

CITY OF HUXLEY

TUESDAY – JUNE 12, 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 12th DAY OF JUNE, 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) Story County Supervisor Lauris A. Olson – Story County New Construction and Substantial Rehabilitation Housing Grant.
 - 2.02) Nate Brockman – W|W Superintendent --- Report on F.O.G. program
- 3.00) PROCLAMATION(S): NONE
- 4.00) PUBLIC HEARING(S): NONE
- 5.00) 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:
 - May 22, 2018 -- Regular Council Meeting
- 4.02) TO APPROVE FINANCIAL REPORTS AND PAYMENT OF BILLS.
- 4.03) TO APPROVE BEER, WINE AND LIQUOR LICENSES, CIGARETTE PERMITS RENEWALS.

AGENDA ITEMS:

- 6.00) COMMUNITY BETTERMENT:
 - 6.01) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-044 ACCEPTING PUBLIC INFRASTRUCTURE IMPROVEMENTS IN THE IRON BRIDGE DEVELOPMENT.
 - 6.02) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-045 AMENDING THE INNOVATIVE TECHNOLOGIES SITE PLAN.

- 6.03) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-046 ACCEPTING THE PROPOSED DOUGHERTY'S RESIDENTIAL PARCEL SUBDIVISION, LOCATED AT 55013 282ND STREET (13-02-200-200, 2 MILES AREA OUTSIDE OF HUXLEY.
- 6.04) DISCUSSION AND POSSIBLE ACTION ON FIRST READING OF ORDINANCE NO. 481 AMENDING THE CODE OF ORDINANCES OF THE CITY OF HUXLEY, CHAPTER 165, SIGN REGULATIONS. POSSIBLE WAIVING OF SECOND AND THIRD READING.
- 6.05) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-047 ACCEPTION THE IOWA STATE UNIVERSTTY'S & REGIONAL PLANNING 532 COMMUNITY PLANNING STUDIO COMPREHENSIVE PLAN UPDATE.

7.00) PUBLIC SAFETY:

- 7.01 DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-048 APPROVING THE HIRING OF TEMPORARY FULL TIME OFFICER.

8.00) FINANCE:

- 8.01) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-049 APPROVING PRE - TREATMENT AGREEMENT
- 8.02) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-050 APPROVING THE FILING FEE FOR MINOR PLATS WITHIN THE TWO MILE AREA.
- 8.03) DISCUSSION AND POSSIBLE ACTION ON FIRST READING OF ORDINANCE NO.482 APPROVING THE AMENDING OF REGISTRATION FEE IN CHAPTER 123.05. POSSIBLE WAIVING OF SECOND AND THIRD READING.
- 8.04) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-051 APPROVING THE ADDITION OF GERRY STOLL AS A SIGNATORY AT FIDELITY BANK AND SOUTH STORY BANK AND TRUST.
- 8.05) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-052 APPROVING THE CHANGNING OF THE REGISTRATION FEE FOR CHAPTER 123 FOR PEDDLERS, SOLICITORS AND TRANSIENT MERCHANTS.

9.00) LEISURE ACTIVITIES:

- 9.01) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-053 APPROVING THE LOCAL MATCH FOR IOWA STATE RECREATIONAL TRAILS GRANT.

10.00) ADMINISTRATIVE BUSINESS: NONE

COMMENTS FROM STAFF, COUNCIL AND MAYOR.

ADJOURNMENT

WORKSESSION:

THE CITY COUNCIL WILL MEET FOR AN INFORMAL WORKSESSION TO WORK ON ITEMS AND NOT TAKE ANY ACTION ON THOSE ITEMS DURING THE WORKSESSION.

DISCUSSION TOPICS;

THAT THE FOLLOWING TOPICS ARE SUGGESTED AND THEY DO NOT REFLECT ALL THE POSSIBLE ITEMS THAT COULD BE DISCUSSED OR NOT. THE LISTING BELOW DOES NOT NECESSARILY REFLECT THE ORDER IN WHICH THE ITEMS WILL BE DISCUSSED OR IF THEY WOULD BE DISCUSSED AT THIS MEETING.

NO ACTION WILL BE TAKEN ON ANY OF THE ITEMS AND THE LIST MAY CHANGE PRIOR TO OR AT THE MEETING.

NO PARTICULAR ORDER AT THIS TIME

1. Real Estate listing of Huxley Business Park
2. Equipment at Nord Kalsem CC
3. Roof Soffit Repair
4. Installing Ped Ramps
5. Granular Subbase and subdrains under pavement
- 6.
7. Paving of 560th Street
8. Granular Subbase and subdrains under pavement
9. Building Code Guidelines
- 10.
- 11.
12. Rental Inspections
13. Crime Free Housing program
14. Sidewalk Infill and new
15. Development agreements
16. Main Street Development
- 17.
18. Miscellaneous

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

DEPARTMENT REPORTS

City of Huxley
Huxley Police Department
May 2018
Monthly Report

5/3/2018 10:00 AM Officer responded to the Ballard Middle School for an out of control student. The student was referred into juvenile court for Simple Assault. He was released to his mother.

5/4/2018 7:00 PM Officer received an identity theft report at the 500 block of Main Ave. The transaction was halted before any funds could be lost.

5/5/2018 5:00 PM Officer located a lost 5 year old juvenile near the Ballard Plaza. Officer was able to figure out where the boy lives and returned him home.

5/10/2018 1:37 PM Officer responded to the Ballard Middle School for a report of an assault. A 13 year old Ballard Student was released to his parents. The parents of the victim elected not to pursue criminal charges.

5/11/2018 3:35 PM Officer cited a Huxley woman for a bus Stop Arm Violation at the 100 block of Oak Blvd.

5/12/2018 6:00 PM Officer was called to the 100 block of National Drive for a call of a dog that had escaped an apartment and attacked another dog. The dog was quarantined and the other dog did not have any injuries.

5/15/2018 5:46 PM Officer responded to the 1100 block of Sandcherry for a report of a dog that had attacked a neighbor dog. The aggressor dog was new to the home and returned to its' place of purchase.

5/17/2018 5:30 AM Officer responded to a domestic altercation at the 300 block of West 1st. The altercation was verbal and both parties agreed to remain separated for the remainder of the day.

5/17/2018 5:41 PM Officer stopped a vehicle for a traffic violation at the 500 block of E 1st. The driver of the vehicle, an 18 year Nevada man, was suspended from driving. He was cited and released with a court date for Driving Under Suspension.

5/18/2018 6:00 PM Officer responded to a minor accident at the Ballard High School Parking lot. A vehicle operated by a Huxley student was backing up and struck another vehicle operated by another Huxley student causing approximately \$1000 in damage. No injuries.

5/21/2018 7:30 AM Officer cited a 20 year old Huxley man for School Bus Arm Violation at the Oak / Timberlane stop.

5/23/2018 1:54 PM Officer recovered a stolen vehicle at the 100 block of Highway 69. The driver of the vehicle was transported to the VA Hospital in Des Moines for treatment.

5/24/2018 8:25 AM Officer responded to a two vehicle accident at the intersection of Highway 69 and Oak Blvd. A vehicle operated by a 39 year old Ankeny woman rear ended a vehicle operated by another Ankeny woman causing approximately \$7000 in damage. No injuries.

5/25/2018 9:15 AM Officer responded to a two vehicle accident at the 300 block of Main Ave. A vehicle operated by a Huxley man backed into a vehicle operated by another Huxley man in the shared alley causing approximately \$800 in damage. No injuries.

5/31/2018 1:45 PM Officer responded to the High School for a welfare check on a student. Contact was made with the student who was brought to her mother and taken to a facility for treatment.

Huxley Officers had two arrests for the month. One was for Assault and the other for Driving Under Suspension. Officers issued fifteen citations for the month gave ninety warnings. Officers had 181 calls for service or information and had a total of 422 contacts for the month. Officers used 271.25 hours toward investigations or answering calls for service and gave 475.75 hours of general patrol.

G. Stoll

Interim Chief of Police



MEMO

To: Honorable Mayor Henry & Huxley City Council
From: Travis Bakken, Director of Parks & Recreation
Date: 6/6/18
Re: HOINT Paving

City Council Members –

The City of Huxley was awarded 260,000.00 for paving of the Heart of Iowa Nature Trail from CIRTPA. The city requested 320,000.00 from CIRTPA so we received partial funding. The total project cost for paving .07 miles of trail from Highway 69 to North 5th is 401,000.00.

To secure the rest of the funds for the trail paving we would need to submit an Iowa State Recreational Trails Grant for 71,200.00. The city would need to commit to a 25% match which would be the amount of 17,800.00.

Paving HOINT Total Project Cost	401,000.00
Iowa's CIRTPA TAP program funding (Awarded) (65%)	260,000.00 (Awarded)
City of Huxley Match for CIRTPA TAP Grant (20% of awarded amount)	52,000.00 (from TIFF)
Iowa State Recreational Trail Funding due July 1	71,200.00
City of Huxley Match for Iowa State Recreational Trail Funding (25% of requested amount)	17,800.00 (From General Fund)
Total Funding Commitment for City of Huxley	52,000.00 + 17,800.00 = 69,800.00

Thanks

Travis Bakken
Director, Parks & Recreation

PRESENTATIONS

Story County New Construction and Substantial Rehabilitation Housing Grant

Pilot Program

September, 2018— December, 2019



Purpose

To provide grants to governmental, not-for-profit and charitable groups, alone or in partnership with other sources of funding, to increase the number of housing units in Story County by reducing overall costs of construction, conversion, renovation, and, in the case of mobile/modular homes, initial acquisition and siting of units that are new to the county.

This pilot program provides financial assistance for projects of up to twenty-four (24) dwelling units, by either building new units, converting non-residential property into units, building new or expanding existing mobile home and modular park infrastructure, filling spaces in consistently under-utilized existing mobile home and modular parks or rehabilitating vacant units. To be considered vacant, the unit must have been deemed uninhabitable by an overseeing jurisdiction for at least six months.

Grantees may partner with individuals, other governmental, not-for-profit and charitable groups, and for-profit entities. Infill, existing and new development opportunities are allowed.

Preference will be given to applications that add housing units in communities with populations under 8,000 and/or in the unincorporated areas of the county

Dwelling or housing "unit" for the purpose of this program is "one (1) or more rooms used by one (1) family for living and sleeping purposes which must contain kitchen and bathroom facilities for use solely by one (1) family. All rooms comprising a dwelling unit shall have access through an interior door to other parts of a dwelling unit.

Program Requirements

Eligible Applicants

Eligible grantees for this pilot program include municipalities, municipal housing authorities, not-for-profit corporations and charitable organizations. These should be entities working on developing affordable housing, expanding infrastructure, entering into development agreements with private individuals or entities for the creation of new housing or assisting property owners in funding repairs necessary to return residential rental property to a habitable state.

Grants are not made directly to developers, builders, property owners, individual homebuyers or tenants. However, grantees may create agreements to partner on projects with private entities such as builders, developers and property owners; using grant funds to reimburse these partners for expenses as listed under "Eligible Costs"(see below).

These Grantees are responsible, in turn, for ensuring that 1) the funds are used only for the purpose of adding new legally habitable dwelling units to the existing housing stock resulting in a net increase of housing units in Story County and 2) rental unit(s) are made available to the public at or below the market rate for similar type and square footage of housing for the first three years of tenant occupancy and the total project costs may not exceed \$200,000 per unit for existing structures or \$250,000 per unit for new construction whether intended for tenant or homeowner occupancy.

Location

Properties must be located in Story County, with selection preference given to applications that add housing units in communities with populations under 8,000 and/or in the unincorporated areas of the county.

Eligible Properties

New construction, infill lots, correctly zoned and code compliant mobile/modular home parks and uninhabitable property requiring substantial rehabilitation (with or without acquisition) and intended for homeowner or rental occupancy at least three years after completion of the project using Program funds. Development of emergency shelters for the homeless is not eligible.

Eligible Costs

- Property acquisition
- Demolition
- On-site improvements
- Off-site utility connections
- Construction costs (materials and third-party labor) necessary to construct a non-luxury project with suitable amenities
- In the case of acquisition of mobile or modular housing units constructed after 2010 that previously have not been sited in Story County, lesser of 10% of the purchase price or \$5,000
- Soft costs associated with the development and financing of the project
- Existing structures relocation costs
- Grantee administrative costs not to exceed \$750

Ineligible Costs/Uses

- Costs associated with construction items or materials of a luxury nature
- Furnishings except where required for special needs projects
- Most off-site improvements (utility connections into the adjacent street are eligible costs)
- Down payments, rental subsidies, buydowns of mortgage rates and other financial considerations between buyers and sellers or tenants and landlords in individual housing market transactions, except as specifically listed above under "Eligible Costs"
- Costs associated with dwelling units that are created to replace existing units currently being used as housing or legally eligible to be used for housing are not eligible for this grant.
- Sweat equity allowances
- Marketing events such as groundbreaking or grand opening
- Substitution of County funds for any source of funds that has been previously committed to the project, or represented to any other funding source as being available for the project, is not permitted.
- Capitalized replacement reserve

Program Application Process and Timeline

Aug 21, 2018	Introduce revised pilot program to Story County Board of Supervisors
August, 2018	Create application forms and accompanying documentation
Sept. 5, 2018	Solicit Notice of Intent letters from known eligible agencies and organizations
Oct.19, 2018	Notice of Intent Letters due to Story County
Dec.3, 2018	Grant applications due
Dec. 18, 2018	Supervisors review and select successful pilot applicants
Feb. 28, 2019	Applicants must have secured all funding commitments
Dec.31, 2019	Certificates of occupancy issued



Timeline of County Funding Commitment

County financing commitments are made through December 31, 2019. All other sources of funds must be committed within that time frame. A six-month extension can be requested from the Board of Supervisors under extraordinary circumstances and are due at least 30 days prior to the December 31, 2019 expiration date. If the extension period elapses without the commitment of full project financing, the County funding commitment will be revoked.

Application Deadline

Notice of Intent letters are due October 19, 2018. Applications are due December 5, 2018. Applications cannot be submitted on a speculative basis. The property must be identified and already under the Grantee or a partner's control, and there must be a detailed plan of improvements, including cost estimates. In addition, the application must be approved by the Board of Supervisors prior to work being undertaken. Initial pilot projects will be selected by December 31, 2018.

Maximum Grant Amount

During the Pilot Program, total disbursement by the County shall be \$xxx,xxx. The County reserves the right to fund one or several applications as funding allows. An applicant may only submit and receive funding for one application each fiscal year, but more than one eligible property/project may be included in that application.

Grants are available for up to \$6,750 per dwelling unit.

No more than 50% of the total amount appropriated for the program may be allocated to projects in a single municipality or, in the case of an unincorporated area, a single township.

Disbursement of Funds

Funds will be disbursed to Grantee only for eligible costs actually incurred upon submittal of all documentation as identified by Story County. A complete copy of bills from expenses relating to the project must be presented to Story County before the grant money will be reimbursed. The amount of the grant may be adjusted if the actual cost is lower than the estimated cost.

Additional information that is not part of the above grant proposal:

June 1, 2018 - This pilot program has been developed by an internal working group of Story County assembled by the Story County Board of Supervisors. It has not been approved or funded yet by the Board. Story County Supervisor Lauris Olson, with knowledge of the other members of the Board, is seeking input through August 8, 2018 on the need for and the parameters of a Story County funded housing grant program such as proposed here. She may be contacted at 515-382-7203 or lolson@storycountyiowa.gov.



Story County
New Construction &
Substantial Rehabilitation
Housing Grant
Pilot Program

Background

- Supervisor Olson introduces concept of Story County funding affordable housing construction and rehabilitation as economic development. Suggested using TIF from wind turbines as financial base.
- BOS shows some interest in exploring non-TIF option, first.
- Work group created to design a pilot program.
- Work group incorporates tight timetables to address long-time shortages, desire for higher school enrollments.
- BOS does not fund for FY19. Wants more input.
- Supervisor Olson now vetting draft; seeking feedback & idea from wide variety of likely stakeholders.

Pilot Program ...

- Grant, not a loan
- Additional modest and moderately priced housing stock
- Rapid addition to housing stock (12 months or less)
- Wide variety of housing options
- Seed money to spur action

•

... Pilot Program

- Focused on small(er) projects
- Minimal government requirements
- Maximizes public/private partnership potential
- No buyer/renter income qualifications

Needed:

Your feedback
and ideas
on this proposed
(not approved or funded)
housing grant.

What do you think?

Feel free to answer both Questions 1 & 2, if applicable.

- 1. *City officials and people affiliated with specific areas:* Is there is a need for such a housing grant program in your community? Yes or No

Community _____

- 2. *People affiliated with countywide agencies, businesses, etc.* Is there is a need for such a housing grant program for Story County? Yes or No
- 3. Please explain your answers. (For example: I chose "yes" because I know of four vacant apartments in my town that need to be brought up to code before they can be put back into the rental market.)

What do you think? (cont.)

- 4. What changes to the housing grant pilot program draft would you suggest to make the program more likely to be useful in your community?
- 5. How likely is a housing grant program to encourage development or rehabilitation of modest and moderately priced housing stock in your community/Story County within the next year?
- 6. Are you aware of any projects – new construction, rehab, infill or mobile/modular – that are not being undertaken due to financial issues?

What do you think? (cont.)

- 7. Please provide any other feedback or suggestions that would help evaluate the feasibility of Story County launching a pilot program such as presented in the Story County New Construction and Substantial Rehabilitation Housing Grant.
- *Ways to provide feedback.*
 - Call Story County Supervisor Lauris Olson at 515-382-7203.
 - Email Supervisor Olson at lolson@storycountyiowa.gov
 - Set an appointment with Supervisor Olson to discuss this in person.
 - Mail a completed copy of the last three pages to Supervisor Olson at:
900 6th St., Nevada, IA 50201



CITY OF HUXLEY, IOWA
FATS, OILS, AND GREASE CONTROL PROGRAM
FOOD SERVICE ESTABLISHMENT
FOG CONTROL PLAN
515 N Main AVE, Huxley, IA, 50124



Name of Facility			
Name of Owner		Phone	
Name of Manager		Phone	
Mailing Address		Email	
Account Number:			
Customer Service Address:			
Landlord/Property Manager Name and Phone			

Type of Facility									
<input checked="" type="checkbox"/> Full Service Restaurant	<input type="checkbox"/> Hospital	<input type="checkbox"/> Church	<input type="checkbox"/> Coffee Shop						
<input checked="" type="checkbox"/> Fast Food Restaurant	<input type="checkbox"/> School/College	<input type="checkbox"/> Club/Organization	<input type="checkbox"/> Convenience Store						
<input type="checkbox"/> Carry Out	<input type="checkbox"/> Bakery	<input type="checkbox"/> Nursing Home	<input type="checkbox"/> Other:						
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Ice Cream Shop	<input type="checkbox"/> Grocery Store							
Seating Capacity		Hours of Operation:	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Number of Employees									

Operational Characteristics (list you establishment's food preparation activities)				
<input type="checkbox"/> Baking	<input type="checkbox"/> Grilling	<input type="checkbox"/> Frying	<input type="checkbox"/> Vegetable Prep	
<input type="checkbox"/> Other (please describe):				

Types of Fixtures (list quantity of each)			
Deep Fryers	3-compartment sinks	Tilt Kettles	Wok Ranges
Grills	2-compartment sinks	Garbage Grinders	Pre-wash sinks
Ovens	1-compartment sinks	Dishwashers	Mop sinks
Rotisserie	Hot Dog Roller		

Types of Grease Abatement (check all that apply)		Quantity	Served By
<input type="checkbox"/> Outside Volume Based Interceptor			Name of Pumper/Hauler: Grease Pumpers, Inc.
<input type="checkbox"/> Passive (Manual) Grease Trap			<input type="checkbox"/> Self <input type="checkbox"/> Hauler Name:
<input type="checkbox"/> Mechanical Grease Removal Device			<input type="checkbox"/> Self <input type="checkbox"/> Hauler Name:
<input type="checkbox"/> Unknown/ Other			<input type="checkbox"/> Self <input type="checkbox"/> Hauler Name:

Name of Waste Fryer/Vegetable Oil Hauler	Gallons of Waste Fryer/Vegetable Oil Picked Up by Hauler	Frequency of Pick up

I solemnly affirm under the penalties of perjury, and to the best of my knowledge, information and belief, that the contents of this application are true, accurate and complete.	
Owner/Authorized Representative (print):	Title:
Signature:	Date:

7. If the device is an INDOOR grease trap, how is the waste being disposed of after cleaning?

☐

Trash

☐

Recycle

☐

Contractor Handles Disposal

☐

Other-specify:

8. If a contractor services your INDOOR or OUTDOOR device, please provide the contact information for that company:

9. Do you have receipts available?

☐

YES

☐

NO

10. In the space provided, please describe your FOG management plan and goals based on Best Management Practices. The plan described below should represent the Best Management Practices that your facility can reasonably achieve. City of Huxley FOG Control program staff will review this FOG Plan.

Policy and Assurance

Facility Type

Quantities of FOG

Current Practices in Use for Reducing FOG

Proposed Changes for Further Reducing FOG

Policies Planned for Reducing FOG

Goals and Implementation Schedule

CITY OF HUXLEY, IOWA
FATS, OILS, AND GREASE CONTROL PROGRAM
Best Management practices



Protecting the public health and environment is the goal of the FOG Program. In accordance with this, we must continue to reduce the frequency of sanitary sewer overflows in our community. Fats, oil and grease accumulation is one of the two most significant contributors to sewer overflows, and studies have shown the most cost-effective way of protecting the sewer system from the effects of FOG is to change kitchen practices to catch FOG at the source.

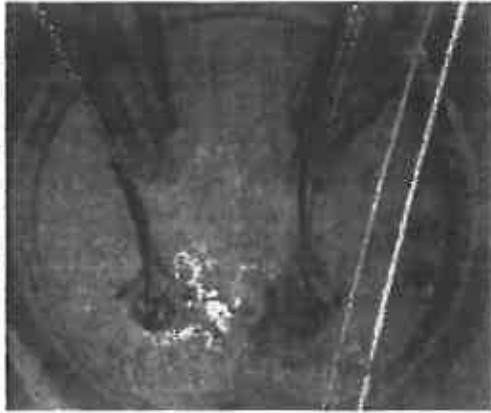
FOG is a by-product that FSEs must constantly be aware of and manage. Best Management Practices (BMPs) are utilized to minimize FOG discharge into the sewer system and to keep as much Fats, oils and greases "FOG" out of the downstream manholes and lift stations

The single most important thing you can do to help extend the length of time between maintenance and save your facility in maintenance expense is to use diligence in dry clean-up prior to wet clean-up. Scrape food debris in the garbage and dry-wipe the dishes prior to immersion in hot water (sink or dishwasher).

Listed are BMPs that should be implemented at your Food Service Establishment:

1. Provide regular training to employees
2. Limit or discontinue use of the garbage disposal—dispose of food waste in the trash
3. Scrape food waste into the trash and dry-wipe cookware and utensils prior to washing
4. Do not pour fryer oil/grease down the drain
5. Use fine-mesh drain screens
6. Place "No FOG" signs near all sinks
7. Place BMP posters near sinks or on employee bulletin boards
8. Inspect & clean grease traps / interceptors frequently
9. Keep records of FOG pick-up by certified waste haulers on site for a minimum of 3 years
10. Store recyclable fryer oil in leak-proof containers with lids
11. Clean all vent hoods regularly
12. Do NOT introduce enzymes, emulsifying agents or bacteria to grease traps, grease interceptors or drains unless approved by the Wastewater Superintendent

City of Huxley Wastewater
515 N Main Ave
Huxley IA, 50124
(515)-220-4805



CITY OF HUXLEY, IOWA
FATS, OILS, AND GREASE CONTROL PROGRAM



Company Name	Phone Number
A-1 Complete	(515) 265-3986
All Clean of Iowa	(515) 334-0670
Anderson Plumbing, LLC	(641) 792-5317
Behle Inc.	(515) 598-5279
Best Portable Toilets	(515) 453-2211
Bob's Septic	(515) 262-9174
Countryside Septic & Grease Service	(515) 202-4895
Davis Septic Tank Service	(515) 202-9596
Draintech	(515) 233-3700
Forest Grease & Commercial, LLC	(515) 808-0964
Gudmonson Service	(515) 576-4991
Hydro-Klean	(515) 283-0500
Jim's Johns	(515) 288-0924
Liquid Environmental Solutions	(866) 694-7327
Roto-Rooter	(515) 278-5668
Seneca Waste Solutions	(515) 240-2137
Sweet Honey, Inc.	(515) 402-0094
Synergy Fire & Safety	(515) 381-0102
Thomas Brothers	(515) 265-5077
Wiegert Disposal / Grease Trap Cleaners	(641) 764-2389

Updated October 2, 2017

Any questions, concerns please Contact Nathan Brockman Wastewater Superintendent, (515)-220-4805
List Provided by Des Moines Metro Reclamation Authority



Huxley Wastewater Treatment Plant
 515 N Main Ave
 Huxley, Iowa 50124
 (515) 220-4805

Food Service Establishment Grease Maintenance Log

FSE: _____

Phone # _____

Address: _____

City/ State/ Zip: _____

Date	Time	Grease Hauler Company	Grease Hauler Representative Name	FSE Representative Name	Depth Measurement (ft.)			Grease Disposal Location	Service Comments
					Total Liquid Depth	FOG	Solids		

CITY OF HUXLEY, IOWA
FATS, OILS, AND GREASE CONTROL PROGRAM
Best Management practices



What is FOG and why should I care?

FOG refers to fats, oil and grease that are generated from normal business operations of food service establishments (FSEs). Grease is commonly washed into the plumbing system during cleanup through the kitchen sink. As it cools, it congeals and decreases pipe capacity both inside the FSE and in the main sewer system and collects in Lift station wet wells. FOG can block your drain, your neighbors' drain and main collection lines, potentially becoming an environmental and public health risk.

Why is this a concern now?

Eliminating FOG-related sanitary sewer overflows is the goal of the new City of Huxley FOG Program. We have been having increased volumes of FOG at our lift stations in town and the frequencies at which we are having to clean the wet wells. This has prompted the need to get out education and Best Management Practices "BMP's" to all FSE's "Food Service Establishments" to work together within the community to protect the biggest asset to the city and that's the sewer collection system. It is the responsibility of each business to develop an effective FOG waste management plan and properly dispose of FOG waste on a consistent basis.

What types of facilities are asked to participate in this?

All commercial and institutional cooking establishments as well as some non-cooking FSEs are encouraged to implement and maintain BMP's. This includes, but is not limited to, restaurants, bars, schools, daycares, churches, nursing homes, bakeries, grocery stores, caterers and other food preparation operations.

City of Huxley Wastewater
515 N Main Ave
Huxley, IA, 50124
(515)-220-4805

Will my existing grease trap (indoor, under the sink unit) be sufficient to comply with any new ordinances?

A grease trap that is properly sized and installed to remove the FOG at your FSE is important.

Following the suggested best management practices (BMPs) and routine maintenance of the trap will increase the probability of a properly working grease interceptor/trap device. Indoor grease traps are much smaller in design and therefore need more maintenance to prevent the FOG from reaching the sanitary sewers. Make sure baffles and deflector shields are installed properly. The City of Huxley also recommends that dishwashers and garbage disposals by-pass small, indoor grease traps as the FOG is emulsified by the detergents, sending it on down the sanitary sewers. If the trap is not cleaned frequently or correctly it will not perform well and could put your FSE at risk of downstream Sanitary Sewer Overflows "SSO's" as well as your neighbors and surrounding area.

How often does my grease interceptor or grease trap need to be maintained?

Typically, cleaning frequencies for grease traps may be in the range of daily to weekly. Cleaning frequencies for grease interceptors can be expected to be monthly to quarterly.

The more frequent you clean your device the longer life and proper operation of the device will occur.

The single most important thing you can do to help extend the length of time between maintenance and save your facility in maintenance expense is to use diligence in dry clean-up prior to wet clean-up. Scrape food debris in the garbage and dry-wipe the dishes prior to immersion in hot water (sink or dishwasher).

May I use chemicals, enzymes or bacteria in my grease removal device or in my drains?

The City Ordinance prohibits the use of enzymes, emulsifying chemicals, hot water or other agents as a grease abatement method to grease removal devices or drains. These chemicals keep the FOG emulsified long enough to become a serious problem downstream as dilution of the chemical allows for the FOG to congeal and decrease pipe capacity, having the potential to cause a serious blockage and sanitary sewer overflow. You may contact The City of Huxley WWTP superintendent regarding products that can be used.

**City of Huxley Wastewater
515 N Main Ave
Huxley, IA, 50124
(515)-220-4805**

What are the most important things for me, the business owner or operator, to know about the FOG Program?

The City of Huxley will be performing scheduled inspections. The important items the City of Huxley will be checking are:

1. The grease removal device interior grease trap or exterior grease interceptor itself, and sampling of the trap or interceptor to view the amount of solids in device. This will be done via physical inspection by a City employee showing proper credentials upon arrival.
2. Maintenance records, including accurate measurements, hauling frequencies and access to device at the request of the inspector.

What are the enforcement action(s) that could potentially occur if the regulations of the FOG Program are not met by my business?

Currently there are no enforcement regulations for improper grease trap or grease interceptor devices. Any FSE or business that does prepare food is required to have a grease trap or interceptor leaving the premises but no enforcement of businesses unless they don't meet the 100 mg/L of FOG as stated in Chapter 97.04 Paragraph 2. Of the City code.

Is there a FOG inspection fee?

There is no FOG inspection Fee, this is a courtesy of the city and a collaborated effort by all of it's citizens to making sure we are all taking care of the sewer system.

CONSENT AGENDA

6-12-18 Council Claims List

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	A KING'S THRONE LLC	PORT-O-JOHN FOR SOCCER FIELD	\$ 73.60
3	ABC ELECTRICAL SERVICES	TRANSFER SWITCH PROJECT	\$ 9,275.00
4	ADVANTAGE HOMES	BUILDING PERMIT DEPOSIT REFUNDS	\$ 2,000.00
5	AFLAC	AFLAC	\$ 4.00
6	ALLIANT ENERGY	GAS AND ELECTRIC	\$ 8,791.69
7	ANKENY SANITATION	MUNICIPLE BUILDINGS GARBAGE PICKUP	\$ 305.08
8	ARNOLD MOTOR SUPPLY	AUTO PARTS AND SUPPLIES	\$ 495.60
9	AUTOMATIC SYSTEMS CO.	WWTP SCADA COMPUTER UPGRADE	\$ 25,430.00
10	BAKER & TAYLOR ENTERTAINME	BOOKS	\$ 3,765.28
11	BELLA HOMES	BUILDING PERMIT DEPOSIT REFUND	\$ 500.00
12	BLANK PARK ZOO	MUSICAL HABITAT PROGRAM	\$ 90.00
13	BOOK LOOK	BOOKS	\$ 864.47
14	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$ 158.47
15	BRICK GENTRY P.C.	LEGAL FEES	\$ 5,534.85
16	BSN SPORTS, LLC	NEW BASKETBALLS & BALL CART	\$ 610.32
17	CENTRAL IOWA REGIONAL TRAN	FY 20199 CIRTPA ASSESSMENT	\$ 431.00
18	CENTRAL STATES BANK	DEVELOPER'S AGREEMENT	\$ 28,303.43
19	CLAMAN CONSTRUCTION, INC.	BUILDING PERMIT DEPOSIT REFUND	\$ 500.00
20	CLASSIC BUILDERS	BUILDING PERMIT DEPOSIT REFUNDS	\$ 1,000.00
21	CLINTON H. THOMPSON	BASKETBALL LEAGUE OFFICIAL	\$ 325.00
22	COLBY CALVERT	YOUTH SOCCER REFEREE	\$ 60.00
23	COMPASS MINERALS AMERICA	COARSE ROCK SALT	\$ 3,381.93
24	CULLIGAN WATER CONDITIONIN	FILTERS AND LABOR	\$ 142.44
25	DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	\$ 1,742.24
26	DICKSON & LUANN JENSEN	DEVELOPER'S AGREEMENT	\$ 186,794.57
27	DMACC	CARDIOLOGY CLASS	\$ 15.00
28	EBS	MEDICAL INSURANCE	\$ 16,380.57
29	EDWARD JONES	IRA	\$ 250.00
30	ELECTRIC PUMP	SEAL KIT, GLYCOL, SHOP SUPPLIE	\$ 2,171.62
31	ELECTRIC WHOLESALE CO.	EYE, BULB, HEATING ELEMENT	\$ 1,175.77
32	EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	\$ 481.98
33	FELD FIRE	LIGHTS AND GUAGES	\$ 1,795.75
34	FIDELITY SECURITY LIFE	VISION INS	\$ 306.62
35	GAVIN SOASH	YOUTH SOCCER REFEREE	\$ 100.00
36	GREG AND AMANDA PLOEGER	BUILDING PERMIT DEPOSIT REFUND	\$ 500.00
37	HACH COMPANY	CHEMICALS, BUFFER	\$ 747.14
38	HAWKINS, INC.	WATER CHEMICALS	\$ 1,930.00
39	HEATHER DINGER	FITNESS CLASS INSTRUCTOR	\$ 313.00
40	HENRY EASTER	YOUTH SOCCER REFEREE	\$ 20.00
41	INTEGRATED PRINT SOLUTIONS	SUMMER P & R BROCHURE	\$ 249.00
42	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 25,850.11
43	INTERSTATE BATTERIES	ECONO BATTERY	\$ 40.00
44	IOWA CODIFICATION INC	APRIL 2018 SUPPLEMENT	\$ 2,504.00
45	IOWA DOT	JANITORIAL SUPPLIES	\$ 171.73
46	IOWA PRISON INDUSTRIES	"NO PARKING" SIGNS	\$ 375.10

6-12-18 Council Claims List

	A	B	C
47	IPERS	IPERS	\$ 12,572.13
48	JAYDEN CATTELL	MENS LEAGUE BBALL SCORE KEEPER	\$ 30.00
49	KEMPKER'S TRUE VALUE AND R	SEE ATTACHED	\$ 394.18
50	KEVIN SCHULZE	BASKETBALL LEAGUE OFFICIAL	\$ 375.00
51	KEYSTONE LABORATORIES	MONTHLY WATER SAMPLING	\$ 330.07
52	LAURIE OXLEY	CYCLING INSTRUCTOR	\$ 170.00
53	LETTOW, JOLENE	REIMBURSEMENT FOR LUNCH	\$ 36.37
54	LINCOLN FINANCIAL GROUP	DISABILITY & LIFE INSURANCE	\$ 1,010.58
55	LOWE'S	DECK BOARDS, PVC PIPE, ELBOW,	\$ 65.69
56	MARCO, INC.	COPIER/PRINTER MAINT FEE	\$ 469.53
57	MARTIN BROS	JANITORIAL SUPPLIES	\$ 354.30
58	MARTIN MARIETTA MATERIALS	AGLIME AND GABION	\$ 209.79
59	MASS MUTUAL RETIREMENT SER	DEFERRED COMPENSATION	\$ 850.00
60	MEADOW LANE INVESTMENTS, L	DEVELOPER'S AGREEMENT	\$ 17,262.44
61	MENARDS	MATERIALS FOR OAK LIFT STATION	\$ 540.46
62	METERING & TECHNOLOGY SOLU	ERT, METER, COUPLINGS	\$ 400.00
63	MID-IOWA SALES CO.	BRUSH GREEN FLAGS	\$ 150.30
64	MIDWEST ALARM SERVICES	FIRE INSPECTION	\$ 750.00
65	MISCELLANEOUS VENDOR	UTILITY DEPOSIT REFUNDS	\$ 407.78
66	MOODY ELECTRIC, INC.	NEW OUTLETS	\$ 421.55
67	MR PROPERTIES	BUILDING PERMIT DEPOSIT REFUND	\$ 500.00
68	MUNICIPAL SUPPLY	SUPPLIES	\$ 143.89
69	OFFICE OF AUDITOR OF STATE	AUDIT FILING FEE	\$ 625.00
70	OTIS ELEVATOR COMPANY	ELEVATOR SERVICE 6/1-8/31/18	\$ 211.20
71	OXEN TECHNOLOGY	MONTHLY OFFICE 365 FEE	\$ 67.50
72	PAULSON, MELISSA	REFUND FOR NORD KALSEM RENTAL	\$ 10.00
73	PCC AN AMBULANCE BILLING S	JANUARY AND MARCH BILLINGS	\$ 1,280.68
74	PREMIER OFFICE EQUIPMENT I	COLOR COPIES FOR LIBRARY	\$ 6.83
75	QUALITYONE COMMERCIAL CLEA	JUNE CUSTODIAL SERVICES	\$ 2,134.00
76	RAGNASOFT, INC.	PLANIT FIRE	\$ 600.00
77	RAYMOND DRUMMOND	BASKETBALL LEAGUE SCORE KEEPER	\$ 70.00
78	RYAN CARLIN	YOUTH SOCCER REFEREE	\$ 60.00
79	SAGE HOMES, INC.	BUILDING PERMIT DEPOSIT REFUND	\$ 500.00
80	SECRETARY OF STATE	NOTARY APS FOR POLICE	\$ 60.00
81	SIRCHIE	FINGERPRINT INK PADS	\$ 41.90
82	SPRAYER SPECIALTIES INC.	SPRAY TIP AND VALVES	\$ 48.23
83	STAPLES	OFFICE SUPPLIES	\$ 368.10
84	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	\$ 446.87
85	STRYKER SALES CORPORATION	MTS POWER LOAD & UPGRADE	\$ 23,800.31
86	SYNCB/AMAZON	DVDS AND BOOKS	\$ 644.08
87	TASC	FLEX BENEFIT PLANS	\$ 1,149.92
88	TASC - CLIENT INVOICES	JULY FLEX PLAN ADMIN FEE	\$ 67.91
89	THE CLEAN MACHINE OF IOWA,	LIBRARY CARPET CLEANING	\$ 1,820.00
90	TIM VANLOO	BASKETBALL LEAGUE OFFICIAL	\$ 225.00
91	TONYA BECKER	TRX FUSION INSTRUCTOR	\$ 354.00
92	TREASURER, STATE OF IOWA	STATE WITHHOLDING	\$ 3,353.00

6-12-18 Council Claims List

	A	B	C
93	TRICKLE'S L.L.C.	TIRES, TUBES, MOUNT, DISMOUNT	\$ 1,429.91
94	U.S. BANK EQUIPMENT FINANC	APRIL/MAY CONTRACT PAYMENT	\$ 188.10
95	UNITED WAY OF STORY COUNTY	TRAINING REIMBURSEMENT	\$ 495.00
96	UTILITY EQUIPMENT COMPANY	4" YELLOWMINE PIPE	\$ 766.80
97	VEENSTRA & KIMM, INC.	REIMBURSEABLE ENGINEERING FEES	\$ 31,779.84
98	VERIZON WIRELESS	CITY ADMIN CELL PHONE	\$ 45.36
99	WILLIAM RIVARD	REIMBURSE FOR DUPLICATE PAYMEN	\$ 100.00
100	WINDSTREAM IOWA COMMUNICAT	PD PHONE AT DISPATCH	\$ 70.93
101	Payroll Expense		\$ 109,721.60
102	GRAND TOTAL		\$ 555,942.49
103			
104		FUND TOTALS	
105	001 GENERAL FUND	\$ 82,413.46	
106	002 LIBRARY	\$ 13,029.35	
107	003 RECREATION	\$ 8,321.43	
108	004 FIRE AND RESCUE	\$ 12,272.86	
109	014 AMBULANCE	\$ 19,032.89	
110	100 PRAIRIE RIDGE DEVELOPMENT	\$ 50.00	
111	110 ROAD USE TAX	\$ 13,648.66	
112	125 TIF	\$ 232,360.44	
113	600 WATER UTILITY	\$ 17,822.84	
114	610 SEWER UTILITY	\$ 47,268.96	
115	01 PAYROLL EXPENSE	\$ 109,721.60	
116	GRAND TOTAL	\$ 555,942.49	

Huxley City Council Minutes

Tuesday, May 22, 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 Pro Tem Kuhn called the meeting to order at 6:00 pm.

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

CITY STAFF PRESENT: John Haldeman-City Administrator, Jolene Lettow-City Clerk, Gerry Stoll – Police Sargent, Kevin Deaton – Assistant Fire Chief

CONSULTANTS PRESENT: Forrest Aldrich - City Engineer, Amy Beattie– Counsel

GUESTS PRESENT: Dan Bollig & Ranne Bollig, Matt Fjelland, Chris Deason, Dave Rietz, Chad Winterboer, Adam Walters, Greg Ploeger, Mike Carr, Dave Mikkelsen, Andrew Gogerty, Scott Wilson, Kristine & Phil Brekke, Craig Hamerlinck, John Hernandez

COMMENTS FROM PUBLIC: Scott Wilson, 107 Lynwood, provided photos that showed the light that shines from police department parking lot into his backyard. Mr. Wilson also provided a video to allow council to hear the noise that can come from 3C's parking lot. Mr. Wilson would like a fence to be installed between his yard and 3C's building. Council to discuss at future work session.

Chad Winterboer, Ballard Athletic Booster Club representative, explained to council the high school's concern with the ordinance against the new tennis court sign. Several school representatives provided comments in favor of the sign. Mayor Pro Tem Kuhn informed the citizens that the city was working to draft a revised ordinance, therefore, council would not take any action at council meeting.

PUBLIC HEARING – Mayor Pro Tem opened the hearing at 6:28pm to Amend the Fiscal Year 2018 Budget. City administrator, John Haldeman, provided information on amendments. Motion – Peterson, Second – Mulder to close hearing at 6:32pm.

CONSENT AGENDA:

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

- Approve May 8th, 2018 Council Meeting minutes
- Approve Financial Reports and Payment of Bills
- Approve Beer, Wine and Liquor Licenses, Cigarette Permit Renewals.
- Approve Request for Street Closure for Block Party at Ridgetop Drive between Centennial and Ridgewood

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

Claims:

A KING'S THRONE LLC	PORT-O-JOHN FOR SOCCER FIELDS	73.60
ANKENY SANITATION	CENTENNIAL PARK	305.08
ARNOLD MOTOR SUPPLY	SERVICE CHARGE	92.31
BACKFLOW SOLUTIONS, INC.	ANNUAL SUBSCRIPTION FEE	400.00
BUD'S AUTO REPAIR INC	SERVICE TAHOE	84.68
CARDMEMBER SERVICE	SEE ATTACHED	3,548.19
CASEY'S GENERAL STORES INC	GASOLINE	1,433.28
CATHY VANMAANEN	REIMBURSEMENT OF PROGRAM SUPPL	19.87
CHITTY GARBAGE SERVICE INC	FD GARBAGE PICKUP	21.40
CONSUMERS ENERGY	GAS AND ELECTRIC	9,586.27
DB IOWA HOLDINGS	LEGAL PUBLICATIONS	523.51
DOLLAR GENERAL-REGIONS 410	LEGAL PADS FOR PD	73.55
ED M. FELD EQUIPMENT CO. I	BOOTS FOR ANTHONY	2,877.95
GENERAL INSURANCE AGENCY	LIBRARY COPIER	127.00
HOKEL MACHINE SUPPLY	CYLINDER RENTAL	225.39
INTEGRATED PRINT SOLUTIONS	SOCCER TSHIRTS-YOUTH SOCCER	1,434.70
INTERNAL REVENUE SERVICE	FED WITHHOLDING TAX	9,618.26

IOWA ONE CALL
 JACQUE GLOEDE
 JAYDEN CATTELL
 JEREMY J. ARENDS
 JERICO SERVICES INC
 KEMPKER'S TRUE VALUE AND R
 KEVIN SCHULZE
 MARCO, INC.
 MARCO, INC.
 METERING & TECHNOLOGY SOLU
 MID-IOWA OCCUPATIONAL TEST
 MIDWEST BREATHING AIR SYST
 NCL OF WISCONSIN, INC.
 NEW CENTURY FS INC
 OXEN TECHNOLOGY
 PCC AN AMBULANCE BILLING S
 PEPSI-COLA
 PLUMB SUPPLY COMPANY - AM
 POSTMASTER
 RAYMOND DRUMMOND
 SPARTAN TOOL LLC
 SPRINGER PROFESSIONAL HOME
 STATE OF IOWA-ELEVATOR SAF
 TASC
 THE SHERWIN-WILLIAMS CO.
 TIM VANLOO
 USA BLUEBOOK
 VERIZON WIRELESS
 VISA
 VITZTHUM, KEITH
 WINDSTREAM IOWA COMMUNICAT

EMAIL LOCATES 23.40
 TRAVEL EXPENSE & UNIFORM PANT 132.77
 SCORE KEEPER FOR MEN'S LEAGUE 20.00
 APRIL TREASURER'S REPORT 80.00
 DUST CONTROL APPLICATION 852.00
 SEE ATTACHED 548.65
 BASKETBALL LEAGUE OFFICIAL 175.00
 FD SCANNING 500.44
 PRINTER AGREEMENT 203.46
 BARE METERS AND ERTS 5,568.00
 RANDOM DRUG TESTING 55.00
 QUARTERLY AIR TEST 174.75
 WHATMAN FILTERS 191.43
 DIESEL FUEL 1,536.83
 MONTHLY MICRO EXCHANGE FEE 152.00
 APRIL AMBULANCE BILLING 104.95
 POP FOR VENDING MACHINE 325.90
 SLOAN FLUSH 87.12
 POSTMASTER 349.07
 SCORE KEEPER 50.00
 EXPLORER CAMERA SYSTEM 8,495.00
 MONTHLY PEST CONTROL 84.00
 OPERATING PERMIT & INSPECT FEE 175.00
 FLEX BENEFIT PLANS 574.96
 PAINT 31.31
 BASKETBALL LEAGUE OFFICIAL 50.00
 INLET STRAINER 60.25
 AMBULANCE CELL PHONES 726.72
 SEE ATTACHED 604.89
 CDL B AND CITY ID REIMBURSEMEN 57.00
 PD PHONE AT DISPATCH 70.93

001	GENERAL FUND	9,074.75
002	LIBRARY	1,603.53
003	RECREATION	3,670.66
004	FIRE AND RESCUE	3,477.17
014	AMBULANCE	1,908.89
110	STREET	2,658.85
600	WATER UTILITY	12,424.40
610	SEWER UTILITY	17,577.19
	PAYROLL	44,113.45
	GRAND TOTAL	96,619.32

Motion – Mulder, Second - Peterson on Second Reading of Ordinance No. 477 to Amend Chapter 166, Subdivision Regulations of the Code of Ordinances of the City of Huxley Regarding Maintenance Bond Requirements. Roll Call: Roberts, Kuhn, Jensen, Peterson, Mulder voted yes. Motion Carried.

Motion – Mulder, Second - Jensen to Waive Third Reading of Ordinance No. 477 to Amend Chapter 166, Subdivision Regulations of the Code of Ordinances of the City of Huxley Regarding Maintenance Bond Requirements. Roll Call: Roberts, Kuhn, Jensen, Peterson, Mulder voted yes. Motion Carried.

Motion – Jensen, Second – Peterson on Third Reading of Ordinance 478 to Amend Chapter 55, Animal Protection and Control of the Code of Ordinances of the City of Huxley to Add New Section 55.19, Trapping of Animals. Roll Call: Kuhn, Mulder, Roberts, Peterson, Jensen voted yes. Motion carried.

Motion – Roberts, Second – Mulder on Second Reading of Ordinance No. 479 to Amend the C-1 Neighborhood Commercial District Regulations of Section 165.27 of the Municipal Code of the City of Huxley, Iowa, and the M-1 Industrial District Regulations of Section 165.30 of the Municipal Code of the City of Huxley, Iowa to Authorize Sale or Display of Fireworks as a Permitted Use in C-1, C-2, c-3 and M-1 Districts. Roll Call: Mulder, Roberts, Peterson, Jensen voted yes; Kuhn voted no. Motion carried.

Motion – Jensen, Second – to Waive Third Reading of Ordinance No. 479 to Amend the C-1 Neighborhood Commercial District Regulations of Section 165.27 of the Municipal Code of the City of Huxley, Iowa, and the M-1 Industrial District Regulations of Section 165.30 of the Municipal Code of the City of Huxley, Iowa to Authorize Sale or Display of Fireworks as a Permitted Use in C-1, C-2, C-3 and M-1 Districts. Roll Call: Mulder, Roberts, Peterson, Jensen voted yes; Kuhn voted no. Motion carried.

Motion – Peterson, Second – Roberts on Resolution No. 18-038 to Approve Appointment of Interim Police Chief. Council appointed Gerry Stoll as interim. City to hire consulting firm to conduct search for new police chief. Roll Call: Peterson, Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

Motion – Jensen, Second – Roberts on Resolution No. 18-039 to Approve Purchase of a Stryker Power Load System (mobile cot) for use by ambulance personnel. Assistant Fire Chief, Kevin Deaton, explained operation of system to council. Roll Call: Roberts, Kuhn, Mulder, Jensen, Peterson voted yes. Motion carried.

Motion – Roberts, Second – Mulder on Resolution No. 18-043 to Approve Appointment of Gerry Stoll to the E911 Board. Roll Call: Mulder, Jensen, Peterson, Roberts, Kuhn voted yes. Motion carried.

Motion – Roberts, Second – Mulder on Resolution No. 18-040 to Approve the Amended FY 2018 Budget. Roll Call: Kuhn, Mulder, Jensen, Peterson, Roberts voted yes. Motion carried.

Motion – Peterson, Second – Jensen on Resolution No. 18-041 to Approve Proposal from Northland Securities for Financial Analysis for Possible CIP. Timeline for analysis to be completed by November 1, 2018. Roll Call: Kuhn, Mulder, Jensen, Peterson, Roberts voted yes. Motion carried.

Motion – Roberts, Second – Mulder on Third Reading of Ordinance No. 480 to Post Adopted Ordinances in Lieu of Publishing. Roll Call: Kuhn, Mulder, Jensen, Peterson, Roberts voted yes. Motion carried.

Motion – Roberts, Second – Peterson on Resolution No. 18-042 to Approve the Contract for the Wage and Job Study to be Conducted by Theia Management Consulting.

Miscellaneous

City engineer reported that plenty of streets were getting paved in city. Next phase of Meadow Lane was beginning.

City Clerk reported that the office had purchased a scanner and will be scanning resolutions, ordinances and council minutes.

Councilman Jensen asked about status of Huxley Development Committee and the industrial park. Councilman Kuhn stated that the mayor was going to be presenting various options to council regarding the industrial area in the near future. Councilman Jensen also stated that the 3C's building needed repairs. Commented that the council should take an in depth look at the existing police force/structure.

Councilman Kuhn offered thanks to Gerry Stoll for his assistance with Motorcycle Awareness activities.

ADJOURNMENT: Motion – Peterson, second – Mulder to adjourn meeting at 7:34pm. 5 ayes, 0 nays. Motion carried.

WORK SESSION: The Huxley City Council met in a 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 Pro Tem Kuhn called the meeting to order at 7:35pm.

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

CITY STAFF PRESENT: John Haldeman-City Administrator, Jolene Lettow-City Clerk

CONSULTANTS PRESENT: Forrest Aldrich - City Engineer

Sign Ordinance – council discussed possible exemptions/changes for sign ordinance with regards to tennis court sign. Revised ordinance to be on June 12th council meeting agenda.

Council asked that the Crime Free Housing topic remain on work session list.

John Haldeman, city administrator, informed council that county had asked if city wanted to partner with county to pave 560th Street. Council remarked city needed to locate funding source before making commitment.

Mr. Haldeman also stated that city had been getting higher than normal subdivision requests. Stated engineering costs are incurred to review requests. Suggested that city bill county \$150 for services.

Council discussed plans to move forward with compiling a Capital Improvement Plan. Council agreed to allow staff to develop plan. City engineer offered his services to assist staff.

ADJOURNMENT: Motion – Peterson, second – Jensen to adjourn meeting at 8:37pm. 5 ayes, 0 nays. Motion carried.

David Kuhn, Mayor Pro Tem

Attest:

Jolene R. Lettow, City Clerk

COMMUNITY BETTERMENT

ORDINANCE NO. 481

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF HUXLEY, IOWA, CHAPTER 165, SIGN REGULATIONS, TO
ADDRESS PUBLIC ATHLETIC FIELDS AND EQUIPMENT**

Be It Ordained By The City Council Of The City Of Huxley, Iowa:

Section 1. The Code of Ordinances of the City of Huxley, Iowa, is hereby amended
in Section 165.32 (2), Definitions, by adding the underlined language as follows:

P. "Sign" means any advertising device or surface out-of-doors, on or off
premises, which conveys information or identification but does not include any
signage on public athletic fields or equipment including wind fencing.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance
are hereby repealed.

Section 3. This ordinance shall be in effect upon its passage, approval and publication as
provided by law.

Passed and Approved this ____ day of April 2018.

Publication Date: _____

Record Of Vote of Ordinance No. _____

First Reading _____ (Date)

Roll Call	Aye	Nay	Absent
Dave Jensen	_____	_____	_____
Dave Kuhn	_____	_____	_____
Greg Mulder	_____	_____	_____
Rick Peterson	_____	_____	_____
Tracey Roberts	_____	_____	_____

Second Reading _____ (Date)

Roll Call	Aye	Nay	Absent
-----------	-----	-----	--------

Dave Jensen	_____	_____	_____
-------------	-------	-------	-------

Dave Kuhn	_____	_____	_____
-----------	-------	-------	-------

Greg Mulder	_____	_____	_____
-------------	-------	-------	-------

Rick Peterson	_____	_____	_____
---------------	-------	-------	-------

Tracey Roberts	_____	_____	_____
----------------	-------	-------	-------

Third Reading _____ (Date)

Roll Call	Aye	Nay	Absent
-----------	-----	-----	--------

Dave Jensen	_____	_____	_____
-------------	-------	-------	-------

Dave Kuhn	_____	_____	_____
-----------	-------	-------	-------

Greg Mulder	_____	_____	_____
-------------	-------	-------	-------

Rick Peterson	_____	_____	_____
---------------	-------	-------	-------

Tracey Roberts	_____	_____	_____
----------------	-------	-------	-------

STATE OF IOWA
COUNTY OF STORY
CITY OF HUXLEY

SS:

I, the undersigned, City Clerk of the City of Huxley, Iowa, do hereby certify that the attached is a true, correct and complete copy of all the records of the City Council of the City relating to the adoption of an ordinance entitled "Ordinance No. 481 . An Ordinance Amending Chapter 165 of the Huxley Municipal Code of Iowa.

WITNESS MY HAND this ____ day of _____, 2018.

Jolene Lettow, City Clerk



Planning and Zoning Commission Minutes

Monday June 4, 2018
Huxley Council Chambers
6:00 P.M.

1.0) CALL TO ORDER AND ROLL CALL:

Chairman Roger Bierbaum called the P&Z Meeting to order at 6:00 PM. P&Z members present:

Roger Bierbaum	<input checked="" type="checkbox"/>	Larry Wilson	<input type="checkbox"/>
Cheryl Patterson	<input checked="" type="checkbox"/>	Joe Scott	<input checked="" type="checkbox"/>
Mike Schonhorst	<input checked="" type="checkbox"/>	Nate Easter	<input checked="" type="checkbox"/>
Gordon Mosher	<input type="checkbox"/>		

Staff present: John Haldeman-Zoning Administrator
Amy Kaplan-Zoning Clerk

Consultants present: Jim Nervig-City Attorney
Forrest Aldrich-City Engineer

Guests present: Steve Quick, Luke Wall

COMMISSION AGENDA ITEMS:

2.0) MOTION TO APPROVE THE MINUTES FROM THE FOLLOWING MEETING:

2.1) JANUARY 29, 2018 REGULAR MEETING - Motion by Easter and seconded by Schonhorst to approve minutes. Roll was taken. 5 AYE. 0 NAY

3.0) PUBLIC HEARING: None

4.0) DISCUSSION AND RECOMMENDATION ITEMS:

- 4.1) DISCUSSION AND POSSIBLE RECOMMENDATION ON FINAL PLAT FOR MEADOW LANE PLAT 3 EAST: Steve Quick indicated that the streets and piping are completed. Weather permitting, final grade and remaining concrete will be finished by June 8th. Backfilling will be completed by June 13th. Motion by Easter to recommend approval of the final plat for Meadow Lane Plat 3 East to City Council. Second by Schonhorst. 5 AYE 0 NAY. Motion carries.
- 4.2) DISCUSSION AND POSSIBLE RECOMMENDATION ON AMENDING SITE PLAN FOR INNOVATIVE TECHNOLOGIES: Luke Wall asked the commission if the pole building could be moved 20 feet southwest allowing the doors of the pole building to line up with the doors of the existing building. Doing so would provide additional greenspace behind the pole building. The Commission found this acceptable and asked if a parking space was added. An additional parking space was placed at the end of the existing parking spaces. Luke also asked the commission if a gas stub could be run to the pole building. Commission indicated this would be acceptable if an enclosure

was built around the stub to prevent damage of the stub. Luke was instructed to provide an updated site plan by Thursday June 7th at noon. Motion by Easter to approve an updated site plan showing the gas stub and new location of the building. Second by Schonhorst. 5 AYE 0 NAY. Motion carries.

- 4.3) **DISCUSSION OLD TOWN ZONING AND USES:** The City of Huxley has a resident who resides on Main Street that no longer operates a business out of his building. He currently pays two base fees for utilities. The Commission does not want to change the ordinance at this time and that the individual may come to council and ask for one base fee to be forgiven if they wish.
- 4.4) **DISCUSSION ON UPDATING COMP PLAN:** John informed the Commission that Iowa State University has submitted a proposal for their fall graduate class to complete a comp plan. This proposal will go before Council on June 12, 2018.
- 4.5) **DISCUSSION ON SIGNAGE:** John informed the Commission that our current sign ordinance is being updated to allow the school to have a windbreak sign up on the fence that surrounds the tennis court and the fence at the ball field. The fences will be classified as “equipment” and apply to school property only. Once the ordinance is updated, the Planning & Zoning Commission will meet to review.

- 5.0) **MISCELLANEOUS:** Mowers and golf carts are on display for sale at Ballard Plaza. John will follow up with Dave Jensen, owner of Ballard Plaza, as these items violate city code. The seller must have a store front and the percentage of outdoor display space is dependent on the square footage of the store front.

6.0) **COMMENTS AND UPDATES:**

- Kreg Tool has not made a decision on their future location.
- Kading is moving forward with 38 duplex units.
- 550th Street (Timberlane) is rough and needs evaluated by staff.
- Next P&Z meeting is not scheduled yet, but it is forecasted to be on the final plat for the Kading development.

- 7.0) **ADJOURNMENT** – Motion by Patterson to adjourn at 6:42 PM, seconded by Schonhorst. 5 AYE. 0 NAY.

Amy Kaplan, Zoning Clerk

Roger Bierbaum, Chairman

Date of Approval

Prepared by John Haldeman, City Administrator, for the City Council meeting to be held on the
12th day of June, 2018.

RESOLUTION NO. 18-045

**RESOLUTION APPROVING THE AMENDED SITE PLAN FOR INNOVATIVE TECHNOLOGY
AT 1545 BLUE SKY BLVD.**

WHEREAS, Innovative Technology has submitted a site plan for their new business, to be located at 1545 Blue Sky Blvd; and

WHEREAS, the Huxley Planning and Zoning Commission reviewed the amendment to the site plan for this location at their June 4, 2018; and

WHEREAS, the Commission voted to recommend approval of the amended site plan to the Huxley City Council for their June 12, 2018 meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HUXLEY, IOWA, that the Huxley City Council has reviewed said amended site plan and approves the amended site plan subject to the following conditions and/or waivers;

Roll Call	Aye	Nay	Absent
David Jensen	___	___	___
David Kuhn	___	___	___
Greg Mulder	___	___	___
Rick Peterson	___	___	___
Tracey Roberts	___	___	___

PASSED, ADOPTED AND APPROVED this th day of June, 2018

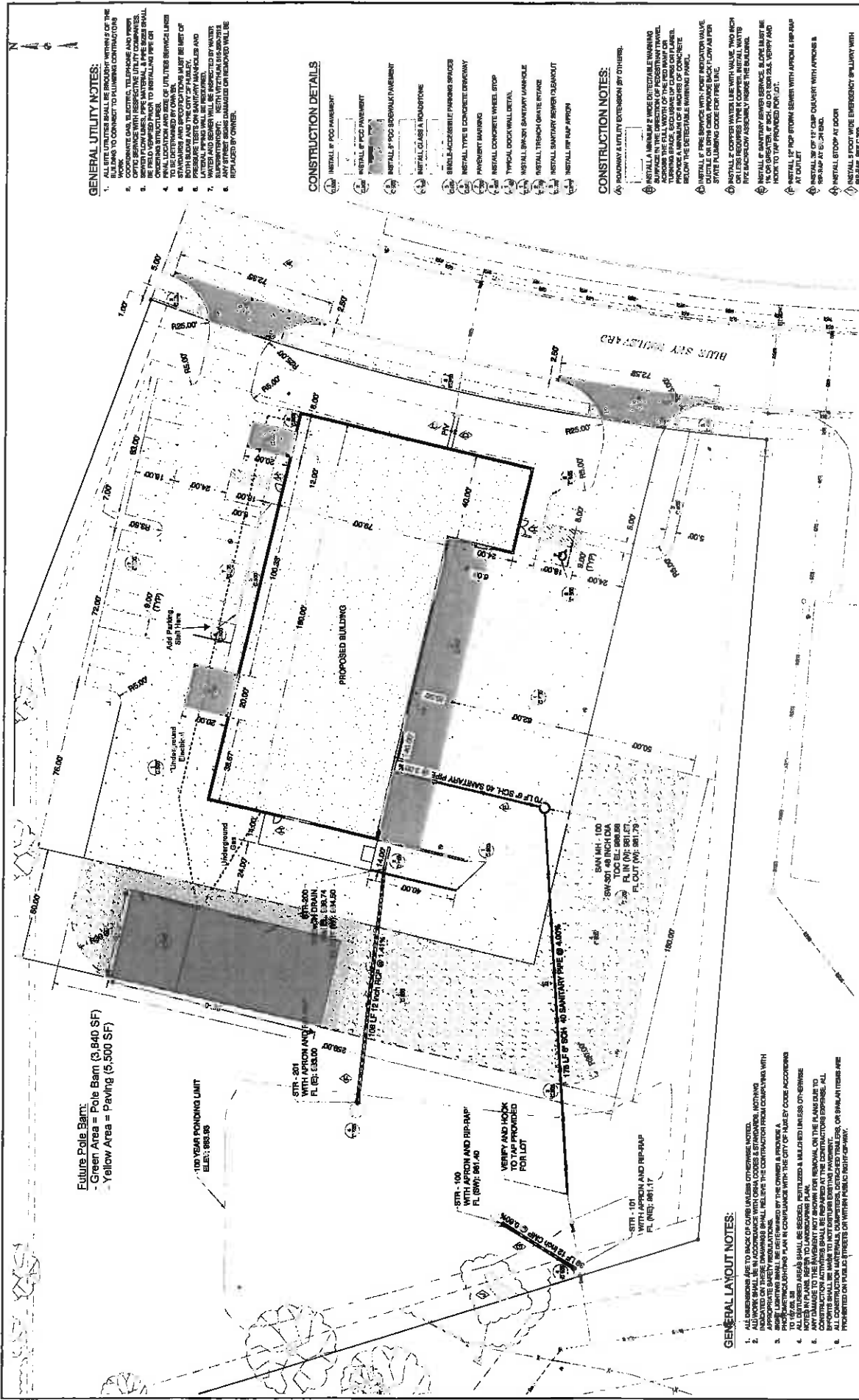
APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-045** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this th day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk



GENERAL UTILITY NOTES:

1. ALL UTILITIES SHALL BE LOCATED WITHIN 9' OF THE EXISTING CURBLINE AND SHALL BE DEEP ENOUGH TO CONNECT TO PLUMBING CONTRACTORS WORK.
2. COORDINATE GAS, ELECTRIC, TELEPHONE AND FIBER OPTIC SERVICE WITH RESPECTIVE UTILITY COMPANIES. SHOWER FLOOR LAMES, PIPE MATERIAL, & PIPE SIZES SHALL BE DETERMINED PRIOR TO INSTALLING PIPE OR CONCRETE SLAB.
3. FINAL LOCATION AND SIZE OF UTILITIES LINED TO BE DETERMINED BY OWNER.
4. STANDARDS AND SPECIFICATIONS MUST BE MET OF BOTH BUILDING AND THE CITY OF FAIRBURY.
5. PRESSURE TESTING ON SANITARY MANHOLES AND WATER MAINS SHALL BE REQUIRED. ALL WATER MAINS AND SEWER WILL BE INSPECTED BY WATER SUPERINTENDENT. KETTERVILLE HAS 30-300-75-10. ANY STREET SIGNS DAMAGED OR REMOVED WILL BE REPLACED BY OWNER.

CONSTRUCTION DETAILS

- [illegible]

CONSTRUCTION NOTES:

- [illegible]

GENERAL LAYOUT NOTES:

- a. ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
- b. ALL WORK SHALL BE IN ACCORDANCE WITH ALL ORDINANCES, STANDARDS, NOTING AND SPECIFICATIONS OF THE CITY OF CHICAGO, ILLINOIS, AND SHALL BE IN COMPLIANCE WITH THE CONSTRUCTION MANAGEMENT PLAN AND THE CITY OF CHICAGO, ILLINOIS, APPROPRIATE SPECIFICATIONS.
- c. PROPOSED LAMING SHALL BE IN COMPLIANCE WITH THE OWNER'S AND PROVIDE A PROPER FINISH INCLUDING FINISH IN CONFORMANCE WITH THE CITY OF CHICAGO ACCORDING TO THE CITY OF CHICAGO, ILLINOIS, SPECIFICATIONS.
- d. ALL CURB/RAIL AREAS SHALL BE DESIGNED, DETAILIZED AND MATCHED UNLESS OTHERWISE NOTED IN PLANS. REFER TO UNDERPASS.
- e. REFER TO THE UNDERPASS FOR ALL DETAILS NOT SHOWN FOR REASON OF THE PLAN DUE TO SPACE LIMITATIONS. ALL DETAILS SHALL BE IN ACCORDANCE WITH THE CITY OF CHICAGO, ILLINOIS, SPECIFICATIONS.
- f. CEMENT SHALL BE WASHED TO NOT DUST DURING PLACEMENT.
- g. ALL CONSTRUCTION MATERIALS, EQUIPMENT, DETACHED TRAILERS, OR SHALLOWS ARE PROHIBITED ON PUBLIC STREETS OR WITHIN PUBLIC RIGHT-OF-WAY.

RESOLUTION NO. 18-044

**RESOLUTION APPROVING THE ACCEPTANCE OF THE PUBLIC INFRASTRUCTURE
IMPROVEMENTS FOR THE IRON BRIDGE DEVELOPMENT**

WHEREAS, Chris Gardner had submitted a Final Plat for the Iron Bridge Development for review and a resolution was adopted with conditions; and

WHEREAS, the time period for those conditions to be completed has expired or near expiration; and

WHEREAS, those conditions have been met; and

WHEREAS, the Final Plat was approved at the March 13th meeting,,now comes the public infrastructure to be accepted.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HUXLEY, IOWA, that the Huxley City Council has approved said Final Plat and the City's Engineer recommends accepting the public improvements for this subdivision and the Huxley City Council approves the acceptance of these public infrastructure improvements.

PASSED, ADOPTED AND APPROVED this ____ day of June, 2018.

Roll Call	Aye	Nay	Absent
David Jensen	___	___	___
David Kuhn	___	___	___
Greg Mulder	___	___	___
Rick Peterson	___	___	___
Tracey Roberts	___	___	___

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-044** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Amy Kaplan, Deputy City Clerk



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

May 30, 2018

John Haldeman
City Administrator
City of Huxley
515 N. Main Avenue
Huxley, Iowa 50124

CITY OF HUXLEY, IOWA
IRON BRIDGE
PUBLIC IMPROVEMENTS

We have reviewed the constructed improvements for Iron Bridge and find them acceptable.

We recommend acceptance of the public improvements by the City of Huxley.

If you have any questions or comments, please contact us at 225-8000.

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read 'Forrest S. Aldrich', written over a light blue horizontal line.

Forrest S. Aldrich

FSA:dml
45236

cc: Jeff Peterson, City of Huxley
Steve Domino (e-mail)
Bob Gibson, Civil Design Advantage (e-mail)

Prepared by John Haldeman, City Administrator, for the City Council meeting to be held on the
12th day of June, 2018.

RESOLUTION NO. 18-045

**RESOLUTION APPROVING THE AMENDED SITE PLAN FOR INNOVATIVE TECHNOLOGY
AT 1545 BLUE SKY BLVD.**

WHEREAS, Innovative Technology has submitted a site plan for their new business, to be located at 1545 Blue Sky Blvd; and

WHEREAS, the Huxley Planning and Zoning Commission reviewed the amendment to the site plan for this location at their June 4, 2018; and

WHEREAS, the Commission voted to recommend approval of the amended site plan to the Huxley City Council for their June 12, 2018 meeting.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HUXLEY, IOWA, that the Huxley City Council has reviewed said amended site plan and approves the amended site plan subject to the following conditions and/or waivers;

Roll Call	Aye	Nay	Absent
David Jensen	_____	_____	_____
David Kuhn	_____	_____	_____
Greg Mulder	_____	_____	_____
Rick Peterson	_____	_____	_____
Tracey Roberts	_____	_____	_____

PASSED, ADOPTED AND APPROVED this 12 th day of June, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-045** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 12 th day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Amy Kaplan, Deputy City Clerk



VEENSTRA & KIMM, INC.

3000 Westown Parkway • West Des Moines, Iowa 50266-1320

515-225-8000 • 515-225-7848 (FAX) • 800-241-8000 (WATS)

June 7, 2018

John Haldeman
City Administrator
City of Huxley
515 N. Main Avenue
Huxley, Iowa 50124

HUXLEY, IOWA
INNOVATIVE TECHNOLOGIES SITE
POLE BARN ADDITION
SITE PLAN

We have reviewed the pole barn addition to the Innovative Technologies Site and find it acceptable.

If you have any questions or comments, please contact us at 515-225-8000.

VEENSTRA & KIMM, INC.

A handwritten signature in black ink, appearing to read 'Forrest S. Aldrich', written in a cursive style.

Forrest S. Aldrich

FSA:dml
45229-017

cc: Jeff Peterson, City of Huxley (e-mail)
Luke Wall, Woodruff Construction (e-mail)

RESOLUTION NO. 18-046

**RESIDENTIAL PARCEL SUBDIVISION PLAT FOR THE PROPERTY LOCATED WEST
AND SOUTH OF 32364 585 TH AVENUE--MINOR SUBDIVISION – RURAL
DEVELOPMENT WITHIN 2 MILES**

WHEREAS, A Residential Parcel Subdivision Plat for the property belonging to Rita Dougherty and located at 55013 282nd Ave. Ames, Iowa; and

WHEREAS, this Final Plat lies within the 2 mile perimeter of the city of Huxley therefore it must be approved by the City before it can be finalized with Story County; and

WHEREAS, this final plat was received by the City on May18, 2018 for its review; and

WHEREAS, this review request came to Huxley's Zoning Administrator who reviewed the plat as did the Engineer for Zoning and Development and it is being referred to the City Council with a favorable recommendation.

BE IT RESOLVED, THEREFORE, that the Final Plat for Dougherty Subdivision has been submitted to the Huxley City Council and is approved.

PASSED, ADOPTED AND APPROVED this ____ day of June, 2018.

Roll Call	Aye	Nay	Absent
David Jensen	___	___	___
David Kuhn	___	___	___
Greg Mulder	___	___	___
Rick Peterson	___	___	___
Tracey Roberts	___	___	___

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-046** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Amy Kaplan, Deputy City Clerk

Easter & Associates

220 Centennial Drive
Huxley, IA 50124
(515) 290-4481
alleneaster@gmail.com

May 24, 2018

John Haldeman

City Administrator, City of Huxley
515 N Main Avenue
Huxley, IA 50124

RE: Residential Parcel Subdivision Plat for 55013 282nd Street

Dear Mr. Haldeman,

This review is in regards to the email sent by Amelia Schoeneman to the City of Huxley on May 18, 2018 and sent to us on May 22, 2018. A Residential Parcel Subdivision Plat was submitted to the County for a property located at 55013 282nd Street. This subdivision is just east of the "Kelley blacktop" and Highway 69 intersection. This is at the far edge of the City's 2 mile limit.

Throughout Iowa, Cities have the right to review subdivisions within 2 miles of a City according to the following code section(s):

Chapter 354 of the Code of Iowa includes provisions for the division and subdivision of land. Section 354.9 addresses the "Review of subdivision plats within two miles of a city." Subsection two (2) includes the following provision:

Section 354.9(2). "...Either the city or county may, by resolution, waive its right to review the subdivision or waive the requirements of any of its standards, or conditions for approval of subdivisions, and certify the resolution which shall be recorded with the plat."

There are several considerations for review of a subdivision within 2-miles of a subdivision, including:

- **Compliance with City's Comprehensive Plan.** The comprehensive plan does not contemplate City expansion into the area of this subdivision.
- **Infrastructure and Subdivision Requirements.** The City may require that the subdivision meet City standards; may require that the property owner sign an assessment protest waiver for future infrastructure installation; waive all City standards; or any combination of these.

City Council Alternatives:

1. City Council may grant a waiver of subdivision authority for the proposed subdivision.
2. City Council may require the applicant to sign an assessment protest waiver in case City of Huxley infrastructure would be placed here.
3. City Council may require any/all subdivision requirements be met.
4. City Council may table action pending more information from staff/applicant.

Easter & Associates Recommended Action

The subdivision is located in an area that is not contemplated by the City of Huxley's published comprehensive plan. The likelihood of the City growing to this subdivision location is very minimal.

As such, based on the information known at this time, we would recommend Alternative 1.

If the City Council decides to waive subdivision authority and improvements, we would recommend the following stipulation:

- A copy of the recorded subdivision be delivered to the City of Huxley for their records.

Sincerely,

Nathan Easter, PE
Easter & Associates

Story County Planning and Development

900 6th Street, Nevada, Iowa 50201
(515) 382-7245 — pweb@storycountyia.gov — www.storycountyia.gov

SUBOS-18

SUBDIVISIONS



1. Property Owner*

(Last Name) Dougherty
(First Name) Rita
(Address) 55013 282nd Avenue
(City) Ames (State) IA (Zip) 50010
(Phone) 515-686-9361 (Email) _____

2. Applicant (if different than owner)

(Last Name) Haaland
(First Name) Ryan
(Address) 2605 Northridge Parkway
(City) Ames (State) IA (Zip) 50010
(Phone) 515-246-7992 (Email) ryanhaaland@davisbrownlaw.com

3. Property Address 55013 282nd Ave., Ames, IA 50010

Parcel ID Number(s) 13-02-200-200

4. Certification and Signature

I/we certify that the information and exhibits submitted are true and correct to the best of my knowledge and that in filing this application I am acting with the knowledge, consent and authority of the owners of the property. Pursuant to said authority, I hereby permit County officials to enter upon the property for the purpose of inspection.
*Acknowledgement of property owner is required and may occur via email or by signature of this application.

Property Owner Signature Rita U. Dougherty Date 05/11/18 Applicant Signature m. Haaland Date 5/14/18

☒ Subdivision

Proposed Name: DOUGHERTY'S SUBDIVISION

Filing Fee Type (required prior to processing):

- ☒ Residential Parcel Plat (\$175)
☐ Agricultural Plat (\$175)
☐ Minor Plat (\$275)**
☐ Major Plat—Preliminary (\$275)**
☐ Major Plat—Final (\$175)**

**Conceptual Review required

Submittal Requirements:

- ☐ Attend conceptual review meeting
☐ Legal description that will be used on all required legal documents (submit as Word document)
☐ Proposed subdivision plat (submit as PDF)
☐ All required submittal requirements as outlined in Chapter 87 of the Story County Code of Ordinances (87.06(3) for Residential Parcel, 87.07(3) for Agricultural, 87.08(3) for Minor, MAY 17 2018 87.09(3) for Major-Preliminary and 87.09(5) for Major-Final)

☐ Vacation

Type: ☐ Right-of-way ☐ Plat

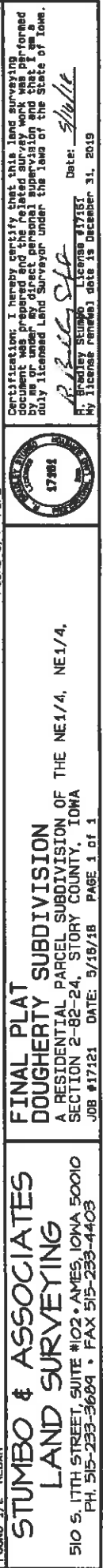
Submittal Requirements:

- ☐ Filing Fee (required prior to processing): \$175
☐ Legal description that will be used on all required legal documents (submit as Word document)
☐ Written description of requested items to be vacated
☐ See Chapter 87.10 for the vacation process

RECEIVED

STORY CO. PLANNING & DEVELOPMENT

Receipt No. 519584
Receipt Amount \$175



CONSENT TO PLATTING

KNOW ALL PERSONS BY THIS INSTRUMENT:

That the undersigned, Rita M. Dougherty, ("Owner") does hereby covenant that Owner is the lawful owner of real estate described as follows:

Northeast Quarter of the Northeast Quarter of Section 2, Township 82 North, Range 24 West of the 5th P.M., Story County, Iowa, being more particularly described as follows: Beginning at the Northeast Corner of said Section 2; thence S01°10'39"W, 1272.47 feet to the Southeast Corner of said Northeast Quarter of the Northeast Quarter; thence N89°36'05"W, 1319.69 feet to the Southwest Corner thereof; thence N01°12'20"E, 1258.77 feet to the Northwest Corner thereof; thence N89°48'13"E, 1319.32 feet to the point of beginning, containing 38.33 acres, which includes 1.00 acre of existing public right of way; also described as Northeast Quarter of the Northeast Quarter (NE ¼ NE ¼) of Section Two (2) in Township Eighty-two (82) North, Range Twenty-four (24) West of the 5th P.M. Iowa, lying north of the centerline of Story County Road "K"

Owner hereby certifies, acknowledges and declares that the platting of this real estate to be known as DOUGHERTY'S SUBDIVISION is with Owner's free consent and in accordance with Owner's desire as proprietor.

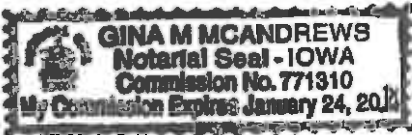
Dated this 11 day of May, 2018

Rita M. Dougherty
Rita M. Dougherty, Owner

State of Iowa, Story County, ss:

On this 11 day of MAY, 2018, before me, a Notary Public in and for Story County, Iowa, personally appeared Rita M. Dougherty, to me personally known, who being by me duly sworn, have each signed this instrument as the voluntary act and deed of each.

Gina M. McAndrews
Notary Public in and for Story County, Iowa



ORDINANCE NO. 481

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF HUXLEY, IOWA, CHAPTER 165, SIGN REGULATIONS, TO
ADDRESS PUBLIC ATHLETIC FIELDS AND EQUIPMENT**

Be It Ordained By The City Council Of The City Of Huxley, Iowa:

Section 1. The Code of Ordinances of the City of Huxley, Iowa, is hereby amended
in Section 165.32 (2), Definitions, by adding the underlined language as follows:

P. "Sign" means any advertising device or surface out-of-doors, on or off
premises, which conveys information or identification but does not include any
signage on public athletic fields or equipment including wind fencing.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance
are hereby repealed.

Section 3. This ordinance shall be in effect upon its passage, approval and publication as
provided by law.

Passed and Approved this ____ day of June, 2018.

Publication Date: _____

Record Of Vote of Ordinance No. _____

First Reading _____ (Date)

Roll Call	Aye	Nay	Absent
Dave Jensen	___	___	___
Dave Kuhn	___	___	___
Greg Mulder	___	___	___
Rick Peterson	___	___	___
Tracey Roberts	___	___	___

Second Reading _____ (Date)

Roll Call	Aye	Nay	Absent
-----------	-----	-----	--------

Dave Jensen	_____	_____	_____
-------------	-------	-------	-------

Dave Kuhn	_____	_____	_____
-----------	-------	-------	-------

Greg Mulder	_____	_____	_____
-------------	-------	-------	-------

Rick Peterson	_____	_____	_____
---------------	-------	-------	-------

Tracey Roberts	_____	_____	_____
----------------	-------	-------	-------

Third Reading _____ (Date)

Roll Call	Aye	Nay	Absent
-----------	-----	-----	--------

Dave Jensen	_____	_____	_____
-------------	-------	-------	-------

Dave Kuhn	_____	_____	_____
-----------	-------	-------	-------

Greg Mulder	_____	_____	_____
-------------	-------	-------	-------

Rick Peterson	_____	_____	_____
---------------	-------	-------	-------

Tracey Roberts	_____	_____	_____
----------------	-------	-------	-------

STATE OF IOWA
COUNTY OF STORY
CITY OF HUXLEY

SS:

I, the undersigned, City Clerk of the City of Huxley, Iowa, do hereby certify that the attached is a true, correct and complete copy of all the records of the City Council of the City relating to the adoption of an ordinance entitled "Ordinance No. 481 . An Ordinance Amending Chapter 165 of the Huxley Municipal Code of Iowa.

WITNESS MY HAND this ____ day of _____, 2018.

Jolene Lettow, City Clerk

RESOLUTION NO. 18-047

**RESOLUTION APPROVING CONTRACT FOR SERVICES FOR CITY OF HUXLEY
COMPREHENSIVE PLAN UPDATE PROPOSAL FROM THE IOWA STATE
UNIVERSITY'S COMMUNITY AND REGIONAL PLANNING 532 COMMUNITY
PLANNING STUDIO**

WHEREAS, the City of Huxley has expressed interest in updating the City's Comprehensive Plan; and

WHEREAS, A Comprehensive Plan is a dynamic community planning tool used to help guide the growth of the Community; and

WHEREAS, this is critically important and one of the major responsibilities for a municipal entity. The Comprehensive Plan is a working document and should be reviewed and updated approximately every 5 years to reflect changing community needs and priorities.

BE IT RESOLVED, THEREFORE, that the attached contract is requested to be considered and approved by the City Council for such a project;

BE IT FURTHER RESOLVED, that after review of the contract the City Council of Huxley, Iowa does hereby approve said Contract for Services and authorizes the Mayor to sign.

Roll Call	Aye	Nay	Absent
David Jensen	___	___	___
David Kuhn	___	___	___
Greg Mulder	___	___	___
Rick Peterson	___	___	___
Tracey Roberts	___	___	___

PASSED, ADOPTED AND APPROVED this 12 th day of May, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-047** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Amy Kaplan, Deputy City Clerk

City of Huxley Comprehensive Plan Update Proposal – working with Iowa State University's Community & Regional Planning 532 Community Planning Studio.

Time Period: Fall 2018

Work Products:

- Conduct a land use survey and produce a current land use map
- Project future growth patterns and annexation options
- Produce a future land use map
- Produce a sidewalk inventory/conditions map
- Update information on current and future population, housing, employment, public facilities/infrastructure and transportation needs
- Partner with the city to form a Citizen Advisory Committee
- Develop and conduct a community-wide survey
- Hold a series of 2-3 focus group/public meetings to discuss survey results and aid with visioning process
- Provide recommendations regarding land use and zoning
- Provide 15 printed copies of final comprehensive plan and as well as a digital copy

Cost: \$4,500

PUBLIC SAFETY

RESOLUTION NO. 18-048

**RESOLUTION SETTING SALARIES AND AMENDING THE SALARY RESOLUTION
FOR FISCAL YEAR 2018 & 2019 FOR APPOINTED OFFICERS
AND EMPLOYEES OF THE CITY OF HUXLEY, IOWA.**

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HUXLEY:

SECTION 1. The following person is approved to be hired as a TEMPORARY FULL TIME POLICE OFFICER and shall be paid the annual wage as indicated less legally required or authorized deductions. The persons listed below will be considered TEMPORARY FULL TIME POLICE OFFICER with benefits.

<i>POSITION</i>	<i>EMPLOYEE NAME</i>	<i>HOURLY RATE</i>
TEMPORARY FULL-TIME POLICE OFFICER	GERALD CALIGIURI	\$ 21.08/HR.

PASSED, ADOPTED AND APPROVED this ____ day of June, 2018.

Roll Call	Aye	Nay	Absent
David Jensen	___	___	___
David Kuhn	___	___	___
Greg Mulder	___	___	___
Rick Peterson	___	___	___
Tracey Roberts	___	___	___

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-048** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Amy Kaplan, Deputy City Clerk

June 4th, 2018

Mayor Henry
City Administrator John Haldeman
City Council Members

RE: Temporary Full Time Police Officer

On June 1st, 2018, Chief Mark Pote retired leaving our Police Department short one Officer. When speaking to Mayor Henry I learned that the search for a new Police Chief will be quit a lengthy process. We are entering the busy summer months and being one Officer short it will put a difficult strain on the Police Department staff.

When Chief Pote retires we will have four full time Officers and two part time Officers. One of the part time Officers, Kam Shugar has such a busy life he could only fit in one 8-hr shift this year. The other part time Officer, Gerald Caligiuri has worked a total 344-hrs since the beginning of 2018.

I would like to propose hiring a temporary full time Police Officer immediately. Officer Caligiuri has volunteered to take the position. I would like to hire Officer Caligiuri until the position of Police Chief is filled and we are back to full staff.

Officer Caligiuri started with the Huxley Police Department on April 26th, 2011 as a part time Police Officer. He was fully certified while employed with the Story County Sheriff's Office. He is current with all his qualifications and training. When speaking with the Iowa Law Enforcement Academy, nothing else would be required to become full time with the City of Huxley except Council approval.

Officer Caligiuri has filled many shifts, worked hundreds of hours, some at the last minute, during his 7 years with the Huxley Police Department. He is very familiar with both Huxley and Cambridge communities and the Ballard School District. He is a very valuable member of the Police Department. Officer Caligiuri and his family currently reside in Huxley and his children attend the Ballard School system.

If approved I would like to start Officer Caligiuri at \$21.08 per hour with benefits.

If you should have any questions, please feel free to contact me at gstoll@huxleyiowa.org or call my cell at 515-231-4724.

Thank you,



Sgt Gerry Stoll
Interim Police Chief
Huxley Police Department

Prepared by John Haldeman, City Administrator, for the City Council meeting to be held on the
12th day of June, 2018.

RESOLUTION NO. 18-049

**RESOLUTION APPROVING THE ATTACHED PRE-TREATMENT AGREEMENT FOR
CONTINENTAL MANUFACTURING CHEMIST, INC.**

A copy of said Agreement will remain attached to this resolution.

This will be presented at the Council meeting on the 12th of June.

Roll Call	Aye	Nay	Absent
David Jensen	_____	_____	_____
David Kuhn	_____	_____	_____
Greg Mulder	_____	_____	_____
Rick Peterson	_____	_____	_____
Tracey Roberts	_____	_____	_____

PASSED, ADOPTED AND APPROVED this th day of June, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-049** by affixing below my official signature as
Mayor of the City of Huxley, Iowa, this th day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Amy Kaplan, Deputy City Clerk

SUPPLEMENTARY AGREEMENT FOR WASTEWATER SERVICES

THIS AGREEMENT, made and entered into this ____ day of _____, 2018, by and between the City of Huxley, Iowa, a municipal corporation (hereinafter designated as the City) and Continental Manufacturing Chemist, Inc. (hereinafter designated as the Participant).

WHEREAS, the City owns, manages and controls a sewerage system, including interceptors, sewers, pumping station, outfall sewers, wastewater treatment facilities and other appurtenances and these facilities and appurtenances are capable of receiving wastewater from the Participant's local facility within the corporate limits of the City, and;

WHEREAS, the parties specify the conditions of Participant's use and provide for remedies in the event Participant's use is inconsistent with the terms of this agreement.

NOW, THEREFORE, it is agreed by the City and the Participant as follows:

Section 1. DEFINITIONS:

- A. "BOD" means 5 day carbonaceous biochemical oxygen demand, determined under standard laboratory procedures as set forth in the latest edition of Standard Methods for the Examination of Water and Wastewater, published jointly by the American Public Health Association, the American Water Works Association and the Water Environment Federation ("Standard Methods"). BOD within this agreement shall mean the same as CBOD.
- B. "Participant's Allowable Effluent" shall mean the following quantity, quality and composition of constituents which the Participant will be entitled to discharge into the sewerage system:
- (1) Flow 18,500 gal./day (calculated on the basis of a maximum daily discharge).
 - (2) Flow 13,300 gal./day (calculated on the basis of a monthly average of production days).
 - (3) BOD 46 lbs./day (calculated on the basis of a maximum daily discharge).
 - (4) BOD 34 lbs./day (calculated on the basis of a monthly average of production days).

- (5) Zinc 0.43 lbs./day (calculated on the basis of a maximum daily discharge).
- (6) Zinc 0.31 lbs./ day (calculated on the basis of a monthly average of production days).
- (7) Surfactants 100 lbs./day (calculated on the basis of a maximum daily discharge).
- (8) Surfactants 100 lbs./ day (calculated on the basis of a monthly average of production days).
- (9) O & G 100 mg/l maximum day concentration.
- (10) O & G 100 mg/l monthly average concentration.
- (11) pH The pH of the Participant's wastewater discharge shall not be less than 6.0 nor greater than 9.0.

- C. "Flow" means the total wastewater volume discharged to the sewerage system as measured by permanent or temporary flow rate measurement equipment.
- D. O & G" means oil and grease concentration as measured by the Partition-Gravimetric Method set forth in Standard Methods. Extraction- gravimetric w/ Freon test number: EPA 413.1
- E. "Wastewater" means a combination of water carried wastes from Participant's process discharge.
- F. "User" means any person, partnership, institution, corporation or other organization or entity, public or private, which discharges Wastewater into the Sewerage System.

Section 2. **COLLECTION AND TREATMENT:**

- A. The Participant may discharge to the Sewerage System and the City will collect and treat the Participant's wastewater, as set forth in this Agreement.
- B. The Participant and the City shall agree to a monitoring station(s) location to measure the participant's wastewater parameters. The monitoring station(s) shall be located as near to the Participant's facilities as reasonably practical. The City shall collect samples and such City collected samples shall be analyzed for the constituents listed in Section 1, paragraph B by an independent testing laboratory. The sampling method shall be 24-hour composite sampling. Copies of all analyses, laboratory reports, flow meter records and Iowa Department of Natural Resources (IDNR) reports regarding the

Participant's discharges to the Sewerage System shall be delivered to the Participant on a regular basis after each monitoring period.

The frequency of monitoring and sampling shall be on weekly basis. If the sampling results from four (4) consecutive weekly samples show constituents that are within 10% of the limits or exceed the limits, frequency of sampling shall be increased at the discretion of the City. In any event, the number of sample analyses shall be increased from the aforesaid if required of the City or the Participant by IDNR.

The Participant shall have the right to observe testing and sampling procedures utilized by the City at the composite sampler and to split any samples collected by the City for the Participant's own purposes. The Participant shall have the right to collect its own samples at the testing station. The Participant shall coordinate with the City for sample collection times and frequency. All sample collection by the Participant shall be under the supervision of the City. Copies of the laboratory analysis results of the sample collection by the Participant shall be transmitted directly to the City by the independent laboratory.

- C. The City will, on a regular basis, submit to the Participant a statement setting forth any violations of quality or quantity or composition of the Wastewater the Participant has discharged into the Sewerage System during the preceding billing period, or periods, together with a copy of laboratory test reports of any such violations.

After any two such quarterly documented violations, the City shall evaluate the effect of the wastewater discharge in excess of Participant's Allowable Effluent on the treatment facility operating costs as described in Section 3. In addition, the City may evaluate the need for expansion of the wastewater treatment facility as described in Section 4, paragraph B.

- D. The City shall have the right to free access, subject to reasonable sanitary and safety regulations of the Participant, to the monitoring station facilities, equipment and devices used by the City for monitoring the quality and quantity of the wastewater of the Participant being discharged into the Sewerage System. The Participant shall make the City aware of the required sanitary and safety regulations. The intent of this provision is to provide free and unimpeded access, subject to reasonable sanitary and safety regulations of the Participant, to the monitoring station facilities, equipment and devices by the City. In the event the City's access to the equipment during normal business hours is unreasonably impeded, the Participant and the City shall agree to a new location for the facilities to establish such free and unimpeded access to the City and its authorized representatives.

Section 3- SEWER SERVICE RATES:

- A. The Participant agrees to pay Sewer Service Charges to the City on a monthly basis as established in Chapter 99 of the Code of Ordinances of the City of Huxley.
- B. Sewer Service Charges for the use and for the service supplied by the municipal sanitary sewer utility shall be based upon the amount and rate of water consumed (City may opt for sewer flow meters). Rates for Sewer Service Charges shall be established for Participant by action of the City Council.
- C. The City has the right, under its existing rules and contracts, to set the rates for wastewater treatment. Except to the extent provided in Section 3, paragraph B, and Section 4, paragraph B of this Agreement for use in excess of allowable effluent, the City will not charge any rate differential to Participant over rates applicable to similar users.
- D. The City shall provide 30 day notice to the Participant of any proposed increases in the Sewer Service Rates. Any such notice shall include a specific analysis of actual cost increases on which it is based.
- E. The Participant will pay the independent testing laboratory for the analytical laboratory costs, incurred by the City or Participant to analyze the wastewater samples of the Participant's waste for the sampling and frequency described in Section 2, paragraph B and for the constituents listed in Section 1, paragraph B. Bills for laboratory costs shall be routed from the City to the Participant for payment. Included with the laboratory invoice will be a \$100 monthly fee for staff costs incurred by the City during sampling.
- F. The Participant will pay all costs associated with monitoring and collection of Participant's wastewater for the monitoring and sampling frequency described in Section 2, paragraph B. The costs associated with monitoring and sampling shall include all labor required to monitor the flow meter and composite sampler at the monitoring station location and collection of samples for analysis. Bills based on actual cost to the City for monitoring and sample collection shall be transmitted from the City to the Participant for payment. Equipment maintenance and report shall be responsibility of the Participant.
- G. In the event there are increases in treatment facility operating costs, such as chemical costs, as a result of treating wastewater discharged by the Participant's facilities with constituents in excess of Participant's Allowable Effluent, the City will notify Participant of its intent to undertake additional treatment. Participant and the City will agree to the methods and costs for the additional treatment and Participant will reimburse the City for any additional cost.

Section 4- TERM OF AGREEMENT:

- A. This Agreement shall be in effect as long as the Participant discharges wastewater to the City's Sewerage System, or until superseded by a new Agreement. If at any time the Participant ceases discharging wastewater to the City's Sewerage System, the Participant may terminate this Agreement by written notice to the City. Upon such notice, the Participant shall cease discharging Wastewater to the Sewerage System on the effective date of termination stated in such notice.

- B. In the event that the Iowa Department of Natural Resources requires the City to comply with more stringent discharge limitations from its wastewater treatment facility, or expansion of the wastewater treatment facility is required due to Wastewater discharge by the Participant in excess of the Participant's Allowable Effluent, the City reserves the right to modify the user charge rates to the Participant in order to provide appropriate user charges for any additional costs reasonably incurred for the construction, amortization of debt service, operation, maintenance or replacement of such additional facilities as may be necessary to meet such requirements. The City shall determine those costs and notify the Participant of them. Any such additional costs shall be allocated to the Participant in proportion to the Participant's discharges which require the additional facilities or to the total discharges from the City and Participant which require such additional costs. In the event the Participant does not agree with the imposition or allocation of such additional costs, the Participant shall notify the City of its disagreement within sixty (60) days after receiving the City's proposed new cost allocation. After such notice is given, the City and the Participant shall negotiate in good faith to attempt to resolve their disagreement over the imposition or allocation of such additional costs. If the City and the Participant are unable to resolve their disagreement within thirty (30) days after the Participant gives notice of the disagreement, the City may terminate the Agreement on the effective date of the more stringent discharge limitations, or the date by which the treatment facility expansion is to be completed, or after the period which is reasonably necessary for Participant to construct alternative wastewater treatment facilities.

Section 5- MISCELLANEOUS PROVISIONS:

- A. The City and the Participant each warrant that it has the right, title and authority to enter into this Agreement and to perform each and every term, covenant and condition in it.

- B. The City and the Participant agree that this Agreement constitutes the entire understanding of the parties hereto, and that no prior or contemporaneous oral or written understandings of the parties shall be applicable except as specifically set forth herein. Nothing in this Agreement shall prohibit the City from adopting and enforcing ordinances, rules or regulations providing for pretreatment of

Wastewater, exclusion of Wastewater, or the establishing of sewer system rates periodically, provided that no such action shall affect the Participant's rights hereunder.

- C. Except as otherwise expressly provided, this Agreement may not be amended, changed or modified unless the amendment, change or modification is in writing and signed by both parties.
- D. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed to have been given if and when mailed, postage prepaid, by certified or registered mail, to the other party at the following respective addresses:

City of Huxley
ATTN: City Clerk
P.O. Box 817
Huxley, IA 50169

Continental Manufacturing Chemist, Inc.
ATTN: Steve DeMarcky
912 S. State Street
Madrid, Iowa 50156

- E. This Agreement shall bind and inure to the benefit of the parties and their respective successors and assigns, except as herein limited.
- F. Any provision of this Agreement which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof or affecting the validity or enforceability of such provision in any other jurisdiction.
- G. The Participant will notify the City before implementing facility modifications that will result in a planned non-accidental increased discharge of Wastewater constituents above the Participant's Allowable Effluent. The notice shall include verbal contact between Participant and City's Director of Public Works one day prior to any increase, to include Participant's annual cleanup.
- H. The City will notify the Participant at least seven (7) days prior to the Water Utility flushing City hydrants.
- I. If a dispute occurs between the Participant and the City regarding monitoring data or its interpretation or use under the Agreement, the Participant may request the City to obtain an opinion from its consulting engineer regarding such dispute.

If it does, then the City shall provide the opinion of its consulting engineer to the Participant in an attempt to resolve the dispute.

If the dispute continues to occur between the Participant and the City, an independent professional engineer experienced in municipal sanitary engineering not regularly within the employ of either the City or the Participant shall be designated by the parties to review the matter in dispute and issue a technical opinion thereof. The parties agree to be bound by the recommendation of the consulting engineer. If the technical opinion by the independent professional engineer substantially conforms to the position of the Participant, the cost of such review shall be borne in its entirety by the City. Conversely, if the technical opinion by the independent professional engineer substantially conforms to the position of the City, the cost of such review shall be borne in its entirety by the Participant.

Any other dispute arising in connection with this Agreement shall be settled by binding arbitration before a single arbitrator conducted in accordance with the rules of the American Arbitration Association.

- J. This Agreement shall supersede any previous Agreement for wastewater service between the parties.
- K. The City and the Participant shall promptly take all action from time to time which may be necessary to implement and comply with this Agreement.

IN WITNESS WHEREOF, The City and Participant have duly executed this Agreement in triplicate originals as of the date first above.

CITY OF HUXLEY, IA:

**CONTINENTAL MANUFACTURING
CHEMIST, INC.:**

Mayor

Continental Manufacturing Chemist, Inc.
ATTN: Steve DeMarcky
912 S. State Street
Madrid, Iowa 50156

ATTEST:

City Clerk

If the dispute continues to occur between the Participant and the City, an independent professional engineer experienced in municipal sanitary engineering not regularly within the employ of either the City or the Participant shall be designated by the parties to review the matter in dispute and issue a technical opinion thereof. The parties agree to be bound by the recommendation of the consulting engineer. If the technical opinion by the independent professional engineer substantially conforms to the position of the Participant, the cost of such review shall be borne in its entirety by the City. Conversely, if the technical opinion by the independent professional engineer substantially conforms to the position of the City, the cost of such review shall be borne in its entirety by the Participant.

Any other dispute arising in connection with this Agreement shall be settled by binding arbitration before a single arbitrator conducted in accordance with the rules of the American Arbitration Association.


- J. This Agreement shall supersede any previous Agreement for wastewater service between the parties.
- K. The City and the Participant shall promptly take all action from time to time which may be necessary to implement and comply with this Agreement.

IN WITNESS WHEREOF, The City and Participant have duly executed this Agreement in triplicate originals as of the date first above.

CITY OF HUXLEY, IA:

**CONTINENTAL MANUFACTURING
CHEMIST, INC.:**

Mayor



Continental Manufacturing Chemist, Inc.
ATTN: Steve DeMarcky
912 S. State Street
Madrid, Iowa 50156

ATTEST:

City Clerk



**IOWA DEPARTMENT OF NATURAL RESOURCES
TREATMENT AGREEMENT FORM**

DNR USE ONLY

NPDES NO.

IND. CONT. AGREEMENT NO.

REPLACES AGREEMENT NO.

NOTICE

A properly executed Treatment Agreement must be submitted by the industrial user not less than one hundred eighty (180) days before the new significant industrial user proposes to discharge into a wastewater disposal system. Any proposed expansion, production increase, or process modification that may result in any change to a previous Treatment Agreement requires execution of a new Treatment Agreement.

SIGNIFICANT INDUSTRIAL USER

SYSTEM RECEIVING WASTE

NAME

Continental Manufacturing Chemist, Inc.

NAME

City of Huxley

MAILING ADDRESS

1501 Blue Sky Blvd., Huxley, IA 50124

MAILING ADDRESS

515 N. Main Ave., Huxley, IA 50125

AUTHORIZED REPRESENTATIVE

Steve DeMarcky

PHONE NO.

515.795.2000

AUTHORIZED REPRESENTATIVE

Jeff Peterson

PHONE NO.

515-597-2256

CERTIFICATION OF INDUSTRIAL USER

I am the duly authorized representative for the significant industrial user identified above and state that the proposed discharge to the system receiving waste identified above shall not exceed the quantities listed on page two of this form after:

EFFECTIVE DATE

May 25, 2018

I further assure that notice of any anticipated increase in pollutants contributed shall be given to the owner of the system identified above sufficiently in advance of such increase to allow this contributor to submit a new treatment agreement to the Department of Natural Resources no later than sixty days in advance of the increase or change.

TYPED OR PRINTED NAME

Steve DeMarcky

TITLE

VP Operations

SIGNATURE

DATE

5/31/18

CERTIFICATION OF SYSTEM RECEIVING WASTE

I am the duly authorized representative for the facility owner named above and state that the owner agrees to accept the discharge described on page two from the contractor identified above, and accepts responsibility for providing treatment of the volume and quantities described on the reverse in accordance with the provisions of Chapter 455B, Code of Iowa, and the rules of the Department of Natural Resources. This agreement is conditioned on the industrial contributor complying with all applicable standards and requirements of the Department of Natural Resources and the United State Environmental Protection Agency. This agreement is entered for the purpose of identifying pollutants contributed and limiting the quantity contributed, and shall not otherwise be construed to affect local ordinances, sewer service agreements or fee systems entered into between the parties.

This agreement may be modified or terminated by the owner of the disposal system if additional pollutants or additional quantities or volumes of pollutants are contributed other than identified on the reverse, or because of any condition that requires either a temporary or permanent reduction or elimination of the accepted contribution.

TYPED OR PRINTED NAME

John Haldeman

TITLE

City Administrator

SIGNATURE

DATE

DNR Form 542-3221



INSTRUCTIONS FOR COMPLETION OF PAGE 2

ITEM 1

- A) Enter the industry's Standard Industrial Classification Code Number (SIC Code). The 1987 edition of the "Standard Industrial Classification Manual" contains SIC code numbers and their descriptions.
- B) Specify the principal product(s) or the principal raw material(s) and the maximum quantity produced or consumed in any day. Quantities are to be reported in units of measurement found in the table "Standard Units of Measurement by SIC Code" on the next page. Other industrial SIC categories not included in the table should be listed in units of measurement normally used by the industry.

ITEM 2 - Hourly Maximum is the maximum discharge during any single hour in the peak period of operation.

ITEM 6 - Describe all pretreatment of waste prior to discharge to municipal collection system.

ITEM 7 - Describe any occasional or intermittent discharge and include the frequency of discharges and the amount. Such discharges could upset a treatment plant because of the shock effect of a sudden change in influent loading.

ITEM 8 - Compatible Waste in Contribution means any waste parameter discharged that the receiving treatment works was designed to treat and does remove to a significant degree. Average is to represent the maximum 30-day average likely to occur in any year. Days when no discharge occurs should not be included in the average. Maximum is the maximum single-day contribution during a peak period of operation.

ITEM 9 - Incompatible Waste in Contribution means any waste not qualifying within the definition in Item 8. List all such waste parameters that are contributed in concentrations greater than that present in the raw water supply.

***NOTE:** A "Significant industrial user" means an industrial user of a publicly-owned treatment works (POTW) that meets any one of the following conditions:

1. Discharges an average of 25,000 gallons per day or more of process wastewater excluding sanitary, noncontact cooling and boiler blowdown wastewater;
2. Contributes a process waste stream which makes up 5 percent or more of the average dry weather hydraulic or organic capacity of the POTW;
3. Is subject to Categorical Pretreatment Standards under 40 CFR 403.6 and 40 CFR Chapter I, Subchapter N; or
4. Is designated by the department as a significant industrial user on the basis that the contributing industry, either singly or in combination with other contributing industries, has a reasonable potential for adversely affecting the operation of or effluent quality from the POTW or for violating any pretreatment standards or requirements.

Upon a finding that an industrial user meeting the criteria in paragraph "1" or "2" of this definition has no reasonable potential for adversely affecting the operation of the POTW or for violating any pretreatment standard or requirement, the department may, at any time on its own initiative or in response to a request received from an industrial user or POTW, determine that an industrial user is not a significant industrial user.



TREATMENT AGREEMENT FORM

STANDARD UNITS OF MEASUREMENT BY SIC CODE

<u>SIC CODE</u>	<u>CODE</u>	<u>UNITS OF MEASUREMENT</u>	<u>INDUSTRY</u>
201; 2077	A-1	Pounds live weight killed (meatpacking in slaughterhouse or packinghouse; poultry processing)	Meat products
	A-2	Pound product (slaughtering & rendering; processing)	
	A-3	Pound raw material (rendering in offsite plant)	
202; 5143	B-1	1,000 lb. milk equivalent	Dairy products
2033; 2034; 2037; 2038	C-1	Ton raw material	Canned and preserved fruits and vegetables
204	D-1	1,000 bu. processed	Grain mill products
2061	E-1	Ton sugar cane processed	Raw cane sugar
2062	E-2	Ton raw sugar processed	Cane sugar refining
2063	E-3	Ton beets sliced	Beet sugar
2077		See SIC 201	
2084	F-1	Ton grapes pressed	Wine, brandy, and brandy spirits
	F-2	1,000 gallon wine (table wine for process season only)	
2085	F-3	1,000 bu. grain processed	Distilled liquor, except brandy
2086	F-4	1,000 standard cases	Bottled and canned soft drinks
2091; 2092	G-1	Ton raw material	Seafoods
22	H-1	1,000 lb. raw material	Textile mill products
	H-2	or 1,000 lb. product	
2421	I-1	1,000 fbm	Sawmills and planing mills
2435; 2436	I-2	1,000 ft ² on three-eighths inch basis	Veneer and plywood
2491	I-3	1,000 ft ³ treated	Wood preserving
2492	I-4	1,000 ft ² on three-fourths inch basis	Particle board
26	J-1	Ton product	Paper and allied products
2812; 2816; 2819	K-1	Ton product	Inorganic chemicals
2821; 2823; 2824; 2891; 3079	L-1	1,000 lb. product	Plastic material and synthetics industry
2822	M-1	1,000 lb. rubber produced	Synthetic rubber (vulcanizable elastomers)
283	N-1	1,000 lb. raw material	Drugs and pharmaceuticals
2481	O-1	1,000 lb. product	Soap and detergent
	O-2	or 1,000 gallon product	
2865; 2869	P-1	1,000 lb. product	Organic chemicals
2873; 2874; 2875	Q-1	1,000 ton product	Fertilizer industry
2879	R-1	1,000 lb. product	Agricultural chemicals and pesticides
2891		See SIC 2821	
2911	S-1	1,000 bbl. crude or partially refined feed stock (stream day)	Petroleum refining
3011; 3021; 3031; 3041; 3069	T-1	1,000 lb. raw material	Rubber products
3111	U-1	1,000 lb. green salted hides or pickled skins	Leather tanning and finishing
3211; 3231	V-1	1,000 ton product	Flat glass and glass products
	V-2	or 1,000 ft ² mirrored surface (for mirrored glass only)	made; purchased glass
3241	V-3	1,000 bbl. product	Hydraulic cement
327	V-4	1,000 ton product	Concrete, gypsum and plastic products
3292	V-5	1,000 ton asbestos used	Asbestos products
331	W-1	Ton dry coal	Coke making
	W-2	Ton hot metal	Blast furnaces
	W-3	Ton liquid steel	Steelworks
	W-4	Ton hot formed steel	Hot forming
	W-5	Ton processed steel	Rolling and finishing mills
332	W-6	Ton metal cast	Iron and steel foundries
333	X-1	1,000 lb. metal product	Primary smelting and refining of nonferrous metals
334	X-2	1,000 lb. metal product	Secondary smelting and refining of nonferrous metals
335	X-3	1,000 lb. metal processed	Rolling, drawing, and extruding of nonferrous metals
336	X-4	1,000 lb. metal cast	Nonferrous foundries
3465; 3711; 3714	Y-1	Unit production	Automobile manufacturing
	Y-2	or square feet	
4911; 4931	Z-1	1,000 MWd generated	Electric power services
4961	Z-1	1 million lb. steam produced	Steam supply

FINANCE

RESOLUTION NO. 18-050

RESOLUTION AMENDING FEE STRUCTURE FOR THE CITY OF HUXLEY

WHEREAS, because of the requirements being asked for by Story County for Rural Subdivisions within the 2-miles area, it is deemed appropriate to charge a fee for the services being requested; and

BE IT RESOLVED, THEREFORE, the City Council of Huxley, Iowa approves a fee for \$150 for the review and processing of a Rural Minor Subdivisions that falls within the 2-mile per area.

Roll Call	Aye	Nay	Absent
David Jensen	___	___	___
David Kuhn	___	___	___
Greg Mulder	___	___	___
Rick Peterson	___	___	___
Tracey Roberts	___	___	___

PASSED, ADOPTED AND APPROVED this 12th day of June, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-050** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 12th day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Amy Kaplan Deputy City Clerk

ORDINANCE NO. 482

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF HUXLEY, IOWA, CHAPTER 123.05, REGISTRATION FEE**

Be It Ordained By The City Council Of The City Of Huxley, Iowa:

Section 1. The Code of Ordinances of the City of Huxley, Iowa, is hereby amended in Section 123.05, Registration Fee, by deleting the stricken language and by adding the underlined language as follows:

123.05 REGISTRATION FEE. A registration fee ~~of ten dollars (\$10.00)~~ as set by Resolution of the City Council shall be paid at the time of registration to cover the cost of investigating the facts stated therein.

Section 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 3. This ordinance shall be in effect upon its passage, approval and publication as provided by law.

Passed and Approved this ____ day of June, 2018.

Publication Date: _____

Record Of Vote of Ordinance No. 482

First Reading _____ (Date)

Roll Call	Aye	Nay	Absent
Dave Jensen	___	___	___
Dave Kuhn	___	___	___
Greg Mulder	___	___	___
Rick Peterson	___	___	___
Tracey Roberts	___	___	___

Second Reading _____ (Date)

Roll Call	Aye	Nay	Absent
Dave Jensen	_____	_____	_____
Dave Kuhn	_____	_____	_____
Greg Mulder	_____	_____	_____
Rick Peterson	_____	_____	_____
Tracey Roberts	_____	_____	_____

Third Reading _____ (Date)

Roll Call	Aye	Nay	Absent
Dave Jensen	_____	_____	_____
Dave Kuhn	_____	_____	_____
Greg Mulder	_____	_____	_____
Rick Peterson	_____	_____	_____
Tracey Roberts	_____	_____	_____

STATE OF IOWA
COUNTY OF STORY
CITY OF HUXLEY

SS:

I, the undersigned, City Clerk of the City of Huxley, Iowa, do hereby certify that the attached is a true, correct and complete copy of all the records of the City Council of the City relating to the adoption of an ordinance entitled "Ordinance No. 482. An Ordinance Amending Chapter 165 of the Huxley Municipal Code of Iowa.

WITNESS MY HAND this ____ day of _____, 2018.

Amy Kaplan, Deputy City Clerk

RESOLUTION NO. 18-051

A RESOLUTION AUTHORIZING THE FOLLOWING PERSONS TO SIGN CHECKS

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Huxley, Iowa, that the following persons be authorized to sign checks on behalf of the City of Huxley;

- | | | | |
|----|---------------|----|------------|
| 1. | Jolene Lettow | 5. | Amy Kaplan |
| 2. | Lisa Wheeler | 6. | Dave Kuhn |
| 3. | Gerald Stoll | | |
| 4. | Craig Henry | | |

PASSED, ADOPTED AND APPROVED this ____ day of June, 2018.

Roll Call	Aye	Nay	Absent
David Jensen	___	___	___
David Kuhn	___	___	___
Greg Mulder	___	___	___
Rick Peterson	___	___	___
Tracey Roberts	___	___	___

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-051** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Amy Kaplan, Deputy City Clerk

RESOLUTION NO. 18-052

RESOLUTION AMENDING FEE STRUCTURE FOR THE CITY OF HUXLEY

WHEREAS, because of the increasing cost for processing peddler permits.

BE IT RESOLVED, THEREFORE, the City Council of Huxley, Iowa approves increasing the fee for registering peddler permits from \$10.00 to \$25.00.

Roll Call	Aye	Nay	Absent
David Jensen	___	___	___
David Kuhn	___	___	___
Greg Mulder	___	___	___
Rick Peterson	___	___	___
Tracey Roberts	___	___	___

PASSED, ADOPTED AND APPROVED this 12 th day of June, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-052** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 12 th day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Amy Kaplan Deputy City Clerk

LEISURE ACTIVITIES

RESOLUTION NO. 18-053

**RESOLUTION TO APPROVE LOCAL MATCH FOR IOWA STATE RECREATIONAL
TRAILS GRANT ASSURANCE FOR THE HEART OF IOWA TRAIL PAVING PROJECT**

WHEREAS, the City of Huxley Parks and Recreation Department is applying for a Iowa State Recreation Trail Grant through the Iowa Department of Transportation (IDOT); and

WHEREAS, this grant requires a local match of 25% 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 25% 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.

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

PASSED AND APPROVED this ____ day of June, 2018.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-053** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this __ day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Amy Kaplan, Deputy City Clerk