

**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 16<sup>th</sup>.
- 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 8<sup>th</sup> 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 8<sup>th</sup> 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:

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Kevin Nelson, Mayor

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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 9<sup>th</sup> 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: \_\_\_\_\_

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Kevin Nelson, Mayor

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Kathy Brouillette, Clerk

**CITY OF SALIX  
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**REGULAR MEETING - March 8, 2023**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, March 8th, 2023. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson, and Cindy VanAuken. Others present: Kathy Brouillette, Ed Colyer, Patrick Mouw and Deputy Luesenbrink.

- The Woodbury County Sheriff Report was reviewed with the council. Dty. Luesenbrink advised to keep doors to homes and vehicles locked as some thefts have been reported. IRS scams, particularly against the elderly, are also on the rise.
- February financial reports and claims were approved on motion from Burkhart. Clayton seconded. All ayes, motion carried. Claims approved: CHN...garbage...\$2302.71, CRARY HUFF...legal services...\$733.00, DJ GONGOL & ASSOCIATES...lift station parts...\$293.91, EFTPS...taxes...\$1491.54, GOODIN INSURANCE...insurance & surety bond...\$12,230.00, IA DEPT OF REV...sales tax...\$540.26, IPERS...retirement...\$922.72, JBE...water help...\$920.00, LONGLINES...phone...\$34.67, MENARDS...shop supplies...\$95.53, MIDAMERICAN...electric...\$1291.83, MIKE'S MINI MART...fuel...\$248.28, MUNICIPAL SUPPLY...water meters...\$623.09, OFFICE OF AUDITOR OF STATE...audit fee...\$800.00, SALIX FIRE DEPT...city hall electric...\$49.77, SGT. BLUFF ADVOCATE...publications...\$663.23, SIOUXLAND DISTRICT HEALTH...testing...\$14.00, UNITED STATES TREASURY...sales tax payment...\$701.14, V&K...sewer improvements...\$6035.5, VERIZON...phones...\$126.02, VISA...receipt books...\$106.55, PAYROLL...\$5146.98. FUND TOTALS: GEN: \$20,780.29, ROAD USE: \$2,147.75, WATER: \$4,631.15, SEWER: \$7,811.54 TOTAL: \$35,370.73
- Maintenance reports were reviewed by council.
- Minutes from the February 8<sup>th</sup> council meeting were approved on motion from Burkhart. VanAuken seconded the motion. All ayes, motion carried.
- Clayton made a motion to approve the insurance proposal from Goodin Insurance. Burkhart seconded. All ayes, motion carried.
- Burkhart motioned to set time and dates for public hearings for the Aspen Street sanitary sewer improvement project and bid opening dates. April 12<sup>th</sup> at 7pm for public hearing and review of plan and specs for sewer improvements. Bid openings will be on May 3<sup>rd</sup> at 10am and bid acceptance public hearing May 10<sup>th</sup> at 7pm. Clayton seconded the motion. All ayes, motion carried.
- Nelson motioned for clerk to order a notice of public hearing to be held on April 12<sup>th</sup> at the next regular council meeting to approve and adopt the proposed FY23 amendments and FY24 budget. VanAuken seconded the motion. All ayes, motion carried.
- Patrick Mouw provided updates to the council on progress with establishing a Salix Drainage District. Petition will be going to the Woodbury County Board of Supervisors for approval on Tuesday, March 14<sup>th</sup>.
- Mayor Nelson reviewed meeting with Dorsey and Whitney regarding proposed changes to the city's tax abatement plan. A public hearing is planned for May to approve the proposal.
- Due to last year's drought and inability to burn at the lagoon, the council has requested that no tree trimmings (other than declared emergency from storm damage) or grass clippings

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be dumped at the burn pile until the city has an opportunity to burn down the branches from previous years and clean up the area.

- Council requested that Brouillette prepare an ordinance amendment to increase council meeting wages. To be reviewed and approved at the next council meeting.
- Spring Clean Up weekend is scheduled for June 2-4, 2023.

Revenues received by fund for February 2023:

General: \$6,636.35 Road Use: \$2,555.06 Emergency: \$15.22, Local Option Sales Tax: \$4,958.97, Debt Service: \$37.74, Capital Improvement: \$2,975.38, Water: \$8,740.82, Water Sinking: \$3,458.33 Sewer: \$2,057.94, Sewer Sinking: \$546.66. Total Revenues: \$31,982.47

The meeting was adjourned at 8:30pm on motion from Clayton and seconded by Burkhart.

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Kevin Nelson, Mayor

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

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**REGULAR MEETING - April 12, 2023**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, April 12th, 2023. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson, and Cindy VanAuken. Others present: Kathy Brouillette, Ed Colyer, Dty. Stewart

- Dty Stewart presented the Woodbury County Sheriff Report.
- Mayor Nelson opened the public hearing on the proposed FY23 budget amendments and FY24 budget. 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. Allen motioned to close the public hearing, seconded by Burkhart. All ayes, motion carried.
- The first reading of Ordinance 2023-2, an ordinance amending the Code of Ordinance of the City of Salix, Iowa by amending provisions pertaining to water and sewer rates was approved on motion from VanAuken, seconded by Allen. All ayes.
- The first reading of Ordinance 2023-3, an ordinance amending the Code of Ordinance of the City of Salix, Iowa by amending provisions pertaining to council wages, was approved on motion from Nelson, Burkhart seconded. All ayes.
- Resolution 2023-10, a resolution adopting amendments to the budget for fiscal year ending June 30, 2023 was approved on motion from Allen, seconded by VanAuken. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), Nelson (aye), VanAuken (aye).
- Resolution 2023-11, a resolution adopting the annual budget for the fiscal year ending June 30, 2024 was approved on motion from Burkhart, seconded by Allen. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), Nelson (aye), VanAuken (aye).
- Resolution 2023-12, a resolution Providing for Notice of Hearing on Proposed Amended and Restated Plan for the Salix Urban Revitalization Area was approved on motion from Burkhart, seconded by Clayton. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), Nelson (aye), VanAuken (aye).
- March financial reports and claims were approved on motion from Burkhart. Clayton seconded. All ayes, motion carried. Claims approved: D.J.GONGAL & ASSOCIATES...lift station parts...\$294.80, IA DNR...renewal fee...\$85.00, EFTPS...taxes...\$2061.18, IAMU...dues...\$656.00, IA DEPT OF REVENUE...sales tax...\$494.55, IPERS...retirement...\$1317.99, JBE LLC...water help...\$980.00, LONG LINES...phone...\$34.65, MENARDS...LED light, stop sign braces, park and shop supplies...\$208.03, MIDAMERICAN...electric...\$1290.60, SALIX FIRE DEPT...city hall electric...\$38.91, SGT BLUFF ADVOCATE...publications...\$392.50, SIOUXLAND DISTRICT HEALTH...testing...\$14.00, SIOUXLAND HUMANE SOCIETY...animal control...\$37.00, STATE WITHHOLDING...taxes...\$649.56, STOREY KENWORTHY...billing postcards...\$427.43, USA BLUEBOOK...chemical supplies...\$457.03, V&K...engineer fees...\$6880.00, VERIZON...cellphones...\$126.02, VISA...stamps, DNR fees, speaker phone and paper...\$510.61, PAYROLL...\$4255.18. FUND TOTALS: GEN: \$4642.51, ROAD USE: \$1922.57, CAP PROJ: \$4505.00, CAP PROJ/DRAINAGE: \$2375.00, WATER: \$5659.95, SEWER: \$2106.01 TOTAL: \$21211.04
- Maintenance reports were reviewed by the council. Colyer stated that one of the lagoon valves is stuck and requires a contractor to fix it. He received one quote for \$5695.94 but

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will get another quote for comparison. Colyer has been working on getting the snow fence down this week.

- Minutes from the March 8<sup>th</sup> council meeting were approved on motion from Burkhart. Clayton seconded the motion. All ayes, motion carried.
- Colyer provided a list of items the city can sell. The council asked him to include his thoughts on suggested minimum bid amounts for the next council meeting.
- The council spent a good deal of time talking about nuisances in town. Brouillette was asked to send nuisance abatement letters to 8 different residents as a start. In addition, the council asked Brouillette to research municipal infractions with the city attorney regarding fines set when nuisance abatement procedures are not followed.
- Specs were reviewed with the council regarding the Aspen Development Sewer Improvement Project. V&K plans to post the bidding procedures on Friday. Burkhart motioned to set a date to open bids on May 5, 2023 at 10am and also set the public hearing date of May 10, 2023 to award the bids. Clayton seconded the motion. All ayes, motion carried.
- No new updates on drainage. V&K is waiting for a petition draft from Attorney.
- Automatic locks are being installed this week on park restroom doors. A park clean-up day will be held this Saturday, April 15<sup>th</sup> starting at 1pm.
- Mayor Nelson asked council members to think of plans for city growth to include where we might expand our city limits.
- The council asked Brouillette to research the possibility of removing the railroad crossing on the north end of town.
- The council approved letters to be sent to repeat offenders of disconnect notices to enforce shut off procedures and penalties.

Revenues received by fund for March 2023:

General: \$8,265.06 Road Use: \$1,482.43 Emergency: \$61.04, Local Option Sales Tax: \$4,367.77, Debt Service: \$41.80, Capital Improvement: \$2,620.66, Water: \$9,169.00, Water Sinking: \$3,503.33 Sewer: \$2,227.15, Sewer Sinking: \$468.33. Total Revenues: \$32,206.57

The meeting was adjourned at 8:41pm on motion from Burkhart and seconded by Clayton.

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

Attest:

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Kathy Brouillette, Clerk



**CITY OF SALIX  
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**REGULAR MEETING - May 10, 2023**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, May 10th, 2023. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, Donnie Nelson, and Cindy VanAuken. Others present: Kathy Brouillette, Ed Colyer, Dty. Stewart, Chad Kehrt, and Patrick Mouw (V&K), Bret Steinhoff, Sharla Dicks, Matt McDonald, Jason, and Vickie Bovinett.

- Deputy Stewart presented the Woodbury County Sheriff Report.
- Mayor Nelson opened the public hearing on the Proposed Amended and Restated Plan for the Salix Urban Revitalization Area. 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 motioned to close the public hearing, seconded by Burkhart. All ayes, motion carried.
- Oral Communication from Citizens: Sharla Dicks expressed her opposition to closing the north railroad crossing after reading of the discussion in the April council meeting minutes. Mayor Nelson said that the council was just looking into options to help pay for some upcoming expenses and no action has been taken. Jason Bovinett asked the council to consider extending his deadline to remove junk vehicles from his property until May 20th, council approved. Matt McDonald asked the council to consider extending his deadline to clean up his property as the contractor will be in town next week to finish his garage and items will be stored in garage, council approved extension. The council thanked the residents for coming and sharing their feedback.
- Patrick Mouw stated that Woodbury County has approved the petition to move forward with establishing a Salix Drainage District. Petitioners will provide their opinion as to whether city storm drains should be included in the review. This may allow for the city to include a stormwater utility for additional revenue.
- Chad Kehrt reviewed bids received for the Aspen Sanitary Sewer Project. Bret and Chad discussed bringing power to the housing development as well but haven't heard back from MidAmerican on costs. The council decided to wait to approve a bid until total costs are confirmed.
- The second reading of Ordinance 2023-2, an ordinance amending the Code of Ordinance of the City of Salix, Iowa by amending provisions pertaining to water and sewer rates was approved on motion from Nelson, seconded by VanAuken. All ayes.
- The second reading of Ordinance 2023-3, an ordinance amending the Code of Ordinance of the City of Salix, Iowa by amending provisions pertaining to council wages, was approved on motion from Burkhart, VanAuken seconded. All ayes.
- Resolution 2023-13, a resolution adopting Amended and Restated Plan for the Salix Urban Revitalization Area was approved on motion from VanAuken, seconded by Burkhart. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), Nelson (aye), VanAuken (aye).
- Ordinance 2023-4, an ordinance amending Ordinance Designating an Area of Salix, Iowa as the Salix Urban Revitalization Area was approved on motion from VanAuken, seconded by Nelson. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), Nelson (aye), VanAuken (aye).

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- Resolution 2023-14, a resolution setting the date for public hearing on proposal to enter into a General Obligation Loan Agreement and to borrow money thereunder was approved on motion from Clayton, seconded by VanAuken. The public hearing will be June 14<sup>th</sup> at 7pm. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), Nelson (aye), VanAuken (aye).
- Resolution 2023-15, a resolution awarding contract bid for Aspen Development was tabled on motion by Burkhart and seconded by Allen. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), Nelson (aye), VanAuken (aye). V&K will inquire about costs for electricity and review time schedules with proposed contractors and suppliers.
- April financial reports and claims were approved on motion from Burkhart. Clayton seconded. All ayes, motion carried. Claims approved: ACCO...chemicals...\$557.00, CALHOUN COMMUNICATIONS...weather siren repair...\$500.00, CATALYST...IT help...\$140.00, CHN...garbage...\$4605.42, EFTPS...taxes...\$1469.22, IA DEPT OF REVENUE...sales tax...\$506.36, IMMENSE IMPACT, LLC...new website...\$1004.00, IPERS...retirement...\$901.36, JBE LLC...water help...\$920.00, KATHY BROUILLETTE...mileage reimbursement...\$20.96, L.P.GILL...landfill...\$1519.25, LONG LINES...phone...\$34.65, MENARDS...shop and park supplies...\$58.42, MIDAMERICAN...electric...\$1420.50, SALIX FIRE DEPT...city hall electric...\$25.49, SGT. BLUFF ADVOCATE...publications...\$197.32, SIOUXLAND DISTRICT HEALTH...testing...\$14.00, V&K...engineer services...\$1878.10, VERIZON...phones...\$125.69, VISA...mower battery, mower oil and filter, cleaning supplies. PAYROLL...\$2327.59. FUND TOTALS: GEN: \$10256.54, ROAD USE: \$1411.12, CAP PROJ: \$1878.10, CAP WATER: \$3832.25, SEWER: \$978.29 TOTAL: \$18356.30
- Maintenance reports were reviewed by the council. Mayor Nelson shared suggestions from Nick Lahrs on costs/repairs to water/sewer including repairing lagoon valves, new generators for lift stations and rip rap at the lagoon site to keep rodents from burrowing. Brouillette will add these items to the budget spreadsheet.
- Minutes from the April 13th council meeting were approved on motion from Burkhart. VanAuken seconded the motion. All ayes, motion carried.
- Colyer provided a list of items the city can sell and his thoughts on suggested acceptable amounts. The council asked Brouillette to advertise via sealed bid in Starlet and Advocate papers as well as the City's Facebook page.
- The council had another lengthy discussion regarding nuisances. In response to several nuisance letters, three homeowners either showed up for the council meeting or wrote a letter asking for a small extension of time to clear their properties of rubbish and/or junk vehicles. The council granted the request of those that took the time to come in or write. For all others that did not respond, the council asked the City Clerk to send a final letter (approved by City Attorney) as a last attempt before municipal infractions are ordered.
- VanAuken denied the request to plant tree in ROW at 406 Willow Street. Burkhart seconded the motion. All ayes, motion carried. The council agreed that due to the expense absorbed by the City for dead/diseased trees, they would like to change the ordinance that trees planted in the right of way will no longer be allowed.
- The council requested that the city burn pile remain closed until tree trunks and limbs

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are completely removed. The council will allow for one weekend only (June 2<sup>nd</sup>, 3<sup>rd</sup> and/or 4<sup>th</sup>) for city residents to bring tree limbs (not larger than 6 inches in diameter) and grass clippings to the lagoon. No tree trunks. Times of brush pile opening will be determined by Colyer and part time staff.

- Brouillette mentioned that the new city website will be up and running in July. The new website will allow residents to sign up for immediate alerts, the possibility of credit card payments and allow for a better customer experience.

Revenues received by fund for April 2023:

General: \$30,301.63, History Center: \$15.00, Road Use: \$2,903.45, Emergency: \$814.70, Local Option Sales Tax: \$3,208.09, Debt Service: \$40.47, Capital Improvement: \$1,294.85, Water: \$8,478.18, Water Sinking: \$3,503.33 Sewer: \$2,064.03, Sewer Sinking: \$468.33. Total Revenues: \$53,722.06

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

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

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

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

**REGULAR MEETING - June 14, 2023**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, June 14<sup>th</sup>, 2023. Council members present: Karen Allen, Denise Burkhart, Donnie Nelson, and Cindy VanAuken. Council member Clayton was absent. Others present: Kathy Brouillette, Ed Colyer, Nick Novotny, Chad Kehrt, Mike Lamoureux, Dty Brooks.

- Deputy Brooks presented the Woodbury County Sheriff Report.
- Mayor Nelson opened the public hearing on the proposal to enter into a General Obligation loan agreement for the Aspen Development project. 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 motioned to close the public hearing, seconded by VanAuken. All ayes, motion carried.
- Nick Novotny addressed the council regarding a letter sent by the city addressing our Junk Vehicle ordinance. Novotny objected to the definition that his vehicle is a project vehicle and registered and therefore should not be considered a junk vehicle. The council asked if he would look at alternative places for the vehicle to include inside his garage or move to another property.
- Chad Kehrt provided an update on the Sanitary Sewer Project stating that Bainbridge Construction could start in late summer and parts for the lift station were on order for approximately 8 weeks. In addition, Kehrt and Brouillette spoke with Steinhoff who confirmed that Steinhoff would be responsible for all electrical installation and the city would just pay for the monthly electrical usage charges for the lift station.
- The third reading of Ordinance 2023-2, an ordinance amending the Code of Ordinance of the City of Salix, Iowa by amending provisions pertaining to water and sewer rates was approved on motion from Allen, seconded by VanAuken. Roll call vote: Allen (aye), Burkhart (aye), Nelson (aye), VanAuken (aye). Mayor Nelson declared Ordinance 2023-2 passed and approved.
- The third reading of Ordinance 2023-3, an ordinance amending the Code of Ordinance of the City of Salix, Iowa by amending provisions pertaining to council wages, was approved on motion from Burkhart, Nelson seconded. Roll call vote: Allen (aye), Burkhart (aye), Nelson (aye), VanAuken (aye). Mayor Nelson declared Ordinance 2023-2 passed and approved.
- The second reading of Ordinance 2023-4, an ordinance amending ordinance designating an area of Salix, Iowa as the Salix Urban Revitalization Area was approved on motion by Burkhart, seconded by VanAuken. Roll call vote: Allen (aye), Burkhart (aye), Nelson (aye), VanAuken (aye).
- Burkhart motioned to consider waiving the third reading of Ordinance 2023-4 and adopt and pass final reading per Iowa Code 380.3. VanAuken seconded the motion. Roll call vote: Allen (aye), Burkhart (aye), Nelson (aye), VanAuken (aye). Mayor Nelson declared Ordinance 2023-4 passed and approved.
- Resolution 2023-15, a resolution accepting proposal from Bainbridge Construction LLC and awarding contract in the amount of \$162,613.70 for construction of the Aspen Street Sanitary Sewer project was approved on motion from Burkhart, seconded by VanAuken. Roll call vote:

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

Allen (aye), Burkhart (aye), Nelson (aye), VanAuken (aye).

- Resolution 2023-16, a resolution taking additional action on proposal to enter into a General Obligation loan agreement was and to borrow money thereunder was approved on motion from Burkhart, seconded by Allen. Roll call vote: Allen (aye), Burkhart (aye), Nelson (aye), VanAuken (aye).
- Resolution 2023-17, a resolution setting the procedures for a special city council meeting was approved on motion from Burkhart and seconded by VanAuken. Roll call vote: Allen (aye), Burkhart (aye), Nelson (aye), VanAuken (aye).
- Resolution 2023-18, a resolution to approve appropriate end of year transfers was approved on motion from VanAuken, seconded by Allen. Roll call vote: Allen (aye), Burkhart (aye), Nelson (aye), VanAuken (aye).
- Resolution 2023-19, a resolution authorizing the following fee schedule for the City of Salix was approved on motion from Burkhart, seconded by Allen. Roll call vote: Allen (aye), Burkhart (aye), Nelson (aye), VanAuken (aye).
- May financial reports and claims were approved on motion from Burkhart. Allen seconded. All ayes, motion carried. Claims approved: CATALYST IT...firewall support...\$350.00, CHN...garbage and spring clean-up...\$2617.09, CINDY VANAUKEN...park supplies, shovel, dehumidifier...\$437.02, CITY OF SALIX...payback from TVs spring cleanup...\$75.00, CRARY HUFF...legal...\$122.50, DORSEY & WHITNEY...legal services for TIF and Urban Renewal...\$8500.00, EFTPS...taxes...\$1233.08, FLYOD RIVER MATERIALS...crushed concrete...\$1000.00, FOUNDATION ANALYTICAL LAB...testing...\$43.75, IA DEPT OF REVENUE...sales tax...\$463.20, IMWCA...workers comp...\$1489.00, INTELLIPRO SECURITY...park restroom locks...\$3779.00, IOWA FINANCE AUTHORITY...principal and interest payments...\$39653.75, IPERS...retirement...\$755.68, JBE LLC...water help...\$800.00, JDH Services...park spraying...\$800.00, KATHY BROUILLETTE...mileage reimbursement...\$23.05, LONG LINES...telephone...\$34.65, MENARDS...shop supplies...\$29.68, MIDAMERICAN...electric...\$1421.19, MIKE'S MINI MART...fuel...281.27, NSC HOLDINGS...lagoon valve repair...\$5695.94, RYAN PUBLISHING...sealed bid ad and stamp...\$93.10, SALIX FIRE DEPT...gas/diesel, electric...\$550.58, SGT. BLUFF ADVOCATE...yearly subscription...\$30.00, SIOUXLAND DISTRICT HEALTH...testing...\$14.00, TRIPLE C PEST CONTROL...may fogging...\$262.50, USA BLUEBOOK...new permanganate tank...\$280.75, V&K...engineer services...\$3537.65, VERIZON...cell phones...\$125.69, VISA mower parts, stamps, park supplies...\$500.90 PAYROLL...\$4766.33. FUND TOTALS: GEN: \$21265.39, ROAD USE: \$3337.14, CAP PROJ: \$3537.65, WATER: \$4675.26, WATER SINKING: \$34742.50, SEWER: \$7402.39, SEWER SINKING: \$4911.25. TOTAL: \$79871.58
- Burkhart motioned to approve additional claims yet to be invoiced for the month which include tarring cracks in street, extra water meters ordered but not yet invoiced, pickup repairs happening next week, Oak Street hydrant repair, tetherball, pea gravel, stepping platforms for park equipment and other payments budgeted for FY23 but not yet invoiced. Allen seconded the motion. All ayes, motion carried.
- Maintenance reports were reviewed by the council. Burkhart asked Colyer to follow up on water loss from last month. Nelson asked Colyer to research costs of a new generator for lift stations.
- Minutes from the May 10th council meeting were approved on motion from Burkhart. Allen

**CITY OF SALIX**  
**COUNCIL MEETING MINUTES 2023**

seconded the motion. All ayes, motion carried.

- Mayor Nelson opened sealed bids for various equipment to be sold. Burkhart motioned to approve the following bids, seconded by Allen:
  - o 89 Chevy 3500 truck, 9' snowplow and trimmer to Mike Lamoureux, 7' bush hog mower to Alan Wiebers.
  - o Refuse all bids for tractor and Winco PTO 100-amp generator. All ayes, motion carried.
- Burkhart motioned to approve the bid for the Onan gas 50-amp generator to Mike Whiting. VanAuken seconded the motion. All ayes, motion carried.
- The council reviewed the list of nuisances sent from last month. Due to the number of non-compliance, the council suggested that the council begin municipal infractions and asked Brouillette to send final letters to offenders and add municipal infraction procedures to the July 12<sup>th</sup> council meeting for approval of process and fines. The council also asked Brouillette to follow up with the Sheriff's department to determine registration of junk vehicles. Mayor Nelson also asked Brouillette to send letters to homeowners that do not have sufficient fencing around pools.
- Burkhart motioned to approve Walker's cigarette permit application. Allen seconded. All ayes, motion carried.
- Burkhart motioned to accept the proposal to hire Andy Clayton for city hall IT support. Allen seconded. All ayes, motion carried.
- No updates on stormwater drainage. Mayor Nelson is reaching out to V&K.

Revenues received by fund for May 2023:

General: \$11,910.81, Road Use: \$2,773.64, Emergency: \$146.95, Local Option Sales Tax: \$5,140.36, Debt Service: \$41.84, Capital Improvement: \$3,084.21, Water: \$10,553.88, Water Sinking: \$3,503.33 Sewer: \$2,537.93, Sewer Sinking: \$468.33. Total Revenues: \$40,161.28

The meeting was adjourned at 8:35pm on motion from Burkhart and seconded by Allen.

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

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

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

**REGULAR MEETING - July 12, 2023**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, July 12<sup>th</sup>, 2023. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, and Cindy VanAuken. Council member Nelson was absent. Others present: Kathy Brouillette, Ed Colyer, Dty Stewart, Rick Patterson.

- Deputy Stewart presented the Woodbury County Sheriff Report.
- Rick Patterson requested that the council consider including his property into the Salix Drainage District plans. Mayor Nelson suggested that we meet with the Engineers to determine how the Patterson property naturally flows.
- Resolution 2023-20, a resolution waiving the council's right to review and approve a minor subdivision to be known as the Heck subdivision located outside city limits was approved on motion from Burkhart, seconded by Clayton. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), VanAuken (aye).
- June financial reports and claims were approved on motion from Burkhart. Allen seconded. All ayes, motion carried. Claims approved: AC'S PC'S...IT support...\$300.00, ACCO...chemicals...660.90, CHN...garbage...\$2382.15, CINDY VANAUKEN...paint for park...\$333.99, DNR...water supply fee...\$32.46, FRANK'S ASPHALT...crack tarring...\$3000.00, HYDRAULIC SALES & SERVICE...hose for street sweeper...\$151.04, IA LEAGE OF CITIES...dues...\$375.00, JBE LLC...water help...\$800.00, KAREN ALLEN...park beautification reimbursement...\$56.65, KATHY BROUILLETTE...mileage reimbursement...\$39.82, LONG LINES...phone...\$34.70, MIDAMERICAN...electric...\$1425.74, MUNICIPAL SUPPLY...water meters...\$495.45, RYAN PUBLISHING...publication...\$56.00, SALIX FIRE DEPT...city hall electric...\$23.28, SGT. BLUFF ADVOCATE...publication...\$512.04, SIMPCO...dues...\$334.38, SIOUXLAND DISTRICT HEALTH...testing...\$14.00, TREE HEALTH SERVICES...ash tree treatments...\$2775.00, TRIPLE C PEST CONTROL...fogging...\$656.25, V&K...engineer services...\$61.00, VERIZON...cellphones...\$125.69, VISA...truck seat belt repair, playground equipment, stamps...\$1372.24. PAYROLL...\$2399.83. FUND TOTALS: GEN: \$9682.22, ROAD USE: \$4864.80, CAP PROJ: \$61.00, WATER: \$3171.55, SEWER: \$638.04 TOTAL: \$184174.61
- Maintenance reports were reviewed by the council.
- Minutes from the June 14<sup>th</sup> council meeting were approved on motion from Allen. VanAuken seconded the motion. All ayes, motion carried.
- Mayor Nelson asked the council to review a letter from Tower Alliance regarding an extension of our current cell tower lease. The council questioned the length of the lease and asked to table the conversation until more research is completed.
- Mayor Nelson reviewed the list of nuisances sent from last month. There are a handful of homeowners that still require a letter as no progress has been made to clean up junk and or mowing. Brouillette was asked to send final letters. If no progress is made, the council will determine amounts for municipal infractions to send to homeowners in August.
- Several towns around Salix have lost their recycling bins due to misuse. Mayor Nelson encourages everyone to only recycle what is allowed in single-stream recycling.

**CITY OF SALIX**  
**COUNCIL MEETING MINUTES 2023**

Revenues received by fund for June 2023:

General: \$11,570.99, History Center: \$15.00, Road Use: \$3,449.76, Emergency: \$33.29, Local Option Sales Tax: \$4,693.29, Debt Service: \$24.52, Capital Improvement: \$2,815.97, Capital Project/Drainage: \$56,539.67, Water: \$9,108.65, Water Sinking: \$3,503.33 Sewer: \$2,102.92, Sewer Sinking: \$468.33. Total Revenues: \$94,325.72

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

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

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



**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

**REGULAR MEETING - August 9, 2023**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, August 9<sup>th</sup>, 2023. Council members present: Denise Burkhart, Emily Clayton, and Cindy VanAuken. Council members Allen and Nelson were absent. Others present: Kathy Brouillette, Ed Colyer, Dty Brooks and Dty Clausen

- Deputy Brooks presented the Woodbury County Sheriff Report.
- Resolution 2023-21, a resolution approving the Iowa Department of Transportation Official Financial Report for City Streets and Parking for Fiscal Year 2023 was approved on motion from Burkhart, seconded by VanAuken. Roll call vote: Burkhart (aye), Clayton (aye), VanAuken (aye)
- Resolution 2023-22, a resolution authorizing and approving a Loan Agreement, providing for the issuance of a General Obligation Sewer Improvement Note, Series 2023 and providing for the levy of taxes to pay the same was approved on motion from Burkhart, seconded by Clayton. Roll call vote: Burkhart (aye), Clayton (aye), VanAuken (aye)
- Resolution 2023-23, a resolution authorizing memorandum of understanding between the Iowa Department of Revenue and the City of Salix regarding the State Setoff program was approved on motion from Clayton, seconded by Burkhart. Roll call vote: Burkhart (aye), Clayton (aye), VanAuken (aye)
- The first reading of Ordinance 2023-5, an ordinance amending the code of ordinances for the City of Salix, Iowa by amending provisions pertaining to garbage rates was approved on motion from Burkhart and seconded by Clayton. Roll call vote: Burkhart (aye), Clayton (aye), VanAuken (aye)
- July financial reports and claims were approved on motion from Burkhart. Clayton seconded. All ayes, motion carried. Claims approved: CHN...garbage...\$2382.15, CRARY HUFF...legal services...\$324.00, DAKOTA SUPPLY GROUP...pipe fittings...\$39.38, DNR...wastewater permit fee...\$210.00, EFTPS...taxes...\$1361.54, IA DEPT OF REVENUE...sales tax...\$496.63, IA ONE CALL...locates...\$9.00, IPERS...retirement...\$832.28, JBE LLC...water help...\$920.00, KAREN ALLEN...reimburse city sign & park supplies...\$96.23, GILL HAULING...landfill fees...\$1579.73, LONG LINES...phone...\$34.65, MENARDS...park supplies...\$62.98, MIDAMERICAN...electric...\$1411.53, MIKE'S MINI MART...fuel...\$162.76, SALIX FIRE DEPT...city hall electric...\$31.35, SGT. BLUFF ADVOCATE...publication...\$70.31, SIOUXLAND DISTRICT HEALTH...testing...\$14.00, USA BLUEBOOK...green marker paint...\$72.34, UECO...brass saddle...\$45.63, VERIZON...phones...\$125.76, VISA...shop supplies...\$187.63. PAYROLL...\$4616.27. FUND TOTALS: GEN: \$8045.85, ROAD USE: \$1700.31, WATER: \$3847.72, SEWER: \$1492.27 TOTAL: \$15086.15
- Maintenance reports were reviewed by the council.
- Minutes from the July 12<sup>th</sup> council meeting were approved on motion from Burkhart. Clayton seconded the motion. All ayes, motion carried.
- The Annual Financial Report for Fiscal Year ending June 30,2023 was approved on motion from Clayton and seconded by VanAuken. All ayes, motion carried.
- The council had another lengthy discussion regarding nuisances. The council identified

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

properties that should be filed with the city attorney for citations and properties that have made some progress but require a follow-up letter identifying specific areas that need to be further addressed with no further extensions. Burkhart made a motion for Brouillette to follow up with attorney and send letters to those properties identified. Clayton seconded the motion. All ayes, motion carried.

- The council discussed the cell tower lease extension that was tabled from last month's meeting. Burkhart made a motion to decline the lease extension terms. Clayton seconded the motion. All ayes, motion carried.
- VanAuken provided three bids for a dead tree to be removed at the park. Mayor Nelson approved the lowest bid from Hinrickson Tree Shearing and Removal and asked Brouillette to schedule with Hinrickson declaring it a potential liability for the city.

Revenues received by fund for July 2023:

General: \$5,122.87, Road Use: \$3,070.12, Emergency: \$14.23, Local Option Sales Tax: \$3,917.66, Debt Service: \$3,928.60, Water: \$10,074.09, Sewer: \$2,646.81, Total Revenues: \$28,774.38

The meeting was adjourned at 8:54pm on motion from Clayton and seconded by Burkhart.

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

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

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

**REGULAR MEETING - September 13, 2023**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, September 13<sup>th</sup>, 2023. Council members present: Karen Allen, Denise Burkhart, Emily Clayton (arrived at 7:36pm), and Cindy VanAuken. Council member Nelson was absent. Others present: Kathy Brouillette, Ed Colyer, Dty Luesenbrink, Matt McDonald, Patrick Mouw.

- Deputy Luesenbrink presented the Woodbury County Sheriff Report.
- The second reading of Ordinance 2023-5, an ordinance amending the code of ordinances for the City of Salix, Iowa by amending provisions pertaining to garbage rates was approved on motion from Burkhart and seconded by VanAuken. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), Nelson (absent), VanAuken (aye).
- Per Iowa Code 380.3, Burkhart made a motion to consider waiving the third reading of Ordinance 2023-5 and adopt and pass final reading. Clayton seconded the motion. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), Nelson (absent), VanAuken (aye). Ordinance 2023-5 passed.
- August financial reports and claims were approved on motion from Clayton. VanAuken seconded. All ayes, motion carried. Claims approved: AC'S PC'S...computer help...\$300.00, ACCO...chemicals...\$764.80, BEKIN'S...fire ext. inspections...\$69.15, CALHOUNE...weather siren repairs...\$1014.88, CHN...garbage...\$2382.15, CRARY HUFF...legal services...\$310.50, DSG...water plant parts...\$1017.87, DNR...exam fee...\$80.00, ED COLYER...mileage reimbursement and reimburse for parts purchased for water plant...\$280.33, EFTPS...taxes...\$2023.58, HINRICKSON TRE SHEARING...tree removal at park...\$1800.00, IA DEPT OF REVENUE...sales tax...\$498.54, IPERS...retirement...\$1294.35, JBE LLC...water help...\$800.00, LONG LINES...phone service...\$34.65, MENARDS...shop & park supplies...\$73.94, MIDAMERICAN...electric...\$1408.88, MIKE'S MINI MART...fuel...\$136.53, RYAN PUBLISHING...publication...\$28.00, SALIX FIRE DEPT...city hall electric...\$25.74, SGT. BLUFF ADVOCATE...publication...\$269.78, SIOUXLAND DISTRIC HEALTH...testing...\$28.00, TRIPLE C PEST CONTROL...fogging...\$918.75, USA BLUEBOOK...new permanganate tank and parts...\$896.77, V&K...engineer fees...\$657.27, VERIZON...phones...\$125.76, VISA...city hall & park supplies...119.11, WCSWA...landfill fees...\$898.28, WOODBURY COUNTY TREASURER...property taxes...\$296.75. PAYROLL: \$4619.46. FUND TOTALS: GENERAL: \$11189.17, ROAD USE: \$2892.26, CAP PROJECT: \$657.27, WATER: \$6972.04, SEWER: \$1463.08. TOTAL: \$23173.82
- Maintenance reports were reviewed by the council. The Council requested that Brouillette add a portable generator for the lift station to the budget amendment.
- Burkhart made a motion to revoke the chicken permit at 108 Hwy 75 due to complaints of Rooster. VanAuken seconded the motion. All ayes, motion carried.
- Burkhart made a motion to open the lagoon site this fall for a few days for disposal of grass clippings and small tree limbs. Dates to be determined by Colyer once crops are out and good weather conditions. Allen seconded the motion. All ayes, motion carried.
- Minutes from the August 9<sup>th</sup> council meeting were approved on motion from Burkhart. VanAuken seconded the motion. All ayes, motion carried.
- The council identified properties that should be filed with the city attorney for citations

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

and properties that have made some progress but require a follow-up letter identifying specific areas that need to be further addressed with no further extensions.

- After correspondence with the Railroad, Mayor Nelson commented that the railroad had been onsite to mow their property and required no further action at this time.
- Patrick Mouw reviewed the Salix Drainage District Report with the council. Next steps will be to provide the report to the Woodbury County Board of Supervisors. The Board of Supervisors will set up a public hearing.
- Brouillette provided the council with some ordinance suggestions to the parking of vehicles on front/side yards. The council decided to table it for now, stating that junk vehicles take priority.
- VanAuken and Allen stated that the park playground equipment needs some repair. The council suggested that Brouillette seek donations from the public to see if we can raise funds for new playground platforms. Brouillette will also investigate tree grants for the park.

Revenues received by fund for August 2023:

General: \$5,761.41, Road Use: \$2,484.79, Local Option Sales Tax: \$5,445.27, Debt Service: \$5,458.05, Capital Projects: \$200,000.00, Water: \$9,021.64, Water Sinking: \$2,362.88, Sewer: \$2,362.88, Sewer Sinking: \$38.26, Total Revenues: \$232,937.66

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

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

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

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

**REGULAR MEETING - October 11, 2023**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, October 11, 2023. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, and Cindy VanAuken. Council member Nelson was absent. Others present: Kathy Brouillette, Ed Colyer, Dty Brooks and Garold Smith.

- Deputy Brooks presented the Woodbury County Sheriff Report.
- Resolution 2023-24, a resolution to name bank and maximum deposits was approved on motion from Clayton, seconded by VanAuken. Roll call vote: Allen (aye), Burkhart (aye), Clayton (aye), Nelson (absent), VanAuken (aye).
- Brouillette and Mayor Nelson reviewed a checklist for council members to review monthly for internal controls. September financial reports and claims were approved on motion from Burkhart. Allen seconded. All ayes, motion carried. Claims approved: CHN..garbage...#2784.81, CINDY VANAUKEN..reimburse park bench sign...\$12.84, CRARY HUFF...legal services...\$728.50, DNR..water supply fee...\$115.00, EFTPS...taxes...\$1430.91, FOUNDATION ANALYTICAL LAB...testing...\$206.25, GWORKS...accounting software license & support...\$2154.00, IA DEPT OF REVENUE...sales tax...\$515.40, IPERS...retirement...\$876.37, JBE LLC..water help...\$800.00, KAREN ALLEN..reimburse hose racks and flowers...\$40.58, KATHY BROUILLETTE...mileage reimbursement...\$20.96, GILL HAULING...landfill...\$1579.73, LONG LINES...phone...\$34.65, MENARDS...supplies...\$20.26, MIDAMERICAN...electric...\$1409.16, SALIX FIRE DEPT...city hall electric...\$25.80, SIOUXLAND WELL CO...lift station pump out...\$500.00, STATE WITHHOLDING...state taxes...\$581.99, USA BLUEBOOK...chemicals and water plant supplies...\$499.90, VERIZON...cellphones...\$125.97, VISA...city hall office supplies, and budget training...\$128.69. PAYROLL: \$2290.48. FUND TOTALS: GENERAL: \$10,104.57, ROAD USE: \$1,260.84, WATER: \$4,064.11, SEWER: \$1,538.84. TOTAL: \$16,968.36
- Maintenance reports were reviewed by the council. Colyer reviewed the DNR lagoon inspection and stated that hydrant flushing will take place by the end of month. The Snow Truck battery keeps draining and will be taken in for repair.
- Minutes from the September 13<sup>th</sup> council meeting was approved on motion from Burkhart. Allen seconded the motion. All ayes, motion carried.
- The council discussed At Large Dogs and will investigate possible increased citation charges for repeat offenders.
- The council identified properties that should be filed with the city attorney for citations and properties that have made some progress but require a follow-up letter identifying specific areas that need to be further addressed with no further extensions. The council will also research a possible ordinance addition for multiple vehicle storage on properties.
- Mayor Nelson stated that the Board of Supervisors approved the Salix Drainage District and will hold a public hearing on November 21<sup>st</sup> at the Courthouse. All landowners determined to be in the district will receive notice of the public hearing within the next week or two.
- Elections for city council will be held on November 7<sup>th</sup>. We have 2 council seats on the ballot and 3 candidates.

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

- Crops are out around the lagoon site so Colyer will identify a date for residents to bring small tree limbs to be burned. Brouillette will notify residents of dates/times.

Revenues received by fund for September 2023:

General: \$5,862.07, Road Use: \$3,491.25, Employee Benefits Tax: \$213.38, Emergency Tax: \$39.43, Local Option Sales Tax: \$4,478.44, Debt Service: \$4,533.66, Water: \$8,826.29, Water Sinking: \$3,541.67, Sewer: \$2,379.87, Sewer Sinking: \$461.67, Total Revenues: \$33,827.73

The meeting was adjourned at 8:45pm on motion from Clayton and seconded by Burkhart.

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

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

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

**REGULAR MEETING - November 8, 2023**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, November 8, 2023. Council members present: Karen Allen, Denise Burkhart, Emily Clayton, and Cindy VanAuken. Council member Nelson was absent. Others present: Kathy Brouillette, Ed Colyer, Dty Luesebrink, Patrick Mouw (V&K), Leo Jochum and Nick Black.

- Deputy Luesebrink presented the Woodbury County Sheriff Report.
- The council and staff congratulated Denise Burkhart and Nick Black on their nominations to City Council. Brouillette will conduct their Oaths of Office after election results are canvassed.
- Leo Jochum addressed the council that he was in favor of a plan for Salix Drainage but questioned the need for such extensive work with the drainage ditch. He suggested reviewing less expensive options that would still allow water to move out of town but at a slower pace. Concerns with electrical easements were also mentioned, which Patrick Mouw will review. Brouillette will contact the Treasurer's office and/or Dennis Butler to discuss the possibility of payment with warrants. Mayor Nelson will attend the Farmer's Drainage District Meeting on Thursday, November 9<sup>th</sup> to ask the board for an extension to the pumping agreement until the Salix Drainage District is formed and work is completed. A public hearing will be held at the Woodbury County Courthouse on November 21<sup>st</sup> at 4:30pm. Everyone is encouraged to attend.
- October financial reports and claims were approved on motion from Clayton. Burkhart seconded. All ayes, motion carried. Claims approved: ACCO...chemicals...\$771.80, BOMGAARS...shop new gate for lagoon & lift station supplies, CHN...garbage...\$2784.81, CRARY HUFF...legal services...\$976.06, ED COLYER...reimburse water plant parts...\$22.73, EFTPS...taxes...\$1434.36, IA DEPT OF REVENUE...sales tax...\$457.43, IOWA ONE CALL...locates...\$21.60, IRWA...dues...\$305.00, IPERS...retirement...\$878.40, JBE LLC...water help...\$1280.00, KAREN ALLEN...reimbursement for plant...\$22.45, LONGLINES...phone...\$34.71, MENARDS...shop and park supplies...\$19.60, MIDAMERICAN...electric...\$1381.25, MUNICIPAL SUPPLY...meters...\$495.45, ROGERS I29...snow truck repair...\$150.92, SALIX FIRE DEPT...city hall electric...\$16.87, SGT. BLUFF ADVOCATE...publication...\$68.13, SIOUXLAND DISTRICT HEALTH...testing...\$42.00, USA BLUEBOOK...tube hosing...\$16.02, VERIZON...cellphones...\$126.39, VISA...domain for website and stamps. PAYROLL: \$2147.30. FUND TOTALS: GENERAL: \$6,040.02, ROAD USE: \$1,338.72, WATER: \$5,183.20, SEWER: \$1,172.49. TOTAL: \$13,734.43
- Maintenance reports were reviewed by the council. The council asked Colyer to lock park restrooms for the season and winterize lines. Installation of the snow fence will begin this weekend. The brush pile will be open on Sunday, November 12<sup>th</sup> from 9am - 11am and Monday, November 13<sup>th</sup> from 10am - 12pm. The brush pile is open to residents in city limits of Salix and only small limbs and grass clippings will be accepted. Hydrant Flushing will occur on Thursday, November 9<sup>th</sup>.
- Minutes from the October 11<sup>th</sup> council meeting was approved on motion from Clayton. VanAuken seconded the motion. All ayes, motion carried.

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

- Brouillette reviewed list of projects for council to identify as needs for FY25 budget and FY24 amendment. Brouillette will include for budget proposal in December's meeting.
- Colyer advised the council of a lead service line inventory to be conducted on every service line in the city. Council will be updated on progress monthly until project is completed.
- Burkhart motioned to approve the agreement with Siouxland Humane Society for stray animal shelter. Clayton seconded the motion. All ayes, motion carried.
  
- The council reviewed properties on the nuisance list and requested that final letters be sent. The council continues to research possible ordinance changes to eliminate excessive vehicle storage.

Revenues received by fund for October 2023:

General: \$53,342.69, Road Use: \$3,052.25, Employee Benefits Tax: \$7,402.28, Emergency Tax: \$1,367.89, Local Option Sales Tax: \$3,650.57, Debt Service: \$3,772.95, Water: \$9,908.45, Water Sinking: \$3,541.67, Sewer: \$2,724.03, Sewer Sinking: \$461.67, Total Revenues: \$89,224.45

The meeting was adjourned at 9:26pm on motion from Burkhart and seconded by Clayton.

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

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



**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

**REGULAR MEETING - December 13, 2023**

Mayor Nelson opened the regular meeting of the Salix City Council at 7:00pm on Wednesday, December 13, 2023. Council members present: Karen Allen, Denise Burkhart, and Cindy VanAuken. Council members Nelson and Clayton were absent. Others present: Kathy Brouillette, Ed Colyer, Deputies Luesebrink and Cottrell, Chad Kehrt (V&K), Nick Novotny and Nick Black.

- Deputy Luesebrink presented the Woodbury County Sheriff Report.
- Kehrt provided an update on the Aspen Sanitary Sewer project stating that we were waiting to test the lift station once power is installed. VanAuken motioned to approve pay estimate #1 to Bainbridge Construction in the amount of \$114,121.31. Allen seconded the motion. All ayes, motion carried.
- Mayor Nelson attended the Farmer's Drainage District meeting in which the trustees committed to extending the pumping agreement for another two years until the Salix Drainage District is formed. Kehrt and Mouw will be meeting with landowners to discuss alternative routing of the stormwater ditch. The council would like a meeting to be held in Salix for anyone wanting to hear more about the drainage options, prior to the February 20<sup>th</sup> public hearing.
- Resolution 2023-25, a resolution approving 2024 employee wages was approved on motion from Burkhart and seconded by VanAuken. Roll call vote: Burkhart (aye), VanAuken (aye), Allen (aye), Clayton (absent), Nelson (absent).
- Resolution 2023-26, a resolution approving the periodic exam from Rachelle K. Thompson, CPA PLLC was tabled to January meeting due to not receiving the final report in time for council meeting.
- November financial reports and claims were approved on motion from Allen. VanAuken seconded. All ayes, motion carried. Claims approved: AMERICAN FIRE EQUIP...fire hose nozzle...\$150.00, CHN...garbage...\$2784.81, CRARY HUFF...legal services...\$1340.80, D&H PLUMBING...left station basket repairs...\$288.00, DORSEY & WHITNEY...bond counsel fees...\$4997.50, EFTPS...taxes...\$1438.01. IA DEPT OF REVENUE...sales tax...\$462.54, IA FINANCE AUTHORITY...loan interest payments...\$7710.00, IPERS...retirement...\$884.58, JBE LLC...water help...\$800.00, KATHY BROUILLETTE...mileage reimbursement...\$19.25, LONG LINES...phone...\$34.78, MENARDS...shop supplies...\$49.90, MIDAMERICAN...electric...\$1367.54, MIKE'S MINI MART...fuel...\$187.76, MITCHELL CONTRACTING...building inspections...\$1000.00, MUNGER, REINSCHMIDT & DENNE...Farmer's pumping agreements...\$6750.00, PNW...welding...\$202.50, SALIX FIRE DEPT...gas/city hall electric...\$371.11, SGT. BLUFF ADVOCATE...publications...\$101.37, SIOUXLAND DISTRICT HEALTH...testing...\$14.00, SLOAN PUBLIC LIBRARY...dues...\$675.00, VERIZON...cell phones...\$126.39, VISA...surety bond renewal, stamps...\$1612.84, WOODBURY COUNTY...poplar paving loan...\$5031.03. PAYROLL: \$5274.33. FUND TOTALS: GENERAL: \$22,085.77, ROAD USE: \$2,188.48, DEBT SERVICE: \$5031.03, WATER: \$3,940.40, WATER SINKING: \$7,036.25, SEWER: \$3,012.81, SEWER SINKING: \$673.75. TOTAL: \$42,968.49
- Maintenance reports were reviewed by the council.
- Minutes from the November 8<sup>th</sup> council meeting was approved on motion from Allen. VanAuken seconded the motion. All ayes, motion carried.

**CITY OF SALIX  
COUNCIL MEETING MINUTES 2023**

- Burkhart motioned to approve appointments to P&Z, Board of Adjustment and Council Department Heads. Allen seconded the motion. All ayes, motion carried.
- A motion was made by Burkhart to approve council wages for the calendar year ending 12/31/23. Allen seconded the motion. All ayes, motion carried.
- Walker's liquor license was approved on motion from Burkhart, seconded by Allen. All ayes, motion carried.
- Burkhart motioned to approve annual payment of \$6000 for renewing the Farmer's Drainage Pumping agreement. Allen seconded. All ayes, motion carried.
- Mayor Nelson provided an update on the nuisance abatements. Novotny expressed grievances over the nuisance abatement procedures.
- Colyer provided an update on the Lead Service Line Inventory and will continue to provide monthly updates until completed.
- Brouillette administered the Oath of Office to Nick Black and Denise Burkhart.
- The council elected to change February's council meeting to February 15<sup>th</sup> instead of the 14<sup>th</sup> to allow for more attendees.

Revenues received by fund for November 2023:

General: \$16,596.36, Road Use: \$2,473.50, Employee Benefits Tax: \$1,577.87, Emergency Tax: \$291.59, Local Option Sales Tax: \$5,043.29, Debt Service: \$5,163.37, Water: \$8,522.43, Water Sinking: \$3,541.67, Sewer: \$1,932.04, Sewer Sinking: \$461.67, Total Revenues: \$45,603.79

The meeting was adjourned at 9:23pm on motion from Burkhart and seconded by Allen.

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

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