

CITY OF HUXLEY

TUESDAY – JULY 10, 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 10TH DAY OF JULY, 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): NONE
- 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.

- 5.01) TO APPROVE THE MINUTES FROM THE FOLLOWING MEETINGS:
JUNE 26, 2018 -- Regular Council Meeting & Worksession
- 5.02) TO APPROVE FINANCIAL REPORTS AND PAYMENT OF BILLS.
- 5.03) 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. 18-055 APPROVING THE FINAL PLAT AND ACCEPTING THE PUBLIC IMPROVEMENTS IN MEADOW LANE PLAT #3.
- 6.02) DISCUSSION AND POSSIBLE ACTION ON THE FIRST READING OF ORDINANCE NO. 482 AMENDING THE CODE OF ORDINANCES OF THE CITY OF HUXLEY, CHAPTER 165, SIGN REGULATIONS. POSSIBLE WAIVING OF SECOND AND THIRD READING. MOTION TO APPROVE THE GRANDFATHERING OF EXISTING SIGNS(EQUIPMENT).
- 6.03) DISCUSSION AND POSSIBLE ACTION ON THE FIRST READING OF ORDINANCE NO. 483 AMENDING THE CODE OF ORDINANCES FOR SPECIAL SEWER RATES REGULATIONS. POSSIBLE WAIVING OF SECOND AND THIRD READING.

- 6.04) DISCUSSION AND POSSIBLE ACTION ON **THE FIRST READING OF ORDINANCE NO. 484** AMENDING THE CODE OF ORDINANCES, CHAPTER 166 SUBDIVISION REGULATIONS TO REQUIRE SEPARATE EASEMENT AGREEMENTS AS PART OF THE PLAT REQUIREMENTS.
- 6.05) DISCUSSION AND POSSIBLE ACTION ON **RESOLUTION NO. XX-061** APPROVING THE PRETREATMENT SUPPLEMENTARY AGREEMENT AMENDMENT.
- 6.06) DISCUSSION AND POSSIBLE ACTION ON **THE FIRST READING OF ORDINANCE NO. 485** AMENDING CHAPTER 124 OF THE MOBILE FOOD VENDOR ORDINANCE. POSSIBLE WAIVING OF SECOND AND THIRD READING.
- 7.00) **PUBLIC SAFETY: NONE**
- 8.00) **FINANCE: NONE**
- 9.00) **LEISURE ACTIVITIES:**
- 9.01) DISCUSSION AND POSSIBLE ACTION ON **RESOLUTION NO. XX-062** APPOINT HEATHER DINGER AS INTERIM PARKS AND RECREATION DIRECTOR.
- 10.00) **ADMINISTRATIVE BUSINESS:**
- 10.01) DISCUSSION AND POSSIBLE ACTION ON **RESOLUTION NO. 18-060** APPROVING THE CONSULTANT SERVICE AGREEMENT FOR THE SELECTION OF POLICE CHIEF.
- 10.02) DISCUSSION AND POSSIBLE ACTION ON **MOTION** TO SET A WORKSESSION FOR JULY 31ST NORTHLAND FINANCIAL.
- 10.03) DISCUSSION AND POSSIBLE ACTION ON **RESOLUTION NO. 18-063** SETTING A SPECIAL COUNCIL MEETING JULY 17TH.

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;

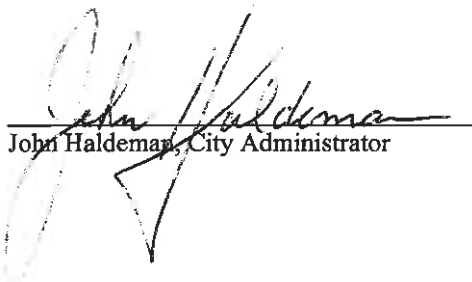
THAT THE FOLLOWING TOPICS ARE SUGGESTED AND THEY DO NOT REFLECT ALL THE POSSIBLE ITEMS THAT COULD BE DISCUSSED OR NOT. THE LISTING BELOW DOES NOT NECESSARILY REFLECT THE ORDER IN WHICH THE ITEMS WILL BE DISCUSSED OR IF THEY WOULD BE DISCUSSED AT THIS MEETING.

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. Roof Soffit Repair
3. Dilapidated Buildings
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

COMMUNICATIONS AND DEPARTMENT REPORTS

Monthly Aggregate	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Aggregate
Arrests	2	6	9	5	2	3	0	0	0	0	0	0	27
Traffic Citations	11	7	23	21	15	19	0	0	0	0	0	0	96
Traffic Warnings	66	42	92	86	90	75	0	0	0	0	0	0	451
Parking Tickets	37	13	19	0	1	1	0	0	0	0	0	0	71
Alcohol - 02	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol- Consumption	11	7	7	11	11	3	0	0	0	0	0	0	50
Alcohol-Open Container	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol-Possession	0	0	2	0	0	0	0	0	0	0	0	0	2
Alcohol-Pub. Intox	0	0	1	0	0	2	0	0	0	0	0	0	3
Alcohol-OWI	1	0	1	2	1	3	0	0	0	0	0	0	8
Animal Call	7	11	9	10	18	11	0	0	0	0	0	0	66
Assaults	0	0	0	2	3	1	0	0	0	0	0	0	6
Assist Fire/Med/Co	28	33	26	33	34	37	0	0	0	0	0	0	191
Assist Motorist	14	13	22	12	19	5	0	0	0	0	0	0	85
Burglary	0	1	1	1	0	1	0	0	0	0	0	0	4
Child Abuse	0	0	0	0	2	0	0	0	0	0	0	0	2
Civil Dispute	4	2	1	5	0	4	0	0	0	0	0	0	16
Criminal Mischief	2	1	1	1	1	2	0	0	0	0	0	0	8
D, P & Q	1	2	3	2	3	5	0	0	0	0	0	0	16
Drug Paraphernalia	1	3	8	1	0	1	0	0	0	0	0	0	14
Disorderly Conduct	1	2	1	0	2	1	0	0	0	0	0	0	7
Domestic	6	3	2	6	2	4	0	0	0	0	0	0	23
Harassment	5	5	0	3	3	4	0	0	0	0	0	0	20
Info. Call	135	144	153	138	187	162	0	0	0	0	0	0	919
Mental Patient	1	6	3	1	2	3	0	0	0	0	0	0	16
Missing Person	0	0	0	1	3	1	0	0	0	0	0	0	5
Sex Abuse	0	1	0	3	0	3	0	0	0	0	0	0	7
Susp/Rev/Barred Driver	0	0	0	0	1	0	0	0	0	0	0	0	1
Susp. Person	2	2	1	2	9	7	0	0	0	0	0	0	23
Susp. Vehicle	4	1	7	7	8	3	0	0	0	0	0	0	30
Traffic Call	6	16	20	13	11	12	0	0	0	0	0	0	78
Traffic Accident	3	3	6	5	4	2	0	0	0	0	0	0	23
Trespass	0	0	1	0	0	5	0	0	0	0	0	0	6
Theft	9	1	4	4	1	5	0	0	0	0	0	0	24
Unattended Death	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Contacts	357	325	423	375	433	385	0	0	0	0	0	0	2298
Investigations	10.5	21	27.75	21.5	10.5	16	0	0	0	0	0	0	107.25
On-Call	0	0	0	0	0	0	0	0	0	0	0	0	0
Office / Other	221	194.25	254.5	250.45	270	250	0	0	0	0	0	0	1440.2
Patrol / SRO	397.5	345.75	467.5	451.95	476.55	496.5	0	0	0	0	0	0	2635.75
	3.75	0	0	0	0	0	0	0	0	0	0	0	3.75
Total Hours	629	561.05	749.75	723.9	757.05	762.5	0	0	0	0	0	0	4183.25

**City of Huxley
Huxley Police Department
June 2018
Monthly Report**

June 2nd 2018 9:00 PM Officer served an arrest warrant at the 100 block of Oak. A 42 year old Ottumwa man was transported to the Story County Jail in Nevada.

June 3rd, 2018 2:30 AM Officer responded to a disturbance at the 100 block of Oak Blvd. A tenant from a neighboring apartment complex was attempting to gain entry into a residence. The suspect left prior to officer arrival and the victim decline charges.

June 3rd, 2018 9:58 PM Officer responded to a call of an out of control teen at the 600 block of Larson. The officer was able to assist the family and all were able to cohabitate for the remainder of the night.

June 4th, 2018 10:07 AM Officer responded to the 500 block of E 5th Street for an out of control teen. The officer assisted the parents with a parental placement in Rosedale-Ames.

June 4th, 2018 1:35 PM Officer received a complaint of a possible scam stemming from a suspicious check sent to a Huxley resident. The officer called and spoke with a representative from a Credit Union in Tennessee and verified the check to be part of a scam.

June 7th, 2018 8:41 PM Officer responded to a domestic altercation at the 100 block of National Drive. The altercation was verbal and the male half elected to leave for the night and stay in Des Moines.

June 9th, 2018 1:55 AM Officer stopped a vehicle for a traffic violation on Highway 69 near Campus drive. The driver of the vehicle, a 42 year old Ames man, was arrested for OWI. He was taken to the Story County Jail in Nevada.

June 9th, 2018 11:31 AM Officer received a harassment complaint at the 100 block of National Drive. Contact was made with a 44 year old Huxley man who agreed to stop the behavior in order to avoid future police attention.

June 12th, 2018 9:30 PM Officer responded to a property damage accident at the 300 block of Cedar Lane. A property owner's garage was struck by most likely a construction vehicle sometime between 9:30 AM and 12:30 PM causing \$400 in damage.

June 13th, 2018 10:00 PM Officer responded to a two vehicle accident at the 500 block of E 5th Street. A vehicle operated by a 16 year old Huxley driver struck a parked vehicle causing approximately \$1500 in total damage. No injuries.

June 16th, 2018 3:43 PM Officer received a theft report at the 500 block of Parkridge. A license plate was stolen from a pickup while it was parked in the driveway. The plate is an Iowa Hawkeyes personalized plate.

June 18th, 2018 10:30 AM Officer responded to a two vehicle accident in the 3c's parking lot. A vehicle operated by a Kelley woman backed into a vehicle operated by a Huxley man causing minimal if any damage. No injuries.

June 17th, 2018 10:30 PM Officer responded to the 100 block of Main for a report of a male attempting to enter a residence. A 54 year old Huxley man was arrested for Public Intoxication. He was transported to the Story County Jail in Nevada.

June 21st, 2018 7:00 AM Officer responded to a gas drive off at the North Casey's. Contact was made with a Boone man who paid for the gas after Boone County Sheriff's Deputies made contact with him.

June 24th, 2018 3:10 AM Officer stopped a vehicle for a traffic violation on Highway 69 near National Drive. The driver of the vehicle, a 23 year old Marshalltown woman, was arrested for OWI. She was transported to the Story County Jail in Nevada.

June 24th, 2018 9:43 PM Officer stopped a vehicle for a traffic violation on Highway 69 near Oak Blvd. The driver of the vehicle, a 27 year old Altoona man, was arrested for OWI. He was transported to the Story County Jail in Nevada.

June 27th, 2018 3:00 PM Officer received a report of Criminal Mischief at the 500 block of E 5th Street. A vehicle tire belonging to a Huxley man was slashed by another Huxley man. Charges pending for Criminal Mischief when the value of the tire is reported by the victim.

June 29th, 2018 1:00 PM Officer was requested by Boone County Sheriff's Office to locate a missing 16 year old male believed to be in the Huxley area. The male was located at the 100 block of National Drive and returned to his mother.

June 29th, 2018 10:00 AM Officer opened an identity theft case when a former Huxley citizen reported a loan had been taken out in his name. The loan was opened while the man resided in Huxley. Investigation ongoing.

Huxley Officers had four arrests for the month. Three were for OWI, one was for Public Intoxication, and one arrest warrant was served. Officers issued nineteen citations for traffic violations and gave seventy five warnings. Officers received 158 calls for service and had a total of 380 contacts for the month. Officers used 259.75 hours toward investigations or answering calls for service and gave 494 hours of general patrol.

Chief Gerry Stoll

CONSENT AGENDA

Huxley City Council Minutes

Tuesday, June 26, 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, Kuhn, Mulder; absent – Peterson, Mayor Henry

CITY STAFF PRESENT: John Haldeman-City Administrator, Jolene Lettow-City Clerk, Gerry Stoll – Police Sargent, Chad Anthony – Fire Chief, Krista McGuinn – Deputy EMS Director, Jeff Peterson – Public Works Director

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

GUESTS PRESENT: Kay Brown, Kevin Deaton, Andrew Gogerty, Matthew Devig, Jonathan and Susan Frantz, John Hall – AEDC

CONSENT AGENDA:

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

- Approve June 12th, 2018 Council Meeting and Work Session minutes
- Approve Financial Reports and Payment of Bills
- Approve Beer, Wine and Liquor Licenses, Cigarette Permit Renewals.
- Approve Appointments to Huxley Fire and Rescue

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

Claims:

ADVANCED SYSTEMS, INC.	LASERFICHE SCANNER FOR ADMIN	4,200.00
AFLAC	AFLAC	4.00
ALLIANT ENERGY	LIFT PUMP	174.77
ALPHA COPIES	COPIES	16.95
ARNOLD MOTOR SUPPLY	DOOR HANDLE	16.99
BAKER GROUP	SAFE ROOM GLYCOL LEVELS	115.00
CARDMEMBER SERVICE	SEE ATTACHED	8,402.70
CASEY'S GENERAL STORES INC	GASOLINE	1,578.10
CLINTON H. THOMPSON	BASKETBALL LEAGUE OFFICIAL	75.00
CONSUMERS ENERGY	GAS AND ELECTRIC	8,518.70
D.A. DAVIDSON & CO.	AGENT SERVICES FOR FY2017	1,000.00
DB IOWA HOLDINGS	"HELP WANTED" AD	692.29
DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	1,539.66
DEMCO	PROGRAM SUPPLIES	265.29
DOLLAR GENERAL-REGIONS 410	CLOCK AND BATTERIES	98.35
EBS	MEDICAL INSURANCE	14,704.56
ED M. FELD EQUIPMENT CO. I	GAUGE	105.00
EDWARD JONES	IRA	250.00
ELECTRIC PUMP	TWO IMPELLERS	10,300.32
ENERGY DOCTOR	LIBRARY LIGHTS	4,931.25
FIDELITY SECURITY LIFE	VISION INS	273.28
FJELLAND, MATT	YOUTH TENNIS INSTRUCTOR	1,307.17
HAWKINS, INC.	CHEMICALS FOR WATER TREATMENT	1,976.65
HUXLEY COOP TELEPHONE CO.	PHONE, INTERNET, CABLE	1,691.78
INTEGRATED PRINT SOLUTIONS	PUBLIC WORKS TSHIRTS	668.94
INTERNAL REVENUE SERVICE	FED WITHHOLDING TAX	10,483.85
INTERSTATE ALL BATTERY CEN	BATTERY FOR USPS AT JEFF'S OFF	33.30
INTERSTATE BATTERIES	BATTERY FOR POWER PACK	101.65
IOWA DOT	DUCT TAPE	139.68
IOWA ONE CALL	EMAIL LOCATES	118.80
IPERS	IPERS	12,911.40
JAYDEN CATTELL	MEN'S LEAGUE SCORE KEEPER	90.00
KEVIN SCHULZE	BASKETBALL LEAGUE OFFICIAL	75.00
KEYSTONE LABORATORIES	MONTHLY SAMPLING & NEW CONSTR	302.20
LINCOLN FINANCIAL GROUP	DISABILITY INSURANCE	958.55
MANATTS	FOUR YARDS OF CONCRETE	1,110.00
MASS MUTUAL RETIREMENT SER	DEFERRED COMPENSATION	800.00
METERING & TECHNOLOGY SOLU	METERS, ERTS, FLANGE KIT	958.00
MIDWEST ALARM SERVICES	SERVICE CALL ON ALARM	207.00
NEW CENTURY FS INC	UNLEADED GASOLINE	3,696.37

NICKOLAY CONSULTING, LLC
 OUTDOOR ENVISIONS
 PETERSON, JEFFERY
 PIONEER MANUFACTURING COMP
 POSTMASTER
 PRECISION UNDERGROUND UTIL
 PREMIER OFFICE EQUIPMENT I
 SAFE BUILDING COMPLIANCE &
 TASC
 TIM VANLOO
 TREASURER, STATE OF IOWA
 U.S. BANK EQUIPMENT FINANC
 VAN WALL EQUIPMENT
 VERIZON WIRELESS
 VISA

MONTHLY IT & ADD'L SUPPORT	584.75
MULCH FOR PARKS	486.00
REIMBURSEMENT FOR MEAL	20.39
PUMP ASSEMBLY, NOZZLES, GASKET	48.75
POSTMASTER	350.56
DIRECTIONAL BORE COLLECTOR LIN	4,940.00
COLOR COPIES	2.28
BUILDING INSPECTIONS	5,553.25
FLEX BENEFIT PLANS	574.96
BASKETBALL LEAGUE OFFICIAL	150.00
STATE WITHHOLDING	4,357.00
COPIER LEASE	99.00
LEAF BLOWS, WEED EAT, CHAIN SA	848.97
AMBULANCE CELL PHONES	440.67
POSTAGE, VENDING, RECORD CHEX	818.96

001	GENERAL FUND	30,233.89
002	LIBRARY	8,669.72
003	RECREATION	6,622.33
004	FIRE AND RESCUE	1,285.98
006	CEMETERY	96.30
014	AMBULANCE	2,191.14
110	STREET	17,356.88
600	WATER UTILITY	20,357.53
610	SEWER UTILITY	27,354.32
	PAYROLL	<u>48,593.61</u>
	GRAND TOTAL	162,761.70

Motion – Jensen, Second – Mulder on Resolution No. 18-054 to Approve Contract with Ames Economic Development Commission (AEDC). John Hall, AEDC representative, asked council for approval of annual contract. Mr. Hall also spoke on the efforts of AEDC to improve workforce issues with businesses and small communities. Roll Call: Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

Motion – Roberts, Second Jensen to Untable Ordinance 481 to Amend the Code of Ordinances, Chapter 165, Sign Regulations. Roll Call: Roberts, Kuhn, Mulder, Jensen voted yes. Council discussed new sign ordinance prepared by city attorney regarding the tennis court sign at high school i.e. grandfather in existing sign, no sponsorships allowed on signage, direction (inward/outward) of sign, clarity of what signs can say. Council agreed ordinance needed revisions.

Motion – Roberts, Second – Jensen on Second Reading of Ordinance 481 Amending Sign Regulations. Roll Call: Mulder, Jensen, Roberts, Kuhn voted no. Motion failed. City attorney will revise ordinance and bring back to council for review.

Motion – Roberts, Second – Jensen on Resolution No. 18-056 to Approve the Hiring of Part-Time Police Officer. Officer came with high credentials and recommendations. Officer will be hired as a temporary, part-time employee. Roll Call: Mulder, Roberts, Jensen, Kuhn voted yes. Motion carried.

Motion – Mulder, Second – Jensen on Resolution No. 18-057 to Approve the Placement and Location of Traffic Control Signs In Iron Bridge and Meadow Lane Developments. Councilman Jensen asked if temporary sign at Oak and Prairieview was appropriate. Sargent Stoll responded the sign was legal. Roll Call: Roberts, Jensen, Mulder, Kuhn voted yes. Motion carried.

Motion – Roberts, Second – Jensen on Resolution No. 18-058 to Approve the Placement and Location of Three New Street Lights in Meadow Lane Plat #3. Councilman recommended that an additional temporary street light be installed on south side of Lot 34. Roll Call: Roberts, Jensen, Mulder, Kuhn voted yes. Motion carried.

Motion – Roberts, Second – Jensen on Resolution No. 18-059 to Approve Salaries for Fiscal Year 2019. Council approved a 3% increase. Roll Call: Jensen, Mulder, Kuhn, Roberts voted yes.

Motion – Roberts, Second – Mulder on Resolution No. 18-061 to Approve the Design and Construction Administration Contract for North Pump Station Flood Control & Mitigation Project. Contract was awarded to Veenstra & Kimm. Roll Call: Kuhn, Roberts, Jensen, Mulder voted yes. Motion carried.

Miscellaneous

Public Works Director, Jeff Peterson, stated the new siren that will replace the old siren at Nord Kalsem park had not been delivered yet.

City engineer, Forrest Aldrich, thanked council for their approval of pump station contract. He also reported to council that the punch list for Meadow Lane was long and moving along.

City administrator, John Haldeman, distributed spreadsheet that compared levies for communities in Polk County and Story County. Mr. Haldeman reported that Huxley was comparable to other communities.

Councilman Mulder asked about status of pavement smoothness on 550th Street. City engineer informed council the street had not been approved and contractor was going to grind street to approved level of smoothness.

ADJOURNMENT: Motion – Roberts, second – Jensen to adjourn meeting at 6:37pm. 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 6:39 pm.

COUNCIL MEMBERS PRESENT: Roberts, Kuhn, Mulder, Jensen

CITY STAFF PRESENT: John Haldeman-City Administrator, Jolene Lettow-City Clerk, Jeff Peterson – Public Works Director, Gerry Stoll – Interim Police Chief

CONSULTANTS PRESENT: Forrest Aldrich - City Engineer

Roof Soffit Repair – Council was given tour of building to show repairs needed on roof. Discussion took place on whether repairs/costs should be placed on Capital Improvement Plan.

Dilapidated Buildings – Commercial buildings on Main Avenue need to be addressed. Council directed staff to work on property deficiency list.

Installing Ped Ramps – City engineer informed council that in order to adhere to ADA regulations all ramps at an intersection must be installed at same time. City needs to update language in ordinance to enforce regulations.

Sidewalks – council discussed needed sidewalks in community.

Police Force – Councilman Mulder asked questions pertaining to existing police force. Interim police chief answered questions pertaining to history of staffing, methods, county enforcement, etc.

ADJOURNMENT: Motion – Mulder, second – Jensen to adjourn meeting at 7:45pm. 4 ayes, 0 nays. Motion carried.

David Kuhn, Mayor Pro Tem

Attest:

Jolene R. Lettow, City Clerk

7-10-18 Council Claims List

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	"HEART OF" PUBLICATIONS	FULL PAGE COLOR PUBLICATION	\$ 595.00
3	ADVANCED SYSTEMS, INC.	SUPPORT FOR LASERFICHE	\$ 420.00
4	ALICE TRAINING INSTITUTE	ALICE INSTRUCTOR TRAINING	\$ 595.00
5	ALLIANT ENERGY	GAS AND ELECTRIC	\$ 9,866.59
6	AUSTIN STRUMPFER	REIMBURSEMENT FOR PURCHASE	\$ 12.95
7	BAKER & TAYLOR ENTERTAINME	BOOKS	\$ 68.30
8	BRICK GENTRY P.C.	LEGAL FEES	\$ 5,912.50
9	BROWN SUPPLY CO. INC.	STORM SEWER CLEAN OUT	\$ 199.00
10	BUD'S AUTO REPAIR INC	CHARGER REPAIRS	\$ 500.97
11	CAPITAL SANITARY SUPPLY CO	PARTS FOR FLOOR MACHINE	\$ 20.26
12	CHITTY GARBAGE SERVICE INC	FD GARBAGE PICKUP	\$ 21.40
13	CITY OF AMES	RESOURCE RECOVERY	\$ 15,092.35
14	DES MOINES STAMP MFG. CO.	TWO NOTARY STAMPS	\$ 61.55
15	DMACC	RESPIRATORY EMERGENCIES CLASS	\$ 15.00
16	DMACC BUSINESS RESOURCES	REGISTRATIONS FOR WATER CONFER	\$ 450.00
17	ELECTRONIC ENGINEERING	TOWER FEES	\$ 1,152.90
18	ERICA THORSON	BLUE OFFICE CHAIRS FOR LIBRARY	\$ 90.00
19	GALL'S, LLC	UNIFORM PARTS FOR PD	\$ 135.00
20	HALVORSON TRANE	SERVICE ON HEATING/COOLING UNIT	\$ 238.75
21	HOKEL MACHINE SUPPLY	REFILLED OXYGEN TANK	\$ 18.84
22	HUXLEY COOP TELEPHONE CO.	PHONE, CABLE, INTERNET	\$ 1,726.37
23	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 10,884.18
24	INTERSTATE BATTERIES	BATTERY FOR SMALL PUMP	\$ 18.47
25	IOWA DIVISION OF LABOR SER	BOILER INSPECTION	\$ 95.00
26	IOWA DOT	CYCLE OIL	\$ 75.84
27	IOWA LEAGUE OF CITIES	FY 19 MEMBER DUES	\$ 1,889.00
28	IOWA LIBRARY ASSOCIATION	MEMBERSHIP RENEWAL	\$ 90.00
29	IOWA MUN. WORKERS' COMP. A	WORK COMP PREM 7/1/18-7/1/19	\$ 22,970.00
30	KEMPKER'S TRUE VALUE	SEE ATTACHED	\$ 348.40
31	LOWE'S	CONCRETE MIX	\$ 19.70
32	MARCO, INC.	MONTHLY CONTRACT	\$ 211.76
33	MARTIN MARIETTA MATERIALS	ROCK FOR TRAIL WASH OUT	\$ 218.44
34	MARY GREELEY MEDICAL CENTE	TIER	\$ 200.00
35	MIDWEST ALARM SERVICES	SERVICE CALL	\$ 552.00
36	MISCELLANEOUS VENDOR	MISC. UTILITY DEPOSIT REFUNDS	\$ 612.23
37	MUNICIPAL SUPPLY	CLOW, VALVES, HYD EXT. CLOW	\$ 788.70
38	NICKOLAY CONSULTING, LLC	MONTHLY IT SUPPORT	\$ 105.00
39	NOVA FITNESS EQUIPMENT	REPAIRS TO FITNESS CARDIO EQUIP	\$ 2,215.53
40	QUALITYONE COMMERCIAL CLEA	JULY CLEANING	\$ 2,134.00
41	QUILL CORPORATION	PURCHASE ORDERS	\$ 107.19
42	SPRINGER PROFESSIONAL HOME	MONTHLY PEST CONTROL	\$ 42.00
43	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	\$ 174.04
44	STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$ 643.94
45	TASC	FLEX BENEFIT PLANS	\$ 574.96
46	TASC - CLIENT INVOICES	AUGUST FLEX PLAN FEE	\$ 67.91

7-10-18 Council Claims List

	A	B	C
47	THE NORTHWAY CORPORATION	WELL #4 ABANDONMENT	\$ 24,305.25
48	THE SHERWIN-WILLIAMS CO.	PAINT FOR WATER TREATMENT PLANT	\$ 59.70
49	TRACY WEBER	REFUND FOR COACHING SOCCER	\$ 16.00
50	UTILITY EQUIPMENT COMPANY	4" YELLOWMINE PIPE AND SUPPLIES	\$ 4,767.65
51	VEENSTRA & KIMM, INC.	REIMBURSEABLE ENGINEERING FEES	\$ 13,109.07
52	VERIZON WIRELESS	ADMIN CELL PHONE	\$ 44.86
53	WERTJES UNIFORMS POLICE &	PD UNIFORM HAT COVERS	\$ 79.28
54	Payroll Expense		\$ 50,224.61
55	GRAND TOTAL		\$ 174,837.44
56			
57		FUND TOTALS	
58	001 GENERAL FUND	\$ 58,725.05	
59	002 LIBRARY	\$ 2,497.99	
60	003 RECREATION	\$ 3,902.40	
61	004 FIRE AND RESCUE	\$ 6,765.23	
62	014 AMBULANCE	\$ 2,381.31	
63	110 ROAD USE TAX	\$ 15,239.20	
64	600 WATER UTILITY	\$ 30,752.68	
65	610 SEWER UTILITY	\$ 4,348.97	
66	01 PAYROLL EXPENSE	\$ 50,224.61	
67	GRAND TOTAL	\$ 174,837.44	
68			
69			
70			
71	TRUE VALUE BREAK DOWN		
72	PD	paint tape, key	\$ 10.56
73	Parks	poplar dowel, nuts, bolts, wasp spray	\$ 27.93
74	Nord Kalsem	borax, ant bait,	\$ 17.48
75	Water	detention hatches, battery, glass fuse, nuts, bolts, natural base, tarp,	\$ 89.55
76	FD	station supplies, light bulbs, thermostat,	\$ 58.47
77	Streets	toilet tube, adapter set, key, seed, marking paint, cut blade,	\$ 57.44
78	Wastewater	stapler, hammer tacker, neo flash cement, seafoam, fuel filter, nuts, bolts, brakleen,	\$ 86.97
79	Total		\$ 348.40

COMMUNITY BETTERMENT

RESOLUTION NO. 18-055

**RESOLUTION APPROVING THE FINAL PLAT FOR MEADOW LANE PLAT #3
EAST AND ACCEPTING THE IMPROVEMENTS**

WHEREAS, Steve Quick has submitted a Final Plat for Meadow Lane Plat #3 East in the City of Huxley for consideration; and

WHEREAS, at their June 4, 2018 meeting the Huxley Planning and Zoning Commission reviewed this Final Plat and approved a favorable recommendation to the City Council; and

WHEREAS, this Final Plat was considered by the City Council at their Regular City Council meeting and approved the Final Plat Conditionally.

BE IT RESOLVED, THEREFORE, that the Final Plat for Meadow Lane Plat #3 East is approved conditionally subject to the final punchlist being completed and then the public infrastructure improvements will be accepted..

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

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. 18-055** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk



SHEET
20

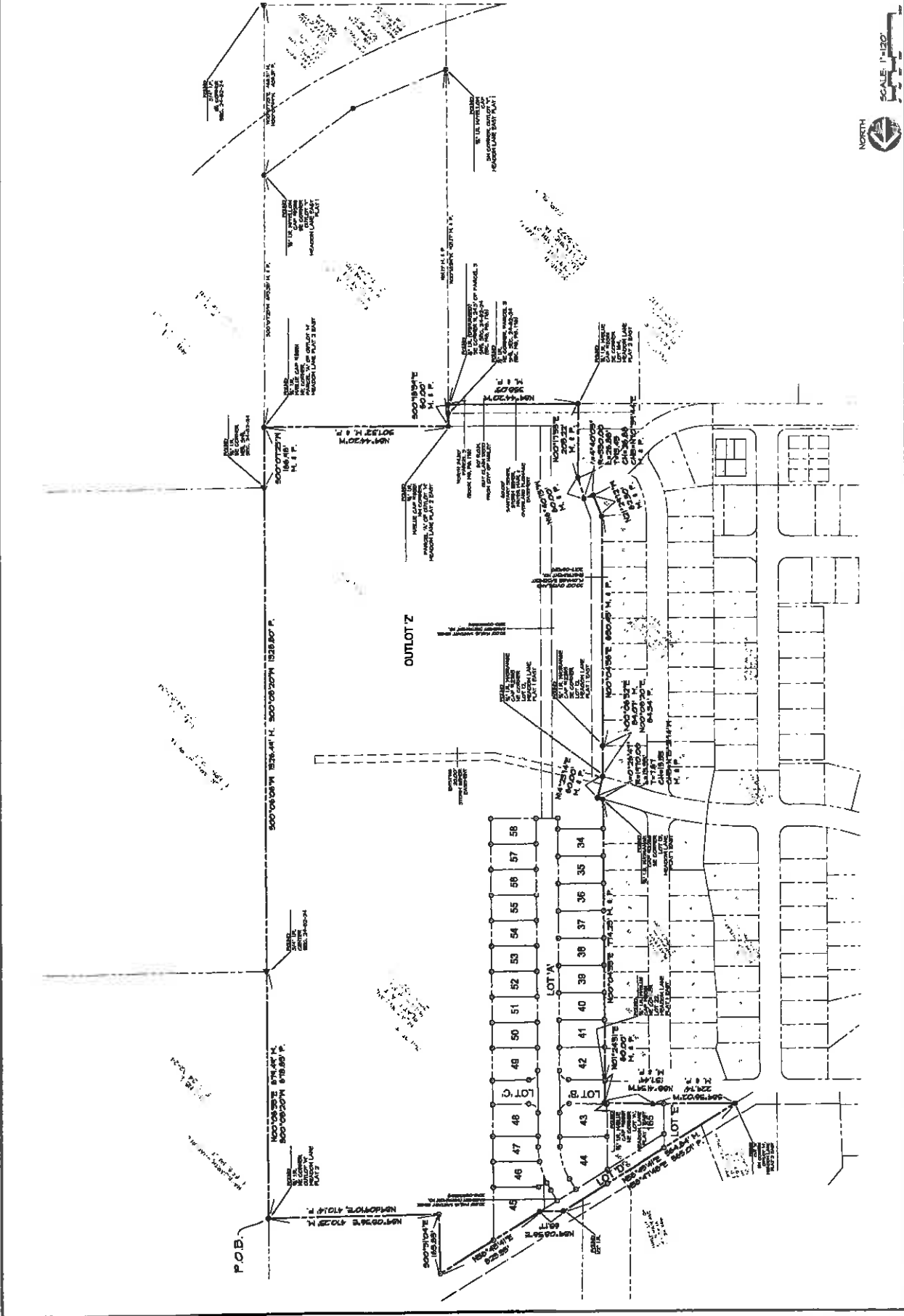
MEADOW LANE PLAT 3 EAST
HAWLEY, IOWA

FINAL PLAT

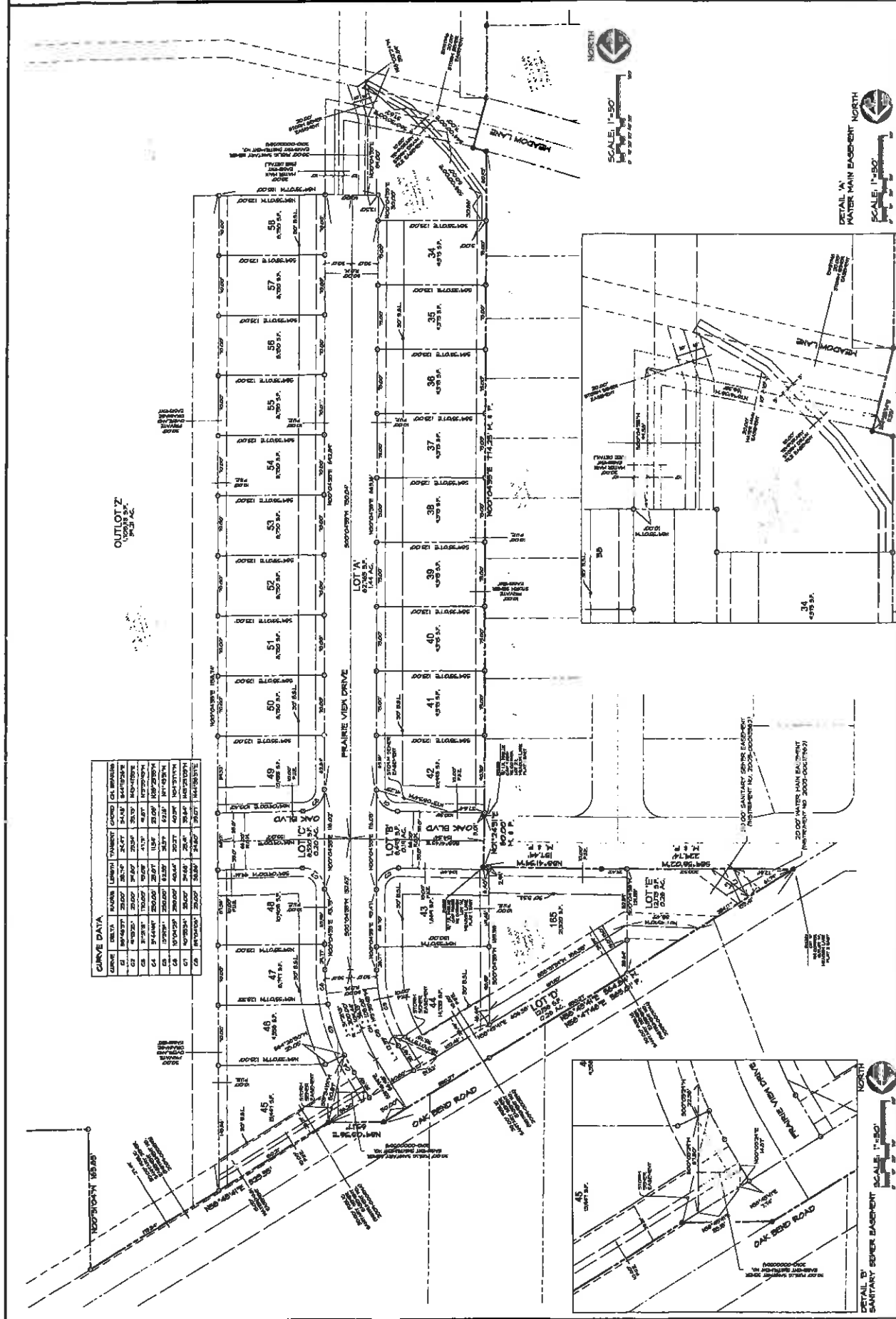
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APRIL 30, 2008	1	AS SHOWN
05-08-2008	2	REVISIONS
08-14-2008	3	REVISIONS
08-14-2008	4	REVISIONS
08-14-2008	5	REVISIONS
08-14-2008	6	REVISIONS
08-14-2008	7	REVISIONS
08-14-2008	8	REVISIONS
08-14-2008	9	REVISIONS
08-14-2008	10	REVISIONS
08-14-2008	11	REVISIONS
08-14-2008	12	REVISIONS
08-14-2008	13	REVISIONS
08-14-2008	14	REVISIONS
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08-14-2008	99	REVISIONS
08-14-2008	100	REVISIONS

CEC

Civil Engineering Consultants, Inc.
2409 86th Street, Unit 12, Des Moines, Iowa 50312
515.276.4884 Fax: 515.276.7774
quality excellence



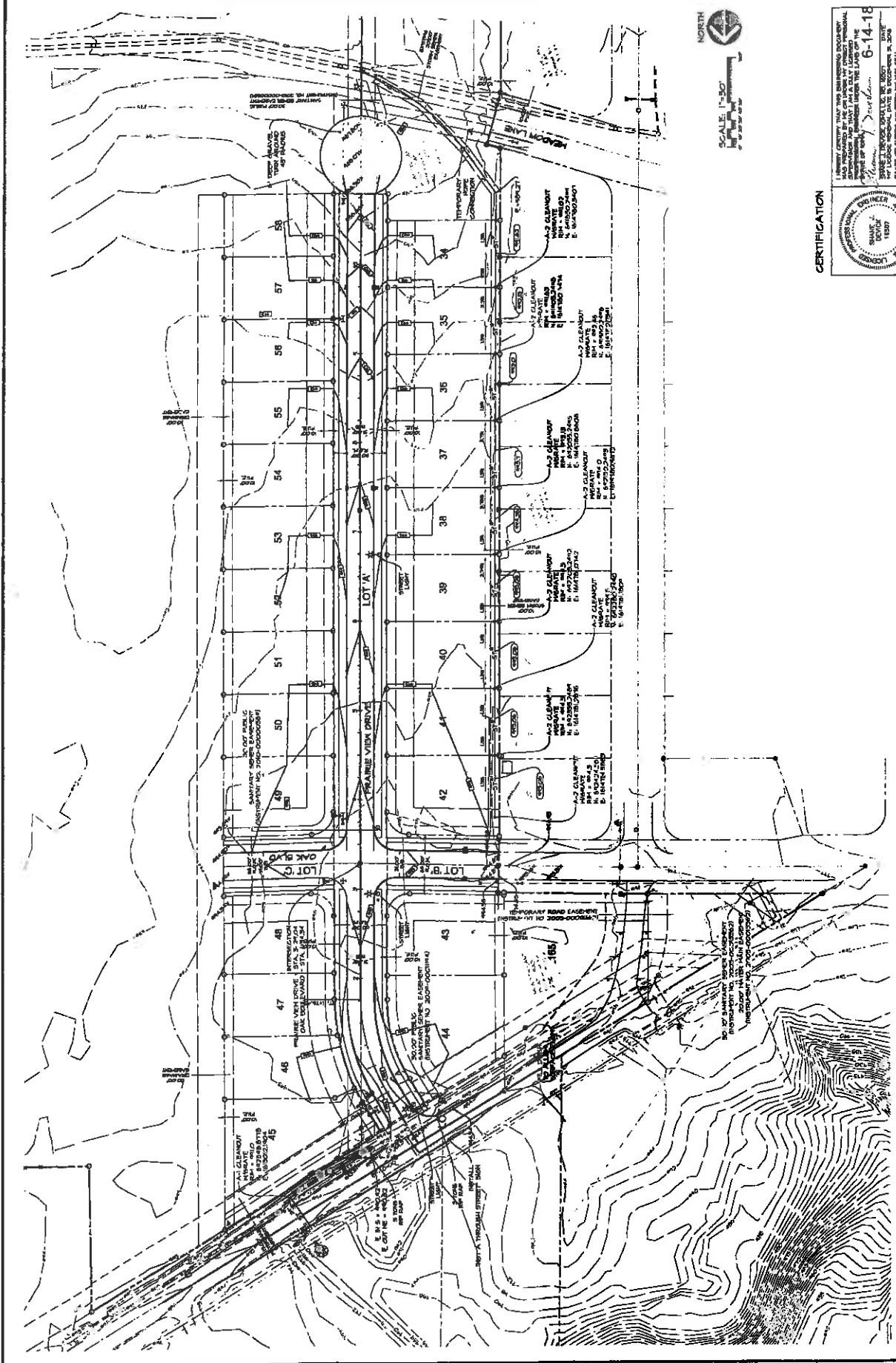
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CEC
 Civil Engineering Consultants, Inc.
 3000 24th Street, Unit 12 Des Moines, Iowa 50322
 515.276.1084 Fax 515.276.7044 mce@cecinc.com

CERTIFICATION
 I, Matthew J. Dierksen, State Engineer,
 do hereby certify that this engineering document
 was prepared by me or under my direct supervision
 and that I am a duly Licensed Professional Engineer
 in the State of Iowa.
 Date of Issue: 6-14-18
 Project Name: MEADOW LAKE PLAT 3 EAST
 Project Location: HUXLEY, IOWA
 Project No.: 18000000000000000000
 Project Date: NOVEMBER 15, 2017
 Project or Report Covered by this Seal: SEE SHEET 02



5-1700

SHEET
OF 10

MEADOW LAKE PLAT 3 EAST
HUXLEY, IOWA
BACKYARD DRAINAGE ELEVATIONS AND SLOPES

DATE	REVISIONS	COMMENTS
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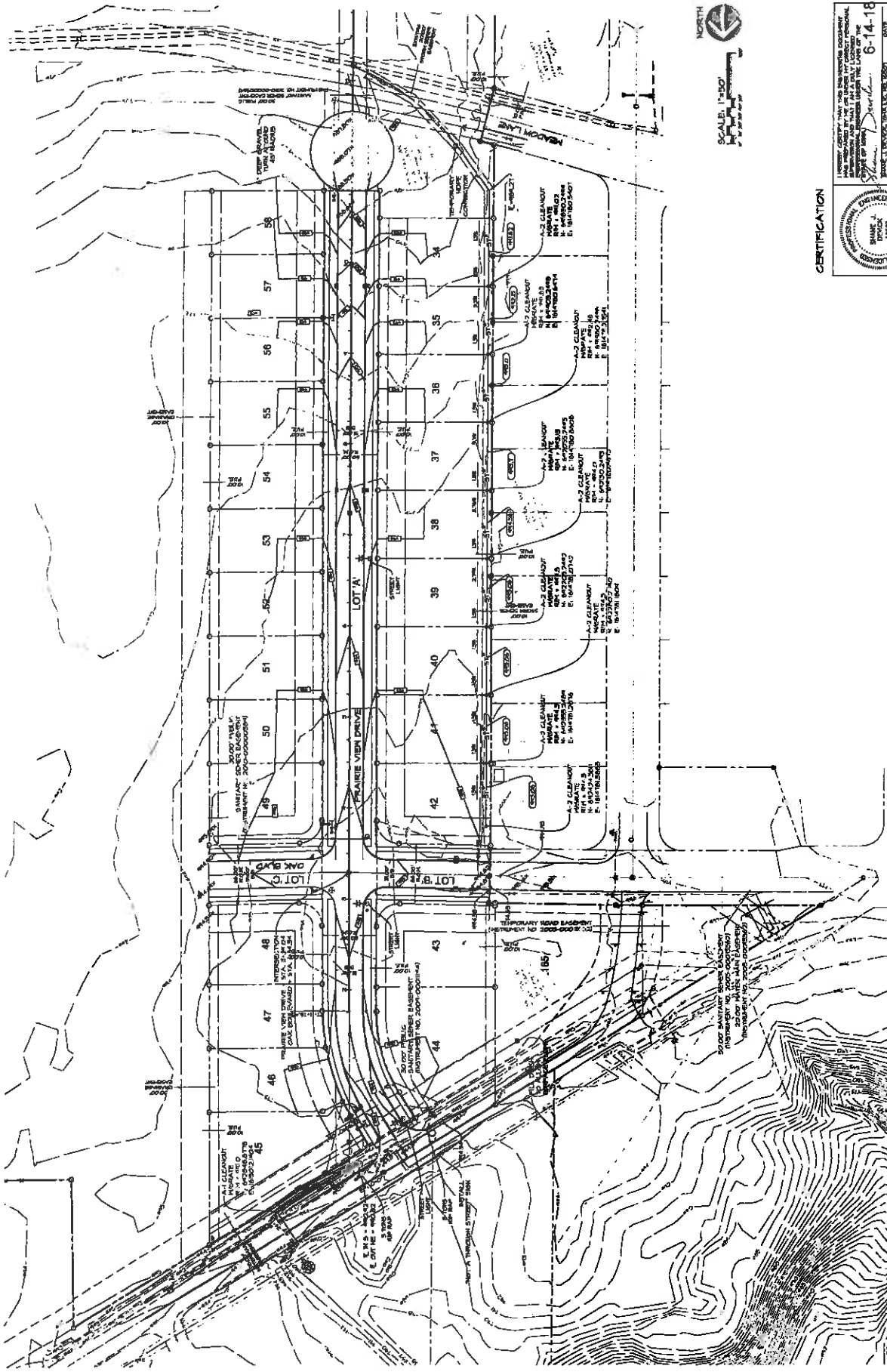
CEC

Civil Engineering Consultants, Inc.
2400 80th Street, Unit 12, Des Moines, Iowa 50323
515.276.4884 FAX 515.276.7084 melli@cecinc.com

CERTIFICATION



DATE: 6-14-18
BY: David L. Smith
PROJECT: MEADOW LAKE PLAT 3 EAST
SHEET: 3 OF 10
SCALE: 1"=50'





VEENSTRA & KIMM, INC.

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

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

June 15, 2018

Steve Quick
quick@huxcomm.net

CITY OF HUXLEY, IOWA
MEADOW LANE PLAT 3
CLEANUP LIST

Below is the cleanup list for the Meadow Lane Plat 3 project:

1. ~~Install turnaround at end of south pavement. Grade turnaround so water drainage goes along east side of turnaround and away from manhole.~~
2. ~~Intakes 2, 3, 6, 7, 8, 9, 10, 11, 12, 14 and 15, seal longitudinal joint at boxout. Cut-down expansion joint material and seal transverse joints at boxout.~~
3. Provide videos of storm sewer.
4. Grade and get surface intakes to proper elevation along west plat boundary in back yards.
5. Water main southeast corner of Oak Boulevard and Prairie View Drive, hydrant needs lowered.
6. Tracer wire needs checked.
7. ~~Seal joints at intersection of Oak Boulevard and Prairie View Drive.~~
8. Backfill curb north side of Oak Boulevard.
9. Install posts with diamond signs on Oak Boulevard end of pavement and south of turnaround at south end of Prairie View Drive.
10. Install tracer wire box at each surface intake along west plat boundary. Install stake at each intake.
11. Backfill behind curb west and east side of Prairie View Drive north of Oak Boulevard.
12. Install cap on pvc riser under the metal lid at cleanout in Lot 42 and at Cleanout Nos. 4 and 5.
13. ~~Seal pavement joints on Prairie View north of Oak Boulevard.~~
14. Check curb stops are operational.
15. Move tracer wire box closer to intake back of curb at Intakes 2 and 3.
16. Install caps on sanitary sewer and storm sewer service risers instead of tape north of Oak Boulevard.

17. Install ground rod on tracer wire at flared end section southwest corner of Prairie View Drive and Oak Bend Road.
18. Install rip-rap at storm flared end section southwest corner of Prairie View Drive and Oak Bend Road.
19. Pave west end of Oak Bend Road with asphalt, concrete or Class A road stone with sealcoat.
20. Grade ditch west of flared end storm sewer inlet southwest corner of Oak Bend Road and Prairie View Drive.
21. Backfill curb and grade ditch north side Oak Bend road.
22. Move tracer box closer to manhole at intake south side of Oak Bend road east of Prairie View Drive.
23. Backfill and fill at storm outlet north side of Oak Bend Road east of Prairie View Drive.
24. Install ground rod on tracer wire at storm outlet north side of Oak Bend Road east of Prairie View Drive.
25. Install rip-rap at storm outlet north side of Oak Bend Road east of Prairie View Drive.
- ~~26. Install gravel surfacing east end of pavement of Oak Bend Road.~~
27. Install rip-rap at culvert inlet east end of Oak Bend Road.
28. Install ground rod on tracer wire at culvert entrance at east end of Oak Bend Road.
29. Reinstall street signs at east end of Oak Bend Road.
30. Install "Not a Through Street" sign west end of Oak Bend Road.
31. Grind gutters to drain if needed for gutter ponding at intakes both sides of Oak Bend Road east of Prairie View Drive.
32. Remove Oak Bend Road surfacing north of Oak Boulevard at Meadow Brook Place.
33. Install full height curb on north side of Oak Boulevard at Meadow Brook Place.
34. Install posts with diamond signs on Oak Bend Road west of Public Works entrance.
35. Provide maintenance bonds.

Steve Quick
June 15, 2018
Page 3

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". The signature is fluid and cursive, with the first name "Forrest" being more prominent than the last name "Aldrich".

Forrest S. Aldrich

FSA:dml
45239

cc: John Haldeman, City of Huxley (e-mail)
Jeff Peterson, City of Huxley (e-mail)
Shane Devick, Civil Engineering Consultants, Inc. (e-mail)
Tim Prohaska, Team Excavating (e-mail)

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 placed
facing inward and with prior approval of the City Administrator or designee 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.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be in effect from and after its final
passage and approval, written acceptance by the Company, and publication as required by law. The
Company shall begin collecting the franchise fee upon receipt of written approval of the required tax rider
tariff from the Iowa Utilities Board.

**PASSED, APPROVED AND ADOPTED by the Huxley City Council this _____ day of
June, 2018.**

Craig D. Henry, Mayor

Attest:

Jolene Lettow, City Clerk

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

ORDINANCE NO. 482

**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 signage containing the name, team identification and/or logo of the City or School on public athletic fields or equipment including wind fencing, without prior approval of the City Administrator or designee.

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 full force and effect after its passage, approval and publication as provided by law.

PASSED, APPROVED AND ADOPTED by the Huxley City Council this ____ day of July, 2018.

Craig D. Henry, Mayor

Attest:

Jolene Lettow, City Clerk

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. 482. An Ordinance Amending Chapter 165 of the Huxley Municipal Code of Iowa.

WITNESS MY HAND this ____ day of _____, 2018.

Jolene Lettow, City Clerk

ORDINANCE 483

**AN ORDINANCE AMENDING CHAPTER 99 OF THE CITY OF
HUXLEY MUNICIPAL CODE CONCERNING SEWER SERVICE
CHARGES.**

Section 1. Be it ordained by the City Council of the City of Huxley, Iowa that Chapter 99 is hereby amended by adding the following section:

99.02 SPECIAL RATES.

A surcharge fee of \$100 per pound of BOD above the Pretreatment Agreement Limit for either the monthly average limit of 34 ppd or the maximum daily limit of 46 ppd;

A surcharge fee of \$100 per hundredth of a pound of Zinc above the Pretreatment Agreement Limit for either the monthly average limit of 0.31 ppd or the maximum daily limit of 0.43 ppd.

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 full force and effect after its passage, approval and publication as provided by law.

**PASSED, APPROVED AND ADOPTED by the Huxley City Council this ____ day
of July, 2018.**

Craig D. Henry, Mayor

Attest:

Jolene Lettow, City Clerk

Publication Date: _____

Record Of Vote of Ordinance No. _____

First Reading _____ (Date)

Roll Call	Aye	Nay	Absent
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Dave Jensen	_____	_____	_____
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Dave Kuhn	_____	_____	_____
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Greg Mulder	_____	_____	_____
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Rick Peterson	_____	_____	_____
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Tracey Roberts	_____	_____	_____
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Second Reading _____ (Date)

Roll Call	Aye	Nay	Absent
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Dave Jensen	_____	_____	_____
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Dave Kuhn	_____	_____	_____
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Greg Mulder	_____	_____	_____
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Rick Peterson	_____	_____	_____
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Tracey Roberts	_____	_____	_____
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Third Reading _____ (Date)

Roll Call	Aye	Nay	Absent
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Dave Jensen	_____	_____	_____
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Dave Kuhn	_____	_____	_____
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Greg Mulder	_____	_____	_____
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Rick Peterson	_____	_____	_____
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Tracey Roberts	_____	_____	_____
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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. 483. An Ordinance Amending Chapter 165 of the Huxley Municipal Code of Iowa.

WITNESS MY HAND this ____ day of _____, 2018.

Jolene Lettow, City Clerk

ORDINANCE NO. 484

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF HUXLEY, IOWA, CHAPTER 166, SUBDIVISION
REGULATIONS TO REQUIRE SEPARATE EASEMENT AGREEMENTS
AS PLAT REQUIREMENT**

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 166.31(13), Final Plat Attachments, by deleting the stricken language and adding the underlined language as follows:

~~13. Written easement document covering all easements as required in Section 166.11~~
A separate written easement document for each easement required in Section 166.11.

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 full force and effect after its passage, approval and publication as provided by law.

**PASSED, APPROVED AND ADOPTED by the Huxley City Council this ____ day
of July, 2018.**

Craig D. Henry, Mayor

Attest:

Jolene Lettow, City Clerk

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. 484. 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- 061

**RESOLUTION APPROVING SUPPLEMENTARY AGREEMENT FOR
WASTEWATER SERVICES**

WHEREAS, the City of Huxley approved an Agreement for Wastewater Services with Continental Manufacturing Chemist, Inc. and a Supplementary Agreement on June 12, 2108.

WHEREAS, the Supplementary Agreement has been amended to add a paragraph defining the ownership and maintenance responsibility of both the flow monitoring equipment and sampler.

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

Section 1. The attached Supplementary Agreement for Wastewater Services, replacing the Supplementary Agreement approved on June 12, 2018 is hereby approved.

Section 2. The effective date of this resolution is July 10, 2018.

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

PASSED, ADOPTED AND APPROVED this 10th of July 2018.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-061** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 10th day of July 2018.

Craig D. Henry, Mayor

Attest:

Jolene Lettow, 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. The Participant shall be responsible for purchasing and owning the flow monitoring equipment and sampler. Any equipment for flow monitoring or sampling shall be reviewed by the City before installation by the Participant. Calibration of the flow monitoring equipment shall occur at a frequency recommended by the equipment manufacturer as listed in the operation and maintenance manual; with a minimum of once per year. Calibration and maintenance of the flow monitoring equipment shall be the responsibility of the Participant. Maintenance of the sampler shall be the responsibility of the Participant.
- H. 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.:**

Craig D. Henry, Mayor

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

ATTEST:

Jolene Lettow, City Clerk

ORDINANCE NO. 485

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE
CITY OF HUXLEY, IOWA, CHAPTER 124, MOBILE FOOD VENDORS,
REGARDING CITY EVENTS AND INSPECTIONS**

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 124.02(1)(D), by adding the underlined language as follows:

(4) Temporary food units associated with a City Affiliated or Sponsored event such as Prairie Fest.

Section 2. The Code of Ordinances of the City of Huxley, Iowa, is hereby amended in Section 124.02, by deleting the stricken language as follows:

2. License/~~Inspection~~ Fee(s). At the time of the submittal of a license application, the applicant shall pay to the City Clerk the applicable license fee ~~in addition to any applicable inspection fee(s).~~

A. The amount of the license ~~and applicable inspections fee(s)~~ shall be determined in accordance with an established fee schedule, which fee schedule may be modified from time to time with approval of the council.

B. Any licensee who surrenders their license prior to the date of expiration shall not be entitled to a refund of any portion of the fee.

Section 3. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

Section 4. This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

PASSED, APPROVED AND ADOPTED by the Huxley City Council this _____ day of July, 2018.

Craig D. Henry, Mayor

Attest:

Jolene Lettow, City Clerk

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. 485. An Ordinance Amending Chapter 165 of the Huxley Municipal Code of Iowa.

WITNESS MY HAND this ____ day of _____, 2018.

Jolene Lettow, City Clerk

LEISURE ACTIVITIES

RESOLUTION NO. 18-062

**A RESOLUTION APPOINTING HEATHER DENGEL AS INTERIM PARKS
AND RECREATION DIRECTOR**

WHEREAS, the City of Huxley, Iowa, Parks and Recreation Director is leaving on July 20, 2018; and

WHEREAS, it is in the best interest of the citizens of Huxley for an Interim Parks and Recreation Director to be appointed; and

WHEREAS, it is the recommendation of the City Administrator that Heather Dengel be appointed the Interim Parks and Recreation Director.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Huxley, Iowa, that Heather Dengel be appointed as Interim Parks and Recreation Director as of July 20th until a new Director is hired.

BE IT FURTHER RESOLVED, that Heather Dengel as Interim Parks and Recreation Director be paid based on an hourly wage of \$20.61 until further action by the City Council.

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

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

PASSED, ADOPTED AND APPROVED this 10 th day of July, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-062** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 10 th day of July, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

Travis Bakken
PO Box 463
Cambridge, Iowa 50046
515-291-8427
travler.martin@gmail.com

July 2, 2018

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

Dear Mr. Haldeman:

I am writing to notify you of my resignation from my position as Director of Parks & Recreation for the City of Huxley. My last day of work will be Friday, July 20, 2018.

Please let me know how I can be of service during my final three weeks for the City of Huxley. I am more than happy to train an incoming employee or assist with the transition in any other way.

Thank you for all the professional opportunities and experience you have provided me over the past eight years. I wish you and the City of Huxley all the best.

Regards,

A handwritten signature in black ink, appearing to read 'Travis Bakken', written in a cursive style.

Travis Bakken

ADMINISTRATIVE BUSINESS

RESOLUTION NO. 18-060

**RESOLUTION APPROVING PROPOSED SCOPE OF SERVICES FOR THE
SELECTION OF THE NEXT CHIEF OF POLICE.**

WHEREAS, Mark Pote, Police Chief for the City of Huxley retired effective June 1, 2018: and

WHEREAS, the Mulder and Associates and Cayler Consulting have submitted the attached proposals for the selection of Police Chief.

BE IT RESOLVED, THEREFORE, that City of Huxley City Council approves the selection of Mulder and Associates and Cayler Consulting to provide the services outlined in their proposal and to authorize the Mayor to sign the contract for their services.

SECTION 2. This resolution declares null and void any sections of previously approved salary resolutions in conflict with sections of this resolution.

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. 18-060** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of June, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

www.moulderandassociates.com

WilliamMoulder@mchsi.com

May 24, 2018

John Haldeman
City Administrator
515 N. Main Ave
Huxley, IA 50124

Mr. Haldeman:

I understand from attorney Amy Beattie that Police Chief Mark Pote is retiring June first. She advised that the city is interested in a proposal to assist in selecting the next Police Chief.

Thank you for inviting MOULDER AND ASSOCIATES LLC to submit a proposed scope of services for the selection of the next Chief of Police. Choosing a police chief is an important process. The Police Department is the most visible city department in the community. The selection of the police chief is more than finding someone with the proper credentials. It is finding someone that fits the community's culture and supports the service levels established by the City Council.

Finding the right person for this position is labor intensive. Using a consulting service to reduce the applications to a manageable number of qualified persons is a good use of city resources. The appointing authority will only have to give consideration to a small group of qualified applicants.

In addition to our proposal we have attached a proposal from Retired Police Chief Jeff Cayler, Cayler Consulting. We have worked with Chief Cayler on many search processes. He is offering an alternative to the final evaluation phase of the search. Chief Cayler provides the option to use an assessment center process to evaluate the applicants.

MOULDER AND ASSOCIATES LLC uses an interview process for the final evaluation and it is described in the accompanying proposal. The city would not use both the assessment center evaluation and the interview evaluation. Either option will give the appointing authority substantial information to aid in the final selection.

PROPOSED SCOPE OF SERVICES HUXLEY POLICE CHIEF SELECTION PROCESS

We encourage the involvement of the Mayor, Council Members, City Administration, representatives of the Police Department, and representatives of the community in the selection process. Their involvement guides the process to select a Police Chief that is not only professionally competent but fits the organization and has the support of the representatives that assisted in the selection.

Develop and place advertisements: We prepare the position announcement and recommend the venues for placing it, based on our previous experience. In addition, the notice of the employment opportunity is placed on professional organization websites and delivered by electronic mail to various public safety organizations and individuals in Iowa that may have interest in applying for the position. We recommend placing the announcement on the city's website as well.

Develop a Position Profile: We have developed a protocol to identify candidates that exhibit a management style compatible with the community and the department. We interview the Mayor, City Council Members, City Staff, representatives of the police department, and community leaders. Their comments result in a "Position Profile", a catalogue of characteristics desired in the new police chief. The leadership values identified in this step, guide the evaluation of the candidates. The participation of these representatives gives ownership of the resulting appointment and increases the probability of success for the new chief.

Interviews are structured to identify essential factors (traits) of an ideal candidate. The traits are background, experience, education, specific skills, and abilities. The interview results are summarized in writing and submitted for review by the appointing authority for further input and comments to MOULDER AND ASSOCIATES LLC. Those comments will result in a final Position Profile that represents a consensus of the Council, city leadership and the community.

Review applications: After the search period closes, we present the qualified applicants with essay questions. Their responses provide the opportunity to assess the communication skills and management priorities of the applicants.

Candidates that meet the position requirements and complete the essay portion are interviewed by telephone to clarify their professional experience and evaluate their communication skills. We also conduct the first level of background investigation, an internet search, and explore any issues that might be of concern regarding the selection of the candidate.

We rank the applicants and make recommendations for candidates to continue to the final phase of the process. The Position Profile and the Huxley Police Chief job description guide the ranking process. All applications are available for review by the city, along with our recommendations. This includes the opportunity to discuss our suggestions and reasoning with appropriate city representatives. The city will approve the final determination of which applicants will continue in the process.

Typically, the field is reduced to five candidates at this point. We conduct a general background check on the candidates selected to continue in the process.

All candidates are advised of their status throughout the process.

Weekly Reports

The progress of the police chief selection process generates frequent inquiries from the mayor, council members, police department personnel and the public. We will email progress reports each week to keep interested parties informed.

SELECTION PHASE

Candidate Screening: MOULDER AND ASSOCIATES LLC uses the information obtained by the Position Profile and the Police Chief job description to screen the applications that have been received. We interview qualified individuals by telephone, to evaluate their interest in the position. In addition, they are asked to respond to a written interview question to evaluate their writing skills and ability to analyze a law enforcement issue. The field is reduced to approximately ten semi-finalists for consideration by the appointing authority. Then in concert with the appointing authority, we reduce the field to five applicants for final consideration.

Meet the public: All finalists and their significant others will be invited to Huxley where they tour the community and the law enforcement operation. In the evening, 5:30 to 6:30 PM, the public is invited to meet and interview the candidates in an open house. During this open house the candidates will have the opportunity to introduce themselves in a short presentation. As the public leaves they are asked to convey their impressions of the candidates to MOULDER AND ASSOCIATES LLC. That information is passed along to the appointing authority the next day. Members of the department and elected officials are encouraged to attend this event.

Interview phase: The interview portion typically consists of 4 panels:

- Mayor and Council Members
- Department directors
- Professional law enforcement representatives drawn from area police and sheriff's department
- Community representatives drawn from business, school administrators, and neighborhood organizations

The selection phase is often scheduled to start on Friday afternoon and resume the following morning. This is intended to accommodate the interviewers' schedules. MOULDER AND ASSOCIATES LLC assists in selecting the professional law enforcement representative interviewers. We also provide suggested questions for the panels to use in their evaluation.

The interviews are concluded by early afternoon. The candidates' participation is concluded at this time. The interview panels meet with the Mayor and Council to offer their impressions of the candidates. Usually during this time, a box lunch is provided. MOULDER AND ASSOCIATES LLC will prompt the discussion at this meeting. At the conclusion of the discussion, the interview panels are excused and the Mayor and Council evaluate and select the candidate for the position.

FINAL PHASE

Iowa Law Enforcement Certification

Candidates currently certified in Iowa may move from one department to another without the physical agility and POST (Peace Officer Standards Test) test.

Out-of-state candidates are required to pass the physical agility and POST test within the first year of employment. Moulder and Associates LLC can administer those tests as needed or desired. Out of state candidates must be certified by another state to obtain Iowa Certification without attending the Iowa Law Enforcement Academy.

Reference checks:

We will conduct preliminary personal reference and employment checks on the top candidates. These are primarily telephone contacts with previous employers and references provided by the candidate. The candidates' credentials will be confirmed with the Iowa Law Enforcement Academy to validate the ability to be licensed as a police officer in Iowa.

Background check:

We will conduct a thorough background check including criminal, credit, driving and personal background history of the top candidates.

Employment offer:

After a candidate is selected, we can provide assistance in the offer of employment, including the development and negotiation of the wage and benefit package.

Timeframe

The position advertisement is posted for four weeks. Allow two weeks for evaluating and eliminating candidates through response to essay interview. After the Huxley Administration agrees on five candidates to bring to Huxley for assessment and

interviews, a final candidate will be selected. The process from advertisement to selection should take about 12 weeks. The selected candidate is usually available in two to three weeks after the appointment is approved.

FEES

The fees for services from MOULDER AND ASSOCIATES LLC will not exceed \$15,000 plus the cost of posting advertisements. This is usually less than \$1,000. Additional expense is limited to the cost of out of state travel to do on-site background investigations. The cost of bringing candidates to Huxley for the final interviews is the responsibility of the city.

Assessment Center Option

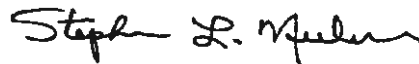
If the city elects to use Cayler Consulting services in this process MOULDER AND ASSOCIATES LLC fees are reduced by 10% as our tasks are reduced in the selection phase. Refer to Chief Cayler's proposal for fees associated with this option.

We are available to meet with you and other city officials to discuss the process and answer any question.

Thank you for your consideration of this information.



William H. Moulder



Stephen L. Niebur

Who we are

William H. Moulder

I have been in law enforcement forty-four years. The last eighteen years I served as Police Chief for Des Moines, Iowa. I retired in 2003. I have a Master's Degree in Public Administration and served as chair of the Resolutions Committee for the International Association of Chiefs of Police (IACP) for twenty years. The Resolutions Committee guides the policy for IACP. I have been the Legislative Committee chair for the Iowa Police Executive Forum, a statewide organization of Chiefs of Police and I have served as the chair of the Polk County Chiefs and Sheriff's Association.

Following my retirement from Des Moines, I formed MOULDER AND ASSOCIATES LLC, an organization designed to provide a wide range of technical and administrative services for local government and law enforcement agencies.

Stephen Niebur

Chief Niebur has been in law enforcement forty-two years. He served as Police Chief in Osceola, Iowa, for sixteen years. He retired in 2004. He is a graduate of the Southern Police Institute Administrative Officers Course. Chief Niebur was one of four Police Chiefs selected to serve on the "DARE America" Curriculum Advisory Board and he was the North Central Regional Chair for the State Association of Chiefs of Police Division of IACP. He is past president of the Iowa Police Executive Forum and served as a committee member for the Iowa Law Enforcement Academy, Curriculum Committee.

Our experience in both large and small police agencies gives us a unique and broad management perspective.

Chief Niebur and I began our police careers as patrol partners in the Kansas City, Missouri, Police Department. We independently obtained positions of Chiefs of Police in Iowa.

Police Chief Search References

*Other Searches

2018

Windsor Height
Elizabeth Hansen
City Administrator
515 279 3662
Public Safety Director Position

Oskaloosa
Michael Schrock
City Manager
641 673 9431

2017

Coralville
Kelly Hayworth
City Administrator
319 248 1700
With Chief Cayler

North Liberty
Ryan Heiar
City Administrator
319 626 5700
*Select First Full-Time Fire Chief

2016

Polk City
Gary Mahannah
City Administrator
515 984 6233

Johnston
Jim Sanders
City Administrator
515 278 2344

Carroll
Eric Jensen
Mayor
*City Manager Search
712 792 1000

2016

Spencer
Bob Fagen
City Manager
*Fire Chief Search
712 580 7200

Windsor Heights
Diana Willits
Mayor
*City Manager Search
515 279 3662

Marion
Lon Pluckhahn
City Administrator
319 743 6301

2015

Mason City
Brent Trout
City Administrator
641 421 3600
With Chief Cayler

Clinton
Jessica Kinser
City Administrator
563 242 2144
With Chief Cayler

Carroll
Gerald Clausen
City Manager
712 792 1000

2014

Spencer
Bob Fagan
City Manager
712 580 7200
With Chief Cayler

2014

Norwalk
Marketa Oliver
City Administrator
515-981-0228

Marshalltown
Randy Wetmore
City Manager
641 754 5701
*Fire Chief

2013

North Liberty
Ryan Heiar
City Administrator
319 626 5700

Pleasant Hill
Don Sandor
City Manager
515 262 9368
*Fire Chief

2012

Pella
Mike Nardini
641 628 4173

2011

Nevada
Public Safety Director
Elizabeth Hansen
City Administrator
515 382 5466

Altoona
Jeff Mark
City Administrator
515 967 5136

Altoona
Jeff Mark
City Administrator
515 967 5136
*Fire Department Internal Issues review

2010

Carlisle
Ruth Randleman
Mayor
515 989 3224



May 22, 2018

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

Dear Mr. Haldeman:

Thank you for the opportunity to submit this proposal to conduct an assessment center for the Police Chief position on the Huxley Police Department. This appointment will have an impact on the city and department for many years to come and it would be my pleasure to work with you in assessing the abilities of your selected finalists for this position.

DATE OF PROPOSAL

May 22, 2018

SCOPE OF SERVICES OFFERED

Assessment Centers

Cayler Consulting, LLC will recruit two additional law enforcement administrators to assess candidates' abilities in a one-day assessment center process. The assessment center testing process provides an accurate measurement of a candidate's competence to perform a given task, function or undertaking in a predictable manner. Cayler Consulting, LLC will gather information for this position through the use of position analysis questionnaires, and discussions with city and police staff. Using this information, Cayler Consulting, LLC will prepare a series of exercises that are designed to simulate duties or tasks that might occur during a normal workday for this position. These exercises are designed to assess the candidates' ability to perform in situations that would be typical for a person filling this position. They are also designed to assess the candidates' writing ability and working knowledge of legal issues, departmental operations, personnel management, and law enforcement trends. Because specific information will be requested, the focus of the interview questions and exercises will be relevant and specific to the Huxley Police Department.

An assessment center process:

- Levels the playing field by providing all candidates an equal opportunity to demonstrate their competency
- Provides for an objective, disinterested view from professional evaluators

1326 AMY AVE. • CARROLL, IA 51401
EMAIL: JEFF.CAYLER@GMAIL.COM • CELL: 712.830.3794

- Places the candidate in a controlled environment
- Establishes a reliable prediction of performance through the use of a definable set of measurements of a candidate's competence
- Builds multi-layered tasks -- ability to measure a candidate's competency in several areas at once
- Defeats a candidate's ability to hide behind a one-dimensional talent
- Mirrors real world scenarios in a controlled manner

Each assessment exercise is designed to measure the candidate's level of competence within three or more of 11 Critical Management Dimensions (competencies). Management Dimensions are those elements of competence that are relevant within the specific function of supervising and managing operations or personnel. (i.e.: What important abilities and skills are required in order to fulfill the position?)

Critical Management Dimensions are identified as:

Analysis: The determination of core elements. Relating and comparing information from different sources, identifying issues, securing relevant information and identifying relationships.

Consensus Building: The utilization of interpersonal skills to influence the collective opinion and solicit general agreement.

Decisiveness: Readiness to make decisions, render judgments, take action or commit oneself.

Development of Subordinates: Developing the skills and competencies of subordinates through training and development activities related to current and future jobs.

Follow-up: The act of tracking action taken and plans made. This tracking is made for the efficiency and assessment of action steps taken.

Initiative: Actively attempts to influence events to achieve goals; self-starting rather than passively accepting. Taking action to achieve goals beyond what is necessarily called for; originating action. Following through energetically.

Judgment: The capacity to make high quality decisions which are based on logical assumptions and which reflect factual information. A conclusion based on a discriminating appraisal of known information.

Leadership: Utilizing appropriate interpersonal styles and methods of communication in order to set a course or vision for an organization. To guide individuals or groups toward task accomplishment or acceptance of an idea demonstrating "big picture" thinking; vision.

Oral Communication Skills: Effective expression in individual or group situations, whether spontaneous or when given time for preparation (includes both verbal and non-verbal cues).

Planning and Organization: Establishing a course of action for self and/or others to accomplish a specific goal; planning proper assignments of personnel and appropriate allocation of resources or assets. A process of order; a method worked out beforehand.

Written Communication Skills: Clear expression of ideas in writing.

At the conclusion of the assessment center, Chief Cayler and the other assessors will meet with representatives of the city and go over the outcome of the process and discuss their views on each of the candidates. A final written report will also be generated discussing the process and the results of the assessment centers.

The scope of services you seek includes developing and executing a one-day assessment center process for the position of Police Chief. We normally assume that no more than five finalists will be testing.

COMPANY/CONSULTANT BACKGROUND

Chief Cayler served in law enforcement for 34 1/4 years, with the last 30+ years in the capacity of Chief of Police for the city of Carroll. He holds a Master's Degree in Criminal Justice Administration and a Bachelor's Degree in Sociology/Criminal Justice. He also served as the administrator of the Carroll City/County Communications center for 28 years. Chief Cayler served on the National Advisory Policy Board and as a member of the North Central Working Group for the CJIS Division of the FBI for many years. He is a past president of the Iowa Police Executive Forum (now the Iowa Police Chiefs Association), and Chairman of the Region V Drug Task Force for over 10 years. Chief Cayler was also the long-time Chairman of both the Carroll County E911 Service Board and the Carroll County Emergency Management Commission. In addition to these duties, Chief Cayler served as an adjunct professor of Criminal Justice at Buena Vista University from 2000 – 2012.

Approximately 22 years ago Chief Cayler began providing consulting services to cities, primarily in the area of recruitment, screening and selection of police chiefs and assisting cities with internal promotional testing. In recent years these services have also included screening and selection of fire chiefs and city administrators as well as conducting fire department promotional assessments. In August of 2013 he established Cayler Consulting, LLC. He retired as Chief of Police in Carroll on June 8, 2015 and was one of the longest serving chiefs in Iowa.

Chief Cayler has been married for thirty-five (35) years (Sandy (BSN/RN)) and has two adult children, Amy Kitt (MBA) and Kristen Menke (PhD). Jeff, Amy and Kristen are all graduates of the University of Iowa. He also has a three-year old granddaughter, Willa Bess Kitt.

DESCRIPTION OF RELEVANT EXPERIENCE

As a police chief for over thirty (30) years Chief Cayler conducted numerous promotional processes for his own department. In 1996, he began providing similar services to cities throughout Iowa, both for promotions, and search and assessment of police chief candidates. In recent years, these services have expanded to include search and assessment of fire chief candidates, fire

department promotions, and search and assessment of City Administrator/Manager candidates. In 2013 he established Cayler Consulting, LLC to formalize this growing business.

He has conducted dozens of assessment centers in Iowa with exceptional results. Recent assessment center processes have included: Maquoketa (Assistant Chief), Clinton County (Sergeant), Marshalltown (Sergeant), DeWitt (Police Sergeant), Coralville (Police Sergeant & Police Chief), Mason City (Fire Chief), Spencer (Fire Chief), Denison (Police Chief), North Liberty (Fire Chief), Iowa City (Police Sergeant, Lieutenant & Captain), Iowa City (Fire Lieutenant & Captain), Garner (Police Chief) and Boone (Police Chief).

REFERENCES

Mayor Dan Leinen
City of Denison
(712) 267-3561
mayor@denisonia.com

Mayor John Slight
City of Boone
(515) 298-0804
john@patclemons.com

Bob Fagen, Finance Director (former City Administrator in Spencer)
City of Des Moines
(515) 283-4271
rlfagen@dmgov.org

Chief Jeremy Logan
Oelwein Police Department
(319) 283-4311
jlogan@oelweinpolice.org

Perry Buffington, Human Resource Director
City of Mason City
(641) 424-7130
pbuffington@masoncity.net

Mike Funke, Human Resource/Risk Manager
City of Coralville
(319) 248-1700
mfunke@coralville.org

FEES FOR SERVICES

ASSESSMENT CENTER FEE. Cayler Consulting will be paid a base fee in the amount of three thousand dollars (\$3,000) for the preparation and administration of the assessment center process. Cayler Consulting, LLC will also be reimbursed for all reasonable expenses for meals, mileage,

motels, office supplies, copies, etc. Mileage will be paid at the current IRS rate of \$.545/mile. The estimated costs for Cayler Consulting, LLC are as follows:

• Meals	\$ 20
• Mileage	\$ 85
• Hotel (1 night)	\$ 100
• Printing & supplies	\$ 100
• Assessment Center development & administration	\$3,000

Cayler Consulting, LLC Total estimated cost \$3,305

ASSESSOR FEES. I will recruit two police administrators to serve as assessors with me. I will have the client pay each of the two recruited assessors a stipend of \$350 per day (one day assessment) plus reasonable expenses for meals, mileage, motels, etc. Mileage will be paid at the current IRS rate of \$.545/mile. The estimated costs for assessors are as follows:

• Meals	\$ 40
• Mileage (Estimate)	\$ 250
• Hotels (2 assessors, one night)	\$ 200
• Stipends (\$350 x 2 assessors x 1 day)	\$ 700

Assessor fees, total estimated costs \$1,190

Total estimated costs for Cayler Consulting and Assessor Fees = \$4,495

Please let me know if you have any questions.

Thank you for your consideration of this proposal.

Sincerely,



Jeff Cayler
Chief of Police (retired)
Cayler Consulting, LLC

jeff.cayler@gmail.com

712-830-3794

Prepared by John Haldeman, City Administrator for the City of Huxley Council meeting to be held on the 10th day of July, 2018.

RESOLUTION NO. 18-063

RESOLUTION SETTING THE DATE OF A SPECIAL COUNCIL MEETINGS FOR THE CITY OF COUNCIL OF THE CITY OF HUXLEY, IOWA.

WHEREAS, the City Council regularly meets on the second and fourth Tuesday of each month at 6:00 p.m; and

WHEREAS, there has been a request for a Special Council meeting for Tuesday, July 17, 2018.

BE IT RESOLVED, THEREFORE, that the City Council of Huxley, Iowa approves setting the date of Monday, July 17, 2018 for a Special City Council meeting starting at 6 pm.

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

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

PASSED, ADOPTED AND APPROVED this 10 th day of July, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-063** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 10 th day of July, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk