



HUXLEY

— HEART OF THE PRAIRIE —

CITY COUNCIL MEETING NOTICE

Tuesday, July 11, 2023 6:00pm
CITY COUNCIL CHAMBERS

AGENDA

1. **CALL TO ORDER REGULAR MEETING: ROLL CALL**
2. **APPROVE AGENDA AS PRESENTED AND/OR AMENDED**
3. **PUBLIC COMMENT (5 Minute Time Limit for Items Not Listed on this Agenda)**
4. **CONSENT AGENDA – *These are routine business items and will be acted upon by one Roll Call Vote without separate discussion unless a council member requests an item to be removed or considered separately.***
 - a. Approve Minutes from June 27th Council Meeting
 - b. Approve Payment of Bills
 - c. Motion to Approve Resolution No. 23-043 for Pay App No. 20 for Water Treatment Plant Expansion Project
 - d. Motion to Approve Resolution No. 23-044 to Delegate Supervisory Authority of Police Department to City Administrator
 - e. Motion to Approve Surplus Property Disposal Policy (Deferred from June 27, 2023 Council Meeting)
5. **DEPARTMENT, COUNCIL AND MAYOR REPORTS**
6. **WORK SESSION**
 - a. Library – Remodeling Funds
 - b. Mowing Along Highway 69 (north edge of city)
 - c. R1A Zoning Revision Ordinance
 - d. Police Department - Part-Time Salary/Shift Differential
7. **ADJOURNMENT**

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.

Consent Agenda

June 27th Minutes

Bills

Resolution No. 23-043

Pay App #20 for Water Treatment Plant
Expansion Project

Resolution No. 23-044

Delegate Supervisory Authority of
Police Department to City Administrator

Surplus Property Disposal Policy

HUXLEY CITY COUNCIL MEETING MINUTES

Tuesday, June 27, 2023

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: Echer, Thompson, Roberts, Kuhn, Pilcher

CITY STAFF PRESENT: Dave Haugland – City Administrator, Jolene Lettow – City Clerk, Travis Woodbeck – Fire Chief, Keith Vitzthum – Water Supt., A.J. Strumpfer – Wastewater Supt., Nathan Albaugh – Police Chief, Heather Denger – Parks and Recreation Director

CONSULTANTS PRESENT: Amy Beattie – City Attorney

CONSENT AGENDA:

- a. Approve Minutes from June 13th Council Meeting
- b. Approve Payment of Bills
- c. Motion to Approve Resolution No. 23-038 to Update Bank Depository Amounts and Signatories
- d. Motion to Approve Purchase of Playground Equipment for Berhow Park
- e. Motion to Approve Sewer Cleaning Service Contract
- f. Motion to Approve Surplus Property Disposal Policy

Motion – Kuhn, second Roberts to Approve Consent Agenda Items *a through e* and pull *Item f* for separate discussion. Roll Call: Roberts, Echer, Kuhn, Thompson, Pilcher voted yes. Motion carried.

Motion – Roberts, second – Echer to Defer Action on Consent Item f: Surplus Property Disposal Policy to Next Council Meeting. Council directed city administrator to remove paragraph in Section III, 5b of policy and make other minor changes. Roll Call: Pilcher, Thompson, Kuhn, Echer, Roberts voted yes. Motion carried.

CLAIMS:

AFLAC	AFLAC	263.06
AMAZON CAPITAL SERVICES	PROGRAMS/DVD/BOOKS	919.90
ARNOLD MOTOR SUPPLY	ENGINE OIL, FILTER, RUBBER GLO	189.95
ASCAP	LICENSING FEE/PLAY TV/RADIO	447.26
BAKER & TAYLOR ENTERTAINME	BOOKS	618.74
BRENDELAND MEGAN	PARADE CANDY/MICROSOFT 365	164.77
BRICK GENTRY P.C.	LEGAL FEES	7,750.00
BUCK AVALON	SOCCER REFEREE/6 GAMES	72.00
BUCK ELDEN	10 SOCCER GAMES/REFEREE	132.00
BUD'S AUTO REPAIR INC	STEERING GEAR ASSEMBLY	2,249.56
CARDMEMBER SERVICE	CARDMEMBER SERVICE	5,643.76
CENTRAL IOWA LAWN & HOME C	PTO SWITCH/CLUTCH/THROTTLE CAB	1,171.02
CITY SEWER SOLUTIONS	PARKRIDGE STORM SEWER	3,122.74
CLARKE MOSQUITO CONTROL	JUNE'23 MOSQUITO MANAGEMENT	3,087.00
COCHRAN HTG & CLG	HOOKED UP SPLIT UNIT FOR JEFF	380.00
COMPASS MINERALS AMERICA	24.28 TON COARSE ROCK SALT	4,168.32
CONSUMERS ENERGY	UTILITIES	9,757.01
DELL MARKETING L.P.	DELL LAPTOP	553.50
DEPARTMENT OF THE TREASURY	PCORI FEE	53.20
DOOR & FENCE STORE INC.	HINGES/BOTTOM FIXTURE/STEM ROL	586.00
DORSEY & WHITNEY LLP	LEGAL FEES	8,920.50
EDEN HART	BASKETBALL LEAGUE/SCORE KEEPER	48.00
FALLER, KINCHELOE & CO, PL	AUDIT	7,620.00
FJELLAND, MATT	67% OF REG REVENUE	0.00
GATEHOUSE-DB IOWA HOLDINGS	NOTICE OF PUBLIC HEARING AMEND	105.56
GENERAL INSURANCE AGENCY	POLICY CHANGES	1,304.00
GREAT-WEST LIFE & ANNUITY	DEFERRED COMPENSATION	23.08
HAWKINS, INC.	CHEMICALS	5,470.13
HEARTLAND CO-OP	2.5 GAL ROUNDUP	273.50
HOMES BY ADVANTAGE LLC	HOMES BY ADVANTAGE LLC	1,000.00
I-80 CONCRETE	STORM INTAKE REPAIR	4,636.25

INTERNAL REVENUE SERVICE	FED WITHOLDING TAX	15,881.89
IOWA DOT	TRASH BAGS/TOILET CLEANER/PT &	896.94
IOWA LEAGUE OF CITIES	MEMBER DUES 7/1/23 - 6/30/24	2,650.00
IOWA MUN. WORKERS' COMP. A	WORK COMP PREMIUM	26,066.00
IOWA PRISON INDUSTRIES	SPEED LIMIT/NO PARK SIGNS	1,845.68
KASSIDY NOBLE	TREE REBATE/ BUR OAK	75.00
KINZENBAW EVAN	MEN'S BBALL SCORE KEEPER	91.00
LOWE'S	BARB TEE,SPLICER,90 DEG	12.49
MARCO TECHNOLOGIES LLC	CONTRACT PYMT & COPIES	317.92
MARCO, INC.	PRINTER COPIES	13.32
MARTIN MARIETTA MATERIALS	5 TON ROAD STONE	882.06
MATT DOSER	CAR SHOW PERFORMER	500.00
MENARDS	REAPAIR BERCH TRAIL	83.87
MENARDS - AMES	BERHOW RESTROOM MAINTENANCE	352.84
MICROBAC LABORATORIES INC	WASTEWATER WEEKELY TESTING	323.00
MID IOWA PLANNING ALLIANCE	ASSESSMENT DUES 2024	637.00
MIKE LARSON	TREE REBATE/MAPLE	75.00
MISCELLANEOUS VENDOR	WIRTH, RYAN :US REFUND	452.88
MOLLY CORY	EMT RECERT APPLICATION FEE	25.00
MUNICIPAL SUPPLY	BLUE & GREEN PAINT	368.72
NEW CENTURY FS INC	UNLEADED/DIESEL	4,950.99
O'HALLORAN INTERNATIONAL	PRIM 00250/VEHICLE MAINT	65.94
ORTON HOMES LLC	REFUND BLDG PERMIT	1,000.00
POSTMASTER	POSTMASTER	579.72
PREMIER	HP PRINTER MONTHLY LEASE	33.95
RITA DOUGHERTY	AMBULANCE PYMT REIMBURSEMENT	295.00
SANDRY FIRE SUPPLY	FIRE PANTS & COATS	9,488.00
SARAH DOUGHERTY	TREE REBATE/CRAB	75.00
SECURE SHRED SOLUTIONS	APRIL SHRED	52.00
STAR EQUIPMENT, LTD	STAR EQUIPMENT, LTD	1,633.50
TASC	CHG FROM 2022/S ROBERTS	2,525.33
VAN DIEST SUPPLY COMPANY	GAME ON HERBICIDE	318.00
VAN METER, INC.	EATON STARTER CONTACTS	1,095.00
VEENSTRA & KIMM, INC.	PROFESSION FEES/ANKENY LAWN CA	14,122.50
VERIZON WIRELESS	POLICE PHONES	241.35
WINDSTREAM IOWA COMMUNICAT	DISPATCH PHONES	96.33
WOODRUFF CONSTRUCTION, LLC	WATER TREATMENT PLANT IMPROVEM	202,616.00
XEROX FINANCIAL SERVICES	LIBRARY PRINTER/LEASE & COPIES	179.76
Payroll Expense		73,187.66
TOTAL		\$447,514.34

BUSINESS ITEMS:

Motion – Kuhn, second Roberts to Approve Ordinance 531 to Rezone Property at 204 W. Railway from Industrial (M-1) to Multi-Family (R-3). Motion – Kuhn, second – Roberts to Withdraw Motion to Approve and Refer Ordinance Back to Planning & Zoning Commission to Seek Specifics on Reasons for the Commission’s Recommendation. Roll Call: Roberts, Echer, Kuhn, Thompson, voted yes; Pilcher voted no. Motion carried.

Motion – Roberts, second – Echer to Approve Resolution No. 23-039 on Revised Site Plan for Ankeny Lawn Care. Council approval subject to city engineer signing off on revision with verification of dumpsters being properly placed on property. Roll Call: Thompson, Kuhn, Echer, Roberts, Pilcher voted yes. Motion carried.

Motion – Pilcher, second – Thompson to Approve Resolution No. 23-040 for Agreement with Ballard Community School District for School Resource Officer (SRO). Council requested that language be included in agreement that lists the breakdown of operating costs w/benefits between both parties and what the annual increase will be expected each year. Roll Call: Pilcher, Thompson, Kuhn, Roberts voted yes; Echer voted no. Motion carried.

Motion Pilcher, second – Thompson to Hire Police Officer to Replace Officer Moving to SRO Position. Roll Call: Pilcher, Roberts, Echer, Kuhn, Thompson voted yes. Motion carried.

Motion – Roberts, second – Kuhn to Approve Resolution No. 23-041 to Delete Property from the Huxley Urban Renewal Area.

Motion – Kuhn, second Roberts to Approve First Reading of Ordinance No. 532 to Delete Property from the Tax Increment Financing District for the Huxley Urban Renewal Area of the City of Huxley, Iowa Pursuant to Section 403.19 of the Code of Iowa. Roll Call: Echer, Kuhn, Thompson, Pilcher, Roberts voted yes. Motion carried.

Motion – Kuhn, second – Roberts to Waive Second and Third Readings of Ordinance No. 532. Roll Call: Kuhn, Thompson, Pilcher, Roberts, Echer voted yes. Motion carried.

Motion – Kuhn, second – Roberts to Approve Resolution No. 23-042 to Set Date for Public Hearing on Designation of the Expanded Huxley Urban Renewal Area and Urban Renewal Area Amendment. Hearing date set for July 25. Roll Call: Thompson, Roberts, Echer, Kuhn voted yes; Pilcher voted no. Motion carried.

WORK SESSION:

120 South – council and staff discussed paving on South Main; councilman Kuhn requested the city research the impact of new legislation of cap on city revenues and effect it will have on city budget.

Dave Jensen Grant Application – Dave Jensen asked that the amount requested in his application be decreased from \$40,000 to \$25,000. Mr. Jensen commented that he did not need nor want the funds and therefore, he asked that if approved, the \$25,000 be donated to Splash Pad fundraiser. Council members Pilcher and Echer to form committee to make recommendation to council on grant decision.

Police Department Supervision – City Code states mayor shall be responsible for the supervision of the police department. Councilman Echer expressed concerns with the possible changing of mayor after each 2 year term. Requested an ordinance be drafted that would allow city administrator to supervise department.

Hail Damage/Insurance Report – staff provided data to council received from insurance company regarding city property damages.

ADJOURNMENT: Motion – Pilcher, second – Kuhn to adjourn meeting at 7:32 pm. 5 ayes, 0 nays. Motion carried.

Attest:

Kevin Deaton, Mayor

Jolene R. Lettow, City Clerk

CLAIMS 7/11/23

arnolds	spark plug,grease/ s	\$86.79
alliant	utilities/ all dept	\$11,054.75
tonya becker	trx fusion instructor/parks	\$135.00
megan brendeland	kitchen faucet/ fire	\$181.89
brick & gentry	legal fees/admin	\$6,087.50
bount tree	sterile water/amb supplies	\$214.98
bound tree	cold packs/iv bags/bandages/amb	\$319.60
central iowa lawn & home care	spindle & throttle cable clutch/parks	\$1,171.02
city of ames	community landfill/	\$9,366.00
compass minerals	coarse rock salt/w	\$4,146.33
computer resource specialist	setup copier/bitdefender/toughbk/a,ww	\$652.50
core & main	chemicals/buffer set/ww	\$1,207.87
molly cory	emt recert application fee/amb	\$25.00
dell marketing	dell laptop/library	\$553.50
derek doeble	awards for car show/ parks	\$100.00
digital ally	yearly subscrip/body & dash camera/pol	\$5,137.92
dorsey & whitney	legal fees/admin	\$8,920.50
matt eveland	cpr card reimbursement/amb	\$42.00
matt eveland	cpr training/heather & kerri/parks	\$150.00
frangenberg lawn care	utoma nuisance abatement	\$2,889.00
fire service training bureau	review for kevin wood cert/fire	\$100.00
dj gongol	sight glasses/release & check valves/ ww	\$6,706.50
garbage guys	garbage pickup/all depts	\$610.00
general insurance	crackpro kettle tank/policy change/ww,s	\$1,304.00
alex greenfield	boot camp instructor/parks	\$105.00
hawkins	chlorine,potassium,sodium hydroxide/w	\$1,918.48
hokel machine	oxygen tanks,welding sleeve/ fire&amb,s	\$230.77
huxley communications	internet/cable/phones	\$1,522.53
interstate battery	dry 1602/battery / ww	\$14.95
iowa dept of natural resources	annual public water supply fee/w	\$466.97
iowa one call	locates/ ww, w	\$192.60
itron	maintenance for handheld/w	\$1,363.37
kempkers	tape, drill bits,grass seed,battery,washers	\$431.39
lexipol	annual le policy manual & train/police	\$4,342.64
liberty concrete	6.5 yds concrete/1st & sand cherry/s	\$981.50
lowe's	osb sheathing/4x8 plank/library & w	\$72.63
menards	drill bits 1/2 x 13,rub alcohol,perox/ w & s	\$104.01
new century fs	lp gas contract/w	\$1,059.14
northland securities	annual dissemination agent fee22-23/admin	\$2,000.00
oxen technology	monthly fee microsoft 365/ww	\$174.28
oxen technology	allow to rec emls from a domain/admin	\$200.00
o'halloran int'l	vehicle maint/prim 00250 def/fire	\$65.94
sandry fire	fire coat & pants/ fire	\$3,876.50
star equipment	2250 lbs dot tar	\$2,227.50
story city police dept	winter jacked/shreffler/police	\$198.00
us cellular	ambulance cell phones	\$188.54
verizon	cell phones/ww, w, s	\$406.71

CLAIMS 7/11/23

verizon	cell police phones/police	\$241.35
veenstra & kim	prof & engineering fees/p & z	\$12,162.50
david wilcox	boot camp instructor/parks	\$120.00
payroll	6/26/23 oayroll	\$53,857.44
	TOTAL	\$149,687.39

RESOLUTION NO. 23-043

**RESOLUTION APPROVING PAYMENT APPLICATION NO. 20 FOR THE
WATER TREATMENT PLANT IMPROVEMENTS PROJECT**

WHEREAS, on October 12, 2021 by Resolution No. 21-085, 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 the 20th payment application in the amount of \$159,502.63 and recommends payment.

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

Payment No. 20 for a total amount of \$159,502.63 is hereby approved.

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

PASSED, ADOPTED AND APPROVED this 11TH day of July, 2023.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 23-043** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 11th day of July 2023.

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk



VEENSTRA & KIMM, INC.

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

PAY ESTIMATE NO. 20

Date: July 5, 2023

Project Title	Water Treatment Plant Improvements		Contractor	Woodruff Construction
	Huxley, Iowa			1920 Philadelphia St. #102
				Ames, Iowa 50010
Orig. Contract Amount & Date	\$10,995,400.00	October 12, 2021	Pay Period	June 1, 2023 through June 30, 2023

BID ITEMS





	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Completed	Value Completed
01000	Bonds & Insurance	LS	xxxx	\$ 303,585.00	\$ 303,585.00	100%	\$303,585.00
01000	General Conditions	LS	xxxx	\$ 661,000.00	\$ 661,000.00	93%	\$615,900.00
02050	Demolition & Modifications	LS	xxxx	\$ 74,228.00	\$ 74,228.00	1%	\$560.00
02200	Earthwork, Excavation & Backfill	LS	xxxx	\$ 328,700.00	\$ 328,700.00	97%	\$318,698.00
02520	Pavement & Sidewalks	LS	xxxx	\$ 84,400.00	\$ 84,400.00	100%	\$84,400.00
02610	Buried Piping & Site Utilities	LS	xxxx	\$ 679,470.00	\$ 679,470.00	100%	\$679,470.00
02830	Chain Link Fencing, Gates	LS	xxxx	\$ 35,500.00	\$ 35,500.00	45%	\$15,975.00
03200	Concrete Reinforcement - Material	LS	xxxx	\$ 109,067.00	\$ 109,067.00	100%	\$109,067.00
03300	Detention Tank Concrete	LS	xxxx	\$ 197,800.00	\$ 197,800.00	100%	\$197,800.00
03300	Building Concrete Foundations	LS	xxxx	\$ 137,600.00	\$ 137,600.00	100%	\$137,600.00
03300	Building Concrete Sog	LS	xxxx	\$ 89,300.00	\$ 89,300.00	100%	\$89,300.00
03300	Ground Storage Tank Concrete	LS	xxxx	\$ 75,200.00	\$ 75,200.00	100%	\$75,200.00
03300	Concrete Equipment & Housekeeping Pads	LS	xxxx	\$ 68,600.00	\$ 68,600.00	88%	\$60,368.00
03421	Precast Concrete	LS	xxxx	\$ 145,800.00	\$ 145,800.00	100%	\$145,800.00
04200	Masonry	LS	xxxx	\$ 334,900.00	\$ 334,900.00	95%	\$318,155.00
05120	Structural Steel & Metal Fabrications	LS	xxxx	\$ 182,500.00	\$ 182,500.00	83%	\$151,475.00
06100	Rough Carpentry	LS	xxxx	\$ 7,200.00	\$ 7,200.00	100%	\$7,200.00
06250	Cabinets, Countertops & Furniture	LS	xxxx	\$ 25,000.00	\$ 25,000.00		\$0.00
07110	Damproofing	LS	xxxx	\$ 8,050.00	\$ 8,050.00	100%	\$8,050.00
07410	SS Metal Roof & Gutters	LS	xxxx	\$ 230,000.00	\$ 230,000.00	100%	\$230,000.00
07900	Joint Sealers	LS	xxxx	\$ 8,500.00	\$ 8,500.00	82%	\$7,000.00
07540	PVC Membrane Roofing & Metal Coping	LS	xxxx	\$ 31,400.00	\$ 31,400.00	100%	\$31,400.00
08110	Steel Doors, Frames & Hardware	LS	xxxx	\$ 31,850.00	\$ 31,850.00	96%	\$30,576.00
08120	Aluminum Doors, Frames & Glazing	LS	xxxx	\$ 14,300.00	\$ 14,300.00	100%	\$14,300.00
08306	Access Hatches	LS	xxxx	\$ 8,700.00	\$ 8,700.00	100%	\$8,700.00
08330	Coiling Overhead Door	LS	xxxx	\$ 14,300.00	\$ 14,300.00	100%	\$14,300.00
09510	Acoustical Ceilings	LS	xxxx	\$ 5,600.00	\$ 5,600.00		\$0.00
09650	Resilient Tile Flooring	LS	xxxx	\$ 8,900.00	\$ 8,900.00		\$0.00
09702	Decorative Quartz Epoxy Flooring	LS	xxxx	\$ 4,700.00	\$ 4,700.00	100%	\$4,700.00
09900	Painting & Coatings	LS	xxxx	\$ 100,600.00	\$ 100,600.00	65%	\$65,390.00
10400	Identifying Devices	LS	xxxx	\$ 7,500.00	\$ 7,500.00		\$0.00
10522	Fire Extinguishers	LS	xxxx	\$ 1,300.00	\$ 1,300.00		\$0.00
11200	Aerator	LS	xxxx	\$ 69,500.00	\$ 69,500.00		\$0.00
11224	Chemical Feed & Gas Disinfection Equipment	LS	xxxx	\$ 313,250.00	\$ 313,250.00	75%	\$234,937.50
11320	Membrane Softening System	LS	xxxx	\$ 1,980,000.00	\$1,980,000.00	87%	\$1,725,121.50
11321	Horizontal Pressure Filters	LS	xxxx	\$ 941,700.00	\$ 941,700.00	95%	\$894,615.00
11405	Pumps	LS	xxxx	\$ 167,600.00	\$ 167,600.00		\$0.00
12490	Window Roller Shades	LS	xxxx	\$ 1,400.00	\$ 1,400.00		\$0.00
13200	Ground Storage Tank	LS	xxxx	\$ 728,000.00	\$ 728,000.00	100%	\$728,000.00
13570	Inside Process Piping & Valves	LS	xxxx	\$ 861,500.00	\$ 861,500.00	90%	\$773,404.38
14310	Hoisting Equipment	LS	xxxx	\$ 2,400.00	\$ 2,400.00	100%	\$2,400.00
15400	Plumbing	LS	xxxx	\$ 128,500.00	\$ 128,500.00	77%	\$99,164.55
15600	Heating, Ventilation & Air Conditioning	LS	xxxx	\$ 163,200.00	\$ 163,200.00	37%	\$60,780.00
16000	Electrical Distribution & Lighting	LS	xxxx	\$ 812,800.00	\$ 812,800.00	47%	\$381,802.00
16480	Low Voltage Motor Control Centers	LS	xxxx	\$ 145,000.00	\$ 145,000.00		\$0.00
16620	Standby Generator System	LS	xxxx	\$ 250,000.00	\$ 250,000.00		\$0.00
17100	Process Control & Instrumentation Systems	LS	xxxx	\$ 415,000.00	\$ 415,000.00		\$0.00

Materials Stored Summary

	Number of Units	Unit Price	Extended Cost
Circulating Fan CF-1 Stored Off Site	LS	\$8,800.00	\$8,800.00
Split Systems and EUH Stored Off Site	LS	\$30,800.00	\$30,800.00
(1) 6" Pressure Relief Valve Stored On Site	LS	\$5,688.00	\$5,688.00
A/C Unit Stored Off Site	LS	\$13,860.00	\$13,860.00
Steel and Misc. Metals Stored On Site	LS	\$9,379.53	\$9,379.53
Aerator	LS	\$55,030.00	\$55,030.00
Valves 13 & 16	LS	\$8,887.00	\$8,887.00
Check Valves 17A & 17B	LS	\$5,192.00	\$5,192.00
Verticle Turbine Pump	LS	\$30,425.00	\$30,425.00
Misc. Electrical Supplies	LS	\$29,458.00	\$29,458.00
Misc. Instrumentation	LS	\$141,100.00	\$141,100.00
Pipes and Fittings Stored On Site	LS	\$6,808.12	\$6,808.12
Additional Pipes and Fittings Stored On Site	LS	\$1,215.50	\$1,215.50
High Service Pumps	LS	\$106,350.00	\$106,350.00
Desalitech Payment Schedule - 30% at Delivery	LS	\$56,878.50	\$56,878.50
TOTAL MATERIALS STORED			\$509,871.65

SUMMARY			
		Contract Price	Value Completed
Original Contract Price		\$10,995,400.00	\$8,825,193.93
Approved Change Order (list each)	No. 1	-\$1,210.80	-\$1,210.80
Revised Contract Price		\$10,994,189.20	\$8,823,983.13
		Materials Stored	\$509,871.55
		Value of Completed Work and Materials Stored	\$9,133,854.78
		Less Retained Percentage (5%)	\$456,692.74
		Net Amount Due This Estimate	\$8,677,162.04
Less Estimate(s) Previously Approved	No. 1	\$319,803.25	
	No. 2	\$219,410.20	
	No. 3	\$67,944.00	
	No. 4	\$180,555.10	
	No. 5	\$281,798.50	
	No. 8	\$409,966.13	
	No. 7	\$1,463,776.27	
	No. 8	\$396,536.40	
	No. 9	\$367,147.46	
	No. 10	\$1,149,051.59	
	No. 11	\$177,257.65	
	No. 12	\$372,845.55	
	No. 13	\$818,230.75	
	No. 14	\$363,921.96	
	No. 15	\$421,189.15	
	No. 16	\$506,782.91	
	No. 17	\$579,847.23	
	No. 18	\$416,979.29	
	No. 19	\$202,616.00	
		Total Previously Approved	\$8,517,659.41
Percent Complete	78%	Amount Due This Estimate	\$169,502.63

The amount **\$169,502.63** is recommended for approval for payment in accordance with the terms of the Contract.

Prepared By: Woodruff Construction Signature  Digitally signed by Zach Phillips <small>Date: 2023.07.05 13:43:16 -0500'</small> Title Project Manager Date 7/5/2023	Recommended By: Veenstra & Kimm, Inc. Signature  Title Project Engineer Date 7/5/2023	Approved By: City of Huxley Signature  Title Mayor Date Signature  Title Public Works Director Date 7/5/2023
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RESOLUTION NO. 23-044

**RESOLUTION DELEGATING SUPERVISORY AUTHORITY
OF POLICE DEPARTMENT TO CITY ADMINISTRATOR**

WHEREAS, the Iowa Code and the Huxley City Code give the mayor as the chief executive office of the City, supervisory authority over the Police Department;

WHEREAS, in accordance with Huxley Code Section 15.02(1), the mayor may delegate that supervisory authority to the City Administrator;

WHEREAS, in accordance with Huxley Code Section 21.03(12), the City Administrator is authorized, if delegated in writing by the mayor with approval of the Council, to have charge and control of the Police Department;

WHEREAS, the Mayor has requested approval of the delegation of authority and believes it is in the best interest of the City and its citizens to delegate the day-to-day supervisory authority of the Police Department to the City Administrator; and

WHEREAS, the City Council believes that such delegation of authority is in the best interest of the City and its citizens.

NOW, THEREFORE, IT IS HEREBY RESOLVED that by execution of this Resolution the Mayor hereby delegates the day-to-day supervisory authority of the Police Department to the City Administrator.

BE IT FURTHER RESOLVED that the City Council of the City of Huxley hereby approves said delegation of that authority.

DATED this 11th day of July 2023.

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk



HUXLEY
— HEART OF THE PRAIRIE —

CITY OF HUXLEY SURPLUS PROPERTY DISPOSAL POLICY

I. General

- A. "Surplus property" is defined as City-owned property that no longer is needed or has no practical use to a particular City Department (hereafter "Surplus Property" or "Property"). Surplus property does not include City-owned property that is to be transferred to a third party pursuant to a duly authorized promotional event, written agreement, or legal obligation.
- B. Items seized, confiscated, or found by the Police Department (hereafter "Seized Property" or "Unclaimed Property") shall be handled and disposed of in accordance with applicable Federal, State, and local requirements.
- C. Surplus Property shall be disposed of in accordance with this policy. Seized Property and Unclaimed Property may be disposed of in accordance with this policy. All Surplus, Seized and Unclaimed Property is disposed of "as-is" and "where-is," with no warranty, guarantee, or representation of any kind, expressed or implied, as to the condition, utility or usability of the item offered.
- D. It is critical to maintain a trail of documentation for audit purposes regarding the disposition of Surplus Property of the City of Huxley (hereafter "City").

II. Responsibilities

- A. It shall be the responsibility of the department in possession of Surplus Property to notify the City Administrator ("CA") or the City Administrator's designee of such Property in its possession.
- B. The method of disposal for the Property shall be determined by the Department Director in consultation with the CA or the CA's designee in accordance with this Policy. The department with Property for disposal is responsible to provide information to the CA or CA's designee including a photo, brief description and estimated value. Each department will maintain storage of the Property until final disposal. If applicable, departments shall provide information regarding the best time and day the Property can be viewed and or received.
- C. The Department Director shall be responsible for coordination of the disposal process for all Property except as indicated below:
 - 1. Disposition of real estate or any interest in land, including leases for more than three years, requires a resolution of the City Council after published notice and public

hearing in accordance with the Code of Iowa. All such dispositions of real estate or land interest shall be the responsibility of the City Attorney's office.

2. Seized and Unclaimed Property within the Police Department shall be handled and disposed of in accordance with applicable Federal, State, and local requirements.
3. Property purchased with grant funds shall be disposed of in accordance with applicable grant requirements.
4. "Computer and Electronic Data Storage Equipment" is defined as any equipment that contains electronic data, has contained electronic data, or is procured or managed by the Information Technology (IT) Department (hereafter "IT Equipment"). Such IT Equipment shall be returned to the IT Department for proper data removal and disposal. This includes, but is not limited to computers, laptops, tablets, servers, backup tapes and media switches, routers and hubs, phones, printers, fax machines, copiers, scanners, monitors, and external hard drives.
 - a) IT staff will wipe any data or configuration on the IT Equipment as deemed appropriate by current IT standards. For servers, backup media, or any IT Equipment in which data wiping is not feasible, staff will physically remove the data storage components for destruction of the data or configuration by physical or other permanent means.
 - b) When deemed appropriate, some IT Equipment may be disposed of in accordance with section III of this Policy.
 - c) Flash memory devices, such as USB thumb drives or SD cards, may be disposed of by the individual department so long as the memory does not, nor has ever contained City data. If the device has contained City data, it shall be delivered to the IT Department for proper wiping and disposal.
 - d) Any optical media IT Equipment, including writable CD and DVD media, containing City data shall be disposed of by individual departments using the City's shredding procedures.
 - e) Any electronic data consisting of records covered by state or federal law shall be retained in accordance with the City's record retention policies until storing the records is no longer required and the records have no further value.

III. Procedure for Disposal

- A. The Department Director shall notify the CA or CA's designee of the intent to transfer, sell or dispose of any Surplus Property. Once final, such transfer, sale or disposal shall require updating applicable City records, such as inventory documents, insurance records, audit lists and grant requirement documentation.
- B. The Department Director in consultation with the CA or CA's designee, will consider the following methods for disposal of Surplus Property:
 1. Transfer to other departments:

- a. Surplus Property may be transferred to another City department.
 - b. The departments involved in the transfer shall exchange purchase information, service manuals and service records and all other applicable information regarding the Property.
2. Trade-in of Surplus Property: Surplus Property may be used in trade if determined to provide maximum return for the City.
3. Sale of Surplus Property:
- a. Value estimate. The Department representative shall provide to the CA's designee an estimated value of the Surplus Property sought for sale.
 - i. Property estimated in excess of \$25,000 requires City Council approval prior to sale.
 - ii. Property estimated in value less than \$25,000 requires CA designee approval prior to sale.
 - b. Methods of sale. Any of the methods of sale listed in this section may be used for the sale of Surplus Property following consultation with the CA or CA's designee, and alternative methods may be selected as circumstances may warrant following additional consultation. In selecting a method for sale, due consideration shall be given to the net financial benefit to the City relative to the costs involved for using each method.
 - i. Public auction, including public auctions of other government agencies.
 - a) It is the responsibility of the department with possession of the Property to provide administrative and logistical support of the auction item/event. Any expense incurred in conducting the auction shall be deducted from the auction receipts.
 - ii. Internet auction sites.
 - a) It is the responsibility of the department having possession of the Property to provide administrative and logistical support of the auction item. Any expense incurred in conducting the auction shall be deducted from the auction receipts.
 - b) The selling department shall provide one or more photos, a brief description, and the estimated value of the Property, and may include a reserve price.
 - iii. Soliciting written bids/quotations or other similar means. A reserve bid may be set.
 - iv. Scrap metal may be sold through a reputable metals recycling dealer without competitive bids if the value of the scrap metal is estimated at less than \$2,500.

4. Cannibalizing: Property may be disassembled and used for parts when this is the most cost-effective method of disposal for the City.
5. Transfer to Other Public Agency or Charity:
 - a. No Property shall be transferred to another public agency or charity before it is first offered to City departments, as outlined in section "A."
 - b. The transfer or sale of property to another Iowa public agency or charitable organization exempt under Section 501(c)(3) of the Internal Revenue Code, without competitive bid shall be approved by the City Council. Public agency means the State of Iowa or any agency or subdivision thereof, any city, county special district or school district.
 - c. The transfer of Property, of any value, to a non-Iowa public agency shall be approved by the City Council.
 - d. Publication requirements do not apply when Property is transferred to another governmental agency.
6. Property Having No Value:
 - a. Property that has no practical salvage or scrap metal value may be disposed of in the proper manner for the item.
 - b. If Property cannot be recycled or disposed of in the regular solid waste disposal process, departments shall arrange for appropriate disposal.
 - c. No Property shall be given to or salvaged by City Officials or Employees.

IV. City Officials and Employees

- A. "Employees" shall be defined as any full-time or part-time/seasonal employee of the City of Huxley (hereafter "Employees").
- B. "City Officials" shall be defined as elected officials, commission members, board members, and committee member (hereafter "City Officials").
- C. City Officials and Employees are eligible to bid on Property listed for disposal in section III within this Policy, unless specifically prohibited by State, Federal, or departmental guidelines (i.e.: police investigation-related items or federally seized items).
- D. City Officials and Employees shall not bid on Property while on duty nor while acting in official capacity of the City.

V. Unauthorized Personal Scrapping, Recycling or Disposal of Trash or Junk

- A. Transferring, selling, donating, scrapping, recycling or disposing of Property by City Officials or Employees for personal gain or to benefit the interest of any person or party other than the City of Huxley, including handling or disposal of trash or junk, except as directed by duly authorized City management personnel, is strictly forbidden.

- B. City Officials and Employees shall not claim ownership of, give away, recover, or salvage any materials abandoned, disposed or stored upon City premises, including trash or other similar materials, placed in, on, or in the vicinity of recycling or collection cans, dumpsters or bins. Furthermore, City Officials and Employees shall not obtain Property or the proceeds from the disposal of Property, except as lawfully authorized by the CA. This prohibition includes giving any such Property or proceeds to any person or party other than for the duly authorized benefit and interest of the City of Huxley, or authorizing any other person or party to accept, receive or take any such Surplus Property to benefit their own interest, except as provided herein above.
- C. Disciplinary Action(s): Appropriate disciplinary action, up to and including termination, will be taken should an employee be found, through proper investigation, to have violated the terms of this policy.

Work Session Items

Library – Remodeling Funds Memo

Mowing Along Highway 69 (north edge of city)
Discussion

R1A Zoning Revision Ordinance

Police Department – Part-time Salary/
Differential Pay Memo



Huxley City Council
Work Session
July 11, 2023

RE: Proposed remodel and funding in the Huxley Public Library

In January, 2022, the Library Board of Trustees began exploring the possibility of remodeling library space in an effort to offer the community a large meeting room. Currently we house 3 small rooms, accommodating a maximum of eight people.

We had funding to move forward and have plans drawn up by architects at V&K. Those are completed. At their June meeting, the Library Board moved to save funds from the FY'23 budget specifically to be used towards the remodel project. I'm bringing their request to council to discuss how this could be done.

P.O. Box 5
515 North Main Avenue
Huxley, Iowa 50124

Phone 515/597-2552
Fax 515/597-2554

huxleylibrary@huxleyiowa.org
huxleyiowa.org/public-library

Cathy Van Maanen
Director of Library Services

ORDINANCE NO. _____

ORDINANCE REVISING HUXLEY CITY CODE SECTION 165.21, R-1A DISTRICT – SINGLE-FAMILY RESIDENTIAL DISTRICT

BE IT ENACTED by the City Council of Huxley, Iowa:

SECTION ONE: The Code of Ordinances of the City of Huxley, Chapter 165.21, R-1A District – Single-Family Residential District, shall be and is hereby amended by adopting the underlined language as follows:

165.21 R-1A DISTRICT – SINGLE-FAMILY RESIDENTIAL DISTRICT. The R-1A District is intended and designed to provide for certain low- and medium-density residential areas of the City now developed primarily with single-family detached dwellings and areas where similar residential development is appropriate. The R-1A District is subject to the following regulations:

(...)

4. Effective August 1, 2023, no further R-1A zoning will be granted within the City of Huxley and Section 165.21 shall apply only to those properties zoned R-1A as of that date.

SECTION TWO: Repealer. All ordinances, or parts of ordinances, in conflict with the provisions of this ordinance are hereby repealed.

SECTION THREE: Severability Clause. If any section, provision or part of this ordinance shall be adjudged invalid or unconstitutional such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION FOUR: Effective Date. This ordinance shall become effective as of the date of its approval by the City Council of Huxley, Iowa.

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Clerk

Pay Raise for Officer Nick Swanson

Members of the Council / Mayor Deaton

It was recently brought to my attention that Huxley Police Department part time officer, Nick Swanson, was not included in the cost of living pay raises for this upcoming fiscal year, and along with that, part-timers have not been eligible for shift differential pay.

I would like the council to consider including Officer Swanson with full time staff in this current cost of living pay raise as well as future pay raises granted to the department. I also request that he be given the same shift differential pay that the full-time officers receive.

Nick Swanson (who currently works full time at the Iowa State University Police Department) has worked for the Huxley Police Department for several years. Over these years Nick has become a valuable asset that would be difficult, if not impossible, to replace. Nick works weekends, holidays, evenings, nights, special assignments, etc.

Currently Officer Swanson makes \$23.58 per hour. Should he receive a 7% raise, his hourly rate would increase to \$25.23. Shift differentials are 45 cents per hour on second (afternoon / evening) shifts and 65 cents per hour during third (overnight) shifts.

Officer Swanson has mainly been used on Sunday afternoons and usually works one shift per week (8 hours). The yearly budget impact the city could expect would be approximately \$800/year or less should this be approved.

I welcome any questions on this matter and am happy to discuss it further at any time.

Nathan Albaugh
Chief of Police