

CITY OF HUXLEY

TUESDAY--- DECEMBER 10, 2019, CITY COUNCIL CHAMBERS

AGENDA CITY COUNCIL MEETING - 6:00 PM

PUBLIC NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF HUXLEY, IOWA, WILL MEET IN THE CITY COUNCIL CHAMBERS 515 N. MAIN AVE., HUXLEY, IOWA, FOR THEIR REGULAR COUNCIL MEETING AT 6:00 PM ON TUESDAY THE 10th DAY OF DECEMBER, 2019 TO DISCUSS THE MATTERS ENUMERATED IN THE AGENDA LISTED BELOW.

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) PROCLAMATION(S): NONE
- 3.00) PRESENTATION(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:
NOVEMBER 26, 2019 -- Regular Council Meeting
- 5.02) TO APPROVE FINANCIAL REPORTS AND PAYMENT OF BILLS.
- 5.03) TO APPROVE BEER, WINE AND LIQUOR LICENSES, CIGARETTE PERMIT RENEWALS.
- 5.04) TO APPROVE SANITATION HAULERS PERMIT.
- 5.05) TO APPROVE APPOINTMENT TO THE HUXLEY FIRE AND RESCUE DEPARTMENT, ZACH FARRELL.
- 5.06) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 19-172 APPROVING PAY ESTIMATE #1 FOR THE KUM AND GO WATER AND SEWER EXTENSION PROJECT.
- 5.07) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 19-173 APPROVING CHANGE ORDER #1 FOR THE KUM AND GO WATER AND SEWER EXTENSION PROJECT.
- 5.08) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 19-174 APPROVING PAY ESTIMATE #2 FOR THE MAIN AVE. UNDERGROUND REPAIRS PROJECT.
- 5.09) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 19-175 APPROVING THE SETTING OF PUBLIC HEARING FOR THE SALE OF PROPERTY TO BUD SEEMAN.
- 5.10) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 19-176 APPROVING RESOLUTION FOR FEMA FUNDS MATCHING GRANT.
- 5.11) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 19-177 AUTHORIZING THE CITY OF HUXLEY TO SUBMIT AN APPLICATION FOR FUNDING FROM THE FEDERAL SURFACE TRANSPORTATION BLOCK GRANT PROGRAM (STBG) TO THE CENTRAL IOWA REGIONAL TRANSPORTATION PLANNING ALLIANCE (CIRPTA).

AGENDA ITEMS:

6.00) COMMUNITY BETTERMENT:

6.01) DISCUSSION AND POSSIBLE ACTION ON MAINTENANCE RESPONSIBILITY FOR SIDEWALK ON PARKRIDGE [DUANE JENSEN].

6.02) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 19-171 APPROVING AMENDING 28E WITH BALLARD SCHOOL.

7.00) FINANCE: NONE

8.00) PUBLIC SAFETY: NONE

9.00) LEISURE ACTIVITIES:

9.01) DISCUSSION AND POSSIBLE ACTION ON RESOLUTION NO. 19-170 APPROVING THE CONTRACT FOR PROFESSIONAL SERVICES FOR THE POSSIBLE DEVELOPMENT OF RECREATIONAL TRAIL MASTER PLAN.

10.00) ADMINISTRATIVE BUSINESS: NONE

COMMENTS FROM STAFF, COUNCIL AND MAYOR.

ADJOURNMENT

MOTION TO GO INTO A CLOSED SESSION:

21.5 (c) --- TO DISCUSS STRATEGY WITH COUNSEL IN MATTERS THAT PRESENTLY IN LITIGATION OR WHERE LITIGATION IS IMMIENT WHERE ITS DISCLOSURE WOULD BE LIKELY TO PREJUDICE OR DISADVANTAGE THE POSITION OF THE GOVERNMENTAL BODY IN THAT LITIGATION.

ROLL CALL

RETURN TO OPEN SESSION

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.

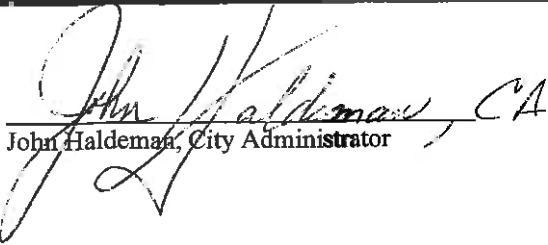
DISCUSSION TOPICS;

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

• *DEVELOPMENT*

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

Free Training Opportunity

Course # G 205

Recovery from Disaster: The local community role

April 20-21, 2020

8:00 AM to 5:30 PM

Jasper Co EOC

1030 W 2nd St S

Newton, IA 50208



Course Description: This course applies a combination of lecture, case study activities, discussion, and exercises. The course is evenly divided into lecture and activity in order to reinforce adult learning techniques and preferences. The course also includes a capstone exercise, which requires participants to develop recommendations for disaster recovery based on a realistic scenario. A second major activity of the course requires participants to either develop an outline of a pre-disaster recovery plan for their community or to identify enhancements to their existing plan. Participants are also required to access and use online resources, including an online Toolkit, during the course. The Toolkit serves to acquaint participants with these resources and to encourage them to use them when they return to their workplace. A pre-test and post-test are included in the course materials. The tests are designed to assess participant learning about disaster recovery principles.

Target Audience: A wide variety of partners for this course includes the following:

- Local elected official (Mayor, City/County Council Member)
- Tribal Leaders
- City/County Manager / Staff
- City/County Planners/Staff
- Regional Planning Commissions
- Economic Development Districts
- Finance Director/Assessor
- Emergency Manager/Staff
- Public Works Director/Staff
- Building Inspector/Staff
- Floodplain Manager/Staff
- Health Care Administrator or Planner
- Public Information Officer
- Housing Director or Planner/Staff
- Voluntary Agency Coordinator or Unmet Needs Committee Coordinator
- Business Organization Representative
- Administrative Director/Manager
- State Recovery

Additional Information: 1) Wi-fi will be available. 2) Travel and meals will be on your own-adequate time will be allotted for lunch. 3) Street parking on the west side of 2nd St or in the Maytag Park parking lot next to the EOC.

Prerequisites:

NONE, however we recommend: IS 100, IS 2900

Registration available at:

<http://homelandsecurity.iowa.gov/training/caldetails.aspx?eventid=1027&courseid=399>



FY19/20 Capital Improvement Projects					
Projects	Project Status	General Fund	Street	Water	Wastewater
Fire Dept. Emergency Equipment	In Progress	108,330			
Fire Dept. Pagers	In Progress	26,000			
Police Dept. Portable Radios	In Progress	36,110			
Police Dept. Patrol Unit Mobile Radios	In Progress	12,900			
Police Dept. Record Management	In Progress	43,332			
Police Dept. Rifles	Completed	1,200			
Police Dept. Ballistic Shield	Completed	1,800			
Larson Sports Complex Bathroom	Changed to Pickle Ball Courts in Centennial Park	150,000			
Fire Dept. Bedroom Renovation	Incomplete	30,000			
Administration Financial Software Upgrade	Incomplete	5,000			
Administration Computer Server	Completed	7,500			
Administration Office Renovation	Incomplete	30,000			
3C's Building Soffitt Repairs	Incomplete	43,300			
Fabricate & Install Metal Over Beam Above Soffitt Areas	Incomplete	5,700			
Sidewalk Expansion	Completed	50,000			
Maple Dr. 2" Mill and Overlay from Oak Blvd. to Timberlane	In Progress		40,000		
Central Ave. 2" Mill and Overlay from E. 3rd to E. 4th Street	In Progress		25,000		
N. 1st Ave. 2" Mill and Overlay from E. 3rd to E. 4th Street	In Progress		25,000		
Lynwood Drive 2" Mill and Overlay from Main Ave. to N. 5th Ave.	In Progress		50,000		
Engineering	In Progress		10,000		
Plow Truck	In Progress		180,000		
Replace Iron Filter Media	Incomplete			75,000	
Engineering	Incomplete			5,000	
Expanded Water Plant Engineering	Incomplete			150,000	
Emergency Hookup	Incomplete			100,000	
Paint Above Ground Storage Tanks	Incomplete			180,000	
Repair Roof at Old Wastewater Plant	In Progress				25,000
Generator Install & Transfer Switch at Oak Blvd Lift Station	In Progress				40,000
Upgrade Control Panels at 601 Oak Blvd and North Lift Stations	In Progress				50,000
Contract for Landfill with lateral launching	In Progress				40,000
Generator Replacement at Old Wastewater Plant/601 Oak Blvd.	In Progress				40,000
Utility Truck Replacement	In Progress				75,000
Camera Trailer Upgrade	In Progress				211,000
Install Shelter over UV panel	Completed				10,000
Vactor	Completed				50,000
CIP TOTALS		551,172	330,000	510,000	541,000

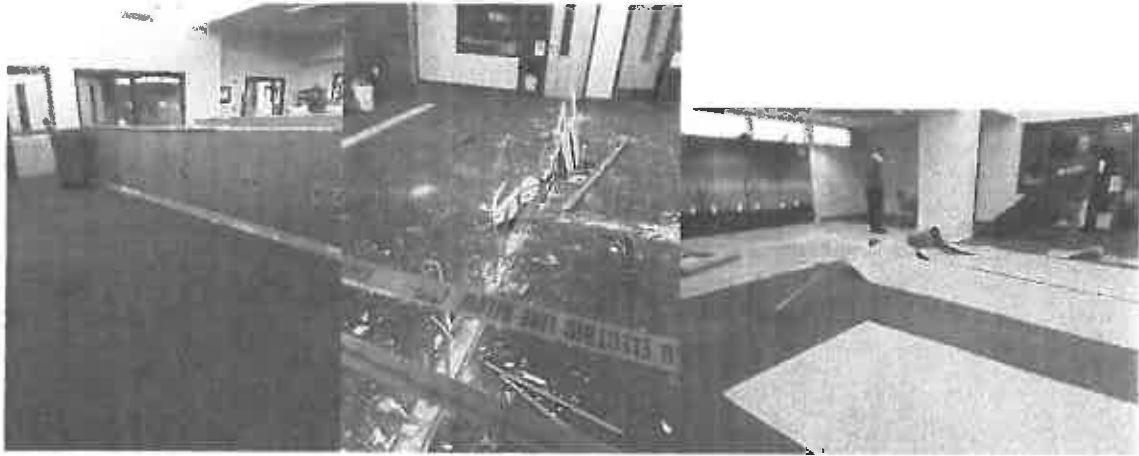
FY19/20 Capital Improvement Projects

Projects	Project Status	Budgeted Amount	Actual Expense	Savings
Fire Dept. Emergency Equipment	Completed	108,330	71,160	37,170
Fire Dept. Pagers	In Progress	26,000	-	-
Police Dept. Portable Radios	In Progress	36,110	-	-
Police Dept. Patrol Unit Mobile Radios	In Progress	12,900	-	-
Police Dept. Record Management	In Progress	43,332	28,061	15,271
Police Dept. Rifles	Completed	1,200	1,200	0
Police Dept. Ballistic Shield	Completed	1,800	1,800	0
Pickle Ball Courts in Centennial	Incomplete	150,000	-	-
Fire Dept. Bedroom Renovation	Incomplete	30,000	-	-
Administration Financial Software Upgrade	Incomplete	5,000	-	-
Administration Computer Server	Completed	7,500	6,489	1,011
Administration Office Renovation	Incomplete	30,000	-	-
3C's Building Soffitt Repairs	Incomplete	43,300	-	-
Fabricate & Install Metal Over Beam Above Soffitt Areas	Incomplete	5,700	-	-
Sidewalk Expansion	Completed	50,000	25,800	24,200
Maple Dr. 2" Mill and Overlay from Oak Blvd. to Timberlane	In Progress	40,000	67,518	-27,518
Central Ave. 2" Mill and Overlay from E. 3rd to E. 4th Street	In Progress	25,000	30,592	-5,592
N. 1st Ave. 2" Mill and Overlay from E. 3rd to E. 4th Street	In Progress	25,000	158,110	-133,110
Lynwood Drive 2" Mill and Overlay from Main Ave. to N. 5th Ave.	In Progress	50,000	90,577	-40,577
Engineering	In Progress	10,000	19,824	-9,824
Plow Truck	In Progress	180,000	186,284	-6,824
Replace Iron Filter Media	Incomplete	75,000	-	-
Engineering	Incomplete	5,000	-	-
Expanded Water Plant Engineering	Incomplete	150,000	-	-
Emergency Hookup	Incomplete	100,000	-	-
Paint Above Ground Storage Tanks	Incomplete	180,000	-	-
Repair Roof at Old Wastewater Plant	In Progress	25,000	25,053	-53
Generator Install & Transfer Switch at Oak Blvd Lift Station	In Progress	40,000	29,240	10,760
Upgrade Control Panels at 601 Oak Blvd and North Lift Stations	In Progress	50,000	-	-
Contract for I and I with Lateral Launching	In Progress	40,000	-	-
Generator Replacement at Old Wastewater Plant/601 Oak Blvd.	In Progress	40,000	-	-
Utility Truck Replacement	In Progress	75,000	42,901	32,099
Camera Trailer Upgrade	In Progress	211,000	185,271	25,729
Install Shelter over UV Panel	Completed	10,000	305	9,695
Vactor	Completed	50,000	42,900	7,100
	CIP TOTALS	1,932,172	1,013,085	-60,463

HUXLEY PUBLIC LIBRARY

2018-2019

This has been an exciting year for HPL. We've completed a major remodel of our space to utilize what was formerly a school computer lab as space for shelving. This in turn expanded our children's area and opened up space for play, exploration, and more books for more reading. We funded the project through fundraising, donations, and grants.



The last step will be installing hard surface flooring under the activity tables. Our families are appreciating the larger space, and the empty shelves above are full! They created a designated space for juvenile and young adult fiction.



Highlights

We continue to host 2 adult books clubs each month, a weekly mahjong game time, home school group classes, tutoring space, and early-out movies and programs. Our Children's Director, along with 2 weekly programs at the library, visits 10 preschool classrooms a month in our community.

Following are a few specific highlights from the year:

January - Hosted ISU Extension program "On Your Own and OK" for 4th, 5th, & 6th graders. The program was designed to equip them to safely stay home alone for short periods of time. Parents were given a presentation from the students at the end of the day-long session.

February - We celebrated Take Your Child to the Library Day with visits from local authors, Matthew Morgan and Rachel Aukes.

March - We partnered with Huxley Communications and brought world traveler, Dean Jacobs, back to the library. At our invitation, Dean also presented at Ballard Creek Assisted Living Center.

Our Universe of Stories summer reading program was a hit. We passed out small kits of take-home experiments, built everything from flashlights to rockets, and did gravity flow-painting to create our own planets. Best of all, the kids read a lot of books!

August - The remodel process moved into the children's area. We expanded, moved shelving and seating and created a new wall of interactive play. The 4' x 12' wall includes a felt board and magnet board.

October - Meet & Greet with local candidates was well attended and provided voters an opportunity to talk one-on-one with those running for council, mayor and school board.

November/December – In negotiations with Ballard regarding 28E.

Statistics

Fiscal year 2018-19

Print materials: 34,073

Audio materials: 564

Video: 2,249

Patrons: 4,241

Rural Patrons: 388

Total Circulation: 31,516

Rural Circulation: 2,466

December 2nd, 2019

RE: 2019 Year End Report

Mayor Henry and Huxley City Council
Administrator Haldeman

2019 was a very busy and positive year for the Huxley Police Department. With the growth of our community and call volumes increasing we had to make serious changes to the PD to make it run much more efficient than before. As of this point we have a 15% increase in Officer contacts then last year's totals without December totals added.

With the changes we are in the processes of changing our Records Management System that will be tied in with all other Story County LE agencies, putting Mobile Data Terminals in each patrol unit, and more advanced radio systems on our persons and in the patrol units.

Officers received over a 1000-hrs total training with each Officer specializing in specific task. The PD has our first ever Field Training Officer and Firearms Instructor. Both night Officers have gone through EMT-B training that provides them better knowledge at medical scenes when 1st Responders and Ambulance response times are longer. Officers are now trained on the minimal requirements for FEMA Critical Incidents. Officers received more training refining their specialties such as criminal investigations, domestic abuse, sex abuse, homeland security, and self-defense.

Officers continued assisting our community, businesses, and schools with a high level of professionalism, quick response, and compassion always giving a 100% every time. We sponsored/assisted a cancer benefit providing money to needed cancer-stricken families within Story County. We had our first Coffee with a Cop day, held at Double Dipped. We assisted with the annual ISSA Spina Bifida snow-mobile ride and with the YSS Teen Maze.

We assisted the Ballard School District with providing security at football games, cross country meets, dances, and so on. We provided ALICE training and Fatal Vision training to students and staff. We have assisted with and helped refine mass evacuation and tornado drills with students and staff. We have assisted with several hours of investigations. We assisted with K-9 building searches. And we have helped with several truant students.

In conclusion, the PD is doing our best to keep our community safe and make positive impacts with citizens. I believe with the continued growth of our community we will need to seriously consider adding more officers to the police department to maintain the level of service the citizens have become accustomed to and deserve.

Chief Gerry Stoll
Huxley Police Department

Huxley 2019

Monthly Aggregate	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Aggregate
Arrests	6	3	12	5	8	10	6	2	6	1	2	0	61
Abatement/Municipal Inf.	1	0	0	7	15	32	31	15	38	15	14	0	168
Alcohol- .02	1	1	0	2	0	8	0	0	0	0	0	0	12
Alcohol-Open Container	0	0	1	0	1	0	0	0	0	1	0	0	3
Alcohol-OWI	3	0	3	3	3	5	0	1	0	1	0	0	19
Alcohol-Possession	0	0	0	0	1	0	0	0	1	0	0	0	2
Alcohol-Pub. Intox	0	0	1	0	3	1	1	0	0	0	0	0	6
Animal Call	6	11	10	12	15	20	8	14	22	11	10	0	139
Assaults	2	1	0	0	0	2	1	0	3	0	2	0	11
Assist Fire/Med/Co	35	45	42	41	35	49	38	50	38	33	28	3	437
Assist Motorist	18	58	18	18	19	19	21	13	26	17	11	2	240
Burglary	0	0	0	2	0	0	3	0	1	3	10	0	19
Child Abuse	0	0	2	2	0	1	0	2	2	0	0	0	9
Civil Dispute	3	6	2	7	0	4	2	6	6	3	7	0	46
Criminal Mischief	2	1	1	0	4	0	1	1	1	0	1	0	12
D, P & Q	2	3	2	3	7	4	5	6	5	9	4	0	50
Disorderly Conduct	0	0	0	0	1	1	0	1	3	1	0	0	7
Domestic	5	5	5	2	4	4	3	6	1	5	1	0	41
Drug Paraphernalia	3	1	3	0	1	2	2	0	0	1	1	0	14
Harassment	1	2	2	2	5	5	1	3	4	1	2	0	28
Info. Call	105	153	223	195	183	156	158	199	212	217	214	8	2023
Mental Patient	18	2	9	2	7	1	1	4	3	1	0	0	48
Missing Person	0	0	1	0	1	1	0	1	3	1	1	0	9
Open Door	13	10	11	15	20	12	12	9	14	9	20	0	145
Parking Tickets	27	5	0	0	3	0	0	1	0	0	6	0	42
Parking Warning	25	16	2	11	11	5	24	12	8	7	21	0	142
Sex Abuse	1	0	2	0	0	2	0	2	0	0	1	0	8
Susp. Person/Vehicle	5	8	6	13	20	12	10	15	11	13	18	1	132
Susp/Rev/Barred Driver	1	0	2	1	0	5	2	1	2	1	1	0	16
SVI	10	17	24	16	15	13	13	22	20	22	12	0	184
Theft	4	5	4	13	2	4	9	8	6	2	8	0	65
Traffic Accident	10	7	4	4	3	6	2	7	8	8	7	0	66
Traffic Call	10	14	7	2	12	14	14	10	5	11	14	1	114
Traffic Citations	5	0	24	14	20	20	3	14	16	11	14	0	141
Traffic Warnings	18	11	75	87	123	70	87	93	90	46	68	6	774
Trespass	0	2	0	0	0	1	1	7	2	9	1	0	23
Unattended Death	0	1	0	0	0	0	0	1	0	1	0	0	3
Total Contacts	340	385	498	479	542	488	458	518	555	461	498	21	5243
Investigations	37.5	8.5	50.25	17	4.25	20.5	7.25	17.5	22.75	30	20.25	0	235.75
On-Call	0	0	0	0	0	19.5	0	0	0	0	0	0	19.5
Office / Other	259	250.25	283.5	253.25	269.75	305.75	229.5	264.5	247.25	239	223.25	8.25	2833.25
Patrol / SRO	490.25	442.5	452.5	480	576.75	423.75	533	567.25	537.75	507	469.75	12.5	5493
Total Hours	786.75	701.25	786.25	750.25	850.75	769.5	769.75	849.25	807.75	776	713.25	20.75	8581.5

City of Huxley
Huxley Police Department
Report for the Month of November 2019

November 1st, 2019 5:00PM

Officer responded to a two-vehicle accident on Highway 69 near Highway 210. A vehicle operated by a Jefferson woman was struck from behind by a vehicle operated by an Ames woman. No injuries.

November 2nd, 2019 7:45 AM

Officer received reports of vehicles that had been entered and rummaged through on Sand cherry Lane. A final vehicle was stolen. All vehicles were parked outside and left unlocked. The locked vehicles on the street were not bothered. The stolen vehicle, a GMC Yukon Denali was also left unlocked with the keys left in it. It was entered as stolen into NCIC and later recovered in the Des Moines area. Investigation is ongoing.

November 3rd, 2019 8:30 AM

Officer responded to a report of a reckless driver on Interstate 35. The vehicle was located on Interstate 35 near the 102 Mile Marker and a traffic stop was made for a violation. The driver of the vehicle, a 41-year-old Storm Lake man, was suspended from driving. He was cited and released with a court date for Driving Under Suspension.

November 3rd, 2019 6:00 PM

Officer responded to an assault at the 500 block of E 4th Street. Two cousins had gotten into a physical altercation after one of them had become aggressive with his grandmother. The parties were separated for the remainder of the night and the family members who were residing at the apartment without a lease agreement were trespassed from the property at the request of the property manager. All declined charges.

November 3rd, 2019 10:00 PM

Officer received information that a student who attends Ballard was possibly in possession of a firearm. The reliability of information was unknown. Urbandale PD assisted with locating the student at his residence and Ballard staff was notified and responded to the issue.

November 6th, 2019 8:05 AM

Officer responded to a two-vehicle accident at a business on the 600 block of E 1st Street. A vehicle operated by a Huxley man backed out of a parking spot and struck a vehicle operated by a Jewell, IA woman causing \$1500 in total damage.

November 7th, 2019 10:00 AM

Officer was called to the Ballard High School to investigate inappropriate pictures that had been distributed amongst the student body via cell phone. A 16-year-old student from Des Moines was confronted about the issue and the investigation is ongoing between the school and other jurisdictions.

November 8th, 2019 12:03 AM

Officer responded to a car vs. deer accident on Highway 69 near the Kelley turnoff. A vehicle operated by a Huxley woman stuck a deer causing approximately \$10,000 in damage.

November 8th, 2019 7:40 AM

Officer received a theft complaint at the 1500 block of Blue Sky Blvd. A trailer valued at \$7800 was taken at an unknown time / day. The trailer was entered into NCIC system as stolen.

November 14th, 2019 8:24 AM

Officers responded to a medical emergency at the 100 block of N 5th Ave. A male patient died during the emergency despite life saving efforts.

November 14th, 2019 3:20 PM

Officer stopped a vehicle for a traffic violation at the 900 block of Highway 69. The driver of the vehicle, a 25 year old Huxley man, was suspended from driving. He was cited and released with a court date for Driving Under Suspension.

November 16th, 2019 6:41 AM

Officer responded to a business at the 900 block of Highway 69 for a fraud complaint. Two counterfeit \$100 bills were received during the prior business day. Video footage of the suspect was obtained, and the investigation is ongoing.

November 15th, 2019 12:30 PM

Officer received a complaint of an assault at the bus stop near the 500 block of E 1st Street between two very young female students. The school and parents of the children elected to take care of the matter.

November 18th, 2019 8:00 AM

Officer responded to a missing person report at the 100 block of Lynwood. A juvenile under the care of a Huxley couple had left the home and was nowhere to be found. The male was entered as missing and was eventually located. He was transported to a facility for treatment after being located.

November 19th, 2019 5:50 PM

Officer was patrolling the are of Centennial Drive near North Park Blvd when he was struck by another vehicle operated by a Huxley man. The Huxley man was suspended from driving. He was cited and released with a court date for Driving Under Suspension. Another Huxley man was charged for allowing an unauthorized person to drive.

November 20th, 2019 1:30 PM

Officer responded to City Hall for a belligerent citizen who was having issues with his water bill. The Huxley man was advised he will no longer be welcome at City Hall so long as he behaves in such a way toward city staff.

November 21st, 2019 7:30 AM

Officer responded to the Ballard High School for an assault. An altercation between two students took place no need for police involvement was needed after investigation.

November 21st, 2019 9:25 PM

Officer responded to a car vs deer accident approximately half a mile north of city limits on Highway 69. A Huxley woman was travelling southbound on 69 and struck a deer causing disabling damage. No injuries.

November 22nd, 2019 8:30 AM

Officer received a theft complaint at a business on the 900 block of Highway 69. An unknown male took two alcoholic drinks from within the store, emptied them into a refillable fountain drink cup, and pay for a fountain soda instead of two alcoholic drinks that were used to fill the cup. Surveillance was captured of the man and nearby landlords were shown the photos. The male is still unidentified, and the investigation is ongoing.

November 22nd, 6:02 AM

Officer responded to a single vehicle accident on Interstate 35 near the 104.5 Miler Marker of the southbound lane. A vehicle operated by a Maxwell man swerved to avoid deer in the roadway and ended up crashing into the guardrail and ending in a ditch. The vehicle took severe damage and the driver had minor injuries.

November 23rd, 2019 12:45 PM

While assisting Iowa State Police at the Iowa State vs. Kansas Football game, a Huxley officer cited a 20-year-old Ames man for Possession of Alcohol Under the Legal Age.

November 23rd, 2019 11:30 PM

Officer responded to a car vs deer accident on 315th near 570th. A vehicle operated by a Cambridge man struck a deer causing disabling damage to his vehicle. No injuries to the driver.

November 25th, 2019 5:00 AM

Officer responded to a RV that was in the middle of the road on Highway 69 and no driver was inside or around the area. The RV was towed off the travelled portion of the road and the owner stated he believes that the RV was taken from a mechanic business on highway 69 near 4th street. The owner declined to open an investigation for the matter.

November 27th, 2019 5:15 PM

Officer received an ID theft complaint at the 1000 block of Ridgetop. A man's identity was used to open a credit card in Chicago, IL. Investigation ongoing.

November 28th, 2019 9:50 PM

Officer responded to a hit and run accident on Highway 69 near Campus Drive. A vehicle operated by a Huxley woman was struck by a Silver Volkswagen sedan as the Volkswagen crossed over the center line and entered her lane. All area agencies were asked to look for this vehicle that would have front end damage. The suspect vehicle has not been identified as of time of report.

November 30th, 2019 6:45 PM

Officer responded to a single vehicle accident on Interstate 35 near the 103 Mile Marker. A vehicle operated by an Ames man lost control and went into the median causing disabling damage.

November 30th, 2019 9:30 PM

Officer responded to a domestic altercation between two sisters at the 500 block of E 2nd Street. Parents of the siblings handled the situation after the officer calmed the two.

Special Assignments and Trainings

- Officer Gloede continues her EMT-B training at Mary Greeley Medical Center.
- 11/2/19 Escorted the Ballard High School Girl Cross Country Team out for the State Meet.
- 11/14/19 Officer attended an Autism Spectrum Disorder Training in Nevada.
- 11/16/19 Officer assisted with the ISU football game.
- 11/16/19 Officers qualified with their duty weapons.
- 11/20/19 Chief attended an IPERS Workshop class in Des Moines.
- 11/23/19 Officer assisted with the ISU football game.

Huxley Officers had two arrests for the month. Both were for Driving Under Suspension. Officers issued fourteen citations for traffic violations and gave sixty-eight warnings. Officers received 214 calls for service and had a total of 498 contacts for the month. Officers used 253.5 hours toward investigations or answering calls and gave 469.75 hours of general patrol.

Gerry Stoll

Chief of Police

Cambridge 2019

Monthly Aggregate	January	February	March	April	May	June	July	August	September	October	November	December	Yearly Aggregate
Arrests	0	2	1	2	0	1	0	2	0	0	0	0	8
Abatement/Municipal Infr.	0	0	1	7	2	7	22	6	9	9	19	0	82
Alcohol-.02	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-OWI	0	0	0	0	0	1	0	0	0	0	0	0	1
Alcohol-Possession	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol-Pub. Intox	0	1	0	0	0	0	0	0	0	0	0	0	1
Animal Call	4	0	2	7	1	1	4	0	1	1	4	0	25
Assaults	0	0	1	0	0	0	1	0	0	0	1	0	3
Assist Fire/Med/Co	4	6	6	8	5	7	8	8	10	10	10	0	82
Assist Motorist	4	1	3	2	4	1	3	1	1	1	3	0	24
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0
Child Abuse	0	1	0	0	0	0	0	0	0	0	0	0	1
Civil Dispute	0	0	0	0	1	0	1	1	0	0	2	0	5
Criminal Mischief	0	1	0	0	0	0	0	0	0	0	1	0	2
D, P & Q	1	1	0	0	0	2	1	0	0	0	0	0	5
Disorderly Conduct	0	0	0	0	0	0	1	1	0	0	0	0	2
Domestic	2	0	1	0	0	0	0	1	0	0	0	0	4
Drug Paraphernalia	0	0	0	0	0	0	0	0	0	0	0	0	0
Harassment	1	1	0	0	0	0	0	0	0	0	2	0	4
Info. Call	12	8	17	12	21	19	16	8	19	19	23	2	176
Mental Patient	0	2	0	0	0	1	2	0	0	0	0	0	5
Missing Person	0	0	0	0	0	0	0	0	0	0	0	0	0
Open Door	0	0	1	1	1	1	0	0	0	0	0	0	4
Parking Tickets	0	4	0	0	0	0	2	0	0	0	0	0	6
Parking Warning	0	0	1	1	0	1	0	0	0	0	0	0	3
Sex Abuse	0	0	0	0	0	0	0	0	0	0	0	0	0
Susp. Person/Vehicle	3	2	3	0	3	4	4	5	5	5	2	0	36
Susp/Rev/Barred Driver	0	1	0	0	0	0	0	0	0	0	0	0	1
SVI	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft	0	0	1	0	2	2	1	0	0	0	0	1	7
Traffic Accident	1	1	0	0	1	0	0	2	0	0	2	0	7
Traffic Call	0	1	1	1	1	1	1	0	2	2	2	0	12
Traffic Citations	2	2	0	6	1	3	1	6	2	2	3	0	28
Traffic Warnings	7	3	3	10	8	9	7	6	7	7	10	0	77
Trespass	3	0	0	1	0	1	3	1	1	1	0	0	11
Unattended Death	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Contacts	41	38	42	57	51	61	75	47	56	56	84	3	611
Investigations	0	0	6.75	0	0	3	0	0	0	1	1.5	1	13.25
On-Call	0	0	0	0	0	0	0	0	0	0	0	0	0
Office / Other	3.75	21	9.5	8.5	7.25	7.5	20.5	14	0	8	0	0	100
Patrol / SMO	74.5	79.25	76.25	90	95.5	92.5	99	79	83.5	81.25	78.5	1.5	930.75
Total Hours	78.25	100.25	92.5	98.5	102.75	103	119.5	93	83.5	90.25	80	2.5	1044

City of Cambridge
Huxley Police Department
Report for November 2019

November 17th, 2019 1:30 AM

Officer received a criminal mischief complaint the 100 block of Main. A window to a residence had been kick and broken by a guest. The guest left prior to officer arrival. For the moment, the victim has declined charges.

November 17th, 2019 1:30 AM

Officer received an assault complaint at the 100 block of Main. A Huxley man was struck by a Des Moines female during an altercation regarding a broken window. The female left the scene prior to officer arrival. The victim declined charges for assault.

November 26th, 2019 6:00 PM

Officer received a harassment complaint at the 200 block of 4th Street. Contact was made with a Waukee woman who agreed to stop the harassing behavior in order to avoid possible harassment charges.

Officers received 23 calls for service during the month and had a total of eighty-four contacts. Officers issued three citations for traffic offenses and gave ten warnings. Officers used an hour and a half toward investigations or answering calls for service and provided 78.5 hours of general patrol.

Gerry Stoll

Chief of Police

4 December 2019

Huxley Fire & Rescue, End of Year Report;

Mayor Henry,

Huxley City Council Members,

Administrator Halderman,

Huxley Fire & Rescue personnel responded to 356 calls for service from 1 January 2019 until 4 December 2019. Call types include; Emergency Medical Services, Fire Suppression, Vehicle Extrication and Public Assists as well as Hazardous Material Incidents. Other public service offerings include; Fire Prevention, Ballard Football Game Standby, Well Visits and Smoke Detector Installations.

Out of 27 personnel, 20 are certified Emergency Medical Service providers and 18 are State of Iowa credentialed Firefighters. All Firefighters are trained to a Hazardous Materials Operations level, and 5 staff are certified as Hazardous Materials Technicians. Members are required to attend monthly training sessions for Fire and EMS respectively. 10 training hours were Continuing Education for EMS providers, and has been opened up to surrounding communities. A Cardio Pulmonary Resuscitation/Stop the Bleed class is being scheduled with the Huxley Police Department.

A Ballard 4 town training has been well received, involving the communities for Cambridge, Kelley, Slater and Huxley. Training included an acquired structure live burn, grain bin rescue and vehicle extrication. Upcoming classroom training will include Incident Command System- 100 and National Incident Management System –IS 700.

Mutual Aid relationships will continue to be emphasized with a new County Wide Fire 28E agreement going into effect July 1, 2020. The new RACOM radio system for Story County with begin testing in January of 2020 and should reach Huxley Fire and Rescue by April of 2020.

Huxley Fire and Rescue will continue to grow and adapt as our community expands and looks to the future.

Todd Moomaw, Chief, Huxley Fire & Rescue

November 2019 Report, Huxley Fire Rescue

Prevent Harm, Survive, Be Nice

Tuesday, November 5 -Monthly business meeting

Tuesday November 12 -City Council Meeting

Tuesday, November 19 -Fire Training

Tuesday, November 19 -City Council Meeting

Thursday, November 21 -Assisted Huxley Police & Safe Buildings with commercial building inspection

Tuesday, November 26 -EMS Training

Tuesday, November 26 -City Council Meeting

30 calls in November, 363 calls to date 2019

We ran 30, 9-1-1 calls this month and a total of 363 calls for the year.

-14 Mutual Aid Calls

-5 Kelley (5 First Responder EMS)

-4 Slater / Sheldahl (3 First Responder EMS, 1 Ambulance)

-3 Ames (3 ambulance)

-2 Cambridge (1 fire, 1 ambulance)

-11 Ambulance total calls

-5 Fire calls in Huxley

CITY OF HUXLEY
YEAR TO DATE TREASURERS REPORT
AS OF: NOVEMBER 30TH, 2019

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	NET CHANGE IN ASSETS	Y-T-D EXPENDITURES	NET CHANGE IN LIABILITIES	CLOSING BALANCE	INVESTMENTS YTD BALANCE	CHECKING BALANCE
001-GENERAL FUND	1,325,790.22	653,090.67	0.00	790,718.41	17,401.74	1,205,564.22	269,398.72	1,474,962.94
002-LIBRARY	0.00	54,921.77	0.00	86,536.58	0.00	31,614.81)	0.00	31,614.81)
003-RECREATION	0.00	98,003.22	0.00	100,504.81	6,794.63)	9,296.22)	0.00	9,296.22)
004-FIRE AND RESCUE	0.00	110.00	0.00	28,082.70	0.00	27,972.70)	0.00	27,972.70)
006-CEMETERY	3,598.76	0.00	0.00	0.00	0.00	3,598.76	0.00	3,598.76
014-AIRBUSANCE	(9,332.75)	14,976.79	0.00	65,814.94	141.65	60,029.25)	0.00	60,029.25)
100-PAIRIE RIDGE DEVELOPMENT	7,891.89	0.00	0.00	0.00	0.00	7,891.89	0.00	7,891.89
110-ROAD USE TAX	637,128.13	174,984.69	0.00	170,277.35	882.16	642,717.63	0.00	642,717.63
121-LOCAL OPTION TAX	0.00	137,366.71	0.00	0.00	0.00	137,366.71	0.00	137,366.71
124-LMI	255,848.24	0.00	0.00	0.00	0.00	255,848.24	0.00	255,848.24
125-TIF	0.00	1,283,749.75	0.00	2,300.00	0.00	1,283,749.75	0.00	1,283,749.75
126-HUXLEY DEVELOPMENT CORP	5,865.79	0.00	0.00	0.00	0.00	5,865.79	0.00	5,865.79
140-CUSTOMER DEPOSITS	38,170.00	0.00	0.00	0.00	0.00	38,170.00	0.00	38,170.00
200-DEBT SERVICE FUND	273,626.50	331,367.72	0.00	0.00	4,920.00	43,090.00	0.00	43,090.00
300-CIP	(2,300.00)	0.00	0.00	0.00	0.00	604,994.22	0.00	604,994.22
303-LIBRARY PROJECT FUND	1,100.00	15.00	0.00	0.00	0.00	2,300.00)	0.00	2,300.00)
319-RECREATION NEW EQUIPMENT	10,100.86	0.00	0.00	0.00	0.00	1,115.00	0.00	1,115.00
321-DEVELOPMENT DONATIONS	250,072.00	0.00	0.00	0.00	8,200.00	18,300.86	0.00	18,300.86
322-CAPITOL PROJECTS	464,794.92	0.00	0.00	0.00	0.00	250,072.00	0.00	250,072.00
324-CITY PROPERTY SALES	433,708.91	0.00	0.00	0.00	200,000.00)	264,794.92	0.00	264,794.92
332-CENTENNIAL WEST	46,917.69	0.00	0.00	0.00	0.00	433,708.91	0.00	433,708.91
338-WATER METERS	3,560.00	0.00	0.00	0.00	0.00	46,917.69	0.00	46,917.69
339-560TH AVENUE PAVING	(29,140.00)	0.00	0.00	58,280.00	0.00	3,560.00	0.00	3,560.00
340-Trail Paving Project	(15,031.55)	0.00	0.00	1,355.00	7,285.00	80,135.00)	0.00	80,135.00)
342-HUGP Generator Project	1,287.00	841.50	0.00	9,880.00	0.00	16,386.55)	0.00	16,386.55)
343-KUM N GO WATER & SEWER	(68,220.00)	1,116,918.09	0.00	93,439.26	0.00	7,751.50)	0.00	7,751.50)
402-Main Ave Stormwater Sewer	(1,237.57)	0.00	0.00	79,588.94	12,648.50	967,907.33	0.00	967,907.33
403-US 69/TIMBERLANE PROJECT	0.00	0.00	0.00	12,478.94	202,021.44	121,194.93	0.00	121,194.93
600-WATER UTILITY	343,368.10	407,204.68	0.00	294,002.39	0.00	12,478.94)	0.00	12,478.94)
602-WATER RESERVE FUND	98,500.00	0.00	0.00	0.00	13,431.40	470,001.79	575,000.00	1,045,001.79
610-SEWER UTILITY	595,031.93	374,743.20	0.00	0.00	0.00	98,500.00	0.00	98,500.00
612-SEWER RESERVE FUND	90,335.00	0.00	0.00	301,730.98	3,071.79)	664,922.36	477,500.00	1,142,422.36
				0.00	0.00	90,335.00	0.00	90,335.00
GRAND TOTAL	4,761,434.07	4,648,293.79	0.00	2,095,040.30	57,065.47	7,371,753.03	1,321,898.72	8,693,651.75

*** END OF REPORT ***



December 5, 2019

Monthly Report

Forrest S. Aldrich, P.E., Veenstra & Kimm, Inc.

City Engineer

- Reviewed agreement with Iowa Regional Utilities Association.
- Performed on-site review services for the sewer and water project to Kum & Go.
- Reviewed paperwork for materials proposed to be used for sewer and water project to Kum & Go.
- Conducted preconstruction meeting for the North Pump Station Flood Control & Mitigation project.
- Prepared construction plans for Westview Heights Lift Station.
- Performed on-site resident review of the Westview Heights Plat 2 Subdivision.
- Performed walkthrough of the Westview Heights Plat 2 Subdivision and created clean-up list.
- Reviewed paperwork for materials proposed for the Meadow Lane Plat 4 Subdivision.
- Performed on-site review services for the Meadow Lane Plat 4 Subdivision.
- Worked on the design for 560th.
- Completed plans for the Heart of Iowa Trail project.
- Reviewed paperwork for materials proposed for the Main Avenue Underground Repairs project.
- Prepared trail map for the City.
- Created drainage plan across Lot C on the east side of Ballard Drive.
- Reviewed construction plans for Westview Heights Plat 3.
- Reviewed the Urban Renewal Area TIF maps for the Meadow Lane Subdivision.

Date prepared: December 5, 2019

December 2019 Public Works Monthly Report

All of the snow removal equipment is ready to respond to any snow or ice events. All of the ice control material has been mixed and is ready to be applied as needed. Calcium chloride storage tanks have been filled for wet application and the wet calcium chloride solution has already been applied a couple times on the most recent events.

We just got a call on December 5th that the new dump truck / snow plow chassis has arrived at Henderson equipment and that they have a few other trucks that need outfitted first before they start on ours. With the upcoming Holidays and current workload at Henderson they feel the new dump truck / snowplow is slated to arrive by the end of January or the first week of February. Let's hope we won't even need it this snow season.

The street lights have finally been installed on Deerwood Drive. I believe there was a mix up with Alliant on them dropping the ball and not following up after the resolution was sent to them earlier in the summer. It took some time but they are all up and working. We have a curb that has failed off East first that was damaged when the Villas development installed the ramp. The contractor and Kading have been notified to remove and replace the curb. It will be removed and repaired by the time you read this report.

Westview Plat 2 is almost complete. We did one walk thru and generated a punch list for the developer's contractors to make the necessary repairs. Most of the repairs have been fixed and we will have another walk thru on the December 6th to make sure everything has been completed. If everything is good, it may be on this council meeting agenda for approval and acceptance.

I have had several complaints on the concrete stoop that was left from the demolition of the old dry cleaners on the sidewalk on Main Avenue. The owner has been notified to remove the hazard as soon as possible. He will have it removed before you read this report.

The Main Avenue Underground Storm Sewer Project is almost 95% complete. We did one walk thru to date and generated a very small punch list that will not take long to correct. The overall project went very well and the crew with OnTrack were very good to work with. The biggest issue that we have is the final grading and seeding behind the homes on North 5th Avenue and we will probably have to wait until the spring to finish it since it is so wet within the surface drainage area where we installed the new intake. We also need to cleanup and regrade the large lot to the east that was used to mobilize equipment and material onto the site. The driveway of East 1st street that was used to access the site got a little muddy from all the construction traffic and I had the contractor add new gravel to the entire driveway. All the affected property owners have been great to work with. Weather pending we will have to see when we can get in there to get this all cleaned up.

Meadow lane Plat 4 has been completed graded for the new development and the underground contractors should be showing up next week to start installing the water and storm and extending the sanitary laterals of the existing sanitary main that is already installed. Once this is all completed the paving will be installed in the spring.

We have a couple 4" water lines that have cracked on two lines on two 45-degree elbows at the wastewater plant that we have dug up and identified at about eight to nine foot deep that we need to have repaired. During construction of the wastewater plant the subcontractor had used some material

that was not approved under the contract and most of it was replaced except the elbows and various areas of the main that was difficult to get too that I would not approve and between the engineer at the time and the subcontractor that installed the water lines we agreed to a 2 + 6 year warranty that if it failed that they would have to repair it. We feel that we just fell into that time frame warranty and it would expire next year the way we read it. We have notified the contractor and they have come out and looked at the problem and will be getting back to us if indeed they will honor their contract. If not, we will repair it and get it back in operation since we need the water sources to operate the plant efficiently.

We have installed the sidewalk along railway from Main Avenue to the fire station. We still have some grading to do to help the water drain and has been very difficult to do at this time since it has been so wet. We will be getting this all cleaned up and corrected once the weather allows. We still need to install the ramp to line up with Miss Wendy's walk and finish the west side from Main Avenue to South third weather pending.

The North Lift Station mitigation project is underway and the contractors started to mobilize onto the site November 18th. The fence has been removed and all the trees that were in the way have been removed and hauled off site. Some grading has taken place on the hillside and on the north side of the existing creek for the new overflow. They have diverted the creek and have been pumping the water around where the installation of the new pipe is being installed. They have the apron and three 60" pipes connected and installed and will have the largest intake structure that is being used on the project that is located in the creek installed by the end of the week. Going slow due the wet soils but continue to make progress. Inspections are being conducted daily on the project.

We have a failed pump that is not working at the sand cherry lift station that was just rebuilt this summer. The staff is removing the pump to make sure the volute and impeller has not plugged up or is stuck from any material that has lodged the impeller from working before it will be shipped back to the contractor that rebuilt it since it is still under warranty.

The sanitary sewer bore under Interstate 35 is completed and was within two hundredths on an inch which is very impressive since they did hit some boulders which had to be removed by crawling up the pipe and drilling and pulling them out by the boring subcontractor. The main contractor has connected to the bore on the east side in the field and has been installing the sanitary sewer to the south and is almost to highway 210. The boring subcontractor is back on site and will be boring the sanitary under highway 210 before we start doing the water bores for Highway 210 and Interstate 35. We still need to connect the sanitary on the west side of interstate 35 before the line can become active.

Have seen a few permits start to come through for approval with Unite Private Networks that provide fiber optic networks services. At this point businesses are the only ones signing up for their service.

Still working with the new businesses in the HDC park on Main Avenue to get all the sidewalks installed. I am not sure if they will get them installed before the weather turns. If not, we will again have to address this again in the spring if they don't get installed this fall since winter season arrives on the 21st of December.

The new generator that we will be installing at the Oak Blvd. Lift Station will need just a very small perpetual easement to be able to install the pad and generator. With the help of Eric Green with V&K we were able to identify all the property pins and lay the installation out to be able to write up the easement and provide the exhibit. I will work with the property owner on acquiring the additional easement so we can move forward and start on the installation once everything is in order. We need an additional 45 square feet to install the pad and generator.

All the LED lighting updates for all the public works buildings have been installed and completed.

The property owner at 106 S. Third Avenue approached me and had asked what it would take to have the council look at paving the street in front of his house from East First to Railway. I explained to him that the council will most likely assess the properties in the area if they do indeed feel that this is something the council would entertain and that would be a council decision on how we would finance the project. After the first of the year I would like more discussion on this and see if we want to pursue this and if you want me to talk to the other property owners that would be affected on the street to see if they are interested.

The following is an update on the CIP for the Public Works Department:

Street Department

New Dump Truck and Plow: Chassis has arrived at Henderson Equipment in Manchester Iowa. Snow and ice removal equipment to be installed within the next two months.

Street and water main project for N. 1st Avenue, Central, Maple Drive and Lynwood: Bids have been accepted. Manatt's out of Ames was awarded the contract. Work will commence in the spring of 2020.

Vactor: Bids were approved and equipment was purchased from Midwest Underground in Bondurant. Equipment has been delivered and has been used quite a bit in the last two months.

Water Department

Replacement of Iron Filter Media: Pilot Study has been completed and media replacement has been identified for best performance. We have at least one bid for the media and working on bids with vactor services on removal and replacement using City staff. Still need engineering review with V & K before making proposal to council to move forward on the project.

Expansion of Water Plant Study: V&K was hired at the first of the year to perform study and work with staff and present to council its findings and recommendations. Study still ongoing and hope to have something soon.

Emergency Hook-up: Ongoing. Have talked to three rural water systems that border us and one out of the three said they could provide a small amount of water not exceeding more than 130,000 gallons a

day which is well below our winter average. Waiting to discuss with V & K on expansion study on if this is even a viable option currently. The other two would be very expensive to explore since they would have to reconstruct quite a bit of there infrastructure to get us what would be beneficial.

Painting of ground storage tank: Bids have been received and waiting to discuss the options with engineering.

Wastewater Department

Repair of roof at old wastewater plant: Contract awarded to Hedrick Construction and the work has been completed in November and last follow up checkup was done December 2nd, and everything is good to go. Project closed out.

Generator Install and Transfer Switch at Oak Blvd. Lift Station: All bids are in and have been approved by council. Just waiting for easement agreement / approval from neighboring property owner before awarding contracts for the installation.

Upgrade on control panels at 601 Oak Blvd and Oak Blvd. lift Stations: Manufactures Representative has been out to review lift stations current controls and is in the process of putting together the equipment bids for the project. Currently waiting for bids on upgrades.

Contract on I and I with lateral launching: Currently on hold to evaluate collection system and where this project would be most beneficial to evaluate the lateral systems integrity and condition to reduce I and I.

Generator at Old Wastewater Plant: Working with suppliers and engineers on size and what is needed for upgrade from old generator since the old plant is no longer operational and is only needed to run North lift station and some office and heating areas in the old plant and my office.

Utility truck Replacement: Bids have been received, approved by council and awarded to Karl Chevrolet out of Ankeny on the truck chassis and Hi-way truck equipment out of Fort Dodge for the utility box. Expect the delivery of the truck in March 2020.

Camera trailer Upgrade: Bids have been received and wastewater staff is going over the bids since the equipment is not apples to apples with new and older technology. Hope to have something for council to review and approve by February 2020.

Install Shelter over UV panel: Purchased material and staff built in house and has been completed.

I want to take the time to thank councilman Jensen for his service and appreciate all that he has done for the city while in office.

I hope you all have a great Christmas Holiday and Happy New Years with family and friends! Happy Holidays!!! See you next year.

Jeff Peterson

WATER DEPARTMENT

In the month of November the Huxley Water Plant treated 10,490,000 gallons of water. A maximum of 664,000 gallons of water per day, and a minimum of 243,000 gallons per day, and a average daily treated water of 350,000 gallons per day. Water consumption was up do to flushing of hydrants. We used 255 pounds of chlorine gas, 246 pounds of Hydrofluosilicic acid, 210 gallons of sodium hydroxide, 130 pounds potassium permanganate for the month of November.

The water mains for West View Heights Plat 2 have been installed and pressure tested the bacteria tests also passed the main has been opened up to the rest of the distribution system.

Hydrant flushing was completed this past month again we had minimal complaints at least that I am aware of.

I replaced the chlorine injection pump that had the blown seals this past month it still needs to be laser aligned to keep it from vibrating the pipes the pump runs around 220 psi even a little vibration will blow the pipes apart so laser alignment is necessary.

I am in the process of getting bids to replace the media in the iron filters it will take a camel truck to pull the media out of the tanks and to blow the new media back into the tank the companies with a camel truck don't seem to want to bid on this project they are very hesitant. We will have to make a plate to adapt to our tank so we can hook hoses from the truck basically exchanging the tank on the truck to the iron filter tank making a big vacuum cleaner to suck the media back in.

I will be doing annual maintenance on the pumps and motors this next month oil changes, grease and inspections.

Keith Vitzthum
Water Superintendent

Street Department 2019 Year-End Report

In the last year and few months, the street department has worked hard to keep up with the day to day tasks as well as working on bigger projects and preparing for winter. In the fall of 2018, we bought 20 tons of salt to mix with our 40 tons of sand and 1,300 lbs. of calcium. This fall I doubled the amount of salt we bought for a few reasons.

1. To try and cut down on the clean up of the sand in the spring.
2. To use less material and be more effective.
3. When we get the new plow truck, we will be able to wet the sand salt mixture with brine which will activate the material faster which will should help us use up to 30 percent less material per snow event.

As of right now we have bought 1100 gals of brine from the DOT at \$0.08 per gal to use as pretreatment for snow event. To pretreat the intersection and designated areas it takes about 350 gals, so cost per snow event \$28.00. As you know this system is new to us, so as the snow season continues these rates could go up or down but for the cost of the material, I think it is worth the try for the public's safety.

This past summer we did some much-needed street repairs to the curve of E 5th and Preston Dr. That took 62 yards of concrete which cost us roughly \$8,700.00. We put down around 7,800 lbs. of tar to fill cracks which cost us around \$5,800.00. With the amount that we spent focusing on these two things we put a big hit on the street maintenance budget line and will be doing some small things in the spring till the next fiscal year starts.

In the spring we will be starting the 2" overlay and the water main projects that went out for bid this fall. We will also be focusing on some sidewalk installations and repairs as well as secondary storm sewer projects throughout town.

Mat Kahler

Street Superintendent

January 1,2019 thru mid-December 2019 report

129974 MG influent flow

122689 MG effluent flow

1. AJ had worked hard and has received his Grade II distribution license. He will be taking the wastewater 2 soon.
2. Construction began on north lift station
3. Easement has been proposed for the Oak lift station generator. The generator is waiting to be ordered and ABC will install the generator and control switch
4. Water line broke going to RAS building. It is still under warranty so MCI will be fixing it after AJ and Jake exposed it for them. They also used the potholer, which made it easier to locate wires.
5. Repairs finished by Ontrack.
6. Roof is on old wastewater plant
7. Waiting for colder weather to haul sludge.
8. New pickup has been ordered
9. Halbrook has fixed laterals
10. AJ has finished taking water and wastewater 30hr classes.
11. The roof has been built over UV control panel to help lower the temperature in the box
12. UV lights have been removed for the winter.
13. Accujet has put in 2 blocks of liners and cleaned sewer lines and lift stations. They removed 6 protruding taps and did a lateral launch on the sewer that we lined
14. We have clean digester #1.
15. Sand Cherry lift station had had one new pump and on rebuilt pump installed.
16. No violations at wastewater plant for the year
17. No basements have been flooded this year
18. Pretreatment agreement signed for Innovative Technologies
19. One new VFD was installed and we have not had any trouble with the other two.
20. Tried to grout a leaking lateral on prairie view, but it didn't work.
21. Still trying to bid cameras.
22. Waiting for bids on lift station upgrades.
23. Waiting on a final bid for installation of new generator at old wastewater plant.
24. Shaun LeFluer did not get the clarifier repainted. I talked to him at an IAWEA meeting and he said it would be next spring.
25. We have changed oil in every motor at the plant as is should be every year.
26. We changed oil in the lift station pumps as required every year

27. The Water pipes will randomly break coming from the RAS building. This building is settling and causing tension on the water lines. MCA has stood behind their warranty and is fixing the pipes as I write this. I believe, MCA will stand behind our belief that the building is settling and causing issues. Tometich structural engineering has been involved with the reason the building has been settling. I have attempted to set up a meeting with them so we can try to fix the problem. He should be back in town next week.
28. We have new LED lights through out the plant from Yellow Blue LED
29. Labs were done every day as required by the Iowa DNR.
30. Inspection of all equipment was done every day
31. Lift station baskets were checked by weekly and cleaned as needed
32. Training of capable operators is done on a regular schedule
33. Rest area waste has been treated. I have removed the added treatment that was not necessary.
34. The brewery was inspected and given information on how to report a spill.
35. All grease traps in town have been inspected this year.
36. New developments are watched closely so they me city requirements.

The wastewater plant is operating very well for the season changes. We have had very little trouble with our industries. CMC is going to have to move their sampler before it gets cold because it does not work right in the winter months.

Next May I should be able to get everything that was requested to purchase on the CIP. I want to make sure we get the equipment that is needed to do our job.

Bruce Timmons and AJ Strumpfer

Wastewater operator/utilities

City of Huxley

Utilities and Zoning/Deputy City Clerk

November & December 2019

John-

Your last Council packet. How exciting! Wishing you a very happy retirement.

Rita-

Welcome! Looking forward to working with you.

Zoning Clerk:

- **Iowa Permit Technicians Association:** I was elected as Vice President. Hosted our first meeting at Nord Kalsem.
- **Locates:** Print ticket and corresponding satellite map.
- **Permits:** Processed payments, submitted applications to Safe Building, generated building permits, communicated with applicants.
 - Totals so far this month:
 - Building: 4
 - Home Improvement: 15
 - Trade Permits: 15
 - Peddlers Permits: 0
 - Mobile Food Vendor Permit: 0

Utility Clerk:

- **Water Payments:** Processed a check batch and a cash/credit card batch daily.
- **Daily Batch:** Processed a check batch and a cash/credit card batch every other day or so.
- **Load Handheld:** A process that transfers addresses from Incode to the handheld meter reader.
- **Deer Creek Water Consumption Report:** compared master meter reading to total of individual meter reads.
- **Farmlines Report:** compared master meter reading to total of individual meter reads.
- **Demand Deposit Returns:** Credited residents \$120 deposit to their account after they have made twelve consecutive timely payments.
- **State Sales Tax:** Calculated report, prepared online statement, and posted payment.
- **Utility Report:** Provide consumption, amount billed and number of utility accounts.
- **ACH Set Up:** Generated a file that is sent to the bank to indicate which accounts should be automatically drafted and for how much.
- **Post ACH Draft:** Once notified by the bank that the draft has been released, I posted the drafts to the utility accounts.
- **Assess Penalties:** Assessed a \$10 late fee on each delinquent account.
- **Bills:** Print and mail bills by the 20th each month.
- **Utility Reconciliation:** Reconcile utility billing by looking at arrears, current charges, penalties, adjustments, payments and ACH draft.

- **Utility Deposit Returns:** Refunded the difference after the resident's final bill is deducted from their deposit.
- **Waterloss Report:** Compared consumption from the entire city to consumption from the water plant to generate a waterloss percentage.
- **Outstanding Bill Report:** This report lets me know which accounts that are in "final" status have an outstanding amount due. I then sent communications to said individuals in an effort to collect the payment.
- **Disconnect Day:** Run a report on delinquent accounts, provide information to Keith, collect payments and \$50 reconnect fee.
- **Utility Applications/Final Reads:** Collected forms, deposits and driver's licenses. Finalized current occupant and created new occupant in Incode. Created new account on new construction accounts.
- **Credit Cards—**Managed the checkout of city credit cards.
- **Right of Way Applications:** -- After approved by Jeff, I scanned and emailed to Alliant Energy.
- **Safe Room, Nord Kalsem Community Center, Council Chambers:** Made reservations, collected deposits, collected payments and provided key checkout information to the Parks & Rec Department.
- **Daily Duties:**
 - Sign for packages
 - Collect water payments
 - Make copies
 - Assist with utility and permit applications
 - Answer phones
 - Walk in traffic – assist individuals with diverse needs
- **Petty Cash:** Count drawer every Friday.
- **Processed Passports:** including assisting in the completion of application forms, making copies of birth certificates and drivers licenses, taking photo of applicant, assembling application, completing the passport transmittal sheet and mailing the forms.
- **Dog Licenses:** Updated spreadsheet with current info, collected payment and provided resident with tag(s).
- **BSI:** sent letters to residents who are in "non-compliant status" as they have not had their backflow device inspected. The final notice letter gives the resident 15 business days to have their backflow device inspected or water service is disconnected.
- **Curb Box Letters:** mailed 3 letters to residents whose curb box is currently broken, and needs repaired.
- **Iowa Children's Water Festival:** Attended November meeting.
- **Garbage Hauler Permits:** Mailed out Garbage Hauler Permit Applications.

Utility Report

October	2019					
	Water Service:	Sewer Service:	Water Consumption (gallons):	Amount Billed (Water):	Sewer Consumption (gallons):	Amount Billed (Sewer):
Commercial	87	84	676,300	\$4,669.90	719,300	\$5,626.51
Schools	4	3	187,400	\$953.13	187,400	\$933.29
Rural	66	6	264,700	\$3,254.81	30,000	\$431.11
No Charge	20	14	1,252,900	\$0.00	1,071,200	\$0.00
Residential	1,618	1,603	4,782,787	\$49,971.86	4,738,587	\$61,265.24
Second Meter	133	N/A	45,000	\$1,038.15	N/A	\$0.00
Master Meters	12	N/A	255,000	\$0.00	N/A	\$0.00
Wells	2	N/A	366,000	\$0.00	N/A	\$0.00
TOTAL:	1,942	1,710	7,830,087	\$59,887.85	6,746,487	\$68,256.15

	Water:	Sewer:	
Total Billed Consumption (gallons):	5,956,187	5,675,287	TOTAL:
Total Billed:	\$59,887.85	\$68,256.15	\$128,144.00

October	2018					
	Water Service:	Sewer Service:	Water Consumption (gallons):	Amount Billed (Water):	Sewer Consumption (gallons):	Amount Billed (Sewer):
Commercial	86	85	650,900	\$4,354.42	748,100	\$5,709.31
Schools	4	3	213,300	\$1,017.79	204,700	\$985.92
Rural	67	6	320,400	\$3,546.72	54,100	\$586.38
No Charge	20	14	1,181,200	\$0.00	877,800	\$0.00
Residential	1,494	1,487	4,591,037	\$45,947.13	4,565,637	\$57,337.56
Second Meter	133	N/A	75,100	\$736.63	N/A	\$0.00
Master Meters	12	N/A	302,800	\$0.00	N/A	\$0.00
Wells	2	N/A	7,856,000	\$0.00	N/A	\$0.00
TOTAL:	1,818	1,595	15,190,737	\$55,602.69	6,450,337	\$64,619.17

	Water:	Sewer:	
Total Billed Consumption (gallons):	5,850,737	5,572,537	TOTAL:
Total Billed:	\$55,602.69	\$64,619.17	\$120,221.86

Key:

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

Building Permits

Permit #:	Date :	Permit Holder:	Site Location:	Valuation:	Description:
19-02	1/23/2019	Happe Homes	301 Centennial Dr	\$321,192	New Construction
19-05	1/28/2019	Homes by Advantage	1008 Ballard Dr	\$261,074	New Construction
19-06	1/28/2019	Homes by Advantage	924 Ballard Dr	\$261,046	New Construction
19-07	2/6/2019	Homes by Advantage	606 Prairie View Dr	\$234,592	New Construction
19-08	2/6/2019	Homes by Advantage	608 Prairie View Dr	\$223,647	New Construction
19-09	2/6/2019	Homes by Advantage	614 Prairie View Dr	\$200,897	New Construction
19-13	3/19/2019	Redwood Builders	615 Prairie View Dr	\$236,625	New Construction
19-14	3/19/2019	Redwood Builders	613 Prairie View Dr	\$227,006	New Construction
19-15	3/19/2019	Redwood Builders	604 Prairie View Dr	\$233,540	New Construction
19-17	4/3/2019	Sage Homes Inc	603 Prairie View Dr	\$213,325	New Construction
19-18	4/3/2019	Sage Homes Inc	605 Prairie View Dr	\$202,211	New Construction
19-22	4/17/2019	Mr. Storage	525 South Main	\$320,307	Commercial Construction
19-21	4/30/2019	Genesis Homes	612 Prairie View Dr	\$271,872	New Construction
19-23	5/2/2019	Chad Anthony	106 Iron Drive	\$443,079	New Construction
19-24	5/7/2019	Ballard Community School District	509 N main Ave	\$13,417,180	School renovation and additions
19-25	5/15/2019	Redwood Builders	618 Prairie View Dr	\$236,809	New Construction
19-27	5/30/2019	Bella Homes	494 Bella Vista Ct	\$274,897	New Construction--Duplex
19-28	5/30/2019	Bella Homes	496 Bella Vista Ct	\$283,121	New Construction--Duplex
19-29	5/30/2019	Bella Homes	112 Iron Drive	\$732,594	New Construction
19-30	5/30/2019	Homes by Advantage	706 Prairie View Dr	\$206,260	New Construction
19-31	5/30/2019	Sage Homes Inc	704 Prairie View Dr	\$199,190	New Construction
19-35	6/20/2019	Redwood Builders	620 Prairie View Dr	\$232,450	New Construction
19-36	6/20/2019	Bella Homes	114 Iron Drive	\$464,269	New Construction
19-37	6/27/2019	Redwood Builders	602 Prairie View Dr	\$241,795	New Construction
19-38	6/27/2019	Bella Homes	116 Iron Drive	\$500,136	New Construction
19-40	7/9/2019	Bella Homes	479 Bella Vista Ct	\$318,950	New Construction
19-43	8/1/2019	Ethan Hokel	110 Iron Drive	\$370,853	New Construction
19-46	8/1/2019	Kum & Go	1706 Highway 210	\$1,480,000	Commercial Construction--Convenience Store
19-47	8/8/2019	Bella Commercial	105 Snyder Dr	\$787,968	Warehouse/office building
19-53	8/21/2019	Homes by Advantage	908 Ballard Dr	\$310,415	New Construction
19-54	8/28/2019	Bella Homes	508 East First St	\$200,000	New Construction
19-55	9/5/2019	Sage Homes Inc	703 Prairie View Dr	\$297,325	New Construction
19-56	9/5/2019	PREI LLC	503 East First St	\$984,169	8 Plex

19-57	9/5/2019	PREI LLC	505 East First St	\$984,169	8 Plex
19-58	9/5/2019	Bella Homes	483 Bella Vista Ct	\$309,173	New Construction
19-59	9/5/2019	Bella Homes	109 Iron dr	\$367,556	New Construction
19-61	9/16/2019	Sage Homes Inc	610 Prairie View Dr	\$197,508	New Construction
19-65	10/10/2019	Tyler Petersen	205 Centennial Dr	\$287,950	New Construction
19-69	10/10/2019	519 Welch LLC	300 Snyder Dr	\$450,000	Commercial Construction
19-75	11/14/2019	Homes by Advantage	607 Prairie View Dr	\$211,916	New Construction
19-76	11/16/2019	Homes by Advantage	916 Ballard Dr	\$272,750	New Construction
19-77	11/16/2019	Homes by Advantage	912 Ballard	\$263,458	New Construction
19-89	12/3/2019	Homes by Advantage	617 Prairie View Dr	\$204,759	New Construction

Residential	33	
Commercial	5	
Multi-Unit	18	
Total Valuation		\$28,738,033

November Report- HR/Administrative Coordinator

I met with the IGHCP (Iowa Governmental Healthcare Plan) Wellness Committee about the possibility of implementing a program called Naturally Slim within the Insurance Trust. It will get voted on at the February Annual Meeting.

Scheduled a random drug and alcohol test for a public works employee.

Administrative staff processed eighteen passports in November.

Submitted monthly IPERS report.

Processed monthly leave accrual and sick leave conversion.

Processed payroll and paid payroll taxes.

Processed and paid monthly insurance premium payments.

Processed claims and prepared claims list for Council and wrote Department Report.

Ordered office supplies for all departments.

Filed paid bills, time sheets, and other forms.

Retrieved and sorted daily mail.

Accepted payments and entered them in Incode.

Assisted City staff with various needs.

Assisted customers and businesses on the phone, in person, and through email.

Processed ambulance payments and submitted them to PCC.

Invoiced developers for engineering fees incurred.

I took the on-line course and test for Passport Recertification. This is required yearly by agents to be certified from year to year to accept passports.

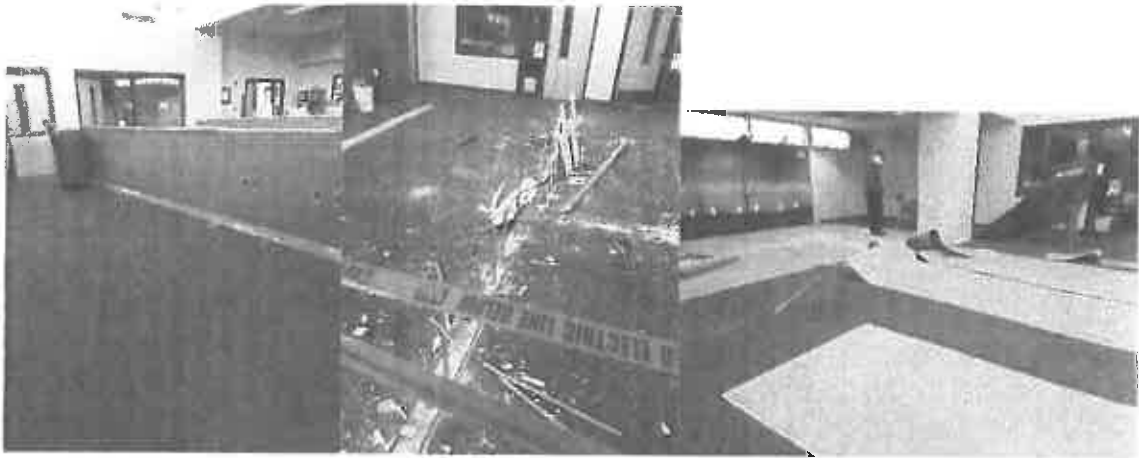
I've also been doing some preparations for year-end reporting, such as 1099's and W2's.

Nord Kalsem had twelve reservations in November. Besides Tae Kwon Do and the Election, the Safe Room had one reservation, and it was for a funeral. The middle school is no longer using the Safe Room for lunches.

HUXLEY PUBLIC LIBRARY

2019

This has been an exciting year for HPL. We've completed a major remodel of our space to utilize what was formerly a school computer lab as space for shelving. This in turn expanded our children's area and opened up space for play, exploration, and more books for more reading. We funded the project through fundraising, donations, and grants.



The last step will be installing hard surface flooring under the activity tables. Our families are appreciating the larger space, and the empty shelves above are full! They created a designated space for juvenile and young adult fiction.



Highlights

We continue to host 2 adult books clubs each month, a weekly mahjong game time, home school group classes, tutoring space, and early-out movies and programs. Our Children's Director, along with 2 weekly programs at the library, visits 10 preschool classrooms a month in our community.

Following are a few specific highlights from the year:

December - Our tradition of holiday countdown calendar building continued. Families gather to build tiny gifts, one to be opened each day.

January - Hosted ISU Extension program "On Your Own and OK" for 4th, 5th, & 6th graders. The program was designed to equip them to safely stay home alone for short periods of time. Parents were given a presentation from the students at the end of the day-long session.

February - We celebrated Take Your Child to the Library Day with visits from local authors, Matthew Morgan and Rachel Aukes.

March - We partnered with Huxley Communications and brought world traveler, Dean Jacobs, back to the library. At our invitation, Dean also presented at Ballard Creek Assisted Living Center.

Our Universe of Stories summer reading program was a hit. We passed out small kits of take-home experiments, built everything from flashlights to rockets, and did gravity flow-painting to create our own planets. Best of all, the kids read a lot of books!

August - The remodel process moved into the children's area. We expanded, moved shelving and seating and created a new wall of interactive play. The 4' x 12' wall includes a felt board and magnet board.

October - Meet & Greet with local candidates was well attended and provided voters an opportunity to talk one-on-one with those running for council, mayor and school board.

November – In negotiations with Ballard regarding 28E.

Statistics

Fiscal year 2018-19

Print materials: 34,073

Audio materials: 564

Video: 2,249

Patrons: 4,241

Rural Patrons: 388

Total Circulation: 31,516

Rural Circulation: 2,466



MEMORANDUM

To: Honorable Mayor Craig Henry & City Council
From: Heather Denger
Date: 12/4/19
Re: Parks & Recreation December 2019 Department Report (Year End)

Director's Report

- AAU Volleyball season started December 1 We have 52 girls registered.
- Home for the Holidays/Cookies with Santa event is scheduled for Saturday, December 14th from 6-8pm. Tree Lighting at Memorial Park followed by event in Safe Room.
- Turkey Trot was held on Saturday, November 16th at 10am. The weather was pleasant and we had a great turnout. Thank you to General Insurance for sponsoring this event.

3C's Update

- Membership Update

	12 Month Memberships	6 Month Memberships	3 Month Memberships	EFT Bank Memberships	Total Active Memberships
2019	333	120	3	67	523
January 2019	316	130	8	70	524

- There were 2,367 visits to the Citizens Community Center for the month of November.
- There were 20 participants at the November 14 Lunch and Learn event which was a presentation by S.H.I.I.P. The next Lunch and Learn is December 9 with the annual Cookie Exchange and White Elephant Gift Exchange.
- Both basketball hoops have been fixed. We have had no problems since.
- Nova came out to fix one treadmill and replace belts on all treadmills. A different treadmill is now not operating and the three others need their belts tightened. A work order has been placed and we are waiting for Nova to come to that. I am looking at switching our service provider to Johnston Fitness so that we can get service in a more timely manner. This problem is still not resolved.

Parks & Recreation Board Update

- Park Board met November 11th. We discussed future park development as well as developing a trail plan for Huxley.
- The next meeting is scheduled for January 6, 2020.



Tree Board Update

- There was no tree board meeting in November since we were unable to get more than two members there. We will be moving our meetings from Wednesday to Monday nights in 2020.

Year in Review:

- I attended the Iowa Parks and Recreation Conference in DSM in March
- Shade structure was installed at Railroad Park
- Gaga Pit was built at Centennial Park
- New signs (rules, hours) were ordered for all parks
- New swing sets were installed at Nord Kalsem Park and Trail Ridge Park (old swing set was removed at Nord Kalsem Park)
- Handicapped swing was installed at Centennial Park
- Centennial Park bathrooms were updated and electricity was installed with hand dryers
- Fitness on Demand started (virtual group exercise)
- Bounce House was purchased and has been used for many P&R Events as well as rented for birthday parties at the 3 C's
- Many special events: Daddy-Daughter Dance, Easter Egg Hunt, City-wide garage sales, Farmer's Market and Food Trucks, Prairiefest Parade and Viking Challenge, Hump Day Hallelujahs, Family Fall Festival, Turkey Trot, new Home for the Holidays/Cookies with Santa event, 12 Lunch and Learns
- LED lights were installed throughout the 3 C's
- Created a changing area and Rocky built a beautiful cubby/bench/coat hook for it
- Tree Board had seedling giveaway
- P&R assisted in Cops against Cancer event
- Tree Board started working on planting for Ballard Plaza
- Youth Hockey added to programming
- Gym walls were painted
- Mens showers were fixed and all shower areas were painted
- Offered Pickle ball clinics this year and now have open Pickle ball play
- Started taking online registrations this year
- Kerrie planted perennials at Memorial Park and Railroad Park Amphitheater
- Continued work on plans for paving Huxley portion of Heart of Iowa Trail
- Movies in the Park were poorly attended and we do not intend on having them next Summer
- Continued work on getting quotes for Pickle Ball/Tennis Courts/Basketball Court at Centennial Park
- Ballard Schools used the gymnasium August through October for PE and Volleyball

Parks Yearly

12-5-19

We use 303 gallons of spray in the spring and 303 gallons in the fall.

We mowed and trimmed 2 times a week for about 20 weeks this year and the same last year that I can recall and that was with an average of 2.5 people with me doing other jobs and people being gone and summer help leaving in august.

I spend 3days in the spring and 3 days in the fall opening and closing rest rooms in the parks.

Grass seed is a hit and miss thing we get it when we have repairs that need done.

We spend a day or month and check fences.

We spent most of the time this year when not mowing we where mulching trees in the parks. We got all the parks done but the tress along east centennial didn't get done but all other parks where finished.

I had a great part time helper this fall to help with mowing and trimming of trees. We did get trees trimmed in all parks.

Rocky Smith

CONSENT AGENDA

Huxley City Council Minutes

Tuesday, November 26, 2019

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 Craig Henry called the meeting to order at 6:03 pm.

COUNCIL MEMBERS PRESENT: Jensen, Peterson, Kuhn, Mulder; via conference call - Jensen

CITY STAFF PRESENT: John Haldeman-City Administrator, Jolene Lettow – City Clerk, Cathy Van Maanen – Library Director, Heather Denger – Parks and Rec Director, Todd Moomaw – Fire Chief, Gerry Stoll – Police Chief

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

PRESENTATIONS: Library board members discussed the status of the 28E agreement that is currently between the City Library and Ballard Middle School. Ballard officials had notified Library Board that the middle school was not going to renew the agreement. Discussions at recent School Board meeting lead officials from city and school to decide to meet and discuss options.

CONSENT AGENDA:

MOTION-Roberts, Second - Peterson to approve agenda items listed below:

- Approve November 12, 2019 Council Meeting minutes
- Approve financial reports and payment of bills
- Approve Sanitation Haulers Permit

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

Claims:

ARNOLD MOTOR SUPPLY	FILTERS AND OIL FOR DUMP TRUCK	480.00
BOOT BARN, INC.	PW UNIFORM ALLOWANCE	301.20
BOUND TREE MEDICAL	EMS SUPPLIES	25.50
BSNB SALES	MED DUTY SLIDE SET	29.50
BUD'S AUTO REPAIR INC	OIL AND FILTER	1,281.07
CALLAHAN MUNICIPAL CONSULT	CITY ADMIN SEARCH PROCESS	7,764.95
CAPITAL SANITARY SUPPLY CO	56 GALLON TRASH BAGS	103.30
CARDMEMBER SERVICE	SEE ATTACHED	6,878.67
CASEYS BUSINESS MASTERCARD	GASOLINE	954.48
CHITTY GARBAGE SERVICE INC	FIRE DEPT GARBAGE SERVICE	21.40
CHOICE1 HEALTH CARE SERVIC	GARBAGE SERVICE	0.00
COCKERHAM CONCRETE	8' BIKE PATH AT TIMBERLANE	18,355.40
COMPASS MINERALS AMERICA	COARSE ROCK SALT	3,500.70
CONSUMERS ENERGY	GAS AND ELECTRIC	7,951.23
DOLLAR GENERAL-REGIONS 410	PROGRAM SUPPLIES	104.25
ELECTRIC PUMP	REPAIR PLANT LIFT STATION	592.30
GALLS, LLC- DBA CARPENTER	UNIFORM PARTS	139.99
GARBAGE GUYS	CENTENNIAL PARK TRASH PICKUP	110.00
HEDRICK CONSTRUCTION	NORD KALSEM SIDING	9,859.70
HOKEL MACHINE SUPPLY	OXYGEN	16.45
HUTCHESON ENGINEERING PROD	AURORA PUMP	2,995.69
IDALS	PESTICIDE LICENSE	25.00
INTERNAL REVENUE SERVICE	FED WITHOLDING TAX	12,631.70
JAX OUTDOOR GEAR	12 GAUGE BARREL RIFLE SIGHTS	290.00
JEREMY J. ARENDS	OCTOBER TREASURERS REPORT	80.00
KEYSTONE LABORATORIES	MONTHLY WATER SAMPLING	266.10
KRISTI UPAH	AAU VOLLEYBALL REFUND	140.00
LATANICK EQUIPMENT, INC.	SCUM BAFFLES	631.83
LIBERTY LOCKWORKS	NEW DOOR LOCK	490.96
MARCO, INC.	COLOR AND B/W COPIES	545.04
MENARDS	SUPPLIES FOR PUBLIC WORKS	76.04
MIDWEST ALARM SERVICES	FIRE ALARM MONITORING-2020	458.28
MIDWEST BREATHING AIR SYST	SERVICE	183.75
MIDWEST SAFETY COUNSELORS,	34L CAL GAS	392.27
MUNICIPAL SUPPLY	MARKING PAINT & FLAGS	143.60
NEW CENTURY FS INC	DIESEL FUEL	1,661.40
NOVA FITNESS EQUIPMENT	REPAIR ON TREADMILLS	3,627.72

PEPSI-COLA
 POSTMASTER
 PREMIER
 QUILL CORPORATION
 STOLTE CONSTRUCTION, LLC
 SYNCB/AMAZON
 TASC
 TIM DENGER
 U.S. BANK EQUIPMENT FINANC
 VERIZON WIRELESS
 WINDSTREAM IOWA COMMUNICAT

VENDING	503.16
POSTMASTER	385.15
SERVICE AGREEMENT	47.23
PURCHASE ORDERS	87.09
BUILDING PERMIT DEPOSIT REFUND	1,000.00
FELT BOARD, DVDS, BOOKS	184.52
FLEX BENEFIT PLANS	558.28
REIMBURSEMENT FOR TURKEYS	368.64
XEROX CONTRACT PAYMENT	100.28
AMBULANCE CELL PHONES	387.95
DISPATCH PHONE	73.52

	<u>Fund Expenses</u>
001 GENERAL FUND	93,394.81
002 LIBRARY	7,532.02
003 RECREATION	9,960.85
004 FIRE AND RESCUE	1,871.64
014 AMBULANCE	7,438.62
110 STREET	15,574.31
121 LOST	
339 560 th AVE PAVING	7,285.00
342 HGMP GENERATOR PROJECT	7,900.00
343 KUM N GO WATER & SEWER	3,911.96
344 STREET & WATER REPAIRS	6,446.54
600 WATER UTILITY	23,584.87
610 SEWER UTILITY	41,192.20
PAYROLL	55,447.62
GRAND TOTAL	\$344,942.15

AGENDA:

Maintenance Responsibility for Sidewalk on Parkridge – City has historically removed snow from sidewalk on Parkridge. Public Works Director asked council in previous meeting if it was time to follow city code and inform the property owner that it was their responsibility. Property owner, Duane Jensen, commented to council that he was under the impression the sidewalk was a bike path – and thus, the city’s responsibility. Council will discuss at future work session. In the meantime, city will remove snow until a decision is made.

Resolution No. 19-163: Motion – Mulder, Second – Peterson to Approve Construction Plans for Westview Heights Plat 3.
 Roll Call: Mulder, Kuhn, Roberts, Peterson voted yes; Jensen abstained. Motion carried.

Resolution No. 19-164: Motion – Roberts, Second – Mulder to Approve Purchase of Radios for Huxley Fire and Rescue.
 Radios are in the Capital Improvement Plan. Bids came in under budget. Any funds not used will go back to General Fund.
 Roll Call – Mulder, Kuhn, Roberts, Peterson, Jensen voted yes. Motion carried.

Motion – Roberts, Second Mulder to Combine and Approve the following three resolutions:

Resolution No. 19-165 to Approve FY 2019 Annual Financial Report

Resolution No. 19-166 to Approve Annual County TIF Report

Resolution, No. 19-167 to Approve Urban Renewal Report

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

Motion – Mulder, Second – Kuhn to Form Subcommittee to Work with Ballard School Board to Discuss Future Use of City Library being used as Middle School Library. Committees members: Peterson, Kuhn and Stoll. 5 ayes, 0 nays. Motion carried.

Resolution No. 19-168: Motion – Roberts, Second – Peterson to Approve Interest Reduction on SRF Loan. Savings will be \$227,275 over the course of the bond. Roll Call: Peterson, Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

Ordinance #508: Motion – Kuhn, Second – Peterson to Correct Legal Description for the Huxley Urban Renewal Area. Roll Call: Peterson, Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

Ordinance #508: Motion - Peterson, Second – Kuhn to Waive Second and Third Readings. Roll Call: Peterson, Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

Resolution No. 169: Motion – Roberts, Second – Peterson to Approve Purchase of Radios for Huxley Police Department.

Radios will improve communication with County and has better camera. Roll Call: Peterson, Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

Resolution No. 170: Motion – Kuhn, Second – Roberts to Table the Decision to Approve Contract for Professional Services for the Possible Development of a Recreational Trail Master Plan. Council to discuss at a future work session. Roll Call: Peterson, Roberts, Kuhn, Mulder, Jensen voted yes. Motion carried.

ADJOURNMENT: Motion – Roberts, Second- Peterson to adjourn meeting at 7:20 pm. 5 ayes, 0 nays. Motion carried.

Attest:

Craig D. Henry, Mayor

Jolene R. Lettow, City Clerk

12-10-19 Council Claims

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	AFLAC	AFLAC	\$ 4.00
3	ALLIANT ENERGY	GAS AND ELECTRIC	\$ 10,827.80
4	BLOOMFIELD ACRES, LLC	BUILDING PERMIT DEP. REFUNDS	\$ 75,000.00
5	BOUND TREE MEDICAL	MEDICAL SUPPLIES	\$ 141.65
6	CALEB AKIN	HANG GATES FOR DUMPSTER	\$ 400.00
7	CAPITAL SANITARY SUPPLY CO	GARBAGE BAGS & URINAL SCREENS	\$ 288.60
8	CENTER FOR CREATIVE JUSTIC	DONATION	\$ 100.00
9	CENTRAL STATES BANK & ROGE	DEVELOPMENT AGREEMENT	\$ 13,796.90
10	CHITTY GARBAGE SERVICE INC	TRASH PICKUP- FD	\$ 21.40
11	COMPUTER RESOURCE SPECIALISTS	WIFI TROUBLESHOOT	\$ 460.00
12	DAVID WILCOX	BOOT CAMP INSTRUCTOR	\$ 471.27
13	DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	\$ 1,451.52
14	DICKSON & LUANN JENSEN	DEVELOPMENT AGREEMENT	\$ 179,356.45
15	EBS	MEDICAL INSURANCE	\$ 16,539.24
16	EDWARD JONES	IRA	\$ 250.00
17	ERIN LUENSE	YOGA INSTRUCTOR	\$ 207.70
18	FAREWAY STORES, INC.	DEVELOPMENT AGREEMENT	\$ 1,812.91
19	FIDELITY SECURITY LIFE	VISION INS	\$ 307.35
20	GATEHOUSE-DB IOWA HOLDINGS	LEGAL PUBLICATIONS	\$ 468.26
21	HALLETT MATERIALS	ICE CONTROL SAND	\$ 203.45
22	HAWKINS, INC.	WATER TREATMENT CHEMICALS	\$ 2,229.90
23	HUXLEY COMMUNICATIONS COOP	PHONE, CABLE, INTERNET	\$ 1,414.99
24	INTEGRATED PRINT SOLUTIONS	STAFF SHIRTS	\$ 333.00
25	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 12,823.21
26	IOWA IRRIGATION	IOWA IRRIGATION	\$ 1,321.28
27	IOWA PRISON INDUSTRIES	WATER PUMP, BELTS, ANTIFREEZE	\$ 476.37
28	IPERS	IPERS	\$ 17,235.36
29	J.A. KING	SCALE CALIBRATION	\$ 120.00
30	KEMPKER'S TRUE VALUE AND R	SEE ATTACHED	\$ 603.72
31	LINCOLN FINANCIAL GROUP	LIFE & DISABILITY INSURANCE	\$ 1,199.57
32	MASS MUTUAL RETIREMENT SER	DEFERRED COMPENSATION	\$ 200.00
33	MEADOW LANE INVESTMENTS, L	DEVELOPMENT AGREEMENT	\$ 18,283.48
34	MENARDS - AMES	SUPPLIES	\$ 916.15
35	MIDWEST BREATHING AIR SYST	QUARTERLY AIR TEST	\$ 178.75
36	MISCELLANEOUS VENDOR	UTILITY DEPOSIT REFUNDS	\$ 368.38
37	MOSQUITO CONTROL OF IOWA	2019 MOSQUITO CONTROL	\$ 11,535.00
38	NAGLE SIGNS, INC.	ADDRESS NUMBERS FOR NORD KALSEM	\$ 181.55
39	NICKOLAY CONSULTING, LLC	MONTHLY IT SUPPORT	\$ 210.00
40	ON TRACK CONSTRUCTION	MAIN AVE. STORM SEWER REPAIRS	\$ 77,567.50
41	OTIS ELEVATOR COMPANY	SERVICE 12/1/19-2/29/19	\$ 218.13
42	OXEN TECHNOLOGY	OFFICE 365 AND EXCHANGE ONLINE	\$ 236.50
43	PCC AN AMBULANCE BILLING S	OCTOBER AMBULANCE BILLING	\$ 421.45
44	SAFE BUILDING COMPLIANCE &	BUILDING INSPECTIONS	\$ 6,924.49
45	SOUTH STORY BANK & TRUST	DEVELOPMENT AGREEMENT	\$ 23,779.49
46	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	\$ 222.40

12-10-19 Council Claims

	A	B	C
47	STORY COUNTY AUDITOR	NOV. 5TH CITY/SCHOOL ELECTION	\$ 1,315.35
48	STORY COUNTY EXTENSION	TURFGRASS COURSES	\$ 70.00
49	TASC	FLEX BENEFIT PLANS	\$ 558.28
50	TREASURER, STATE OF IOWA	STATE WITHHOLDING	\$ 4,595.00
51	URBAN TACTICAL ARMS	AMMO	\$ 480.00
52	VEENSTRA & KIMM, INC.	ENGINEERING FEES	\$ 26,336.94
53	VISIONBANK	DEVELOPMENT AGREEMENT	\$ 4,906.60
54	ZIEGLER INC	COUPLER AND PINS	\$ 2,594.00
55	Payroll Expense		\$ 56,025.22
56	GRAND TOTAL		\$ 577,990.56
57			
58		FUND TOTALS	
59	001 GENERAL FUND	\$ 125,750.23	
60	002 LIBRARY	\$ 5,559.41	
61	003 RECREATION	\$ 4,775.38	
62	004 FIRE AND RESCUE	\$ 880.55	
63	014 AMBULANCE	\$ 2,610.99	
64	110 ROAD USE TAX	\$ 14,799.07	
65	125 TIF	\$ 243,257.11	
66	339 560TH AVENUE PAVING	\$ 7,285.00	
67	343 KUM N GO WATER & SEWER	\$ 12,648.50	
68	402 MAIN AVE. STORM SEWER	\$ 79,588.94	
69	600 WATER UTILITY	\$ 12,118.51	
70	610 SEWER UTILITY	\$ 12,691.65	
71	01 PAYROLL EXPENSE	\$ 56,025.22	
72	GRAND TOTAL	\$ 577,990.56	
73			
74	TRUE VALUE BREAK DOWN		
75	Admin	keys	\$ 7.47
76	Grounds	connector, battery, patch kit, clorox, mounting tape	\$ 61.47
77	PD	windshield fluid	\$ 5.58
78	Fire	furnace filter, tag/ring	\$ 14.98
79	Ambulance	batteries	\$ 47.97
80	Water	transfer pump, paint, drill bit, nuts & bolts	\$ 54.05
81	Streets	tarp, nuts and bolts, circuit breaker, hose hanger, oil, cable clamp, cable, outlets, adapter, flip cover, slip tape, light bulb, adapter, aviation snip	\$ 299.46
82	Wastewater	batteries, pulley, wash brush, quicklink, keys	\$ 46.93
83	Library	drill bit, nuts & bolts	\$ 23.76
84	Parks & Rec	marking paint, basketball nets	\$ 6.29
85	Parks	antifreeze, furnace filters, sealant	\$ 35.76
86	Total		\$ 603.72



Huxley Fire and Rescue

104 Railway
Huxley, Iowa 50124

2 December 2019

Council:

Please consider the approval of **Zach Farrell** for membership to the Huxley Fire Department. He is certified as a Paramedic and is a Career Firefighter for the City of Ankeny.

I feel he will be a great asset to the department.

Todd Moomaw
Fire Chief

COMMUNITY BETTERMENT

RESOLUTION NO. 19-172

**RESOLUTION APPROVING PAY ESTIMATE NUMBER 1 FROM GRAFF EXCAVATING,
INC. FROM TOLEDO, IOWA 52342 FOR THE I-35 AND HIGHWAY 210 WATER AND
SEWER EXTENSION PROJECT**

WHEREAS, GRAFF EXCAVATING, INC. FROM TOLEDO, IOWA was the low bidder with a
bid of \$ 1,002,136.75 for the project; and

WHEREAS, this Pay Request Number 1 has been reviewed by the City's Engineer and was
found to be acceptable and accurate and recommended for payment in the amount of \$ 276,098.03
leaving \$14,531.48 for retainage; and

BE IT RESOLVED, THEREFORE, that the attached pay request #1 is being submitted for
approval and the City Council, after reviewing said documents, is approving and authorizing payment to
the contractor as per the attached statement subject to all required paperwork being submitted and that
the project be accepted.

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

PASSED, ADOPTED AND APPROVED this ____ day of December, 2019

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 19-172** by affixing below my official signature
as Mayor of the City of Huxley, Iowa, this ____ day of December, 2019.

Craig D. Henry, Mayor

ATTEST:

Jolene R. 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)

December 4, 2019

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

HUXLEY, IOWA
INTERSTATE 35 AND HIGHWAY 210 WATER AND SEWER EXTENSION
PARTIAL PAY ESTIMATE NO. 1

Enclosed are three copies of Partial Pay Estimate No. 1 for work on the Interstate 35 and Highway 210 Water and Sewer Extension project, under the contract between the City of Huxley and Graff Excavating, Inc. dated October 21, 2019. The partial pay estimate is for the period October 21, 2019 to December 2, 2019.

Partial Pay Estimate No. 1 is for sanitary sewer work done to date. We have checked the estimate and recommend payment to Graff Excavating, Inc. in the total amount of \$276,098.03.

Please sign all copies of Partial Pay Estimate No. 1 in the space provided and return one signed copy of the partial pay estimate to our office. Please return one signed copy of Partial Pay Estimate No. 1 to Graff Excavating, Inc. with payment. The third copy should be kept for your files.

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

VEENSTRA & KIMM, INC.

Forrest S. Aldrich

FSA:dml

45252

Enclosures

cc: Mike Graff, Graff Excavating, Inc.



VEENSTRA & KIMM, INC.

300G Westown Parkway West Des Moines, Iowa 50256-1320
515-225-6000 515-225-7639 (FAX) 800-241-8000 (WATS)

Date: December 2, 2019

PAY ESTIMATE NO. 1

Project Title	Interstate 35 and Highway 210 Water and Sewer Extension Huxley, Iowa		Contractor	Graff Excavating, Inc. 803 East State Street Toledo, Iowa 52342	
Original Contract Amount & Date	\$1,002,136.75	October 21, 2019	Pay Period	October 21, 2019 to December 2, 2019	

BID ITEMS

	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
1.1	Mobilization	LS	1	\$ 35,000.00	\$ 35,000.00	50%	\$ 17,500.00
1.2	Traffic Control	LS	1	\$ 5,000.00	\$ 5,000.00	0	\$ -
1.3	Trench Compaction Testing	LS	1	\$ 7,500.00	\$ 7,500.00	0	\$ -
1.4	Stabilizing Material	Tons	250	\$ 5.00	\$ 1,250.00	0	\$ -
1.5	Sanitary Sewer Gravity Main, 12", Trenched	LF	4,425	\$ 72.75	\$ 321,918.75	1,698	\$ 123,529.50
1.6	Sanitary Sewer Gravity Main w/Casing Pipe, 12", Trenchless	LF	485	\$ 355.00	\$ 172,175.00	360	\$ 127,800.00
1.7	Sanitary Sewer Connection to Existing Manhole	EA	1	\$ 9,000.00	\$ 9,000.00	0	\$ -
1.8	Sanitary Sewer Manhole, Standard, Type SW-301, 48" Dia.	EA	10	\$ 4,000.00	\$ 40,000.00	2	\$ 8,000.00
1.9	Sanitary Sewer Manhole, Shallow, 48" Dia.	EA	4	\$ 3,000.00	\$ 12,000.00	3	\$ 9,000.00
1.10	Water Main Trenched, 12" Dia.	LF	3,212	\$ 34.00	\$ 109,208.00	0	\$ -
1.11	Water Main with Casing Pipe, 12", Trenchless	LF	485	\$ 375.00	\$ 181,875.00	0	\$ -
1.12	Water Main Fittings						
	1.12.1 Bend, 90°, 12"	EA	3	\$ 550.00	\$ 1,650.00	0	\$ -
	1.12.2 Bend, 45°, 12"	EA	1	\$ 525.00	\$ 525.00	0	\$ -
	1.12.3 Bend, 22-1/2°, 12"	EA	1	\$ 500.00	\$ 500.00	0	\$ -
	1.12.4 Bend, 11-1/4°, 12"	EA	1	\$ 500.00	\$ 500.00	0	\$ -
1.13	Tapping Valve Assembly	EA	1	\$ 12,000.00	\$ 12,000.00	0	\$ -
1.14	Gate Valve, 12"	EA	3	\$ 2,200.00	\$ 6,600.00	0	\$ -
1.15	Fire Hydrant Assembly	EA	2	\$ 4,250.00	\$ 8,500.00	0	\$ -
1.16	Meter Manhole	EA	1	\$ 55,000.00	\$ 55,000.00	0	\$ -
1.17	Existing Tiles, Repair and Replacement, 4" to 6"	LF	600	\$ 5.00	\$ 3,000.00	640	\$ 3,200.00
1.18	Seeding, Fertilizing and Mulching, Type 1	AC	0.5	\$ 4,725.00	\$ 2,362.50	0	\$ -
1.19	Seeding, Fertilizing and Mulching, Type 2	AC	1.5	\$ 3,675.00	\$ 5,512.50	0	\$ -
1.20	Stormwater Pollution Prevention Plan (SWPPP) Preparation	LS	1	\$ 1,600.00	\$ 1,600.00	0	\$ -
1.21	Stormwater Pollution Prevention Plan (SWPPP) Management	LS	1	\$ 4,200.00	\$ 4,200.00	0	\$ -

BID ITEMS							
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
1.22	Silt Fence, Install and Removal	LF	200	\$ 3.20	\$ 640.00	0	\$ -
1.23	Erosion Control Mulching, Conventional	AC	2	\$ 1,350.00	\$ 2,700.00	0	\$ -
1.24	Stabilized Construction Entrance	SY	120	\$ 16.00	\$ 1,920.00	100	\$ 1,600.00
	TOTAL CONTRACT				\$ 1,002,136.75		\$ 290,629.50

MATERIALS STORED SUMMARY			
Description	Number of Units	Unit Price	Extended Cost
None			\$0.00
TOTAL MATERIALS STORED			\$0.00

SUMMARY			
		Contract Price	Value Completed
Original Contract Price		\$1,002,136.75	\$ 290,629.50
Approved Change Orders (list each)			
TOTAL ALL CHANGE ORDERS		0.00	0.00
Revised Contract Price		\$ 1,002,136.75	\$ 290,629.50
Materials Stored			0.00
Value of Completed Work and Materials Stored		\$	290,629.50
Less Retained Percentage (5%)		\$	14,531.48
Net Amount Due This Estimate		\$	276,098.03
Less Estimate(s) Previously Approved	No.1		
	No.2		
	No.3		
	No.4		
	No.5		
	No.6		
	No.7		
	No.8		
	No.9		
	No.10		
	No.11		
	No.12		
Less Total Pay Estimates Previously Approved			\$0.00
Amount Due This Estimate		\$	276,098.03

The amount \$ 276,098.03 is recommended for approval for payment in accordance with the terms of the contract.

Quantities Complete Submitted By:	Recommended By:	Approved By:
Graff Excavating, Inc.	Veenstra & Kimm, Inc.	City of Huxley, Iowa
Signature: <i>[Signature]</i>	Signature: <i>[Signature]</i>	Signature:
Name: <i>[Name]</i>	Name: <i>[Name]</i>	Name:
Title: <i>[Title]</i>	Title: Project Manager	Title:
Date: <i>[Date]</i>	Date: 12/4/2018	Date:

RESOLUTION NO. 19-173

**APPROVING CHANGE ORDER NO. 1 AND NOTICE TO PROCEED FOR THE
HUXLEY INTERSTATE 35 AND HIGHWAY 210 WATER AND SEWER
EXTENSION**

WHEREAS, pursuant to notice duly published that bids would were received; and

WHEREAS, multiple bids were received on date bids were due, with the apparent lowest, responsible bidder being Graff Excavating, Inc. located in Toledo, Iowa with the lowest bid of \$ 1,002,136.75.; and

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Huxley, Iowa, as follows:

Section 1. The City Council approves Change Order No. 1 (as per attached) to the I-35 and Highway 210 Water and Sewer Extension Project.7

Name and Address of Contractor

Amount of Contract after C.O. 1

GRAFF EXCAVATING, INC. TOLEDO, IOWA

\$ 1,003,656.75

Section 2. With C.O. 1 the City Council of Huxley, Iowa directs project to proceed.

Section 3. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

PASSED, ADOPTED AND APPROVED this ____ day of December, 2019

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

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 19-173** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this __ day of December, 2019.

Craig D. Henry, Mayor

ATTEST:

Jolene R. 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)

December 4, 2019

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

HUXLEY, IOWA
INTERSTATE 35 AND HIGHWAY 210 WATER AND SEWER EXTENSION
CHANGE ORDER NO. 1

Enclosed are three copies of Change Order No. 1 for the Interstate 35 and Highway 210 Water and Sewer Extension project. Change Order No. 1 is for the replacement of a 12-inch field tile along the route of the water main and sanitary sewer on the east side of Interstate 35. The existence of the field tile was unknown at the beginning of the project. The change order covers replacement of the tile at both locations where the tile crosses the water main and again crosses the sanitary sewer.

Change Order No. 1 will increase the price for the Interstate 35 and Highway 210 Water and Sewer Extension project by a total of \$1,525.00. We recommend approval of Change Order No. 1 by the City Council of the City of Huxley.

Please sign all copies of Change Order No. 1 in the spaces provided. Return one signed copy of Change Order No. 1 to our office and one signed copy to Graff Excavating, Inc.

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

VEENSTRA & KIMM, INC.

Forrest S. Aldrich

FSA:dml
45252
Enclosures

cc: Mike Graff, Graff Excavating, Inc.
Jeff Peterson, City of Huxley w/enclosure



VEENSTRA & KIMM, INC.

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

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

December 4, 2019

CHANGE ORDER NO. 1

CITY OF HUXLEY, IOWA
INTERSTATE 35 AND HIGHWAY 210 WATER AND SEWER EXTENSION

Change Order No. 1 is for the replacement of a 12-inch field tile along the route of the water main and sanitary sewer on the east side of Interstate 35.

Change Order No. 1 increases the contract price by \$1,525.00.

GRAFF EXCAVATING, INC.

By _____

Title _____

Date _____

VEENSTRA & KIMM, INC.

By F. Jones

Title Project Engineer

Date 12/4/2019

CITY OF HUXLEY, IOWA

By _____

Title _____

Date _____

ATTEST:

By _____

Title _____

Date _____

RESOLUTION NO. 19-174

**RESOLUTION APPROVING PAY ESTIMATE NUMBER 2 FROM ON TRACK
CONSTRUCTION FROM NEVADA, IOWA 50201 FOR THE MAIN AVENUE STORM
SEWER UNDERGROUND REPAIRS PROJECT**

WHEREAS, ON TRACK CONSTRUCTION from Nevada, Iowa was the low bidder with a bid of \$194,480.00 for the project; and

WHEREAS, this Pay Request Number 2 has been reviewed by the City's Engineer and was found to be acceptable and accurate and recommended for payment in the amount of \$ 97,783.50 leaving \$9,229.00 for retainage; and

BE IT RESOLVED, THEREFORE, that the attached pay request #2 is being submitted for approval and the City Council, after reviewing said documents, is approving and authorizing payment to the contractor as per the attached statement subject to all required paperwork being submitted and that the project be accepted.

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

PASSED, ADOPTED AND APPROVED this _____ day of December, 2019

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 19-174** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of December, 2019.

Craig D. Henry, Mayor

ATTEST:

Jolene R. 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)

December 4, 2019

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

HUXLEY, IOWA
MAIN AVENUE STORM SEWER UNDERGROUND REPAIRS
PARTIAL PAY ESTIMATE NO. 2

Enclosed are three copies of Partial Pay Estimate No. 2 for work on the Main Avenue Storm Sewer Underground Repairs project, under the contract between the City of Huxley and On Track Construction, LLC dated May 14, 2019. The partial pay estimate is for the period October 29, 2019 to November 25, 2019.

Partial Pay Estimate No. 2 is for sanitary sewer work done to date. We have checked the estimate and recommend payment to On Track Construction, LLC in the total amount of \$97,783.50.

Please sign all copies of Partial Pay Estimate No. 2 in the space provided and return one signed copy of the partial pay estimate to our office. Please return one signed copy of Partial Pay Estimate No. 2 to On Track Construction, LLC with payment. The third copy should be kept for your files.

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

VEENSTRA & KIMM, INC.

Forrest S. Aldrich

FSA:dml
45234/2
Enclosures

cc: Matt Runge, On Track Construction, LLC



VEENSTRA & KIMM, INC.

3000 Westown Parkway West Des Moines, Iowa 50266-1320
515-225-8000 515-225-7948(FAX) 800-241-8000 (TATS)

Date: December 4, 2019

PAY ESTIMATE NO. 2

Project Title	Main Avenue Storm Sewer Underground Repairs		Contractor	On Track Construction P.O. Box 524, 1316 6th Street Suite 109 Nevada, Iowa 50201
Original Contract Amount & Date	\$194,480.00	May 14, 2019	Pay Period	October 29, 2019 to November 25, 2019

BID ITEMS

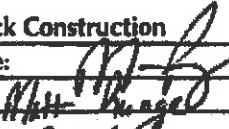
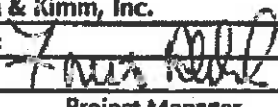
	Description	Unit	Estimated Quantity	Unit Price	Extended Price	Quantity Complete	Value Completed
1.1	Traffic Control	LS	1	\$ 5,500.00	\$ 5,500.00	1	\$ 5,500.00
1.2	Mobilization	LS	1	\$ 16,000.00	\$ 16,000.00	1	\$ 16,000.00
1.3	Construction Staking	LS	1	\$ 1,500.00	\$ 1,500.00	1	\$ 1,500.00
1.4	Hydraulic Seeding	LS	1	\$ 4,000.00	\$ 4,000.00	0	\$ -
1.5	Intake Storm Sewer Connection	EA	1	\$ 6,800.00	\$ 6,800.00	1	\$ 6,800.00
1.6	Sanitary Sewer Main Replacement	EA	4	\$ 11,400.00	\$ 45,600.00	4	\$ 45,600.00
1.7	Sanitary Sewer Service Replacement	EA	7	\$ 7,300.00	\$ 51,100.00	7	\$ 51,100.00
1.8	City Hall Sanitary Sewer Service Replacement	EA	1	\$ 10,700.00	\$ 10,700.00	1	\$ 10,700.00
1.9	Area Intake SW-513	EA	1	\$ 14,000.00	\$ 14,000.00	0.75	\$ 10,500.00
1.10	PCC Sidewalk Replacement	SF	260	\$ 18.00	\$ 4,680.00	351	\$ 6,318.00
1.11	PCC Curb & Gutter Replacement	LF	70	\$ 65.00	\$ 4,550.00	86	\$ 5,590.00
1.12	7" Thick PCC Pavement Replacement	SY	35	\$ 240.00	\$ 8,400.00	20	\$ 4,800.00
1.13	6" Thick PCC Driveway Replacement	SY	25	\$ 280.00	\$ 7,000.00	26	\$ 7,280.00
1.14	Hot Mix Asphalt Pavement Replacement	TN	100	\$ 146.50	\$ 14,650.00	88	\$ 12,892.00
	TOTAL CONTRACT				\$ 194,480.00		\$ 184,580.00

MATERIALS STORED SUMMARY

Description	Number of Units	Unit Price	Extended Cost
None			\$0.00
TOTAL MATERIALS STORED			\$0.00

SUMMARY			
		Contract Price	Value Completed
Original Contract Price		\$194,480.00	\$ 184,580.00
Approved Change Orders (list each)			
TOTAL ALL CHANGE ORDERS		0.00	0.00
Revised Contract Price		\$ 194,480.00	\$ 184,580.00
		Materials Stored	0.00
Value of Completed Work and Materials Stored		\$	184,580.00
Less Retained Percentage (5%)		\$	9,229.00
Net Amount Due This Estimate		\$	175,351.00
Less Estimate(s) Previously Approved	No.1	\$ 77,567.50	
	No.2		
	No.3		
	No.4		
	No.5		
	No.6		
	No. 7		
	No. 8		
	No. 9		
	No. 10		
	No. 11		
	No. 12		
Less Total Pay Estimates Previously Approved		\$	77,567.50
		Amount Due This Estimate	\$ 97,783.50

The amount \$ 97,783.50 is recommended for approval for payment in accordance with the terms of the contract.

Quantities Complete Submitted By:	Recommended By:	Approved By:
On Track Construction	Veenstra & Kimm, Inc.	City of Huxley, Iowa
Signature: 	Signature: 	Signature:
Name: <u>Mark Hagedorn</u>	Name: <u>Frank Kimm</u>	Name:
Title: <u>Owner</u>	Title: <u>Project Manager</u>	Title:
Date: <u>12-5-19</u>	Date: <u>12/4/2019</u>	Date:

RESOLUTION NO. 19-175

**RESOLUTION FIXING A DATE FOR A PUBLIC HEARING TO CONSIDER THE
SALE OF PRAIRIE RIDGE PLAT 1 OUTLOT Y IN HUXLEY, STORY COUNTY, IOWA
TO *******

WHEREAS, the City of Huxley owns certain real property that is legally described as:

PRAIRIE RIDGE PLAT 1 OUTLOT Y in Huxley, Story County, Iowa (the "Property"); and

WHEREAS, *******(buyers official name)** has presented a Purchase Agreement to the City of Huxley for the purpose of acquiring the Property; and

WHEREAS, the Code of Iowa requires that, before a city may dispose of an interest in real property by sale, the city must set forth its proposal in a resolution and public notice as provided in Section 362.3 of the resolution and of a date, time and place of a public hearing on the proposal; and

WHEREAS, the Code of Iowa also requires that, before a city may enter into a proposed purchase agreement for the real property that a public hearing must be held on the proposed agreement.

NOW, THEREFORE, IT IS RESOLVED by the City Council of the City of Huxley, Iowa, as follows:

Section 1. The City Council will hold a public hearing on the proposal to sell the Property and to enter into Purchase Agreements as set out in the preamble hereof at 6:00 o'clock p.m., on the 10th day of January, 2020, at City Hall, in the City of Huxley.

Section 2. The City Clerk is hereby authorized and directed to give notice of this resolution and of the public hearing on the proposal to sell the Property and to enter into the Purchase Agreement, by publication at least once, not less than four nor more than twenty days before the date of the hearing, in a newspaper of general circulation in the City of Huxley. Such notice shall be substantially in the form that is attached to this Resolution.

Section 3. All resolutions or parts thereof which are 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 10th day of December 2019.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 19-175** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 10th day of December 2019.

Craig D. Henry, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

Prepared by John Haldeman, City Administrator, for the City Council meeting to be held on
December 10, 2019.

RESOLUTION NO. 19-176

**LOCAL MATCH RESOLUTION FOR THE HAZARD MITIGATION
GRANT PROGRAM**

WHEREAS, FEMA requires a resolution approving authorized representatives.

NOW, THEREFORE BE IT RESOLVED, the attached FEMA resolution is approved
and Jeff Peterson, Public Works Director, is the City's authorized Representative for this grant.

PASSED, ADOPTED AND APPROVED this ____ day of December, 2019.

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. 19-176** by affixing below my official
signature as Mayor of the City of Huxley, Iowa, this _____ day of December, 2019.

Craig D. Henry, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

LOCAL MATCH RESOLUTION # _____
FOR THE
HAZARD MITIGATION GRANT PROGRAM

WHEREAS, City of Huxley (hereinafter called "the Subgrantee"), County of
(jurisdiction)

Story, has made application through the Iowa Homeland Security and Emergency Management
Division (HSEMD) to the Federal Emergency Management Agency (FEMA) for funding from the
Hazard Mitigation Grant Program, in the amount of \$335,000 for the total project cost,
and

WHEREAS, the Subgrantee recognizes the fact that this grant is based on a cost share basis with the federal
share not exceeding 75%, state share not exceeding 10%, and the local share being a *minimum* of 15% of the
total project cost. The *minimum* 15% local share can be either cash or in-kind match.

and

THEREFORE, the Subgrantee agrees to provide and make available up to \$75,000.00
(Seventy-five thousand dollars) of local monies to be used to meet the
minimum 15% match requirement for this mitigation grant application.

The resolution was passed and approved this _____ day of _____, 20____.

Signatures of Council or Board Members:

Council or Board Member

Council or Board Member

Council or Board Member

Council or Board Member

Council or Board Member

Council or Board Member

Council or Board Member

Council or Board Member

Council or Board Member

Council or Board Member

I submit this form for inclusion with the HMGP Project Application.

Print Name of Authorized Representative

Authorized Representative's Signature and Date

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☐ New
☐ Continuation
☒ Revision

*** If Revision, select appropriate letter(s):**

A: Increase Award

*** Other (Specify):**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

DR4334-0003

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

City of Huxley

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

42.6021693

*** c. Organizational DUNS:**

9574167610000

d. Address:

*** Street1:**

515 N. Main Ave

Street2:

*** City:**

Huxley

County/Parish:

Story

*** State:**

IA: Iowa

Province:

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

50124-000

e. Organizational Unit:

Department Name:

Public Works

Division Name:

N/A

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Mr.

*** First Name:**

Jeff

Middle Name:

*** Last Name:**

Peterson

Suffix:

Title:

Public Works Director

Organizational Affiliation:

City of Huxley

*** Telephone Number:**

515-597-2256

Fax Number:

515-597-2570

*** Email:**

publicworks@huxleyiowa.org

Application for Federal Assistance SF-424

*** 9. Type of Applicant 1: Select Applicant Type:**

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

US Department of Homeland Security/FEMA

11. Catalog of Federal Domestic Assistance Number:

97.039

CFDA Title:

*** 12. Funding Opportunity Number:**

DR 4334

* Title:

Huxley North Pump Station Flood Control Mitigation Project

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Add Attachment

Delete Attachment

View Attachment

*** 15. Descriptive Title of Applicant's Project:**

Huxley North Pump Station Flood Control Mitigation Project

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424**16. Congressional Districts Of:*** a. Applicant * b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:* a. Start Date: * b. End Date: **18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="233,377.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="33,500.00"/>
* d. Local	<input type="text" value="68,123.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="335,000.00"/>

*** 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- ☐ a. This application was made available to the State under the Executive Order 12372 Process for review on
- ☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- ☒ c. Program is not covered by E.O. 12372.

*** 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**☐ Yes ☒ No

If "Yes", provide explanation and attach

21. *By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

* Title: * Telephone Number: Fax Number: * Email: * Signature of Authorized Representative: * Date Signed:

RESOLUTION NO. 19-177

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

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

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

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

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

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

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

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

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

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

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

PASSED AND APPROVED this ___ day of December, 2019.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 19-177** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this __ day of December, 2019.

Craig D. Henry, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

JOINT RESOLUTION NO. 19- 171

**JOINT RESOLUTION APPROVING DATE BY WHICH A PARTY MAY GIVE
NOTICE OF TERMINATION OF THE 28E AGREEMENT FOR LEASE OF CITY
LIBRARY FACILITY**

WHEREAS, the City of Huxley and the Ballard Community School District are parties to a 28E Agreement for Lease of City Library Facility.

WHEREAS, the Ballard Community School District, by letter dated November 19, 2019, gave the City of Huxley notice of the possibility of terminating the Lease effective June 30, 2020.

WHEREAS, the parties are meeting to discuss the School District's continued use of the library but are mindful that matters may not be resolved prior to December 31, 2019, the date by which either party must give notice in order to terminate the Agreement on June 30, 2020.

WHEREAS, each party is willing to extend the notice date to January 31, 2020.

BE IT RESOLVED, THEREFORE, that the City Council of the City of Huxley, Iowa, and the School Board of the Ballard Community School District, by passage and execution of this Joint Resolution hereby agree that the notice date of December 31, 2019 is hereby extended to January 31, 2020.

PASSED, ADOPTED AND APPROVED this 9th day of December 2019 by Ballard Community School District.

APPROVAL BY BOARD PRESIDENT

I hereby approve the foregoing **Resolution No. 19-171** by affixing below my official signature as Board President, this 9th day of December 2019.

Board President

Attest:

Board Secretary

PASSED, ADOPTED AND APPROVED this 10th day of December 2019.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 19-171** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 10th day of December 2019.

Craig D. Henry, Mayor

Attest:

Jolene Lettow, City Clerk

LEISURE ACTIVITIES

RESOLUTION NO. 19-170

**RESOLUTION APPROVING PROFESSIONAL SERVICES AGREEMENT WITH
VEENSTRA AND KIMM, INC. FOR THE DEVELOPMENT OF A
RECREATIONAL TRAIL MASTER PLAN**

WHEREAS, the City of Huxley has a desire to develop a trail system through the community; and

WHEREAS, the complexity of this plan warrants the necessity for engineering services; and

WHEREAS, Veenstra and Kimm Inc. has submitted a proposal for the City Council to considered.

BE IT RESOLVED, THEREFORE, that the City Council of Huxley, Iowa does hereby approve the proposed Professional Service Agreement submitted by Veenstra and Kimm, Inc. and authorizes the Mayor to sign agreement as per attached..

PASSED, ADOPTED AND APPROVED this ____ day of December, 2019.

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. 19-170** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this _____ day of December, 2019.

Craig D. Henry, Mayor

ATTEST:

Jolene R. Lettow, City Clerk



November 21, 2019

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

**CITY OF HUXLEY, IOWA
RECREATIONAL TRAIL MASTER PLANNING**

This letter sets forth our proposal to create a master plan for recreational trails within the City of Huxley. The regional Heart of Iowa Recreational Trail runs along the south side of the City but there is not a lot of connectivity to this trail from the City trails. The master plan will identify the locations and costs for creating a connected trail network within the City of Huxley.

Scope of Services

The list of services below will make up the planning services for the Recreational Trail Master Plan.

1. **Meetings:** These meetings will include both daytime and evening meetings with stakeholders, staff and general public, as needed. These meetings will be utilized for gaining background information, individual and group preferences and presentation of findings and conceptual plans.
2. **Inventory:** Information and data will be gathered from a variety of sources and used during the planning efforts. Utility locations, property ownership, street right-of-way widths, parking area widths, and other information are examples of the types of information to be collected.
3. **Concepts:** Veenstra & Kimm, Inc. will utilize the information gained from the meetings and interviews as well as past experience to generate the master plan for the City of Huxley. The concepts will be presented for community and stakeholder reactions, with both positives and negatives being noted for each. Preliminary estimates of costs will be generated and presented as well.

4. **Revisions/Final Plan:** Based on the input gained from the presentation of the conceptual master plan, a final master plan map and cost estimate will be prepared for presentation and approval. This master plan will be used as a basis for project estimate, budgeting and finance purposes. Adjustments may be deemed necessary as the process moves forward and further information is obtained, or direction of the City adjusted.
5. **Financing:** The City has a variety of potential funding sources available to assist in the financing of these projects. Veenstra & Kimm, Inc. will assist the City in determining which funding sources will be utilized for the financing of the recreational trail improvements. Potential sources include tax increment financing, general obligation bonds, and the Iowa Department of Transportation.

Fees

The following breakdown of fees is for the scope items as defined earlier in the document:

Meetings	\$4,600
Inventory	900
Concepts	5,800
Revisions	1,900
Financing	<u>1,500</u>
Total	\$14,700

The above fees do not include survey, design or construction services. These would be contracted for in the next professional services agreement covering design and construction activities. The above fees include all expenses associated with normal business operations (meals, travel, telephone, etc.) The above also includes one large reproduction of the final master plan.

John Haldeman, City Administrator
City of Huxley
November 21, 2019
Page 3

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

This letter may be made an agreement by affixing the proper date and signatures in the spaces below and returning one copy to use.

VEENSTRA & KIMM, INC.



Forrest S. Aldrich

FSA:dml
0-03

Accepted this _____ day of _____, 2019.

CITY OF HUXLEY, IOWA

ATTEST:

By _____
Mayor

By _____
City Clerk