

CITY OF HUXLEY

TUESDAY – NOVEMBER 13, 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 13TH DAY OF NOVEMBER, 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:
OCTOBER 23, 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.
- 5.04) TO APPROVE REQUEST REGARDING PELLET GUN.
- 5.05) TO APPROVE PARKS AND RECREATION BOARD AND TREE BOARD (RE) APPOINTMENTS
- 5.06) TO APPROVE RESOLUTION APPROVING A REQUEST FOR ACCOMMODATION TO ALLOW A SUPPORT DOG

AGENDA ITEMS:

- 6.00) COMMUNITY BETTERMENT:
 - 6.01) DISCUSSION AND POSSIBLE ACTION ON SECOND READING OF ORDINANCE NO. 487 ADOPTING UPDATED ZONING MAP. POSSIBLE WAIVING OF THIRD READING.
 - 6.02) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 18-094 DELETING PROPERTY FROM THE HUXLEY URBAN RENEWAL AREA.
 - 6.03) DISCUSSION AND POSSIBLE ACTION ON THE FIRST READING OF ORDINANCE NO. 488 AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF HUXLEY, IOWA, BY ADDING CHAPTER 142, MAIL BOXES

- 6.04) DISCUSSION AND POSSIBLE ACTION ON THE **FIRST READING OF ORDINANCE NO. 489** DELETING PROPERTY FROM THE TAX INCREMENT FINANCING DISTRICT FOR THE HUXLEY URBAN RENEWAL AREA OF THE CITY OF HUXLEY, IOWA, PURSUANT TO SECTION 403.19 OF THE CODE OF IOWA.
- 6.05) DISCUSSION AND POSSIBLE ACTION ON **RESOLUTION NO. 18-095** SETTING DATE FOR PUBLIC HEARING ON DESIGNATION OF THE EXPANDED HUXLEY URBAN RENEWAL AREA AND ON URBAN RENEWAL PLAN AMENDMENT"
- 6.06) DISCUSSION AND POSSIBLE ACTION ON **RESOLUTION NO. 18-100** TO APPROVE AND ACCEPT THE PAVING OF 550TH STREET AS RECOMMENDED BY THE CITY'S ENGINEER.

7.00) PUBLIC SAFETY: NONE

8.00) FINANCE:

- 8.01) DISCUSSION AND POSSIBLE ACTION ON **RESOLUTION NO. 18-097** TO APPROVE SALARY RESOLUTION FOR THE HIRING OF BRUCE TIMMONS, WASTEWATER SUPERINTENDENT ND REVISED SALARY FOR PUBLIC UTILITY/PARKS.
- 8.02) DISCUSSION AND POSSIBLE ACTION ON **RESOLUTION NO. 18-093** TO APPROVE COMPENSATION POLICY.
- 8.03) DISCUSSION AND POSSIBLE ACTION ON **RESOLUTION NO. 18-098** TO PURCHASE VAC MACHINE.

9.00) LEISURE ACTIVITIES: NONE

10.00) ADMINISTRATIVE BUSINESS:

- 10.01) DISCUSSION AND POSSIBLE ACTION ON **RESOLUTION NO. 18-099** SETTING THE DATE FOR SPECIAL COUNCIL MEETINGS FOR THE MONTHS OF NOV. & DEC.

COMMENTS FROM STAFF, COUNCIL AND MAYOR.

CLOSED SESSION – CHAPTER 21.5 (j)

A **Motion** to hold a Closed Session in accordance with Iowa Code Section 21.5(j) to discuss the purchase or sale of particular real estate only where premature disclosure could be reasonably expected to increase/decrease the price the governmental body would have to pay for that property or reduce the price the governmental body would receive for that property.

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.

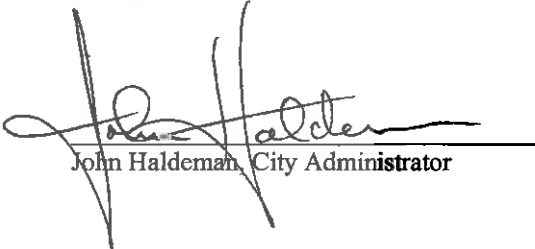
DISCUSSION TOPICS;

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. Chris Gardner
2. Construction Policies
3. Winter Public Works Policies
4. CIP

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



John Haldeman, City Administrator

DEPARTMENT REPORTS AND COMMUNICATIONS

Monthly Aggregate	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Aggregate
Arrests	2	6	9	5	2	3	3	7	5	3	0	0	45
Traffic Citations	11	7	23	21	15	19	11	15	23	29	1	0	175
Traffic Warnings	66	42	92	86	90	75	54	54	85	59	5	0	708
Parking Tickets	37	13	19	0	1	1	0	4	1	0	0	0	76
Alcohol-.02	0	0	0	0	0	0	0	1	2	0	0	0	3
Alcohol- Consumption	11	7	7	11	11	3	11	14	9	11	0	0	95
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	1	1	0	0	0	0	5
Alcohol-OWI	1	0	1	2	1	3	1	0	0	2	0	0	11
Animal Call	7	11	9	10	18	11	14	13	8	16	0	0	117
Assaults	0	0	0	2	3	1	0	3	1	0	0	0	10
Assist Fire/Med/Co	28	33	26	33	34	37	33	34	46	33	0	0	337
Assist Motorist	14	13	22	12	19	5	8	11	16	10	0	0	130
Burglary	0	1	1	1	0	1	0	3	0	1	0	0	8
Child Abuse	0	0	0	0	2	0	0	0	1	0	0	0	3
Civil Dispute	4	2	1	5	0	4	5	9	7	4	0	0	41
Criminal Mischief	2	1	1	1	1	2	2	2	1	1	0	0	14
D, P & Q	1	2	3	2	3	5	16	4	3	9	0	0	48
Drug Paraphernalia	1	3	8	1	0	1	0	0	0	1	0	0	15
Disorderly Conduct	1	2	1	0	2	1	0	1	0	1	0	0	9
Domestic	6	3	2	6	2	4	4	7	4	4	0	0	42
Harassment	5	5	0	3	3	4	2	3	2	3	0	0	30
Info. Call	135	144	153	138	187	162	124	178	152	118	1	0	1492
Mental Patient	1	6	3	1	2	3	4	3	3	5	0	0	31
Missing Person	0	0	0	1	3	1	2	3	0	0	0	0	10
Sex Abuse	0	1	0	3	0	3	1	2	2	0	0	0	12
Susp/Rev/Barred Driver	0	0	0	0	1	0	1	1	1	1	0	0	5
Susp. Person	2	2	1	2	9	7	10	7	7	10	0	0	57
Susp. Vehicle	4	1	7	7	8	3	5	8	0	4	0	0	47
Traffic Call	6	16	20	13	11	12	2	6	17	11	0	0	114
Traffic Accident	3	3	6	5	4	2	4	2	6	17	0	0	52
Trespass	0	0	1	0	0	5	2	0	1	1	0	0	10
Theft	9	1	4	4	1	5	3	5	5	4	0	0	41
Unattended Death	0	0	0	0	0	0	1	0	2	0	0	0	3
	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Contacts	357	325	423	375	433	385	324	401	410	358	7	0	3798
Investigations	10.5	21	27.75	21.5	10.5	16	7.75	29.25	21.75	21.5	0	0	187.5
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	242.25	270.75	250.5	218	1	0	2422.7
Patrol / SRO	397.5	345.75	467.5	451.95	476.55	496.5	478.75	567.25	565	474	5.5	0	4726.25
	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	728.75	867.25	837.25	713.5	6.5	0	7336.5

Huxley Police Department
Monthly Report for October 2018

10/1/2018 8:31 AM Officer responded to a two vehicle accident at the 104 Mile Marker of Interstate 35 northbound. A vehicle operated by a Des Moines man was rear ended by a Story City driver causing approximately \$1500 in total damage. No injuries.

10/1/2018 11:05 AM Officer received a credit card fraud complaint from a Huxley resident. Three credit card charges that were not made by the credit card owner were made. The card was shut off and investigation is ongoing.

10/2/2018 3:41 PM Officer responded to a two vehicle accident in the Fareway parking lot. A vehicle operated by a Huxley woman backed into another parked vehicle causing approximately \$3000 in total damage. No injuries.

10/2/2018 7:30 AM Officer responded to a domestic altercation at the 500 block of E 5th Street. The altercation between a Huxley man and his 31 year old son was verbal but included the son punching and damaging a window. The father refused charges for Criminal Mischief. Both were separated for the day.

10/3/2018 12:28 AM Officer responded to a single vehicle accident on 560th near Sand Cherry. A vehicle operated by a Huxley man slid off the gravel road and rolled over into the ditch. Damage to the vehicle was total and the driver was cited for Failure to Maintain Control.

10/3/2018 3:00 PM Officer cited a Slater driver for a Stop Arm Violation at 1st and Main.

10/3/2018 4:51 PM Officer responded to a two vehicle accident on Highway 69 and E 4th Street. A vehicle operated by a 26 year old Prairie City man rear ended a Slater driver causing approximately \$1500 in total damage.

10/4/2018 8:05 AM Officer responded to the Ballard Middle School for a report of a vehicle that struck a sign and chain and then left the scene. Only vehicle description was a maroon SUV.

10/4/2018 12:00 PM Officer responded to a violation of a no contact order at the 300 block of 1st Street. A warrant was filed for the arrest of a 32 year old Story City man for Violation of a No Contact order / Contempt of Court.

10/5/2018 5:30 PM Officer responded to a two vehicle accident on Interstate 35 near the 103 Mile Marker. A vehicle operated by an Omaha man rear ended a vehicle operated by a Farley, IA man causing \$1000 in damage.

10/5/2018 6:00 PM Officer responded to a two vehicle accident on Interstate 35 near the 103 Mile Marker. A vehicle operated by a Des Moines man rear ended a vehicle operated by an Indianola man causing approximately \$3000 in damage.

10/7/2018 2:03 AM Officer stopped a vehicle for a traffic violation on Highway 69 near the Ballard Plaza. The driver of the vehicle, a 24 year old Ames man, was arrested for OWI. He was transported to the Story County Jail in Nevada.

10/7/2018 5:40 AM Officer responded to a structure fire at the 300 block of Sycamore Blvd. A Huxley man and Huxley juvenile were trapped inside the home and did not survive.

10/12/2018 3:30 PM Officer responded to a two vehicle accident on Highway 69 near E 5th. A vehicle operated by a Newton man was rear ended by a Huxley man causing approximately \$5000 in total damage.

10/13/2018 8:29 AM Officer responded to a single vehicle accident at a business on the 900 block of Highway 69. A vehicle operated by a Huxley woman struck a light pole causing approximately \$4500 in damage.

10/17/2018 8:00 PM Officer responded to a domestic altercation at the 100 block of National Drive. The altercation was verbal and the male half elected to stay at another residence for the remainder of the night.

10/17/2018 9:00 PM Officer responded to a domestic altercation at the 200 block of Oak Blvd. The altercation was verbal and the male half elected to stay in his apartment for the remainder of the night. The altercation was at the neighboring apartment.

10/17/2018 11:01 PM Officer stopped a vehicle for a traffic violation on Highway 69 near E 5th Street. The driver of the vehicle, a 62 year old Slater man, was suspended from driving. He was cited and released with a court date for Driving Under Suspension.

10/19/2018 2:00 PM Officer received a harassment complaint at the 300 block of Centennial Drive. Contact was made with the other half, a Huxley resident, who agreed to stop the harassing behavior in order to avoid future police attention.

10/20/2018 4:29 AM Officer stopped a vehicle for a traffic violation on Highway 69 and Oak Blvd. The driver of the vehicle, a 22 year old Cambridge woman, was arrested for OWI and transported to the Story County Jail in Nevada.

10/20/2018 5:30 PM Officer responded to a two vehicle accident at the 900 block of Ballard Drive. A vehicle operated by a Cambridge man struck two parked vehicles on the street causing disabling damage to both. No injuries.

10/21/2018 12:03 PM Officer responded to a single vehicle accident on Interstate 35 near the 104 Mile Marker Northbound. A single vehicle was cut off by another driver and forced into the ditch causing approximately \$500 in damage.

10/23/2018 2:30 PM Officer issued a stop arm violation citation to an 18 year old Huxley man for driving through a stopped bus with lights on and stop sign extended at the 300 block of Centennial.

10/24/2018 7:12 AM Officer responded to a three vehicle accident on Highway 69 near Campus Drive. A vehicle operated by a Huxley man made an emergency stop in response to a vehicle in front of him making an erratic stop. A vehicle behind him also had to stop quickly and the third could not make the stop in time rear ending the second vehicle and pushing it into the first. Total damage for all vehicles is estimated at \$12,000.

10/26/2018 8:00 AM Officer responded to a two vehicle accident at the 300 block of Ridgewood. A vehicle operated by an Elm Grove, Wisconsin woman struck a parked vehicle owned by an Ames woman while she was attempting to back out of a driveway. Total damage is estimated to be \$1000.

10/27/2018 11:15 AM Officer responded to a domestic altercation at the 200 block of N 3rd. The male half of the altercation elected to stay with a friend in Council Bluffs for the time being.

10/28/2018 9:15 AM Officer received a hit and run complaint at Monsanto on Highway 210. Surveillance video shows a vehicle striking and damaging a mailbox then continuing onto the property and in front of the building before leaving. Footage will be submitted to the PD and investigation ongoing at time of monthly report.

10/30/2018 4:42 PM Officer responded to a two vehicle accident on Highway 210 near Interstate 35. A vehicle operated by a Cambridge woman struck another vehicle that had pulled onto the road from the off ramp causing a fair amount of damage.

Special Assignments, Trainings, or Events

10/3 Coffee with a Cop and Double Dipped in Huxley

10/12 Officer was assigned to the Ballard Football Game

10/13 Officer assisted Iowa State University with a home football game

10/15 Officer attended a 40 hour Field Training Officer Instructor school at Camp Dodge

10/19 Officer was assigned to the Ballard Football Game

10/23 Three officers received Commendation Letters during the City Council Meeting

10/25 Officer attended a Local Road Safety Workshop in Altoona

10/27 Officer was assigned to the Ballard Football Game

10/29 Officer participated in Ballard Transportation Safety Class

10/31 Officers provided extra patrol for Halloween in both Huxley and Cambridge

Officers had Three arrests for the month. Two were for OWI, one was for Driving While License Suspended and there was also an arrest warrant filed for a Violation of a no Contact Order. Officers issued twenty-nine citations for traffic violations and gave fifty nine warnings. Officers received 118 calls for service and had a total of 358 contacts for the month. Officers used 238.5 hours toward investigations, answering calls for service, or providing assistance and gave 474 hours of general patrol.

Gerry Stoll

Chief of Police

Huxley Police Department
Monthly Report for the City of Cambridge
October 2018

10/1/2018 11:30 AM Officer responded to an out of control teen at the 800 block of Race Street. The officer was able to assist the mother with her teen to the point he could leave the home.

10/6/2018 2:35 AM Officer stopped a vehicle for a traffic violation on 4th near Park Street. The driver of the vehicle, a 39 year old Scranton man, was revoked. He was arrested for Driving While Revoked.

10/11/2018 2:15 PM Officer received a theft complaint at the 200 block of Sycamore. An attempt to gain money by deception was made by a Corona, California man over the website Ebay. The Cambridge citizen did not have any loss as he did not fall for the scam.

Huxley Officers issued two citations for traffic offenses and gave thirteen warnings. One person was arrested for Driving While Revoked during the month. Officers received fifteen calls for service and had a total of forty-seven contacts for the month. Officers provided 87.25 hours of general patrol for the month.

Gerry Stoll

Chief of Police

Huxley
CAMBRIDGE

Monthly Aggregate	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Aggregate
Arrests	4	0	13	6	5	0	0	0	1	0	0	0	29
Traffic Citations	1	0	0	4	2	3	2	0	0	2	0	0	14
Traffic Warnings	10	3	8	9	9	14	16	6	5	13	0	0	93
Parking Tickets	0	1	0	0	0	0	0	0	0	0	0	0	1
Alcohol-.02	0	0	0	0	0	0	0	0	1	0	0	0	1
Alcohol-Consumption	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol-Open Container	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol-Possession	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol-Pub. Intox	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol-OWI	2	0	0	0	0	0	0	0	0	0	0	0	2
Animal Call	7	0	2	3	5	2	3	0	1	2	0	0	25
Assaults	0	0	1	0	0	0	0	0	2	0	0	0	3
Assist Fire/Med/Co	6	4	8	5	6	4	7	5	9	5	0	0	59
Assist Motorist	1	1	2	1	3	3	0	1	3	1	0	0	16
Burglary	0	0	1	0	0	0	0	0	0	0	0	0	1
Child Abuse	0	0	0	0	0	0	0	0	0	0	0	0	0
Civil Dispute	2	0	0	0	0	1	5	0	0	1	0	0	9
Criminal Mischief	2	1	1	1	0	0	0	0	0	0	0	0	5
D, P & Q	5	1	1	0	2	0	2	0	0	0	0	0	11
Drug Paraphernalia	0	1	0	1	0	0	0	0	0	0	0	0	2
Disorderly Conduct	1	0	0	1	0	0	0	0	0	0	0	0	2
Domestic	1	0	1	0	2	0	5	1	0	0	0	0	10
Harassment	3	1	0	0	2	0	0	0	1	0	0	0	7
Info. Call	35	36	40	26	18	24	19	16	11	15	0	0	240
Mental Patient	0	3	0	1	1	0	2	0	1	0	0	0	8
Missing Person	0	0	0	2	0	1	0	0	0	0	0	0	3
Sex Abuse	0	2	0	0	0	0	0	0	0	0	0	0	2
Susp/Rev/Barred Driver	0	0	0	0	1	0	0	0	0	0	0	0	1
Susp. Person	0	0	1	2	3	2	1	1	1	3	0	0	14
Susp. Vehicle	0	0	3	3	1	1	4	2	1	2	0	0	17
Traffic Call	0	1	4	2	0	1	3	0	1	3	0	0	15
Traffic Accident	2	1	0	0	0	0	1	0	0	0	0	0	4
Trespass	2	0	0	0	0	0	2	2	0	0	0	0	6
Theft	2	2	12	0	2	0	0	0	0	0	0	0	18
Unattended Death	0	0	0	0	0	0	0	0	1	0	0	0	1
	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Contacts	86	58	98	67	62	56	72	34	39	47	0	0	619
Investigations	19.75	58.25	10.5	4.75	6.5	0	0	2.25	1	0	0	0	103
On-Call	0	1	0	0	0	0	0	0	0	0	0	0	1
Office / Other	8.5	33.5	21	14.5	19.5	23	13.75	24	0.75	0	0	0	158.5
Patrol / SRO	71.25	56	82.1	84	86.45	93.45	82.5	76.5	86.75	87.25	1.5	0	807.75
	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Hours	99.5	148.75	113.6	103.25	112.45	116.45	96.25	102.75	88.5	87.25	1.5	0	1070.25

CONSENT AGENDA

Huxley City Council Minutes

Tuesday, October 23, 2018

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

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

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

CITY STAFF PRESENT: John Haldeman-City Administrator, Jolene Lettow-City Clerk, Heather Denger-Parks and Rec Director, Jeff Peterson-Public Works Director, Kevin Deaton-Asst. Fire Chief, Gerry Stoll-Police Chief

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

GUESTS PRESENT: Jacque Gloede, Joe Marchesano, Nathan Albaugh, Annie Marchesano, Rockey Hugee, McKenzie Gloede, Rylee Gloede, Judy Gloede, Susan Frantz, Jonathan Frantz, Gerald Caligiuri, Kam Shugar, Nick Grossman, John Knapp, Roger Wheeler, Corey Kautz, Michael Hart, Heidi Kuhl, Eric Cannon

LETTERS OF ACCOMODATION: Mayor Henry presented Letters of Accommodation to three police officers: Jacque Gloede, Joe Marchesano and Nathan Albaugh. Jacque Gloede and Joe Marchesano were recognized for their heroism with a residential house fire and Nathan Albaugh was recognized for his quick actions with an unresponsive resident.

CONSENT AGENDA:

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

- Approve October 9th Council Minutes
- Approve October 16th Work Session Minutes
- Approve Financial Reports and Payment of Bills

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

Claims:

A KING'S THRONE LLC	PORTABLE RESTROOMS	170.00
ANKENY SANITATION	CENTENNIAL PARK	317.29
AUSTIN STRUMPFER	REIMBURSE WATER DISTRIBUTE EXA	30.00
BALLARD HEATING & COOLING	SERVICE CALL ON OLD WW PLANT	565.98
BETSY ANDERSON	FLAG FOOTBALL REFUND	20.00
BLM ENTERPRISES	SANITARY SEWER MAPPING SETUP	1,011.25
BOUND TREE MEDICAL	MEDICAL SUPPLIES	83.50
BRANDON BROWN	FLAG FOOTBALL REFUND	20.00
BUD'S AUTO REPAIR INC	MICRO SWITCH FOR PD	1,410.76
CARDMEMBER SERVICE	SEE ATTACHED	2,499.61
CASEY'S GENERAL STORES INC	GASOLINE	1,560.65
CHRIS SNYDER	FLAG FOOTBALL REFUND	20.00
COMPASS MINERALS AMERICA	COARSE SALT	3,304.86
CONSUMERS ENERGY	ELECTRIC	8,556.28
DOLLAR GENERAL-REGIONS 410	JANITORIAL SUPPLIES	30.25
ELECTRIC PUMP	INSTALLATION OF PUMP	266.70
ELECTRIC WHOLESALE CO.	EXTERIOR GARAGE LIGHT	717.00
EMERGENCY MEDICAL PRODUCTS	MEDICAL SUPPLIES	907.93
GALLS, LLC- DBA CARPENTER	UNIFORM PARTS	804.85
HOKEL MACHINE SUPPLY	BOLTS, WASHERS, NUTS	37.34
HUXLEY COMMUNICATIONS COOP	PHONE, CABLE, INTERNET	1,608.50
INTERNAL REVENUE SERVICE	FED WITHOLDING TAX	10,090.28
IOWA ONE CALL	EMAIL LOCATES	51.30
JENNY HORNESS	FLAG FOOTBALL REFUND	20.00
JEREMY J. ARENDS	AUGUST & SEPT TREASURER'S REPO	160.00
KAITLYN HEIDESCH	TRX FUSION REFUND	36.23
KELLI BRENDDELAND	FLAG FOOTBALL REFUND	20.00
KEMPKER'S TRUE VALUE AND R	SEE ATTACHED	338.49
LETTOW, JOLENE	REIMBURSE FOR COMPUTER PART	10.45
MARCO, INC.	PRINTER MAINT AGREEMENT	478.32
MARCO, INC.	PRINTER	203.46
MARTIN MARIETTA MATERIALS	1" CLEAN ROCK	435.47
MARY GREELEY MEDICAL CENTE	TIER	200.00
MATT BALTES	FLAG FOOTBALL REFUND	20.00
MATT BUTTZ	FLAG FOOTBALL REFUND	20.00
MUNICIPAL SUPPLY	SEC. STORM INSTALL ON MAPLE	455.90

NEW CENTURY FS INC
NICK HURST
OXEN TECHNOLOGY
PCC AN AMBULANCE BILLING S
PEPSI-COLA
PLUMB SUPPLY COMPANY - AM
POSTMASTER
QUALITYONE COMMERCIAL CLEA
SAFE BUILDING COMPLIANCE &
SOASH, JESSICA
STAPLES BUSINESS CREDIT
STORY COUNTY SHERIFF'S OFF
TASC
TRICKLE'S L.L.C.
USA BLUEBOOK
VERIZON WIRELESS
WINDSTREAM IOWA COMMUNICAT

UNLEADED & DIESEL FUEL 2,318.37
FLAG FOOTBALL REFUND 20.00
MONTHLY BILLING FOR NOVEMBER 219.50
SEPTEMBER AMBULANCE BILLING 265.71
VENDING PRODUCT 474.09
POP OFF VALVE FOR WATER HEATER 48.00
POSTMASTER 351.04
OCTOBER JANITORIAL SERVICES 2,134.00
BUILDING INSPECTIONS 4,231.79
FLAG FOOTBALL REFUND 20.00
OFFICE SUPPLIES 648.25
SECOND QUARTER DISPATCH 6,081.32
FLEX BENEFIT PLANS 512.46
FOUR TIRES 2,720.98
HEAD ASSEMBLY & FLOUROFILM 589.60
AMBULANCE CELL PHONES 480.19
DISPATCH PHONE 70.88

	<u>Expenses</u>	<u>Total Monthly Revenue</u>
001 GENERAL FUND	23,276.26	161,754.41
002 LIBRARY	990.84	41,599.40
003 RECREATION	3,532.82	20,826.62
004 FIRE AND RESCUE	423.03	134.67
014 AMBULANCE	4,030.74	3,190.00
110 STREET	5,011.52	209.64
319 RECREATION EQUIPMENT	44.95	
600 WATER UTILITY	10,323.27	130,097.88
610 SEWER UTILITY	10,035.40	110,761.49
PAYROLL/MISC	46,127.82	
GRAND TOTAL	103,796.65	468,574.11

Motion – Mulder, Second – Peterson on First Reading of Ordinance No. 487 to Adopt Updated Zoning Map. Council noted some changes that needed to be added to map. Staff to research and update. Roll Call: Peterson, Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

Motion – Roberts, Second – Kuhn on Resolution No. 18-092 to Approve Salary Resolution for FY19. November 3rd will be effective start date for new salaries. Roll Call: Kuhn, Roberts, Peterson, Jensen voted yes; Mulder abstained. Motion carried.

Motion – Roberts, Second – Jensen to Defer Approval of Resolution No. 18-093 to Approve Compensation Policy to the November 13th Council Meeting. Council asked for clarity on language regarding new longevity and certification policies. Staff to review and report findings back to council. Roll Call: Jensen, Peterson, Roberts, Kuhn voted yes, Mulder abstained. Motion passed.

Motion – Kuhn, Second – Mulder to Authorize the Updating of Aerial Economic Development Video and Brochures. Story County Economic Development allocated \$2900 for project which should cover costs. 5 ayes, 0 nays. Motion carried.

Miscellaneous

- Assistant Fire Chief, Kevin Deaton, inquired about IAMU's letter that had a recommended list of requirements for physicals to be completed by fire department personnel. Mr. Deaton stated list was too exhaustive and expensive. He also reported that he had gathered costs for the remodel of current fire station as well as a new facility and that he was working on updating 28E agreements for mutual aid with surrounding cities
- Heather Denger, Parks and Rec Director, reported that the painting of the group exercise room was almost completed. Virtual exercise program begins November 4th. Also told council that new staff member was fitting in well.
- Jeff Peterson, Public Works Director, stated his concerns with Wage Study and lack of communication with staff to compare jobs with equivalent cities/jobs.
- Forrest Aldrich, city engineer, reported that the work to repair 550th Street was underway.
- Councilman Kuhn asked Parks and Rec Director to provide three years of membership data to compare figures. Asked if sidewalk and tree trimming letters had been completed. Said there was a tree on Timberlane that needed to be checked.

CLOSED SESSION: Motion – Roberts, Second- Peterson to move into a Closed Session at 6:48pm in accordance with Iowa Code Section 21.5(j) to discuss the purchase of sale of particular real estate where premature disclosure could be reasonably expected to increase/decrease the price the governmental body would have to pay for that property or reduce the price the government body would receive for that property.

ADJOURNMENT: Motion – Mulder, second – Peterson to adjourn meeting at 7:05 pm. 5 ayes, 0 nays. Motion carried.

WORK SESSION:

Development

Greenland Homes representative and engineer from Snyder & Associates visited with council regarding possible new development.

Northland Securities – Bond Cost

Michael Hart and Heidi Kuhl talked with council regarding debt service schedules and preliminary costs associated with bonding.

28E Agreement with Story County

City administrator, John Haldeman, informed council of discussions with County to pave 560th Street. Council decided to hold back one year before making any commitment.

Winter Public Works Policies

Jeff Peterson, Public Works Director, discussed mailbox policy with council. It was decided that the city needed to develop a mailbox ordinance. Staff to prepare new ordinance and legal to review.

Capital Improvement Project (CIP)

Councilman Jensen remarked that he thought the city should use monies city currently has in funds for CIP projects and avoid bonds.

ADJOURNMENT: Motion – Peterson, second – Jensen to adjourn meeting at 8:43pm. 4 ayes, 0 nays. Motion carried.

Attest:

Craig D. Henry, Mayor

Jolene R. Lettow, City Clerk

11-13-18 Council Claims List

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	A TECH-TCI	FD ALARM MONITORING	\$ 105.00
3	AFLAC	AFLAC	\$ 4.00
4	ALLIANT ENERGY	GAS AND ELECTRIC	\$ 8,753.07
5	AMY KAPLAN	REIMBURSEMENT FOR 2019 PLANNER	\$ 15.89
6	ANKENY SANITATION	GARBAGE REMOVAL AT CITY PREMISES	\$ 317.29
7	AUSTIN CLARK	SOCCER REFEREE	\$ 50.00
8	AUSTIN STRUMPFER	DNR AND WATER EXAM TEST FEES	\$ 70.00
9	BAKER GROUP	MAINT. AGREEMENT 3 OF 4	\$ 6,682.00
10	BEAU WARG	SOCCER REFEREE	\$ 70.00
11	BOOK LOOK	BOOKS	\$ 645.48
12	BORDER STATES INDUSTRIES,	LED BULBS FOR GYM	\$ 2,396.25
13	BRICK GENTRY P.C.	LEGAL FEES	\$ 6,112.97
14	BUD'S AUTO REPAIR INC	SERVICE ON POLICE VEHICLES	\$ 228.27
15	CASEY'S GENERAL STORES INC	GASOLINE	\$ 1,871.87
16	CATHY VANMAANEN	MILEAGE REIMBURSEMENT	\$ 34.08
17	CENTRAL IOWA DISTRIBUTING	JANITORIAL SUPPLIES	\$ 263.00
18	CENTRAL IOWA LAWN & LANDSC	DECK WHEEL, ULTRA HIGH LIFT	\$ 54.84
19	CENTRAL PUMP & MOTOR, LLC	SERVICE CALL ON PUMP	\$ 565.60
20	CHITTY GARBAGE SERVICE INC	FD TRASH REMOVAL	\$ 43.34
21	CITY OF AMES	RESOURCE RECOVERY	\$ 15,092.35
22	CUMMINS SALES AND SERVICE	SERVICE CALL ON GENERATOR	\$ 1,168.67
23	DAVID DETAR	FLAG FOOTBALL REFEREE	\$ 180.00
24	DB IOWA HOLDINGS	LEGAL PUBLICATIONS	\$ 420.01
25	DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	\$ 1,397.48
26	DONAVON BERTRAND	FLAG FOOTBALL REFEREE	\$ 10.00
27	EBS	MEDICAL INSURANCE	\$ 14,292.01
28	EDWARD JONES	IRA	\$ 250.00
29	ELECTRIC WHOLESALE CO.	PHOTO CELL, EYE, WING NUTS, HALOGEN	\$ 57.04
30	FIDELITY SECURITY LIFE	VISION INS	\$ 242.98
31	G & L CLOTHING	UNIFORM ALLOWANCE FOR ROCKY	\$ 236.65
32	GALLS, LLC- DBA CARPENTER	POLICE UNIFORM PARTS	\$ 343.34
33	GRANT ANDERSON	FLAG FOOTBALL REFEREE	\$ 70.00
34	HABITAT FOR HUMANITY OF CE	BUILDING PERMIT DEPOSIT REFUND	\$ 500.00
35	HACH COMPANY	CHEMICALS FOR WP AND WWTP	\$ 977.25
36	HAWKINS, INC.	CHEMICALS FOR WATER PLANT	\$ 1,634.55
37	HENRY EASTER	SOCCER REFEREE	\$ 50.00
38	HUXLEY COMMUNICATIONS COOP	PHONE, INTERNET, CABLE	\$ 1,640.34
39	I.S.C.I.A.	CONFERENCE REGISTRATIONS	\$ 300.00
40	ICMA MEMBERSHIP RENEWALS	ANNUAL MEMBERSHIP	\$ 784.63
41	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 20,041.69
42	INTERSTATE ALL BATTERY CEN	BATTERIES	\$ 333.00
43	INTERSTATE BATTERIES	BATTERIES FOR SLEDGE TRUCK	\$ 139.30
44	IOWA DNR	ANNUAL WATER USE FEE	\$ 134.00
45	IOWA DOT	NOZZLES & TRASH BAGS	\$ 76.64

11-13-18 Council Claims List

	A	B	C
46	IOWA LAW ENFORCEMENT ACADE	FTO SCHOOL	\$ 380.00
47	IPERS	IPERS	\$ 13,023.38
48	ITRON, INC.	MAINT. FOR METER READER GUN	\$ 2,297.37
49	JCORP, INC.	BUILDING PERMIT DEPOSIT REFUND	\$ 500.00
50	KEMPKER'S TRUE VALUE AND R	SEE ATTACHED	\$ 476.85
51	KEYSTONE LABORATORIES	MONTHLY WATER & WW SAMPLES	\$ 137.70
52	LEEDS, JESSICA	REIMBURSE STORY TELLER'S CHAIR	\$ 49.99
53	LINCOLN FINANCIAL GROUP	LIFE & DISABILITY INSURANCE	\$ 979.21
54	LISA WHEELER	REIMBURSEMENT FOR MEALS	\$ 20.00
55	MARCO, INC.	ADMIN COPIER MAINT FEE	\$ 470.82
56	MARTIN MARIETTA MATERIALS	CLEAN ROCK	\$ 98.49
57	MASS MUTUAL RETIREMENT SER	DEFERRED COMPENSATION	\$ 450.00
58	MOODY ELECTRIC, INC.	INSTALL LIGHT AT POLICE STATION	\$ 181.52
59	MUNICIPAL SUPPLY	FIFTY LEAD SEALS	\$ 175.00
60	NCL OF WISCONSIN, INC.	NITRIFICATION INHIBITOR	\$ 68.88
61	NICKOLAY CONSULTING, LLC	MONTHLY IT SUPPORT MAINTENANCE	\$ 105.00
62	NJREC, INC.	BUILDING PERMIT DEPOSIT REFUND	\$ 500.00
63	OXEN TECHNOLOGY	MONTHLY MICROSOFT ONLINE	\$ 219.50
64	PETERSON, JEFFERY	MEAL REIMBURSEMENT FOR WEFTEC	\$ 59.46
65	PREMIER OFFICE EQUIPMENT I	PRINTER CONTRACTS & NEW PRINTERS FOR LIBRARY	\$ 630.47
66	RADAR ROAD TECH	FOUR RADAR CERTIFICATIONS	\$ 140.00
67	SAFE BUILDING COMPLIANCE &	BUILDING INSPECTIONS	\$ 46,125.44
68	SPRINGER PROFESSIONAL HOME	MONTHLY PEST INSPECTION	\$ 42.00
69	SYNCB/AMAZON	BOOKS	\$ 385.23
70	TASC	FLEX BENEFIT PLANS	\$ 1,024.92
71	TASC - CLIENT INVOICES	DECEMBER FLEX PLAN ADMIN FEE	\$ 67.91
72	THE DES MOINES REGISTER	NEWSPAPER SUBSCRIPTION	\$ 245.02
73	TREASURER, STATE OF IOWA	STATE WITHHOLDING	\$ 3,494.00
74	U.S. BANK EQUIPMENT FINANC	COPIER LEASE CONTRACT	\$ 99.00
75	VEENSTRA & KIMM, INC.	ENGINEERING FEES	\$ 7,144.60
76	VERIZON WIRELESS	CITY ADMIN CELL PHONE	\$ 44.60
77	VERIZON WIRELESS - LERT B	PD LEGAL FEES	\$ 50.00
78	WASHER SYSTEMS OF IOWA, IN	PRESSURE WASHER	\$ 4,160.00
79	WD DOOR	GARAGE DOOR REPAIR	\$ 461.00
80	WINDSTREAM IOWA COMMUNICAT	DISPATCH PHONE	\$ 71.08
81	Payroll Expense		\$ 90,917.16
82	GRAND TOTAL		\$ 263,950.48
83			
84			
85			
86			
87			
88			
89			
90			

11-13-18 Council Claims List

	A	B	C
91		FUND TOTALS	
92	001 GENERAL FUND	\$ 110,170.23	
93	002 LIBRARY	\$ 7,645.35	
94	003 RECREATION	\$ 5,504.07	
95	004 FIRE AND RESCUE	\$ 761.09	
96	014 AMBULANCE	\$ 3,751.79	
97	110 ROAD USE TAX	\$ 14,919.32	
98	342 HMGP GENERATOR PROJECT	\$ 2,970.00	
99	600 WATER UTILITY	\$ 17,347.09	
100	610 SEWER UTILITY	\$ 9,964.38	
101	01 PAYROLL EXPENSE	\$ 90,917.16	
102	GRAND TOTAL	\$ 263,950.48	
103			
104			
105	TRUE VALUE BREAK DOWN		
106	PD		\$ 14.99
107	Parks	galvanized cap, blade connector, nuts & bolts	\$ 17.27
108	Water	mark paint, batteries, nuts and bolts, connectors, snap links, red paint, light bulbs, couplings, clamps	\$ 103.81
109	Ambulance	laminated padlock	
110	Grounds	valve toil seal	\$ 44.94
111	FD	keys, nuts & bolts,	\$ 33.20
112	Streets	diesel treatment, bit set, conn kit, nuts and bolts, hi-traffic seed, pvc pipe, couplings, elbows, adapter, clamps, cart filter, batteries, sakrete mortar	\$ 195.65
113	Library	super glue, nuts & bolts,	\$ 8.39
114	Wastewater	antifreeze, pvc pipe, nipple, adapter, pvc ball valve	\$ 58.60
115	Total		\$ 476.85

**Huxley RECAP
October 1, 2018**

<u>Account No.</u>	<u>Account Name</u>	<u>Balance Due</u>
15398.000	Municipal	\$4,662.97
15398.001	Prosecutions	
15398.002	Fire and Rescue	
15398.003	Prairie Ridge	
15398.004	North Development	
15398.005	Litigation	
15398.006	Bond Claims	
15398.008	Code Enforcement	
15398.009	2015 Construction Projects	
15398.010	Cemetary	
15398.011	Planning & Zoning	
15398.012	Public Works	\$50.00
15398.013	Police	\$212.50
15398.014	Parks	\$37.50
15398.015	Nuisance Abatement	
15398.016	HDC	\$1,150.00
15398.017	Library	
Total:		\$6,112.97

Name of Applicant: Casey's Marketing Company

Name of Business (DBA): Casey's General Store #2474

Address of Premises: 104 N Hwy 69

City Huxley

County: Story

Zip: 5012400

Business (515) 597-3555

Mailing PO Box 3001

City Ankeny

State IA

Zip: 500218045

Contact Person

Name JESSICA FISHER, Store Operations

Phone: (515) 446-6404

Email

JESSICA.FISHER@caseys.com

Classification Class C Beer Permit (BC)

Term: 12 months

Effective Date: 01/04/2019

Expiration Date: 01/03/2020

Privileges:

Class B Native Wine Permit

Class C Beer Permit (BC)

Sunday Sales

Status of Business

BusinessType: Publicly Traded Corporation

Corporate ID Number: XXXXXXXXXX

Federal Employer ID XXXXXXXXXX

Ownership

Michael Richardson

First Name: Michael

Last Name: Richardson

City: Pleasant Hill

State: Iowa

Zip: 50327

Position: President

% of Ownership: 0.00%

U.S. Citizen: Yes

42-0935283 Casey's General
Stores Inc

First Name: 42-0935283

Last Name: Casey's General Stores, Inc

City: Ankeny

State: Iowa

Zip: 50021-804

Position: Owner

% of Ownership: 100.00%

U.S. Citizen: No

Julia L. Jackowski

First Name: Julia L.

Last Name: Jackowski

City: Urbandale

State: Iowa

Zip: 50322

Position: Assistant Secretary

% of Ownership: 0.00%

U.S. Citizen: Yes

James Pistillo

First Name: James

Last Name: Pistillo

City: Urbandale

State: Iowa

Zip: 50323

Position: Treasurer

% of Ownership: 0.00%

U.S. Citizen: Yes

JOHN SOUPENE

First Name: JOHN

Last Name: SOUPENE

City: ANKENY

State: Iowa

Zip: 50023

Position: VICE-PRESIDENT

% of Ownership: 0.00%

U.S. Citizen: Yes

Insurance Company Information

Insurance Company: First Western Insurance

Policy Effective Date:

Policy Expiration

Bond Effective

Dram Cancel Date:

Outdoor Service Effective

Outdoor Service Expiration

Temp Transfer Effective

Temp Transfer Expiration Date:

From: Rawlin Kinney <rawlinkinney@aol.com>

Sent: Monday, November 5, 2018 12:48 PM

Subject: Pellet Gun Consent

Good afternoon. My name is Rawlin Kinney. I live at 104 Porch Light Drive on the northeast side of town. Our lot extends into the ravine behind our house. Along with the ravine comes wildlife, which we like, but I'm having a squirrel problem. They are chewing up deck, siding, and other wooden items. We have been here for 11 years with no problems until this year. The repair and maintenance is starting to cost me money. I would like to get a pellet gun to deter or stop the squirrels. I was told that I need to get written consent from you to discharge a pellet gun in town. Would you please tell me the procedure for requesting your consent. Thank you.

Rawlin



HUXLEY

PARKS & RECREATION DEPARTMENT

MEMORANDUM

To: Honorable Mayor Craig Henry & City Council
From: Heather Denger
Date: 11/8/18
Re: Board Applicant/Renewals

I am requesting the renewal of Cindy Drummond to Park Board. Cindy has been on the park board for over 10 years. She does a great job serving this community and her presence adds value to the board.

I am requesting the renewal of John Uselding and Kevin Cole to Tree Board. Both men have extensive knowledge about trees and are assets to this board. They have both served on the board for many years.

I would like to request approval for Mark Stenberg to the Park Board. Mark is new to Huxley but would like to serve and give back to the community he is so glad to be a part of. He has served in Boy Scouts, on Ames Chamber of Commerce and on Ames planning and zoning and would be a nice contribution to the park board.

Heather Denger
Parks & Recreation Director



HUXLEY

HEART OF THE TRIANGLE

CITY OF HUXLEY APPLICATION FOR APPOINTMENT TO BOARDS & COMMISSIONS

The City of Huxley appreciates your interest in serving the community and welcomes your application. Please complete all sections of this application. If you have any questions, please contact the City Clerk's Office at (515) 597-2561. Additional information may be found on the city web site at www.huxleyiowa.org. The City of Huxley is committed to providing equal opportunity for citizen involvement.

Please indicate those Boards and/or Commissions on which you would be willing to serve by checking below:

☐ Library Board of Trustees
☐ Zoning Board Of Adjustments
☐ Planning & Zoning Commission

☐ Tree Board
☒ Parks and Recreation Board
☐ Huxley Volunteer Fire Department

Name: Schierbrock Joe Robert Date: 11-9-18
Last First Middle

Address: 511 E 3rd Huxley IA 50124
Street City State Zip

Occupation: Operating Room Surgical Aide

Employer's Name & Address:
Mary Greeley Medical Center
1111 Duff Ave Ames IA 50010

Work Telephone No: 515-956-6549 Hours which you can be reached at this number: 6AM-3pm

Home Telephone No: NA Hours which you can be reached at this number: _____

Cell Phone No. 319-470-3997 Hours which you can be reached at this number: anytime

Email: JRSchierbrock@hotmail.com

How long have you resided in Huxley? 5+ years

Please list any previous Board membership positions (City, Church, School, Professional, etc.) and dates of service:

Ballard Elementary PTO July 18 - present
Huxley Prairie Fest Committee 2018 - present
Huxley Community Advisory Committee present

Please indicate below the reasons why you would like to be appointed to a Board or Commission and any specific skills or experience that you believe support your application:

I want to get more involved in the community
and help build Huxley!

Please list two references other than a family member:

Name: Rhonda Carney Relationship: Supervisor Phone Number: 515-239-2244

Name: Andrew Mizerak Relationship: physician/owner Phone Number: 515-239-2151

Do you sell to, or are you in any manner a part to, any contract to furnish supplies, material, or labor to the City of Huxley? NO If so, please list dates of employment and positions held.

Have you ever been employed by the City? NO If so, please list dates of employment and Position(s) held. _____

Do you have relatives working for the City? NO If so, please give name and relationship.

Please mail completed application to the office of the City Clerk at the following address:

City of Huxley
515 N. Main Ave.
Huxley, IA 50124
ATTN: Jolene Lettow

Mayor Approval: _____

Council Approval Date: _____

Term Start Date: _____ Expiration Date: _____



HUXLEY

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Please indicate those Boards and/or Commissions on which you would be willing to serve by checking below:

☐ Library Board of Trustees
☐ Zoning Board Of Adjustments
☐ Planning & Zoning Commission

☒ Tree Board
☐ Parks and Recreation Board
☐ Huxley Volunteer Fire Department

Name: USELDING JOHN EDWARD Date: _____
Last First Middle

Address: 1306 SAND CHERRY LN, HUXLEY IA 50124
Street City State Zip

Occupation: ARBORIST

Employer's Name & Address:
FAMILY TREE CARE 7504 HICKMAN RD
DES MOINES 50322

Work Telephone No: _____ Hours which you can be reached at this number: _____

Home Telephone No: _____ Hours which you can be reached at this number: _____

Cell Phone No. 515-450-3600 Hours which you can be reached at this number: ANYTIME

Email: jusee@gmail.com

How long have you resided in Huxley? 1997 - PRESENT

Please list any previous Board membership positions (City, Church, School, Professional, etc.) and dates of service:

TREE BOARD - 2016 TO PRESENT

Please indicate below the reasons why you would like to be appointed to a Board or Commission and any specific skills or experience that you believe support your application:

AS AN ISA CERTIFIED ARBORIST I STRONGLY
BELIEVE IN MAKING A CONTRIBUTION TO
ESTABLISHING & MAINTAINING A HEALTHY CANOPY
IN THE CITY WHERE I LIVE.

Please list two references other than a family member:

Name: WAYNE KAUTZKY Relationship: EMPLOYER Phone Number: 515-343-4459

Name: JOSH WHITE Relationship: CONTRACTOR/FRIEND Phone Number: 515-320-1640

Do you sell to, or are you in any manner a part to, any contract to furnish supplies, material, or labor to the City of Huxley? NO If so, please list dates of employment and positions held.

Have you ever been employed by the City? NO If so, please list dates of employment and

Position(s) held.

Do you have relatives working for the City? NO If so, please give name and relationship.

Please mail completed application to the office of the City Clerk at the following address:

City of Huxley
515 N. Main Ave.
Huxley, IA 50124
ATTN: Jolene Lettow

Mayor Approval:

Council Approval Date:

Term Start Date:

Expiration Date:



HUXLEY

CITY OF HUXLEY APPLICATION FOR APPOINTMENT TO BOARDS & COMMISSIONS

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Please indicate those Boards and/or Commissions on which you would be willing to serve by checking below:

☐ Library Board of Trustees
☐ Zoning Board Of Adjustments
☐ Planning & Zoning Commission

☒ Tree Board
☐ Parks and Recreation Board
☐ Huxley Volunteer Fire Department

Name: Cole Kevin James Date: 10-17-2018
Last First Middle

Address: 55833 Cole Blvd Rd, Huxley IA 50124
Street City State Zip

Occupation: Watershed Specialist

Employer's Name & Address:
USDA ARS National Laboratory for Agriculture and the Environment
1315 N. University Blvd. Ames IA 50011

Work Telephone No: 515 294-5724 Hours which you can be reached at this number: 8-5

Home Telephone No: _____ Hours which you can be reached at this number: _____

Cell Phone No. 515 231-0012 Hours which you can be reached at this number: 8am - 10pm

Email: klcole@huxcomm.net

How long have you resided in Huxley? 20 years

Please list any previous Board membership positions (City, Church, School, Professional, etc.) and dates of service:

Huxley Tree Board 2005 - present
Ballard Soccer Club 2017 - present

Please indicate below the reasons why you would like to be appointed to a Board or Commission and any specific skills or experience that you believe support your application:

- Very interested in tree health & the benefits of trees
- Advanced biology degrees
- Passion for the improvement of Huxley

Please list two references other than a family member:

Name: Tim Wilson Relationship: former Tree Board Phone Number: 515 715 5580

Name: John Uselding Relationship: Tree Board Phone Number: 515 450-3600

Do you sell to, or are you in any manner a part to, any contract to furnish supplies, material, or labor to the City of Huxley? NO If so, please list dates of employment and positions held.

Have you ever been employed by the City? NO If so, please list dates of employment and

Position(s) held. _____

Do you have relatives working for the City? NO If so, please give name and relationship.

Please mail completed application to the office of the City Clerk at the following address:

City of Huxley
515 N. Main Ave.
Huxley, IA 50124
ATTN: Jolene Lettow

Mayor Approval: _____

Council Approval Date: _____

Term Start Date: _____

Expiration Date: _____



contact

CITY OF HUXLEY
APPLICATION FOR APPOINTMENT TO BOARDS & COMMISSIONS

The City of Huxley appreciates your interest in serving the community and welcomes your application. Please complete all sections of this application. If you have any questions, please contact the City Clerk's Office at (515) 597-2561. Additional information may be found on the city web site at www.huxleyiowa.org. The City of Huxley is committed to providing equal opportunity for citizen involvement.

Please indicate those Boards and/or Commissions on which you would be willing to serve by checking below:

<input type="checkbox"/> Library Board of Trustees	<input type="checkbox"/> Tree Board
<input type="checkbox"/> Zoning Board Of Adjustments	<input checked="" type="checkbox"/> Parks and Recreation Board
<input type="checkbox"/> Planning & Zoning Commission	<input type="checkbox"/> Huxley Volunteer Fire Department

Name: Stenberg Mark R Date: Sept 17, 2018
Last First Middle

Address: 1005 Timberlane Dr. Huxley IA 50124
Street City State Zip

Occupation: CPA

Employer's Name & Address:

Klatt & Associates, 617 Duff Ave, Ames, IA 50010

Work Telephone No: 515-232-5642 Hours which you can be reached at this number: Weekdays

Home Telephone No: 515-597-3512 Hours which you can be reached at this number: Evening/Weekends

Cell Phone No. 515-203-6707 Hours which you can be reached at this number: Anytime (Preferred #)

Email: mstenberg2014@gmail.com

How long have you resided in Huxley? 4 years

Please list any previous Board membership positions (City, Church, School, Professional, etc.) and dates of service:

City of Ames - Planning and Zoning (2010-2012), City of Ames - Commission on the Arts (2008-2010)

Chamber of Commerce - Leadership Ames (2008-2010, Chairperson)

Ballard Cub Scouts Pack 163 - Den Leader, Quartermaster (2017- current)

Please indicate below the reasons why you would like to be appointed to a Board or Commission and any specific skills or experience that you believe support your application:

We moved to Huxley because we knew it to be a fantastic community with a great school system. And are we glad
we did. I hope to be serve and give back to this town that we have just grown to love. I hope to help in continuing to make
Huxley a community that people enjoy, take pride in, and feel a part of. The Parks and Rec department plays an important
role by offering events, activities, facilities, and opportunities for overall wellness. I would be honored to be able to serve.

Please list two references other than a family member:

Name: Jeremy Arends Relationship: Friend Phone Number: 515-371-7541

Name: Justin Moore Relationship: Friend Phone Number: 515-291-5991

Do you sell to, or are you in any manner a part to, any contract to furnish supplies, material, or labor to the City of Huxley? No If so, please list dates of employment and positions held.

Have you ever been employed by the City? No If so, please list dates of employment and Position(s) held. _____

Do you have relatives working for the City? No If so, please give name and relationship. _____

Please mail completed application to the office of the City Clerk at the following address:

City of Huxley
515 N. Main Ave.
Huxley, IA 50124
ATTN: Jolene Lettow

Mayor Approval: _____

Council Approval Date: _____

Term Start Date: _____ Expiration Date: _____

CITY OF HUXLEY APPLICATION FOR APPOINTMENT TO BOARDS & COMMISSIONS

The City of Huxley appreciates your interest in serving the community and welcomes your application. Please complete all sections of this application. If you have any questions, please contact the City Clerk's Office at (515) 597-2561. Additional information may be found on the city web site at www.huxleyiowa.org. The City of Huxley is committed to providing equal opportunity for citizen involvement.

Please indicate those Boards and/or Commissions on which you would be willing to serve by checking below:

☐ Library Board of Trustees

☐ Tree Board

☐ Zoning Board of Adjustments

☒ Parks and Recreation Board

☐ Planning & Zoning Commission

☐ Huxley Volunteer Fire Department

Name: Cindy Lou Drummond

Date: October 15, 2018

Address: 512 N 2nd Ave, Huxley IA 50124

Occupation: Teacher

Employer's Name & Address: Bondurant Middle School, 300 Garfield St SW, Bondurant IA 50035

Work Telephone No: 515-967-3711

Hours which you can be reached at this number: 8:00AM-3:45PM

Home Telephone No: 515-451-4858

Hours which you can be reached at this number: Any time

Cell Phone No. 515-451-4858

Hours which you can be reached at this number: Any time

Email: cindyloudrummond@gmail.com

How long have you resided in Huxley? 14 years

Please list any previous Board membership positions (City, Church, School, Professional, etc.) and dates of service: I have been a member of the Huxley Park and Rec Board for over 10 years.

Please indicate below the reasons why you would like to be appointed to a Board or Commission and any specific skills or experience that you believe support your application: I have been a member of the Huxley Park and Rec Board for over 10 years. I was looking to volunteer in the community, and this position came along at the right time.

Please list two references other than a family member:

Name: Christy Rietz

Relationship: Friend

Phone Number: 515-203-9957

Name: Lisa Doland

Relationship: Friend

Phone Number: 515-520-1328

Do you sell to, or are you in any manner a part to, any contract to furnish supplies, material, or labor to the City of Huxley? NO
If so, please list dates of employment and positions held.

Have you ever been employed by the City? NO

If so, please list dates of employment and

Position(s) held. _____

Do you have relatives working for the City? NO

If so, please give name and relationship.

Please mail completed application to the office of the City Clerk at the following address:

City of Huxley 515 N. Main Ave. Huxley, IA 50124 ATTN: Jolene Lettow

* Mayor Approval: *Ray L. Henry*

Council Approval Date: _____

Term Start Date: _____ Expiration Date: _____

RESOLUTION NO. 18- 096

**RESOLUTION APPROVING A REQUEST FOR ACCOMMODATION TO ALLOW
A SUPPORT DOG OTHERWISE PROHIBITED BY ORDINANCE**

WHEREAS, the City of Huxley has an ordinance, Section 55.16, that prohibits Staffordshire Bull Terrier, or Staffordshire Terrier, both being also known as pit bull dogs.

WHEREAS, a request for a reasonable accommodation to the ordinance has been received and is on file with the City and the documentation provided determines that a condition exists that is aided by the support animal.

WHEREAS, the City Council of the City of Huxley believes it is required by law to allow the support animal as long as the animal is giving support to the resident within the City limits.

BE IT RESOLVED, THEREFORE, that the City Council of the City of Huxley, Iowa hereby grants an accommodation to the person residing at 203 N 3rd Avenue C3 to allow the support animal within the City limits for the time period that the person is a City of Huxley resident and the animal is providing support to the resident at that address.

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

PASSED, ADOPTED AND APPROVED this 13th day of November 2018.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-096** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 13th day of November 2018.

Craig D. Henry, Mayor

Attest:

Jolene Lettow, City Clerk

COMMUNITY BETTERMENT

ORDINANCE NO. 487

**AN ORDINANCE READOPTING THE CURRENT ZONING MAP FOR
HUXLEY, IOWA**

BE IT ENACTED by the City Council of the City of Huxley, Iowa:

SECTION 1.

FINDINGS. The City Council has authority, as described in article III, section 38A of the Constitution of the State of Iowa and in chapter 414 of the Code of Iowa (2004), to provide for zoning districts and regulations. As required by law, the City Council conducted a public hearing and received public comments. The City Council deems this ordinance appropriate, and necessary to protect, preserve, and improve the rights, privileges, property, peace, safety, health, welfare, comfort, and convenience of the City of Huxley and its citizens, all as provided for in and permitted by section 364.1 of the Iowa Code.

SECTION 2.

AREA REZONED. The official zoning map of the City of Huxley, Iowa, referred to in section 40.390 of the Municipal Code of the City of Huxley, Iowa, is hereby adopted as changed

APPROVAL OF ORDINANCE

The foregoing, having been enacted by the Council of the City of Huxley, Iowa, is hereby approved by the undersigned on this ____ day of _____, 2018.

SECTION 3.

REPEALER/SEVERABILITY. All other ordinances or parts of ordinances in conflict with this ordinance are hereby repealed. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision, or part thereof not adjudged invalid or unconstitutional.

SECTION 4.

EFFECTIVE DATE. This ordinance shall be in full force and effect from and after the date of its publication as provided by law.

Craig 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. 487. An Ordinance Amending Chapter 165 of the Huxley Municipal Code of Iowa.

WITNESS MY HAND this ____ day of _____, 2018.

Jolene Lettow, City Clerk

Prepared by John Danos, Bond Counsel and reformatted by John Haldeman, City Administrator for the City of Huxley, Iowa on the 13th day of November 2018.

RESOLUTION NO. 18-094

**RESOLUTION DELETING PROPERTY FROM THE HUXLEY URBAN
RENEWAL AREA**

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

WHEREAS, the Council now desires to decrease the size of the Urban Renewal Area by deleting certain property (the "Property") from the Urban Renewal Area, as set out on Exhibit A hereto; and

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

Section 1. The Property as described on Exhibit A hereto is hereby deleted from the Urban Renewal Area.

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed, to the extent of such conflict.

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

PASSED, ADOPTED AND APPROVED this 13th day of November 2018.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-xxx** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 13th day of November 2018.

Craig D. Henry, Mayor

Attest:

Jolene Lettow, City Clerk

EXHIBIT A
Legal Description of
Property Deleted from the
Huxley Urban Renewal Area
November 13, 2018

Certain real property situated in the City of Huxley, Story County, State of Iowa,
bearing Story County Property Tax Parcel Identification Number 13-26-210-265.

ORDINANCE NO. 488

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF HUXLEY, IOWA, BY ADDING CHAPTER 142, MAIL BOXES

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

Section 1. Chapter 142, Mail Boxes, is hereby added as follows:

CHAPTER 142 MAIL BOXES

142.01 Mailbox Installation Requirements

142.02 Decorative Items

142.03 Responsibility for Repairs

142.04 Investigation of Damage

142.05 Nonconforming Mailboxes

142.01 Mailbox Installation Requirements. Mailbox should be installed and maintained to withstand snow coming off the end of the plow. Mailbox must be 4 inches behind the back of the curb or 10" from face of curb or edge of pavements without curbs and 48" high from pavement surface. Mailbox must conform to postal and city standards; specifically, the bottom of the box must be 48 inches above the street surface and mounted so the door, when closed, does not extend beyond the back of the concrete curb.

142.02 Decorative Items. Avoid installation of paper boxes, flower planters, or other attachments beneath the mailbox. If installed, these attachments must be set back at least 10 inches from the front of the mailbox. The City will not be responsible for damage to attachments.

142.03 Responsibility for Repairs. If damage occurs due to snow and/or ice discharge or snow storage, the City will not be responsible for repairs. If a mailbox is struck by a City snow plow, the City will repair or replace the mailbox, providing it is a standard design that conforms to U.S. Post Office specifications and City standards at the minimum height (48") high and 4" behind back of curb or 10" from face of curb. Damage to non-standard mailbox assemblies will be reimbursed at \$40.00. Examples of non-standard mailboxes include but are not limited to: brick mailboxes, mailboxes with custom lettering, custom designing or larger than standard installations.

142.04 Investigation of Damage. City staff shall investigate each complaint. If an inspection shows that the mailbox was hit by a plow or other piece of equipment, a temporary mailbox will be installed. In the spring, repairs will be made as set out in Section 142.03. If no sign of impact is evident, the resident is provided information about possible reasons for the problem. These may include inadequate construction or materials, needed maintenance, or other sources of damage.

142.05 Nonconforming Mailboxes. The construction or installation of any mailbox that is not in compliance with this Chapter 142 shall not be permitted within the public street right-of-way, unless authorized by the City Council. Mailboxes located within the right-of-way of any public street within the City of Huxley corporate limits, shall have support structures that are constructed to readily break or bend without creating significant damage to a vehicle or a danger to its passengers upon impact with the mailbox. The property owner corresponding to the mailbox shall be responsible for any and all damage due to said mailbox.

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 at Huxley, Iowa, this _____ day of _____, 2018.

Craig 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. 488. An Ordinance Amending Chapter 165 of the Huxley Municipal Code of Iowa.

WITNESS MY HAND this ____ day of _____, 2018.

Jolene Lettow, City Clerk

Prepared by John Danos, Bond Counsel and Reformatted by John Haldeman, City Administrator for the
Huxley City Council meeting to be held on the 13th day of November, 2018.

ORDINANCE NO. 489

**AN ORDINANCE DELETING PROPERTY FROM THE TAX
INCREMENT FINANCING DISTRICT FOR THE HUXLEY URBAN
RENEWAL AREA OF THE CITY OF HUXLEY, IOWA, PURSUANT TO
SECTION 403.19 OF THE CODE OF IOWA**

WHEREAS, the City Council of the City of Huxley, Iowa (the "City") previously enacted an ordinance providing for the division of taxes levied on taxable property in the Huxley Urban Renewal Area pursuant to Section 403.19 of the Code of Iowa; and

WHEREAS, pursuant to that ordinance, a portion of the Huxley Urban Renewal Area in the City of Huxley was designated a "tax increment district"; and

WHEREAS, the City Council now desires to decrease the size of the "tax increment district" by deleting certain property;

BE IT ENACTED by the City Council of the City of Huxley, Iowa:

Section 1. Purpose. The purpose of this ordinance is to delete certain property from the tax increment financing district for the Huxley Urban Renewal Area.

Section 2. Definitions. For use within this ordinance the following terms shall have the following meanings:

"Deleted Property" shall mean certain real property situated in the City of Huxley, Story County, State of Iowa, bearing Story County Property Tax Parcel Identification Number 13-26-210-265.

Section 3. The Deleted Property is hereby removed from the tax increment financing district for the Huxley Urban Renewal Area. No division of property tax revenues as provided under Section 403.19 of the Code of Iowa shall be done with respect to the Deleted Property without further action by the City Council.

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

Section 5. Saving Clause. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of the ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

Section 6. Effective Date. This ordinance shall be effective after its final passage, approval and publication as provided by law.

Passed and approved by the Council of the City of Huxley, Iowa, on the ____ day of November, 2018.

Craig 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	_____	_____	_____

Prepared by John Danos, Bond Counsel and reformatted by John Haldeman, City Administrator for the City of Huxley, Iowa on the 13th day of November 2018.

RESOLUTION NO. 18-095

RESOLUTION SETTING DATE FOR PUBLIC HEARING ON DESIGNATION OF THE EXPANDED HUXLEY URBAN RENEWAL AREA AND ON URBAN RENEWAL PLAN AMENDMENT

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

WHEREAS, a proposal has been made which shows the desirability of expanding the Urban Renewal Area to add and include all the property (the "Property") lying within the legal description set out in Exhibit A; and

WHEREAS, this City Council is desirous of obtaining as much information as possible from the residents of the City before making this decision; and

WHEREAS, an amendment (the "Amendment") to the Plan has been prepared which (1) covers the addition of the Property to the Urban Renewal Area; and (2) authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) providing tax increment financing support to Fenceline Beer Lab LLC (the "Brewery") in connection with job creation and the construction of improvements to an existing building for use in the Brewery's nanobrewery and restaurant operations; (b) providing tax increment financing support to Automed, Inc. ("Automed") in connection with job creation and the construction of improvements to an existing building for use in Automed's automatic vaccination and medication business operations; (c) providing tax increment financing support to Mr. Storage LLP ("Mr. Storage") in connection with the construction by Mr. Storage of new mini-storage and office buildings in the Huxley Business Park; (d) providing tax increment financing support to Pacific Drywall Corporation ("Pacific Drywall") in connection with the construction by Pacific Drywall of a new sheetrock warehouse in the Huxley Business Park; (e) providing tax increment financing support to Landscape by Design, Inc. ("Landscape by Design") in connection with the construction by Landscape by Design of a new building and related landscape architecture facilities in the Huxley Business Park; and

WHEREAS, it is now necessary that a date be set for a public hearing on the designation of the expansion of the Urban Renewal Area and on the Amendment;

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

Section 1. This City Council will meet at the City Hall, Huxley, Iowa, on **December 18, 2018 , at 6:00 o'clock p.m.,** at which time and place it will hold a public hearing on the

designation of the expanded Urban Renewal Area described in the preamble hereof and on the Amendment.

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

Section 3. Pursuant to Section 403.5 of the Code of Iowa, the City Administrator is hereby designated as the City's representative in connection with the consultation process which is required under that section of the urban renewal law. It is hereby directed that representatives of Story County and the Ballard Community School District be invited to participate in the consultation.

Section 4. The proposed Amendment is hereby submitted to the City's Planning and Zoning Commission for review and recommendations, as required by Section 403.5, Code of Iowa.

Passed and approved November 13, 2018.

Craig D. Henry, Mayor

Attest:

Jolene Lettow, City Clerk

**NOTICE OF PUBLIC HEARING ON DESIGNATION OF EXPANDED
HUXLEY URBAN RENEWAL AREA AND ON PROPOSED URBAN
RENEWAL PLAN AMENDMENT**

Notice Is Hereby Given: That at 6:00 o'clock p.m., at the City Hall, Huxley, Iowa, on December 18, 2018, the City Council of the City of Huxley will hold a public hearing on the question of amending the urban renewal plan (the "Plan") for the Huxley Urban Renewal Area and designating an expanded Huxley Urban Renewal Area (the "Urban Renewal Area"), pursuant to Chapter 403, Code of Iowa, by adding and including all the property generally described as follows:

Certain real property situated in the City of Huxley, Story County, State of Iowa, bearing Story County Property Tax Parcel Identification Number 13-26-210-265.

The proposed amendment to the Plan brings the property described above in to the Urban Renewal Area and makes it subject to the provisions of the Plan. The amendment also authorizes the undertaking of new urban renewal projects in the Urban Renewal Area consisting of (a) providing tax increment financing support to Fenceline Beer Lab LLC (the "Brewery") in connection with job creation and the construction of improvements to an existing building for use in the Brewery's nanobrewery and restaurant operations; (b) providing tax increment financing support to Automed, Inc. ("Automed") in connection with job creation and the construction of improvements to an existing building for use in Automed's automatic vaccination and medication business operations; (c) providing tax increment financing support to Mr. Storage LLP ("Mr. Storage") in connection with the construction by Mr. Storage of new mini-storage and office buildings in the Huxley Business Park; (d) providing tax increment financing support to Pacific Drywall Corporation ("Pacific Drywall") in connection with the construction by Pacific Drywall of a new sheetrock warehouse in the Huxley Business Park; (e) providing tax increment financing support to Landscape by Design, Inc. ("Landscape by Design") in connection with the construction by Landscape by Design of a new building and related landscape architecture facilities in the Huxley Business Park.

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

Jolene Lettow
City Clerk

* * * * *

On motion and vote the meeting adjourned.

Mayor

Attest:

City Clerk

RESOLUTION NO. 18-100

**RESOLUTION APPROVING AND ACCEPTING THE PAVING OF 550TH AVENUE AS PART OF
THE IRON BRIDGE DEVELOPMENT**

WHEREAS, as part of the Iron Bridge Development, 550th Avenue was paved; and

WHEREAS, the paving is complete and the City's Engineer has reviewed the project and sent a letter recommending acceptance subject to the placement of rip-rap along ditch bottom; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HUXLEY, IOWA, that the Huxley City Council has reviewed said letter and approves acceptance subject to the conditions and/or waivers listed above.

PASSED, ADOPTED AND APPROVED this ____ day of November, 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. 18-100** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of November, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk



VEENSTRA & KIMM, INC.

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

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

November 8, 2018

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

CITY OF HUXLEY, IOWA
550TH AVENUE
PUBLIC IMPROVEMENTS

We have reviewed the constructed improvements for 550th Avenue as a part of the Iron Bridge subdivision and find them acceptable provided additional rip-rap is added to the west ditch bottom just south of the north Deer Drive intersection. There is a potential for erosion in this area and we understand Mr. Properties has agreed to address any erosion issues the City notices during the 4 year maintenance bond period.

With this understanding, we recommend acceptance of the public improvements by the City of Huxley.

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

VEENSTRA & KIMM, INC.

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

Forrest S. Aldrich

FSA:dml
45236

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

FINANCE

RESOLUTION NO. 18-097

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

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

SECTION 1. One of the following person(s) is approved to be hired to fill the position of Wastewater Superintendent and the other employee's wage is adjusted from previous resolution to closer reflect the salary to the position and both shall be paid the hourly wage as indicated less legally required or authorized deductions from the amounts set out below on a bi-weekly basis and also make such contributions to Social Security, Medicare, I.P.E.R.S or other purposes as required by law or authorization of the City Council, all subject to audit and review by the City Council. The person listed below will be considered regular full-time employees. The person listed below shall receive all benefits as stated in the City of Huxley Personnel Policies.

POSITION	EMPLOYEE NAME	PREVIOUS HOURLY RATE	NEW HOURLY RATE
Wastewater Superintendent	Bruce Timmons	New Hire	\$29.85/hrly
Public Utility Employee/Parks	Rocky Smith	\$17.49/hrly	\$18.78/hrly Amended

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	—	—	—

PASSED, ADOPTED AND APPROVED this 13th day of November, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-097** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this th day of November, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

11/01/2018

Personnel

Jeff is recommending the hiring of Bruce Timmons for the Wastewater Superintendent position to replace the position vacated by Nathan Brockman. Bruce currently holds a Grade IV Wastewater Treatment and a Grade III Wastewater Collections System License and a Grade III Water Treatment and a Grade III Water Distribution License. He also has certification in Storm Water Inspection and certifications in Fire Safety, Chemical Storage, SDS Safety Certification, Confined Space and Shoring and Trenching. He already has his Class B license and the tanker endorsement to fulfill the wastewater superintendent qualifications. Bruce has over 17 years in the operation and maintenance of a wastewater treatment and collection systems with the City of Perry where he gained a lot of his experience in the wastewater field and is currently employed with Xenia Rural Water operating water plants and distributions systems. He is looking forward to the new position and relocating from Perry where he currently resides. He will be starting at \$ 29.85 an hour. I have attached a copy resume and application. I have also attached a copy of the job description.

Preliminary background check showed nothing and Jeff has visited with most of his references. They appear to be in order. I also ran the pay start by Marketa and she indicated that his qualifications exceed the position and the salary is inline.

John Haldeman

To: Jeff Peterson
Subject: RE: Hiring of Bruce Timmons.doc

From: Jeff Peterson
Sent: Monday, October 29, 2018 3:05 PM
To: John Haldeman <jhaldeman@huxleyiowa.org>
Subject: Hiring of Bruce Timmons.doc

John,

I have talked to Bruce and would recommend we hire Bruce with the qualifications he has. I had at least three originally that pulled and did not interview due to the pay before I advertised very seriously and then received four more the first of the month and have not had any more responses. Out of those four one took another job in the range of \$58,000.00 with only wastewater licenses and no water license with Red Oak Iowa and the other from Elk Run Heights pulled due to the pay since he is already making \$31.02 an hour. The one from Missouri we felt was not as qualified and did not have all the licenses that Bruce has or the Iowa CDL and tanker endorsement for Iowa and did not put down what he was currently making but was in a more management role and was also assuming better wages but I did not discuss with him since he was not the candidate of choice from the interview process. These Grade threes and up are getting very difficult to employ. Bruce also has his Environmental science degree from ISU. Please review and let me know what you think. I am hoping that Bruce will stick around with the qualifications he has at the rate of pay we can offer.

o

Bruce M Timmons

515-370-0947
1306 30th Street
Perry, IA 50220
Brucetim4@yahoo.com

Objective

To secure a viable position within the public or private sector that allows me to apply my skills and knowledge for my employer's benefit while providing continued education and growth opportunities in the Wastewater, Water, Environmental Science, or Safety Field.

Qualifications

- Water treatment experience
- Water Distribution experience
- Lab testing experience, including biological oxygen demand, total suspended solids, and volatile reduction calculations
- Knowledge of regulations and compliance related to National Pollutant Discharge Elimination Systems
- Zero deficiencies in water quality testing and lab inspections
- Data entry and Microsoft Excel expertise
- Team player who is willing to learn new lab practices with a passion to help improve the environment
- Dedicated, dependable, hard worker
- Maintenance work scheduling
- Safe Lab Practices
- Training of Lab Personnel
- Bobcat Skid Steer
- Case Track Hoe
- Numerous Tractors and Sprayers
- Tractor Trailer with Tanker/Hazmat
- Operated small dozer for leveling of new recycle building
- Drone operation
- Garbage Truck
- CPR certified

Education

Iowa State University - Ames

August 2013-Dec 2016)

Bachelor of Arts in Liberal Studies

Certificate in Occupational Safety and Health

Des Moines Area Community College - Ankeny

August 2011-May 2013

Associate of Arts in Environmental Science

Honors - College Dean's List – Spring 2013, 2014

Kirkwood Self Study Programs - Cedar Rapids

August 1999-June 2011

Operation of Waste Water Plants Volume I, Volume II; Industrial Waste Water Treatment Volume I, Volume II; Advanced Waste Water Treatment; Operations of Collections Systems Volume I, Volume II; Operations of Small Waste Water Systems

Certified Training and Continuing Education

August 1999-Present

Certified Waste Water Operator Grade IV; Certified State of Iowa Water Treatment and Distribution III; Grade III Collections System Certification; Class A CDL with Tanker Endorsement; Storm Water Inspection Certification; Fire Safety Certification; Chemical Storage and SDS Safety Certification; Confined Space, Shoring and Trenching

East Greene High School

Graduated 1989

Work Experience

Xenia Rural Water 2017-present

Test water and maintain equipment, lab testing and treat well water, lime softening, fluoride treatment, maintain distribution system clean clarifiers.

Waste Water Plant Operator/Lab Supervisor - City of Perry, Iowa 1999 – 2017

Supervise and maintain daily lab testing to meet DNR standards. Testing includes: B.O.D., T.S.S., ammonia, volatile solid reductions, fecal coliforms sampling, sludge sampling, and oil and grease sampling. Complete daily and monthly DNR reporting and work with city engineers to coordinate necessary work when needed. Also, provide public tours of the plant as necessary. Assist with daily plant operation by completing daily maintenance; including lubrication of pumps, motors and blowers, lift station maintenance, air diaphragm pumps, centrifugal pumps and UV lighting. Also includes lawn care and operation of industrial mower, pay loader, snow plow, skid steer, gators chain saws, and chemical application.

Maintain and operate Perry Animal Control Center. On call as necessary for animal intake, capture and release.

Started on garbage route for 3 months.

Operator in Charge-Waste Water Plant Three-cell Lagoon System - City of Grand Junction, Iowa May 2001-May 2005

Employed part-time for the City of Grand Junction to supervise and maintain daily lab testing to meet DNR standards. Testing included: B.O.D. and T.S.S. sampling along with necessary reporting.

Farmer –Self Employed May 1995-November 2000

Farmed and managed 600 acres (corn, soybeans, and oats), which included 25 acres of flood plain and 20 acres of converted wetlands. To date I continue wetland and flood plain management and am also continuing efforts to rehabilitate an oxbow in Buttrick Creek in West Central Iowa. Operated skid steers, track hoe, numerous tractors, and sprayers.

Ripsey Farmers Co-op May 1992-November 1996

Assisted with daily operations, including operation of fertilizer spreader, high-clearance sprayers, floaters, water tanker, pay loaders, grain semi, feed delivery and fertilizer tenders. Lived on-site for on-call loading, dumped wagons and cleaned grain bins.

Computer Skills

Keyboard 40+ wpm; 10-key; General PC Operation; Microsoft Office (Word and Excel); SCADA System

Community Involvement

- Officer and Member of the Elks Lodge #407 1995 to present
- Elementary Baseball League Umpire from 2001 to 2010
- Certified IOWATER trained
- Iowa DNR Benthic Macro Invertebrate Training
- IOWATER Raccoon River Snapshot

City of Huxley

Application for Employment



(PLEASE PRINT)

Qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job related medical condition or handicap.

Date of Application: _____

Position(s) Applying For: Wastewater Treatment Superintendent

Referral Source:

☒ Advertisement ☐ Friend ☐ Relative ☐ Employment Agency ☐ Other

Name Timmons Bruce Michael
Last First Middle
Address 1306 30th Street Perry Ia 50220
Number Street City State Zip Code
Phone Number (515) 370-0947 Cell Phone Number: (515) 370-0947
area code area code

Have you filed an application here before? ☐ Yes ☒ No Date _____

Have you ever been employed here before? ☐ Yes ☒ No Date _____

Are you currently employed? ☒ Yes ☐ No

Are you a citizen of the United States? ☒ Yes ☐ No If not, do you possess an Alien Registration Card? ☐ Yes ☐ No

If not, do you possess an Alien Registration Card? ☐ Yes ☒ No If yes, give Registration Number _____

Are you available to work? ☒ Full Time ☐ Part Time ☐ Temporary ☐ Regular

Are you on lay-off and subject to recall? ☐ Yes ☒ No

Can you travel if job requires it? ☒ Yes ☐ No

Do any of your friends or relatives, other than your spouse, work for the City of Huxley? ☐ Yes ☒ No

If yes, list names(s) _____

Have you been convicted of a misdemeanor or felony within the last 7 years? ☐ Yes ☒ No

If yes, please explain _____

Have you been convicted of a moving traffic violation in the last 3 years? ☒ Yes ☐ No

If yes, please explain accident, speeding ticket

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER M/F/V/H

City of Huxley
Employment Experience



List each job held. Start with your present or last job. Include military service assignments and volunteer activities. (Example groups which indicate race, color, religion, sex or national origins.)

Employer	Dates		Work Performed
	From	To	
Xenia Rural water	7/17	Present	operate Grade 3 water Plant, maintenance
Address			
Bouton, Ia			
Job Title	Hrly. Rate/Salary		
Water operator	Start	Final	
Supervisor	21.75	25.00	
Reason for Leaving			
Still there			
Employer	Dates		Work Performed
	From	To	
City of Perry	8/99	7/17	operation and Maintenance of Grade 4 waste water plant, Lab
Address			
Perry Ia			
Job Title	Hrly. Rate/Salary		
Wastewater operator/Lab	Start	Final	
Supervisor	14.32	24.55	
Reason for Leaving			
Needed a change			
Employer	Dates		Work Performed
	From	To	
Address			
Job Title	Hrly. Rate/Salary		
	Start	Final	
Supervisor			
Reason for Leaving			

If you need additional space, please continue on a separate sheet of paper.

Give name, address and phone number of three references not related to you.

1. Nick Haimen (Setco)
515-681-9091
2. Andrew Sindt (Bolton and Menk)
515-233-6100
3. Jay O'Conner (Hawkins)

City of Huxley



HUXLEY
City of Huxley, Iowa

Military

Are you a veteran of the U.S. military service ? ☐ Yes ☒ No

If yes, what was your Branch of U.S. military service ? _____

Education

	Elementary	High School	College/University	Graduate/Professional
School Name	East Greene		DMACC/ISU	
Years Completed: (Circle)	4 5 6 7 8	9 10 11 12	1 2 3 4	1 2 3 4
Diploma/Degree				
Describe Course of Study			Environmental Science Occupational Safety	
Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities.	I have also done numerous Kirkwood self study Books on wastewater and water			

Honors Received: _____

Summarize your experience. List specific duties and responsibilities that would relate to the position that you are applying for.

I have worked in a wastewater plant for 17 years and realize how a plant operates. I have also been through numerous OHR inspections.

City of Huxley---Applicant's Statement

I certify that answers and information given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 60 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.



Signature of Applicant



Date

FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks _____

Employed ☐ Yes ☐ No Date of Employment _____

Job Title _____ Hourly Rate/Salary _____ Department _____

By _____
Name and Title Date

Notes: _____

JOB DESCRIPTION CITY OF HUXLEY

DEPARTMENT: PUBLIC WORKS – POSITION: *Wastewater Superintendent*

NONEXEMPT FULL-TIME HOURLY POSITION:

SUMMARY OF DUTIES: Perform work under general supervision. Maintain, supervise, and assist in the operation and maintenance of equipment and facilities used in Wastewater Treatment and Distribution. Also assist in Water Treatment as needed.

SUPERVISES: All employees as assigned.

REPORTS TO: Public Works
Director and Water Superintendent

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Responsible for the maintenance and operation of the wastewater facilities to assure adequate processing of waste, proper operation of equipment and need for repairs or adjustments.
2. Periodically inspect pumping stations to assure proper operation and upkeep of equipment and facility.
3. Perform and assist in the cleaning of clarifiers, tanks, weirs, piping, pits, towers, tanks, and other equipment to assure proper unit function.
4. Collect wastewater samples and perform laboratory tests on samples under EPA and Iowa DNR Administrative Rules on lab certification, sampling, and testing.
5. Operate and maintain wastewater treatment plant to assure that plant will meet N.P.D.E.S. Permit parameters and limitations and Federal (EPA) and IDNR (State) rules and regulations.
6. Calculate and prepare monthly reports to IDNR (State).
7. Supervise, direct, and work with all employees assigned.
8. Notify and consult with Director regarding wastewater treatment activities, problems, and needs.
9. Perform building and grounds maintenance and custodial duties including painting, mowing, trimming, and minor repair work at the wastewater treatment facility and lift stations.
10. Perform and assist in the installation of wastewater treatment equipment, including pumps, valves, piping, meters, and related equipment.
11. Manage and assist in sludge digestion, storage, handling, and hauling according to IDNR 503 Bio-solids rules and regulations.
12. Load, haul, and unload heavy objects and materials used in the Public Works Department.
13. Assist with the operation, maintenance, and upkeep of the water treatment plant and distribution system and will assist Water Superintendent and assume duties in the absence of the Water Superintendent.
14. Assist Director on Wastewater Department budget with recommendations on inventory, purchases, and Capital Improvements Program and outlay programs.

15. Assist in the investigation of and responding to inquiries, questions, and complaints.
 16. Administer, maintain, and assist in all aspects of safety in regards to State/Federal OSHA requirements in the water/wastewater treatment and distribution system. Maintain the upkeep and annual review of safety programs approved by the city such as Right to Know (MSDS), Lock-Out Tag-Out, Confined Space Entry, Chemical Hygiene Plan, Excavation and Trenching, Blood borne Pathogens Exposure Control Plan and Respiratory Protection Program. Conduct safety programs throughout the year on wastewater hazards.
 17. Assist in picking up and delivering stray or injured animals.
 18. Comply with all City policies as well as those in the Personnel Manual.
 19. Operate all equipment safely and in a skilled manner.
 20. Perform annual performance evaluations on supervised staff.
 21. Administer and assist in an on-going sanitary sewer maintenance and upkeep program to help identify and eliminate Inflow and Infiltration into the system.
 22. Administer and assist in an on-going sanitary sewer cleaning program in house and with outside contractors.
 23. Administer and assist with all underground utility inspections related to water, wastewater and storm sewers for all developments and home construction and televise and record and keep a video library of such recordings for future use and a copy to be given to each property owner.
 24. Develop, maintain and update regularly Standard Operating Procedure Manuals for wastewater plant operation, treatment processes, distribution system operation and lab procedures.
 25. Perform and assist in the removal of accumulations of ice and snow according to the City of Huxley's Ice and Snow Removal Policy and Emergency Snow Route Program.
 26. Assists other city departments as needed.
 27. Performs related duties as assigned.
-

ENTRY REQUIREMENTS:

1. Associate's Degree in relevant areas or combination of experience and education equivalent to an AA Degree. Prior supervisory experience preferred.
 2. Experience and knowledge in the operation and maintenance of water and wastewater treatment facilities.
 3. Knowledge of basic plumbing and mechanical and electrical equipment
 4. Knowledge of the occupational hazards connected with the water/wastewater treatment and related activities and of necessary safety precautions.
 5. Ability to keep routine records and to make mathematical computations.
 6. Ability to work independently, take responsibility, and follow previously outlined procedures.
 7. Ability to establish and maintain effective working relationships with fellow employees and the public.
 8. Ability to perform labor outdoors in adverse and extreme weather conditions.
 9. Ability to lift, carry, push, and pull in excess of 50 pounds.
 10. Ability to stand, walk, sit, climb, stoop, kneel, crouch, and crawl on a regular basis.
-

REQUIRED SPECIAL QUALIFICATIONS:

1. Shall be able to obtain a valid class B Commercial license with tanker endorsement issued by the State of Iowa within 30 days of employment.
2. Shall possess a Grade III Wastewater Treatment Operator's Certificate issued by the State of Iowa.
3. Shall possess a Grade II Water Treatment Operator's Certificate and Grade II Water Distribution Certificate issued by the State of Iowa within 3 months of employment.
4. The job duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EQUIPMENT AND TOOLS USED:

Lab equipment, trucks, dump trucks, sludge truck, snow plows, tractors, safety equipment, jackhammers, air compressors, power tools, cut-off saws, mowers. This list is a representation of the type of tools and equipment used. See department's inventory list for specific details.

OTHER REMARKS:

1. Shall be available to work various shifts and multifarious hours to accommodate needs of the wastewater treatment facility.
2. Shall be able to be On Call, with cell phone back up when needed or required
3. Shall be available for the removal of snow and ice accumulations on city streets and sidewalks at any hours of the day, night, and weekend.
4. Shall be available for off hour emergencies, as well as weekend and holiday shifts.
5. Subject to random drug and alcohol testing

Residency Requirements: The employee must reside within a 30-minute drive (traveling at normal speeds) of the Public Works facility within three (3) months after serving probationary period.

The City of Huxley is an equal opportunity employer.

The job duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Huxley grants veteran's preference on positions with a minimum of an initial interview for all veterans who claim and are eligible for preference.

RESOLUTION NO. 18-093

**A RESOLUTION TO ESTABLISH UPDATED FISCAL YEAR 2019 SALARY RANGES AND
ADOPT A COMPENSATION POLICY FOR THE CITY OF HUXLEY**

WHEREAS, the City of Huxley has been working to evaluate its compensation levels and system; and

WHEREAS, the City Council recognizes the need to attract and retain productive and talented employees; and

WHEREAS, the Council wishes to establish update salaries and adopt a Compensation Policy for Huxley that will keep the city competitive with comparable communities and communities with which the city competes for talent; and

WHEREAS, the City Council has determined that Salary Ranges and a Salary Matrix to be used in connection with employee evaluations in determining annual pay adjustments is the most effective compensation method to engage; and

WHEREAS, the City Council will determine annually the top percentage for Salary Matrix – Salary Adjustment Percentage annually; and

WHEREAS, the City Council deems it is in the best interest of the City that the attached compensation policy be adopted and implemented.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Huxley, Story County, Iowa, that the Council does hereby adopt the Salary Ranges recommended for implementation on November 1st, 2018 and identified as “Recommended HIA” in Exhibit B of the Compensation Policy.

BE IT FURTHER RESOLVED by the City Council City of Huxley Compensation Policy is adopted and will be implemented effective November 5, 2018.

PASSED, ADOPTED AND APPROVED this ____ day of November, 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. 18-093** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of November, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk/Finance Officer

City of Huxley Compensation Policy

In an effort to provide superior municipal services to its residents, the City of Huxley is committed to having an excellent workforce. As such, effective November 13, 2018, the City has a "Compensation Policy" for all, permanent, three-quarter and full-time employees.

Eligibility

All regular, three-quarter time or full-time employees must have 12 months of continuous employment to be eligible for any salary adjustment. Anyone receiving a written warning or greater disciplinary action during their current rating period may not be eligible for salary adjustment or adjustment may be delayed.

Annual Evaluation Required

Employees will receive an annual evaluation of individual job performance by May 1st, unless the supervisor of said employee extends the timeline for good cause the date for completing the employee's evaluation. Employee evaluations completed in May 1st will determine pay adjustment effective the following fiscal year (beginning July 1st of each year) unless a significant change in performance is observed by the Supervisor. In the case of a significant change in performance, the Supervisor may re-evaluate the employee and reduce the amount of pay adjustment for which the employee is eligible on July 1st.

Rating and Categories

The performance evaluation system will use the Employee Performance Evaluation Form as contained in Exhibit C of this document.

Salary Calculation

Once an employee performance evaluation has been completed, the Final Score will be determined. The evaluator will then determine what percentage of the employee's current salary is in relationship to the employee's market salary as determined in the "Mid" column of Exhibit B of the City of Huxley Salary Schedule. After determining the percentage that the current salary is to market and the Final Score from the Employee Evaluation, use the Salary Matrix, which is Exhibit A of the City of Huxley Salary Schedule, to determine the appropriate adjustment for the employee. Once the appropriate adjustment has been determined, fill out a Personnel Action Form and submit it to the City Administrator for review and approval. Pay adjustments will occur at the beginning of the following fiscal year.

Salary Adjustment Percentage Determination

The City Council will determine annually (on or before January 15th) as part of the budget for the upcoming fiscal year, the top percentage to be included in the "Exhibit A Salary Matrix: Salary Adjustment Percentages" table and the other percentages will be derived therefrom.

Salary Range Changes

The salary ranges included in Exhibit "B" of the City of Huxley Salary Schedule will be adjusted annually based on a three-year, rolling average of the consumer price index as identified each Fall in the Special Budget Report published by the Iowa League of Cities.

Incentive Pay

The Incentive Pay language included in Exhibit "D" of the City of Huxley Compensation policy outlines incentive pay for longevity and credentials.

City of Huxley Compensation Policy

Exhibit A Salary Matrix Salary Adjustment Percentages

Fiscal Years 19/20		Determined annually by the Council 2.00%								
PERFORMANCE EVALUATION LEVEL	75% OR LOWER	76 – 80%	81 – 85%	86 – 90%	91 – 95%	96 – 100%	101 – 105%	106 – 110%	111 – 115%	116 & Above
0.00 – 0.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
0.75 – 1.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
1.25 – 1.74	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00	0.00	0.00
1.75 – 2.24	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00
2.25 – 2.74	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00
2.75 – 3.24	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00
3.25 – 3.74	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00
3.75 – 4.00	8.50	8.00	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00

Exhibit B Salary Ranges

Council approves (Date)

Current Salary Divided by "Mid" Column of Salary Range Per Resolution No. (Insert no.)

FY 2019/2020

Position	Current HIA (FY19)	New HIA (FY20)	Low	Mid	Top
*City Administrator		*=New Salary (after Matrix/Performance Info is applied)	\$99,843	\$110,937	\$123,264
**HR/Administrative Coordinator			\$45,579	\$50,137	\$55,151
City Clerk/Finance			\$60,516	\$66,568	\$73,224
Utility Billing /Zoning Administrative Specialist			\$48,235	\$53,058	\$58,264
*Public Works Director			\$69,102	\$76,780	\$85,311
Water Superintendent/Asst. Public Works Director			\$59,525	\$66,139	\$73,487
Wastewater Superintendent			\$51,589	\$57,321	\$63,690
Street Superintendent			\$50,650	\$56,269	\$62,521
Public Works Utility Employee II			\$43,259	\$47,047	\$50,364
Public Works Utility Employee I			\$39,765	\$44,186	\$49,095
Public Works/Parks Employee			\$39,765	\$44,186	\$49,095
*Parks and Recreation Director			\$55,115	\$60,626	\$66,689
Recreation Coordinator			\$44,381	\$49,316	\$54,796
*Police Chief			\$66,272	\$75,141	\$83,490
Police Sergeant			\$57,785	\$64,782	\$71,980
Police Detective			\$56,094	\$62,336	\$69,263
Police School Resource Officer			\$54,758	\$60,852	\$67,613
Police Officer			\$53,423	\$59,368	\$65,964

* Salaried Employees

**Salary range reflects the position at 3/4.

City of Huxley Compensation Policy

Exhibit C

Performance Evaluation

(Please see attached.)

City of Huxley

Employee Performance Evaluation Form

Name: _____ Service Date: _____

Dept: _____ Job Title: _____

Evaluation Period: _____ To: _____

Evaluator: _____ Date: _____

PURPOSES: To assess and improve employee performance by determining strengths and weaknesses and by providing a program of improvement; to provide a history of development and progress.

Instructions: Listed below are characteristics and abilities that are associated with successful job performance. Circle the number on each rating scale over the descriptive phrase which best describes the person being rated. Evaluate each of the qualities separately. Try to identify the strengths and weaknesses of the individual being rated. Use the corresponding comment section to clarify or expand a rating. Please try to use specific examples for as many of the rating criteria as possible.

Individual numeric ratings are to be accumulated to a total score indicating an overall performance rating. Eighty (80) total points are the maximum possible.

The performance evaluation should be presented to the employee in a personal meeting during which an open discussion of the employee's performance can take place. A plan designed to improve the employee's weaknesses as indicated by the evaluation should be instituted.

After reading and discussing the evaluation, the employee should be presented with a copy. The original should be signed by both the evaluator and employee and placed in the employee's personnel file.

1. ACCURACY OF WORK (Correctness of work performed)

1	2	3	4
Makes frequent errors	Careless; makes recurring errors	Usually accurate; makes only average number of mistakes; Requires little supervision	Requires absolute minimum of supervision; is almost always accurate

Comments: _____

2. **QUANTITY WORK** (The performance level at which the employee performs his/her job)

1	2	3	4
Does not meet minimum requirements	Does just enough to get by	Volume of work is satisfactory or does slightly more than required	Superior work production record

Comments: _____

3. **JOB SKILLS /JOB KNOWLDEGE** (Possesses the necessary training and job skills to perform assigned work)

1	2	3	4
Has very few of necessary job skills; considerable training needed; poor knowledge of work duties	Some training needed; skills lacking in some areas; Lacks knowledge of some phases of work	Has necessary job skills to perform adequately; Moderate knowledge – can answer some common questions	Highly skilled; Has complete mastery of all phases of job and exceeds job criteria qualifications

Comments: _____

4. **COMMUNICATIONS**

1	2	3	4
Does not listen, speak or write well; lacks basic ability to understand or convey messages	Poor listening, oral and verbal communication skills	Appropriate skill levels; usually listens well and communicates clearly and communicates in articulate manner	Checks understanding of what others are saying by paraphrasing, etc. in addition to displaying qualities in #3

Comments: _____

5. JUDGMENT (The ability to make sound decisions independently)

1	2	3	4
Exercises poor judgment; decisions generally inappropriate	Inconsistent decision making	Satisfactory judgment, generally exhibiting sound judgment and thoughtfulness	Consistently makes sound decisions

Comments: _____

6. PERSONAL APPEARANCE (The personal impression an individual makes on others) (Consider cleanliness, grooming, neatness and appropriateness of dress on the job)

1	2	3	4
Disheveled or untidy dress or dirty	Sometimes untidy and careless about personal appearance	Generally neat and clean; satisfactory personal appearance	Unusually well groomed; very neat; appropriate attire to the position

Comments: _____

7. PHYSICAL FITNESS (The ability to work consistently and with only moderate fatigue (Consider physical alertness and energy)

1	2	3	4
Tires easily; unable to meet demands of position	Frequently tires and is slow to complete tasks	Meets physical and energy job requirements	Excellent health; no fatigue; exceeds job's physical requirements

Comments: _____

8. ATTENDANCE (Faithfulness in coming to work daily and conforming to work hours)

1	2	3	4
Often absent without good excuse and/or frequently reports to work late	Lax in attendance and/or misses work frequently and/or reports for work late frequently	Usually present and on time	Consistently regular and prompt; volunteers for overtime when needed

Comments: _____

9. CARE OF PROPERTY (Respect for city/citizen property)

1	2	3	4
Abuses property and materials; is wasteful	Frequently fails to give proper care; uses more materials than necessary routinely	Usually careful with property and usually gives proper care; usually used appropriate amount of materials	Gives extremely good care to property and materials

Comments: _____

10. SAFETY AND RULE COMPLIANCE (Discipline to accept and follow work rules)

1	2	3	4
Compliance rare; disregards rules;	Occasionally fails to comply; disciplined sometimes	Complies with work rules adequately and observes safety measures	Strict compliance; never disciplined and observes all safety measures carefully; suggests ways to improve safety

Comments: _____

11. **TEAM ORIENTATION - EMPLOYEE RELATIONS** (How the employee interacts and relates to co-workers and superiors/subordinates)

1	2	3	4
Difficult, argumentative, uncooperative	Uneasy, inconsistent relations with others and does not contribute to a pleasant work atmosphere	Friendly; gets along satisfactorily; usually works well with co-workers; Sociable, cooperative and helpful; keeps organizational goals in mind; accomplishes tasks by working with others as a good team player	Extremely pleasant; role model and has organizational goals as a priority; recognizes how his/her decisions impact others and seeks input from others

Comments: _____

12. **QUALITY OF SERVICE ORIENTATION - HEARING THE MESSAGE** (An individual's ability to listen to instructions either with supervisor or with a citizen customer and follow up appropriately)

1	2	3	4
Poor listening skills; adequate follow up is rare	Fair listening skills; appropriate follow up is infrequent	Moderate to good listening skills; appropriate follow up is usually taken	Actively listens and translates information into appropriate action consistently

Comments: _____

13. **ADAPTABILITY TO CHANGE** (Ability to meet changing conditions and deal with problem situations)

1	2	3	4
Refuses change; requires direction to work	Resistant to change; needs encouragement	Meets new challenges willingly, adapts well; solves problems independently	Exceptionally adaptable; innovative initiates changes

Comments: _____

14. **DRIVE/INITIATIVE** (Motivated to seek work, suggest improvements, develop new methods, and share ideas and desire to achieve)

1	2	3	4
Never offers suggestions or volunteers, poorly defines goals, and acts without purpose	Rarely offers suggestions for improvement, sets low goals, and puts forth little efforts	Actively pursues improvement; follows through; makes self-development efforts; volunteers for tasks; Works hard and has high desire to achieve	Looks for work to do; recommends solutions to problems and regularly makes suggestions for improvements; Sets high goals and strives to reach them

Comments: _____

15. **PUBLIC CONTACT** (How the employee works with the public with whom he/she comes into contact)

1	2	3	4
Curt; tactless and aloof	Approachable, but not outgoing; occasionally caustic, moody	Sociable, outgoing, very helpful	Extremely friendly; makes good impression, very tactful

Comments: _____

16. **DEPENDABILITY** (The ability to do required jobs well with a minimum of supervision)

1	2	3	4
Requires close supervision; is unreliable	Sometimes requires prompting	Usually takes care of necessary tasks and completes with reasonable promptness; requires little supervision	Requires absolute minimum of supervision

Comments: _____

17. **PROBLEM SOLVING** (The ability to size up a situation, assess reasonable alternatives, and execute a plan of action)

1	2	3	4
Avoids problem situations, lacks ability to recognize problem situations	Occasionally recognizes problem situations, lacks ability to offer alternatives or needs assistance to recognize other alternatives	Recognizes problem situations, offers alternatives to address the situation	Consistently recognizes and handles problem situations and follows through on action plan

Comments: _____

18. **CONTINUING EDUCATION** (The desire to improve and enhance skills and expand skillsets)

1	2	3	4
Refuses training and seeks no opportunity to expand abilities	Exerts minimal effort to maintain and expand skillsets	Attends training regularly to keep abreast of certifications	Seeks out training opportunities and engages in self-improvement activities; Secured additional training within the most recent fiscal year

Comments: _____

19. **STABILITY** (Handling Conflict - The ability to withstand pressure and to remain calm in crisis situations)

1	2	3	4
Goes "to pieces" under pressure; is "jumpy" and nervous	Is easily irritated under pressure	Tolerates most pressure; very good tolerance for crisis	Thrives under pressure; adept at solving crisis

Comments: _____

20. **RESPONSIBILITY** (The willingness to take responsibility; accountability; added burden)

1	2	3	4
Avoids responsibility completely; denies accountability	Accepts reluctantly; does not seek extra responsibility	Trustworthy; Willingly assumes extra responsibility and occasionally pursues extra responsibility	Desires expanded role; handles responsibility without fail; carries through

Comments: _____

1. Are there tools that you need to do your job that you do not have? (e.g. a piece of equipment, a policy change, etc.)

2. What can your supervisor/the City do to help you be more successful in your job?

3. What do you plan to do during the next year to make yourself more successful in your job?

TOTAL POINTS = _____

OVERALL EVALUATION SCORE: _____ /20 =

PERFORMANCE
EVALUATION
LEVEL

- 0.00 – 0.74 Performance unsatisfactory; improvement mandatory; continued employment highly questionable.
- 0.75 – 1.24 Performance below average; improvement needed. Reevaluate in six months.
- 1.75 – 3.24 Satisfactory performance; some improvement possible with effort.
- 3.25 – 3.74 Exceeds performance standards; above average performance.
- 3.75 – 4.00 Exceptional performance; highest achievement.

A copy of this review has been given to me and has been discussed with me.

Employee: _____

Date: _____

Evaluator: _____

Date: _____

Department Head: _____

Date: _____

City Administrator: _____

Date: _____

Supervisor suggestions: _____

Action Plan (if applicable) _____

City of Huxley Compensation Policy

Exhibit D

Longevity Payment

The city will pay the following one-time payment (NOT annually) amounts for service tenure based on the total tenure with the city as a permanent employee working at least three-quarter time. Payments will be made in a separate check in lump sum on November 1st of each year *after* the service milestone has been met.

Longevity based on continuous service	Total Amount
After 5 years of employment as of November 1 st	\$400
After 10 years of employment as of November 1 st	\$800
After 15 years of employment as of November 1 st	\$1,200
After 20 years of employment as of November 1 st	\$1,600
After 25 years of employment as of November 1 st	\$2,000

Credential Incentive

The Credential Incentives payments in the following amounts to employees who have attained the following credentials, as long as those credentials exceed the minimum requirements of the position, are job-related, and payment for the credential is approved by the Department Head and City Administrator prior to the attainment. The employee's salary will be adjusted by the following amounts beginning with the regular paycheck *after* the credential has been achieved. (Please note that the following amounts are annual and will be dispersed over the 26 pay periods.) If there are certifications that an employee is interested in achieving that are not listed below, they can be considered with approval of the Department Head and City Administrator.

Certification Payments	Total Amount
Water Treatment, Grade I	\$900
Water Treatment, Grade II	\$1,200
Water Treatment, Grade III	\$1,200
Water Treatment, Grade IV	\$1,200
Water Distribution, Grade I	\$900
Water Distribution, Grade II	\$1,200
Water Distribution, Grade III	\$1,200
Water Distribution, Grade IV	\$1,200
Wastewater Treatment, Grade I	\$900
Wastewater Treatment, Grade II	\$1,200
Wastewater Treatment, Grade III	\$1,200
Wastewater Treatment, Grade IV	\$1,200
Herbicide Control	\$250
Stormwater Certification	\$900
Trenching and Shoring Certification	\$900
ICC Certifications	\$500
Fundamental Payroll Certification (FPC)	\$300
Certified Payroll Professional (CPP)	\$600
Professional in Human Resources (PHR)	\$300
Senior Professional in Human Resource (SPHR)	\$600
Project Management Professional (PMP)	\$600
Certified Administrative Professional (CAP)	\$600

IMFOA Certification	\$600
ICMA-CM	\$600
Permit Technician	\$300
Planning Credential (AICP)	\$600
Zoning Inspector	\$600
Certified Fitness Trainer (CFT)	\$300
Youth Fitness Trainer (YFT)	\$300

RESOLUTION NO. 18-098

APPROVING PURCHASE OF VAC SYSTEM

WHEREAS, the Public Works Department has researched the possibility of buying a Vacuum Excavation System: and

WHEREAS, 3 quotes were solicited from;

Ditch Witch
Midwest Underground
Vermeer

Information on the quotes enclosed.

NOW, THEREFORE, IT IS RESOLVED that the Public Works Director recommends to the City Council of the City of Huxley, Iowa, that the following equipment be purchased from Midwest Underground for the sum of \$21,000.

BE IT FURTHER RESOLVED that the Public Works Director recommends that the purchase be split between the Road Use Tax Fund, Water Fund and the Wastewater Fund.

Section 1. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

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

PASSED, ADOPTED AND APPROVED this 13 th day of November, 2018

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-098** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 13 th day of November, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk

10/29/2018

John,

I have the following three quotes from Mat and Keith on the vactor purchase that they have been looking at this summer. We have been using Huxley Communications vactor on a regular basis and it has been sometimes hard to get due to them using when we would like to use it. We are also concerned about damages or maintenance issues that could be a factor when using the machine. We feel it has been sometime overdue and time for us to invest in our own vactor to locate utilities with all the underground network that is being installed in the ground before we excavate our utilities and for all our underground installations. Mat and Keith both recommend the bid from Underground Utilities with the attachment which is cheaper than the other two that have provided bids. They have demoed the units and feel that the ring-o-matic best suits our needs and was probably the best machine. This would be split three ways out of water, sewer and streets budgets from lines 610-5-815-2-6341 in wastewater, 600-5-810-2-6336 in water and would probably need to amend the budget with available dollars out of RUT and taken out of line 110-5-210-2-6504. Probably about \$7000.00 for each department.

Jeff Peterson



Vermeer
Iowa & N. Missouri

661 Hwy T 14
Pella, IA 50219
Ph. 641-628-2000 F. 641-628-4283
www.vermeeriowa.com

Quotation

Customer Name: City of Huxely
Address: 515 N Main Ave
Huxely, IA 50124

Ship to: 515 N Main Ave
Huxely, IA 50124

Date: 9/19/2018
Purchase Order #: QUOTE

Contact: Mat Kahler
Phone: 515-597-2256/822-3800
Email: streetsupt@huxleyiowa.org

Sales Rep.: Cody Mecham
Date needed: TBD

Description:

TOTAL

Specifications: New Vermeer Vactron EV150GT

*** Serial Number: TBD
*** 27 HP Kohler EFI gas engine
*** 5 gallon fuel tank
*** 580 CFM vacuum pump
*** 150 gallon debris tank
*** 40 gallon water tank
*** 3,500 PSI @ 4 GPM water system
*** 30' x 3" Suction hose & Suction tool
*** Water knife & cleanup wands
*** Manual door w/spin lock
*** 3500 GVWR trailer

22,564.98

Options:

*** Flowmaster package	\$12,674.00
*** Flowmaster package w/Auxilliary hydraulics	\$14,780.00
*** Auxilliary Hydraulics 2000 PSI @ 8 GPM	\$5,926.00
*** Air gap (fresh water tank fills)	\$496.00
*** 3" LED Directional board	\$1,338.00

Model:
Serial Number: **Hours:**
Trade in Detail:

Trade Amount Allowed

Sub Total:	\$ 22,564.98
Freight:	\$ 900.00
Prep:	\$ -
Less Trade-in:	\$ -
Sales Tax:	\$ -
Total Net:	\$ 23,464.98



**EQUIPPED TO
DO MORE.**

Customer:

By: Cody Mecham

By: _____

Quotation valid for 30 days. To order, please sign, date and return to Vermeer Iowa or your Sales Representative.

Midwest Underground

September 12, 2018

Huxley Water Department
515 n main ave.
Huxley, Iowa 50124
Attn: Mr. Jeff Peterson

Dear Jeff

In line with our conversations we are pleased to quote you the following equipment:

- (1) New Ring-O-Matic Trailer Mounted FT 150 VX Vac System w/600CFM
Kohler 25 hp Gas Twin Engine
150 lton Spoils Tank
Anti Freeze Tank
* Heavy Duty Bag House
90 gallon Poly Fresh Water Tank
4.7 gpm Cat Pump from 0 to 3400 psi
Heavy Duty Hose Reel with 50ft. Hose with quick couplers
* Premium Silencer Package (80DB)
Full Opening Rear Door
* Rear Door Single Lever Positive Spider Lock System
25ft x 3" Heavy Duty Vac Hose
(1) Heavy Duty 5' High Pressure Vac Excavation Wand
(1) Heavy Duty Lawnsweep Attachment
(1) Heavy Duty Low Pressure Wash Wand
* Heavy Duty Trailer Pkg-4000 lb Torflex Axle
2 - Year Factory Warranty
Manuals
Freight, Set-up and Delivery \$ 24,900.00
Less: Special Municipal Discount ~~\$ 5,100.00~~
\$ 19,800.00
- Optional Equipment:
Patented Dielectric Viper Emulsifier Tool \$ 1,200.00

Jeff with the purchase of your New Ring-O-Matic FT 150 Vac System Midwest Underground Supply, LLC is pleased to offer Huxley Public Works 24 hour parts to eliminate any costly downtime. We appreciate the opportunity of quoting you and look forward to serving your equipment needs.

Sincerely,



Gary Locker
Territory Manager
Midwest Underground Supply, LLC

cc: Daniel J Folkman
Mark Jenkins

1106 32nd St. SW • Bondurant, IA 50035 • Phone 515-967-5656 • Fax 515-967-7770
8844 S. 136th Street • Omaha, NE 68138 • Phone 402-861-6500 • Fax 402-861-6564

Your Underground Equipment Specialists

DITCH WITCH OF MINNESOTA & IOWA

1520 BLUE SKY BOULEVARD
HUXLEY, IA 50124
Phone 515-685-3521
Fax 515-685-3042

CITY OF HUXLEY

515 515 N MAIN AVE
HUXLEY, IA 50124
5155972255

Quote: 50207827
Ext. Ref.:
Description:
Date: 09/20/2018
Salesperson: Ken Hamilton
Mobile Phone:
Email: ken@dw-ia.com

Price Quote

Quote valid for: 30 days, until 10/20/2018

FX20 Vac System

The Ditch Witch® FX20 Vacuum Excavation System is a compact, but powerful vacuum excavator used for a variety clean up applications as well as a powerful "soft" excavation machine. The Ditch Witch® FX20 basic unit includes the following: Kohler engine CH740S (25 hp gross), suction tool - 5' and a 3" suction hose., , ,

<u>Qty</u>	<u>Part Number</u>	<u>Description</u>
1	FX20A	FX20 Vac System
1	190-2507	PROSPECTOR ASSEMBLY, W/48" LANCE,#3 NOZZ
1	025-1020	S4S TRAILER ASS'Y

Equipment Subtotal \$ 24,500.00

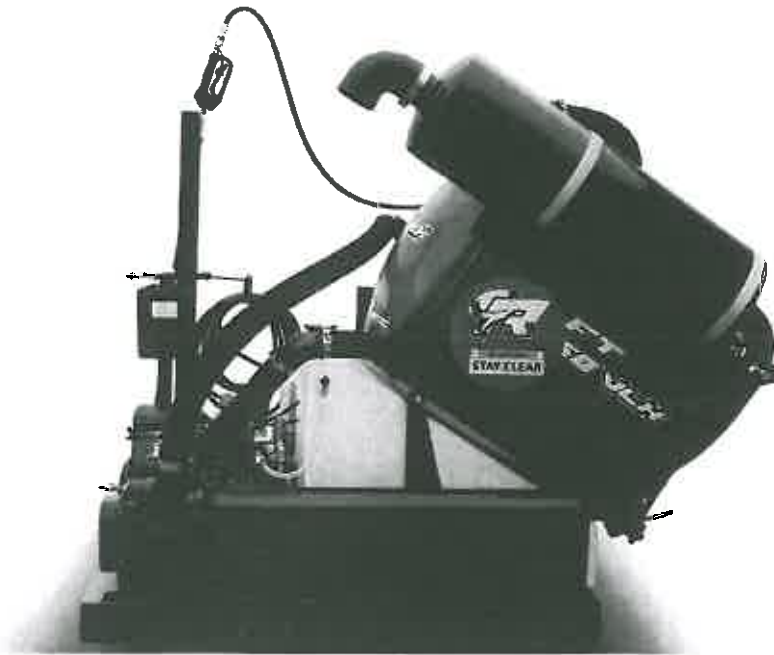
Subtotal Before Tax \$ 24,500.00

Total Tax \$ 0.00

Total Amount \$ 24,500.00
U.S. Dollars

FT150vx

VACUUM EXCAVATOR SERIES



FEATURES

- » 150 gallon spoils tank.
- » Fixed tank design eliminates hydraulics.
- » Easy opening spider door lock system for operator comfort.
- » Standard fork truck brackets for easy movement at job site and shipment.
- » 90 gallon capacity water tank - allows for excavation of utilities and clean up on job sites.
- » Compact design with the high productivity of a 600 CFM blower.
- » Easily fits into a standard pickup bed, flatbed or trailer.
- » Optional skid mount system for truck/flatbed, universal skid steer mount or trailer.

AN IDEAL MACHINE FOR

- » Potholing – safely dig test holes in the ground to locate buried utilities for horizontal directional drills.
- » Safe utility locating and/or daylighting.
- » Clean out storm drains, catch basins and valve boxes.
- » Cleaning up drilling fluids and mud.
- » General construction site cleanup.
- » Keyholing or utility microsurgery.
- » Environmental cleanup – everything from hurricane aftermath to oil spills.
- » Slot trenching.
- » Rental houses.
- » Small municipalities.
- » Entry-level machine for contractors.

FT150VX VACUUM EXCAVATOR SERIES

FEATURES		FT150VX
Mountings		Skid Steer / Truck / Trailer
Spoils Capacity (gallons / liters)		150 gallons / 550 liters
Water Capacity (gallons / liters)		90 gallons / 340 liters
Optimum & Balanced Tongue Weight		1945 lbs empty
Engine		25 HP - Air Cooled Kohler
Fuel Tank Capacity (gallons / liters)		7 gallons
Dual LED work lights and strobe		Available
Warranty		1 year
OPERATOR CONTROLS		
HourMeter/Tachometer/VacuumGauge		Optional
Water Supply Reel		Optional
Load Level Indicator and Auto Shutoff		Auto shut-off only
SPOILS TANK DETAILS		
Unload Fixed Tank		32 degree tilt
Full Opening Rear Door		Manually operated
Rear Door Latch		Manual single latch design
Inlet Valve Size / Drain Valve Size		3"
MACHINE DETAILS - HEAVY DUTY 6" C-CHANNEL FRAME		
Trailer/Hitch Type		Skid Steer / Truck / Trailer
HeightxLengthxWidth(feet/inches)		73" x 89" x 62"
Empty Weight – lbs / kg		1945
Axles,CapacityandSuspensionType		4000 lbs Dexler Torflex
Tire Size		Standar 225 / 75 R15
Trailer Brakes		Never adjust electric
VACUUM PUMP / BLOWER DETAILS		
Vacuum Pump/Blower Type		PD lobe pump
CFM / Max Hg		600 CFM / 15" / Positive displacement
Reverse Flow		Optional
Cyclo-Separator Air Filter Type / Capacity		Replaceable canister
WATER SYSTEM DETAILS		
Electronic Low Water Shut-Off		Available
Auto Water Pump Unloader to Reduce Engine Loading & Wear		Standard
Water Pump Drive		Belt with electric clutch
Water Supply Hose		25' x 3/8" ID
Easy-to-Use Winterize System		Available
OPTIONS		
Patented Cyclo-Jet Pothole Excavator—Stainless or Dielectric		Available
Lighted Arrow Bar to Direct Traffic		Available
In Tank Clean Out System		Available



Truck Mounted



Skid Steer Mounted

FX20 VACUUM EXCAVATOR



Ditch Witch Midwest

<http://www.ditchwitchmidwest.com>

Carol Stream, IL	Ph: 800-243-1328
Kaukauna, WI	Ph: 800-236-2310
Waukesha, WI	Ph: 800-255-7760
Ft. Wayne, IN	Ph: 800-723-4381
Brownsburg, IN	Ph: 800-374-7127

OVERVIEW

The FX20 vacuum excavator is ideal for a wide range of relatively small projects and multiple short runs per day, including municipal tasks such as valve box cleanout, storm drain cleanout, commercial and residential debris cleanup and landscaping, underground utility location, posthole digging, and construction site storm water control. Offering a choice of options, the 27-hp FX20 vacuum excavator has the suction power of the larger FX30, yet it can be easily transported with a flatbed or pickup truck.

<https://ditchwitch.app.box.com/s/4jf80g73rfpu81ctmjnmgh9i7trt1u3o/1/1127254335/23666894933/1>

KEY FEATURES

- The skid-mounted FX20 vacuum excavator can fit in the back of a pickup truck, on a flatbed trailer or a specially designed Ditch Witch trailer; in many cases no CDL is required.
- Outstanding suction power of 540 cfm in a compact, extremely durable package.
- 150-gallon spoils tank is mounted permanently at a 45° angle, making the dumping cycle quick and easy.
- Belt-driven blower avoids the alignment issues associated with a direct-coupled blower, making the FX20 vacuum excavator more reliable and easier to maintain.

[Show more features >>](#)

SPECIFICATIONS

DIMENSIONS - TRAILER PACKAGE

Length:	174 in
Width:	86 in
Height:	93 in
Weight, empty:	2576 lb
Trailer, GVWR:	4500 lb
Axle rating, each:	4500 lb

DIMENSIONS - SKID PACKAGE

Length:	109 in
Width:	63 in
Height:	74 in
Weight, empty:	1594 lb

POWER

Engine:	Kohler CH740S
Fuel:	Gasoline
Cooling medium:	Air
Fuel delivery:	Carburetor
Aspiration:	Natural
Number of cylinders:	2
Displacement:	44 in³
Bore:	3.27 in
Stroke:	2.64 in
Manufacturer's Gross Power Rating (SAE J1940):	27 hp
Rated speed:	3600 RPM
Fuel tank capacity:	10 gal

VACUUM SYSTEM

Two-lobe blower, calculated:	540 ft ³ min
Drive:	Belt
Vacuum, max.:	15 inHg
Displacement:	543 cfm
Hose size, standard:	3 in
Vacuum tank capacity:	150 gal
Full opening rear door diameter:	32 in
Outlet valve size:	4 in
Tank inlet valve size:	4 in
Tank dump angle, fixed:	45°
Primary shutoff, ball type:	4 in
Cyclonic filter trap capacity:	4.5 gal
Filter type:	Washable polyester
Filter area:	74 sq. ft
Suction hose, 3:	25 ft

WATER SYSTEM

Water tank capacity:	80 gal
Water pump flow:	2.6 gpm
Water pump pressure, max.:	3000 psi
Pump clutch:	Electric with auto declutch and low water shutdown feature
Hose length:	50 ft

BATTERY

Group:	12V
SAE reserve capacity rating:	41 min
SAE cold crank rating @ 0° F (-18° C):	340 amps

NOISE LEVEL

Sound power:	110 dBa
Sound pressure at operator ear 10' behind vacuum tank:	84 dBa

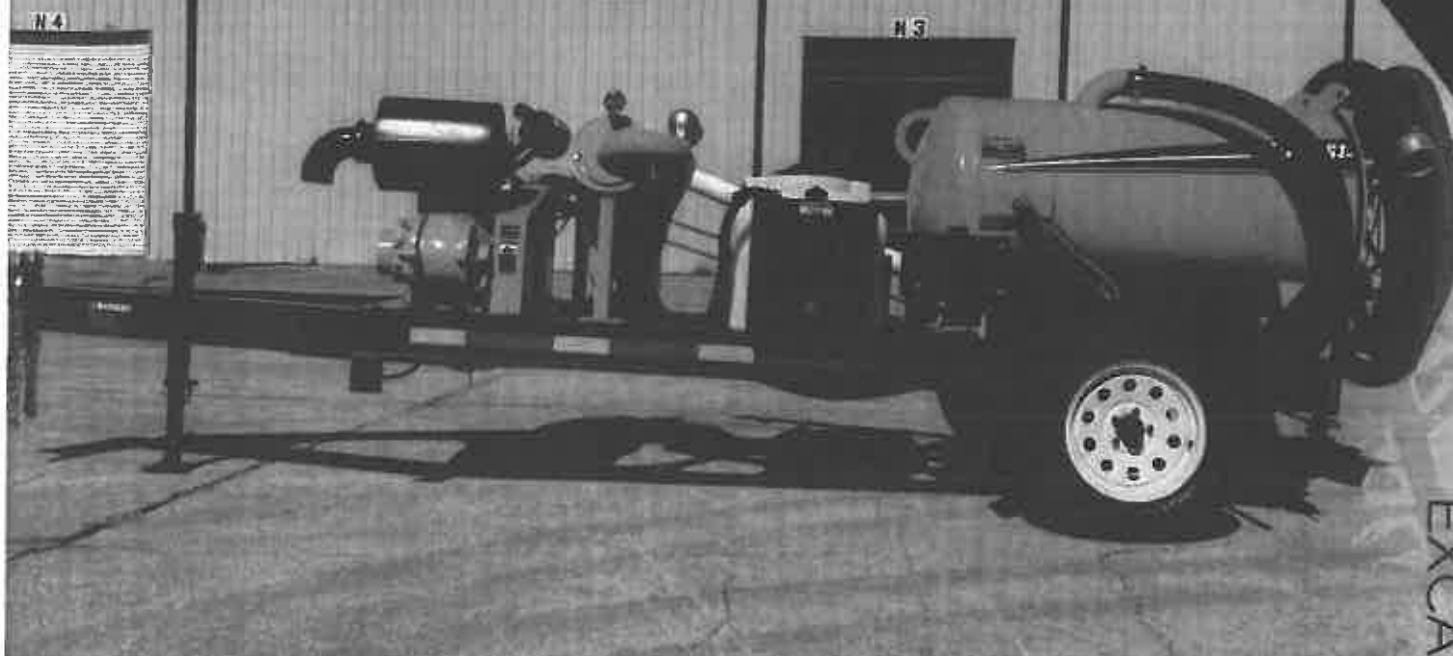
Specifications are general and subject to change without notice. If exact measurements are required, equipment should be weighed and measured. *Per SAE J1940:

VAC-TRON EQUIPMENT

The Industry Innovator

EV 150

VAC-TRON
ECONOMY HYDRO
EXCAVATOR SERIES



GENERAL DIMENSIONS & WEIGHTS - SKID:

Length: 96" (243.8cm)
Height: 44" (111.8cm)
Empty Weight: 1,750lbs (793.8kg)
Width: 72" (182.9cm)

GENERAL DIMENSIONS & WEIGHTS - TRAILER:

Empty Weight: 1,960lbs (889kg)
Length: 144" (365.8cm)
Width: 72" (182.9cm)
Height: 60" (152.4cm)
Brake Type: Electric
Hitch Type: Pintle
GVWR: 3,500lbs (1,587.6kg)

ENGINE:

Horsepower: 27 EFI Kohler gas
Vacuum: 580cfm
Enclosure: No
Fuel Tank Capacity: 5gal (18.9L)

SPOIL TANK:

Spoil Tank Capacity: 150gal (567.8L)
Door Type: Full open rear door with manual wheel locking system
Tank Lift Type: Hydraulic tilt

VACUUM:

Type of Filters: Cartridge Filter 0.5 Microns
Hose Length: 30' (9m)
Hose Width: 3" (7.9cm)
Vacuum: 580cfm
Water Trap Capacity: 10gal (37.9L)
Suction Hose Storage: 30' (9m)

WATER TANK:

Water Tank Capacity: 40gal (151L)
Number of Tanks: 1
High Pressure Pump Flow Rate: 4gpm (15 L/min)
High Pressure Pump: 3,500psi (241 bar)
High Pressure Hose Length: 50' (15.2m)
Low Water Shut Off: Yes

OPTIONAL DIESEL ENGINE:

Horsepower: 24hp Kohler diesel
Vacuum: 580cfm



WWW.VAC-TRON.COM

1-888-VAC-TRON

822-8766

Vac-Tron

VAC-TRON
EQUIPMENT

ADMINISTRATIVE BUSINESS

Prepared by John Haldeman, City Administrator for the City of Huxley Council meeting to be held on the 13th day of November, 2018.

RESOLUTION NO. 18-099

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, because of the Thanksgiving and Christmas holidays the Council approves changing the days of the upcoming meeting to accommodate those holidays.

BE IT RESOLVED, THEREFORE, that the City Council of Huxley, Iowa approves setting the following dates and time for Council meetings in December;

November 27th – 5 pm (abbreviated mtg)

December 4th – 6 pm

December 18th – 6 pm

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

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

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

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 18-099** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this th day of November, 2018.

Craig D. Henry, Mayor

ATTEST:

Jolene Lettow, City Clerk