

# CITY OF HUXLEY

TUESDAY – JANUARY 23, 2018 – HUXLEY CITY HALL

## AGENDA

### CITY COUNCIL MEETING – 6:00 PM

PUBLIC NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF HUXLEY, IOWA, WILL MEET AT THE HUXLEY CITY HALL 515 N. MAIN AVE., HUXLEY, IOWA, FOR THEIR REGULAR COUNCIL MEETING AT 6:00 PM ON TUESDAY THE 23<sup>rd</sup> DAY OF JANUARY, 2018 TO DISCUSS THE MATTERS ENUMERATED IN THE AGENDA LISTED BELOW.

#### ROLL CALL

#### QUORUM PRESENT

- 1.00) COMMENTS FROM THE PUBLIC AND RECEIVING OF PETITIONS AND/OR WRITTEN COMMUNICATIONS TO THE CITY COUNCIL ON AGENDA AND NONAGENDA ITEMS.
- 2.00) PRESENTATION(S):
  - 2.01) Dan Culhane Ames Economic Development Commission
- 3.00) PROCLAMATION(S): NONE
- 4.00) CONSENT AGENDA:

ALL ITEMS LISTED WITHIN THIS SECTION ARE CONSIDERED TO BE ROUTINE BY THE CITY COUNCIL AND WILL BE ENACTED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OR ACTION ON THESE ITEMS UNLESS A COUNCIL MEMBER OR CITIZEN SO REQUESTS, IN WHICH EVENT, THE ITEM WILL BE REMOVED FROM THE GENERAL ORDER OF BUSINESS. AND CONSIDERED SEPARATELY.

- 4.01) TO APPROVE THE MINUTES FROM THE FOLLOWING MEETINGS:

January 9, 2018 -- Regular Council Meeting

January 16, 2018 -- Council Worksession

- 4.02) TO APPROVE FINANCIAL REPORTS AND PAYMENT OF BILLS.

- 4.03) TO APPROVE BEER, WINE AND LIQUOR LICENSES, CIGARETTE PERMITS RENEWALS.

- 5.00) PUBLIC HEARING(S):

- 5.01) PUBLIC HEARING ON REAUTHORIZING DISPOSITION OF PROPERTY (ANDREW SAGE)

- a.) Mayor Opens Hearing
- b.) Discussion
- c.) Council Closes Hearing

#### AGENDA ITEMS:

- 6.00) COMMUNITY BETTERMENT:

- 6.01 DISCUSSION AND POSSIBLE ACTION ON THIRD READING OF ORDINANCE NO. 466 AMENDING VARIOUS CODE SECTIONS; SECTION 55.16; SECTION 69.09; CHAPTER 140 OF THE HUXLEY MUNICIPAL CODE.

- 6.02** DISCUSSION AND POSSIBLE ACTION ON SECOND READING OF ORDINANCE NO. 467 AN ORDINANCE AMENDING CHAPTER 157 BUILDING CODE, OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, BY ADOPTING THE 2015 INTERNATIONAL BUILDING CODE AND 2015 INTERNATIONAL RESIDENTIAL CODE WITH AMENDMENTS..
- 6.03** DISCUSSION AND POSSIBLE ACTION ON SECOND READING OF ORDINANCE NO. 468 AN ORDINANCE CREATING CHAPTER 158 FIRE CODE, OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, BY ADOPTING THE 2015 INTERNATIONAL FIRE CODE WITH AMENDMENTS.
- 6.04** DISCUSSION AND POSSIBLE ACTION ON SECOND READING OF ORDINANCE NO. 469 AN ORDINANCE CREATING CHAPTER 159 EXISTING BUILDING CODE, OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, BY ADOPTING THE 2015 INTERNATIONAL EXISTING BUILDING CODE WITH AMENDMENTS.
- 6.05** DISCUSSION AND POSSIBLE ACTION ON SECOND READING OF ORDINANCE NO. 470 AN ORDINANCE CREATING CHAPTER 154 PROPERTY MAINTENANCE AND HOUSING CODE, OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, BY ADOPTING THE 2015 INTERNATIONAL PROPERTY MAINTENANCE CODE WITH AMENDMENTS.
- 6.06** DISCUSSION AND POSSIBLE ACTION ON SECOND READING OF ORDINANCE NO. 471 AN ORDINANCE CREATING CHAPTER 161 PLUMBING CODE, OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, BY ADOPTING THE 2015 INTERNATIONAL PLUMBING CODE WITH AMENDMENTS.
- 6.07** DISCUSSION AND POSSIBLE ACTION ON SECOND READING OF ORDINANCE NO. 472 AN ORDINANCE CREATING CHAPTER 162 MECHANICAL CODE, OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, BY ADOPTING THE 2015 INTERNATIONAL MECHANICAL CODE WITH AMENDMENTS.
- 6.08** DISCUSSION AND POSSIBLE ACTION ON SECOND READING OF ORDINANCE NO. 473 AN ORDINANCE CREATING CHAPTER 165 SWIMMING POOL AND SPA CODE, OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, BY ADOPTING THE 2015 INTERNATIONAL SWIMMING POOL AND SPA CODE WITH AMENDMENTS.
- 6.09** DISCUSSION AND POSSIBLE ACTION ON SECOND READING OF ORDINANCE NO. 474 AN ORDINANCE CREATING CHAPTER 164 BUILDING AND PROPERTY REGULATIONS, OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, BY ADOPTING THE 2017 NATIONAL ELECTRIC CODE aka NFPA 70.
- 6.10** DISCUSSION AND POSSIBLE ACTION ON SECOND READING OF ORDINANCE NO. 475 AN ORDINANCE CREATING CHAPTER 163 FUEL GAS CODE, OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, BY ADOPTING THE 2015 INTERNATIONAL FUEL GAS CODE WITH AMENDMENTS.
- 6.11** DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 18-002 A CORRECTIVE RESOLUTION REAUTHORIZING DISPOSITION OF PROPERTY.
- 6.12** DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 18-003 AUTHORIZING SOLICITATION FOR RFPs FOR CIP.
- 6.13** DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 18-004 SETTING DATE FOR PUBLIC HEARING ON URBAN RENEWAL PLAN AMENDMENT.
- 6.14** DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 18-005 AUTHORIZING THE SUBMITTING OF A GRANT PROPOSAL HEART OF IOWA TRAIL PAVING PROJECT.
- 6.15** DISCUSSION AND POSSIBLE ACTION ON RESOLUTION 18-006 AUTHORIZING SUBMITTING OF A GRANT PROPOSAL FOR THE EAST 1<sup>ST</sup> STREET REHABILITATION PROJECT.

- 7.00) PUBLIC SAFETY: NONE
- 8.00) FINANCE: NONE
- 9.00) LEISURE ACTIVITIES: NONE
- 10.00) ADMINISTRATIVE BUSINESS: NONE

**COMMENTS FROM STAFF, COUNCIL AND MAYOR.**

**ADJOURNMENT**

THIS NOTICE IS HEREBY GIVEN AT LEAST 24 HOURS PRIOR TO THE COMMENCEMENT OF THE MEETING SPECIFIED ABOVE. THIS WAS DONE BY ADVISING THE NEWS MEDIA WHO HAVE FILED A REQUEST FOR NOTICE AND BY POSTING THE NOTICE ON THE WINDOW IN THE LOBBY AREA IN CITY HALL THAT IS ACCESSIBLE AND VIEWABLE TO THE PUBLIC. THIS WAS ALL PURSUANT TO CHAPTER 21 OF THE CODE OF IOWA.



John Haldeman, City Administrator

1/12/2018 6:00 PM

# CONSENT AGENDA

## Utility Report

December	2017					
	Water Service:	Sewer Service:	Water Consumption (gallons):	Amount Billed (Water):	Sewer Consumption (gallons):	Amount Billed (Sewer):
Commercial	82	83	341,200	\$2,917.36	414,200	\$4,082.80
Schools	4	3	133,300	\$661.79	133,300	\$668.19
Rural	67	6	344,600	\$3,708.36	39,200	\$486.86
No Charge	20	14	1,056,400	\$0.00	862,500	\$0.00
Residential	1,454	1,450	5,042,300	\$47,174.80	5,027,500	\$58,330.18
Second Meter	122	N/A	1,800	\$371.95	N/A	\$0.00
Master Meters	14	0	8,425,700	\$0.00	N/A	\$0.00
<b>TOTAL:</b>	<b>1,763</b>	<b>1,556</b>	<b>15,345,300</b>	<b>\$54,834.26</b>	<b>6,476,700</b>	<b>\$63,568.03</b>

	Water:	Sewer:	
Total Billed Consumption (gallons):	5,863,200	5,614,200	TOTAL:
Total Billed:	\$54,834.26	\$63,568.03	\$118,402.29

December	2016					
	Water Service:	Sewer Service:	Water Consumption (gallons):	Amount Billed (Water):	Sewer Consumption (gallons):	Amount Billed (Sewer):
Commercial	78	78	428,900	\$3,047.07	518,900	\$4,257.40
Schools	4	3	102,100	\$504.74	102,100	\$513.14
Rural	67	6	312,600	\$3,221.73	30,000	\$402.91
No Charge	20	14	859,600	\$0.00	696,800	\$0.00
Residential	1,353	1,353	4,273,555	\$39,456.55	4,257,555	\$49,161.88
Second Meter	116	N/A	1,600	\$393.79	N/A	\$0.00
Master Meters	12	N/A	294,800	\$0.00	N/A	\$0.00
<b>TOTAL:</b>	<b>1,650</b>	<b>1,454</b>	<b>6,273,155</b>	<b>\$46,623.88</b>	<b>5,605,355</b>	<b>\$54,335.33</b>

	Water:	Sewer:	
Total Billed Consumption (gallons):	5,118,755	4,908,555	TOTAL:
Total Billed:	\$46,623.88	\$54,335.33	\$100,959.21

**Key:**

**Schools:** Bus Barn, Middle School, Athletic Field, High School  
**Rural:** includes Deer Creek and East First Street (across from water plant)  
**No Charge:** City Hall, Fire Station, city flushing, Nord Kalsem, Trinity Methodist Church, master meters, bike trail, etc.  
**Master Meters:** Deer Creek, wells & 11 rural

## 1-23-18 Council Claims

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	2ND WIND EXERCISE	WEIGHT ROOM CARDIO EQUIPMENT	\$ 33,162.75
3	A TECH-TCI	1/1/18-3/31/18 FIRE ALARM MONI	\$ 105.00
4	ANKENY SANITATION	WWTP, 3C'S, MAINT SHOP, NORD KALSEM	\$ 220.73
5	ARNOLD MOTOR SUPPLY	OIL, AIR, AND FUEL FILTERS	\$ 170.69
6	AUTOMATIC SYSTEMS CO.	240 VAC PHASE MONITOR	\$ 695.60
7	CARDMEMBER SERVICE	SEE ATTACHED	\$ 731.76
8	CASEY'S GENERAL STORES INC	GASOLINE	\$ 1,414.87
9	CENTRAL IOWA TELEVISION	SANITARY SEWER CLEANING	\$ 4,127.50
10	CENTRAL PUMP & MOTOR, LLC	REPAIR & INSTALL OF FLYGT PUMP	\$ 3,268.09
11	CONSUMERS ENERGY	GAS AND ELECTRIC	\$ 10,914.31
12	DB IOWA HOLDINGS	LEGAL PUBLICATIONS	\$ 846.59
13	DOLLAR GENERAL CORPORATION	PROGRAM AND OFFICES SUPPLIES	\$ 119.50
14	G & L CLOTHING	PUBLIC WORKS CLOTHING	\$ 896.03
15	GALL'S, LLC	TACTICAL/MEDICAL BACKPACKS	\$ 155.97
16	HACH COMPANY	BUFFER SOLUTION, LBOD PROBE WITH CABLE	\$ 1,219.58
17	HALLETT MATERIALS	ICE CONTROL SAND	\$ 198.66
18	HOKEL MACHINE SUPPLY	CHAIN, CAP LINKS, ARGON TANK	\$ 64.44
19	HUNTER TOMS	YOUTH BASKETBALL OFFICIAL	\$ 90.00
20	HUXLEY COOP TELEPHONE CO.	CABLE, INTERNET, PHONE	\$ 1,852.10
21	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 10,284.03
22	INTERSTATE BATTERIES	ECONO BATTERIES	\$ 110.00
23	IOWA DOT	SNOW SHOVELS	\$ 40.98
24	IPERS	IPERS	\$ 6,617.76
25	JACQUE GLOEDE	MILEAGE REIMBURSE FOR ACADEMY	\$ 72.76
26	JAYDEN CATTELL	YOUTH BBALL REFEREE/TIME CLOCK	\$ 90.00
27	JEREMY J. ARENDS	NOVEMBER AND DECEMBER TREASURERS REPORTS	\$ 160.00
28	KEYSTONE LABORATORIES	WW SAMPLING	\$ 174.80
29	M. R. PROPERTIES LC	DEVELOPMENT AGREEMENT LOAN	\$ 195,800.55
30	MARCO, INC.	PD AND ADMIN COPIER CONTRACT	\$ 412.72
31	MARTIN MARIETTA MATERIALS	ROAD STONE & AG LIME	\$ 356.60
32	MARY GREELEY MEDICAL CENTE	MEDICAL SUPPLIES	\$ 35.86
33	MUNICIPAL SUPPLY	MACRO COUPLERS & PIPE, SEAL WIRE, BLUE FLAGS AND BLUE PAINT	\$ 920.80
34	NAPA AUTO PARTS	BULBS AND ANTIFREEZE	\$ 224.38
35	NEW CENTURY FS INC	UNLEADED AND DIESEL FUEL	\$ 1,126.23
36	OXEN TECHNOLOGY	MONTHLY MICROSOFT EXCHANGE-3 MONTHS	\$ 444.00
37	PEPSI-COLA	CASES OF POP FOR VENDING	\$ 303.05
38	PLUMB SUPPLY COMPANY - AM	URINAL PARTS	\$ 155.78
39	POSTMASTER	BULK POSTAGE FOR WATER BILLS	\$ 336.45
40	SAFE BUILDING COMPLIANCE &	BUILDING INSPECTIONS	\$ 20,424.64
41	STORY COUNTY SHERIFF'S OFF	3RD QUARTER DISPATCH FEE	\$ 5,957.00

## 1-23-18 Council Claims

	A	B	C
42	TASC	FLEX BENEFIT PLANS	\$ 574.96
43	TERENCE MILLER	YOUTH BASKETBALL OFFICIAL	\$ 170.00
44	TIM VANLOO	YOUTH BASKETBALL OFFICIAL	\$ 60.00
45	TREASURER, STATE OF IOWA	STATE WITHHOLDING	\$ 1,950.00
46	VAN-WALL EQUIPMENT INC.	NEW LAWN MOWER	\$ 10,500.00
47	VEENSTRA & KIMM, INC.	REIMBURSEABLE ENGINEERING FEES	\$ 8,800.00
48	VERIZON WIRELESS	AMBULANCE, PD, AND PW CELL PHONES	\$ 434.53
49	VISA	SEE ATTACHED	\$ 1,204.77
50	WINDSTREAM IOWA COMMUNICAT	PD PHONE LINE AT DISPATCH	\$ 70.96
51	Payroll Expense		\$ 44,861.52
52	<b>GRAND TOTAL</b>		<b>\$ 372,929.30</b>
53			
54			
55		<b>FUND TOTALS</b>	
56	001 GENERAL FUND	\$ 54,719.24	
57	002 LIBRARY	\$ 1,763.34	
58	003 RECREATION	\$ 36,456.86	
59	004 FIRE AND RESCUE	\$ 483.69	
60	014 AMBULANCE	\$ 1,352.69	
61	110 ROAD USE TAX	\$ 7,239.57	
62	321 DEVELOPMENT DONATIONS	\$ 195,800.55	
63	600 WATER UTILITY	\$ 10,683.62	
64	610 SEWER UTILITY	\$ 19,568.22	
65	01 PAYROLL EXPENSE	\$ 44,861.52	
66	<b>GRAND TOTAL</b>	<b>\$ 372,929.30</b>	

<b>VISA BREAK DOWN</b>		
Admin	\$ 67.60	notary renewal and stamp, car wash for admin vehicle
Council	\$ 103.91	frame and label for flag in chambers
FD	\$ 29.00	accountability tags
Admin	\$ 840.75	regular envelopes
Library	\$ 129.71	postage
Wastewater	\$ 33.80	wall calendars
<b>Total</b>	<b>\$ 1,204.77</b>	

<b>CARDMEMBER SERVICES BREAK DOWN</b>		
Admin	\$ 49.00	roll of stamps
PD	\$ 1.19	postage
Mayor	\$ 37.00	gifts for outgoing council members
Streets	\$ 146.53	towels from sam's club, boards from lowes
P & R	\$ 498.04	candy for vending, straps for fitness bicycles
<b>Total</b>	<b>\$ 731.76</b>	



## Huxley City Council Minutes

### Tuesday, January 9, 2018

These minutes are as recorded by the City Clerk and are subject to City Council approval at the next regular council meeting.

**COUNCIL MEETING:** The Huxley City Council met in a regular council meeting on the above date pursuant to rules of the council, notice posted at City Hall, posted on website and emailed to news media. Mayor Henry called the meeting to order at 6:02 pm.

**COUNCIL MEMBERS PRESENT:** Peterson, Roberts, Kuhn, Jensen; absent - Mulder

**CITY STAFF PRESENT:** John Haldeman-City Administrator, Jolene Lettow-City Clerk, Mark Pote – Police Chief, Jeff Peterson – Public Works Director, Chad Anthony – Fire Chief

**GUESTS PRESENT:** Brittany and Zachary Swanson, Nels Nord, Brenda Dyer, Andrew Gogerty, Joe Schierbrock, Kenneth May, Betty Raub, Krista McGinn, Kevin Deaton, Dean and Diane Lande

**PRESENTATION:** Residents from 218 Cypress requested council to eliminate ordinance that bans pit bulls. Local vet and residents provided input and experiences regarding pit bulls.

#### CONSENT AGENDA:

*MOTION-Roberts, Second - Jensen to approve all agenda items as listed.*

- Approve December 19, 2017 Regular Council Meeting Minutes
- Approve Financial Reports and Payment of Bills
- Approve Assignment of Development Agreement
- Approve Records to be Destroyed
- Approve Mayor Appointments to Council Committees
- Approve Appointment of Fire and Rescue Officers for 2018

Roll Call: Kuhn, Jensen, Peterson, Roberts voted yes. Motion carried.

#### Claims:

A KING'S THRONE LLC	PORTABLE FOR TURKEY TROT	111.30
ABSOLUTE OVERHEAD DOORS	TWO OVERHEAD DOORS	2,900.00
AFLAC	AFLAC	4.00
ALLIANT ENERGY	GAS & ELECTRIC	10,111.52
ARTESA, LLC	BUILDING PERMIT DEPOSIT REFUND	500.00
AUTOMATIC SYSTEMS CO.	240 VAC PHASE MONITOR	16.48
BAKER & TAYLOR ENTERTAINME	BOOKS	224.55
BOOK LOOK	INSPIRATIONAL BOOKS	506.68
BOOK SYSTEMS, INC.	ATRIUM ANNUAL SUPPORT	595.00
BRICK GENTRY P.C.	BOND CLAIMS LEGAL FEES	4,028.75
CARPENTER UNIFORM CO.	649 BULLET PROOF VEST	689.00
CENTERPOINT LARGE PRINT	LARGE PRINT WESTERNS	42.54
CENTRAL IOWA LAWN & LANDSC	BAD BOY 72" LAWN MOWER	12,999.00
CHITTY GARBAGE SERVICE INC	FD GARBAGE REMOVAL	21.40
COMPASS MINERALS AMERICA	COARSE BULK SALT	3,394.31
DB IOWA HOLDINGS	LEGAL PUBLICATIONS	587.92
DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	1,600.06
DOORS INC.	REPAIR GARAGE DOOR LOCK	538.19
DORSEY & WHITNEY LLP	2017 ECONOMIC DEV/UR PROJECT	8,000.00
EBS	EBS	16,429.32
EDWARD JONES	IRA	250.00
EMERGENCY MEDICAL PRODUCTS	CURAPLEX FINGER PULSE OXIMETER	100.49
FIDELITY SECURITY LIFE	VISION INS	306.62
GRAINGER	BLOCK HEATER	140.24
HALLETT MATERIALS	ICE CONTROL SAND	180.44
HOKEL MACHINE SUPPLY	HYDRAULIC HOSES AND FITTINGS	208.97

INTERNAL REVENUE SERVICE	FED WITHHOLDING TAX	21,438.45
INTERSTATE BATTERIES	BATTERIES	329.80
IOWA DOT	PAPER TOWEL & TRASH BAGS	98.11
IOWA ONE CALL	EMAIL LOCATES	150.30
IOWA PRISON INDUSTRIES	NAME PLATES	54.32
IPERS	IPERS	12,158.81
KEYSTONE LABORATORIES	MONTHLY SAMPLING	62.50
LETTOW, JOLENE	COUNCIL GIFTS	95.32
LINCOLN FINANCIAL GROUP	DISABILITY INSURANCE	990.78
LOWE'S	SCREWS	44.86
MARCO, INC.	FD PRINTER RENTAL	211.55
MARTIN MARIETTA MATERIALS	ROAD STONE	90.43
MASS MUTUAL RETIREMENT SER	DEFERRED COMPENSATION	250.00
MCCOY & ASSOCIATES, L.L.C.	ROOF HATCHES AND FLOOR DOORS	7,244.00
MISCELLANEOUS VENDOR	SHEPLEY, GENNY :US REFUND	173.31
NEW CENTURY FS INC	UNLEADED AND DIESEL FUEL	2,204.57
NICKOLAY CONSULTING, LLC	DECEMBER IT BILLING	1,293.00
PCC AN AMBULANCE BILLING S	NOVEMBER AMBULANCE BILLING	308.37
PEPSI-COLA	VENDING PRODUCT	407.61
PLUMB SUPPLY COMPANY - AM	URINAL ASSEMBLY & SOLENOIDS	179.59
POSTMASTER	POSTMASTER	336.05
QUALITYONE COMMERCIAL CLEA	JANITORIAL SERVICES	2,134.00
QUICK'S HARDWARE HANK	SEE ATTACHED	91.60
REDWOOD BUILDERS	BUILDING PERMIT DEPOSIT REFUND	500.00
RELIASTAR LIFE INSURANCE C	LIFE INSURANCE	374.14
RYAN KAUFFMAN	BUILDING PERMIT DEPOSIT REFUND	1,000.00
SPRINGER PROFESSIONAL HOME	FD PEST CONTROL	42.00
STAPLES BUSINESS CREDIT	SEE ATTACHED	520.83
STAR EQUIPMENT LTD.	105 GALLON TAR POT	12,995.00
TASC	FLEX BENEFIT PLANS	576.22
TASC - CLIENT INVOICES	FLEX SPENDING ADMIN FEE	67.91
THE SHERWIN-WILLIAMS CO.	FIVE GALLON WHITE PAINT	193.05
TREASURER, STATE OF IOWA	STATE WITHHOLDING	3,172.00
USA BLUEBOOK	LMI REPAIR KIT AND SUPPLIES	473.43
VEENSTRA & KIMM, INC.	PRAIRIE RIDGE PLAT 1 LOT 53	5,381.59
VERIZON WIRELESS	PUBLIC WORKS CELL PHONES	281.63
ZIEGLER INC	BATTERY CHARGER REPAIR AT WWTP	1,542.25
001 GENERAL FUND		52,254.33
002 LIBRARY		6,650.01
003 RECREATION		5,914.50
004 FIRE AND RESCUE		574.82
014 AMBULANCE		1,979.07
100 PRAIRIE RIDGE DEV		212.50
110 STREET		30,087.50
600 WATER UTILITY		16,076.01
610 SEWER UTILITY		20,205.42
		<u>88,601.56</u>
		230,555.72

**MOTION – Kuhn, Second - Roberts on Second Reading of Ordinance No. 467 Amending Various Code Sections: Section 55.16, Section 69.09, Chapter 140 of the Huxley Municipal Code. Roll Call: Kuhn, Roberts, Peterson voted yes; Jensen abstained. Motion carried.**

**MOTION – Kuhn, Second – Peterson on First Readings of Ordinances 468 to 476 to Update and Comply with 2015 Building Codes – an update from 2008 Building Code. Councilman Kuhn provided council with explanation of changes from 2008 to 2015 codes. Fire Code was discussed in detail regarding apartment complexes. Staff will research probability of utilizing LMI funds for fire code building updates. Roll Call: Kuhn, Roberts, Peterson voted yes; Jensen abstained. Motion carried.**

**MOTION – 18-001 to Fix a Date of Meeting at Which it is Proposed to Approve and Reauthorize the Sale of Real Property for Redevelopment to Andrew Sage. Roll Call: Roberts, Kuhn, Peterson voted yes; Jensen abstained.**

**MOTION – Roberts, Second – Kuhn to Table Discussion and Possible Action on Changing/Removing Pit Bull Ordinance. 4 ayes, 0 nays.**

**MOTION – Kuhn, Second – Roberts on Resolution No. 18-002 to Approve Proposed Ice Rink Agreement. Roll Call: Kuhn, Jensen, Peterson, Roberts voted yes. Motion carried.**

**Miscellaneous**

- Fire Chief, Chad Anthony, told council he preferred to give apartment complexes a three year grace period to become compliant with updated fire codes.
- City Administrator, John Haldeman, asked council to submit requests for future work session topics.
- Councilman Kuhn suggested that discussion take place with public works department regarding plumbing/sanitary pipe codes.
- Councilman Jensen expressed his concern for the lack of notification/visibility to approaching traffic of construction on 550<sup>th</sup> Street
- Councilman Jensen stated he would like to see city files stored electronically.
- Councilman Jensen asked that council discuss status of HDC at future work session.
- Mayor announced that there would be facility tours for council to attend on Tuesday, January 16<sup>th</sup> beginning at 4:45pm with work session to follow at 6:30.

**ADJOURNMENT: Motion –Roberts, second – Jensen to adjourn meeting at 7:52pm. 4 ayes, 0 nays.**

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Craig D. Henry, Mayor

Attest:

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Jolene R. Lettow, City Clerk

## **Huxley City Council Work Session Minutes**

**Tuesday, January 16, 2018**

These minutes are as recorded by the City Clerk and are subject to City Council approval at the next regular council meeting.

**WORK SESSION:** The Huxley City Council met in a special work session on the above date pursuant to rules of the council, notice posted at City Hall, posted on website and emailed to news media. Mayor Henry called the meeting to order at 6:02 pm.

**COUNCIL MEMBERS PRESENT:** Peterson, Roberts, Kuhn, Jensen, Mulder

**CITY STAFF PRESENT:** Jolene Lettow-City Clerk, Mark Pote-Police Chief

**CONSULTANT PRESENT:** Amy Beattie, city attorney

**GUESTS PRESENT:** Chad Anthony, Julee Petersen, Nels Nord, Krista McGinn, Henry Rumbaugh, Brenda Dryer

### **DISCUSSION ON CHAPTER 55 OF THE HUXLEY CITY CODE: ANIMAL PROTECTION AND CONTROL**

City attorney explained to council that city currently had two ordinances regarding dogs in the city: one ordinance was behavior based and the second one was breed specific. Council asked questions pertaining to ordinances and discussed options that could be considered for council to take formal action.

**ADJOURNMENT:** Motion –Roberts, second – Jensen to adjourn meeting at 6:30pm. 5 ayes, 0 nays.

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Craig D. Henry, Mayor

Attest:

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Jolene R. Lettow, City Clerk

# **COMMUNITY BETTERMENT**

**ORDINANCE NO. 466**

**AN ORDINANCE AMENDING VARIOUS ORDINANCES OF  
THE MUNICIPAL CODE OF THE CITY OF HUXLEY**

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**BE IT ORDAINED** by the City Council of the City of Huxley, Iowa, as follows:

**Section 1.** Huxley Code Section 55.16 is hereby amended by deleting the words “pit bull” and inserting in lieu thereof “Staffordshire Bull Terrier, or Staffordshire Terrier, both being also known as pit bull,”.

**Section 2.** Huxley Code Section 69.09 is hereby amended by adding “, including campers, camping trailers, trailers for hauling golf carts, lawn mowers and boats,” after the word “trailer”.

**Section 3.** Chapter 140 is hereby amended by adding the following section:

140.10 Property Under Construction. All property under construction shall have placed gravel in the driveway until such time as the driveway is constructed in accordance with the building permit granted for said construction.

**Section 4.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 5.** This ordinance shall be in full force and effect after its passage, approval and publication as provided by law to be effective March 1, 2018.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Craig Henry, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk

**ORDINANCE NO. 467**

**AN ORDINANCE AMENDING CHAPTER 157 BUILDING CODE, OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, BY ADOPTING THE 2015 INTERNATIONAL BUILDING CODE AND 2015 INTERNATIONAL RESIDENTIAL CODE WITH AMENDMENTS**

**WHEREAS**, the City Council of the City of Huxley, Iowa desires to continue to protect life, safety and property through the adoption and enforcement of construction codes, and to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations;

**WHEREAS**, the Council now deems it appropriate to revise the Municipal Code by adopting the latest addition of the International Code Council Building Code and Residential Code.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUXLEY, IOWA:**

1. That Chapter 157 of the Municipal Code of the City of Huxley, Iowa, the Building Regulations be repealed and there be enacted in lieu thereof the following Chapter;

**CHAPTER 157 BUILDING CODE**

**157.01 SHORT TITLE.** This chapter shall be known as the Huxley Building Code, and may be cited as such, and may be referred to herein as this chapter

**157.02 ADOPTION OF BUILDING CODE.** Pursuant to published notice as required by law, the *International Building Code 2015 Edition*; and the *International Residential Building Code 2015 Edition*, published by the International Code Council, Inc., is adopted in full except for such portions as may be hereinafter deleted, modified or amended. A copy of the International Building Code 2015 Edition as adopted, a copy of the International Residential Code 2015 Edition as adopted and a copy of this chapter are on file in the office of the Code Official.

**157.03 AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS.** *The International Building Code, 2015 Edition* (hereinafter known as the IBC), and the *International Residential Code, 2015 Edition* (hereinafter known as the IRC), are amended as hereinafter set out in Sections 157.04 through 157.46.

**157.04 REFERENCED CODES - - CONFLICTS.** The remaining sections in this chapter represent amendments to the requirements contained in the IBC and IRC. In the event requirements of this code

conflict with applicable State and/or Federal requirements, the more stringent shall apply except that all references to flood hazard construction shall be coordinated in concurrence with Huxley NFIP adoption March 20, 2008.

**157.05 SECTIONS 101.1 AND R101.1 AMENDED - - TITLE.** Sections 101.1, Title, of the IBC and R101.1, Title, of the IRC, are hereby deleted and there is enacted in lieu thereof the following sections:

Section 101.1 Title. These regulations shall be known as the Huxley Building Code, hereinafter known as “this code.”

Section R 101.1 Title. These provisions shall be known as the Huxley Residential Code for One- and Two – Family Dwellings, and shall be cited as such and will be referred to herein as “this code.”

**157.06 SECTION 101.4 AMENDED - - REFERENCED CODES.** Section 101.4, Referenced Codes, of the IBC, is hereby amended by the following subsections:

Section 101.4.1 Gas. Strike ~~International~~ and insert in lieu thereof Huxley.

Section 101.4.2 Mechanical. Strike ~~International~~ and insert in lieu thereof Huxley.

Section 101.4.3 Plumbing. Strike ~~International~~ and insert in lieu thereof Huxley.

Section 101.4.4 Property Maintenance. Strike ~~International Property Maintenance~~ and insert in lieu thereof Huxley Property Maintenance and Housing.

Section 101.4.5 Fire Prevention. Strike ~~International~~ and insert in lieu thereof Huxley.

Section 101.4.6 Energy. Strike ~~International~~ and insert in lieu thereof Huxley.

Section 101.4.7 Existing Buildings. Strike ~~International~~ and insert in lieu thereof Huxley.

**157.07 SECTION 101.4 ADDED - - REFERENCED CODES.** Section 101.4, Referenced Codes, of the IBC, is hereby amended by adding the following subsection:

Section 101.4.8 Huxley Electrical Code

**157.08 SECTION 101.4.6 AMENDED AND R101.3.1 ADDITION - - ENERGY.** Section 101.4.6, Energy, of the IBC, is hereby amended by deleting said sections and inserting in lieu thereof the following section and Section R101.3.1, Intent, of the IRC, is hereby established by adding the following section:

Section 101.4.6 Energy and Section R101.3.1 Intent. The provisions of the International Energy Conservation Code as currently adopted and amended by the Iowa State Building Code Bureau shall apply to all matters governing the design and construction of buildings for energy efficiency. Administration shall be as prescribed in “this code” and these regulations shall be known as the Huxley Energy Code. Construction or work for which a permit is required shall be subject to 3<sup>rd</sup> party inspections. The Building Official is authorized to accept reports of approved inspection agencies, provided such agencies satisfy the requirements as to qualifications and reliability. Any portion that does not comply shall be corrected and such portion shall not be covered or concealed until authorized by the Building Official.

**157.09 SECTIONS 103.1 AND R103.1 AMENDED - - CREATION OF ENFORCEMENT AGENCY.** Section 103.1, Creation of enforcement agency, of the IBC and R103.1, Creation of enforcement agency, of the IRC, are hereby amended by adding the following paragraph:

Sections 103.1 and R103.1 Building and Zoning Administrator The Building Official shall be designated by the City Administrator and shall hereinafter be referred to as Code Official and his or her representatives or designees, who are herewith delegated the same powers, authorities, duties and responsibilities as designated for the Code Official. The Code Official when so appointed, shall be responsible for the



enforcement of the Building Code; the Mechanical code; the Housing code; the Plumbing code; the Gas Code, the Energy code, the Electrical code, and the Fire code of the city. The Code Official shall have authority to file a complaint in any court of competent jurisdiction charging a person with the violation of this title. The Code Official shall have whatever additional duties the City Administrator may prescribe.

#### **157.10 SECTIONS 105.2 AND R105.2 AMENDED - - WORK EXEMPT FROM PERMIT.**

Sections 105.2, Work exempt from permit, of the IBC and R105.2, Work exempt from permit, of the IRC are hereby amended by deleting the following items and adding a sentence to said sections as follows:

##### **Sections 105.2 and R105.2 Work Exempt From Permit**

Section 105.2 Building - Item #1	Detached structures not exceeding 120 sq. ft.	Delete
Section 105.2 Building - Item #2	Fences not over 7 feet high	Delete
Section 105.2 Building - Item #6	Sidewalks and driveways	Delete
Section 105.2 Building - Item #9	Prefabricated swimming pools	Delete
Section 105.2 Building - Item #10	Shade cloth structures	Delete
Section R105.2 Building - Item #1	Detached structures not exceeding 200 sq. ft.	Delete
Section R105.2 Building - Item # 2	Fences not over 7 feet high	Delete
Section R105.2 Building - Item #5	Sidewalks and driveways	Delete
Section R105.2 Building - Item #10	Decks not exceeding 200 sq. ft.	Delete

Exemption from permit requirements of this chapter shall not preclude requirements for permitting of plumbing, electrical and mechanical installations and systems or compliance with Huxley Code of Ordinances.

**157.11 SECTIONS 105.6.1 AND R105.6.1 ADDITION - - REVOCATION OF PERMIT.** Sections 105.6.1 Revocation of Permit, of the IBC and R105.6.1, Revocation of Permit, of the IRC, are hereby established by adding the following sections:

**Sections 105.6.1 and R105.6.1 Revocation of Permit** It is the responsibility of the permit holder to schedule the required inspections and obtain final approval. Failure to schedule the required inspections and receive approval of work authorized by the permit before covering said work or at completion shall result in revocation of the permit and void any associated approvals granted by the City. This failure shall also equate to working without a permit in violation of City ordinance and no future permits shall be issued to any person or company who has outstanding violations of this code or any other laws or ordinances of the City. Failure to contact the City for any inspection or follow-up prior to expiration of a permit shall be deemed a violation of this code section. Failure to contact the City for any inspection or follow-up prior to expiration of a Temporary Certificate of Occupancy shall also be deemed a violation of this code section. Allowing occupancy of a structure, for which a person or company holds a building permit, prior to or without a valid Certificate of Occupancy (temporary or final) shall be deemed a violation of this code section and no future permits shall be issued to any person or company who has outstanding violations of this code or any other laws or ordinances of the City.

**157.12 SECTIONS 109.4 AND R108.6 ADDITION - - WORK COMMENCING BEFORE PERMIT ISSUANCE.** Sections 109.4, Work commencing before permit issuance, of the IBC, and R108.6, Work commencing before permit issuance, of the IRC, are hereby established by adding the following sentence after said sections:

Sections 109.4 and R108.6 Work commencing before permit issuance Said fee shall be 100 percent of the usual permit fee in addition to the required permit fees.

**157.13 SECTION R110.1 AMENDED - - USE AND OCCUPANCY.** Section R110.1, Use and occupancy, of the IRC, is hereby amended by deleting exception #2 - Accessory buildings or structures.

**157.14 SECTION 112 AND R111 ADDITION - - UNDERGROUND UTILITY INSTALLATION.** Sections 112.4, Service Utilities, of the IBC, and R111.4, Service Utilities, of the IRC, are hereby established by adding the following sections:

Sections 112.4 and R111.4 Underground utility installation All electrical service lines not exceeding four hundred eighty volts and all telephone and cablevision service lines, as well as other utility lines serving any new building or structure, including signs and billboards, requiring permanent electrical service shall be placed underground unless a waiver from such is approved by the city engineer.

The provisions of this section shall not apply to existing buildings or additions to such buildings. Nothing in this section shall be deemed to apply to temporary services when defined as such by the utility company.

**157.15 SECTION R202 AMENDED - - DEFINITIONS.** Section 202, Definitions, of the IBC, and Section R202 Definitions, of the IRC, are hereby amended by deleting the definition swimming pool and inserting in lieu thereof the following:

Section 202 Swimming Pool Any structure intended for swimming, recreational bathing or wading that is capable of containing water over 24 inches deep. This includes in-ground, above-ground and on-ground pools; hot tubs; spas and fixed-in-place wading pools, but excludes manmade lakes or ponds created through the collection of storm water or drainage runoff.

**157.16 TABLE R301.2(4)A AMENDED - - CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA.** Table R301.2(1), Climatic and Geographic Design Criteria, of the IRC, is hereby amended by modifying said table and adding footnote (n) as follows :

Table R301.2(1), Climatic and Geographic Design Criteria

Ground Snow Load	Wind Design		Seismic Design Category	Subject To Damage From			Winter		Flood Hazards	Air Freezing Index	Mean Annual Temp.
	Speed MPH	Topographic Effects		Weathering	Frost Line Depth	Termite	Design Temp	Ice Barrier Req'd.	NFIP Adoption		
*30 PSF	115 (51)	NO	A	Severe	42"	No	-5° F	Yes	Mar. 20, 2008	1833	48.6

\*n - see 175.63 - minimum flat roof snow load 24 PSF

**157.17 SECTION R303.3 AMENDED - - BATHROOMS.** Section R303.3, Bathrooms, of the IRC, is hereby amended by deleting said section and inserting in lieu thereof the following section and also by adding the following exception:

Section R303.3 Bathrooms Bathrooms shall be provided with a mechanical ventilation system. The minimum ventilation rates shall be 50 cfm for intermittent ventilation or 20 cfm for continuous ventilation. Ventilation air from the space shall be exhausted directly to the outside.

Exception: Toilet rooms containing only a water closet and/or lavatory

**157.18 SECTION R305.1.1 AMENDED - - BASEMENTS.** Section R305.1.1 Basements, of the IRC, is amended deleting the exception and inserting in lieu thereof:

Section R305.1.1 exception Existing basements not having a height as specified in this section are allowed to be finished with a ceiling height that is not decreased more than the minimal measurement created by applying a finished ceiling of gypsum board or acoustical ceiling tiles.

**157.19 SECTION R310.2.2 ADDITION - - WINDOW SILL HEIGHT.** Section R310.2.2 of the IRC, is hereby amended by adding the following exception:

Section R310.2.2 exception A landing, fastened in place, may be provided to meet the maximum sill height of forty-four (44) inches above the floor. The landing shall be not less than thirty-six (36) inches wide, not less than twelve (12) inches out from the exterior wall, and not more than twenty-four (24) inches in height. The landing shall be permanently affixed to the floor below or the wall under the window it serves.

**157.20 SECTION R310.2.4 AMENDED - - EMERGENCY ESCAPE WINDOWS UNDER DECKS AND PORCHES.** Section R310.2.4, Emergency escape windows under decks and porches, of the IRC, is hereby amended by adding a new sentence following this section:

Section R310.4 Emergency escape windows under decks and porches Cantilever areas of all construction elements shall be regulated in accordance with this section.

**157.21 SECTION R311.7.5.1 AMENDED - - RISERS.** Section R311.7.5.1, Riser height, of the IRC, is hereby amended by adding the following exceptions:

Section R311.7.5.1 Riser height exception 3 The maximum riser height shall be 7 3/4 inches. The riser height shall be measured vertically between leading edges of the adjacent treads. The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8 inch, except at the top or bottom riser of any interior stair where this dimension may deviate by a maximum of 1 inch. In no case shall the risers exceed the maximum height of 7 3/4 inches.

**157.22 SECTION R311.7.8.2 ADDITION - - CONTINUITY.** Section R311.7.8.2, Continuity, of the IRC, is hereby amended by adding the following exception:

Section R311.7.8.2 Continuity exception 3 Handrails within a dwelling unit or serving an individual dwelling unit shall be permitted to be interrupted at one location in a straight stair when the rail terminates into a wall or ledge and is offset and immediately continues.

**157.23 SECTION R313.1 AMENDED - - TOWNHOUSE AUTOMATIC FIRE SPRINKLER SYSTEMS.** Section R313.1 Townhouse automatic fire sprinkler system, of the IRC, is hereby amended by adding the following exceptions (existing exception 1 remains unchanged):

Section R313.1 Townhouse automatic fire sprinkler systems. Exceptions:

2. An automatic residential fire sprinkler system shall not be required where *additions* or *alterations* are made to existing *townhouses* that do not have an automatic residential fire sprinkler system installed.
3. Townhouse structures that contain eight (8) or less dwelling units.
4. Townhouse structures less than eighteen thousand (18,000) square feet floor space, exclusive of any garages.

**157.24 SECTION R313.2 AMENDED - - ONE- AND TWO-FAMILY DWELLINGS AUTOMATIC FIRE SYSTEMS.** Section R313.2 One- and two-family automatic fire sprinkler systems, of the IRC, is hereby amended by adding the following exception:

Section R313.2 One- and two-family automatic fire sprinkler systems exception 2 Dwelling units in which the gross square footage of the dwelling space(s), including all floor levels whether finished or unfinished and all basement areas whether finished or unfinished (exclusive of attached garage area), does not exceed 8,000 square feet.

**157.25 SECTION R403.1.4.1 - - AMENDED - - FROST PROTECTION.** Section R403.1.4.1, of the IRC, is hereby amended by deleting all existing exceptions and inserting in lieu thereof the following exception #1 and exception #2:

Section R403.1.4.1 Frost protection exception 1 Detached garages of light frame wood construction of 1,010 square feet or less in size and detached garages of 400 square feet or less in size of other than light frame wood construction and more than 10 feet from a dwelling or attached garage may be provided with a floating slab. The floating slab shall include a thickened slab edge of a minimum twelve (12) inches thick. Six inches of the thickened slab shall be below grade and six inches shall be above finished grade. The bottom portion of the thickened slab area shall be twelve (12) by twelve (12) inches. Two #4 rebar shall be placed within the thickened edge continuous around the perimeter of the slab. Floors shall be of Portland cement concrete not less than 4 inches thick.

**157.26 SECTIONS 1807.1.5.1 AND R404.1.3.2.3 ADDITION - - FOUNDATION WALLS FOR CONVENTIONAL LIGHT FRAME WOOD CONSTRUCTION.** Sections 1807.1.5.1, Foundation Walls For Conventional Light Frame Wood Construction, of the IBC and R404.1.3.2.3, Foundation Walls For Conventional Light Frame Wood Construction, of the IRC, are hereby established by adding the following sections and table:

Sections 1807.1.5.1 and R404.1.3.2.3 Foundation Walls For Conventional Light Frame Wood Construction  
As an alternate to the requirements of respective codes the following Table 'Foundation Walls for Conventional Light Frame Construction' may be used:

Table - 'Foundation Walls for Conventional Light Frame Construction'

Height of Foundation Wall (Net measured from top of basement slab to top of foundation wall)*		Thickness of Foundation Walls		Reinforcement type and placement within Foundation Wall**	Reinforcement type and placement within Foundation Wall** (maximum 12' span between corners and supporting cross walls.)	Type of Mortar
Gross	Net	Concrete	Masonry			
8	7' 8"	7 1/2"	8"	1/2" horizontal bars, placement in the middle, and near the top & bottom - 1/2" bars @ 6' max. vertically	0.075 square inch bar 8' o.c. vertically in fully grouted cells. If block is 12" nominal thickness, may be unreinforced.	Type M or S. Grout & Mortar shall meet provisions of Chapter 21 IBC
9	8' 8"	8"	See Chapter 18 IBC	1/2" bars 2' o.c. horizontally & 20"	See Chapter 18 IBC	Same as above
10	9' 8"	8"	See Chapter 18 IBC	vertically o.c. (5/8" bars 2' o.c. horizontally & 30" vertically o.c.)	See Chapter 18 IBC	Same as above
*Concrete floor slab to be nominal 4". If such floor slab is not provided prior to backfill, provide 1) 36" vertical #4 rebar embedded in the footing @ maximum 7' O.C. spacing -and/or- 2) full depth nominal 2" depth x 4" width keyway in footing						
** All reinforcement bars shall meet ASTM A6175 grade 40 minimum and be deformed. Placement of bars shall be in center of wall and meet the provisions of 18, 19, and 21 of the International Building Code.						
NOTE: Cast in place concrete shall have a compressive strength of 3,000 lbs @ 28 days. Footings shall contain continuous reinforcement of 2 - 1/2" diameter rebar throughout. Placement of reinforcement and concrete shall meet the requirements of Chapter 19 of the International Building Code.						
NOTE: Material used for backfilling shall be carefully placed granular soil of average or high permeability and shall be drained with an approved drainage system as prescribed in Section 1805.4 of the International Building Code. Where soils containing a high percentage of clay, fine silt or similar materials of low permeability or expansive soils are encountered or where backfill materials are not drained or an unusually high surcharge is to be placed adjacent to the wall, a specially designed wall shall be required.						
Note: Foundation plate or sill anchorage shall be installed in accordance with the respective codes as applicable.						

**157.27 SECTION R405 ADDITION - - FOUNDATION DRAINAGE.** Section R405, Foundation Drainage, of the IRC, is hereby amended by adding a new section as follows:

Section R405.3 Sump Pumps Footing drains and drainage systems shall be discharged to a sump pump plumbed to a discharge system separated from the sanitary sewer and in accordance with the standard specifications adopted by the City Council. Exceptions may be granted by the Code Official in accordance with said engineering standards based on local conditions as determined by the Huxley Public Works Department or City Engineer.

**157.28 SECTION 423.4 AMENDED - - STORM SHELTER – GROUP E OCCUPANCY.** Section 423.4 of the IBC, is hereby amended by adding exception #4:

Exception #4 Existing Group E occupancies where the building area has not increased more than 25% as the result of all additions after January 1, 2018.

**157.29 SECTION 501.2 AMENDED - - ADDRESS IDENTIFICATION.** Section 501.2, Address Identification, of the IBC, is hereby amended by deleting said section and inserting in lieu thereof the following section and table:

**501.2 Address identification.**

New and existing buildings shall have *approved* address numbers, building numbers or *approved* building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall be black or white and shall contrast with their background. Where required by the *fire code official*, address numbers shall be provided in greater dimension or additional *approved* locations to facilitate emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers and letters shall be a minimum height and a minimum stroke width as dictated by Table 505.1. Where access is by means of a private road and the building cannot be viewed from the *public way*, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained.

**Table 501.2**  
**Minimum Height and Stroke Width<sup>a b</sup>**

Distance from the centerline of the Public Way (ft)		Minimum Height (in)	Minimum Stroke Width (in)
Less than 100		4	1/2
100	199	6	3/4
200	299	8	1
For each additional 100		Increase 2	Increase 1/2

<sup>a</sup> Exterior suite identification, minimum height shall be 4 inches and stroke width shall be ½ inch.

<sup>b</sup> Interior suite identification, minimum height shall be 2 inches and stroke width shall be ¼ inch.

**157.30 SECTION 903.4.2 AMENDED - - ALARMS.** Section 903.4.2, Alarms, of the IBC, is hereby amended by deleting said section and inserting in lieu thereof the following section:

Section 903.4.2 Alarms *An approved weather proof audible device suitable for outdoor use with 110 candela visual signal shall be connected to every automatic sprinkler system. Such sprinkler water-flow alarm devices shall be activated by water flow equivalent to the flow of a single sprinkler of the smallest orifice size installed in the system. Alarm devices shall be provided on the exterior of the building in an approved location. Where a fire alarm system is installed, actuation of the automatic sprinkler system shall actuate the building fire alarm system.*

**157.31 SECTION 907.1.4 ADDITION - - FACP (Fire Alarm Control Panels).** Section 907.1.4, FACP ) Fire Alarm Control Panels) is hereby established by adding the following section and exception:

Section 907.1.4 FACP (Fire Alarm Control Panels) Each building shall have no more than 1 FACP. Installation of fire alarm panel shall be not exceed six feet in height measured from the floor to the top of the unit.

Exception: Suppression system releasing panels are not required to meet the height requirement or the limitation in the number of panels.

**157.32 SECTION G2414.5.3 (403.5.4) AMENDED - - CORRUGATED STAINLESS STEEL TUBING.** Section G2414.5.3 (403.5.4) Corrugated Stainless Steel Tubing, of the IRC, is hereby amended by deleting said section and inserting in lieu thereof the following:

Section G2414.5.3 (403.5.4) Corrugated Stainless Steel Tubing Arc resistant corrugated stainless steel tubing shall be listed in accordance with ANSI LC 1 (Optional Section 5.16)/CSA 6.26.

**157.33 SECTION G2415.2 (404.2) AMENDED - - CSST.** Section G2415.2 (404.2) CSST, of the IRC, is hereby amended by deleting said section and inserting in lieu thereof the following:

Section G2415.2 (404.2) CSST. Only CSST with an Arc Resistant Jacket or Covering System listed in accordance with ANSI LC-1 (Optional Section 5.16)/CSA 6.26-2016 shall be installed in accordance with the terms of its approval, the conditions of listing, the manufactures instructions and this code including electrical bonding requirements in Section G2411. CSST shall not be used for through wall penetrations from the point of delivery of the gas supply to the inside of the structure. CSST shall not be installed in locations where subject to physical damage unless protected in an approved manner.

**157.34 SECTION P2603.5 AMENDED - - FREEZING.** Section P2603.5 Freezing, of the IRC, is hereby amended by deleting the last sentence of said section and inserting in lieu thereof the following:

Section P2603.5 Freezing Exterior water supply system piping shall be installed not less than sixty (60) inches below grade.

**157.35 SECTION P2603.5.1 AMENDED - - SEWER DEPTH.** Section P2603.5.1 Sewer Depth, of the IRC, is hereby amended by deleting said section and inserting in lieu thereof the following:

Section P2603.5.1 Sewer Depth Building sewers shall be a minimum of forty-eight (48) inches below grade.

**157.36 SECTION 1009.2 ADDITION - - CONTINUITY AND COMPONENTS.** Section 1009.2, Continuity and Components, Of the IBC, is hereby amended by adding the following #11 to said section:

Section 1009.2 Continuity and Components #11 Components of exterior walking surfaces shall be concrete, asphalt or other approved hard surface.

**157.37 SECTION 1010.1.6 ADDITION - - LANDINGS AT DOORS.** Section 1010, Doors, Gates and Turnstiles, of the IBC, is hereby amended by adding the following section:

Section 1010.1.6.1 Landings at Doors For landings required by Section 1010.1.6 to be at the same elevation on each side of the door exterior landings at doors shall be provided with frost protection.

**157.38 SECTION 1014.4 ADDITION - - (HANDRAIL) CONTINUITY.** Section 1014.4, Continuity, of the IBC, is hereby amended by adding the following exception:

Section 1014.4 Continuity exception 6 Handrails within a dwelling unit or serving an individual dwelling unit of groups R-2 and R-3 shall be permitted to be interrupted at one location in a straight stair when the rail terminates into a wall or ledge and is offset and immediately continues.

**157.39 SECTION 1028.5 ADDITION - - ACCESS TO A PUBLIC WAY.** Section 1028.5, Access to a Public Way, Of the IBC, is hereby amended by adding the following section:

Section 1028.5.1 Access to a Public Way Components of exterior walking surfaces shall be concrete, asphalt or other approved hard surface.

**157.40 SECTION 1030.5 - - WINDOW WELLS.** Sections 1030.5, Window Wells, of the IBC, is hereby amended by adding the following section:

Sections 1030.5.3 Window well drainage All window wells shall be provided with approved drainage.

**157.41 CHAPTER 13 ENERGY EFFICIENCY AND CHAPTER 11 [RE] AMENDED - - ENERGY EFFICIENCY.** Chapter 13, Energy Efficiency, of the IBC and Chapter 11 [RE], Energy Efficiency, of the IRC, are hereby amended by deleting said chapters and inserting in lieu thereof the following:

Chapter 13 Energy Efficiency (IBC) and Chapter 11 (IRC). The provisions of the International Energy Code as currently adopted and amended by the Iowa State Building Code Bureau shall apply to all matters governing the design and construction of buildings for energy efficiency. Administration shall be as prescribed in “this code” and these regulations shall be known as the Huxley Energy Code.

**157.42 SECTION 1608.2 ADDITION - - GROUND SNOW LOADS.** Section 1608.2, Ground Snow Loads, of the IBC, is hereby amended by adding the following sentence to said section:

Section 1608.2 Ground Snow Load The ground snow load to be used in determining the design snow load for roofs is hereby established at 30 pounds per square foot. Subsequent increases or decreases shall be allowed as otherwise provided by code, except that the minimum allowable flat roof snow load may be reduced to not less than 80 percent of the ground snow load.

**157.43 SECTION 1612 AMENDED - - FLOOD LOADS.** Section 1612, Flood Loads, of the IBC, is hereby amended by adding the following sections:

Section 1612.1.1 General Floodplain Construction Standards The following standards are established for construction occurring within the one-hundred-year flood elevation:

A. All structures shall:

1. Be adequately anchored to prevent flotation, collapse or lateral movement of the structure;
2. Be constructed with materials and utility equipment resistant to flood damage; and
3. Be constructed by methods and practices that minimize flood damage.

B. Residential buildings: All new or substantially improved residential structures shall have the lowest floor, including basement, elevated a minimum of one foot above the one-hundred-year flood level. Construction shall be upon compacted fill which shall, at all points, be no lower than one foot above the one-hundred-year flood level and extend at such elevation at least eighteen feet beyond the limits of any structure erected thereon. Alternate methods of elevating (such as piers) may be allowed, subject to



favorable consideration by the Code Official where existing topography, street grades, or other factors preclude elevating by fill. In such cases, the methods used must be adequate to support the structure as well as withstand the various forces and hazards associated with flooding.

C. Nonresidential buildings: All new or substantially improved nonresidential buildings shall have the first floor (including basement) elevated a minimum of one foot above the one-hundred-year flood level, or together with attendant utility and sanitary systems, be floodproofed to such a level.

D. When floodproofing is utilized, a professional engineer registered in the State of Iowa shall certify that the floodproofing methods used are adequate to withstand the flood depths, pressures, velocities, impact and uplift forces and other factors associated with the one-hundred-year flood; that the structure, below the one-hundred-year flood level, is watertight with walls substantially impermeable to the passage of water. A record of the certification indicating the specific elevation (in relation to mean sea level) to which any structures are floodproofed shall be maintained by the Code Official.

E. Mobile homes shall be anchored to resist flotation, collapse, or lateral movement by providing over-the-top and frame ties to ground anchors. Specific requirements are that:

1. Over-the-top ties be provided at each of the four corners of the mobile home with two additional ties per side at intermediate locations for mobile homes 50 feet or more in length or one such tie for mobile homes less than 50 feet in length;
2. Frame ties be provided at each corner of the home with five additional ties per side at intermediate points for mobile homes 50 feet in length;
3. All components of the anchoring system be capable of carrying a force of four thousand eight hundred pounds; and
4. Any additions to the mobile home be similarly anchored.

F. Mobile homes shall be placed on lots or pads elevated by means of compacted fill so that the lowest floor of the mobile home will be a minimum of one foot above the one-hundred-year flood level. In addition, the tie-down specification of Section 175.04.350 section E must be met and adequate surface drainage and access for a hauler must be provided.

G. New mobile homes, expansions to existing mobile homes and mobile home lots where the repair, reconstruction or improvement of the streets, utilities, and pads equals or exceeds fifty percent before the repair, reconstruction or improvement has commenced shall provide:

1. Lots or pads that have been elevated by means of compacted fill so that the lowest floor of mobile homes will be a minimum of one-foot above the one-hundred-year flood level;
2. Ground anchors for mobile homes.

H. Storage of materials and equipment that are flammable, explosive or injurious to human, animal or plant life is prohibited unless elevated a minimum of one foot above the one-hundred-year flood level. Other material and equipment must either be similarly elevated or:

1. Not be subject to major flood damage and be anchored to prevent movement due to flood waters; or
2. Be readily removable from the area within the time available after flood warning.

#### Section 1612.1.2 Special floodway standards.

The following standards are established for construction occurring within a designated floodway.

A. Structures, buildings and sanitary and utility systems, if permitted, shall meet the applicable general floodplain standards and shall be constructed or aligned to present the minimum possible resistance to flood flows.

B. Buildings, if permitted, shall have a low flood damage potential and shall not be for human habitation.

**157.44 SECTION 1612.3 AMENDED - - ESTABLISHMENT OF FLOOD HAZARD AREAS.** Section 1612.3, Establishment of Flood Hazard Areas, of the IBC, is hereby amended by inserting the following:

Section 1612.3 Establishment of Flood Hazard Areas

Insert Jurisdiction: City of Huxley

Insert Date: March 20, 2008.

**157.45 SECTION 1809.5 ADDITION - - FROST PROTECTION.** Section 1809.5, Frost Protection, of the IBC, is hereby amended by adding the following exception 4:

Exception 4 Detached garages, accessory to Group R-2 and R-3 occupancies, 1010 square feet or less in size of light frame wood construction and detached garages of 400 square feet or less in size of other than light frame wood construction and more than 10 feet from a dwelling or attached garage may be provided with a floating slab which shall include a thickened slab edge of a minimum 8 inches thick and tapered or squared from a width of 6 inches to 12 inches and have floors of Portland cement concrete not less than 4 inches thick. Garage areas shall have all sod and/or debris removed prior to installation of said floor.

**157.46 SECTION 2902.6 AMENDED - - SMALL OCCUPANCIES.** Section 2902.6, of the IBC, is hereby amended by deleting said section and inserting in lieu thereof the following:

Section 2902.6 Small Occupancies Water dispensers in accessible locations and within accessible reach ranges may be substituted for the initial (first required) drinking fountain in business occupancies. (re: IBC chapter 11, IPC 410.2)

**Section 1.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 2.** Effective date. This ordinance shall be effective March 1, 2018, after its final passage and publication as required by law.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Craig Henry, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk

**ORDINANCE NO. 469**

**AN ORDINANCE CREATING CHAPTER 159 EXISTING BUILDING CODE, OF THE MUNICIPAL CODE OF THE CITY OF HUXLEY, IOWA, BY ADOPTING THE 2015 INTERNATIONAL EXISTING BUILDING CODE WITH AMENDMENTS**

**WHEREAS**, the City Council of the City of Huxley, Iowa desires to continue to protect life, safety and property including existing buildings through the adoption and enforcement of construction codes, and to establish the minimum requirements to safeguard the public health, safety and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to fire fighters and emergency responders during emergency operations;

**WHEREAS**, the Council now deems it appropriate to revise the Municipal Code by adopting the latest edition of the International Code Council Existing Building Code.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HUXLEY, IOWA:**

1. That Chapter 159 of the Municipal Code of the City of Huxley, Iowa, the Existing Building Regulations be enacted in the following Chapter;

**159.01 SHORT TITLE.** This chapter shall be known as the Huxley Existing Building Code, and may be cited as such, and may be referred to herein as this chapter

**159.02 ADOPTION OF EXISTING BUILDING CODE.** The International Existing Building Code 2015 Edition; published by the International Code Council, Inc., is adopted in full except for such portions as may be hereinafter deleted, modified or amended. A copy of the International Existing Building Code 2015 Edition, as adopted and a copy of this chapter are on file in the office of the Code Official.

**159.03 AMENDMENTS, MODIFICATIONS, ADDITIONS AND DELETIONS.** The International Existing Building Code, 2015 Edition (hereinafter known as the IEBC), is amended as hereinafter set out in Sections 159.04 through 159.08.

**159.04 - - DELETIONS.** The following are deleted from the IEBC and are of no force or effect in this chapter:

Section 105.1.1 Annual Permit

Section 105.1.2 Annual Permits Record

Section 105.2 #1 Permit Requirement

**159.05 REFERENCED CODES - - CONFLICTS.** In the event requirements of this code conflict with applicable State and Federal requirements, the more stringent shall apply.

**159.06 SECTION 101.1 AMENDED - - TITLE.** Section 101.1, Title, of the IEBC, is hereby deleted and there is enacted in lieu thereof the following section:

Section 101.1 Title. These regulations shall be known as the Huxley Existing Building Code, hereinafter known as "this code."

**159.07 SECTION 105.5 AMENDED - - EXPIRATION.** Section 105.5 Expiration, of the IEBC, is hereby amended by deleting said section and inserting in lieu thereof the following:

Section 105.5 12 Month Expiration Every permit issued under the provisions of this Code shall expire twelve (12) months from the date of issue, unless the application is accompanied by a construction schedule of specific longer duration, in which instance the permit may be issued for the term of the construction schedule, with approval of the Code Official. If the work has not been completed by the expiration date of the permit, no further work shall be done until the permit shall have been renewed by the owner or his or her agent and by payment of the renewal fee as established by Resolution of the City Council, and provided no changes have been made in plans or location. Upon approval, permits may be extended for no more than two periods not exceeding 180 days each.

**159.08 SECTION 1401.2 AMENDED - - APPLICABILITY.** Section 1401.2, Applicability, of the IEBC, is hereby amended by inserting the following date:

Section 1401.2 Applicability April 7, 2005 (Insert Date of First Huxley Building Code Adoption)

**1. Repeal.** All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**2. Effective date.** This ordinance shall be effective March 1, 2018, after its final passage and publication as required by law.

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Craig Henry, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk

**RESOLUTION NO. 18-002**

**CORRECTIVE RESOLUTION REAUTHORIZING DISPOSITION OF  
PROPERTY**

WHEREAS, the City of Huxley, Iowa (the "City") owned certain real property (the "Property") which is located at the East edge of the Prairie Ridge Development and which is legally described as follows:

Lots 42A-51B in Prairie Ridge Plat, an Official Plat in Huxley, Story County, Iowa

WHEREAS, initial hearing proceedings and subsequent resolution passed after the hearing on June 9, 2015 for the sale of this Property listed Andrew T. Sage's entity, Straight Up Framing, LC, as the buyer; and

WHEREAS, a title issue has been raised because the proceedings showed the entity as the approved buyer and Andrew T. Sage requested and the City subsequently transferred the Property to him personally; and

WHEREAS, the City desires to clear up the title issue by going through the hearing proceedings again and adopting a revised Resolution for the City to sell the Property to Andrew T. Sage rather than to his entity; and

WHEREAS, pursuant to Section 364.7 of the Code of Iowa, the City set forth its proposal to sell the Property in a resolution and published notice as provided in Section 362.3 of a date, time and place of a public hearing on such proposal;

NOW, THEREFORE, Be It Resolved by the City Council of the City of Huxley, Iowa, as follows:

Section 1. The sale of the Property to Andrew T. Sage by Real Estate Contract is hereby approved, and the Mayor and City Clerk are hereby authorized and directed to execute such documents as may be necessary to sell and transfer title to the Property, including the Real Estate Contract and subsequent Special Warranty Deeds as required to show satisfaction of said contract. Any and all documents already executed and delivered to Andrew T. Sage with respect to the Property, including, but not limited to, the Real Estate Contract - Installments filed in the office of the Recorder of Story County, Iowa, on November 24, 2015, as Instrument No. 15-11419, a prior Memorandum of which was filed in the office of the Recorder of Story County, Iowa, on September 30, 2015, as Instrument No. 15-09524, and the Warranty Deed given in satisfaction thereof filed in the office of the Recorder of Story County, Iowa, on July 17, 2017, as

Prepared by John Haldeman, City Administrator for the City Council meeting to be held on the 23rd day of January, 2018.

**RESOLUTION NO. 18-003**

**RESOLUTION INITIATING A REQUEST FOR PROPOSALS TO  
DEVELOP A COMPREHENSIVE CAPITAL IMPROVEMENT  
/EQUIPMENT PLAN FOR THE CITY OF HUXLEY**

**WHEREAS**, the City Council of the City of Huxley believes it to be in the best interest of the City of Huxley to have a plan for future improvements and capital equipment (CIP); and

**WHEREAS**, the City desires to see this plan cover a period of 5 years and to develop a financing plan for these improvements; and

**WHEREAS**, the Council believes that soliciting competing proposals is in the best interests of the City of Huxley, Iowa.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Huxley, Iowa, does hereby authorize the soliciting of CIP proposals as outlined in the attached Request for Proposals. [SEE ATTACHED PROPOSAL].

Section 1. All resolutions or parts thereof which are in conflict herewith are hereby repealed.

Roll Call	Aye	Nay	Absent
David Jensen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Kuhn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Mulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rick Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tracey Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**PASSED AND APPROVED** this \_\_\_\_ day of January, 2018.



## **REQUEST FOR PROPOSALS**

**Professional Services**

**City of Huxley, Iowa**

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### **Prospective Consultant:**

The City of Huxley, Iowa located in Story County, is soliciting a Request for Proposals (hereafter RFP) from engineering firms to develop a Comprehensive Capital Improvement Plan (hereafter CIP). The City is home to approximately 4,200 residents and continues to grow. Huxley is located between Ames, Iowa (to our north in Story County) and Ankeny, Iowa (to our south in Polk County) on US Highway 69.

A CIP is a growth maintenance plan for the city that covers a specific time frame and identifies a capital outlay and improvement needs. The CIP should reflect the community's policy regarding future physical and economic maintenance and development. By providing a planned schedule of public improvements, the CIP will outline present and future public needs and priorities.

A capital improvement is defined as any expenditure for equipment, buildings, infrastructure, land acquisition, plan or project in which the cost exceeds the limits below and the estimated useful life is greater than 3 years. This limit is set locally as part of a policy that is developed by Council for improvements and would be in compliance with GASB 34, however, it does not reflect the bidding threshold on public improvements. For communities the size of Huxley, the State has set the bid and quote thresholds as follows:

**Horizontal Infrastructure—roads, streets, bridges, culverts, mains etc.**

- Competitive bid required for horizontal infrastructure when the project is \$47,000 or more.
- Competitive quote required for horizontal infrastructure project: N/A

**Verticals Infrastructure—buildings parking facilities etc.**

- Competitive bid required for vertical infrastructure project when the project is \$135,000 or more.
- Competitive quote required for vertical infrastructure project: \$55,000

Proposals and all correspondence relating to this RFP shall be submitted in a sealed envelope or other enclosure marked "Proposal for Professional Engineering Services" and mailed or delivered to:

City of Huxley  
c/o John Haldeman  
515 N Main Ave  
Huxley Iowa 50124

Consultants requiring additional information or clarification relative to the RFP may direct inquiries to the City Administrator's office at (515) 597-2561 or the Public Works Director's office at 515-597-2256.

Questions shall be in writing and received no later than **February 16, 2018** so that the questions and answers may be shared with all firms wishing to submit proposals. A list of all questions and answers will be made available on the City of Huxley's website to aid prospective consultants in preparing their proposals. To be fair to all firms, individual meetings will not be granted to firms wishing to propose for these services. Please send questions to:

**Jeff Peterson, Public Works Director**  
515 North Main Avenue  
Huxley, Iowa 50124  
[publicworks@huxleyiowa.org](mailto:publicworks@huxleyiowa.org)

**John Haldeman, City Administrator**  
515 North Main Avenue  
Huxley, Iowa 50124  
[jhaldeman@huxleyiowa.org](mailto:jhaldeman@huxleyiowa.org)

Proposals must be received no later than **5:00 p.m. on the 26<sup>th</sup> day of February, 2018**. Proposals received after that date and time, or not in accordance with the requirements set forth in this Request for Proposals, will not be accepted or considered by the City. The City will not reimburse recipients of the RFP for the cost incurred in preparing the proposal or any oral presentation. The City reserves the right to reject any and all proposals either in its entirety or in parts, received as a result of the RFP. The City reserves the right to award a contract(s) to the consultant(s) as the City deems in its best interest. The City reserves the right to modify this RFP at any time prior to 5 business days prior to February 26, 2018 by sending notice of such modifications to all interested parties who have contacted the City Administrator or Public Works Director wishing to submit a proposal and/or by posting a notice of these modifications on the City of Huxley web site [www.huxleyiowa.org](http://www.huxleyiowa.org). The City reserves the right, at its sole option, to reject any or all proposals, to waive any irregularities in the proposals or the procedures, to elect for any reason not to enter into a contract for services, and to seek new proposals if the City determines such a procedure is in its best interests. The City also reserves the right to request additional information and/or clarifications from any consultants responding to this RFP.

The selected Consultant shall submit ten (10) copies of the proposal and an electronic version. Consultants are informed that, once delivered to the City, consultant's proposals are considered public information and, as such, are available for public review as provided in the Freedom of Information Act (Act 442 of 1976, as amended) and Iowa Code Chapter 22 Open Records law. Written notice should be included with the proposal if there is any intent to take exception to any requirement of this RFP. Once submitted, consultant's proposals may not be withdrawn unless mutually agreed to by both parties. Any proposal submitted shall constitute an irrevocable offer for a period of ninety days, to provide the services set forth in the proposal. The Scope of Work, Insurance, Short Listing/Oral Presentation, Evaluation Criteria, and Proposal Question sections, regarding the RFP, are listed herein.

If you are not interested in submitting a proposal please let us know, 515-597-2561 or [jhaldeman@huxleyiowa.org](mailto:jhaldeman@huxleyiowa.org).



## **SCOPE OF WORK**

The City of Huxley is seeking professional engineering and/or support services to develop a 5-year comprehensive CIP. The following is a list of examples of work that may be undertaken, this is not inclusive and certain tasks on the list may or may not be requested:

1. Create a timetable
2. Prepare an inventory of existing facilities
  - a. Public Works
    - i. Street Department
    - ii. Water Treatment Plant, Wells and Tower
    - iii. Parks and Recreation (3Cs) and outdoors
    - iv. Fire
    - v. Police
    - vi. Administration
    - vii. Outdoor Warning
    - viii. Others
3. Solicit, compile and evaluate project requests
4. Establish a method to determine project priority
5. Develop a short term and long-term CIP financial plan

For information regarding the community you find the City's 2013 Comprehensive Plan on the City's website, [www.huxleyiowa.org](http://www.huxleyiowa.org).

## **INSURANCE**

The Consultant shall acquire, continuously maintain during the period in which the consultant is performing services pursuant to a contract, and provide the City with acceptable proof of the types and amounts of insurance coverage as noted. A minimum of thirty (30) days' notice to the City prior to cancellation of, or material change in, any such insurance shall be noted on each certificate.

The Engineer shall, at its sole expense, acquire and continuously maintain during the period in which the Engineer is performing services and provide the City with acceptable proof of the following types and amounts of insurance coverage:

Statutory Workers Compensation Insurance meeting Iowa statutory requirements and employer's liability with minimum limits of \$500,000 for each accident or disease for each employee, and \$500,000 policy limit for disease.

### Comprehensive General Liability Insurance

Written in a comprehensive occurrence form and shall protect consultant and the City against all claims for personal and bodily injuries to members of the public, damage to City premises and equipment, property of others, and products and completed operations arising from any act or omission of consultant, its officers, employees, agents, and representatives with separate limits of not less than \$1,000,000 per occurrence coverage against bodily injury and \$1,000,000 per

occurrence coverage against property damage, or with a combined single limit against both bodily injury and property damage of not less than \$1,000,000 per occurrence.

#### **Comprehensive Owned and Non-Owned Automobile Liability Insurance**

Iowa "no-fault" coverage and residual comprehensive motor vehicle liability insurance to protect consultant and the City against all claims for personal and bodily injuries to members of the public and damage to property of others arising from the ownership, maintenance, loading or unloading, or use of any motor vehicles, including owned, non-owned, and hired vehicles. The liability limits shall not be less than:

- Iowa Automobile Insurance Reparation Benefits (No-Fault) – statutory limits to apply;
- \$1,000,000.00 per person/\$1,000,000.00 per accident bodily injury; and
- \$1,000,000.00 per occurrence property damage; or
- A combined single limit of \$1,000,000 per occurrence.

#### **Professional Liability Insurance**

Coverage provided with an annual aggregate of not less than \$1,000,000 and per occurrence coverage of not less than \$1,000,000 covering acts, errors, or omissions of a professional nature committed or alleged to have been committed by the consultant or any of its subcontractors as a part of its performance of professional engineering services. Coverage shall remain effective for a period of three years after the date of final payment for services, and shall include all prior acts related to the engineering project.

#### **General Insurance Requirements**

Certificates of insurance evidencing that the Engineer has secured all of the foregoing insurance must be provided to the City. All certificates shall list any policy exclusions which are non-standard within the industry. The City may require consultant to file with the City certified copies of the insurance policies required hereunder. A minimum of thirty (30) days' notice to the City prior to the cancellation of, or change in, or expiration of any such insurance shall be endorsed on each policy and noted on each certificate.

#### **SHORT LISTING/ORAL PRESENTATION**

After a review of the written proposals, the firms will be "short listed". The "short listed" firms may be invited to make oral presentations of their proposals. The intent of the oral presentation is to provide the Consultant an opportunity to clarify the proposal and assure a mutual understanding. Upon selection the firm will be notified as to the time and date for their presentation. As well as the time and date, the firm will be notified as to the length of time that will be allowed for their presentation. The firm may use electronic as well as printed material for their presentation.

The Huxley City Council (as a portion or in its entirety) will review the proposals and hear "short list" oral presentations. The Council will then select firms that they would like to visit the City

offices, tour the facilities and see the operations of the City. After which the City Council will make a recommendation to be acted upon at a regular Council meeting on which firm should be selected. After confirmation by the Huxley City Council, the successful consultant will have 30 days to create a 1-year contract for these professional services to be reviewed by the City's legal counsel. After review, said contract will then be forwarded to the Huxley City Council for review and formal adoption.

## **EVALUATION CRITERIA**

The criteria, which will be considered in the evaluation of the proposals, shall include, but not necessarily be limited to, the following:

- A. Avoidance of personal and organizational conflicts of interest regarding any matters of litigation.
- B. Past record of performance in the provision of similar services, including such factors as a control of cost, quality of work, and ability to meet schedules.
- C. Project organization and management, including staffing, management control and subcontractor utilization.
- D. Qualifications and utilization of the firm's employees assigned to the provision of these services, including previous work experience, technical management experience, education and training. In addition to project specific experience, the City will take into account any consultant experience in providing general municipal engineering in a support capacity (to other various government agencies).
- E. Analysis of hourly rates and other costs for the various phases of services proposed.
- F. Firm's ability to provide full spectrum of engineering services.
- G. Geographical location in relation to the city of Huxley, Iowa.
- H. Familiarity and experience with the City of Huxley and its staff, Story County Engineer's Office, Iowa Department of Transportation and other State of Iowa agencies or departments.



## QUALIFICATION QUESTIONNAIRE

Professional Engineering Services

City of Huxley, Iowa

### INSTRUCTIONS:

- Questionnaire is to be completed in typewritten form. Ten (10) copies and an electronic version are to be submitted.
- Questionnaires may be duplicated as required. Attach additional sheets as required or desired.
- Illustrated brochure(s) and professional records may be attached and submitted to augment the data included in this questionnaire.
- Please be aware, additional questions will be asked during the interview process.

1. Firm name:
2. Established (year and state):
3. Former firm name(s), if any, and years in business:
4. Home office business address and telephone number(s):
5. Branch offices business address and telephone number(s):
6. Associates and principals: Name, title, specialties (attach resumes)
7. Total personnel of firm:
  - a) Professional:
  - b) Non-Professional:
  - c) Other:
8. Key personnel to be involved in the provision of these services: Name, title, specialties, degree, registration, years of experience
9. What outside associates and consultants does your firm normally work with?  
Include:
  - a) Name and address
  - b) Specific services
  - c) Name of last joint project
10. Please provide examples of CIP documents your firm has completed for other cities.

11. Based on your understanding of the proposed scope of services, please attach a list of representative municipal projects or engineering services in which your firm has been involved in the types of engineering services identified in this RFP. Include:
  - a) Client
  - b) Contact person and phone number
  - c) Services provided
  - d) Original estimate of project cost
  - e) Actual project cost
  - f) Original estimate of task completion schedule, e.g., study/analysis of needs report, project design, construction, etc.
  - g) Actual completion schedule
12. Discuss how your firm will respond quickly to City needs. How will you maintain close, effective communications with City staff?
13. Document your firm's ability to provide a high-quality service on schedule and within budget. Discuss the control systems you will utilize to effectively manage projects.
14. Provide a list of Municipal, State, and Federal references which can be contacted. Provide any letters municipal clients referencing your work and their level of satisfaction.
15. Discuss your firm's Affirmative Action and Equal Opportunity practices.
16. Please indicate if you are aware of any personal or organizational conflicts of interests. Provide an explanation of your firm's (or any sub-consultants that your firm is using in the provision of these services) involvement in ongoing or pending litigation, claims, suits against the City of Huxley, if any.
17. Provide any additional information which you feel may be pertinent to the provision of these services, but not specifically required elsewhere in the RFP.

#### **In Conclusion;**

A Capital Improvement Plan (CIP) is a dynamic community planning and fiscal management tool used to coordinate the location, timing, and financing of capital improvements over multi-year period. It is critically important and one of the major responsibilities for a municipal entity. The CIP is a working document and should be reviewed and updated annually to reflect changing community needs, priorities, and funding opportunities to ensure that the infrastructure exists to advance the community's strategic and long-term goals and objectives.

Prepared by John Danos, City's Bond Counsel and reformatted by John Haldeman, City Administrator, for the City Council meeting to be held on the 23rd day of January, 2018.

**RESOLUTION NO. 18-004**

**RESOLUTION SETTING DATE FOR PUBLIC HEARING ON URBAN  
RENEWAL PLAN AMENDMENT**

WHEREAS, the City Council of the City of Huxley, Iowa by resolution previously established the Huxley Urban Renewal Area (the "Urban Renewal Area") and adopted an urban renewal plan (the "Plan") for the governance of initiatives and projects therein; and

WHEREAS, an amendment (the "Amendment") to the Plan has been prepared which authorizes the undertaking of a new urban renewal project in the Urban Renewal Area consisting of providing tax increment financing support to Kading Property Management, LLC in connection with the development of affordable multifamily housing for people of low and moderate income in the Urban Renewal Area, and it is now necessary that a date be set for a public hearing on the Amendment; and

NOW, THEREFORE, Be It Resolved by the City Council of the City of Huxley, Iowa, as follows:

Section 1. This City Council will meet at the Huxley City Hall, Huxley, Iowa, on February 27, 2018, at 6 o'clock p.m., at which time and place it will hold a public hearing on the proposed Amendment.

Section 2. The City Clerk shall publish notice of said hearing, the same being in the form attached hereto, which publication shall be made in a legal newspaper of general circulation in the City, which publication shall be not less than four (4) and not more than twenty (20) days before the date set for hearing.

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Administrator is hereby designated as the City's representative in connection with the consultation process which is required under that section of the urban renewal law.

Section 1. All resolutions or parts thereof which are in conflict herewith are hereby repealed.

Roll Call	Aye	Nay	Absent
David Jensen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dave Kuhn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Greg Mulder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rick Peterson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tracey Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***PASSED AND APPROVED*** this \_\_\_\_ day of January, 2018.

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 18-004** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this \_\_ day of January, 2018.

\_\_\_\_\_  
Craig D. Henry, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk

NOTICE OF PUBLIC HEARING ON PROPOSED URBAN RENEWAL PLAN  
AMENDMENT

Notice Is Hereby Given: That at   6   o'clock p.m., at the   Huxley City Hall  , Huxley, Iowa, on February 27, 2018, the City Council of the City of Huxley, Iowa, will hold a public hearing on the question of amending the urban renewal plan for the Huxley Urban Renewal Area (the "Urban Renewal Area") to authorize the undertaking of a new urban renewal project consisting of providing tax increment financing support to Kading Property Management, LLC in connection with the development of affordable multifamily housing for people of low and moderate income in the Urban Renewal Area. A copy of the amendment is on file for public inspection in the office of the City Clerk.

At said hearing any interested person may file written objections or comments and may be heard orally with respect to the subject matters of the hearing.

Jolene Lettow  
City Clerk



**RESOLUTION NO. 18-005**

**RESOLUTION TO APPROVE LOCAL MATCH FOR TAP FUNDS AND MAINTENANCE ASSURANCE FOR THE HEART OF IOWA TRAIL PAVING PROJECT**

**WHEREAS**, the City of Huxley Parks and Recreation Department is applying for a **TAP FUND GRANT** through CIRTPA; and

**WHEREAS**, this grant requires a local match of 20% project cost and the assurance from the City that it will maintain said project for a minimum of 20 years.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Huxley, Iowa, that the City of Huxley will provide the 20% match and gives assurance that said project will be maintained for minimum period of 20 years and this said resolution be approved to support said project.

Section 1. All resolutions or parts thereof which are in conflict herewith are hereby repealed.

<b>Roll Call</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
David Jensen	_____	_____	_____
Dave Kuhn	_____	_____	_____
Greg Mulder	_____	_____	_____
Rick Peterson	_____	_____	_____
Tracey Roberts	_____	_____	_____

**PASSED AND APPROVED** this \_\_\_\_ day of January, 2018.

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 18-005** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this \_\_ day of January, 2018.

\_\_\_\_\_  
Craig D. Henry, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk



HUXLEY, IOWA  
HEART OF IOWA TRAIL  
US69 TO 320TH STREET



# MEMO

**To:** Honorable Mayor Henry & Huxley City Council  
**From:** Travis Bakken, Director of Parks & Recreation  
**Date:** 1/18/18  
**Re:** Heart of Iowa Trail Paving Project

City Council Members –

The Huxley Parks & Recreation Department is seeking council approval to apply for a CIRTPA Tap Grant which would allow the department to pay to pave the section of the Heart of Iowa Nature Trail from Highway 69 west to 320<sup>th</sup> Street.

The estimated total project cost would be \$336,000.00 which the city would have to contribute a 20% match, approximately \$70,000.00. Pre-engineering and planning costs are not covered in the 20% match so that would be an additional charge. Estimate is attached to this memo for your review.

One of the grant requirements is that the city provide an official endorsement of the project from the authority to be responsible for the project's maintenance and operation. The authority must provide written assurance it will adequately maintain the completed project for its intended public use following project completion. For most construction projects, this will be a minimum of 20 years. The endorsement must also acknowledge the intent of the authority to provide the match funds required for the project. For cities this should be in the form of a fully executed resolution by the elected body or board.

Thanks

Travis Bakken  
Director of Parks & Recreation

COST ESTIMATE  
HEART OF IOWA TRAIL  
HIGHWAY 69 TO 320TH STREET  
HUXLEY, IOWA

1/18/2018

DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED PRICE
Pavement Removal	800 SY	\$6.00	\$4,800.00
Clearing & Grubbing	1.4 Acre	\$5,500.00	\$7,700.00
Granular Shoulders	700 Tons	\$32.00	\$22,400.00
10' PCC Pavement, 5"	4,000 SY	\$30.00	\$120,000.00
Subgrade Compaction	36 STA.	\$300.00	\$10,800.00
Construction Survey	1 Lump Sum	\$5,000.00	\$5,000.00
Traffic Control	1 Lump Sum	\$3,000.00	\$3,000.00
Mobilization	1 Lump Sum	\$15,000.00	\$15,000.00
Erosion Control	1 Lump Sum	\$3,000.00	\$3,000.00
Pedestrian Ramps	7 Each	\$4,000.00	\$28,000.00
Subtotal			\$219,700.00
Contingency			\$32,900.00
Design			\$22,700.00
Construction Services			\$44,800.00
Testing Services			\$8,000.00
Legal and Administrative			\$7,900.00
TOTAL			\$336,000.00

**RESOLUTION NO. 18-006**

**RESOLUTION AUTHORIZING THE CITY OF HUXLEY TO SUBMIT AN APPLICATION FOR FUNDING FROM THE FEDERAL SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBG) TO THE CENTRAL IOWA REGIONAL TRANSPORTATION PLANNING ALLIANCE (CIRPTA) FOR THE PARTIAL FUNDING OF THE EAST FIRST STREET REHABILITATION PROJECTING PROJECT**

**WHEREAS**, the City of Huxley is located in the Central Iowa Regional Transportation Planning Alliance Planning Area; and

**WHEREAS**, the Federal Surface Transportation Block Grant Program provides funding to local jurisdictions for the construction of eligible projects; and

**WHEREAS**, the program is administered by the Central Iowa Regional Transportation Planning Alliance which prioritizes and ranks all project applications; and

***NOW, THEREFORE, BE IT RESOLVED*** by the City Council of the City of Huxley, Iowa, that:

The City of Huxley supports and approves the attached application for Federal Surface Transportation Program funding.

The City Council of Huxley hereby commits matching monies as required by the Federal Surface Transportation Program funding.

The City of Huxley hereby commits to accepting and maintaining these improvements for a minimum of twenty (20) years following the completion of the project.

**Mayor Craig D. Henry** is hereby authorized to approve and execute the application on behalf of the City Council of Huxley, Iowa.

Section 1. All resolutions or parts thereof which are in conflict herewith are hereby repealed.



# VEENSTRA & KIMM, INC.

3000 Westown Parkway, West Des Moines, IA 50266  
515-225-8000 (LOCAL) 800-241-8000 (WATS)

Project Name:	East 1st Street Rehabilitation - HMA Overlay
Location:	City of Huxley, Iowa
Date:	1/18/2018
Description:	Preliminary Engineer's Estimate of Probable Project Costs

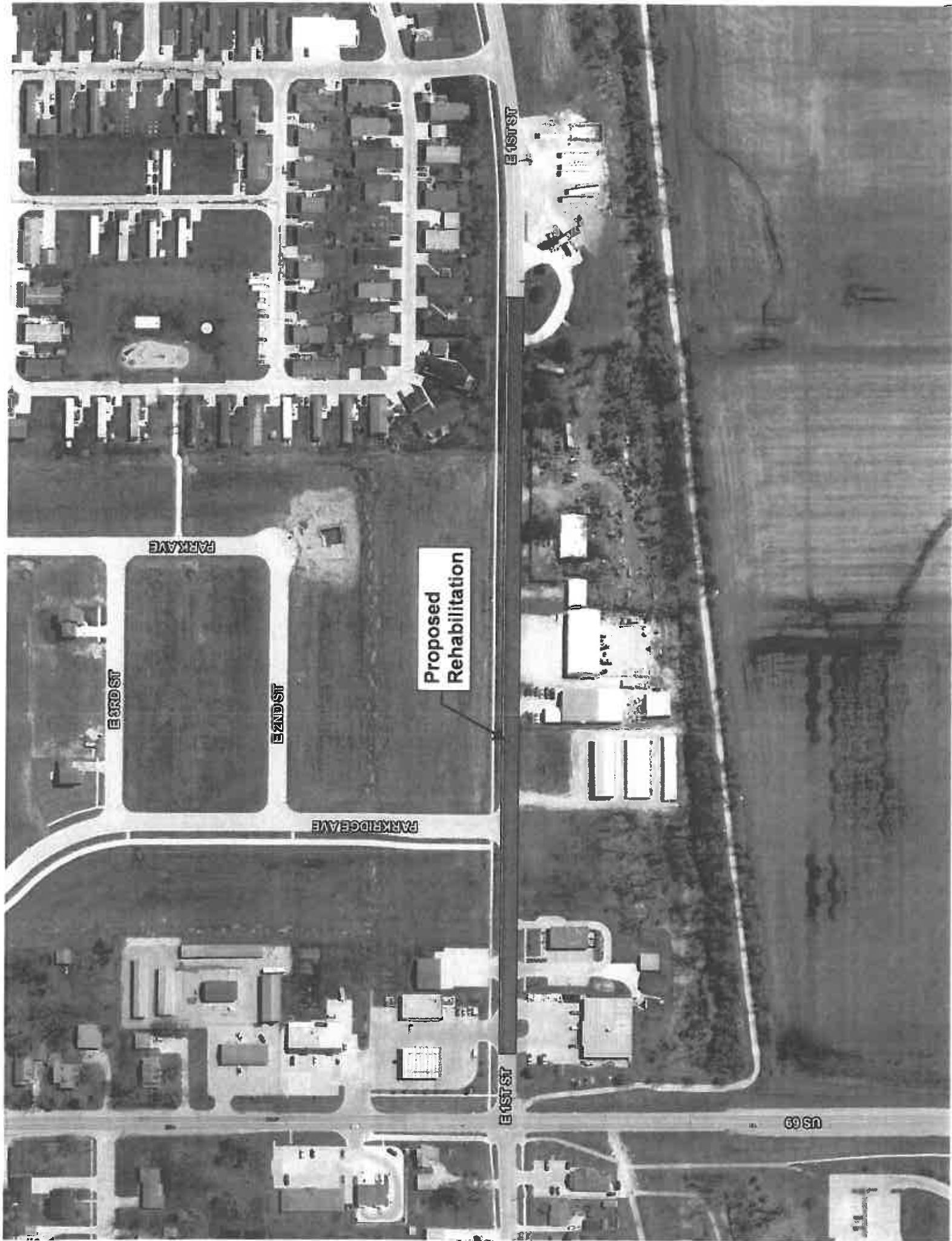
## PRELIMINARY ESTIMATE - HMA OVERLAY

NO.	ITEM	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
1	Mobilization	LS	1	\$ 15,000.00	\$ 15,000.00
2	Traffic Control	LS	1	\$ 5,000.00	\$ 5,000.00
3	Modified Subbase	SY	85	\$ 12.00	\$ 1,020.00
4	Pavement Removal	SY	85	\$ 20.00	\$ 1,700.00
5	Removal of Storm Sewer, less than 24"	LF	70	\$ 20.00	\$ 1,400.00
6	Storm Sewer, Trenched, 15" RCP	LF	35	\$ 160.00	\$ 5,600.00
7	Storm Sewer, Trenched, 18" RCP	LF	35	\$ 170.00	\$ 5,950.00
8	Intake	EA	4	\$ 5,000.00	\$ 20,000.00
9	Intake Removal	EA	4	\$ 650.00	\$ 2,600.00
10	Manhole Adjustment, Minor	EA	1	\$ 800.00	\$ 800.00
11	PCC Pavement, 7"	SY	85	\$ 90.00	\$ 7,650.00
12	Curb and Gutter	LF	130	\$ 30.00	\$ 3,900.00
13	HMA Samples and Testing	LS	1	\$ 1,000.00	\$ 1,000.00
14	HMA Overlay	Tons	600	\$ 110.00	\$ 66,000.00
15	Removal of Driveway	SY	110	\$ 20.00	\$ 2,200.00
16	6" PCC Driveway	SY	110	\$ 65.00	\$ 7,150.00
17	Milling	SY	250	\$ 25.00	\$ 6,250.00
18	Curb and Gutter Removal	LF	130	\$ 30.00	\$ 3,900.00
19	Cracking and Sealing PCC Pavement	SY	4,130	\$ 3.00	\$ 12,390.00
20	Saw Cut, Full Depth	LF	2,600	\$ 3.50	\$ 9,100.00
21	Sodding	SQ	15	\$ 250.00	\$ 3,750.00
22	Construction Staking	LS	1	\$ 4,000.00	\$ 4,000.00
23	Subdrains	LF	-	\$ 10.00	\$ -
Subtotal					\$ 186,360.00
Contingency					\$ 28,640.00
Construction					\$ 215,000.00
Design					\$ 21,000.00
Construction Services					\$ 41,000.00
Legal & Administrative					\$ 8,000.00
<b>TOTAL PROJECT</b>					<b>\$ 285,000.00</b>

Non-Reimbursable Project Costs (= Design Fee + Legal & Administrative Fee) \$29,000.00  
Reimbursable Project Costs (= Total Project Cost - NonReimbursable Costs) \$256,000.00

City Match (= 20% of Reimbursable Project Costs) \$51,200.00

Grant Amount Request (= Total Project Cost - NonReimbursable Costs - City Match) \$204,800.00  
City Cost Share for Project (= NonReimbursable Costs + City Match) \$80,200.00



Proposed  
Rehabilitation

PARKWAY

E 3RD ST

E 2ND ST

PARKWAY

E 1ST ST

E 1ST ST

US 69