

**CITY OF SALIX
COUNCIL MEETING MINUTES 2023**

REGULAR MEETING - January 11, 2023

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, January 11th, 2023. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson, and Cindy VanAuken. Others present: Kathy Brouillette, Ed Colyer, Chad Kehrt

- Woodbury County Sheriff Report was reviewed with the council.
- Chad Kehrt provided updates on Aspen Development project. He expects to have specs for the lift station in a week and will request that the council set a public meeting for March for bid opening. Chad also stated that he is working on the budget items needed for the BRIC project scoping application and will have them ready by Monday, January 16th.
- Resolution 2023-1 to approve 2022 wages was approved on motion from Clayton and seconded by Nelson. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye). Resolution 2023-1 passed and approved. 2022 Wages: Karen Allen \$425.00, Kathy Brouillette \$33,474.23, Denise Burkhart \$400.00, Carl Clayton \$1,628.20, Emily Clayton \$374.84, Ed Colyer \$20,570.18, Jesse Duerksen \$13,167.29, Gene Monk \$612.19, Donnie Nelson \$375.00, Kevin Nelson \$2,400.00, Cindy VanAuken \$400.00. Total Wages: \$73,826.93
- Resolution 2023-2 to set time and place for public hearing to adopt maximum property tax dollar resolution for Wednesday, February 8th at 7pm was approved on motion from Burkhart, seconded by Clayton. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye). Resolution 2023-2 passed and approved.
- Resolution 2023-3 approving local match for hazard mitigation assistance program was approved on motion from Burkhart, seconded by Allen. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye). Resolution 2023-3 passed and approved.
- Resolution 2022-4, a resolution setting date for public hearing on Designation of Urban Renewal Area and Urban Renewal Plan and Projects was approved on motion from Burkhart and seconded by Allen. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye). Resolution 2023-4 passed and approved.
- January financial reports and claims were approved on motion from Burkhart. Clayton seconded. All ayes, motion carried. Claims approved: CATALYST IT, LLC...licensing...\$140.00, CHN...garbage...\$2328.36, EFTPS...taxes...\$1646.09, IA DEPT OF REVENUE...sales tax...\$517.55, IA ONE CALL...locates...\$34.20, IPERS...retirement...\$898.94, JBE LLC...water help...\$920.00, LAKEPORT HEATING & COOLING...new furnace...\$4375.00, LONGLINES...phone...\$34.68, MENARDS...shop supplies...\$173.46, MIDAMERICAN...electric...\$1192.07, MIKE'S MINI MART...fuel...\$76.67, MJ MINOR...water main break repairs...\$2042.66, SALIX FIRE DEPT...city hall electric...\$56.95, STATE WITHHOLDING...taxes...\$568.00, VERIZON...cellphones...\$125.74, VISA...stamps and oil change...\$331.96
FUND TOTALS: GEN: \$6,421.00, ROAD USE: \$2,168.91, WATER: \$10,321.04, SEWER: \$1,431.66
- Maintenance reports were reviewed by council. Colyer will investigate curb repairs on Tipton and Willow streets per Mayor's request.
- Minutes from the December 14th council meetings were approved on motion from Burkhart. Allen seconded the motion. All ayes, motion carried.

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- Brouillette reviewed FY23 amendments and FY24 budget items with council. The council asked Brouillette to include levying taxes for Employee Benefits (\$14,710) and City Insurance (\$9,500). Council ordered a notice of public hearing to be held on March 8th to approve the amendments to the FY23 budget and FY24 budget. Motion by Burkhart, seconded by Clayton. All ayes, motion carried.
- The council discussed renewing the Tax Abatement for the city to encourage new growth, however, they would like to see some changes to the previous abatement. Brouillette suggested that we enlist the help of Dorsey and Whitney Law Firm in drawing up the plan. Council requested that the law firm provide some examples of other abatement plans from other towns.
- Clayton motioned to approve agreement with Triple C Pest Control for mosquito control next May through September. Nelson seconded the motion. All ayes, motion carried.
- Burkhart motioned to approve the auto deposit for employee payroll checks through Pioneer Bank. Allen seconded the motion. All ayes, motion carried.
- Burkhart motioned to approve a surety bond requested by Woodbury County for establishing of drainage district and preapproval of \$1400 cost of such bond payable to Goodin Insurance. Nelson seconded the motion. All ayes, motion carried.
- Nuisances at 310 Talbot will be taken care of within the next two weeks. Council instructed clerk to have car towed at 812 Maple if not removed by 1/17/23. A formal complaint about bright lighting at St. Joseph Church was sent to the church to review with complainant.
- The council requested Brouillette to draw up a resolution to be approved at the next council meeting to add Veteran's Day as a paid holiday for full time employees.

Revenues received by fund for December 2022:

General: \$10,203.81 Road Use: \$2,620.13 Emergency: \$146.87, Local Option Sales Tax: \$9525.32, Debt Service: \$41.74, Capital Improvement: \$2,710.26, Water: \$9,204.56 Water Sinking: \$3,503.33 Sewer: \$2,177.16 Sewer Sinking: \$468.33. Total Revenues: \$40,601.51

The meeting was adjourned at 9:06pm on motion from Burkhart and seconded by VanAuken.

Attest: _____

Kevin Nelson, Mayor

Kathy Brouillette, Clerk

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REGULAR MEETING - February 8, 2023

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, February 8th, 2023. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson, and Cindy VanAuken. Others present: Kathy Brouillette, Ed Colyer, Chad Kehrt, Dty Stewart.

- Woodbury County Sheriff Report was reviewed with the council.
- Mayor Nelson opened the public hearing to discuss maximum property tax dollars for fiscal year 2024. No citizens voiced an opinion for or against the proposal. No oral or written comments were received after the required notice was posted and published in the Sgt. Bluff Advocate. Burkhart made a motion to close the public hearing and VanAuken seconded. Mayor Nelson declared the public hearing closed.
- Resolution 2023-5 to approve maximum property tax dollars for fiscal year 2024 was approved on motion from Burkhart and seconded by VanAuken. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye). Resolution 2023-5 passed and approved.
- Resolution 2023-6, a resolution to Declare Necessity and Establish an Urban Renewal Area, Pursuant to Section 403.4 of the Code of Iowa and to Approve Urban Renewal Plan and Projects was approved on motion from VanAuken, seconded by Allen. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye). Resolution 2023-6 passed and approved.
- Ordinance 2023-1, providing for the Division of Taxes Levied on Taxable Property in the Salix Urban Renewal Area, Pursuant to Section 403.19 of Code of Iowa was approved on motion from Burkhart, seconded by Clayton. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye). Ordinance 2023-1 passed and approved.
- Burkhart made a motion to waive the requirement for three considerations of Ordinance 2023-1. VanAuken seconded the motion. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye).
- Resolution 2022-7, a resolution approving Development of Agreement with Steinhoff Construction, Inc was approved on motion from VanAuken, seconded by Nelson. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye). Resolution 2023-7 passed and approved.
- Resolution 2023-8, a resolution amending the personnel policy/employee handbook for paid holidays was approved on motion from Burkhart, seconded by VanAuken. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye). Resolution 2023-8 passed and approved. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye). Resolution 2023-8 passed and approved.
- Resolution 2023-9, a resolution approving a procurement policy for the City of Salix was approved on motion from Burkhart, seconded by Clayton. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye). Resolution 2023-9 passed and approved. Roll call vote: Allen(aye), Burkhart(aye), Clayton(aye), Nelson(aye), VanAuken(aye). Resolution 2023-8 passed and approved.

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- Mayor Nelson provided an update on the progress of establishing a drainage district for Salix. Mayor Nelson and Councilmember Burkhart attended the Board of Supervisors meeting and asked to table the approval of the petition for one week after gaining some clarity of the surety bond and parcel requests needed with the petition.
- V&K Engineer, Chad Kehrt, stated that he received some design layouts from Steinhoff's engineer and will begin necessary work for specs and bidding process for the sanitary sewer project for Aspen Street Development. The plan is to have the council schedule a public hearing for the April meeting to approve bids. More details next month.
- February financial reports and claims were approved on motion from Burkhart. Allen seconded. All ayes, motion carried. Claims approved: ACCO...chemicals...\$842.14, CHN...garbage...\$2328.36, EFTPS...taxes...\$1621.06, IA DEPT OF REVENUE...sales tax...\$440.58, IOWA ONE CALL...locates...\$36.00, IOWA PRISON INDUSTRIES...posts...\$42.54, IPERS...retirement...\$995.20, JBE LLC...water help...\$800.00, LP GILL...landfill...\$1519.25, LONGLINES...phone...\$34.67, MIDAMERICAN...electric...\$1293.38, MIKE'S REPAIR...new transmission...\$5144.50, NSC HOLDINGS...water main break check reissue...\$2042.66, SALIX FIRE DEPT...city hall electric...\$58.27, SGT. BLUFF ADVOCATE...publication...\$279.76, SIOUXLAND DISTRICT HEALTH...testing...\$28.00, V&K...engineer services...\$3025.48, VERIZON...phone services...\$126.02, VISA...sign posts and annual dues...\$142.11. FUND TOTALS: GEN: \$11,049.73, ROAD USE: \$7,406.87, WATER: \$6,586.54, SEWER: \$1,317.64
- Maintenance reports were reviewed by council.
- Minutes from the January 11th council meetings were approved on motion from Clayton. Burkhart seconded the motion. All ayes, motion carried.
- Burkhart motioned to order a notice of public hearing to be held on March 9th to approve and adopt the proposed FY23 budget amendments and FY24 budget. Clayton seconded the motion. All ayes, motion carried.
- The council discussed renewing the city's tax abatement policy and considers a 50% tax abatement on new construction and remodels, not including Urban Renewal Areas where TIF revenue applies. Brouillette will consult with Dorsey and Whitney for their help with drafting up the policy and formal approval process.

Revenues received by fund for January 2023:

General: \$6,465.29, Road Use: \$2,701.37, Emergency: \$3.66, Local Option Sales Tax: \$4,004.17, Debt Service: \$41.76, Capital Improvement: \$5,407.42, Water: \$10,726.89, Water Sinking: \$3,548.33, Sewer: \$2,440.12, Sewer Sinking: \$390.00. Total Revenues: \$35,729.01

The meeting was adjourned at 8:20pm on motion from Clayton and seconded by Burkhart.

Attest:

Kevin Nelson, Mayor

Kathy Brouillette, Clerk

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