	(190,567.01)	12,322,202.19	0.00	3,941,791.91 (69,306.28)	8,120,536.99	0.00	8,120,536.99
398-DERECHO STORM	(165,639.37)	211,124.48	0.00	53,606.54 (1,749.85)	9,871.28)	0.00 (9,871.28)
402-Main Ave Stormwater Sewer	(45,764.37)	0.00	0.00	0.00	45,764.37	0.00	0.00	0.00
600-WATER UTILITY	974,289.90	1,106,380.99	0.00	591,304.27 (107,035.49)	1,382,331.13	204,355.22	1,586,686.35
601-WATER SINKING FUND	0.00	0.00	0.00	197,490.28	0.00 (197,490.28)	0.00 (197,490.28)
602-WATER RESERVE FUND	98,500.00	0.00	0.00	0.00	0.00	98,500.00	0.00	98,500.00
610-SEWER UTILITY	1,337,544.03	1,013,507.37	0.00	750,359.76 (8,172.14)	1,592,519.50	106,855.22	1,699,374.72
611-SEWER SINKING FUND	0.00	0.00	0.00	37,440.00	0.00 (37,440.00)	0.00 (37,440.00)
612-SEWER RESERVE FUND	90,565.00	0.00	0.00	0.00	0.00	90,565.00	0.00	90,565.00

GRAND TOTAL	7,424,654.00	24,680,563.77	0.00	15,260,024.95 (178,786.95)	16,666,405.87	330,609.16	16,997,015.03
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*** END OF REPORT ***