

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2022**

**REGULAR MEETING - January 12, 2022**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, January 12th, 2022. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson and Cindy VanAuken. Others present: Kathy Brouillette, Jesse Duerksen, Craig Beedle (V&K), Wade Brown and Mike Lamoureux.

- Woodbury County Sheriff Report was not available.
- The clerk received a request from a resident for additional speed limit signs along Walnut Street. Mayor Nelson asked Duerksen to conduct a street sign inventory and include Walnut speed limit signs in the assessment. Brouillette will look into the IDOT street sign grant program. Clayton advised that some people are not yielding as they enter the gravel road off Tipton/Walnut to the catholic church and is concerned of a potential for accidents. Brouillette will send an email to St. Joe to see if they will make some announcements.
- Resolution 2022-1 to approve 2021 wages was approved on motion from Burkhart and seconded by Clayton. Roll call vote: Burkhart (aye), Clayton (aye), Allen (aye), VanAuken (aye), Nelson (aye). Resolution 2022-1 passed and approved.
- Resolution 2022-2 to set time and place for public hearing to adopt maximum property tax dollar resolution for Wednesday, February 9<sup>th</sup> at 7pm was approved on motion from Burkhart, seconded by Allen. Roll call vote: Burkhart (aye), Allen (aye), Nelson (aye), Clayton (aye), VanAuken (aye). Resolution 2022-2 passed and approved.
- Resolution 2022-3 to waive review of minor subdivision within corporate limits of the City of Salix was approved on motion from Clayton, seconded by VanAuken. Roll call vote: Clayton (aye), VanAuken (aye), Allen (aye), Nelson (aye), Burkhart (aye). Resolution 2022-3 passed and approved.
- Resolution 2022-4 amending the 2020 Hazard Mitigation Plan was approved on motion from Burkhart, seconded by VanAuken. Roll call vote: Burkhart (aye), VanAuken (aye), Allen (aye), Nelson (aye), Clayton (aye). Resolution 2022-4 passed and approved.
- December financial reports and claims were approved on motion from Nelson. Burkhart seconded. All ayes, motion carried. Claims approved: ANALYTICAL & CONSULTING SVC...testing...\$60.75, CATALYST IT...antivirus...\$60.00, CHN...garbage...\$2005.92, COLE STEPHONS...city truck with plow...\$6500.00, CRARY HUFF...legal services...\$1854.10, EFTPS...taxes...\$1465.22, IA DEPT OF REVENUE...sales tax...\$1439.92, IPERS...retirement...\$879.24, LONG LINES...phone...\$34.65, MARX TRAILER...cutting edge...\$444.67, MENARDS...supplies...\$354.46, MIDAMERICAN...electric...\$1042.61, MIKE'S MINI MART...fuel...\$136.04, RYAN PUBLISHING...part time ad...\$38.15, SGT. BLUFF ADVOCATE...publications...\$99.90, STATE WITHHOLDING...taxes...\$740.00, TODD WILSON...water affidavit agreement...\$800.00, VERIZON...cell phones...\$103.08, VISA...water & wastewater classes, stamps, gas...\$1379.73, PAYROLL...\$6294.28. FUND TOTALS: GENERAL: \$16,264.70, ROAD USE: \$2,071.66, WATER: \$5,399.47, SEWER: \$1,996.89.
- Allen motioned to approve the water, sewer and maintenance reports. Clayton seconded. All ayes, motion carried. Duerksen will check with Wilson regarding Production Report and MOR Report discrepancies.

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- Minutes from the December 8<sup>th</sup> and December 16<sup>h</sup> council meetings were approved on motion from Burkhart. Allen seconded the motion. All ayes, motion carried.
- Some improvements were made to nuisances filed after December's council meeting. The council will follow back up on deadlines at the February meeting.
- Burkhart updated the new council members on the Farmer's Drainage District decision to discontinue pumping agreement. Further discussions tabled to give the new council time to process the information.
- Brouillette briefly asked the council to consider equipment needs and projects for the upcoming fiscal year. Duerksen expressed the need for some equipment parts. Brouillette reviewed some quotes to replace water meters using funds from the American Rescue Plan dollars. More will be discussed in the February meeting.
- Appointment of department heads, City Clerk, City Attorney and Maintenance was approved on motion from Burkhart and seconded by Clayton. All ayes, motion carried.
- Mayor Nelson appointed Burkhart as Mayor Pro Tem
- Burkhart motioned to approve the contract with Triple C Pest Control for fogging May-September 2022.
- Brouillette educated the council on current city tax rates and where Salix stands compared to other towns in our county.
- Mayor Nelson asked the council to review the Salix Comprehensive Plan located on the city's website as to some good insight in looking ahead for long term projects.

Revenues received by fund for December 2021:

General: \$8,951.36, Road Use: \$0.00, Emergency: \$144.18, Local Option Sales Tax: \$3,988.87, Debt Service: \$3,279.88, Capital Improvement: \$997.21, Capital Improvement/Equipment: \$997.21, Water: \$9,817.42, Water Sinking: \$3,548.33, Sewer: \$2,075.23, Sewer Sinking: \$327.50. Total Revenues: \$34,127.19

The meeting was adjourned at 9:15pm on motion from Burkhart and seconded by Clayton.

\_\_\_\_\_  
Kevin Nelson, Mayor

Attest: \_\_\_\_\_  
Kathy Brouillette, Clerk

CITY OF SALIX  
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REGULAR MEETING - February 9, 2022

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, February 9th, 2022. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson and Cindy VanAuken. Others present: Deputy Brooks, Kathy Brouillette, Jesse Duerksen, Steve Clayton.

- Deputy Brooks presented the Woodbury County Sheriff Report.
- Mayor Nelson opened the public hearing to discuss maximum property tax dollars for fiscal year 2023. 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.
- Resident Steve Clayton asked the council to address nuisance concerns at 502 Lakeport, particularly the dead tree in front yard, junk around house and creeping weeds and vines. Mayor Nelson advised that notices have already been sent and asked the city clerk to follow up with the homeowner and involve city attorney in our efforts.
- Resolution 2022-5, a resolution ending deferment for special assessments for Agriculture properties was approved on motion from Burkhart, seconded by Clayton. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye). Resolution 2022-5 passed and approved.
- Resolution 2022-6, a resolution approving maximum property tax dollars for fiscal year 2023 was approved on motion from Burkhart, seconded by Clayton. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye). Resolution 2022-6 passed and approved.
- January financial reports and claims were approved on motion from Burkhart. Allen seconded. All ayes, motion carried. Claims approved: AQUACHEM...chemicals...\$432.42, BROWN SUPPLY CO...chlorine injector clamp...\$67.00, CHN...garbage...\$2005.92, CRARY HUFF...legal services...\$341.00, EFTPS...taxes...\$1270.71, IAMU...dues...\$625.00, IOWA ONE CALL...locates...\$18.80, IPERS...retirement...\$842.55, LP GILL...landfill...\$1869.45, LONGLINES...phone service...\$34.65, MIDAMERICAN...electric...\$1057.57, ONE OFFICE SOLUTIONS...office supplies...\$216.15, SALIX FIRE DEPT...city hall electric(nov-feb)...\$170.40, SGT. BLUFF ADVOCATE...publications...\$215.12, SIOUXLAND LOCK & KEY...rekey city hall...\$156.45, SOOLAND BOBCAT...pallet forks...\$850.00, TODD WILSON...water help...\$500.00, VERIZON...cell phones...\$103.00, VISA...stamps, annual fee and chromecast for meetings...\$261.37. FUND TOTALS: GENERAL: \$8,273.40, ROAD USE: \$2,334.13, WATER: \$3,929.35, SEWER: \$1,285.87.
- January water, sewer and maintenance reports were tabled as there was a question regarding the MOR report and overall water pumped. Duerksen will follow up with Wilson and review reports.
- Minutes from the January 12<sup>th</sup> council meetings were approved on motion from Clayton. Allen seconded the motion. All ayes, motion carried.
- The council asked Brouillette to follow up with attorneys regarding stormwater drainage. Mayor Nelson advised that he will attend the next Farmer's Drainage District meeting.

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Council to discuss more at March meeting and make decisions on how we wish to proceed.

- The council discussed several items related to traffic. The first being the speed limit on Walnut Street. The current ordinance has the speed limit listed at 15 MPH. The council would like to increase it to 25 MPH to be consistent with other streets in town. Brouillette will write up an ordinance to review for first reading at March council meeting. Clayton advised that cars are still not yielding to traffic when traveling west on Walnut and heading to St. Joseph via the south gravel entrance. Brouillette will follow up with St. Joseph secretary to see if more communication can be done. The council would also like Brouillette to budget for a solar paneled flashing stop sign at the west side of the four way stop on Poplar.
- Allen made a motion to approve the sale of the red plow truck by sealed bid and option to refuse any bid. Seconded by Nelson. All ayes, motion carried.
- Clayton made a motion to order clerk to publish a public hearing to be held on March 9<sup>th</sup> at the next regular council meeting to approve and adopt proposed FY22 budget amendments and the FY23 budget. Burkhart seconded the motion. All ayes, motion carried.
- Budget items to be considered for FY22 amended budget and FY23 budget included a bid from Steinhoff to fix manhole on Maple Street, bid for painting interior of water tower from Viking, new water meters, new Bobcat, bid from Hinrickson to remove large pine tree by restroom, one sycamore tree and trim the other sycamore tree, and pallet forks for Bobcat. In addition, Brouillette will include possibility of snow pusher in budget but Duerksen will also check on cost of new street cleaning equipment. The council also asked Duerksen to get old snow plow from red truck and make necessary adjustments to have it ready to use for Bobcat if needed. Allen and VanAuken also discussed playground equipment needs and have requested information from suppliers.
- Mayor Nelson advised council on Iowa law regarding audit. It has been 6 years since last audit and recommends we look at hiring a firm to conduct an audit before state requires it.
- Mayor Nelson reviewed the Comprehensive Plan action register with the council and asked that we focus on completing the tasks at hand.
- Mayor Nelson updated the council that Ragbrai starts in Sgt. Bluff this year and that we may need to be ready for increased traffic when specific routes are determined.

Revenues received by fund for January 2021:

General: \$5,716.81, Road Use: \$5,237.05, Emergency: \$19.15, Local Option Sales Tax: \$3,988.87, Debt Service: \$2,872.36, Capital Improvement: \$997.21, Capital Improvement/Equipment: \$997.21, Water: \$10,563.81, Water Sinking: \$3,548.33, Sewer: \$2,539.95, Sewer Sinking: \$390.00. Total Revenues: \$36,870.75

The meeting was adjourned at 9:14pm on motion from Burkhart and seconded by Allen.

\_\_\_\_\_  
Kevin Nelson, Mayor

Attest: \_\_\_\_\_

\_\_\_\_\_  
Kathy Brouillette, Clerk

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2022**

**REGULAR MEETING - March 9, 2022**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, March 9th, 2022. Council members present: Karen Allen, Denise Burkhart, Emily Clayton (arrived at 7:45pm), Donnie Nelson and Cindy VanAuken. Others present: Deputy Stewart, Lance Larson, Ryan Willis, Todd Wilson, Jake Goodin, Greg Jochum.

- Deputy Stewart presented the Woodbury County Sheriff Report.
- Lance Larson and Ryan Willis addressed the council on considerations to improvements to the ballfield.
- Jake Goodin addressed the council on the city's insurance renewal. Burkhart motioned to approve the renewal for \$9,231.00. Nelson seconded. Ayes from Allen and VanAuken (Clayton was absent for insurance review).
- Burkhart made a motion to approve a farm lease agreement for the 3.87 acres behind Oak Street for \$150 per acre. Allen seconded. All ayes, motion carried.
- Mayor Nelson opened the public hearing to discuss the proposed budget for fiscal year 2023. 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. Clayton made a motion to close the public hearing and Nelson seconded. All ayes. Mayor Nelson declared the public hearing closed.
- Resolution 2022-7, a resolution adopting the budget for the fiscal year ending June 30, 2023 was approved on motion from Allen, seconded by VanAuken. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye). Resolution 2022-7 passed and approved.
- Ordinance 2022-1, an ordinance amending the Code of Ordinances for the City of Salix, Iowa, by amending provisions pertaining to speed limits was approved on motion from Nelson, seconded by Clayton. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye).
- Burkhart made a motion, VanAuken seconded to waive the second and third readings for Ordinance 2022-1. Roll call vote: Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye). The council requested Brouillette to purchase 2 - 25 MPH speed limit signs.
- February financial reports and claims were approved on motion from Burkhart. VanAuken seconded. All ayes, motion carried. Claims approved: ACS...testing...\$70.75, BROWN SUPPLY...water plant supplies...\$114.00, CHN...garbage...\$2005.92, CRARY HUFF...legal services...\$520.50, GOODIN INSURANCE...insurance...\$9231.00, HINRICKSON TREE SHEARING & REMOVAL...park trees...\$1100.00, IMFOA...dues...\$50.00, IPERS...retirement...\$818.59, KATHY BROUILLETTE...mileage reimbursement...\$18.72, LONGLINES...phone...\$34.65, MENARDS...water plant supplies...\$58.65, MIDAMERICAN...electric...\$1057.65, MIKE'S MINI MART...fuel (jan & feb)...\$262.56, OFFICE OF AUDITOR OF STATE...periodic exam fee...\$800.00, OFFICE OF COMMISSIONER ELECTIONS...elections...\$359.91, SGT. BLUFF ADVOCATE...publications...\$459.48, TODD WILSON...water help...\$500.00, VERIZON...cell phones...\$103.00, VISA...solar stop sign...\$1745.62. FUND TOTALS: GENERAL: \$19,387.50, ROAD USE:

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\$1,723.65, WATER: \$2,896.51, SEWER: \$1,193.59.

- January and February water, sewer and maintenance reports were approved on motion from Burkhart and seconded by Allen. All ayes, motion carried. The council asked that Jesse contact IRWA to identify possible water leaks.
- Minutes from the February 9th council meeting were approved on motion from Burkhart. Allen seconded the motion. All ayes, motion carried.
- The council asked Brouillette to follow up with letter to homeowner of 502 Lakeport to include involving city attorney with nuisance abatement procedures.
- The council asked Brouillette to coordinate a time to meet with key players regarding plans for stormwater drainage and schedule a special meeting for later in the month.
- Clayton made a motion to order clerk to publish a public hearing to be held on April 13<sup>th</sup> at the next regular council meeting to approve and adopt proposed FY22 budget amendments. Burkhart seconded the motion. All ayes, motion carried.

Revenues received by fund for February 2022:

General: \$5,299.84, Road Use: \$2,496.05, Emergency: \$31.53, Debt Service: \$2,670.74, Capital Water: \$8,092.14, Water Sinking: \$3,548.33, Sewer: \$2,218.42, Sewer Sinking: \$390.00. Total Revenues: \$24,747.05

The meeting was adjourned at 9:15pm on motion from Burkhart and seconded by Clayton.

\_\_\_\_\_  
Kevin Nelson, Mayor

Attest: \_\_\_\_\_  
Kathy Brouillette, Clerk

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**SPECIAL MEETING - March 30, 2022**

Mayor Nelson opened the special meeting of the Salix City Council at 7:00pm on Wednesday, March 30th, 2022. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson and Cindy VanAuken. Others present: Kathy Brouillette, Attorney David Brieese

- Burkhart motioned to go into closed session pursuant to Iowa Code section 21.5(C) to discuss strategy with council in matters where litigation is imminent and where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation. Allen seconded the motion. All ayes, motion carried.
- Burkhart motioned to end the close session, seconded by VanAuken. All ayes, motion carried.

The meeting was adjourned at 7:37pm on motion from Burkhart and seconded by Clayton.

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Kevin Nelson, Mayor

Attest: \_\_\_\_\_  
Kathy Brouillette, Clerk

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2022**

**REGULAR MEETING - April 13, 2022**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, April 13, 2022. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson and Cindy VanAuken. Others present: Kathy Brouillette, Rebecca Socknat, Bryan Lawson (UECO), Pam Adams & Jeremy Brown (Longlines), Chad Kerht (V&K), James Loomis and Andy Scott.

- Rebecca Socknat, Woodbury County Emergency Management, introduced herself to the council and explained her roles and responsibilities and Alert Iowa Program.
- James Loomis discussed his campaign and reasons for running for Woodbury County Attorney with the council.
- Pam Adams and Jeremy Brown discussed Longlines new Air Wireless service that delivers internet service to rural customers.
- Brian Lawson from Utility Equipment Company talked about AMI water meters and how it can prevent water loss and efficiently track water usage.
- Andy Scott asked the council to consider rezoning 312 Tipton Street from commercial to residential since it has been used for residential purpose for past 20+ years. He has an offer for resident to purchase but must be zoned residential before purchase. Council will review and add discussion to the May 11<sup>th</sup> council agenda.
- Council reviewed the patrol report sent by Woodbury County Sheriff.
- Mayor Nelson opened the public hearing to discuss the proposed amended budget for fiscal year 2022. 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 Clayton seconded. All ayes. Mayor Nelson declared the public hearing closed.
- Resolution 2022-8, a resolution amending the budget for the fiscal year ending June 30, 2022 was approved on motion from Burkhart, seconded by Clayton. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye). Resolution 2022-8 passed and approved.
- Ordinance 2022-2, an ordinance amending the Code of Ordinances for the City of Salix, Iowa, by amending provisions pertaining to water rates was approved on motion from Burkhart, seconded by Nelson. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye).
- March financial reports and claims were approved on motion from Burkhart. Clayton seconded. All ayes, motion carried. Claims approved: CHN..garbage...\$2100.12, CRARY HUFF...legal services...\$2581.25, EFTPS...taxes...\$1243.34, IPERS...retirement...\$824.01, KATHY BROUILLETTE...mileage reimbursement...\$33.45, LONG LINES...phone...\$34.65, MENARDS...shop supplies...\$161.29, MIDAMERICAN...electric...\$1056.98, MIKE'S MINI MART...fuel...\$88.27, SALIX FIRE DEPT...city hall electric...\$98.19, SGT. BLUFF ADVOCATE...publication...\$250.88, STATE WITHHOLDING...taxes...\$631.00, STEINHOFF CONSTRUCTION...manhole repair...\$2640.00, TODD WILSON...water help...\$500.00, VERIZON...cellphones...\$103.00, VISA...router for city hall..\$192.59,

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PAYROLL: \$4799.35. FUND TOTALS: GENERAL: \$11,457.55, ROAD USE: \$1,657.69, WATER: \$2,910.02, SEWER: \$1,313.11.

- March water, sewer and maintenance reports were approved on motion from VanAuken and seconded by Clayton. All ayes, motion carried.
- Minutes from the March 9<sup>th</sup> and 30<sup>th</sup> council meetings were approved on motion from Allen. VanAuken seconded the motion. All ayes, motion carried.
- The council discussed nuisances at 502 Lakeport and 507 Poplar. Another assessment will take place after clean up weekend.
- Chad Kerht from V&K offered some solutions to stormwater drainage. Chad will review some other options as recommended by council and follow up by the next council meeting.
- Maintenance hours and training was tabled as Duerksen was absent for meeting. Burkhart and Nelson will follow up with Duerksen on any outstanding questions.

Revenues received by fund for March 2022:

General: \$7,468.89, Road Use: \$1,416.79, Emergency: \$71.15, Local Option Sales Tax: \$6,777.24, Debt Service: \$2,672.27, Capital Improvement: \$1,694.30, Capital Improvement/Equipment: \$1,694.30, Water: \$11,181.96, Water Sinking: \$3,548.33, Sewer: \$2,227.17, Sewer Sinking: \$390.00. Total Revenues: \$39,142.40

The meeting was adjourned at 9:25pm on motion from Clayton and seconded by VanAuken.

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Kevin Nelson, Mayor

Attest: \_\_\_\_\_  
Kathy Brouillette, Clerk

CITY OF SALIX  
COUNCIL MEETING MINUTES 2022

SPECIAL MEETING - May 2, 2022

Mayor Nelson opened the special meeting of the Salix City Council at 7:00pm on Monday, May 2nd, 2022. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson and Cindy VanAuken. Others present: Kathy Brouillette

- The council met to discuss the full-time maintenance position. Carl and Gene will continue to do daily water testing until a full-time person is hired and trained. Carl will also begin cleaning out storm water drains.
- Mayor Nelson, and Councilmembers Burkhart and VanAuken will conduct interviews for the full-time position starting this week. Pay for position is negotiable and determined by experience and qualifications.
- The council will volunteer to assist with Spring Clean Up during the following hours: Friday (5/13) 5pm - 7pm, Saturday (5/14) 11:30am - 2:30pm and Sunday (5/15) 1pm - 3pm.
- Burkhart motioned to approve the contract and terms and conditions with JBE, LLC for water contract which includes use of license, water testing and reports and other responsibilities. VanAuken seconded the motion. All ayes, motion carried.

The meeting was adjourned at 8:15pm on motion from Burkhart and seconded by Clayton.

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Kevin Nelson, Mayor

Attest: \_\_\_\_\_

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Kathy Brouillette, Clerk

CITY OF SALIX  
COUNCIL MEETING MINUTES 2022

REGULAR MEETING - May 11, 2022

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, May 11, 2022. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson and Cindy VanAuken.

- The Woodbury County Sheriff's patrol report was reviewed with the council.
- Andy Scott asked the council to consider rezoning 312 Tipton Street from commercial to residential. The council stated that they are not planning to rezone the commercial district at this time. Andy asked the council if the city would be interested in purchasing the property at 312 Tipton and the council answered with no.
- The second reading of Ordinance 2022-2, an ordinance amending the Code of Ordinances for the City of Salix, Iowa, by amending provisions pertaining to water rates was approved on motion from Burkhart, seconded by Nelson. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye).
- April financial reports and claims were approved on motion from Burkhart. Clayton seconded. All ayes, motion carried. Claims approved: ANALYTICAL & CONSULTING SERVICES...testing...\$67.50, CHN...garbage...\$2100.12, CRARY HUFF...legal service...\$409.25, EFTPS...taxes...\$1744.56, IPERS...retirement...\$1223.63, LP GILL...landfill dues...\$1869.45, LAKEPORT HEATING & COOLING...network wire cable repair...\$90.00, LONG LINES...lift station phones...\$34.65, MENARDS...shop supplies...\$190.61, MIDAMERICAN...electric...\$1247.95, MIKE'S MINI MART...fuel...\$110.51, RYAN PUBLISHING...help wanted ad...\$49.05, S&S EQUIPMENT...lawn mower blades...\$76.50, SALIX FIRE DEPT...city hall electric...\$38.00, TODD WILSON...water help...\$500.00, VERIZON...cellphones...\$102.96, VISA...stamps, router and water plant supplies...\$763.33. PAYROLL: \$4332.87. FUND TOTALS: GENERAL: \$8,697.04, ROAD USE: \$1,684.57, WATER: \$3,124.55, SEWER: \$1,444.78.
- March water, sewer and maintenance reports were approved on motion from VanAuken and seconded by Burkhart. All ayes, motion carried.
- Minutes from the April 13<sup>th</sup> council meeting was approved on motion from VanAuken. Nelson seconded the motion. All ayes, motion carried.
- The council discussed nuisances at 502 Lakeport and 507 Poplar. Progress has been made and the council will monitor and review again at the June 8<sup>th</sup> council meeting.
- Council discussed applicants for FT maintenance position and starting wage but no decisions were made at this time.
- Observations of water plant and distribution from JBE, LLC were discussed.
- The council discussed plan for playground equipment.
- The council requested that the clerk send a letter to 303 Travis for mowing abatement and also continue to remind residents to not throw grass in street when mowing.

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Revenues received by fund for April 2022:

General: \$27,589.22, Road Use: \$3,782.74, Emergency: \$674.31, Local Option Sales Tax: \$3,388.62, Debt Service: \$2,672.30, Capital Improvement: \$847.15, Capital Improvement/Equipment: \$847.15, Water: \$10,171.27, Water Sinking: \$3,548.33, Sewer: \$2,254.04, Sewer Sinking: \$390.00. Total Revenues: \$56,165.13

The meeting was adjourned at 8:26pm on motion from Burkhart and seconded by VanAuken.

\_\_\_\_\_  
Kevin Nelson, Mayor

Attest: \_\_\_\_\_  
Kathy Brouillette, Clerk

CITY OF SALIX  
COUNCIL MEETING MINUTES 2022

SPECIAL MEETING - May 23, 2022

Mayor Nelson opened the special meeting of the Salix City Council at 7:00pm on Monday, May 23rd, 2022. Council members present: Karen Allen, Emily Clayton, Donnie Nelson and Cindy VanAuken. Denise Burkhart was absent.

- The council met to discuss the full-time maintenance position applicants. VanAuken motioned to approve the hire of Edward Colyer for the full-time maintenance position. Allen seconded the motion. All ayes, motion carried.
- Resolution 2022-9, a resolution approving the wages for full time maintenance position was approved on motion from Clayton, seconded by Nelson. Roll call vote: Clayton (aye), Nelson (aye), VanAuken (aye), Allen (aye), Burkhart (absent). Mayor declared Resolution 2022-9 passed and approved.

The meeting was adjourned at 7:30m on motion from Allen and seconded by Clayton.

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Kevin Nelson, Mayor

Attest: \_\_\_\_\_  
Kathy Brouillette, Clerk

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2022**

**REGULAR MEETING - June 8, 2022**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, June 8, 2022. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson and Cindy VanAuken. Others present: Kathy Brouillette, Deputy Luesebrink and Nick Lahrs.

- The Woodbury County Sheriff's patrol report was reviewed with the council.
- The third reading of Ordinance 2022-2, an ordinance amending the Code of Ordinances for the City of Salix, Iowa, by amending provisions pertaining to water rates was approved on motion from Burkhart, seconded by Allen. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye).
- Resolution 2022-10, a resolution approving the designation of SLFRF funds for the City of Salix, was approved on motion from Burkhart, seconded by VanAuken. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye).
- Resolution 2022-11, a resolution authorizing the city clerk to make the appropriate interfund transfers of sums and record the same in the appropriate manner for FY22, was approved on motion from Burkhart, seconded by Clayton. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye).
- Resolution 2022-12, a resolution satisfying an internal loan from the water fund to Money Market fund, was approved on motion from Burkhart, seconded by Allen. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye).
- Resolution 2022-13, a resolution accepting and approving the plat of Roger E. Rand Addition, Woodbury County was approved on motion by Clayton, seconded by Nelson. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye).
- Resolution 2022-14, a resolution approving wages for the city clerk position was approved on motion from Burkhart, seconded by Clayton. Roll call vote: Burkhart (aye), Clayton (aye), Nelson (aye), Allen (aye), VanAuken (aye).
- May financial reports and claims were approved on motion from Burkhart. Allen seconded. All ayes, motion carried. Claims approved: AQUA-CHEM...chemicals...\$752.87, BROWN SUPPLY...brass meter couplings...\$66.00, CARL CLAYTON...reimburse shop supplies, oil and filter...\$45.15, CATALYST IT...network and router assistance...\$665.00, CHN...garbage...\$2665.80, EFTPS...taxes...\$890.62, FLOYD RIVER MATERIALS...crushed concrete...\$753.80, IMWCA...worker's comp...\$1841.00, IOWA FINANCE AUTHORITY...loan payments...\$38,966.25, IPERS...retirement...\$1185.9, JBE LLC...water operator...\$800.00, KAREN ALLEN...reimburse flowers and paint...\$177.76, LAKEPORT HEATING & COOLING...plumbing for water testing...\$175.00, LONG LINES...lift station phone...\$65.51, MIDAMERICAN...electric...\$1248.87, MIKE'S MINI MART...fuel...\$113.11, REHAB SYSTEM LLC...lift station cleanout...\$2066.25, SALIX FIRE DEPT...license for DTX doors...\$1103.00, SGT. BLUFF ADVOCATE...publication...\$57.60, SIMPCO...membership dues...\$334.38, SIOUXLAND DISTRICT HEALTH...testing...\$14.00, SOUXLAND LOCK & KEY...rekey doors...\$195.25, USA BLUEBOOK...water plant supplies...\$565.63, VERIZON...cell phones...\$102.96, VISA...city hall supplies...\$10.76, PAYROLL: \$1,401.68. FUND TOTALS: GENERAL: \$8,767.45, ROAD USE: \$1,560.16, WATER: \$3,980.91, WATER

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2022**

SINKING: \$35,021.25, SEWER: \$2,989.43, SEWER SINKING: \$3,945.00.

- May water, sewer and maintenance reports were reviewed by council. Water Operator, Nick Lahrs (JBE, LLC), updated the council on water/sewer reports, what he has been working on and his recommendations for improvements. The council appreciates Carl Clayton and Gene Monk for stepping in and completing tasks until a new full-time maintenance person begins.
- Minutes from the May 11<sup>th</sup> and May 23<sup>rd</sup> council meetings was approved on motion from Burkhart. VanAuken seconded the motion. All ayes, motion carried.
- The council discussed nuisances at 502 Lakeport, 507 Poplar and the Ericksen Elevator. 502 Lakeport and 507 Poplar are making some progress but more work continues. The council asked Brouillette to send letters listing specific areas of focus for each property.
- A motion to approve city spraying at the north Salix sign and spot spraying thistle around lagoon was approved on motion by Allen, seconded by VanAuken. All ayes, motion carried.
- Burkhart motioned to approve the Cigarette Permit for Walker's. Clayton seconded the motion. All ayes, motion carried.
- Burkhart motioned to approve the following miscellaneous items prior to fiscal year end. Allen seconded. All ayes, motion carried. New utility locator, new office chair, new bottom loading water cooler, license for door locking system, new wire gutter brush, electric tool combo kit to include batteries, circular saw and other smaller tools not to exceed \$1000.00, extra security cameras for park and miscellaneous office supplies as needed.

Revenues received by fund for May 2022:

General: \$8,798.24, Road Use: \$1,302.82, Emergency: \$127.04, Local Option Sales Tax: \$3,986.45, Debt Service: \$3,594.21, Capital Improvement: \$996.61, Capital Improvement/Equipment: \$996.61, Water: \$9,826.67, Water Sinking: \$3,548.33, Sewer: \$2,203.55, Sewer Sinking: \$390.00. Total Revenues: \$35,770.53

The meeting was adjourned at 9:28pm on motion from Burkhart and seconded by VanAuken.

\_\_\_\_\_  
Kevin Nelson, Mayor

Attest: \_\_\_\_\_  
Kathy Brouillette, Clerk

CITY OF SALIX  
COUNCIL MEETING MINUTES 2022

SPECIAL MEETING - June 29, 2022

Mayor Pro Tem Burkhardt opened the special meeting of the Salix City Council at 5:00pm on Wednesday, June 29<sup>th</sup>, 2022. Council members present: Karen Allen, Emily Clayton, Donnie Nelson and Cindy VanAuken. Mayor Nelson was absent. Also present: Kathy Brouillette, Savannah Hinze, KW Realtor.

- Resolution 2022-15, a resolution accepting and approving the plat of Roger E. Rand Addition, Woodbury County, IA was motioned by VanAuken for approval, seconded by Nelson. Roll call vote: Clayton (aye), Nelson (aye), VanAuken (aye), Allen (aye), Burkhardt (aye). Mayor Pro Tem declared Resolution 2022-15 passed and approved.
- Approval of the following claims before fiscal year end was approved on motion from Clayton, seconded by VanAuken. All ayes, motion carried. Claims approved were: AQUACHEM...chemicals...\$281.37, CHN...garbage...\$2328.36, CINDY VANAUKEN...reimburse trimmer and string...\$118.73, CRARY HUFF...legal services...\$1662.50, ED COLYER...reimburse tools and shop supplies...\$183.81, EFTPS...taxes...\$1066.72, IOWA LEAGUE OF CITIES...dues...\$357.00, IA ONE CALL...locates...\$28.00, IPERS...retirement...\$228.05, JBE LLC...water contract plus additional help and training...\$1500.00, JDH SERVICES...spraying...\$840.00, KATHY BROUILLETTE...reimburse for street signs...\$299.86, MALLY INDUSTRIAL SERVICES...ditch pump repair...\$1409.73, SALIX FIRE DEPT...gas/diesel and city hall electric...\$318.19, SIOUXLAND DISTRICT HEALTH...testing...\$14.00, STATE WITHHOLDING...taxes...\$595.00, THOMPSON ELECTRIC...repair to pole at well site...\$1078.50, TRIPLE C PEST CONTROL...May fogging...\$262.50, USA BLUEBOOK...water plant supplies...\$226.60, USPS...stamps...\$196.00, VISA...checks, lawn supplies, tools, and various supplies...\$2500.23. PAYROLL CHECKS...\$2391.76. FUND TOTALS: GENERAL: \$8369.79, ROAD USE TAX: \$4157.57, WATER: \$4335.18, SEWER: \$724.51.
- Savannah Hinze spoke to the council on behalf of Bret Steinhoff who is interested in purchasing some land to build houses. Hinze stated that 3 more manholes were needed and inquired if the City would be willing to cost share some of those expenses with Steinhoff. The council requested more information and asked the clerk to reach out to V&K about a need for lift station and to add Steinhoff to the agenda for next council meeting on July 13<sup>th</sup> to discuss in more detail.
- The council also discussed the extreme dry and windy conditions and urge residents to use extreme caution if lighting fireworks. The dry conditions and previous burn ban has also led to the city's burn pile at the lagoon getting too large. Since we are unable to burn the pile until harvest, the council has discontinued further use at the tree dump site until we are able to burn the pile.

The meeting was adjourned at 6:06pm on motion from Clayton and seconded by VanAuken.

\_\_\_\_\_  
Kevin Nelson, Mayor

Attest:

\_\_\_\_\_  
Kathy Brouillette, Clerk

CITY OF SALIX  
COUNCIL MEETING MINUTES 2022

REGULAR MEETING - July 13, 2022

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, July 13, 2022. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson and Cindy VanAuken. Others present: Kathy Brouillette, Ed Colyer, Chad Kehrt, Savannah Hinze, James Loomis, Sgt. Cleveringa.

- The Woodbury County Sheriff's patrol report was reviewed with the council.
- James Loomis spoke with the council on his candidacy for Woodbury County Auditor.
- Mike Lamoureux spoke to the council stating that he had some personal property left behind at the Maintenance Shop that he wanted back. The council will review for consideration and Mayor Nelson will notify Mike on their decision/next steps.
- Savannah Hinze spoke to the council about possible development opportunities on behalf of Bret Steinhoff who is interested in purchasing property to develop 6 duplexes within city limits. Duplexes will be approximately 1500 on each side (3 bed/2 bath). A surveyor suggested that more manholes are needed for sewer. V&K Engineer, Chad Kehrt, was asked to research our current lift stations and get back to us on any suggested improvements. Bret is asking that the city cost share part of the sewer/water infrastructure. The council is taking it under consideration and will need more information from Engineer and City Attorney before making a decision. Tabled until next council meeting.
- June financial reports and claims were approved on motion from Burkhart. Allen seconded. All ayes, motion carried. Claims approved: IA DNR...discharge fee...\$85.00, DNR...water supply fee...\$32.49, ED COLYER...reimburse for hydrant valve reducer...\$123.71, LONG LINES...phone service...\$47.09, MENARDS...extension ladder and water plant supplies...\$392.39, MIDAMERICAN...electric...\$1252.93, MIKE'S MINI MART...fuel...\$78.78, SALIX FIRE DEPT...city hall electric...\$27.60, SECRETARY OF STATE...notary renewal...\$30.00, SGT. BLUFF ADVOCATE...publication...\$108.00, TRIPLE C PEST CONTROL...fogging...\$656.25, VERIZON...cellphones...\$102.96. FUND TOTALS: GENERAL: \$901.69, ROAD USE: \$1,250.78, WATER: \$569.64, SEWER: \$215.09.
- June water, sewer and maintenance reports were reviewed by council. On top of water training from JBE, LLC, Ed has been working on cleaning up the lagoon, tree trimming park, cleaning gutters (over ½ town complete) and other projects as assigned. Hydrant flushing will be taking place soon. Notices will posted.
- Minutes from the June 8<sup>th</sup> and 29<sup>th</sup> council meetings were approved on motion from Clayton. Burkhart seconded the motion. All ayes, motion carried.
- The council asked Clerk to send final letters to houses with nuisances at 502 Lakeport and 507 Poplar. To send a letter to 310 Talbot regarding tires and other nuisances. To send a letter to 108 Hwy 75 regarding chickens/rooster.
- Over 38 years ago, in 1984, The Farmer's Drainage District and City of Salix established an agreement to allow the City to pump stormwater into the Farmer's Lateral H ditch. Trustees Todd Rand, Gary Walters and Randy Hunt have terminated that agreement effective 1/1/24.

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2022**

The City of Salix has been working with V&K Engineers to develop a plan to remove excess stormwater from our town to prevent flooding and back-up water in basements. Chad Kehrt, V&K Engineer, discussed updated drainage estimates to run stormwater from southeast part of the town to Snyder's Bend. The project costs are \$1,662,325.00. The City Council agreed that the only way to pay for such project was to establish the City's own drainage district. V&K recommended that the first step in the process was to contact Woodbury County Engineer, Mark Nahra, to discuss next steps for forming a drainage district. SIMPCO has been provided with the new estimates to begin researching grants to help the city pay for this cost.

- The council discussed park security enforcement for people utilize the park after hours. The city clerk was asked to add \$3000 to the budget amendment for restroom door locks that will allow the restroom doors to be locked and unlocked automatically during specified hours.
- The city council advised that they would like to seek the upcoming MRHD grant for water and park projects. Clerk asked the council to rank projects in order of importance which included: 1) water tower interior repainting, 2) new water meters, 3) Playground equipment, 4) Sidewalks for park.

Revenues received by fund for June 2022:

General: \$9,176.18, Road Use: \$3,978.13, Emergency: \$24.91, Local Option Sales Tax: \$3,986.45, Debt Service: \$2,674.23, Capital Improvement: \$996.60, Capital Improvement/Equipment: \$996.60, Water: \$10,410.99, Water Sinking: \$3,548.33, Sewer: \$2,640.80, Sewer Sinking: \$390.00. Total Revenues: \$38,823.22

The meeting was adjourned at 8:56pm on motion from Burkhart and seconded by Clayton.

\_\_\_\_\_  
Kevin Nelson, Mayor

Attest: \_\_\_\_\_  
Kathy Brouillette, Clerk

CITY OF SALIX  
COUNCIL MEETING MINUTES 2022

REGULAR MEETING - August 10, 2022

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, August 10, 2022. Council members present: Karen Allen, Denise Burkhart, Emily Clayton and Cindy VanAuken. Donnie Nelson was absent. Others present: Ed Colyer, Bret Steinhoff, Savannah Hinze and Mike Lamoureux.

- The Woodbury County Sheriff's patrol report was reviewed with the council.
- Mike Lamoureux provided a handwritten list of personal items he had left at the Maintenance Shop that he wants back. Council will review list and follow up with Mike.
- Bret Steinhoff and Savannah Hinze spoke with the council about possible development opportunities within city limits along Aspen Street. In order to provide sewer services, a lift station (preferred by city engineers) or additional manholes will be required. Steinhoff would like the city's help in offsetting some of those infrastructure costs. The council instructed Brouillette to follow up with Dorsey and Whitney on establishing a TIF district to help pay for the infrastructure costs. If a lift station is to be installed, Steinhoff wanted to know where that would be located. Since the land is not yet purchased, Steinhoff agreed to sign a contract stating that he would reimburse the city for establishing TIF fees if the development did not occur. Brouillette will work with attorneys to draft up a contract to be approved at next council meeting. Another question for V&K was to find out if water pipe size would accommodate the new additions. Hinze will follow up with council on whether the housing will be "market value" or "affordable housing" as it makes a difference with how the TIF is set up.
- July financial reports and claims were approved on motion from VanAuken. Allen seconded. All ayes, motion carried. Claims approved: CHN...garbage...\$2328.36, D.J GONGOL & ASSOCIATES...submersible transducer for lift station...\$1546.35, DNR...discharge fee...\$210.00, EFTPS...taxes...\$1527.52, IA DEPT OF REVENUE...sales tax...\$528.30, IOWA ONE CALL...locates...\$9.00, IPERS...retirement...\$921.26, JBE LLC...water help...\$1235.00, LP GILL...landfill...\$1519.25, LONG LINES...phone service...\$34.72, MIDAMERICAN...electric...\$1264.60, MIKE'S MINI MART...fuel...\$61.06, SALIX FIRE DEPT...city hall electric...\$35.60, SGT. BLUFF ADVOCATE...publication...\$86.32, SIOUX CITY JOURNAL...website...\$600.00, SIOUXLAND DISTRIC HEALTH...testing...\$14.00, TRIPLE C PEST CONTROL...July fogging...\$262.50, USA BLUEBOOK...chemicals and supplies...\$1282.83, VERIZON...cell phones and lift station box...\$225.25, VISA...u-channel posts, oil and fuel filters and printer ink...\$414.06, WOODBURY COUNTY SOLID WASTE AGENCY...landfill one-time fee...\$898.13. PAYROLL: \$2,977.08. FUND TOTALS: GENERAL: \$9,099.14, ROAD USE: \$2,163.95, WATER: \$5,491.92, SEWER: \$3,168.85.
- July water, sewer and maintenance reports were reviewed by council. Colyer was asked to paint hydrants, weed spray ballfield and check winter equipment. Also, keep working on storage tanks, coordinate interior painting of water tower, research what do we do with "flat chlorine" and check on changing out the light in the park women's restroom.
- Minutes from the July 13<sup>th</sup> council meeting was approved on motion from Allen. VanAuken seconded the motion. All ayes, motion carried.

CITY OF SALIX  
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Revenues received by fund for July 2022:

General: \$6,397.12, Road Use: \$2,921.63, Emergency: \$36.51, Local Option Sales Tax: \$3,986.45,  
Debt Service: \$2,681.64, Capital Improvement: \$996.60, Capital Improvement/Equipment: \$996.60,  
Water: \$14,600.13, Water Sinking: \$3,503.33, Sewer: \$2,655.86, Sewer Sinking: \$468.33. Total  
Revenues: \$39,244.20

The meeting was adjourned at 8:23pm on motion from Clayton and seconded by VanAuken.

\_\_\_\_\_  
Kevin Nelson, Mayor

Attest: \_\_\_\_\_  
Kathy Brouillette, Clerk

CITY OF SALIX  
COUNCIL MEETING MINUTES 2022

SPECIAL MEETING - September 8, 2022

Mayor Nelson opened the special meeting of the Salix City Council at 7:00pm on Thursday, September 8, 2022. Council members present: Karen Allen, Denise Burkhart, Donnie Nelson and Cindy VanAuken. Emily Clayton was absent. Others present: Ed Colyer, Kathy Brouillette, Nick Lahrs (via phone conference).

- Water Operator, Nick Lahrs, spoke to the council about the interior water tower painting project and the need for water storage tanks to be able to backflush water mains. Without the storage tanks, and inability to backflush weekly, the water would have too much iron and also may not meeting manganese required levels.
- A proposal from Viking was reviewed again with council. Burkhart motioned to accept Viking bid of \$41,300 to paint and inspect tank. Nelson, seconded the motion. All ayes, motion carried.
- VanAuken made a motion to approve bid from Elevated Welding Service for \$21,000 for a temporary water storage tank. Burkhart seconded the motion. All ayes, motion carried.
- Lahrs and Colyer will coordinate dates with Viking and Elevated. Lahrs suggested that while water tower is offline (approximately 30 days), the City ask residents to conserve water where possible to keep up with demand.
- Colyer completed hydrant flushing last week. It was discovered that two hydrants were in need of repair. Colyer will look into options.

The meeting was adjourned at 6:57pm on motion from Burkhart and seconded by VanAuken.

\_\_\_\_\_  
Kevin Nelson, Mayor

Attest: \_\_\_\_\_  
Kathy Brouillette, Clerk

CITY OF SALIX  
COUNCIL MEETING MINUTES 2022

REGULAR MEETING - September 14, 2022

Mayor Pro Tem Burkhardt opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, September 14, 2022. Council members present: Karen Allen, Emily Clayton Cindy VanAuken and Donnie Nelson. Others present: Kathy Brouillette, Ed Colyer, Bret Steinhoff, Savannah Hinze, Matt McDonald, Natalie Flores and Sandra Lopez Escobar.

- The Woodbury County Sheriff's patrol report was not available due to software changes.
- Mayor Pro Tem Burkhardt opened the public hearing on adopting proposed amendments to the City's zoning ordinance and zoning map. 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. Clayton made a motion to close the public hearing and Nelson seconded. All ayes. Mayor Pro Tem Burkhardt declared the public hearing closed.
- Ordinance 2022-3, an ordinance adopting the City of Salix, Iowa Zoning Ordinance and Map dated September 2022 and amending the Code of Ordinances of the City of Salix, Iowa Chapter 165 was approved on motion from Nelson, seconded by VanAuken. Roll call vote: Allen (aye), Burkhardt (aye), Clayton (aye), Nelson (aye), VanAuken (aye).
- Allen motioned to waive the 2<sup>nd</sup> and 3<sup>rd</sup> meetings due to the fact that we have been waiting so long to get this approved and have a few residents waiting to build per new zoning code. VanAuken seconded the motion. All ayes, motion carried.
- Natalie Flores spoke on behalf of her mother at 108 Hwy 75 to ask council for approval of a chicken permit. The council denied the permit as they have 2 roosters and roosters are not allowed. The council suggested that once the roosters were removed, they would consider approving as long as all other requirements were met. Discussion tabled until next council meeting.
- Brad Wheeler wrote a formal complaint regarding nuisances around town but was not present at the meeting. The council reviewed the complaint and will take it under advisement.
- Resolution 2022-19 was tabled. Brouillette will contact attorneys to look into changing the memorandum of understanding for Aspen development to include "Market Value" housing and payment of TIF terms. The council and Steinhoff had several other discussions regarding the need for a sewer main and lift station. Steinhoff will contact City Engineers, V&K, to discuss options.
- August financial reports and claims were approved on motion from Allen. VanAuken seconded. All ayes, motion carried. Claims approved: ACCO...chemicals...\$1022.43, AQUA-CHEM...chemicals...\$240.90, BEKINS...fire extinguisher annual inspections...\$84.15, CHN...garbage...\$2328.36, CRARY HUFF...legal services...\$358.00, EFTPS...taxes...\$1392.33, FOUNDATION ANALYTICAL LAB...testing...\$170.00, IOWA ONE CALL...locates...\$19.80, IA STATE TREASURER...great iowa treasurer hunt for uncashed utility deposit checks...\$120.91, IPERS...retirement...\$835.90, JBE, LLC...water assistance...\$920.00, LONG LINES...sewer phone alert...\$34.65, MENARDS...dehumidifier and park supplies...\$332.95, MIDAMERICAN...electric...\$1263.38, MIKE'S MINI MART...fuel...\$95.41, MUNICIPAL SUPPLY, INC...water meters and touchpads...\$457.43, SALIX FIRE DEPT...city hall electric...\$27.10, SGT. BLUFF ADVOCATE...publications...\$205.89, SIOUXLAND DISTRICT

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2022**

HEALTH...testing...\$14.00, TITAN MACHINERY...filter...\$14.75, TRIPLE C PEST CONTROL...fogging...\$656.25, USA BLUEBOOK...drum syphon pump...\$71.77, VERIZON...cell phones and sewer line...\$126.41, VISA...man hole hook and sign brackets...\$119.44, WOODBURY COUNTY TREASURER...property taxes...\$241.34. FUND TOTALS: GENERAL: \$6,677.42, ROAD USE: \$2,286.69, WATER: \$5,616.50, SEWER: \$1,324.74.

- Water, Sewer and Maintenance Reports were reviewed by council.
- Minutes from August 10<sup>th</sup> and September 8<sup>th</sup> council meetings were approved on motion from Allen and seconded by VanAuken. All ayes, motion carried.
- Nuisance properties were discussed. The council appreciates the progress being made on some of the properties. Council will continue to monitor and review monthly. Burkhart and Clayton will speak to a couple of properties to encourage improvements. Brouillette to continue to send letters when needed.
- Brouillette mentioned that there has been no response from the Farmer's Drainage District letter from Mayor sent back in April 2022. Mayor Nelson will seek legal guidance to see how we should proceed.
- Brouillette discussed some lighting options to replace lights on main street with some more decorative options. Will look into further detail on city costs and update council.
- Mike Lamoureux obtained his personal items left behind in Maintenance shop. Council considers the matter closed.
- Colyer to follow up on cost of hydrant repair on Oak/Willow. Bid for hydrant by city hall was \$21,000 but we believe we can stop leak with a specialty gasket. Colyer is looking into it.
- Brouillette provided council with list of grants we are applying for. In addition, Brouillette, Mayor Nelson, VanAuken and Allen are participating in a four-month long bootcamp to learn more about the process for applying for infrastructure grants offered by the National League of Cities.
- Brouillette requested a change in City Hall office hours to be 8:30am-11:30am Mon-Fri and remaining hours of the day to be a flex schedule. Burkhart suggested one of those days to be in the afternoon to accommodate resident schedules. Brouillette will post new office hours starting next week.

Revenues received by fund for August 2022:

General: \$5,443.10, Road Use: \$2,279.87, Emergency: \$21.99, Local Option Sales Tax: \$3,647.14, Debt Service: \$27.82, Capital Improvement: \$911.70, Capital Improvement/Equipment: \$911.70, Capital Improvement/ARP: \$28,932.69, Water: \$10,631.07, Water Sinking: \$3,503.33, Sewer: \$2,504.85, Sewer Sinking: \$468.33. Total Revenues: \$59,283.59

The meeting was adjourned at 8:58pm on motion from Clayton and seconded by VanAuken.

Attest: \_\_\_\_\_

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Kevin Nelson, Mayor

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Kathy Brouillette, Clerk

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2022**

**REGULAR MEETING - October 12, 2022**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, October 12, 2022. Council members present: Karen Allen, Emily Clayton and Denise Burkhart. Cindy VanAuken and Donnie Nelson were absent. Others present: Kathy Brouillette, Ed Colyer, Bret Steinhoff, Savannah Hinze, Deputy Brooks and Chad Kehrt.

- The Woodbury County Sheriff's patrol report was not available due to software changes.
- Resolution 2022-19, a resolution to approve Memorandum of Understanding for Aspen Development was not voted on due to pending questions. The council discussed TIF incentives and explained that due to the cost of a lift station and sewer improvements, the project will need to go out for bid. V&K will assist the city with specs and bidding process. Brouillette will contact D.A. Davidson to inquire about the loan process. Brouillette will contact Dorsey & Whitney to discuss TIF incentive options. Attorneys to also draft an agreement for paying back TIF fees if the development does proceed.
- September financial reports and claims were approved on motion from Burkhart. Allen seconded. All ayes, motion carried. Claims approved: ACCO...chemicals...\$522.40, CHN...garbage...\$2328.36, CINDY VANAUKEN...reimbursement for flower supplies...\$28.90, DNR...water supply fee...\$115.00, EFTPS...taxes...\$2017.99, IA DEPT OF REVENUE...sales tax...\$1008.72, IPERS...retirement...\$1267.77, JBE, LLC...water assistance...\$1220.00, LONG LINES...sewer phone alert...\$34.65, MENARDS...shop supplies...\$6.95, MIDAMERICAN...electric...\$1264.38, MIKE'S MINI MART...fuel...\$77.00, SALIX FIRE DEPT...city hall electric...\$25.50, SGT. BLUFF ADVOCATE...publications...\$150.28, SIOUXLAND DISTRICT HEALTH...testing...\$84.00, STATE WITHHOLDING...taxes...\$726.00, ULINE...striping paint...\$182.93, VERIZON...cell phones and sewer line...\$126.20, VISA...wire, paint, supplies, stamps...\$527.43. PAYROLL: \$2094.32. FUND TOTALS: GENERAL: \$5,438.55, ROAD USE: \$1,858.03, WATER: \$5,275.35, SEWER: \$1,236.87.
- Water, Sewer and Maintenance Reports were reviewed by council. The water tower painting is completed and needs approximately 3-4 weeks to cure before water tower is back up.
- Minutes from September 14<sup>th</sup> council meeting was approved on motion from Burkhart and seconded by Clayton. All ayes, motion carried.
- Nuisance properties were discussed. The council appreciates the progress being made on some of the properties. Brouillette will contact Tim Ericksen to have gravity wagon moved so it's not protruding into the street. Burkhart will contact Skidmore on 310 Talbot status update.
- Burkhart motioned to approve subdividing lots on 303 and 305 Oak Street to confirm with city setback requirements. Clayton seconded the motion. All ayes, motion carried. Johnson will need to contact Woodbury County to provide necessary documents.
- The council requested to table approval of the chicken permit for 108 Hwy 75 to ensure roosters were removed and all other requirements were being followed. Brouillette to send a letter to homeowners letting them know it will be reviewed again in November.
- Chad Kehrt discussed process for petitioning to form Salix Drainage District and petition

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2022**

should be available next week. A motion for the Mayor to sign the petition on behalf of city and any other documents to keep the drainage district project moving forward was approved on motion from Burkhart. Allen seconded the motion. All ayes, motion carried.

- The Woodbury County Board of Supervisors will be having a town hall meeting on Tuesday, October 18<sup>th</sup> at 5:30pm.
- The council requested we change the date of November council meeting to Thursday, November 10<sup>th</sup> at 7pm due schedule conflicts.

Revenues received by fund for September 2022:

General: \$15,869.09, Road Use: \$3,504.49, Emergency: \$352.49, Local Option Sales Tax: \$6,200.10, Debt Service: \$34.01, Capital Improvement: \$1,549.90, Capital Improvement/Equipment: \$1,549.90, Water: \$25,605.62, Water Sinking: \$3,503.33, Sewer: \$2,664.69, Sewer Sinking: \$468.33. Total Revenues: \$61,301.95

The meeting was adjourned at 8:23pm on motion from Clayton and seconded by Burkhart.

\_\_\_\_\_  
Kevin Nelson, Mayor

Attest: \_\_\_\_\_  
Kathy Brouillette, Clerk

CITY OF SALIX  
COUNCIL MEETING MINUTES 2022

REGULAR MEETING - November 10, 2022

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Thursday, November 10, 2022. Council members present: Karen Allen, Cindy VanAuken, Emily Clayton, Donnie Nelson and Denise Burkhart. Others present: Kathy Brouillette, Ed Colyer and Chad Kehrt.

- The Woodbury County Sheriff's patrol report was reviewed by the council.
- October financial reports and claims were approved on motion from Burkhart. Clayton seconded. All ayes, motion carried. Claims approved: ANALYTICAL & CONSULTING SERVICES...testing...\$22.50, BROWN SUPPLY CO...curb box lid and key...\$10.00, CHN...garbage...\$2328.36, EFTPS...taxes...\$1235.23, ELEVATED WELDING SERVICE...storage tanks for tower painting project...\$21000.00, GWORKS...license fee and support...\$1991.00, IA DEPT OF REVENUE...sales tax...\$462.96, IRWA...dues...\$225.00, IPERS...retirement...\$738.66, JBE, LLC...water assistance...\$1280.00, LP GILL...landfill...\$1519.25, LONG LINES...sewer phone alert...\$34.65, MENARDS...shop supplies...\$100.49, MIDAMERICAN...electric...\$1190.33, ROGER'S I29...oil change...\$52.50, SALIX FIRE DEPT...city hall electric...\$21.50, SGT. BLUFF ADVOCATE...publications...\$76.96, SIOUXLAND DISTRICT HEALTH...testing...\$56.00, VERIZON...cell phones and sewer line...\$125.82, VIKING INDUSTRIAL PAINT...interior tower painting and repairs...\$41300.00, VISA...stamps, cell phone battery, budget workshop...\$315.70. PAYROLL: \$4051.41. FUND TOTALS: GENERAL: \$9,501.10, ROAD USE: \$1,666.23, CAPTIAL IMP/ARP...\$62,300.00, WATER: \$4,192.07, SEWER: \$1,159.02.
- Water, Sewer and Maintenance Reports were reviewed by council.
- Minutes from October 12<sup>th</sup> council meeting was approved on motion from Burkhart and seconded by Nelson. All ayes, motion carried.
- Allen suggested removal of dead tree located in the right of way at 507 Poplar. Brouillette will contact tree removal companies to have it removed.
- Colyer stated that the curb stop at 502 Lakeport is broken. Council asked Brouillette to send a letter to the homeowners to have it repaired.
- Burkhart motioned to approve agreement for animal shelter with Siouxland Humane Society for stray animals. Allen seconded. All ayes, motion carried.
- Nuisance properties were discussed. The council asked Brouillette to send final letters to homeowners and to clean up before winter.
- Chicken permit for 108 Hwy 75 was approved on motion from Clayton and seconded by Burkhart. All ayes, motion carried.
- Chad Kehrt (V&K Engineer) informed the council that the petition to form Salix Drainage District to be presented to the Board of Supervisors will be completed by Monday, November 14<sup>th</sup>. The council continued to encourage Mayor Nelson to sign the petition and any documents needed to keep the progress moving forward as stated in the last meeting.
- Kehrt also informed the council that he will have an agreement for council to approve at the next council meeting to work with V&K on the Aspen Development project. Specs for a lift station and sewer mains will be provided. V&K will also handle the bidding process

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2022**

for the city. Specs will be provided in December with bidding process beginning in January. The city plans to award the project bid in February.

- Mayor Nelson gave updates on Landfill meetings, pipeline information from Deborah Main and phishing emails to the council.
- VanAuken suggested a few painting projects to complete this Spring. Brouillette will apply for the Paint Iowa Beautiful grant to help fund the projects.

Revenues received by fund for October 2022:

General: \$38,626.069, Road Use: \$3,088.44, Emergency: \$1,103.55, Local Option Sales Tax: \$2,483.63, Debt Service: \$44.26, Capital Improvement: \$620.90, Capital Improvement/Equipment: \$620.90, Water: \$9,518.68, Water Sinking: \$3,503.33, Sewer: \$2,448.77, Sewer Sinking: \$468.33.  
Total Revenues: \$62,526.85

The meeting was adjourned at 8:15pm on motion from Burkhart and seconded by Clayton.

\_\_\_\_\_  
Kevin Nelson, Mayor

Attest: \_\_\_\_\_  
Kathy Brouillette, Clerk

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2022**

**REGULAR MEETING - December 14, 2022**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, December 14, 2022. Council members present: Karen Allen, Cindy VanAuken, Emily Clayton, Donnie Nelson and Denise Burkhart. Others present: Kathy Brouillette, Ed Colyer, Chad Kehrt and Deputy Luesebrink.

- The Woodbury County Sheriff's patrol report was reviewed by the council.
- Chad Kehrt (V&K) informed council that we are awaiting information for surety bond to file with Drainage District petition to Woodbury County Supervisors. The city hopes to have the petition ready for Supervisors review by end of week.
- Resolution 2022-19, authorizing a memorandum of understanding with Steinhoff Construction, Inc was approved on motion from Burkhart and seconded by Allen. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), Nelson (aye), VanAuken (aye).
- Resolution 2022-20, a resolution to approve 2023 employee wages was approved on motion from Nelson, seconded by Burkhart. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye for Brouillette, Colyer and Monk wages abstained from Clayton wages), Nelson (aye), VanAuken (aye). The following wages will be included starting with January's first payroll. Brouillette \$25/hr, Colyer \$21/hr, Monk \$13/hr, Clayton \$13/hr.
- Resolution 2022-21, a resolution to set time and place for public hearing to adopt maximum property tax dollar resolution for January 11, 2023 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 2022-22, an agreement between V&K and City of Salix for installation of lift station and sewer main improvements for a project titled Aspen Street Sanitary Sewer Improvements was approved on motion from Burkhart, seconded from Clayton. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), Nelson (aye), VanAuken (aye).
- November financial reports and claims were approved on motion from Burkhart. Allen seconded. All ayes, motion carried. Also included in these claims will be a check to Siouxland Bobcat for purchase of new skidloader (\$31,574.52) that was ordered in March 2022 and now ready for delivery. Claims approved: ACCO...chemicals...\$289.40, BADER SERVICE AND SALES...snow truck repair...\$310.44, CATALYST...IT services...\$845.00, CHN...garbage...\$2328.36, CRARY HUFF...legal services...\$75.00, EFTPS...taxes...\$1324.64, HINRICKSON TREE SERVICE...tree removal and clean up...\$450.00, IA DEPT OF REV...quarterly sales tax...\$453.96, IOWA FINANCE AUTHORITY...interest payment on loans...\$8006.25, IPERS...retirement...\$791.54, JBE LLC...water help...\$980.00, KALINS...furnace repair...\$720.88, LONGLINES...phone service...\$34.83, MENARDS...shop supplies and snow fence materials...\$249.07, MIDAMERICAN...electric...\$1191.73, MIKE'S MINI MART...fuel...\$278.22, MUNGER, REINSCHMIDT & DENNE...Farmer's Drainage District annual pumping and discharge fees...\$6750.00, ROGERS I29...oil change...\$52.50, SALIX FIRE DEPT...gas, diesel and city hall electric...\$458.56, SGT. BLUFF ADVOCATE...publication...\$72.28, SIOUXLAND DISTRICT HEALTH...testing...\$28.00, SLOAN PUBLIC LIBRARY...dues...\$675.00, STEVE HUBERT...reimburse supplies

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2022**

and help with GFI receptable...\$126.76, USA BLUEBOOK...chemicals and test kits...\$1092.36, UTILITY EQUIPMENT CO...brass saddle...\$45.63, VERIZON...phones...\$125.82, VISA...battery, Microsoft license...\$250.21, WOODBURY COUNTY...poplar paving loan...\$5031.03. FUND TOTALS: GENERAL: \$45,013.29, ROAD USE: \$3,132.73, DEBT SERVICE: \$5,031.03, WATER: \$6,098.04, WATER SINKING: \$7,297.50, SEWER: \$1,999.55, SEWER SINKING: \$708.75.

- Water, Sewer and Maintenance Reports were reviewed by council.
- Minutes from November 10<sup>th</sup> council meeting was approved on motion from Burkhart and seconded by Nelson. All ayes, motion carried.
- Walker's liquor license was approved on motion from Burkhart and seconded by Clayton. All ayes, motion carried.
- Appointments of P&Z, Board of Adjustment and Department Heads was approved on motion from Allen and seconded by VanAuken. All ayes, motion carried.
- Clayton motioned to approve the council wages as presented for calendar year ending 12/31/2022. Burkhart seconded. All ayes, motion carried.
- The council discussed renewing the three-year tax abatement for another 10-year period and requested Brouillette to research different options for council review next month.
- 502 Lakeport was notified last month that repairs were needed to fix the curb stop by December 14th. Colyer will exercise curb stop valve this week and call a plumber if not fixed. Any repair charges will be assessed back to the property owner.
- The council requested a final letter be sent to 310 Talbot and inform owner that nuisance abatement procedures will be going into effect.
- Brouillette reviewed budget amendments for FY23 and FY24 budget additions with council. The council requested that Brouillette look research the addition of Employee Benefits, Insurance and a Capital Improvement tax levy for the FY24 budget to be discussed at January's council meeting.
- City Hall will be closed for two weeks in February. Mayor Nelson will handle returning of calls and citizen requests.

Revenues received by fund for November 2022:

General: \$10,547.34, Road Use: \$2,430.46, Emergency: \$136.30, Debt Service: \$42.77, Water: \$8,561.24, Water Sinking: \$3,503.33, Sewer: \$2,221.86, Sewer Sinking: \$468.33. Total Revenues: \$27,911.63

The meeting was adjourned at 9:27pm on motion from Clayton and seconded by Burkhart.

Attest: \_\_\_\_\_

\_\_\_\_\_  
Kevin Nelson, Mayor

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Kathy Brouillette, Clerk