



HUXLEY

— HEART OF THE PRAIRIE —

CITY COUNCIL MEETING NOTICE

HUXLEY CITY HALL – COUNCIL CHAMBERS – 515 N. MAIN AVENUE
TUESDAY, JANUARY 28, 2020
6:00 P.M.

AGENDA

1. ROLL CALL

2. APPROVE AGENDA AS PRESENTED AND/OR AMENDED

3. PUBLIC HEARINGS

- a. M.R. Properties
Mayor opens meeting
Discussion
Motion to Close

4. PRESENTATIONS - None

5. CONSENT AGENDA – *These are routine business items and will be acted upon by one Roll Call Vote without separate discussion unless Council or citizen requests an item to be removed or considered separately.*

- a. Approve minutes from January 14th council meeting
- b. Approve payment of bills
- c. Approve appointment of Susan Frantz to Planning & Zoning Board
- d. Approve reappointment of Michael Schonhorst to Planning & Zoning Board
- e. Approve reappointment of Beth Compton to Parks and Recreation Board
- f. Approve Resolution No. 20-008 on Appointment of Fire Department Personnel
- g. Approve Resolution No. 20-009 on Sale of Property and Execution of Purchase Agreement Between the City of Huxley and M.R. Properties
 - 1. Approve Easements as Presented
- h. Approve Resolution No. 20-010 on Change Order No. 2 for the I-35 and Highway 210 Water and Sewer Extension
- i. Approve Resolution No. 20-011 for Contract Amendment on North Lift Station
- j. Approve Resolution No. 20-012 on Agreement to Install Sidewalk at 703 Prairieview Drive
- k. Approve Resolution No. 20-013 to Authorize Signatories and Depository Funds Placement

6. ORDINANCES

- a. Discussion and Possible Action on First Reading of Ordinance #508 to Amend Huxley Ordinance Chapter 69.13 Parking Enforcement and Payment of Fines and Chapter 70.03 Parking Violations

7. STAFF REPORTS

- a. Fire
- b. Parks and Recreation
- c. Police
- d. Public Works

8. CITY ADMINISTRATOR COMMUNICATIONS

9. MAYOR/COUNCIL COMMUNICATIONS

10. CLOSED SESSION – 21.5(1)(c) To discuss strategy with counsel in matters that are presently in litigation or where litigation is imminent where its disclosure would be likely to prejudice or disadvantage the position of the governmental body in that litigation.

Motion to move into closed session.

Discussion

Motion to move out of closed session

ADJOURNMENT

For more information on this and other agenda items, please call the City Clerk's Office at 515-597-2561 or visit the Clerk's Office, City Administration Building at 515 N. Main Ave. Council agendas are available to the public at the City Clerk's Office on Monday morning preceding Tuesday's council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email.

Public Hearing

NOTICE OF HEARING ON A RESOLUTION TO CONSIDER THE SALE OF OUTLOT A AND LOT 1 OF THE NORTH PRAIRIE VIEW DEVELOPMENT, AN OFFICIAL PLAT IN THE CITY OF HUXLEY, STORY COUNTY, IOWA AND PARCEL P OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 82 NORTH, RANGE 24 WEST OF THE 5TH P.M., IN THE CITY OF HUXLEY, STORY COUNTY, IOWA, AS RECORDED IN INSTRUMENT 2010-00012086 IN THE STORY COUNTY RECORDER'S OFFICE EXCEPT THE SOUTH 70.0 FEET OF THE WEST 30.0 FEET OF SAID PARCEL P TO M.R. PROPERTIES, L.C.

The City Council of the City of Huxley, Iowa has adopted a resolution relating to a proposal to sell and convey certain real property owned by the City of Huxley and legally described as:

Outlot A and Lot 1 of the North Prairie View Development, an official plat in the City of Huxley, Story County, Iowa and Parcel P of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office except the south 70.0 feet of the west 30.0 feet of said Parcel P (the "Property").

The Property will be sold for the fair market value of \$100,000.

The Huxley City Council will meet at 6:00 p.m. on the 28th day of January, 2020, at Huxley City Hall, 515 N Main Street, Huxley, Iowa for the purpose of holding a public hearing on the proposed sale and conveyance.

At that time and place, oral or written comments or objections may be filed or made. Following the hearing, the Huxley City Council will, at that meeting or at a later meeting, make a final determination on the proposal, in accordance with Section 364.7 of the Code of Iowa.

By order of the City Council of the City of Huxley, Iowa.

Jolene Lettow
City Clerk

Consent Agenda

Huxley City Council Minutes

Tuesday, January 14, 2020

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 Kevin Deaton called the meeting to order at 6:00 pm.

COUNCIL MEMBERS PRESENT: Roberts, Peterson, Easter; absent – Mulder, Kuhn

CITY STAFF PRESENT: Rita Conner – City Administrator, Jolene Lettow – City Clerk, Jeff Peterson – Public Works Director, Heather Denger – Parks and Rec Director, Cathy Van Maanen – Library Director, Gerry Stoll – Police Chief

CONSULTANTS PRESENT: Forrest Aldrich-City Engineer, Matt O'Hallorean – City Attorney

RECOGNITIONS – Mayor and Council recognized employees A.J. Strumpfer and Jake Hanks for the completion of Water and Wastewater Treatment certificates.

PRESENTATIONS: Steve Gerdes, auditor from Faller, Kincheloe & Co, PLC, presented council with FY19 audit summary.

COMMENTS FROM PUBLIC:

Ottie Maxey, Ballard Superintendent, presented council with second visit from group of boys that had put together a Lego display with an idea to have a sidewall installed between Middle School and High School.

CONSENT AGENDA:

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

- Approve Minutes from December 10, 2019 Council Meeting and January 7, 2020 Work Session minutes
- Approve Dollar General Alcohol License
- Approve Resolution No. 20-001 on Westview Heights Plat 2 Public Improvements
- Approve Resolution No. 20-002 on Westview Heights Plat 2 Final Plat with Contingencies to Receive Necessary Documentation for CAD drawings, GIS Information, As-Constructed Drawings, Minimum Protection Elevations (MPE), Backyard Drainage Elevations and Stormwater Detention Agreements
- Approve Resolution No. 20-003 on Professional Services Agreement with Veenstra & Kimm, Inc for Engineering Services for the Construction of Public Improvements for the Westview Heights Plat 3 Subdivision
- Approve Resolution No. 20-004 for Partial Payment Estimate No. 1 for North Pump Station Flood Control & Mitigation Project
- Approve Resolution No. 20-005 for Partial Payment Estimate No. 2 for Interstate 35 and Highway 210 Water and Sewer Extension
- Approve Mayor Appointment of Committees
- Approve Appointment of Administrator Rita Conner as Primary Representative and Jeff Peterson as Alternate Representative to the Central Iowa Regional Transportation Technical Committee
- Approve Reappointment of Amanda DeMaris to the Park and Recreation Board
- Authorize City Administrator and Designees to Draw Checks on Registers for the Dates of December 5, 2019 and January 9, 2020
- Approve 28E Agreement with Story County Treasurer to Authorize Collection of Delinquent Parking Fines in Conjunction with Renewal of Motor Vehicle Registrations

Roll Call: Peterson, Roberts, Easter voted yes. Motion carried.

Claims:

ANKENY SANITATION	CITY TRASH PICKUP	241.06
CINTAS CORPORATION	MEDICAL SUPPLIES FOR MED CABIN	122.06
D & K PRODUCTS	50 LB DURATION	375.00
DOLLAR GENERAL-REGIONS 410	PROGRAM SUPPLIES	69.10
GARBAGE GUYS	CENTENNIAL PARK TRASH PICKUP	110.00
HAWKINS, INC.	CHEMICALS FOR WATER TREATMENT	1,924.76
INTERNAL REVENUE SERVICE	FED WITHOLDING TAX	21,038.82

INTERSTATE ALL BATTERY CEN
 J.A. KING & COMPANY, LLC
 KEYSTONE LABORATORIES
 LETTOW, JOLENE
 MARTIN MARIETTA MATERIALS
 MENARDS - AMES
 MID-IOWA SOLID WASTE EQUIP
 MUNICIPAL SUPPLY
 PEPSI-COLA
 STORY COUNTY SHERIFF'S OFF
 TASC
 VERIZON WIRELESS
 PAYROLL

FOR EMERGENCY LIGHTING IN LAB 183.60
 SCALE SERVICE 120.00
 MONTHLY WATER SAMPLING 62.50
 GCMOA LUNCH 10.00
 ROAD STONE 203.88
 JANITORIAL SUPPLIES 32.85
 GUTTER BROOMS FOR SWEEPER 259.84
 RED MARKING PAINT AND FLAGS 15.15
 VENDING PRODUCT 307.87
 3RD QUARTER DISPATCH FEES 6,216.00
 FLEX BENEFIT PLANS 627.05
 AMBULANCE PHONE 106.23
 71,610.03

	<u>Fund Expenses</u>
001 GENERAL FUND	14,500.73
002 LIBRARY	962.65
003 RECREATION	1,578.07
014 AMBULANCE	707.30
110 STREET	3,922.40
600 WATER UTILITY	5,539.62
610 SEWER UTILITY	4,815.00
PAYROLL	<u>71,610.03</u>
GRAND TOTAL	\$103,635.80

Motion –Peterson, Second – Roberts to Approve Resolution No. 20-006 to Fix a Date for a Public Hearing to Consider the Sale of Outlot A and Lot 1 of the North Prairieview Development, an Official Plat in the City of Huxley and Parcel P of the NW Quarter of the NE Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M. as Recorded in Instrument 2010-00012086 to M.R. Properties and Resolution No. 20-007 to Fix a Date for a Public Hearing to Consider the Sale of Prairie Ridge Plat 1 Outlot Y to Bud Seemann. Roll Call: Easter, Peterson, Roberts voted yes. Motion carried.

ADJOURNMENT: Motion – Peterson, Second- Roberts to adjourn meeting at 6:33 pm. 5 ayes, 0 nays. Motion carried.

Attest:

 Craig D. Henry, Mayor

 Jolene R. Lettow, City Clerk

1-28-20 Council Claims

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	ANKENY SANITATION	CITY TRASH PICKUP	\$ 241.06
3	CINTAS CORPORATION	MEDICAL SUPPLIES FOR MED CABINET	\$ 122.06
4	D & K PRODUCTS	50 LB DURATION	\$ 375.00
5	DOLLAR GENERAL-REGIONS 410	SUPPLIES	\$ 69.10
6	GARBAGE GUYS	CENTENNIAL PARK TRASH PICKUP	\$ 110.00
7	HAWKINS, INC.	CHEMICALS FOR WATER TREATMENT	\$ 1,924.76
8	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 21,038.82
9	INTERSTATE ALL BATTERY CEN	FOR EMERGENCY LIGHTING IN LAB	\$ 183.60
10	J.A. KING & COMPANY, LLC	SCALE SERVICE	\$ 120.00
11	KEYSTONE LABORATORIES	MONTHLY WATER SAMPLING	\$ 62.50
12	LETTOW, JOLENE	GCMOA LUNCH	\$ 10.00
13	MARTIN MARIETTA MATERIALS	ROAD STONE	\$ 203.88
14	MENARDS - AMES	JANITORIAL SUPPLIES	\$ 32.85
15	MID-IOWA SOLID WASTE EQUIP	GUTTER BROOMS FOR SWEEPER	\$ 259.84
16	MUNICIPAL SUPPLY	RED MARKING PAINT AND FLAGS	\$ 15.15
17	PEPSI-COLA	VENDING PRODUCT	\$ 307.87
18	STORY COUNTY SHERIFF'S OFF	3RD QUARTER DISPATCH FEES	\$ 6,216.00
19	TASC	FLEX BENEFIT PLANS	\$ 627.05
20	VERIZON WIRELESS	AMBULANCE PHONE	\$ 106.23
21	Payroll Expense		\$ 71,610.03
22	GRAND TOTAL		\$ 103,635.80
23			
24			
25			
26			
27		FUND TOTALS	
28	001 GENERAL FUND	\$ 14,500.73	
29	002 LIBRARY	\$ 962.65	
30	003 RECREATION	\$ 1,578.07	
31	014 AMBULANCE	\$ 707.30	
32	110 ROAD USE TAX	\$ 3,922.40	
33	600 WATER UTILITY	\$ 5,539.62	
34	610 SEWER UTILITY	\$ 4,815.00	
35	01 PAYROLL EXPENSE	\$ 71,610.03	
36	GRAND TOTAL	\$ 103,635.80	



HUXLEY

CITY OF HUXLEY

APPLICATION FOR APPOINTMENT TO BOARDS & COMMISSIONS

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

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

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

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

Name: FRANTZ SUSAN E. Date: 01/15/20
Last First Middle

Address: 309 N 2ND AVE HUXLEY IA 50124
Street City State Zip

Occupation: OWNER/HEAD BREWER @ FENCELINE BEER LAB

Employer's Name & Address:

107 S. MAIN AVE. HUXLEY, IA 50124

Work Telephone No: 4194106230 Hours which you can be reached at this number: _____

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

Cell Phone No. 4194106230 Hours which you can be reached at this number: _____

Email: SUSAN@FENCELINEBEERLAB.COM

How long have you resided in Huxley? 4 MONTHS

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

HUXLEY DEVELOPMENT CORPORATION BOARD MEMBER
DEC. 19 - PRESENT

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

EAGER TO BE A PART OF THE CONTINUED
POSITIVE DEVELOPMENT + REDEVELOPMENT
OF HUXLEY; SMALL BUSINESS OWNER INVESTED
IN SUPPORTING OUR NEW COMMUNITY

Please list two references other than a family member:

Name: ALLISON RIGLER Relationship: FRIEND Phone Number: 612.201.3145
Name: MARK POTE Relationship: _____ Phone Number: 515.509.9502

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

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

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

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

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

Mayor Approval: _____

Council Approval Date: _____

Term Start Date: _____ Expiration Date: _____



HUXLEY

— HEART OF THE PRAIRIE —

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

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

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

Name: Schonhorst Michael M Date: 1-14-20
Last First Middle

Address: 201 Ridgewood Dr. Huxley IA 50124
Street City State Zip

Occupation: Insurance Agent

Employer's Name & Address: General Ins. Agency
107 N 45 Hwy 69 Ste. A Huxley

Work Telephone No: 515-597-2861 Hours which you can be reached at this number: day

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

Cell Phone No. 515-321-2832 Hours which you can be reached at this number: All

Email: mike.schonhorst@gmail.com

How long have you resided in Huxley? 40 years

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

Planning + Zoning Since 2005

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

15 yrs Experience, desire to serve my community,
I enjoy P+Z commission

Please list two references other than a family member:

Name: Amy Kaplan Relationship: Friend, Customer, worked with on previous city boards Phone Number: 515-597-2561

Name: Jolene Lettow Relationship: Sister Phone Number: 515-597-2561

Do you sell to, or are you in any manner a part to, any contract to furnish supplies, material, or labor to the City of Huxley? Yes If so, please list dates of employment and positions held.

City's Insurance Agent

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

Position(s) held. _____

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

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

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

Mayor Approval: _____

Council Approval Date: _____

Term Start Date: _____ Expiration Date: _____



H U X L E Y

CITY OF HUXLEY

APPLICATION FOR APPOINTMENT TO BOARDS & COMMISSIONS

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

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

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

Is this a reappointment ☒ Yes ☐ No

If this application is for reappointment please fill out information to the gray line below. New appointment please fill out entire application.

Name: Compton Beth Date: 1/6/20
Last First Middle
Address: 507 Timberlane Huxley IA 50124
Street City State Zip
Occupation: RN

Employer's Name & Address: VA of Des Moines 3600 30th St
Des Moines, IA 50310

Work Telephone No: work nights Hours you can be reached: _____
Home Telephone No: 515 240 8460 Hours you can be reached: anytime
Email: bcompton.3416@msn.com

How long have you resided in Huxley? 2 1/2 yrs

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

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

Please list two references other than a family member:

Name: _____ Relationship: _____ Phone: _____
Name: _____ Relationship: _____ Phone: _____

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

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

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

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

City of Huxley
515 N. Main Ave.
Huxley, IA 50124

Mayor Approval: _____

Council Approval Date: _____

Term Start Date: _____ Expiration Date: _____

COUNCIL COMMUNICATION

AGENDA HEADING:

Huxley Fire & Rescue Officer Elections for City Council approval

SYNOPSIS:

Fire Chief: Todd Moomaw
Deputy Chief: Vance Hikiji
Deputy Chief EMS: Shane Griffin

ADDITIONAL INFORMATION:

Shane Griffin is a Des Moines Fire Department Senior Paramedic and the only candidate for Deputy Chief of EMS. Shane currently resides in Nevada and his approval would require a waiver from City Council. Shane works an average of 20 hours a week on the ambulance, and has responded when needed from home.

PREVIOUS COUNCIL ACTION(S):

Previously waivers have been granted for Fire Officers residing out of town.

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RESOLUTION NO. 20-008

WHEREAS, the City of Huxley Fire Department (“Department”) has conducted elections for officers per Chapter 35, Section 35.06 of the City of Huxley Code of Ordinances (“Code”), and;

WHEREAS, Fire Chief, Deputy Chief-Fire Division and Deputy Chief-EMS Division have been elected by the voting members of the Department, and;

WHEREAS, per Section 35.07 of the Code, membership in the Department is determined by residency requirements and/or distances from the City of Huxley, and;

WHEREAS, it is recommended by the Fire Chief that the residency requirement be waived for the Deputy Chief-EMS Elect based on strong qualifications, education and background as detailed in the accompanying resume.

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

The appointments to the City of Huxley Fire Department are hereby approved and the residency requirement for Shane Griffith is waived for the position of Deputy Chief-EMS Division.

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

PASSED, ADOPTED AND APPROVED this 28th day of January, 2020.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 20-008** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 28th day of January, 2020.

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Clerk

SHANE GRIFFIN
19986 630th Ave
Nevada, Iowa 50201
515-290-1943
[**griffsd22@gmail.com**](mailto:griffsd22@gmail.com)

EDUCATION:

Windsor High School, Windsor, Colorado, May 1989.

Iowa State University, August 1996, Bachelors of Science of History.

Western New Mexico University, August 2013, Master of Interdisciplinary Studies in English and Writing.

Iowa State University, December 2018, Master of Fine Arts in Creative Writing.

US Department of Labor, July 2001, Journeyman Carpenter Certificate.

University of Iowa, August 2002, Paramedic Certification Program.

Iowa Fire Service Training Bureau, Various certifications pertaining to fire science and professional development.

MILITARY EXPERIENCE:

United States Marine Corps, Corporal, 1990-1992, Infantry, Anti-tank Assaultman.

Iowa Army National Guard, Sergeant, 1993-2006, Infantryman and Firefighting Crew Chief.

WORK EXPERIENCE:

Allied Construction, Journeyman Carpenter, June 1997-August 2002

Construction of commercial buildings, steel framing, drywall application, acoustic ceiling installation. Required the use of various hand tools, operation of heavy equipment, reading blueprints, and supervision of construction crew.

Mullenbach Construction, Carpenter, March 2003-January 2013

Construction of commercial buildings, steel framing, drywall application, acoustic ceiling installation. Residential drywall application, finishing, and texturing. Required the use of tools, operation of heavy equipment, reading blueprints, and supervision of construction crew.

Iowa Fire Service Training Bureau, Field Staff Instructor, June 2002-present.
Conduct training and administer testing for firefighter throughout Iowa. Additional duties include developing courses and certifying firefighters to the standards set forth by the International Fire Service Accreditation Congress (IFSAC).

Des Moines Fire Department, Firefighter/Paramedic, August 2002-present.
Duties include station and equipment maintenance, fire inspections, training, public education, emergency medical responses, rescues and fire suppression. Experience includes rotation between fire suppression and Advanced Life Support. For 14 years, I was permanently assigned to the Des Moines Fire Department Technical Rescue Team, performing high-angle rope rescue, trench rescue, confined space rescue, heavy and light vehicle extrication and industrial rescue in Des Moines and surrounding communities. Ranks held with the DMFD: Firefighter (9 years), Fire Medic (4 years), Senior Fire Medic (4 years).

Huxley Fire Rescue, Firefighter/Paramedic, July 2018-present.
Duties include providing part-time staffing for Fire/EMS and Special Operations apparatus. Attend and assist in conducting training to volunteer firefighters and EMT's. Respond to emergencies and perform maintenance to vehicles and fire station facility.

VOLUNTEER EXPERIENCE:

Radcliffe Volunteer Fire Department, Captain, August 1998-June 2005
Supervise and train volunteer firefighters in structural, wildland firefighting operations. I also served as training officer for several years.

Radcliffe Ambulance Service, Paramedic, December 1999-June 2005
I started as an EMT-B and worked my way up to Paramedic. Provide EMS care and transport services to the community.

Story County Sheriff's Office, Volunteer Public Safety Diver, December 2008-August 2013.
Through the use of SCUBA, search and recovery victims of drowning or accidents and recovery of criminal evidence underwater. Maintain personal equipment, boat and vehicles provided by the Sheriff's Office.

TODD MOOMAW

407 West Centennial Drive ♦Huxley, IA. 50124 ♦HM (515) 441-1717 ♦WK (515) 239-5416
tmooma@gmail.com

- Experience**
- Firefighter**, City of Ames, IA (March 2004-Present)
Emergency response, prevent, suppress and investigate fires and hazardous situations, maintain equipment and tools, provide educational programs for the public. Fire Service Instructor I, Fire Service Officer 2, Driver Operator Aerial, Inspector I & EMT-Basic Certified
- Firefighter /EMT-Volunteer**, City of Huxley, IA. (January 2018-Present)
Emergency medical services, fire suppression.
- Training Specialist**, Iowa Fire Service Training Bureau, Ames, IA. (August 2004- May 2018)
Coordinate and deliver ICS classes, firefighting training. Administer firefighter certification skills and examinations
- Public Affairs Specialist**, Iowa Air National Guard (September 1998-June 2014)
Branch Training Monitor, Sexual Assault Victim Advocate, Base Web Site Administrator, Graphic design and photography, Awarded Air Force Commendation Medal & Air Force Achievement Medal
- Continuous Improvement Coordinator**, Maytag, Newton, IA. (March 1999-March 2004)
Supervised 10 employees. Certified LeanSigma Green Belt. Planned and facilitated continuous improvement activities. Developed and delivered Toyota Production System training. Utilized Six Sigma statistical tools to reduce process variation. \$400,000 cost reduction savings, 2002. Led problem solving & innovation Kaizen teams. 3 years participation Community Innovation Awards Committee
- Search & Rescue Aircrewman**, U.S. Coast Guard (April 1994-July 1998)
Supervised 2 enlisted aircrewman, reported to aircraft commander. Serviced and maintained HU-25 (Falcon 20) aircraft. Awarded Commandant's Letter of Commendation Ribbon & Good Conduct Medal.
- Education**
- Bachelor of Arts, History Education** (May 1990)
University of Northern Iowa, Cedar Falls, IA.
- Fire Science Certificate**, (December 2004)
Des Moines Area Community College, Ankeny, IA
- Emergency Medical Technician – Basic** (May 2002)
Mercy School of Emergency Medical Services, Des Moines, IA
- Organizations**
- Ames Professional Firefighters**- member since 2004
Iowa Society of Fire Service Instructors- member since 2004
International Association of Arson Investigators- member 2006-2012
Veterans of Foreign Wars- member since 2006

COUNCIL COMMUNICATION

AGENDA HEADING:

Approving Resolution No. 20-009 on Sale of Property and Execution of Purchase Agreement the City of Huxley and M.R. Properties

SYNOPSIS:

Public hearing to be held at this Council meeting is in conjunction with requirements for City Sale of Property to M.R. Properties, L.C. (Chris Gardner, 506 East 1st Street Huxley, Iowa 50124). This resolution provides for the sale and execution of the purchase agreement between the City of Huxley and M.R. Properties, L.C. In addition, Council is requested to approve the easements that will be reserved with the conveyance of the property.

Additional information is below and in the attachments. An original of the purchase agreement will be provided for execution by the Mayor at this meeting.

FISCAL IMPACT: YES

- Grant for lot improvement costs including road abandonment, stormwater drainage, detention, and site ingress/egress not to exceed \$100,000. No more than \$25,000 to be used for road abandonment.

ADDITIONAL INFORMATION:

- Easements include stormwater and drainage, overhead power, water main, sanitary sewer, sidewalk, access road, signage and underground electrical.
- The future development plan for the property will add new commercial taxable valuation and services for the community.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- Submittal of development plan for the property for City review

For more information on this and other agenda items, please call the City Clerk's Office at 515-597-2561 or visit the Clerk's Office, City Administration Building at 515 N. Main Ave. Council agendas are available to the public at the City Clerk's Office on Friday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email.

RESOLUTION NO 20-009

RESOLUTION MAKING FINAL DETERMINATION ON THE SALE OF OUTLOT A AND LOT 1 OF THE NORTH PRAIRIE VIEW DEVELOPMENT, AN OFFICIAL PLAT IN THE CITY OF HUXLEY, STORY COUNTY, IOWA AND PARCEL P OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 82 NORTH, RANGE 24 WEST OF THE 5TH P.M., IN THE CITY OF HUXLEY, STORY COUNTY, IOWA, AS RECORDED IN INSTRUMENT 2010-00012086 IN THE STORY COUNTY RECORDER'S OFFICE EXCEPT THE SOUTH 70.0 FEET OF THE WEST 30.0 FEET OF SAID PARCEL P AND AUTHORIZING THE EXECUTION OF PURCHASE AGREEMENT BY AND BETWEEN THE CITY OF HUXLEY AND M.R. PROPERTIES, L.C.

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

Outlot A and Lot 1 of the North Prairie View Development, an official plat in the City of Huxley, Story County, Iowa and Parcel P of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office except the south 70.0 feet of the west 30.0 feet of said Parcel P (the "Property"); and

WHEREAS, M.R. Properties, L.C. 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; and

WHEREAS, pursuant to said notice published as required by law, this Council has held a public meeting and hearing upon the proposal to approve and authorize execution of the Purchase Agreement which include the potential sale of the Property, and has considered the extent of objections received from residents or property owners as to said proposed Purchase Agreement; and, accordingly the following action is now considered to be in the best interest of the City and residents thereof; and

WHEREAS, the Council has determined that the Purchase Agreement is in the best interest of the City and the residents thereof and the performance by the City of its obligations thereunder is a public undertaking and purpose.

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

Section 1. The Council finds that disposal of interests in the Property as set forth in the Purchase Agreement will benefit and is in the best interests of the residents of the City. The Council further finds that transfer of the Property, with consideration as provided in the Purchase Agreement constitutes fair consideration for the disposal of interests in the Property.

Section 2. The proposal to sell the Property pursuant to the terms of the proposed Purchase Agreement is hereby approved.

Section 3. The performance by the City of its obligation under the Purchase Agreement including but not limited to selling the Property to M.R. Properties, L.C. is hereby declared to be a public undertaking and purpose and in furtherance of the best interests of the residents of the City.

Section 4. That the form and content of the Purchase Agreement, the provisions of which are incorporated herein by reference, be and the same hereby is in all respects authorized, approved and confirmed, and the Mayor and the City Clerk be and they hereby are authorized, empowered and directed to execute, attest, seal, and deliver the Purchase Agreement for and on behalf of the City in substantially the form and content now before this meeting, but with such changes, modifications, additions or deletions therein as shall be approved by such officers, and that from and after the execution and delivery of the Purchase Agreement, the Mayor and the City Clerk are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Purchase Agreement as executed.

PASSED AND APPROVED this 28th day of January, 2020.

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Clerk

Easement Descriptions:

North Prairie View Development:

Stormwater and Drainage Easement:

An Easement for Stormwater Detention and Water Drainage over a portion of Outlot "A", North Prairie View Development, an official plat in the City of Huxley, Story County, Iowa, more particularly described as follows:

Beginning at the Northeast Corner of said Outlot "A"; thence Southeast 83.00 feet along a 1970.00 foot radius curve to the left and along the Easterly line of said Outlot "A", said curve has a chord which bears S28°23'06"E for 82.99 feet; thence S59°26'16"W, 53.00 feet; thence S38°10'22"W, 50.00 feet; thence S76°07'47"W, 91.00 feet to the West line of said Outlot "A"; thence N00°09'30"W along said West line, 157.00 feet to the Northwest corner of said Outlot "A"; thence S89°34'55"E along the North line of said Outlot "A", 125.88 feet to the point of beginning.

Overhead Power Easement:

An Easement for Overhead Power Lines described as:

The North five (5) feet of Outlot "A", North Prairie View Development, an official plat in the City of Huxley, Story County, Iowa.

Water Main, Sanitary Sewer, and Sidewalk Easement:

A Water main, Sanitary Sewer, and Sidewalk Easement over and across portions of Lot 1 and Outlot "A", North Prairie View Development, an official plat in the City of Huxley, Story County, Iowa, more particularly describe as:

The Easterly 40.00 feet of said Lot 1 and Outlot "A" running parallel to the Easterly lines of said Lot 1 and Outlot "A".

Access Road Easement:

An Easement for constructing and maintaining an Access Road across a portion of Lot 1, North Prairie View Development, an official plat in the City of Huxley, Story County, Iowa, more particularly described as follows:

Commencing at the Northwest Corner of said Lot 1; thence S00°09'30"E along the West line of said Lot 1, 84.48 feet to the point of beginning; thence S45°00'43"E, 164.57 feet; thence Easterly 39.28 feet along a 25.00 foot radius curve to the left, said curve has a chord which bears N89°58'43"E for 35.36

feet; thence N44°58'08"E, 222.98 feet to the Easterly line of said Lot 1; thence Southeasterly 55.41 feet along a 1970.00 foot radius curve to the left and along the Easterly line of said Lot 1 to the Southeast corner of said Lot 1, said curve has a chord which bears S38°03'23"E for 55.41 feet; thence S44°58'08"W along the Southerly line of said Lot 1, 40.23 feet; thence Northwesterly 25.16 feet along a 2010.00 foot radius curve to the right, said curve has a chord which bears N38°37'37"W for 25.16 feet; thence S44°58'08"W along the Northwesterly line of an existing 25 foot Public Utility and Drainage Easement, 233.85 feet; thence N45°00'43"W along the Northeasterly line of an existing 40 foot Public Utility and Drainage Easement extended, 189.43 feet to the West line of Said Lot 1; thence N00°09'30"W along said West line, 42.54 feet to the point of beginning.

Parcel "P", Section 23-82-24:

Drainage and Water Main Easement:

An Easement for Water Drainage and Water Main over a portion of Parcel "P" of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office, more particularly described as follows:

Commencing at the Southwest corner of said Parcel "P"; thence S89°34'55"E along the South line of said Parcel "P", 30.00 feet to the Point of Beginning; thence N00°09'30"W, 296.90 feet; thence N25°05'25"W, 71.21' to the West line of said Parcel "P"; thence N00°09'43"W along said West line, 59.31 feet; thence S25°05'25"E, 71.22 feet; thence N00°09'30"W, 33.05 feet to the Easterly line of said Parcel "P"; thence Southeasterly 89.26 feet along a 1970.00 foot radius curve to the left and along the Easterly line of said Parcel "P", said curve has a chord which bears S16°28'25"E for 89.25 feet; thence S00°09'30"E, 303.85 feet to the South line of said Parcel "P"; thence N89°34'55"W along said South line, 25.07 feet to the Point of Beginning.

Overhead Power Easement:

An Easement for overhead power lines described as:

The South five (5) feet of Parcel "P" of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office, EXCEPT the West 30 feet thereof.

Water Main, Sanitary Sewer, and Sidewalk Easement:

A Water main, Sanitary Sewer, and Sidewalk Easement over and across a portion of Parcel "P" of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the

5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office, more particularly described as:

The Easterly 40.00 feet of said Parcel "P" running parallel to the Easterly line of said Parcel "P".

Sign Easement:

An Easement for a sign located in a portion of Parcel "P" of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office, more particularly described as follows:

Commencing at the Southeast corner of said Parcel "P"; thence Northwesterly 134.10 feet along a 1970.00 foot radius curve to the right, and along the Easterly line of said Parcel "P", said curve has a chord which bears N25°25'55"W for 134.07 feet, to the Point of Beginning; thence N86°59'19"W, 35.01 feet; thence N02°49'16"E, 15.00 feet; thence S86°59'19"E, 27.66 feet to the Easterly line of said Parcel "P"; thence Southeasterly 16.72 feet along a 1970.00 foot radius curve to the left, and along the Easterly line of said Parcel "P", said curve has a chord which bears S23°14'20"E for 16.72 feet, to the Point of Beginning.

Underground Electrical Easement:

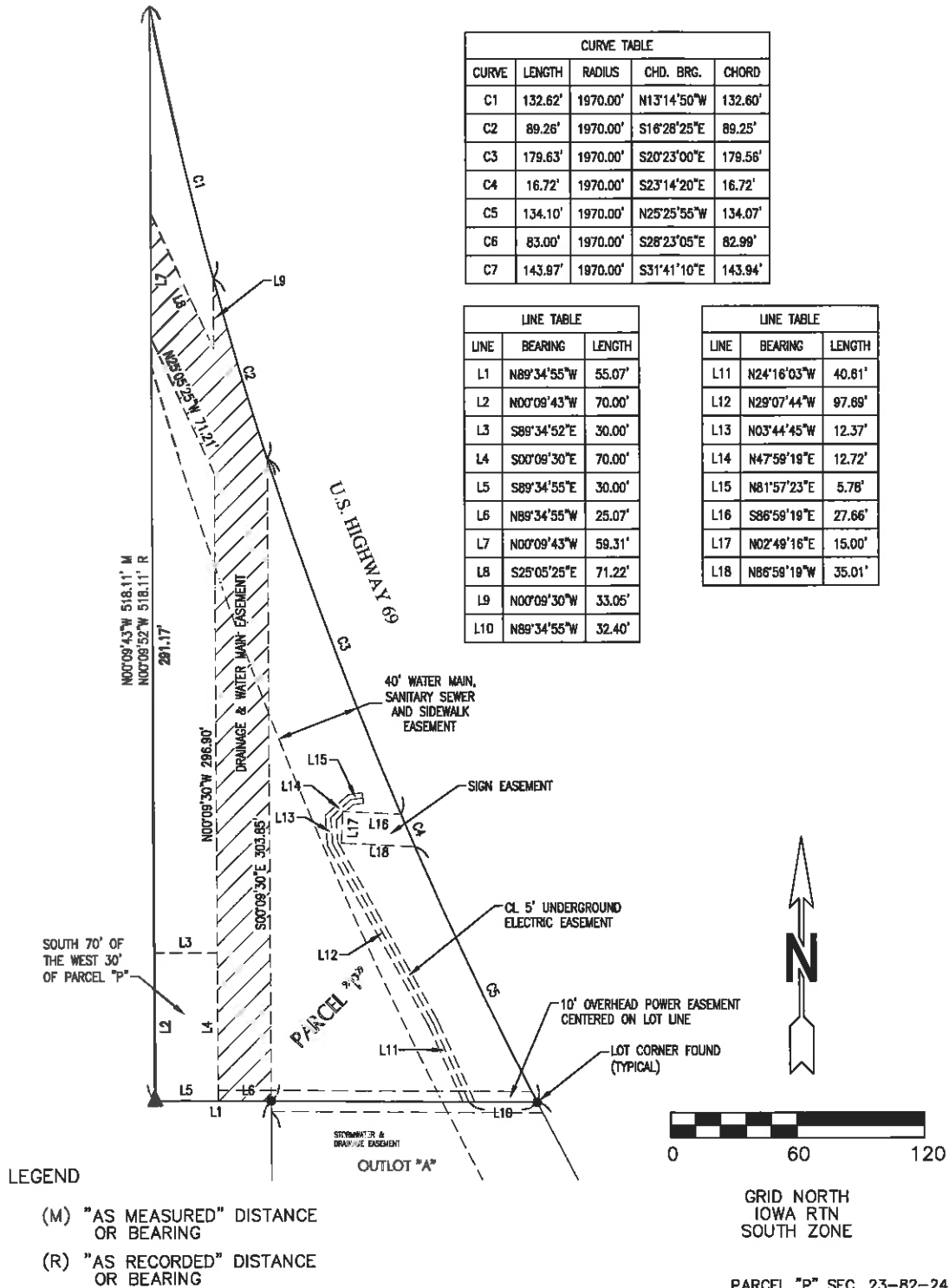
An Easement for an underground electric line running across a portion of Parcel "P" of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office. Said easement is a 5.00 foot wide easement centered on the following described centerline:

Commencing at the Southeast Corner of said Parcel "P"; thence N89°34'55"W along the South line of said Parcel "P", 32.40 feet to the Point of Beginning; thence N24°16'03"W, 40.61 feet; thence N29°07'44"W, 97.69 feet; thence N03°44'45"W, 12.37 feet; thence N47°59'19"E, 12.72 feet, thence N81°57'23"E, 5.78 feet to the point of terminus.

EASEMENT EXHIBIT

PARCEL "P" SEC. 23-82-24

DRAWN EMG CHECKED EMG APPROVED FSA DATE 12/23/2019



Easement Descriptions:

Drainage and Water Main Easement:

An Easement for Water Drainage and Water Main over a portion of Parcel "P" of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office, more particularly described as follows:

Commencing at the Southwest corner of said Parcel "P"; thence S89°34'55"E along the South line of said Parcel "P", 30.00 feet to the Point of Beginning; thence N00°09'30"W, 296.90 feet; thence N25°05'25"W, 71.21' to the West line of said Parcel "P"; thence N00°09'43"W along said West line, 59.31 feet; thence S25°05'25"E, 71.22 feet; thence N00°09'30"W, 33.05 feet to the Easterly line of said Parcel "P"; thence Southeasterly 89.26 feet along a 1970.00 foot radius curve to the left and along the Easterly line of said Parcel "P", said curve has a chord which bears S16°28'25"E for 89.25 feet; thence S00°09'30"E, 303.85 feet to the South line of said Parcel "P"; thence N89°34'55"W along said South line, 25.07 feet to the Point of Beginning.

Overhead Power Easement:

An Easement for overhead power lines described as:

The South five (5) feet of Parcel "P" of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office, EXCEPT the West 30 feet thereof.

Water Main, Sanitary Sewer, and Sidewalk Easement:

A Water main, Sanitary Sewer, and Sidewalk Easement over and across a portion of Parcel "P" of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office, more particularly described as:

The Easterly 40.00 feet of said Parcel "P" running parallel to the Easterly line of said Parcel "P".

Sign Easement:

An Easement for a sign located in a portion of Parcel "P" of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office, more particularly described as follows:

Commencing at the Southeast corner of said Parcel "P"; thence Northwesterly 134.10 feet along a 1970.00 foot radius curve to the right, and along the Easterly line of said Parcel "P", said curve has a chord which bears N25°25'55"W for 134.07 feet, to the Point of Beginning; thence N86°59'19"W, 35.01 feet; thence N02°49'16"E, 15.00 feet; thence S86°59'19"E, 27.66 feet to the Easterly line of said Parcel "P"; thence Southeasterly 16.72 feet along a 1970.00 foot radius curve to the left, and along the Easterly line of said Parcel "P", said curve has a chord which bears S23°14'20"E for 16.72 feet, to the Point of Beginning.

Underground Electrical Easement:

An Easement for an underground electric line running across a portion of Parcel "P" of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office. Said easement is a 5.00 foot wide easement centered on the following described centerline:

Commencing at the Southeast Corner of said Parcel "P"; thence N89°34'55"W along the South line of said Parcel "P", 32.40 feet to the Point of Beginning; thence N24°16'03"W, 40.61 feet; thence N29°07'44"W, 97.69 feet; thence N03°44'45"W, 12.37 feet; thence N47°59'19"E, 12.72 feet, thence N81°57'23"E, 5.78 feet to the point of terminus.

DRAWN EMG CHECKED EMG APPROVED FSA DATE 12/23/2019

#

		VEENSTRA & KIMM, INC. 3000 WESTOWN PARKWAY WEST DES MOINES, IOWA 50266-1320 515-225-8000
		EXHIBIT E-2
		SHEET 2 OF 2
	Rev/By	

WHEN RECORDED RETURN TO:

Jolene R. Lettow
City of Huxley
515 N. Main Avenue
Huxley, IA 50124

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

Taxpayer Information:

ACCESS ROAD EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the City of Huxley, Iowa, in Story County, Iowa, hereinafter referred to as "Grantor", in consideration of the sum of one dollar (\$1.00), and other valuable consideration, does hereby sell, grant and convey unto the City of Huxley, Iowa (the "City" or "Grantee"), in the County of Story, State of Iowa, a permanent easement under, through, and across the following described real estate:

An Easement for constructing and maintaining an Access Road across a portion of Lot 1, North Prairie View Development, an official plat in the City of Huxley, Story County, Iowa, more particularly described as follows:

Commencing at the Northwest Corner of said Lot 1; thence S00°09'30"E along the West line of said Lot 1, 84.48 feet to the point of beginning; thence S45°00'43"E, 164.57 feet; thence Easterly 39.28 feet along a 25.00 foot radius curve to the left, said curve has a chord which bears N89°58'43"E for 35.36 feet; thence N44°58'08"E, 222.98 feet to the Easterly line of said Lot 1; thence Southeasterly 55.41 feet along a 1970.00 foot radius curve to the left and along the Easterly line of said Lot 1 to the Southeast corner of said Lot 1, said curve has a chord which bears S38°03'23"E for 55.41 feet; thence S44°58'08"W along the Southerly line of said Lot 1, 40.23 feet; thence Northwesterly 25.16 feet along a 2010.00 foot radius curve to the right, said curve has a chord which bears N38°37'37"W for 25.16 feet; thence S44°58'08"W along the Northwesterly line of an existing 25 foot Public Utility and Drainage Easement, 233.85 feet; thence N45°00'43"W along the Northeasterly line of an existing 40 foot Public Utility and Drainage Easement extended, 189.43 feet to the West line of Said Lot 1; thence N00°09'30"W along said West line, 42.54 feet to the point of beginning.

That the above described easement is granted for the purpose of constructing, reconstructing, repairing, replacing, enlarging, inspecting and maintaining the following public improvements:

Access Road

1. Erection and Placement of Structures, Obstructions, Plantings or Materials Prohibited. Grantor and its grantees, assigns and transferees shall not erect any fence or other structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City, nor shall Grantor cause or permit any obstruction, planting or material to be placed under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City.

2. Change of Grade Prohibited. Grantor and its grantees, assigns and transferees shall not change the grade, elevation or contour of any part of the Easement Area without obtaining the prior written consent of the City.

3. Right of Access. The Grantee shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area from property adjacent thereto as herein described, including but not limited to, the right to remove any unauthorized fences, structures, obstruction, planting or material placed or erected under, over, on, through, across or within the Easement Area.

4. Property to be Restored. Grantee shall restore the Easement Area after exercising its rights hereunder, provided, however, that the Grantee's duty of restoration shall be limited to grading and replacing grass, sod or any other ground cover (but not including any structures, trees or shrubs). Grantee shall not be responsible for any construction, reconstruction, replacement, repair or maintenance of any improvements located within the Easement Area.

5. Liability. Except as may be caused by the negligent acts or omissions of Grantee, its employees, agents or its representatives, Grantee shall not be liable for injury or property damage occurring in or to the Easement Area, the property abutting said Easement Area, nor for property damage or any improvements or obstructions thereon resulting from the Grantee's exercise of this Easement. Grantor agrees to indemnify and hold Grantee, its employees, agents and representatives harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the negligent or intentional acts or omissions of Grantor or its employees, agents or representatives.

6. Easement Benefit. This Easement shall be for the benefit of Grantee, its successors and assigns, and its permittees and licensees.

7. Easement Runs with Land. This Easement shall be deemed perpetual and to run with the land and shall be binding on Grantor and on Grantor's heirs, successors and assigns.

That Grantor does hereby covenant with the said Grantee, and successor-in-interest, that said Grantor holds said real estate by title and fee simple; that it has good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever, except as may be herein stated; that said Grantor covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever, except as may be herein stated.

IN WITNESS WHEREOF, we have hereunto affixed our hands this _____ day of _____, 2020.

CITY OF HUXLEY, IOWA

By: _____
Kevin Deaton, Mayor

Attest:

By: _____
Jolene Lettow, City Clerk

STATE OF IOWA, COUNTY OF WARREN, ss:

On the _____ day of _____, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Kevin Deaton and Jolene Lettow, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of Huxley, Iowa, a municipal corporation; and that said instrument was signed and contained in the Resolution adopted by the City Council of Huxley, Iowa, on the _____ day of _____, 20____, and the said Kevin Deaton and Jolene Lettow acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of said municipal corporation, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

WHEN RECORDED RETURN TO:

Jolene R. Lettow
City of Huxley
515 N. Main Avenue
Huxley, IA 50124

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

Taxpayer Information:

OVERHEAD POWER EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the City of Huxley, Iowa, in Story County, Iowa, hereinafter referred to as "Grantor", in consideration of the sum of one dollar (\$1.00), and other valuable consideration, does hereby sell, grant and convey unto the City of Huxley, Iowa (the "City" or "Grantee"), in the County of Story, State of Iowa, a permanent easement under, through, and across the following described real estate:

An Easement for Overhead Power Lines described as:

The North five (5) feet of Outlot "A", North Prairie View Development, an official plat in the City of Huxley, Story County, Iowa.

That the above described easement is granted for the purpose of constructing, reconstructing, repairing, replacing, enlarging, inspecting and maintaining the following public improvements:

Overhead Power

1. Erection and Placement of Structures, Obstructions, Plantings or Materials Prohibited. Grantor and its grantees, assigns and transferees shall not erect any fence or other structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City, nor shall Grantor cause or permit any obstruction, planting or material to be placed under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City.

2. Change of Grade Prohibited. Grantor and its grantees, assigns and transferees shall not change the grade, elevation or contour of any part of the Easement Area without obtaining the prior written consent of the City.

3. Right of Access. The Grantee shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area from property adjacent thereto as herein described, including but not limited to, the right to remove any unauthorized fences, structures, obstruction, planting or material placed or erected under, over, on,

through, across or within the Easement Area.

4. Property to be Restored. Grantee shall restore the Easement Area after exercising its rights hereunder, provided, however, that the Grantee's duty of restoration shall be limited to grading and replacing grass, sod or any other ground cover (but not including any structures, trees or shrubs). Grantee shall not be responsible for any construction, reconstruction, replacement, repair or maintenance of any improvements located within the Easement Area.

5. Liability. Except as may be caused by the negligent acts or omissions of Grantee, its employees, agents or its representatives, Grantee shall not be liable for injury or property damage occurring in or to the Easement Area, the property abutting said Easement Area, nor for property damage or any improvements or obstructions thereon resulting from the Grantee's exercise of this Easement. Grantor agrees to indemnify and hold Grantee, its employees, agents and representatives harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the negligent or intentional acts or omissions of Grantor or its employees, agents or representatives.

6. Easement Benefit. This Easement shall be for the benefit of Grantee, its successors and assigns, and its permittees and licensees.

7. Easement Runs with Land. This Easement shall be deemed perpetual and to run with the land and shall be binding on Grantor and on Grantor's heirs, successors and assigns.

That Grantor does hereby covenant with the said Grantee, and successor-in-interest, that said Grantor holds said real estate by title and fee simple; that it has good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever, except as may be herein stated; that said Grantor covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever, except as may be herein stated.

IN WITNESS WHEREOF, we have hereunto affixed our hands this ____ day of _____, 2020.

CITY OF HUXLEY, IOWA

By: _____
Kevin Deaton, Mayor

Attest:

By: _____
Jolene Lettow, City Clerk

STATE OF IOWA, COUNTY OF WARREN, ss:

On the ____ day of _____, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Kevin Deaton and Jolene Lettow, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of Huxley, Iowa, a municipal corporation; and that said instrument was signed and contained in the Resolution adopted by the City Council of Huxley, Iowa, on the ____ day of _____, 20____, and the said Kevin Deaton and Jolene Lettow acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of said municipal corporation, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

WHEN RECORDED RETURN TO:

Jolene R. Lettow
City of Huxley
515 N. Main Avenue
Huxley, IA 50124

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

Taxpayer Information:

STORMWATER AND DRAINAGE EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the City of Huxley, Iowa, in Story County, Iowa, hereinafter referred to as "Grantor", in consideration of the sum of one dollar (\$1.00), and other valuable consideration, does hereby sell, grant and convey unto the City of Huxley, Iowa (the "City" or "Grantee"), in the County of Story, State of Iowa, a permanent easement under, through, and across the following described real estate:

An Easement for Stormwater Detention and Water Drainage over a portion of Outlot "A", North Prairie View Development, an official plat in the City of Huxley, Story County, Iowa, more particularly described as follows:

Beginning at the Northeast Corner of said Outlot "A"; thence Southeast 83.00 feet along a 1970.00 foot radius curve to the left and along the Easterly line of said Outlot "A", said curve has a chord which bears S28°23'06"E for 82.99 feet; thence S59°26'16"W, 53.00 feet; thence S38°10'22"W, 50.00 feet; thence S76°07'47"W, 91.00 feet to the West line of said Outlot "A"; thence N00°09'30"W along said West line, 157.00 feet to the Northwest corner of said Outlot "A"; thence S89°34'55"E along the North line of said Outlot "A", 125.88 feet to the point of beginning.

That the above described easement is granted for the purpose of constructing, reconstructing, repairing, replacing, enlarging, inspecting and maintaining the following public improvements:

Stormwater and Drainage

including the construction of private subdrains within the Easement Area.

1. Erection and Placement of Structures, Obstructions, Plantings or Materials Prohibited.
Grantor and its grantees, assigns and transferees shall not erect any fence or other structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City, nor shall

Grantor cause or permit any obstruction, planting or material to be placed under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City.

2. Change of Grade Prohibited. Grantor and its grantees, assigns and transferees shall not change the grade, elevation or contour of any part of the Easement Area without obtaining the prior written consent of the City.

3. Right of Access. The Grantee shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area from property adjacent thereto as herein described, including but not limited to, the right to remove any unauthorized fences, structures, obstruction, planting or material placed or erected under, over, on, through, across or within the Easement Area.

4. Property to be Restored. Grantee shall restore the Easement Area after exercising its rights hereunder, provided, however, that the Grantee's duty of restoration shall be limited to grading and replacing grass, sod or any other ground cover (but not including any structures, trees or shrubs). Grantee shall not be responsible for any construction, reconstruction, replacement, repair or maintenance of any improvements located within the Easement Area.

5. Liability. Except as may be caused by the negligent acts or omissions of Grantee, its employees, agents or its representatives, Grantee shall not be liable for injury or property damage occurring in or to the Easement Area, the property abutting said Easement Area, nor for property damage or any improvements or obstructions thereon resulting from the Grantee's exercise of this Easement. Grantor agrees to indemnify and hold Grantee, its employees, agents and representatives harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the negligent or intentional acts or omissions of Grantor or its employees, agents or representatives.

6. Easement Benefit. This Easement shall be for the benefit of Grantee, its successors and assigns, and its permittees and licensees.

7. Easement Runs with Land. This Easement shall be deemed perpetual and to run with the land and shall be binding on Grantor and on Grantor's heirs, successors and assigns.

That Grantor does hereby covenant with the said Grantee, and successor-in-interest, that said Grantor holds said real estate by title and fee simple; that it has good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever, except as may be herein stated; that said Grantor covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever, except as may be herein stated.

IN WITNESS WHEREOF, we have hereunto affixed our hands this ____ day of _____, 2020.

CITY OF HUXLEY, IOWA

By: _____
Kevin Deaton, Mayor

Attest:

By: _____
Jolene Lettow, City Clerk

STATE OF IOWA, COUNTY OF WARREN, ss:

On the ____ day of _____, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Kevin Deaton and Jolene Lettow, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of Huxley, Iowa, a municipal corporation; and that said instrument was signed and contained in the Resolution adopted by the City Council of Huxley, Iowa, on the ____ day of _____, 20____, and the said Kevin Deaton and Jolene Lettow acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of said municipal corporation, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

WHEN RECORDED RETURN TO:

Jolene R. Lettow
City of Huxley
515 N. Main Avenue
Huxley, IA 50124

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450
Taxpayer Information:

WATER MAIN, SANITARY SEWER AND SIDEWALK EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the City of Huxley, Iowa, in Story County, Iowa, hereinafter referred to as "Grantor", in consideration of the sum of one dollar (\$1.00), and other valuable consideration, does hereby sell, grant and convey unto the City of Huxley, Iowa (the "City" or "Grantee"), in the County of Story, State of Iowa, a permanent easement under, through, and across the following described real estate:

A Water main, Sanitary Sewer, and Sidewalk Easement over and across portions of Lot 1 and Outlot "A", North Prairie View Development, an official plat in the City of Huxley, Story County, Iowa, more particularly describe as:

The Easterly 40.00 feet of said Lot 1 and Outlot "A" running parallel to the Easterly lines of said Lot 1 and Outlot "A".

That the above described easement is granted for the purpose of constructing, reconstructing, repairing, replacing, enlarging, inspecting and maintaining the following public improvements:

Water Main, Sanitary Sewer and Sidewalk

1. Erection and Placement of Structures, Obstructions, Plantings or Materials Prohibited. Grantor and its grantees, assigns and transferees shall not erect any fence or other structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City, nor shall Grantor cause or permit any obstruction, planting or material to be placed under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City.

2. Change of Grade Prohibited. Grantor and its grantees, assigns and transferees shall not change the grade, elevation or contour of any part of the Easement Area without obtaining the prior written consent of the City.

3. Right of Access. The Grantee shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area

from property adjacent thereto as herein described, including but not limited to, the right to remove any unauthorized fences, structures, obstruction, planting or material placed or erected under, over, on, through, across or within the Easement Area.

4. Property to be Restored. Grantee shall restore the Easement Area after exercising its rights hereunder, provided, however, that the Grantee's duty of restoration shall be limited to grading and replacing grass, sod or any other ground cover (but not including any structures, trees or shrubs). Grantee shall not be responsible for any construction, reconstruction, replacement, repair or maintenance of any improvements located within the Easement Area.

5. Liability. Except as may be caused by the negligent acts or omissions of Grantee, its employees, agents or its representatives, Grantee shall not be liable for injury or property damage occurring in or to the Easement Area, the property abutting said Easement Area, nor for property damage or any improvements or obstructions thereon resulting from the Grantee's exercise of this Easement. Grantor agrees to indemnify and hold Grantee, its employees, agents and representatives harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the negligent or intentional acts or omissions of Grantor or its employees, agents or representatives.

6. Easement Benefit. This Easement shall be for the benefit of Grantee, its successors and assigns, and its permittees and licensees.

7. Easement Runs with Land. This Easement shall be deemed perpetual and to run with the land and shall be binding on Grantor and on Grantor's heirs, successors and assigns.

That Grantor does hereby covenant with the said Grantee, and successor-in-interest, that said Grantor holds said real estate by title and fee simple; that it has good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever, except as may be herein stated; that said Grantor covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever, except as may be herein stated.

IN WITNESS WHEREOF, we have hereunto affixed our hands this _____ day of _____, 2020.

CITY OF HUXLEY, IOWA

By: _____
Kevin Deaton, Mayor

Attest:

By: _____
Jolene Lettow, City Clerk

STATE OF IOWA, COUNTY OF WARREN, ss:

On the _____ day of _____, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Kevin Deaton and Jolene Lettow, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of Huxley, Iowa, a municipal corporation; and that said instrument was signed and contained in the Resolution adopted by the City Council of Huxley, Iowa, on the _____ day of _____, 20____, and the said Kevin Deaton and Jolene Lettow acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of said municipal corporation, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

WHEN RECORDED RETURN TO:

Jolene R. Lettow
City of Huxley
515 N. Main Avenue
Huxley, IA 50124

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

Taxpayer Information:

UNDERGROUND ELECTRICAL EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the City of Huxley, Iowa, in Story County, Iowa, hereinafter referred to as "Grantor", in consideration of the sum of one dollar (\$1.00), and other valuable consideration, does hereby sell, grant and convey unto the City of Huxley, Iowa (the "City" or "Grantee"), in the County of Story, State of Iowa, a permanent easement under, through, and across the following described real estate:

An Easement for an underground electric line running across a portion of Parcel "P" of the Northwest Quarter of the Northeast Quarter of Section 23, Township 82 North, Range 24 West of the 5th P.M., in the City of Huxley, Story County, Iowa, as recorded in Instrument 2010-00012086 in the Story County Recorder's Office. Said easement is a 5.00 foot wide easement centered on the following described centerline:

Commencing at the Southeast Corner of said Parcel "P"; thence N89°34'55"W along the South line of said Parcel "P", 32.40 feet to the Point of Beginning; thence N24°16'03"W, 40.61 feet; thence N29°07'44"W, 97.69 feet; thence N03°44'45"W, 12.37 feet; thence N47°59'19"E, 12.72 feet, thence N81°57'23"E, 5.78 feet to the point of terminus.

That the above described easement is granted for the purpose of constructing, reconstructing, repairing, replacing, enlarging, inspecting and maintaining the following public improvements:

Underground Electrical

1. Erection and Placement of Structures, Obstructions, Plantings or Materials Prohibited. Grantor and its grantees, assigns and transferees shall not erect any fence or other structure under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City, nor shall Grantor cause or permit any obstruction, planting or material to be placed under, over, on, through, across or within the Easement Area without obtaining the prior written consent of the City.

2. Change of Grade Prohibited. Grantor and its grantees, assigns and transferees shall not

change the grade, elevation or contour of any part of the Easement Area without obtaining the prior written consent of the City.

3. Right of Access. The Grantee shall have the right of access to the Easement Area and have all rights of ingress and egress reasonably necessary for the use and enjoyment of the Easement Area from property adjacent thereto as herein described, including but not limited to, the right to remove any unauthorized fences, structures, obstruction, planting or material placed or erected under, over, on, through, across or within the Easement Area.

4. Property to be Restored. Grantee shall restore the Easement Area after exercising its rights hereunder, provided, however, that the Grantee's duty of restoration shall be limited to grading and replacing grass, sod or any other ground cover (but not including any structures, trees or shrubs). Grantee shall not be responsible for any construction, reconstruction, replacement, repair or maintenance of any improvements located within the Easement Area.

5. Liability. Except as may be caused by the negligent acts or omissions of Grantee, its employees, agents or its representatives, Grantee shall not be liable for injury or property damage occurring in or to the Easement Area, the property abutting said Easement Area, nor for property damage or any improvements or obstructions thereon resulting from the Grantee's exercise of this Easement. Grantor agrees to indemnify and hold Grantee, its employees, agents and representatives harmless against any loss, damage, injury or any claim or lawsuit for loss, damage or injury arising out of or resulting from the negligent or intentional acts or omissions of Grantor or its employees, agents or representatives.

6. Easement Benefit. This Easement shall be for the benefit of Grantee, its successors and assigns, and its permittees and licensees.

7. Easement Runs with Land. This Easement shall be deemed perpetual and to run with the land and shall be binding on Grantor and on Grantor's heirs, successors and assigns.

That Grantor does hereby covenant with the said Grantee, and successor-in-interest, that said Grantor holds said real estate by title and fee simple; that it has good and lawful authority to sell and convey the same; that said premises are free and clear of all liens and encumbrances whatsoever, except as may be herein stated; that said Grantor covenants to warrant and defend the said premises against the lawful claims of all persons whomsoever, except as may be herein stated.

IN WITNESS WHEREOF, we have hereunto affixed our hands this _____ day of _____, 2020.

CITY OF HUXLEY, IOWA

By: _____
Kevin Deaton, Mayor

Attest:

By: _____
Jolene Lettow, City Clerk

STATE OF IOWA, COUNTY OF WARREN, ss:

On the _____ day of _____, 2020, before me, the undersigned, a Notary Public in and for the State of Iowa, personally appeared Kevin Deaton and Jolene Lettow, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk of the City of Huxley, Iowa, a municipal corporation; and that said instrument was signed and contained in the Resolution adopted by the City Council of Huxley, Iowa, on the _____ day of _____, 20____, and the said Kevin Deaton and Jolene Lettow acknowledged the execution of said instrument to be their voluntary act and deed and the voluntary act and deed of said municipal corporation, by it and by them voluntarily executed.

Notary Public in and for the State of Iowa

COUNCIL COMMUNICATION

AGENDA HEADING:

Approving Change Order No. 2 for the I-35 and Highway 210 Sanitary Sewer and Water Extension to Kum & Go

SYNOPSIS:

Veenstra & Kim, Inc (Forrest Aldrich, P.E. 3000 Westown Parkway West Des Moines, Iowa 50266) has submitted Change Order No .2 from Graff Excavating (803 East State Street Toledo, Iowa 52342) on extending sanitary sewer and water to the new Kum & Go store at I-35 and Highway 210.

Additional information is below and in the attachments.

FISCAL IMPACT: YES

Amount: \$1250.00

Funding Source: Project budget line item

ADDITIONAL INFORMATION:

- The change order reflects the addition of a sanitary sewer service to Continental Manufacturing Chemist (CMC).
- The connection was negotiated at the time of discussion on easement conveyance for the construction of the project. The connection will be in lieu of compensation for the easement.

PREVIOUS COUNCIL ACTION(S):

- January 14, 2020-Council Approval of Partial Pay Estimate #2 for \$195,694.06
- October 22, 2019-Council approval of Plans, Specifications and Form of Contract
- October 22, 2019-Award of Contract for the project

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- Continued work on the project
- Inspection and presentation of the public improvements for Council action and acceptance of the improvements

For more information on this and other agenda items, please call the City Clerk's Office at 515-597-2561 or visit the Clerk's Office, City Administration Building at 515 N. Main Ave. Council agendas are available to the public at the

RESOLUTION NO. 20-010

APPROVING CHANGE ORDER NO. 2 AND NOTICE TO PROCEED FOR THE HUXLEY INTERSTATE 35 AND HIGHWAY 210 WATER AND SEWER EXTENSION

WHEREAS, pursuant to notice duly published that bids 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. 2 (as per attached) in the amount of \$1,250.00 to the I-35 and Highway 210 Water and Sewer Extension Project.

Name and Address of Contractor
GRAFF EXCAVATING, INC. TOLEDO, IOWA

Amount of Contract after Change Order 2
\$ 1,004,906.75

Section 2. With Change Order 2 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 28th day of January, 2020.

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

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 20-010** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 28th day of January 2020.

Kevin Deaton, 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)

January 22, 2020

Rita Conner
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. 2

Enclosed are three copies of Change Order No. 2 for the Interstate 35 and Highway 210 Water and Sewer Extension project. Change Order No. 2 is for the addition of a sanitary sewer service connection at Continental Manufacturing Chemist (CMC).

The installation of a sanitary sewer service at CMC was negotiated at the time the easement for the sanitary sewer was obtained. CMC agreed to the sanitary sewer service in lieu of payment for the easement.

Change Order No. 2 will increase the price for the Interstate 35 and Highway 210 Water and Sewer Extension project by a total of \$1,250.00. We recommend approval of Change Order No. 2 by the City Council of the City of Huxley.

Please sign all copies of Change Order No. 2 in the spaces provided. Return one signed copy of Change Order No. 2 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

West Des Moines, IA • Coralville, IA • Dubuque, IA • Mason City, IA • Sioux City, IA
Cedar Rapids, IA • Rock Island, IL • Springfield, IL • Liberty, MO • Rochester, MN



VEENSTRA & KIMM, INC.

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

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

January 22, 2020

CHANGE ORDER NO. 2

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

Change Order No. 2 is for the addition of a sanitary sewer service connection at Continental Manufacturing Chemist (CMC).

Change Order No. 2 increases the contract price by \$1,250.00.

GRAFF EXCAVATING, INC.

By _____

Title _____

Date _____

VEENSTRA & KIMM, INC.

By Fouad Abdel

Title Project Engineer

Date 1/22/2020

CITY OF HUXLEY, IOWA

By _____

Title _____

Date _____

ATTEST:

By _____

Title _____

Date _____

COUNCIL COMMUNICATION

AGENDA HEADING:

Approving Resolution No.20-011 Amending the Grant Agreement for the Hazard Mitigation Grant Program (HMGP) for the North Lift Station Federal Emergency Management Agency (FEMA) Project

SYNOPSIS:

On December 10, 2019 by Resolution No. 19-176, City Council approved application to 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. The application acknowledged that the grant is provided under a cost share formula, with Federal share not to exceed 69.7%, State of Iowa share not exceeding 10% and the City's share being a minimum of 20.3% of the total project cost, through cash or an in-kind match. The City's local match under the original agreement was up to \$75,000.

Staff requested a budget increase for the grant following an increase in the originally estimated cost for the project. The amendment has been approved by the Iowa Department of Homeland Security and requires City of Huxley signature to proceed. The City's local match is now \$68,122.

FISCAL IMPACT:

Amount: \$68,122

Funding Source: City of Huxley Project Fund Code 342

ADDITIONAL INFORMATION: NONE

PREVIOUS COUNCIL ACTION(S):

- January 14, 2020-Council Approval of Pay Application #1 for the project
- November 8, 2019-Council approval of Plans, Specifications and Form of Contract
- November 8, 2019-Award of Contract for the project

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- Continued work on the project
- Inspection and presentation of the public improvement for Council action and acceptance



STATE OF IOWA

KIM REYNOLDS
GOVERNOR

ADAM GREGG
LT. GOVERNOR

IOWA DEPARTMENT OF HOMELAND SECURITY
AND EMERGENCY MANAGEMENT

V. JOYCE FLINN, HOMELAND SECURITY ADVISOR
AND EMERGENCY MANAGEMENT DIRECTOR

January 17, 2020

Jeff Peterson
Public Works Director
City of Huxley
515 N. Main Ave
Huxley, IA 50124

SUBJECT: DR-4334- Grant Agreement Amendment #2

Dear Jeff Peterson:

City of Huxley has been granted an approval on the amendment request for a budget increase. I have included one original grant amendment for review, approval and signature along with a return envelope. Please return the signed original to our agency for execution. After the amendment is signed by the Alternate Governors Authorized Representative of Homeland Security and Emergency Management Department (Dennis Harper) we will scan the original executed amendment into MB3 for your access.

If you have any questions or need assistance in any way please do not hesitate to call me at 515-725-9306, or you may e-mail me at Katherine.hines@iowa.gov.

Sincerely,

Katherine Hines
Mitigation Finance Officer

Amendment Number Two

PROJECT SUBAWARD AGREEMENT

Between

**Iowa Homeland Security and Emergency Management Department
City of Huxley**

SUBAWARD AGREEMENT NO: DR-4334 0002 02

PROJECT TITLE: Huxley North Pump Station Flood Control & Mitigation Project

This is Amendment Number Two to the above-referenced Project Subaward Agreement (AGREEMENT) between Iowa Homeland Security and Emergency Management Department (HSEMD) and City of Huxley. The original AGREEMENT was executed on 4/3/2018.

Page 1, paragraph 1, **SCOPE OF WORK**, of the said AGREEMENT is amended to read: This Subaward Agreement (AGREEMENT) is to provide City of Huxley (SUBRECIPIENT) with federal assistance from the Hazard Mitigation Grant Program and applicable non-federal matching funds for the above referenced hazard mitigation grant. The total subaward is **\$335,000**. The federal share shall not exceed **\$233,377.00** or **(69.66%)** of the actual allowable project costs, whichever is less. The state share shall not exceed **\$33,500.00** or **(10%)** of the actual allowable costs, whichever is less. The SUBRECIPIENT shall provide at least **\$68,122.93** or **(20.34%)** through local non-federal (cash and/or in-kind) sources for actual allowable project costs. These funds are to assist the SUBRECIPIENT with completing the approved scope of work in accordance with the work schedule, milestones, and scope of work that were submitted to and approved by Iowa Homeland Security and Emergency Management Department (HSEMD) and the Federal Emergency Management Agency (FEMA). Any changes to the approved scope and/or amount budgeted must be submitted to, and reviewed by, HSEMD prior to executing the changes. This includes all change orders. The SUBRECIPIENT is required to obtain all necessary permits before any construction begins.

All other paragraphs in said AGREEMENT remain unchanged.

IN WITNESS WHEREOF, HSEMD, the SUBGRANTEE, and the AUTHORIZED REPRESENTATIVE have executed this AGREEMENT by the signatures of authorized persons of the entities and on the date indicated below:

Iowa Homeland Security and
Emergency Management Department:

City of Huxley:

Patrick J Hall
Alternate GAR


Jeff Peterson
Public Works Director

Date

Date

1/29/2020

Authorized Representative (Optional)

Date

LOCAL MATCH RESOLUTION # 19-176
FOR THE
HAZARD MITIGATION GRANT PROGRAM

WHEREAS, City of Huxley (hereinafter called "the Subgrantee"),
(jurisdiction) County of _____
Story, has made application through the _____
_____, 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 69.6%, state share not exceeding 10%, and the local share being a minimum of 20.3% of
the total project cost. The minimum 20.3% 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 20.3% match requirement for this mitigation grant application.

The resolution was passed and approved this

10 day of December, 2019

Signatures of Council or Board Members:

Council or Board Member

Tracey Roberts

Council or Board Member

Dan

Council or Board Member

Bill M. H.

Council or Board Member

Neil

Council or Board Member

Council or Board Member

Tracey Roberts

Council or Board Member

Dan

Council or Board Member

Gren L. Molder

Council or Board Member

Rick Peterson

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

Drainage Project Application

Local Match Resolution

Tab E, Page 1

Project Budget Detail

Applicant: Huxley, City of

Title of Project: Huxley North Pump Station Flood Control Mitigation Project

		Estimated Cost	Amended #1	Amended #2
Pre-Award			\$ -	
	Environmental & Historical Assessments			
	Subtotal Pre-Award		42,700	\$ -
Engineering and Design		\$ -		
	Contractual	\$ -		
	Subtotal Engineering & Design		\$ 4,500	42,700
Pre-Construction		42,700		
	Permitting & Fees	42,700		
	Subtotal	\$ 4,500		4,500
Construction		\$ 4,500		
	Contractual labor			
	Contractual materials			
	Subtotal Construction	62,038		287,800
		125,933	235,170	335,000
Total Estimated Project Cost:		187,970		
Allocation:				
	Federal:	Amended #1	176,377.00	233,377
	State:		23,517.00	33,500
	Local:	75% Amended #2	35,276.00	68,123
		10%	235,170	335,000
		15%		

Drainage Project Application

Project Budget Detail

Tab C-2

COUNCIL COMMUNICATION

AGENDA HEADING:

Approve Resolution No. 20-012 On Agreement to Install Sidewalk at 703 Prairie View Drive

SYNOPSIS:

Staff has worked with Steven and Nicole Kriegel of 703 Prairie View Drive to assure installation of sidewalk on the east side of their property boundary before occupancy permit issuance, but not along the north side of their property boundary until requested by the City of Huxley. The aerial photos included with this agenda item detail the location of the Kriegel property and the future sidewalk to be installed.

Additional installation of sidewalks adjacent to the Kriegel property will be necessary to create a full sidewalk network and provide connectivity. This agreement provides for the timing of the Kriegel sidewalk installation to correspond with these other installation projects.

FISCAL IMPACT: NONE

ADDITIONAL INFORMATION: NONE

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- Sidewalk to be installed at City request in timeframe that will correspond to sidewalk installation to the property.
- The agreement to install the sidewalk will be disclosed at any sale of the property.

For more information on this and other agenda items, please call the City Clerk's Office at 515-597-2561 or visit the Clerk's Office, City Administration Building at 515 N. Main Ave. Council agendas are available to the public at the City Clerk's Office on Friday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email.

RESOLUTION NO. 20-012

RESOLUTION

WHEREAS, the City of Huxley Code of Ordinances requires the installation of a minimum 5' wide sidewalk along the property boundary of homes that are new construction; and

WHEREAS, staff has worked with the owners of Lot 44, Meadow Lane Plat 3 East ("Lot"), also identified as 703 Prairie View Drive, to install sidewalk on the east side of the lot prior to occupancy permit issuance; and

WHEREAS, timing for installation of sidewalk on the north side of the Lot will be extended until such time that the adjacent sidewalk network is installed; and

WHEREAS, the sidewalk on the north side of the Lot will be required to be installed within ninety (90) days of receiving the City's request.

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

The agreement to install sidewalk at 703 Prairie View Drive is hereby approved.

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

PASSED, ADOPTED AND APPROVED this 28th day of January 2020.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 20-012** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 28th day of January 2020.

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Cler

WHEN RECORDED RETURN TO:
Jolene Lettow, City Clerk
515 North Main Ave.
Huxley, IA 50124

Preparer Information: Amy S. Beattie, 6701 Westown Parkway, Suite 100, West Des Moines, Iowa 50266 (515) 274-1450

AGREEMENT TO INSTALL SIDEWALK

This Agreement (the "Agreement"), is made on or as of the 26th day of December, 2019, by and between the City of Huxley, Iowa, a municipal corporation having its offices at City Hall, 515 North Main Avenue, Huxley, Iowa 50124 ("City"), and Steven & Nicole Kriegel, having a residence at _____, Iowa _____ ("Steven & Nicole Kriegel").

Now, Therefore, in consideration of the approval of the site plan for the Property locally known as 703 Prairie View Dr., Huxley, Iowa, Steven & Nicole Kriegel do hereby covenant and agree as follows:

Article I. Installation of Sidewalk

Section 1.01. Duty to Install Sidewalk. Sidewalk will be installed along the east side of the property before an occupancy permit will be issued but not along the north boundary until the City requests it. Steven & Nicole Kriegel agree, subject to the terms of this Agreement, to install a sidewalk along the North side in compliance with the Municipal Code of the City of Huxley, Iowa along the following described real property:

Lot 44, Meadow Lane Plat 3 East, an Official Plat in Huxley, Story County, Iowa (the "Property").

Article II. Completion Date

Section 2.01. Completion Date. Steven & Nicole Kriegel shall install the sidewalk within ninety (90) days from receipt of a written request from the City to install the sidewalk.

Article III. Costs

Section 3.01. Costs. Steven & Nicole Kriegel shall install the sidewalk at their cost and with no cost of the City.

Article IV. Miscellaneous

Section 4.01. Binding Upon Successors in Interest. It is intended that this Agreement shall run with the land and that it shall, in any event and without regard to technical classifications or designations, legal or otherwise, and except only as otherwise specifically provided in this Agreement, be binding for the benefit and in favor of, and enforceable by the City against successors and assigns, and every successor-in-interest to the Property or any part thereof, or any interest thereof, and any party in possession or occupancy of the Property or any part thereof.

Section 4.02. Failure to Perform. In the event that Steven & Nicole Kriegel fail to comply with any of the terms of this Agreement, the City may take such other action the City deems necessary and appropriate, including, but not limited to, installation of the sidewalk and assessment of the costs of the sidewalk installation against the Property. In such event, the City shall be entitled to reimbursement for all costs, fees and award amounts, if any, incurred by the City resulting from Sage's failure to comply with this Agreement. In the event that said reimbursement is not paid within thirty (30) days of the City's request for payment the City shall be entitled to assess the Property for the amount paid by it, or to pursue any other remedies, whether in law or in equity, available to it.

Section 4.03. Interpretation of Contract. This Agreement shall be construed in accordance with the laws of the State of Iowa.

Section 4.04. Notices. Any notice, demand, or other communication under this Agreement by either party to the other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested; delivered personally; or sent by overnight courier service, as set out above, or to such other address, department, or individuals either may, from time to time, designate in writing and forward to the other as provided in this Article.

Section 4.05. Counterparts. This Agreement is executed in two counterparts, each of which shall constitute one and the same instrument. A copy of this Agreement, including all Exhibits, shall be maintained in the office of the City Clerk of the City and shall be recorded with the Story County Recorder.

In Witness Whereof, the parties have caused this Agreement to be duly executed on or as of the date first above written.

ATTEST:

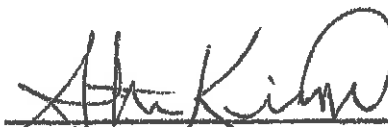
City of Huxley, Iowa


By: _____
Craig D. Henry, Mayor

By: _____
Jolene Lettow, City Clerk

STATE OF IOWA, STORY COUNTY, ss:

On this ____ day of _____, 2019, before me the undersigned, a Notary Public in and for the State of Iowa, personally appeared Craig D. Henry and Jolene Lettow, to me personally known, who, being by me duly sworn, did say that they are the Mayor and City Clerk, respectively, of the City of Huxley, Iowa; that the seal affixed to the foregoing instrument to which this is attached is the corporate seal of the City; that the instrument was signed and sealed on behalf of the City by authority of its City Council, as contained in Ordinance Resolution No. _____ passed by resolution of the City Council under Roll Call No. _____ of the City Council on the ____ day of _____, 2019; and that Craig D Henry and Jolene Lettow, as such officers, acknowledged the execution of the instrument to be the voluntary act and deed of the City, by it and by them voluntarily executed.




Steven Kriegel


Nicole Kriegel

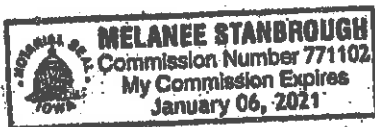
Notary Public in and for the State of Iowa

STATE OF IOWA, STORY COUNTY, ss:

On this 15th day of January, 2020, before me the undersigned, a Notary Public in and for said State, personally appeared, to me known to be the person named in and who executed the foregoing instrument to which is attached; and acknowledged that executed the instrument as her voluntary act and deed.



Notary Public in and for the State of Iowa







SUBLOT 2
LOT 7

475.5'
555.81'

420.4'

337.7'

217.5'

155.7'

OAK BEND RD

OAK BLVD

PRAIRIE VIEW DR

OAK BLVD

OAK BLVD

OAK BLVD

MEADOW BROOK PL

PRAIRIE VIEW DR

SE NW

NE SW

RESOLUTION NO. 20-013

RESOLUTION APPROVING AND AUTHORIZING THE SIGNATORIES AND PLACEMENT OF FUNDS IN VARIOUS DEPOSITORIES AS APPROVED BY THIS RESOLUTION.

WHEREAS, from time to time it becomes necessary to review the status and position of funds in banks where we have them placed as designated depositories; and

WHEREAS, in 2018 the City Council updated the depository resolution designating the location and the maximum amount where City funds can be placed; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HUXLEY, IOWA, that the City of Huxley's City Council does hereby approve the following list of financial institutions to be depositories for the City of Huxley, Iowa funds in conformance with all applicable provisions of the Iowa Code, and

FURTHERMORE, the following people are hereby authorized as signatories for each depository and as such may deposit funds for the City of Huxley in amounts not to exceed the maximum approved for each respective financial institution as set forth below.

Authorized Depositors/Signatories:

Jolene Lettow	Rita Conner
Lisa Wheeler	Gerry Stoll
Amy Kaplan	Kevin Deaton

Authorized Depositories:

SOUTH STORY BANK AND TRUST – HUXLEY

Maximum balance in effect under this resolution	\$8,000,000.00
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FIDELITY BANK – HUXLEY

Maximum balance in effect under this resolution	\$5,000,000.00
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PASSED, ADOPTED AND APPROVED this 28th day of January 2020

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 20-013** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 28th day of January 2020.

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

Ordinance

COUNCIL COMMUNICATION

AGENDA HEADING:

Amending Huxley Ordinance Chapter 69.13 (Parking Enforcement and Payment of Fines) and Chapter 70.03 (Parking Violations)

SYNOPSIS:

Amending Huxley Chapter 69.13 will provide for the 28E agreement between the City of Huxley and the Story County Treasure Office new collection process of delinquent parking fines. The process includes; parking citation not paid within 30-days of issuance will have an hold order on the vehicle registration renewal until citation is paid, allowing vehicle owner 7-days to protest the parking citation and will be issued a court date, and an additional fee of \$5.00 added for processing the hold order at the Story County Treasures Office.

Amending Chapter 70.03 to increase all parking fines \$5.00 except Handicap Space violations will remain at \$100.00. Standard parking violations will be \$10 and Snow Ordinance violations will be \$30.00.

FISCAL IMPACT:

Huxley has never had a way to enforce the collection of parking fines, which most of the fines never get paid. This should not have any cost to the City other then purchasing parking citation from a printing distributor.

ADDITIONAL INFORMATION:

The hold order can only be enforced on vehicles registered in Story County.

PREVIOUS COUNCIL ACTION(S):

- Council has passed approving delinquent parking ticket proposal on 04-09-2019.
- Council has passed the 28E agreement with the Story County Treasures Office on 01-14-2020.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

For more information on this and other agenda items, please call the City Clerk's Office at 515-597-2561 or visit the Clerk's Office, City Administration Building at 515 N. Main Ave. Council agendas are available to the public at the City Clerk's Office on Friday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email.

ORDINANCE NO. 509

AN ORDINANCE AMENDING THE CITY CODE OF HUXLEY, IOWA, BY AMENDING CHAPTER 69 (PARKING REGULATIONS)

WHEREAS Iowa Code Section 331.553(8) provides that a County Treasurer may enter into an agreement under Iowa Code 28E to collect or enforce delinquent parking fines on behalf of a City in conjunction with renewal of motor vehicle registrations pursuant to Iowa Code Sections 321.40(4) and 321.236; and

WHEREAS the City and the County have entered into such an agreement for the collection or enforcement of delinquent parking fines owed to the City;

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

SECTION 1. AMEND CHAPTER 69 (PARKING REGULATIONS). The Code of Ordinances of the City of Huxley, Iowa, is amended by adding new Section 69.13 Enforcement and Payment of Fines as follows:

69.13 ENFORCEMENT AND PAYMENT OF FINES

1. Violations. Violations of this chapter shall result in a fine as set forth in Section 70.3 to this Code of Ordinances.
2. Payment of Tickets. Parking citations shall be paid at the office of the City Clerk within 30 days of issue.
3. Contesting Tickets. Parking tickets may be contested if the owner of the vehicle files a written protest within seven (7) days of the issuance of the citation. The written notice of protest must include the owner's name and contact information, ticket number, the date of the ticket, license plate number, and the reason for the contest. The written protest shall be filed in the office of the City Clerk and shall stop the running of the 30 day period for payment. If the right to contest the ticket is exercised, the ticket will be filed in with the appropriate District Court as a criminal traffic ticket and will be subject to court costs and surcharges in addition to the fine.
4. Failure to Pay or Contest. Failure to pay a parking citation complaint within 30 days of its issuance or timely contest such citation under the provisions of this Chapter shall render the charges contained therein admitted. The fine thereafter shall be increased by five dollars (\$5) and a hold may be placed on the registration of the vehicle until the fine and any additional processing costs are paid.

SECTION 2. AMEND CHAPTER 70 (TRAFFIC CODE ENFORCEMENT PROCEDURES). The Code of Ordinances of the City of Huxley, Iowa, is amended by amending the fine amounts set forth in Section 70.3

70.03. PARKING VIOLATIONS: ALTERNATE.

Uncontested violations of parking restrictions imposed by this Code of Ordinances shall be charged upon a simple notice of a fine payable at the office of the City Clerk. The simple notice of a fine shall be in the amount of ten dollars (\$10.00) for all violations except snow route parking violations and improper use of a persons with disabilities parking permit. If such fine is not paid within thirty (30) days, it shall be increased by five dollars (\$5.00). The simple notice of a fine for snow route parking violations is thirty dollars (\$30.00) and the simple notice of a fine for improper use of a persons with disabilities parking permit is one hundred dollars (\$100.00).

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

SECTION 4. SEVERABILITY CLAUSE. If any section, provision, or part of this ordinance shall be adjudged invalid or unconstitutional, such adjudication shall not affect the validity of this ordinance as a whole or any section, provision or part thereof not adjudged invalid or unconstitutional.

SECTION 5. WHEN EFFECTIVE. This ordinance shall be effect from and after its final passage, approval and publication as provided by law.

Passed First Reading by the City Council of Huxley, Iowa, 28th day of January, 2020.

Passed Second Reading by the City Council of Huxley, Iowa, the ____ day of _____, 20__.

PASSED AND ENACTED by the City Council of Huxley, Iowa, the ____ day of _____, 20__.

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Clerk

1st Reading –

Motion by Council Member _____, seconded by Council Member _____, first reading of Ordinance No. ____ (2020).

AYES: _____

NAYS: _____

ABSENT: _____

2nd Reading –

Motion by Council Member _____, seconded Council Member _____, to approve the second reading of Ordinance No. ____ (2020).

AYES: _____

NAYS: _____

ABSENT: _____

3rd Reading –

Motion by Council Member _____, seconded by Council Member _____, to approve the third reading of Ordinance No. ____ (2020)

AYES: _____

NAYS: _____

ABSENT: _____

The Mayor declared Ordinance No. ____ (2020) was passed on _____.

I certify that the foregoing was published as Ordinance No. ____ (2020) on the ____ day of ____ 2012.

Jolene Lettow, City Clerk

Face Part 1, 2 & 3
Part 1 White
Part 2 Canary
Part 3 Manila

Horley Police Department
515 North Main Ave
Aurley, Iowa 50124

001001

PARKING VIOLATION

NOTICE

This vehicle is improperly parked
according to the following violation.

<input type="checkbox"/>	SNOW ORDINANCE	69.10	\$ 30. ⁰⁰
<input type="checkbox"/>	Handicap Space	69.07	\$ 100. ⁰⁰
<input type="checkbox"/>	More than 48-hrs	69.05	\$ 10. ⁰⁰
<input type="checkbox"/>	NO PARKING ZONE	69.08	\$ 10. ⁰⁰
<input type="checkbox"/>	PARK ADJACENT TO CURB	69.01	\$ 10. ⁰⁰
<input type="checkbox"/>	PARKING PROHIBITED	69.06	\$ 10. ⁰⁰
<input type="checkbox"/>	OTHER _____		

AMOUNT DUE \$ _____

Plate No:		State
Vehicle Make / Model		Color
Date	Time	
Location		
Officer		Badge No:
Remarks:		

- Must be paid in 30 days
- You have 7 days to contest
- To contest, go to Horley Police Department to set up a court date
- Unpaid after 30 days, \$5 fee is added and a hold is put on registered owner's ability to renew registration
- Pay in person, by mail or online at www.cityofnevadaiaowa.org

Staff Reports

December 2019 Report, Huxley Fire Rescue

Prevent Harm, Survive, Be Nice

Tuesday, December 3 -Monthly business meeting, Officer Nominations

Tuesday December 10 -City Council Meeting

Tuesday, December 10 -Fire Training, Rapid Intervention Teams

Saturday, December 14 -Home for the Holidays, Santa Transport on Fire Engine

Tuesday, December 17 -Knox Key Install, 1501 Blue Sky Blvd

Tuesday, December 17 -Emergency Medical Services Training, Documentation

Friday, December 20 -Residential smoke detector install

Sunday, December 22 - After Action Review; Cambridge Fire Department, Slater Fire Department, Slater EMS, Kelley Fire & Rescue, Central Iowa Towing and Recovery and Huxley Police Department

Huxley Fire & Rescue responded to 20 calls in the month of December and 389 calls for all of 2019. 16 personnel staffed the ambulance 670 hours for the month of December.



HUXLEY

PARKS & RECREATION DEPARTMENT

MEMORANDUM

To: Honorable Mayor Kevin Deaton & City Council
From: Heather Denger
Date: 1/24/20
Re: Parks & Recreation January 2020 Department Report

Director's Report

- Home for the Holidays/Cookies with Santa Event was held 6-8pm on Saturday, December 14th. Event in Safe Room was well attended and we had 9 participants in the Festival of Trees.
- The next big event is our Daddy-Daughter Dance scheduled for Saturday, February 8 from 6-8pm in the Safe Room.
- The gym is extremely busy in the evenings. CIRL basketball is running smoothly. Play ends February 15th. AAU Volleyball is also running smoothly. Tournament play starts January 25 and runs through the beginning of March.

3C's Update

- Membership Update

	12 Month Memberships	6 Month Memberships	3 Month Memberships	EFT Bank Memberships	Total Active Memberships
January 2020	361	149	9	73	592
January 2019	316	130	8	70	524

- There have been 2,229 visits to the Citizens Community Center in January so far.
- There were 25 participants at the December 9 Lunch and Learn even: the annual Cookie Exchange and White Elephant Gift Exchange. Seniors then delivered boxes of goodies to Ballard Creek residence.
- We are no longer using Nova for maintenance of our fitness equipment. We are now working with Wittrock Solutions out of Ankeny. This should eliminate delays in equipment maintenance.

Parks & Recreation Board Update

- Park Board met January 6. We discussed potential changes to the 3 C's rules and regulations as well as joining fees/new card fees. We also did some future park planning and goal setting for the year.
- The next meeting is scheduled for Monday, February 3 at 6pm in Council Chambers.

Tree Board Update

- There was no tree board meeting in January. We are looking at combining Tree Board with Park Board.

City of Huxley
Huxley Police Department
Monthly Report for December 2019

December 6th, 2019 2:00 PM

Officer received a missing juvenile report from a Huxley resident. Officers were able to locate and return juvenile back to parent.

December 6th, 2019 11:15 AM

Officer received a burglary report at a storage unit located at the 500 block of E 1st Street. Entry was made into the unit and various items of an unknown value were taken or damaged. Several people have access to the unit and the investigation is ongoing.

December 7th, 2019 11:45 AM

Officer received a complaint of a dog attacking another dog at the 700 block of Parkridge. The dog was recently adopted from the ARL and was returned as a result of the attack.

December 10th, 2019 5:00 PM

Officer stopped a vehicle for a traffic violation on Highway 69 near Centennial Drive. The driver of the vehicle, a 40-year-old Maxwell woman, was suspended from driving. She was cited and released with a court date for Driving While License Suspended.

December 10th, 2019 8:09 PM

Officer stopped a vehicle for a traffic violation on Highway 69 near Campus Drive. The driver of the vehicle, a 20-year-old Grimes man, fled the scene and stop. The officer attempted to stop the vehicle again, but the driver refused. The license and information on the vehicle were already gathered by the officer so several warrants for the arrest of the man were issued. The Grimes man turned himself in several days later. He was transported to the Story County Jail in Nevada.

December 12th, 2019 5:56 PM

Officer responded to a car vs. deer accident on Highway 69 and 280th. (Kelley Turnoff Road). A vehicle operated by a Des Moines woman struck a deer causing approximately \$4000 in damage.

December 16th, 2019 10:00 AM

Officer located a JC Penny credit card. Was unable to locate and find the owner so the card was reported to customer service and destroyed.

December 21st, 2019 9:00 PM

Officer responded to a domestic altercation at the 500 block of Prairie Ridge Drive. The altercation was verbal, and the male elected to stay in Ankeny for the night.

December 24th, 2019 8:28 PM

Officer responded to a car vs. deer accident on Highway 210 near 560th. A vehicle operated by a Huxley man struck a deer causing approximately \$1000 in damage.

December 27th, 2019 3:24 PM

Officer received an anonymous tip that a business in Huxley is manufacturing CBD oil within their building. The tip was investigated and continues to be monitored.

Special Assignments and Trainings

12/5/2019 Officers qualified with duty weapons.

12/6/2019 Sgt. Albaugh spoke with 8th grade health class and gave a presentation with fatal vision goggles.

12/14/2019 Sgt. Marchesano, and Officers Denger, Grossman, and Shugar participated in Shop with a Cop.

12/14/2019 Officer Gloede finished her EMT-B class.

12/17/2019 PD had a Christmas part at the Fenceline Beer Lab located at 107 S. Main in Huxley.

12/18/2019 Sgt. Albaugh performed tobacco compliance checks with a Ballard 17-year-old at all the establishments that sell tobacco products in Huxley and Cambridge. No violations occurred.

Officers had three arrests for the month. One was for Eluding and another traffic violation, and one was for Driving While License Suspended. Officers issued twelve citations for traffic violations and gave fifty-nine warnings. Officers received 152 calls for service and had a total of 383 contacts for the month. Officer used 258 hours toward investigations or answering calls for service and provided 492.5 hours of general patrol.

Gerry Stoll

Chief of Police

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	3	64
Abatement/Municipal Inf.	1	0	0	7	15	32	31	15	38	15	14	15	183
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	13	152
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	32	466
Assist Motorist	18	58	18	18	19	19	21	13	26	17	11	12	250
Burglary	0	0	0	2	0	0	3	0	1	3	10	1	20
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	4	50
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	2	52
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	1	42
Drug Paraphernalia	3	1	3	0	1	2	2	0	0	1	1	1	15
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	152	2167
Mental Patient	18	2	9	2	7	1	1	4	3	1	0	3	51
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	13	158
Parking Tickets	27	5	0	0	3	0	0	1	0	0	6	4	46
Parking Warning	25	16	2	11	11	5	24	12	8	7	21	11	153
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	14	145
Susp/Rev/Barred Driver	1	0	2	1	0	5	2	1	2	1	1	1	17
SVI	10	17	24	16	15	13	13	22	20	22	12	15	199
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	4	70
Traffic Call	10	14	7	2	12	14	14	10	5	11	14	11	124
Traffic Citations	5	0	24	14	20	20	3	14	16	11	14	12	153
Traffic Warnings	18	11	75	87	123	70	87	93	90	46	68	59	827
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	383	5605
Investigations	37.5	8.5	50.25	17	4.25	20.5	7.25	17.5	22.75	30	20.25	1.5	237.25
On-Call	0	0	0	0	0	19.5	0	0	0	0	0	3.5	23
Office / Other	259	250.25	283.5	253.25	269.75	305.75	229.5	264.5	247.25	239	223.25	253	3078
Patrol / SRO	490.25	442.5	452.5	480	576.75	423.75	533	567.25	537.75	507	469.75	492.5	5973
Total Hours	786.75	701.25	786.25	750.25	850.75	769.5	769.75	849.25	807.75	776	713.25	750.5	9311.25

City of Cambridge
Huxley Police Department
Monthly Report for December 2019

December 2nd, 2019 12:30 PM

Officer responded to a theft complaint at Ballard East Elementary. A student had stolen property from a substitute teacher that was recovered by the student's parents in Ankeny.

December 12th, 2019 2:00 PM

Officer and school staff requested a DHS investigation regarding the welfare of a student at Ballard East Elementary.

December 14th, 2019 9:45 PM

Officer and Cambridge Fire Department responded to a small structure fire at the 300 block of Main. The fire was small and taken care of quickly. There were no injuries.

Huxley Officers received fourteen calls for service for the month and had a total of sixty-four contacts. Officers investigated / advised thirty-two abatement issues throughout the city for various city violations. Officers used 1.5 hours toward investigations or answering calls for service and provided 64 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	5	2	1	2	0	1	0	2	0	0	0	0	13
Abatement/Municipal Inf.	0	0	1	7	2	7	22	6	9	9	19	32	114
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	1	2
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	3	85
Assist Motorist	4	1	3	2	4	1	3	1	1	1	3	1	25
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	0	0	4
Info. Call	12	8	17	12	21	19	16	8	19	19	23	14	188
Mental Patient	0	2	0	0	0	1	2	0	0	0	0	1	6
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	7	43
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	2	8
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	1	13
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	2	79
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	46	38	42	57	51	61	75	47	56	56	84	64	677
Investigations	0	0	6.75	0	0	3	0	0	0	1	1.5	1.25	13.5
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	0.25	100.25
Patrol / SRO	74.5	79.25	76.25	90	95.5	92.5	99	79	83.5	81.25	78.5	65.5	994.75
Total Hours	78.25	100.25	92.5	98.5	102.75	103	119.5	93	83.5	90.25	80	67	1108.5



Story County Calls for Service Stats

Law Enforcement/EMS/Fire/Ambulance

6/12/2012 - 12/31/2019



	2012	2013	2014	2015	2016	2017	2018	2019	Total
Sheriff's Office	7,792	15,022	15,083	16,834	16,086	15,198	17,939	18,427	122,361
Nevada Police	2,887	5,171	6,096	5,666	6,086	5,830	5,946	6,286	43,968
Huxley Police	1,358	2,191	2,622	2,749	2,951	3,154	3,255	3,392	21,672
Story City Police	895	1,592	1,675	1,962	1,808	2,493	2,727	2,678	15,830
Conservation	84	100	77	74	70	107	112	104	728
Total	13,016	24,076	25,553	27,285	27,001	26,782	29,979	30,887	204,579

	2012	2013	2014	2015	2016	2017	2018	2019	Total
Cambridge 1st Responders	38	109	91	83	103	128	185	182	919
Collins 1st Responders	25	50	49	49	49	72	71	60	425
Colo 1st Responders	72	126	112	121	126	128	145	141	971
Gilbert 1st Responders	44	99	65	116	90	111	104	119	748
Huxley 1st Responders	138	250	238	240	251	296	345	286	2,044
Kelley 1st Responders	57	85	64	89	69	94	92	69	619
Maxwell 1st Responders	59	86	90	99	86	124	137	112	793
McCallsburg 1st Responders	42	43	43	29	31	38	39	45	310
Nevada 1st Responders	388	592	628	643	717	726	713	705	5,112
Roland 1st Responders	45	97	82	66	74	74	93	62	593
Slater 1st Responders	49	86	79	91	87	77	90	106	665
Story City 1st Responders	266	386	402	437	457	470	481	419	3,318
Zearing 1st Responders	38	88	44	63	84	58	87	89	551
Total	1,261	2,097	1,987	2,126	2,224	2,396	2,582	2,395	17,068

	2012	2013	2014	2015	2016	2017	2018	2019	Total
Cambridge Fire	46	71	65	59	80	95	93	94	603
Collins Fire	14	33	29	28	25	30	23	33	215
Colo Fire	47	64	65	72	55	65	87	72	527
Gilbert Fire	34	70	66	76	47	72	60	82	507
Huxley Fire	67	86	68	85	66	87	100	103	642
Kelley Fire	44	49	50	44	45	56	54	51	393
Maxwell Fire	33	41	37	42	36	43	45	39	316
McCallsburg Fire	15	15	20	23	26	12	19	27	157
Nevada Fire	143	252	269	257	212	244	232	209	1,818
Roland Fire	7	23	27	33	27	40	33	27	217
Slater Fire	20	40	27	40	39	36	43	62	307
Story City Fire	77	124	115	128	128	142	116	126	956
Zearing Fire	10	14	24	25	19	21	22	28	163
Total	557	862	862	912	805	943	927	953	6,821

1. 2012 January - June 11 months reported with discrepancy from IRT CAD and OESB Report starting June 12th

2. 2012 November 1st through December 31st is not included in this report (June 12th)

3. 2012 Ambulance services provided by OESB

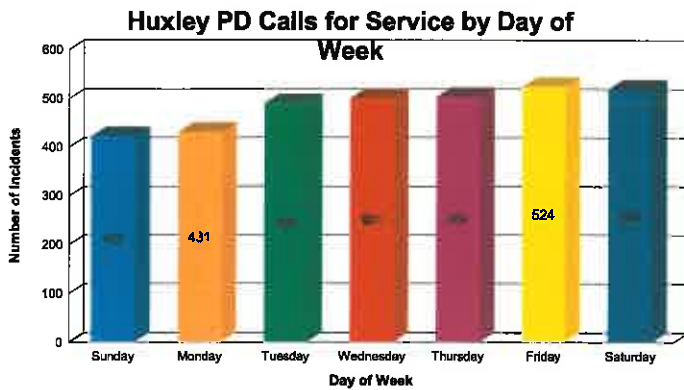


6/12/2012 - 12/31/2019



20 2- Carboxy-1-ethyl-11 reagents received and no reaction with HTE CAD 6th ODCI Run on morning June 12 h

Huxley Police Calls for Service Statistics 1/1/2019 - 12/31/2019



Huxley Police Calls for Service Response Times 1/1/2019 - 12/31/2019						
Call Priority	# Calls	Dispatch Time	Travel Time	Response Time	At Scene Time	Service Time
P	105	00:01:28	00:03:11	00:04:38	00:34:01	00:40:29
1	1990	00:01:28	00:01:59	00:03:01	00:15:44	00:20:46
2	1197	00:07:00	00:03:36	00:08:13	00:17:18	00:31:37
3+	100	00:01:25	00:02:06	00:02:57	00:15:37	00:20:33
Total CFS	3,392	Key: P = Highest Priority, 1 = Medium Priority, 2 = Low Priority, 3+ = Non-Emergency				

<u>Fire/EMS Dispatches</u>	Total
Cambridge Fire/EMS	276
Collins Fire/EMS	93
Colo Fire/EMS	213
Gilbert Fire/EMS	201
Huxley Fire/EMS	389
Kelley Fire/EMS	120
Maxwell Fire/EMS	151
McCallsburg Fire/EMS	72
Nevada Fire/EMS	914
Roland Fire/EMS	89
Slater Fire/EMS	168
Story City Fire/EMS	545
Zearling Fire/EMS	117
Total	3,348

<u>Law Enforcement</u>	Total
Story County Sheriff	18,427
Nevada Police	6,286
Huxley PD	3,392
Story City PD	2,678
Conservation	104
Total	30,887

<u>Ambulance Dispatches</u>	Total
Story County Ambulance	1,133
Huxley Ambulance	179
Story City Ambulance	3
Total	1,315

Huxley Police Calls by Type	Total
911 HANG UP / INCOMPLETE CALL	15
ANIMAL CALL	152
ATTEMPT SUICIDE / SUICIDE	5
ATTEMPT TO LOCATE	2
BURGLARY / ATTEMPTED BURGLARY	9
BURGLARY IN PROGRESS	1
BURNING COMPLAINT	1
BUS VIOLATION	1
CARBON MONOXIDE CHECK	1
CHEMICAL SPILL/ODOR	11
CHILD WELFARE CHECK	2
CIVIL COURT PROCESS SERVICE	16
CIVIL MATTER	47
DEATH INVESTIGATION	1
DISORDERLY CONDUCT	1
DISTURBANCE & NOISE PARTY	42
DOMESTIC DISPUTE	38
DRUG ACTIVITY/INVESTIGATION	6
EQUIPMENT/SIGN MALFUNCTION	5
ESCORT BUSINESS/FUNERAL	5
EXECUTE SEARCH WARRANT	2
EXTRA PATROL	10
FIGHT IN PROGRESS	1
FINGER PRINTING	3
FIRE ALARM	27
FIRE OTHER	9
FIRE STRUCTURE	10
FIREWORKS COMPLAINT	8

	<u>Total</u>
FOLLOW UP	60
GENERAL ALARM BANK / RESIDENTI	62
GENERAL ASSAULT	9
GENERAL INFO/COMPLAINT/ASSIST	154
HARASSMENT	28
HIT & RUN PROPERTY DAMAGE	9
JAIL TRANSPORT/PICKUP	1
JUVENILE TROUBLE	53
LAW DEPARTMENT ASSIST	43
LITTERING	2
LOST OR FOUND PROPERTY	19
MEDICAL ASSIST/AMBULANCE CALL	180
MISSING PERSON / RUNAWAY	10
MOTOR VEH CRASH / INJURY	11
MOTOR VEH CRASH / MINOR INJURY	1
MOTOR VEH CRASH / UNK INJURY	7
MOTOR VEH CRASH/PROP DAMAGE	72
MOTORIST ASSISTANCE	121
OPEN DOOR	16
OPERATING WHILE INTOXICATED	4
PARKING ENFORCEMENT/COMPLAINT	76
POSSESSION UNDERAGE	4
PUBLIC ACCIDENT	1
PUBLIC INTOXICATION	2
RECKLESS DRIVER	133
REPOSSESSION	5
RESIDENCE CHECK	11
SALVAGE VEHICLE INSPECTION	196
SCAM	7

	<u>Total</u>
SEXUAL ASSAULT	2
SHOTS FIRED	2
SNOW ORDINANCE VIOLATION	4
SOLICITORS	2
SUSPICIOUS PERSON/VEH/ACTIVITY	208
THEFT / FRAUD / FORGERY	54
THEFT OF MOTOR VEHICLE	9
TRAFFIC HAZARD	41
TRAFFIC STOP / ENFORCEMENT	1,089
TRANSPORTING SUBJECT/PRISONER	3
TRESPASS	6
TRUANCY	4
VANDALISM / CRIMINAL MISCHIEF	11
VEHICLE FIRE	3
VEHICLE IN DITCH	29
VEHICLE UNLOCK	100
VIOLATION OF NO CONTACT ORDER	5
WARRANT SERVICE	8
WELFARE CHECK	84
<u>Total</u>	3,392

January 2020 Public Works Report

- Still waiting for the new dump truck and plow. Hoping to see delivery in the first or second week of February.
- Used 294 gal of diesel 268 of those were used for snow removal to date.
- Used 53.6 gal of unleaded gas for snow removal to date.
- Put down around 40 ton of sand/salt mix for the snow/ice events we have had.
- We aerated, thatched, and put down 2,300 lbs. of grass seed and 750 lbs. of slow release nitrogen on the soccer fields at Larson Park to try and achieve a dormant jump start for spring.
- A few employees attended the Iowa One Call safety program in Ames.
- Will be sending a letter to homeowners about the upcoming street repairs that we will be doing in the spring to notify those that have driveway approach issues that they can contact the contractor and see what it would cost them to have the contractor repair them while they are doing the streets and curbs. Should be much cheaper while the contractor is on site doing all the other repair work instead of them hiring it out to another contractor.
- The following information are the flows from the wastewater plant for your review: The influent flows are what are coming into the plant and the effluent flows are what we are discharging to the receiving stream.

Dec. 2018 Influent	Avg. .405 MG	Max .536 MG	Min. .289 MG	Total 12.566MG
Dec. 2018 Effluent	Avg. .395 MG	Max .542 MG	Min. .287 MG	Total 12.261 MG
Dec. 2019 Influent	Avg. .348 MG	Max .432 MG	Min. .233 MG	Total 10.818 MG
Dec. 2019 Effluent	Avg. .354 MG	Max .463 MG	Min. .249 MG	Total 10.984 MG

- Bruce Timmons has given us his letter of resignation. His last day will be the 24th of January. We have posted the position. We have one of our own staff that is interested in the position and will be applying.
- Construction activities are still taking place at the North Lift Station Mitigation project. The contractor has pulled off for a couple weeks and should be back on site on the 27th of January to resume the work.
- We have had the electrical lines and communication lines that run to the lift station hit twice now by the contractor and have made temporary repairs until new wires and conduit can be installed. I have instructed the contractors that the lines and conduits will need to be replaced. They have not been very receptive to replacing them but after a couple meetings with them I think they understand the severity of the problem and the reason that I am wanting them replaced.
- We currently are rebidding the initial bids for the North lift station generator. We have been told it will need a 60KW instead of a 50KW, which we have bids for. Also working on bids for reconnecting the electrical and running the gas lines to the new generator since the old one is diesel and we will want to convert to natural gas as its energy source.

- One of the Sand Cherry Lift Station pumps has failed and was sent to the shop to determine the cause of the problem. This was the same pump that we just had repaired recently. It has been determined that the electrical cord going to the pump is the problem and overheated causing the pump to shut down. A new cord will be installed into the pump and ran back to the control panel. The pump should be back and reinstalled back into the wet well by the end of the week.
- Still working with the property owner on the easement on some wording to be signed for the generator at Oak lift station. The generator is waiting to be ordered and ABC will install the generator and controls.
- Tometich engineering has been out to analyze the settling of the RAS/WAS building at the wastewater plant and will follow up on the current status to see how much it has settled in the last few years since Story Construction did some injection pumping to stabilize it. Bruce and AJ had noticed that the lines and levels that were used to monitor the condition had moved since last time it was looked at and that some six and four inch water lines that failed in the ground had a lot of stress of them when they dug them up and had them repaired that they feel is due to the building still settling.
- The new utility pickup chassis is scheduled to be delivered mid to end of February. Box is to be completed at the manufacturing plant around Feb. 7th. Once the chassis arrives the utility box and accessories will be installed. The truck will then be ready to pick up.
- CMC has been in the process of moving their sampler, so we do not have to use Keystone. We will continue to use Keystone until CMC has completed their work.
- The Biosolids have been drained from the holding tanks at the wastewater plant and the solids have been land applied by the farmers contractor. The biosolids met all the laboratory analysis parameters so the solids could be land applied.
- AJ has passed his Grade II wastewater DNR exams. He has recently submitted the paperwork to the IDNR for review and approval to take the Grade II water treatment exam. Once approved he will be taking this exam as soon as they assign him a slot and time to take the test.
- Jacob Hanks recently passed his Grade II water Distribution and Grade II Water Treatment Licenses as well. **Kudos to both AJ and Jake on these achievements.**
- The Hygienic lab was out last week and did their biannual inspection of our lab and procedures and we passed. This allows us to still do our own testing in house instead of shipping them out to another lab and having to pay someone else to do them.
- We do have to update some of our SOPs and QA book per the lab inspection which will not affect the labs passing status and certification. This will be updated in the next few days.
- Since the new lean-to has been built over the panel view for the UV process we put the UPS back in the UV controls box and so far it seems to be performing without overheating and shutting down. We will continue to monitor its performance.

- The original videos of the Kum and Go sewer that **was** installed by their contractor on the site showed some deficiencies and we had some concerns so we had them re-video it after it was cleaned and we also followed up with our own video to make sure we were comfortable with it before we gave it a passing grade. Seems to be good at this point but we will monitor it in the future just to make sure.
- The wastewater plant has been working very well. The win 911 had a problem and automatic systems fixed it free of charge. We were without our computer for 10 days, but everything is back to normal now.
- Water Plant treated 10,635,000 gallons of water for the month of December 2019.
- We pumped a maximum of 493,000 gallons of water per day in December and a minimum of 251,000 gallons per day.
- This computed out to an average of daily treated water of 343,000 gallons per day.
- **Water consumption was up about 3,000,000 gallons compared to last December.**
- The new chlorine injection pump that was installed recently has been laser aligned and put back into service. This is a critically tight fit with a very high psi for this pump and needs to be laser aligned so we don't have premature failures.
- Three bids have been received for the removal and installation of new media in the iron filters. Just waiting for V&K to review the pilot study and advise on which media to re-install before we proceed with the purchase of the media and installation.
- Yellowblue Bulb who we contracted with on the purchase and installation of the LED bulbs at the water and wastewater plants has submitted the rebate forms to Consumers Energy for review and approval. We expect the rebates to be forthcoming very soon.
- Will also be sending the Ground Storage inspection report to Forest for his review and recommendation. We already have bids for blasting and repainting. Depending on what is recommended for the expansion of the plant with the engineers study we are wanting to make sure that we figure out what needs to be done now and what we should hold off on until the study is completed and what the engineers recommendations will be.
- Meadowlane plat 3 is still in a holding pattern after the grading was completed a couple months ago. They expected to be back on site in November but due to the weather i am assuming they won't start the underground infrastructure until the freezing weather breaks and gives them a window to **proceed**.
- The contractor on the I35 and Highway 210 project has taking the last week and a half off but should be back on site by January 22nd to start installing more pipe. All the sanitary sewer on the east side of I35 has been installed and connected to the sewer on the Kum and Go site. We still need to install the sanitary on the west side from I35 to the manhole behind CMC to have all the sanitary completed. Currently installing water main on the east side with about a couple thousand feet to go before they can pick up and mobilize to the west side of the interstate to finish the water on that side. All the water has been installed on the Kum and Go site and the bore under Highway 210 for the water has been completed and connected to the Kum and Go water main. The sub-contractor is expected to start the bore for the water main under Interstate 35 starting on January 23rd.

- The Westview project has been on and off due to the weather and the developer's contractor. I believe they are only going to be working when the temperatures are in the upper 30's. They will notify us when they return to the site so we can do the proper inspections.
- Been working with the engineering team on the Westview lift station. We feel that we have a lift station that will be dependable with less maintenance and upkeep in the future due to the quality of the building and pumping system. This station will also have the arc protection that is needed for the operator when working on or checking the controls which is much safer than the older panels in the other stations that we hope to upgrade in the future.
- I have got the final amendment notification from FEMA that we have received the extra money for the North lift Station Mitigation project. We had passed a resolution two council meetings ago that was sent for FEMA for review and final approval. This increases the money amount to \$335,000.00 from \$235,000.00 that we had originally thought the project would have cost until we received the bids that were much higher than the engineers estimate. The only difference in the new amendment is that the percentage to the city increased from 15% to 20.8% and the federal share went from 75% to 69.2%. The adjustment will still save us between \$30,000 and \$40,000.00. Much better than around \$125,000.00 which we would have spent without the additional funds. The state will still share its original 10% of the total.
- There is also a new homeowner on the Southwest corner of Oak Blvd. and Prairie View Drive that is requesting a waiver for the installation of their sidewalk on the North side of their property to be done at a later date if ever needed as requested by the City. I have provided the waiver and a couple maps in the council packet for your review and will be able to explain the situation at Tuesday's meeting if any of you still have questions or concerns. I am good with what they are requesting but I told them that all waiver requests would have to be approved by the council.

Jeff

Utility Report

December	2019					
	Water Service:	Sewer Service:	Water Consumption (gallons):	Amount Billed (Water):	Sewer Consumption (gallons):	Amount Billed (Sewer):
Commercial	90	87	630,600	\$4,484.55	633,600	\$5,225.46
Schools	5	3	152,300	\$804.60	152,300	\$772.54
Rural	66	6	302,800	\$3,524.54	41,400	\$509.41
No Charge	20	14	1,264,200	\$0.00	1,135,400	\$0.00
Residential	1,620	1,604	4,763,037	\$50,048.55	4,708,837	\$61,361.41
Second Meter	133	0	1,400	\$805.45	0	\$0.00
Master Meters	12	0	299,500	\$0.00	N/A	\$0.00
Wells	2	0	10,421,000	\$0.00	N/A	\$0.00
TOTAL	1,948	1,714	17,834,837	\$59,667.69	6,671,537	\$67,868.82

	Water:	Sewer:	
Total Billed Consumption (gallons):	5,850,137	5,536,137	TOTAL
Total Billed:	\$59,667.69	\$67,868.82	\$127,536.51

December	2018					
	Water Service:	Sewer Service:	Water Consumption (gallons):	Amount Billed (Water):	Sewer Consumption (gallons):	Amount Billed (Sewer):
Commercial	87	85	596,400	\$4,111.34	619,000	\$5,048.79
Schools	4	3	205,200	\$981.74	205,200	\$988.14
Rural	67	6	322,100	\$3,556.35	28,500	\$415.39
No Charge	20	14	1,052,100	\$0.00	788,200	\$0.00
Residential	1,497	1,491	4,627,419	\$46,102.19	4,599,219	\$57,498.61
Second Meter	132	0	600	\$398.68	0	\$0.00
Master Meters	12	0	310,400	\$0.00	N/A	\$0.00
Wells	2	0	7,298,760	\$0.00	N/A	\$0.00
TOTAL	1,821	1,599	14,412,979	\$55,150.30	6,240,119	\$63,950.93

	Water:	Sewer:	
Total Billed Consumption (gallons):	5,751,719	5,451,919	TOTAL
Total Billed:	\$55,150.30	\$63,950.93	\$119,101.23

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



Story County Economic Development Group

Meeting Agenda

January 23, 2020

10:00 am

**Roland City Hall/Community Center
208 North Main Street - Roland, Iowa**

1. Welcome and Introductions
2. Approval of Agenda
3. Approval of Minutes from October 24, 2019
4. Old Business
5. New Business
 - a) Budget Discussion
 - b) Annual Strategic Planning
 - c) Discussion of Bylaws and Guidelines
 - d) Project Funds: Define Activities Qualifying as Community Betterment
 - e) Story County Marketing Video
 - f) Update on Housing Needs Assessment
6. Community and County Updates
7. Comments Regarding Non-Agenda Items
8. Dates to remember
 - a) Next Meeting – Thursday – April 23, 2020
Location – Interested host?
 - Annual Allocation Report Due to Leanne and Drew by April 1st
9. Adjournment

Story County strives to ensure that its programs and activities do not discriminate on the basis of race, color, national origin, sex, age or disability. Persons requiring assistance, auxiliary aids or services, or accommodation because of a disability may contact the county's ADA coordinator at (515)382-7204.

DRAFT



Story County Economic Development Group Meeting Minutes

October 24, 2019

Public Meeting Room – 2nd Floor, Story County Administration Building
Nevada, Iowa

ATTENDEES: Martin Herr, Greg Schlueter, Jody Meredith, John Hall, Craig D. Henry, Dustin Ingram, David Thom, Steven Gast, Doug Miller, Amy Kohlwes, Jay Wilson, Jacki Meimann, Gayle Springer, Sonia Arellano Dodd, Jennifer Davies, Leanne Harter

1. Welcome and Introductions – Chair Drew Kamp called the meeting to order.
2. Approval of Agenda
John Hall motioned, Craig Henry second. Passed unanimously.
3. Approval of Minutes from July 18, 2019
Hall motioned, Steven Gast second. Passed unanimously.
4. Old Business
None.
5. New Business

a. Livability Promotional Discussion

Drew Kamp discussed the upcoming Livability publication. The opportunity to purchase space in the publication is still open. Drew has materials and information if there are questions.

b. Fiscal Year 2021 Budget Discussion

As part of the adopted calendar and bylaws, the SCEDG and Board of Supervisors (BOS) are to meet annually to discuss the ongoing budget. The BOS allocation has increased over the past years, to the current level of \$110,000. Discussion among the group occurred as to whether that amount was adequate to meet the ongoing needs of communities and upcoming projects or whether an increase should be requested to the BOS. The discussion noted that amount was meeting current needs.

c. Review and Approval of FY2020 Project Funds Requests

Kamp reviewed the requests submitted. Communities present provided additional information and/or responded to questions from the group.

Cambridge – Request for \$2,500 for design costs for renovation of Opera House

David Thom reviewed the application. Jennifer Davies asked about ownership of the facility currently and in the future.

Collins – Request for \$2,500 for improvements to the community center and mural walk

Absent. Kamp reviewed the application with the group.

Colo – Request for \$2,000 for engineering costs for housing development

Amy Kohlwes noted the developer is interest in creating 33 lots. Gast asked if the City would own the land. Kohlwes responded that is likely and the sales prices would be form \$20,000 - \$25,000 each, however, all parties are still in discussions as to how to proceed.

Huxley – Request for \$2,500 for community promotion in Livability magazine

Craig Henry stated the opportunities for the use of the funds to promote southern Story County. Lauris Olson asked what message the city was hoping to share/call to action. Henry responded that it will provide opportunities to promote local businesses in the area looking to grown, lots for sale, allow business wanting to move to the community a way to reach potential employees, and give the message that we are in a good location and identify all we have to offer. Davies questioned how the magazine is delivered. Olson commented the price is high for the publication and suggested checking distribution. Dustin Ingram noted the digital marketing component (marketwatch.com). Olson asked if the ranking has to do with businesses and Ingram replied clarified that the ranking is very rigorous.

Roland – Request of \$2,500 for mulch for city parks

Jodi Meredith noted the total project costs will likely be \$8,000.

Zearing – Request for \$2,000 for radio upgrade for Zearing Fire and EMS services

Karin Davis said the amount requested was based on the initial costs from the vendor. Davies asked how many radios will be purchased. Davis responded that the total costs are approximately \$74,000 to cover 16 portable radios and 6 for vehicles.

Motion to approve project requests as discussed by Gast/Thom.

Discussion of the motion

Davies asked the BOS if requests for radios from other communities have been received. Linda Murken commented that the costs related to the StoryCom project remain a moving target at this point so the BOS is not in a position to know what funds may be available to provide financial assistance.

Kamp commented that if more projects had been requested that available funds, he would have concerns with the mulch request from Roland.

John Hall asked whether it would be better to wait until more information is known about the radios and wait until next year to decide such funding, setting aside monies from next year's project funds for that purpose. Murken questioned whether per capita funds could be used for radios. Kohlwes

commented communities are being required to commit by December 31 for the three years at 0% interest opportunity.

Olson commented that BOS may at any time ask the SCEDG to re-define economic development.

Vote: Motion approved with Henry abstaining.

Motion to re-allocate the remaining \$2,500 to base funds by Hall/Henry. MCU

d. Approval of Calendar Year 2020 Meeting Calendar

Motion to approve by Henry/Kohlwes. MCU

6. Community and County Updates

Slater: finished street projects; entering design phase of new library.

Kelley: no update.

AEDC (Drew): thank you for participating in the summit.

Story City: EBY close to completion; small expansion at American Packaging; new homes under construction.

Nevada: Burke expansion completion anticipated July 2020; Verbio well underway with their improvements; Main Street Iowa Program – application successful and community is now a Main Street community.

Zearing: very close to the bank building being finished; improvements to Praeri Rail Trail soon to start; clinic is doing great; “The Hill” purchased and now a restaurant and “pay at pump”.

Colo: Niland’s Café under new management; Wilson’s Auction nearly done; remodeling community center starting January 1

Roland: finishing sewer line project; pool project funding and work; new bridge construction.

SCC (Mike Cox): Praeri Rail Trail delayed with weather so completion anticipated in spring; HOINT is part of the Great American Rail Trail

Gilbert: final plats for new commercial and residential developments approved; lagoon project wrapping up; will be starting water plant project.

McCallsburg: finished water main project; new city clerk hired.

Cambridge: final IDNR approval for wastewater project; Opera House building abatement.

Huxley: acquired all easements for paving HOINT in town; 560th construction may be delayed because of weather; brewery scheduling open house in November; bakery open house in November; removing two old building on Main Street and renovating others; potentially 600+ new housing development lots; feasibility discussion of expanding the industrial park; city administrator retiring at end of year and new one beginning in December.

Maxwell: owner moving forward with development on northeast side and hopefully can be selling lots in spring; possible TIF district on south side of town around Dollar General and along some of Main Street to allow for façade improvements and downtown renovations; zoning ordinance refresh to make them more development-friendly.

Ames: MGMC received approval to sell bonds for improvements; Ames is currently updating the comprehensive plan; downtown parking study set to go before Council in November; potential development interest at the corner of I-35 and 13th; Prairieview Industrial site and installation of infrastructure next season; Grand Avenue extension making progress; Miracle League Field anticipated completion is third quarter of 2020.

Story County (Murken): Story County is accepting applications for various boards and commissions.

7. Comments Regarding Non-Agenda Items

None.

8. Dates to remember:



- a. Next Meeting: Thursday, January 23, 2020 at 10 am – Roland volunteered to host and agenda items will include the budget discussion and Annual Strategic Planning.

Adjournment motioned by Henry, second by Meredith. Passed unanimously.

SCEDG Financials - FY 2020

Community	Population	Base \$	Certification \$	Fiscal Year 2020 (Pool Funds)			Project Funds			Fiscal Year 2019 (Pool Funds)		
				Population \$	Total \$ FY20	Population \$ (0.8404198)	Total \$ FY20	Total \$ FY20	Total \$	Population \$	Total \$ FY19	Total \$ FY19
Ames	58,935	\$ 500.00	\$ 1,500.00	\$ 49,530.14	\$ 51,530.14	\$ 49,530.14	\$ 51,530.14	\$ -	\$ 51,530.14	\$ 49,511.65	\$ 51,511.65	\$ 51,511.65
Cambridge	827	\$ 500.00	\$ 1,500.00	\$ 695.03	\$ 2,695.03	\$ 695.03	\$ 2,695.03	\$ -	\$ 2,695.03	\$ 694.77	\$ 5,194.77	\$ 5,194.77
Collins	495	\$ 500.00	\$ 1,500.00	\$ 416.01	\$ 2,416.01	\$ 416.01	\$ 2,416.01	\$ -	\$ 2,416.01	\$ 415.85	\$ 4,915.85	\$ 4,915.85
Colo	876	\$ 500.00	\$ 1,500.00	\$ 736.21	\$ 2,736.21	\$ 736.21	\$ 2,736.21	\$ -	\$ 2,736.21	\$ 735.93	\$ 3,535.93	\$ 3,535.93
Gilbert	1,082	\$ 500.00	\$ 1,500.00	\$ 909.33	\$ 2,909.33	\$ 909.33	\$ 2,909.33	\$ -	\$ 2,909.33	\$ 908.99	\$ 2,908.99	\$ 2,908.99
Huxley	3,317	\$ 500.00	\$ 1,500.00	\$ 2,787.67	\$ 4,787.67	\$ 2,787.67	\$ 4,787.67	\$ -	\$ 4,787.67	\$ 2,786.63	\$ 7,286.63	\$ 7,286.63
Kelley	309	\$ 500.00	\$ 1,500.00	\$ 259.69	\$ 2,259.69	\$ 259.69	\$ 2,259.69	\$ -	\$ 2,259.69	\$ 259.59	\$ 2,259.59	\$ 2,259.59
Maxwell	920	\$ 500.00	\$ 1,500.00	\$ 773.19	\$ 2,773.19	\$ 773.19	\$ 2,773.19	\$ -	\$ 2,773.19	\$ 772.90	\$ 4,972.90	\$ 4,972.90
McCallsburg	333	\$ -	\$ -	\$ 279.86	\$ -	\$ 279.86	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nevada	6,798	\$ 500.00	\$ 1,500.00	\$ 5,713.17	\$ 7,713.17	\$ 5,713.17	\$ 7,713.17	\$ -	\$ 7,713.17	\$ 5,711.04	\$ 7,711.04	\$ 7,711.04
Roland	1,284	\$ 500.00	\$ 1,500.00	\$ 1,079.10	\$ 3,079.10	\$ 1,079.10	\$ 3,079.10	\$ -	\$ 3,079.10	\$ 1,078.70	\$ 5,078.70	\$ 5,078.70
Slater	1,489	\$ 500.00	\$ 1,500.00	\$ 1,251.39	\$ 3,251.39	\$ 1,251.39	\$ 3,251.39	\$ -	\$ 3,251.39	\$ 1,250.92	\$ 3,250.92	\$ 3,250.92
Story City	3,431	\$ 500.00	\$ 1,500.00	\$ 2,883.48	\$ 4,883.48	\$ 2,883.48	\$ 4,883.48	\$ -	\$ 4,883.48	\$ 2,882.40	\$ 7,382.40	\$ 7,382.40
Zearing	554	\$ 500.00	\$ 1,500.00	\$ 465.59	\$ 2,465.59	\$ 465.59	\$ 2,465.59	\$ -	\$ 2,465.59	\$ 465.42	\$ 3,965.42	\$ 3,965.42
Totals	80,650	\$ 6,500.00	\$ 19,500.00	\$ 67,775.86	\$ 93,500.00	\$ 67,775.86	\$ 93,500.00	\$ 16,500.00	\$ 110,000.00	\$ 67,474.79	\$ 109,974.79	\$ 109,974.79

Total population of 80,650 excludes Sheldahl

Available	\$110,000			 Approved by SCEDG	Date 7/18/19
Proposed Expended					
Base		\$	6,500.00		
Certification		\$	19,500.00		
Population	80,317	\$	67,500.00	 Approved by BOS	Date
			\$ 93,500.00		
Project Fund*			\$ 16,500.00		
Total			\$ 110,000.00		

* According to bylaws, maximum towards Project Funds is 15% of total contribution by the Board of Supervisors.

FY2020 SCEDG Project Fund Requests

<u>Community</u>	<u>Project</u>	<u>Request</u>	<u>Eligible Use</u>
Cambridge	Design costs for renovation of Opera House	\$2,500	C,G, H, J
Collins	Improvements to Community Center and Mural Walk	\$2,500	F, G, H
Colo	Engineering costs for housing development	\$2,000	C, G, J
Huxley	Community promotion in Livability magazine	\$2,500	A, B
Roland	Mulch for City Parks	\$2,500	G
Zearing	Radio upgrade for Zearing Fire and EMS Services	\$2,000	G
		\$14,000	

We agreed to evenly distribute the remaining \$2,500 to qualifying communities.

STORY COUNTY ECONOMIC DEVELOPMENT GROUP

2020 Annual Calendar



Month	Items
January <i>Meeting – January 23, 2020</i>	<ul style="list-style-type: none"> Budget discussion Annual strategic planning
February	
March	<ul style="list-style-type: none"> Story County Board of Supervisors Budget Public Hearing
April <i>Meeting – April 23, 2020</i>	<ul style="list-style-type: none"> Annual Allocation Report (from Eligible Communities) Due on or Before April 1st Auditor's Office releases funds – project funds and annual allocation funds
May	
June	<ul style="list-style-type: none"> Appointed Representative Form Due on or Before June 1st Annual Report Due to BOS on or Before June 15th
July <i>Meeting – July 23, 2020</i>	<ul style="list-style-type: none"> Annual Eligibility Form Due on or Before July 1st BOS Approval of Annual Report – July 14th Organization Meeting Election of Officers Annual Eligibility Determination Annual Allocation Amounts Determined
August	<ul style="list-style-type: none"> BOS Approval of Annual Allocation Amounts
September	<ul style="list-style-type: none"> Applications for County Funding Program Projects – Due on or Before September 30th
October <i>Meeting – October 22, 2020</i>	<ul style="list-style-type: none"> Approval of County Funding Program Projects Joint meeting with Board of Supervisors and Budget Discussion
November	<ul style="list-style-type: none"> Board of Supervisors Acts on County Funding Program Projects
December	

Regular meetings of the Story County Economic Development Group occur the 4th Thursday of the months of January, April, July, and October.



Submitted June 2019

[illegible]

- All communities except McCallsburg.

Fiscal Year 2019 Funds Awarded

For Fiscal Year 2019, the Story County Board of Supervisors budgeted \$110,000 in funding to the Story County Economic Development Group. These funds are distributed in two ways to eligible Story County communities:

1. Annual Allocation: Annually, all eligible Story County communities receive a base amount for attending meetings and being certified with the County, plus a per capita distribution of the funds allocated by the Story County Board of Supervisors.

2. Project Funds (formally known as "Pool" funds): Project Funds consist of a maximum of 15% of the total funds allocated annually to the SCEDG from the Board of Supervisors.

Each eligible community may only submit one application and application requests shall not exceed \$2,500 per request.

These funds can be used to assist eligible communities in Story County with the following initiatives:

- Community marketing and prospecting
- Development of promotional materials
- Consulting and planning services
- Speculative buildings
- Financial incentives
- Tourism attractions (which create a major impact on the entire county – events are not eligible)
- General community betterment activities
- Main Street projects which are part of a planned community project, including, but not limited to such things as streets aping, facilitators for planning, focus groups, and community-based restoration.
- Welcome signage and community entrance beautification
- Community driven housing promotion, including, but not limited to housings assessments, marketing of housing opportunities, and marketing for recruitment of potential developers
- Industrial park and commercial park preliminary studies
- Directional and local attraction signage.

Community	Ames	Cambridge	Collins	Colo	Gilbert	Huxley	Kelley	Maxwell	McCallisburg	Nevada	Roland	Slater	Story City	Zeeland	TOTALS
Population (2010)	58,965	827	495	875	1,082	3,317	309	920	333	6,798	1,284	1,489	3,431	554	80,999
Pool Funds	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$ -	\$500	\$500	\$500	\$500	\$500	\$6,500
Base	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$ -	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$19,500.00
Certification	\$49,536.85	\$694.77	\$415.85	\$735.93	\$908.99	\$2,786.63	\$259.59	\$772.90	\$ -	\$5,711.04	\$1,078.70	\$1,250.92	\$2,882.40	\$465.42	\$67,500.00
Total \$ FY19	\$51,536.85	\$2,694.77	\$2,415.85	\$2,735.93	\$2,908.99	\$4,786.63	\$2,259.59	\$2,772.90	\$ -	\$7,711.04	\$3,078.70	\$3,250.92	\$4,882.40	\$2,465.42	\$93,500.00
Project Funds	\$ -	\$2,500.00	\$2,500.00	\$800.00	\$ -	\$2,500.00	\$ -	\$2,200.00	\$ -	\$ -	\$2,000.00	\$ -	\$2,500.00	\$1,500.00	\$16,500.00
Total \$ FY19	\$51,536.85	\$5,194.77	\$4,915.85	\$3,535.93	\$2,908.99	\$7,286.63	\$2,259.59	\$4,972.90	\$ -	\$7,711.04	\$5,078.70	\$3,250.92	\$7,382.40	\$3,965.42	\$110,000.00

Projects (by Community)

Community	Project Description	Requested Amount	Awarded Amount
Cambridge	Asbestos abatement of old library and Legion Hall	\$3,000.00	\$2,500.00
Collins	Mural	\$3,000.00	\$2,500.00
Colo	Engineering fees for proposed development	\$800.00	\$800.00
Huxley	Update economic development video and fliers	\$2,900.00	\$2,500.00
Maxwell	Brochure development	\$1,500.00	\$2,200.00
Roland	Painting exposed brick	\$2,000.00	\$2,000.00
Story City	Repair and renovation of exterior of carousel pavillion	\$10,000.00	\$2,500.00
Zeeland	Permanent signage	\$1,500.00	\$1,500.00
Totals			\$16,500.00

Story County Economic Development Group – Agenda Summaries

Throughout Fiscal Year 2019, the Story County Economic Development Group received reports and presentations, and/or took action on, the following items:

- Presentation/Discussion by Lauris Olson – Housing Grant Pilot Proposal
- Presentation on Wastewater Alternative – Gross-Wen Technologies
- Housing Needs Assessment Discussion
- Calendar Year 2019 Adopted
- Economic Development Summit
- Amendments to Bylaws
- Presentation on the Story County Housing Trust – Amber Corrieri

Upcoming Items (Fiscal Year 2020)

- July 2, 2019 – Board of Supervisors Approval of Annual Report
- July 18, 2019 – SCEDG Meeting – Election of Officers
- September 20, 2019 – Economic Development Summit
- September 30, 2019 – Applications for County Funding Program Projects Due
- October 24, 2019 – Joint meeting with the Board of Supervisors

Submitted to the Board of Supervisors by Drew Kamp, Chairperson, Story County Economic Development Group



Drew Kamp

Date: Friday, June 14, 2019



Return to:
Leanne H. @
Board of Supervisors

DO NOT WRITE IN THE SPACE ABOVE, RESERVED FOR RECORDER
Prepared by Leanne Harter, AICP, CFM, County Outreach and Special Projects Manager, 900 6th Street, Nevada, Iowa
50201 515-382-7247

**BYLAWS OF THE
STORY COUNTY ECONOMIC DEVELOPMENT GROUP**

ARTICLE 1: NAME AND PURPOSE

Section 1.01. Name. The name of the organization is the Story County Economic Development Group, herein after referred to as the "SCEDG."

Section 1.02. Purpose. The purpose of the SCEDG is to encourage economic development in Story County through joint efforts of Story County and the incorporated areas of Story County.

1. Secure Story County (herein after referred to as "County") funding and to oversee the distribution of County funds annually budgeted by the Story County Board of Supervisors (herein after referred to as the "Board of Supervisors").
2. Develop proposals for County funding of economic development initiatives and recommend funding to the Board of Supervisors.
3. Establish guidelines to administer the SCEDG County Funding Program (herein after referred to as "Program"). A copy of the Program Guidelines shall be attached to these bylaws, and by this reference, is made a part of these bylaws. The following initiatives are areas in which members of the SCEDG may use the Program, if deemed eligible:
 - a. Economic development staff and administration
 - b. Community marketing and prospecting
 - c. Development of promotional materials
 - d. Consulting and planning services
 - e. Speculative buildings
 - f. Tourism attractions (which create a major impact on the entire county)
 - g. Commercial development
 - h. General Community betterment activities (excluding general infrastructure)
 - i. Main Street projects which are part of a planned community project, including, but not limited to, such things as streetscaping, facilitators for planning, focus groups, and community-based restoration.

- j. Welcome Signage and Community Beautification
- k. Community-driven housing promotion, including, but not limited to housing assessments, marketing of housing opportunities, and marketing for recruitment of potential developers.
- l. Industrial and commercial park preliminary studies.
- m. Directional and local attraction signage.

Section 1.03. Membership. Every Community located in Story County, Iowa, is eligible for membership provided each has executed an Appointed Representative Form which is attached to these bylaws, and by this reference, is made a part of these bylaws (herein after referred to as the "Form") and submitted said Form annually to the Board of Supervisors on or before ~~January~~ June 1st of the fiscal year in which they wish to participate. The appointed representative, or alternate(s), from each community may be from city staff or council, an economic development group, or a volunteer for said community; may not be a representative of the County in any manner; and may only represent one community from within Story County. The appointed representative and all alternates from each community may attend any and all meetings; however, each community will only have 1 voting representative. A representative of both the Story County Conservation Board and Story County Planning and Zoning Commission may serve as a non-voting ex-officio member.

Section 1.04. Fiscal Year. The fiscal year under which the SCEDG operates is from July 1st to June 30th.

ARTICLE 2: OFFICES

Section 2.01. Principal Office. The principal office of the SCEDG shall be as follows: Story County Economic Development Group, Story County Administration, 900 6th Street, Nevada, Iowa 50201. The mailing office for the SCEDG may change within Story County as may be necessary based on the Chairperson of the SCEDG.

Section 2.02. Website. The official website for the SCEDG shall be part of the Story County website, registered as www.storycountyiowa.gov.

ARTICLE 3: OFFICERS

Section 3.01. Officers. The officers of the organization shall be a Chairperson and a Vice-Chairperson and shall be known as the Executive Board of the SCEDG. The same person shall not hold more than one office concurrently.

Section 3.02. Election and Term of Office. The officers of the SCEDG shall be elected on even calendar years by the membership at the first regular meeting of that fiscal year. Each officer shall serve a two (2) year term, from July 1st through June 30th. Each officer shall hold office until his or her successor is elected.

Section 3.03. Duties and Authority of Officers. Each officer has the authority and shall perform the duties set forth in the bylaws.

Section 3.04. Officer's Authority to Execute Documents. Instruments in writing shall be authorized by the membership for signature by the Chairperson, Vice Chairperson, or other member so authorized to sign documents.

Section 3.05 Chairperson. The Chairperson must be a voting representative from the member organization, shall set the agenda and preside at all meetings of the SCEDG. Except as authorized by the SCEDG, the Chairperson shall sign all instruments on behalf of the SCEDG. At each meeting, the Chairperson shall submit information related to the business affairs and policies of the SCEDG.

Section 3.06. Vice-Chairperson. The Vice Chairperson must be a voting representative from the member organization and shall perform the duties of the Chairperson in the absence or incapacity of the Chairperson. In the case of resignations or death, the Vice Chairperson shall perform such duties as are imposed on the Chairperson until such time that the SCEDG shall elect a new Chairperson.

Section 3.07. Failure to Perform Duties. If an officer is unable or unwilling to perform his or her duties as outlined in this Article, the membership will hold a special meeting to elect a replacement officer.

ARTICLE 4: MEETINGS

Section 4.01 Public Meetings. The meetings of the SCEDG shall be public meetings and meet requirements of Chapter 21 of the Code of Iowa, as amended.

Section 4.02. Regular Meetings. The SCEDG shall generally meet quarterly at such time and place as may be designated by the Chair, and said meeting shall be known as a regular meeting of the SCEDG.

Section 4.03. Special Meetings. Special meetings of the SCEDG may be call by or at the request of the Chair.

Section 4.04. Notice of Meetings. Public notice will be given of the time, date, and place of the meeting and its tentative agenda. Reasonable notice of the meeting will be given to the media and posted on the official bulletin board at the County Administration Building in Nevada, Iowa. All documents will be available to the public in compliance with the Iowa Public Records Law outlined in Chapter 22 of the

Code of Iowa, as amended, in accordance with the adopted Story County Open Records Policy and Procedure, adopted by reference in these bylaws. This shall be accomplished by submitting all minutes and supporting documentation to the Story County Board of Supervisors for approval.

Section 4.05. Quorum. A majority of the membership of the SCEDG shall constitute a quorum for the transaction of business; but if less than a majority are present at the meeting, a majority of the membership present may adjourn the meeting without any further notice.

Section 4.06. Minutes of the Meetings. Minutes of the meeting shall be taken by a Story County Administrative staff member which shall be appointed by the County Board of Supervisors. Said staff member shall post the agendas; ensure all notices are provided in accordance with the provisions of these bylaws or as required by law; prepare the minutes of each SCEDG meeting, verify their correctness, and file them with the County Board of Supervisors for their approval.

ARTICLE 5: VOTING AND RULES OF ORDER

Section 5.01. Voting. The voting on all financial matters coming before the SCEDG shall by roll call vote, and the ayes and nays shall be entered upon the minutes of such meeting. The voting / election of officers shall be by ballot. All other matters shall be by voice vote. No proxy voting shall be allowed.

Section 5.02. Procedures. All procedures in all meetings of the SCEDG shall be conducted according to the latest edition of Robert's Rule of Order, except where such rules are in conflict of the SCEDG's bylaws or its rules, regulation, or policies. On questions of parliamentary procedure not covered in these bylaws, a ruling by the Chairperson shall prevail.

5.03. Presumption of Assent. A member who is present at a meeting of the SCEDG at which action on any matter is taken shall be presumed to have assented to the action taken unless dissent is entered in the minutes of the meeting or unless a written dissent to the action is filed with the person keeping minutes of the meeting before the adjournment of the meeting or forwards a dissent promptly after the adjournment of the meeting.

ARTICLE 6: CONFLICT OF INTEREST

Section 6.01. Conflict of Interest. Whenever a member has a financial or personal interest in any matter coming before the SCEDG, the SCEDG shall ensure that:

1. The interest of such member is fully disclosed to the SCEDG.
2. No interested member may vote or lobby on the matter or be counted in determining the existence of a quorum at the meeting of the SCEDG at which such matter is voted upon.
3. Any transaction in which a member has a financial or personal interest shall be duly approved by members of the SCEDG not so interested or connected as being in the best interests of the organization.
4. Payments to the interested member shall be reasonable and shall not exceed fair market value.
5. The minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.

ARTICLE 7: COMPENSATION

Section 7.01 Compensation. Members of the SCEDG shall not receive any stated salaries or compensation from the SCEDG for his or her services.

ARTICLE 8: COMMITTEES AND STAFF ASSISTANCE

Section 8.01 Committees. The SCEDG may designate committees with duties assigned by the SCEDG. Membership of such committee(s) shall be comprised of members of the SCEDG.

Section 8.02 Staff Assistance. The County may provide staff assistance to provide technical assistance to the SCEDG.

ARTICLE 9: AMENDMENT PROCEDURES

Section 9.01. Amending Bylaws. The bylaws may be amended by a majority vote of the members of the SCEDG at any regular or special meeting provided the proposed amendment has been submitted to the Executive Board and its recommendation presented to the members in writing. As amendments to these bylaws are adopted, the bylaws shall be revised to reflect that amendment and the date the bylaws were amended. Revised bylaws shall be submitted to the County within sixty (60) days from their passage and effective date.

Section 9.02. Amending County Funding Program. The Program may be changed, from time to time as conditions warrant and for the good of the organization, separate from the amendments made to these


bylaws. Amendments to the Program shall first be considered by the SCEDG subject to the approval of a majority vote of the membership who, in turn shall recommend ~~action~~ action to the Board of Supervisors. The Board of Supervisors shall consider the amendments at a regularly-scheduled meeting. The decision of the Board of Supervisors will be communicated in writing to the SCEDG within thirty (30) days from the date of consideration. Any approved amendments shall be documented in writing by the Chairperson of the Board of Supervisors, signed and dated, and attached to the bylaws by the appointed County staff. Original documents shall be kept on file in the office of the Story County Auditor's Office.

KNOW ALL PEOPLE BY THESE PRESENTS: That the undersigned Chairperson of the Story County Economic Development Group does hereby certify that the foregoing bylaws were recommended for adoption by the members of the SCEDG to the Story County Board of Supervisors, as bylaws of said organization, at a meeting of its members held on this 26th day of October, 2016, amended on the 25th day of October, 2018.


Chairperson, SCEDG

11/6/2018
Date

APPROVED BY THE STORY COUNTY BOARD OF SUPERVISORS THIS 1st day of November, 2016, at NEVADA, STORY COUNTY, IOWA, AND AMENDMENTS APPROVED ON THE 6TH DAY OF NOVEMBER, 2018.


Chairperson, Board of Supervisors

11/6/18
Date



Project Funds (formally known as “Pool” funds): Project Funds consist of a maximum of 15% of the total funds allocated annually to the SCEDG from the Board of Supervisors. These funds can be used to assist eligible communities in Story County with the following initiatives:

- a. Community marketing and prospecting
- b. Development of promotional materials
- c. Consulting and planning services
- d. Speculative buildings
- e. Financial incentives
- f. Tourism attractions (which create a major impact on the entire county – events are not eligible)
- g. General community betterment activities
- h. Main Street projects which are part of a planned community project, including, but not limited to such things as streets aping, facilitators for planning, focus groups, and community-based restoration.
- i. Welcome signage and community entrance beautification
- j. Community driven housing promotion, including, but not limited to housings assessments, marketing of housing opportunities, and marketing for recruitment of potential developers
- k. Industrial park and commercial park preliminary studies
- l. Directional and local attraction signage.