



HUXLEY

— HEART OF THE PRAIRIE —

CITY COUNCIL MEETING NOTICE

HUXLEY CITY HALL – COUNCIL CHAMBERS – 515 N. MAIN AVENUE
TUESDAY JUNE 9, 2020 6:00 P.M.

AGENDA

1. ROLL CALL
2. APPROVE AGENDA AS PRESENTED AND/OR AMENDED
3. PRESENTATION/RECOGNITION
4. PUBLIC COMMENT (5 MINUTE TIME LIMIT FOR ITEMS NOT ON THIS AGENDA)
5. PUBLIC HEARINGS
 - a. FY 19/20 Budget Amendment
 - i. Approve Resolution No, 20-055 Approving the FY20 Budget Amendments
6. **CONSENT AGENDA** – *These are routine business items and will be acted upon by one Roll Call Vote without separate discussion unless a Councilmember or citizen requests an item to be removed or considered separately.*
 - a. Approve Minutes from May 26, 2020 Regular City Council Meeting
 - b. Approve Payment of Bills
 - c. Approve Alcohol Permit for Casey's
 - d. Approve Cigarette Permit for Kum N Go
 - e. Approve Resolution No. 20-056 Pay Application No.3 Water Main and Street Improvements Project
 - f. Approve Resolution No. 20-057 Lot 21 Ashwood Estates Sidewalk Installation Deferral
7. BUSINESS ITEMS
8. ADJOURNMENT
9. **WORKSESSION** - Economic Development Financial Incentive Program Policies and Parameters

UPCOMING WORK SESSION TOPICS

Building and Zoning Regulations/Policies and Fee Structure (proposing June 23)

FY 20/21 CIP (proposing July 28)

Main Street Revitalization

Comprehensive Plan Follow Up

Follow Up on Water Service System Study

Follow Up on Low-Moderate Income Fund uses

Other items of interest to City Council from working list

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

Resolution No. 20-055 Approving the FY2- Budget Amendments

RESOLUTION NO. 20-055

Resolution Approving Amending the Fiscal Year 2020 Annual Budget

Whereas, the Iowa Legislature adopted legislation that mandates that a city shall prepare and adopt a budget and shall certify taxes; and

Whereas, the Iowa Legislature requires each city to conduct a public hearing on the amending budget prior to adoption; and

Whereas, the City Clerk has published the budget amendments and notice of hearing no less than 10 days and no more than 20 days prior to the date of the hearing; and,

Whereas, the Huxley City Council conducted said hearing on June 9, 2020 and,

Now, therefore, be it resolved by the City Council of Huxley, Iowa that the Huxley City Council approves the amendments to the FY 2020 budget as attached and directs the City Clerk to submit said budget amendments and all required prepared work to the appropriate agencies.

Roll Call

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

Passed and Approved this 9th day of June 2020

APPROVAL BY MAYOR

I hereby approve the foregoing Resolution No. 20-055 by affixing below my official signature as Mayor of the City of Huxley, Iowa this 9th day of June 2020.

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

NOTICE OF PUBLIC HEARING
AMENDMENT OF FY2019-2020 CITY BUDGET

The City Council of Huxley in STORY County, Iowa
 will meet at City Hall
 at 6:00 pm on 6/9/2020
(hour) (Date)

,for the purpose of amending the current budget of the city for the fiscal year ending June 30, 2020
(year)
 by changing estimates of revenue and expenditure appropriations in the following functions for the reasons given.
 Additional detail is available at the city clerk's office showing revenues and expenditures by fund type and by activity.

		Total Budget as certified or last amended	Current Amendment	Total Budget after Current Amendment
Revenues & Other Financing Sources				
Taxes Levied on Property	1	1,372,332		1,372,332
Less: Uncollected Property Taxes-Levy Year	2	0		0
Net Current Property Taxes	3	1,372,332	0	1,372,332
Delinquent Property Taxes	4	0		0
TIF Revenues	5	2,489,537		2,489,537
Other City Taxes	6	555,146		555,146
Licenses & Permits	7	116,300		116,300
Use of Money and Property	8	25,500	91,635	117,135
Intergovernmental	9	675,775	133,185	808,960
Charges for Services	10	2,265,107		2,265,107
Special Assessments	11	1,000		1,000
Miscellaneous	12	1,906,672	1,419,918	3,326,590
Other Financing Sources	13	0		0
Transfers In	14	1,870,737		1,870,737
Total Revenues and Other Sources	15	11,278,106	1,644,738	12,922,844
Expenditures & Other Financing Uses				
Public Safety	16	869,575	185,464	1,055,039
Public Works	17	486,819	750,405	1,237,224
Health and Social Services	18	15,250		15,250
Culture and Recreation	19	564,116	125,945	690,061
Community and Economic Development	20	1,166,029	77,680	1,243,709
General Government	21	440,162	163,525	603,687
Debt Service	22	2,298,818	260,665	2,559,483
Capital Projects	23	831,172	1,474,134	2,305,306
Total Government Activities Expenditures	24	6,671,941	3,037,818	9,709,759
Business Type / Enterprises	25	2,634,255	340,399	2,974,654
Total Gov Activities & Business Expenditures	26	9,306,196	3,378,217	12,684,413
Transfers Out	27	1,870,737		1,870,737
Total Expenditures/Transfers Out	28	11,176,933	3,378,217	14,555,150
Excess Revenues & Other Sources Over				
(Under) Expenditures/Transfers Out Fiscal Year	29	101,173	-1,733,479	-1,632,306
Beginning Fund Balance July 1	30	5,018,973		5,018,973
Ending Fund Balance June 30	31	5,120,146	-1,733,479	3,386,667

Explanation of increases or decreases in revenue estimates, appropriations, or available cash:

Revenue: Kum N Go bond & escrow, property sales, North Lift Station federal and state reimbursements
 Expenses: emergency equipment, pagers, portable/mobile radios, snow plow, street repairs, sidewalks, park improvements, city administrator search, soffitt repairs, janitor, bond counsel fees, projector, pay out for retired city administrator, Westview traffic study, WWTP roof repairs, generator replacements, utility truck, Vactor, iron filter replacement, Water Study, bond refinance

There will be no increase in tax levies to be paid in the current fiscal year named above related to the proposed budget amendment. Any increase in expenditures set out above will be met from the increased non-property tax revenues and cash balances not budgeted or considered in this current budget.

Jolene R. Lettow

City Clerk/ Finance Officer Name

Consent Agenda

Minutes from May 26, 2020 Regular City Council meeting

Payment of Bills

Beer Permit for Casey's South

Cigarette Permit for Kum N Go

Resolution No. 20-056 Pay Application No. 3 for
Water Main and Streets Improvement Project

Resolution No. 20-057 for Lot 21 Ashwood Estates Sidewalk Deferral

Huxley City Council Minutes

Tuesday, May 26, 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 public Zoom videoconference 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.

ROLL CALL: Peterson, Easter, Kuhn, Roberts; absent - Mulder

AGENDA APPROVAL: Motion – Easter, second – Peterson to approve agenda as presented. Roll Call: Roberts, Kuhn, Easter, Peterson voted yes. Motion carried.

CITY STAFF PRESENT: Rita Conner – City Administrator, Jolene Lettow – City Clerk, Cathy Van Maanen – Library Director, Heather Denger – Parks and Rec Director, Jeff Peterson – Public Works Director, Todd Moomaw – Fire Chief, Nathan Albaugh – Police Sergeant

CONSULTANTS PRESENT: Forrest Aldrich & John Micka – City Engineers/Veenstra & Kimm, Inc., Matt O’Hollearn – City Attorney/Brick Gentry

GUEST PRESENT: David Jensen

PRESENTATION: Eagle Scout, Adam Fellmeyer, presented council with a U.S. Flag Depository (wooden box) that he had made. The depository will be placed in the Police Department.

MOTION by Peterson, second by Easter to approve Resolution No. 20-042 to Adopt the FY20-21 Budget. Roll Call: Easter, Peterson, Kuhn, Roberts voted yes; Mulder voted no. Motion carried.

CONSENT AGENDA:

MOTION by Roberts, seconded by Kuhn to approve agenda items listed below:

- a. Approve Minutes from May 12, 2020 Regular City Council Meeting
- b. Approve Payment of Bills
- c. Approve Liquor License for Victor’s Restaurant
- d. Approve Resolution No. 20-046 to Set Hearing for FY 19/20 Budget Amendment for June 9, 2020
- e. Approve Resolution No. 20-047 Fausch Family Agricultural Subdivision (Story Co. 2-mile review)
- f. Approve Resolution No. 20-048 authorizing and approving a certain Loan Agreement, providing for the issuance of \$2,250,000 General Obligation Corporate Purpose Bonds, Series 2020A, and providing for the levy of taxes to pay the same
- g. Approve Items Related to the Main Avenue Storm Sewer Underground Repair Project
 - i. Resolution No. 20-049 Pay Estimate No. #3 (Final)
 - ii. Resolution No. 20-050 Certificate of Completion and Acceptance of the Project
- h. Approve Items Related to the North Lift Station Flood Control and Mitigation Project
 - i. Resolution No. 20-051 Change Order #2
 - ii. Resolution No. 20-052 Payment Estimate No. #6 (Final)
 - iii. Resolution No. 20-053 Certificate of Completion and Acceptance of the Project

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

Claims:

AFLAC	AFLAC	4.00
BAKER & TAYLOR ENTERTAINME	BOOKS	506.95
BOUND TREE MEDICAL	AMBULANCE SUPPLIES	296.10
BUD'S AUTO REPAIR INC	VEHICLE MAINTENANCE-PD	57.89
CARDMEMBER SERVICE	SEE ATTACHED	3,550.96
CASEYS BUSINESS MASTERCARD	GASOLINE	141.03
CHICKEN SHED PRIMITIVES	MEMORIAL FLOWERS	58.84
COMPASS MINERALS AMERICA	COARSE ROCK SALT	3,624.50
COMPUTER RESOURCE SPECIALI	INSTALL NEW COMPUTERS, ETC	2,420.00

CONSUMERS ENERGY
 DELTA DENTAL PLAN OF IOWA
 DOLLAR GENERAL-REGIONS 410
 EBS
 EDWARD JONES
 FIDELITY SECURITY LIFE
 GALLS, LLC- DBA CARPENTER
 HAANCARPENTRY
 HACH COMPANY
 HAWKINS, INC.
 HOKEL MACHINE SUPPLY
 HOWE'S WELDING/METAL FAB
 HUXLEY COMMUNICATIONS COOP
 I & S GROUP, INC.
 INTERNAL REVENUE SERVICE
 IOWA DEPARTMENT OF NATURAL
 IOWA ONE CALL
 IPERS
 J & K CONTRACTING
 JAX MERCANTILE
 JEREMY J. ARENDS
 KEMPKER'S TRUE VALUE AND R
 KEYSTONE LABORATORIES
 KURRENT ELECTRIC
 LINCOLN FINANCIAL GROUP
 MANATTS
 MASS MUTUAL RETIREMENT SER
 MENARDS - AMES
 NICS EDUCATION
 MIDWEST ALARM SERVICES
 MUNICIPAL SUPPLY
 NEW CENTURY FS INC
 NICKOLAY CONSULTING, LLC
 OXEN TECHNOLOGY
 POSTMASTER
 PREMIER
 PRO-VISION, INC.
 SAFE BUILDING COMPLIANCE &
 SIDNEY CRANNELL
 SYNCB/AMAZON
 TASC
 TREASURER, STATE OF IOWA
 U.S. BANK EQUIPMENT FINANC
 UNITED STATES TREASURY
 VERIZON WIRELESS
 WINDSTREAM IOWA COMMUNICAT

ELECTRIC	9,485.85
DENTAL INSURANCE	1,402.84
RETURN	27.19
MEDICAL INSURANCE	15,532.95
IRA	250.00
VISION INS	294.30
RETURN	525.98
SHELVING & CART REFURBISH	345.00
WATER & WASTEWATER CHEMICALS	922.12
WATER TREATMENT CHEMICALS	2,494.98
OXYGEN TANK, WHEELS, DISCS	218.36
TUBE, WALL CUTTING	73.11
PHONE, CABLE, INTERNET	1,415.47
WATER MAIN & STREET IMPROVEME	1,959.26
FED WITHOLDING TAX	11,304.38
IOWA DEPARTMENT OF NATURAL RES	175.00
EMAIL LOCATES	99.00
IPERS	14,995.56
NORTH PUMP FLOOD CONTROL PROJE	84,315.26
AMMO	362.50
APRIL TREASURER'S REPORT	80.00
SEE ATTACHED	628.17
MONTHLY WATER SAMPLING	62.55
ELECTRICAL WORK IN CITY HALL	713.86
DISABILITY INSURANCE	1,185.85
WATER MAIN & STREET IMPROVEMEN	25,014.97
DEFERRED COMPENSATION	250.00
LIGHT BULBS, TOOLS	128.16
UPDATE CLASSES FOR EMS	250.00
SERVICE CALL	967.50
TRACER BOX & VALVE TOP BOX	116.00
UNLEADED FUEL	1,085.22
MONTHLY IT & SUPPORT	400.00
REMOTE LABOR	30.00
POSTMASTER	427.79
COPIER CONTRACT	6.10
BODY CAMS AND CHARGING STATION	4,285.00
BUILDING INSPECTIONS	3,257.59
BAM BAM REFUND	27.00
BOOKS, DVDS, & OFFICE SUPPLIES	244.06
FLEX BENEFIT PLANS	597.89
STATE WITHHOLDING	3,754.00
PRINTER LEASE	101.68
PATIENT-CTR OUTCOMES RESEARCH	41.65
CITY CELL PHONES	446.27
DISPATCH PHONE	79.03

Fund Expenses

001	GENERAL FUND	34,869.67
002	LIBRARY	5,057.26
003	RECREATION	4,109.28
004	FIRE AND RESCUE	578.24
014	AMBULANCE	1,530.18
110	STREET	7,715.42
125	TIF	191.55 cr
340	Trail Paving	175.00
342	HMGP Generator	84,315.26
344	STREET/WATER RAPAIRS	26,974.23
600	WATER UTILITY	21,082.28
610	SEWER UTILITY	14,824.45
	PAYROLL	51,117.97
	GRAND TOTAL	\$252,157.69

BUSINESS ITEMS:

Motion by Roberts, second by Kuhn to TABLE Resolution No. 20-054 for Preliminary Terms of an Urbanized Development Agreement with Ballard Plaza, LLC. Council asked purpose for agreement. Plaza owner, David Jensen, explained the funds would be used to refurbish the Plaza – keeping the commercial property vital. Council decided that further work needed to be completed to build a template for future commercial development agreements. Council to discuss further at June 23rd meeting. Roll Call to Table Resolution: Roberts, Peterson, Kuhn, Easter voted yes. Motion carried.

ADJOURNMENT: Motion – Kuhn, Second - Roberts to adjourn meeting at 7:12pm. 4 ayes, 0 nays. Motion carried.

WORK SESSION – Master Plan for Trails and Sidewalks. Veenstra & Kimm engineers, Forrest Aldrich and John Micka, presented council with a Master Plan schematic which diagramed new trails and sidewalks in community. It was explained that city would be divided into 4 quadrants with concept to phase in the project over many years.

ADJOURNMENT: Motion by Kuhn, second by Peterson to adjourn meeting at 8:04pm.

Attest:

Kevin Deaton, Mayor

Jolene R. Lettow, City Clerk

6-4-20 Council Claims

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	ALL STAR AUTO GLASS	BACK WINDOW FOR '12 F250	\$ 330.63
3	ALLIANT ENERGY	GAS AND ELECTRIC	\$ 9,452.90
4	ARNOLD MOTOR SUPPLY	OIL AND FILTER	\$ 39.67
5	BELLA HOMES	BUILDING PERMIT DEPOSIT REFUNDS	\$ 3,500.00
6	BLUE VALLEY PUBLIC SAFETY,	SIREN REPAIR	\$ 750.87
7	BRICK GENTRY P.C.	LEGAL FEES	\$ 2,262.50
8	C & K HEATING	3C'S BUILDING - APPLICATION #2	\$ 48,515.00
9	CENTRAL STATES BANK	DEVELOPERS AGREEMENT	\$ 13,796.90
10	CHITTY GARBAGE SERVICE INC	FIRE DEPT TRASH PICKUP	\$ 25.68
11	CINTAS CORPORATION	MEDICAL KIT	\$ 122.80
12	COCKERHAM CONCRETE	RAILWAY & MEMORIAL PARK SIDEWA	\$ 9,090.00
13	COLE WHITE	IPAD CASE & SCREEN PROTEC REIMBURSE	\$ 241.19
14	COMPASS BUSINESS SOLUTIONS	ACCOUNTS PAYABLE CHECKS	\$ 361.67
15	COMPASS MINERALS AMERICA	COARSE ROCK SALT	\$ 3,605.39
16	CONFERENCE TECHNOLOGIES, I	COUNCIL ROOM UPDATE	\$ 3,888.56
17	DICKSON & LUANN JENSEN	DEVELOPERS AGREEMENT	\$ 179,356.45
18	FAREWAY STORES, INC.	DEVELOPERS AGREEMENT	\$ 1,812.91
19	FELD FIRE	FOAM	\$ 633.46
20	GATEHOUSE-DB IOWA HOLDINGS	LEGAL PUBLICATIONS	\$ 591.83
21	HENDERSON PRODUCTS, INC.	PLOW FOR '07 DUMP TRUCK	\$ 8,059.00
22	HUXLEY COMMUNICATIONS COOP	PHONE, INTERNET, CABLE	\$ 1,415.47
23	INNOVATIONAL WATER SOLUTIONS	GEO-THERMO WORK	\$ 240.00
24	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 11,549.37
25	INTERSTATE BATTERIES	BATTERIES FOR SCBAS	\$ 22.70
26	IOWA DOT	SANITIZER	\$ 61.04
27	IOWA IRRIGATION	DEVELOPERS AGREEMENT	\$ 1,321.28
28	JOSIAH KALLIO	BASKETBALL TEAM REGIST. REFUND	\$ 325.00
29	KEMPKER'S TRUE VALUE	SUPPLIES	\$ 209.93
30	KEYSTONE LABORATORIES	APRIL LABS	\$ 161.20
31	LOWE'S	DISINFECTANT WIPES	\$ 18.96
32	MARCO, INC.	PD PRINTER CONTRACT	\$ 189.05
33	MARTIN MARIETTA MATERIALS	ROAD STONE FOR SIDEWALK PROJEC	\$ 1,107.07
34	MARY GREELEY MEDICAL CENTE	TIER	\$ 200.00
35	MEADOW LANE INVESTMENTS, L	DEVELOPERS AGREEMENT	\$ 18,283.48
36	MENARDS - AMES	FLOORING FOR CARDIO AREA	\$ 1,708.46
37	METERING & TECHNOLOGY SOLU	6" LOW LEAD PLATE STRAINER	\$ 1,279.02
38	MISCELLANEOUS VENDOR	UTILITY DEPOSIT REFUNDS	\$ 903.62
39	MR. STORAGE, LLC	DEVELOPERS AGREEMENT	\$ 10,781.46
40	MUNICIPAL MANAGEMENT CORP.	SUB SURFACE LEAK DETECTION EQU	\$ 3,400.00
41	NOVANA BROWN	REIMBURSE FOR OFFICE SUPPLIES	\$ 22.44
42	OFFICE OF AUDITOR OF STATE	AUDIT FILING FEE	\$ 425.00
43	ON TRACK CONSTRUCTION	MAIN AVE STORM SEWER	\$ 7,125.00
44	OTIS ELEVATOR COMPANY	SERVICE CONTRACT 6/1-8/31/20	\$ 225.30
45	OXEN TECHNOLOGY	OFFICE 365 & EXCHANGE ONLINE	\$ 232.50
46	PCC AN AMBULANCE BILLING S	APRIL AMBULANCE BILLING	\$ 272.19

6-4-20 Council Claims

	A	B	C
47	SAFE BUILDING COMPLIANCE &	BUILDING INSPECTIONS	\$ 5,104.26
48	SAGE HOMES, INC.	BUILDING PERMIT DEPOSIT REFUND	\$ 1,000.00
49	SOUTH STORY BANK & TRUST	DEVELOPERS AGREEMENT	\$ 23,779.49
50	SPRINGER PROFESSIONAL HOME	PEST CONTROL	\$ 84.00
51	STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	\$ 201.43
52	STAPLES CREDIT PLAN	OFFICE SUPPLIES	\$ 58.49
53	TASC	FLEX BENEFIT PLANS	\$ 597.89
54	TASC - CLIENT INVOICES	JULY FLEX ADMIN FEES	\$ 69.82
55	U.S. CELLULAR	FIRE/AMBULANCE CELL PHONES	\$ 481.77
56	VAN-WALL EQUIPMENT INC.	SPARK PLUG, FILTER KIT, SPOOL,	\$ 275.19
57	VANDER HAAG'S INC.	AIR LEAK REPAIR	\$ 219.89
58	VEENSTRA & KIMM, INC.	ENGINEERING FEES	\$ 44,592.75
59	VERIZON WIRELESS	CITY CELL PHONES	\$ 162.57
60	VESSCO INC.	IRON FILTER MEDIA	\$ 31,374.48
61	VISIONBANK	DEVELOPERS AGREEMENT	\$ 4,906.60
62	Payroll Expense		\$ 52,314.08
63	GRAND TOTAL		\$ 513,139.66
64			
65		FUND TOTALS	
66	001 GENERAL FUND	\$ 106,559.69	
67	002 LIBRARY	\$ 2,124.12	
68	003 RECREATION	\$ 2,424.38	
69	004 FIRE AND RESCUE	\$ 1,832.39	
70	014 AMBULANCE	\$ 1,010.24	
71	110 ROAD USE TAX	\$ 10,489.01	
72	125 TIF	\$ 254,038.57	
73	319 RECREATION NEW EQUIPMENT	\$ 894.83	
74	325 E. 1ST ST RECONSTRUCTION	\$ 654.20	
75	339 560TH AVENUE PAVING	\$ 6,305.30	
76	340 Trail Paving Project	\$ 10,394.05	
77	343 KUM N GO WATER & SEWER	\$ 6,680.95	
78	402 Main Ave Stormwater Sewer	\$ 7,125.00	
79	600 WATER UTILITY	\$ 45,797.52	
80	610 SEWER UTILITY	\$ 4,495.33	
81	01 PAYROLL EXPENSE	\$ 52,314.08	
82	GRAND TOTAL	\$ 513,139.66	

**Huxley RECAP
May, 2020**

<u>Account No.</u>	<u>Account Name</u>	<u>Statement No.</u>	<u>Balance Due</u>
15398.000	Municipal	327568	\$1,087.50
15398.001	Prosecutions	327571	\$50.00
15398.002	Fire and Rescue	327567	\$112.50
15398.003	Prairie Ridge		
15398.005	Litigation		
15398.006	Bond Claims		
15398.011	Planning & Zoning		
15398.012	Public Works		
15398.013	Police	327570	\$125.00
15398.014	Parks		
15398.015	Nuisance Abatement	327569	\$412.50
15398.016	HDC		
15398.017	Library		
15398.018	Development	327566	\$475.00
Total:			\$2,262.50



BRICK GENTRY P.C.

Attorneys & Counselors At Law
6701 Westown Parkway, Ste 100
West Des Moines, IA 50266

Telephone: 515 274-1450

Facsimile: 515 274-1488

City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date:
Statement No.
Account No.

May 25, 2020
327566
15398.018
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Re: Development
ASB

Fees

05/01/2020	ASB	Review of correspondence from Rita Conner regarding Steve Quick's request for building permits. Legal research regarding same. Correspondence to Rita Conner. Review of correspondence from her.	75.00
05/12/2020	ASB	Review of correspondence from Rita Conner regarding 560th Street matters. Review of correspondence from Forrest Aldrich regarding same. File review regarding prior dealings with Leonard Larson. Correspondence to Rita Conner.	75.00
05/14/2020	ASB	Review of correspondence and Meadowlane Plat 4 plat legal documents from Rita Conner. Correspondence regarding same.	62.50
05/15/2020	ASB	Review of correspondence and title opinion regarding Meadow Lane Plat 4 East.	37.50
05/19/2020	ASB	Review of correspondence and diagram from Rita Conner regarding Leonard Larson acquisition. Correspondence regarding same.	37.50
		For Current Services Rendered	287.50

Recapitulation

Timekeeper
Amy Beattie

Title
Attorney

Hours
2.30

Rate
\$125.00

Total
\$287.50

Total Current Work	287.50
Previous Balance	\$187.50
Balance Due	<u>\$475.00</u>

Thank you.



BRICK GENTRY P.C.

Attorneys & Counselors At Law
6701 Westown Parkway, Ste 100
West Des Moines, IA 50266

Telephone: 515 274-1450

Facsimile: 515 274-1488

City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: May 25, 2020
Statement No. 327567
Account No. 15398.002
Page: 1

Re: Huxley Fire and Rescue
ASB

Fees

05/18/2020	ASB	Review of correspondence from Rita Conner regarding COVID-19 issues within Fire Department. Correspondence to her. Call to Rita Conner.	75.00
	EMC	Conference with Amy Beattie regarding COVID 19 question	37.50
		For Current Services Rendered	112.50

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Amy Beattie	Attorney	0.60	\$125.00	\$75.00
Erin Clanton	Attorney	0.30	125.00	37.50
Total Current Work				112.50
Balance Due				<u>\$112.50</u>

Thank you.



BRICK GENTRY P.C.

Attorneys & Counselors At Law
6701 Westown Parkway, Ste 100
West Des Moines, IA 50266

Telephone: 515 274-1450

Facsimile: 515 274-1488

City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date:
Statement No.
Account No.

May 25, 2020
327568
15398.000
Page: 1

Re: Municipal
ASB

Fees

04/27/2020	MSB	Review of correspondence regarding employment issue.	37.50
05/22/2020	ASB	Review of correspondence and 5/26/20 Council Agenda Packet.	62.50
		For Current Services Rendered	100.00

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Amy Beattie	Attorney	0.50	\$125.00	\$62.50
Matt Brick	Attorney	0.30	125.00	37.50
Total Current Work				100.00
Previous Balance				\$987.50
Balance Due				<u>\$1,087.50</u>

Thank you.



BRICK GENTRY P.C.

Attorneys & Counselors At Law
6701 Westown Parkway, Ste 100
West Des Moines, IA 50266

Telephone: 515 274-1450
Facsimile: 515 274-1488

City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: May 25, 2020
Statement No. 327569
Account No. 15398.015
Page: 1

Re: Nuisance Abatement
ASB

Fees

04/27/2020	ASB	Correspondence to City regarding 104 N 5th.	25.00
	ASB	Review of correspondence from Rita Conner regarding same.	12.50
		For Current Services Rendered	37.50

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Amy Beattie	Attorney	0.30	\$125.00	\$37.50
Total Current Work				37.50
Previous Balance				\$375.00
Balance Due				<u>\$412.50</u>

Thank you.

BRICK GENTRY P.C.

Attorneys & Counselors At Law
6701 Westown Parkway, Ste 100
West Des Moines, IA 50266

Telephone: 515 274-1450
Facsimile: 515 274-1488

City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: May 25, 2020
Statement No. 327570
Account No. 15398.013
Page: 1

Re: Police
ASB

Fees

05/06/2020	ASB	Review of correspondence and form from Chief Stoll regarding release of intoxicated individuals. Correspondence regarding same.	50.00
		For Current Services Rendered	50.00

		Recapitulation		
<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Amy Beattie	Attorney	0.40	\$125.00	\$50.00
Total Current Work				50.00
Previous Balance				\$75.00
Balance Due				\$125.00

Thank you.



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Facsimile: 515 274-1488

City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date:
Statement No.
Account No.

May 25, 2020
327571
15398.001
Page: 1

Re: Prosecutions
ASB

Fees

05/06/2020	AMS	Review and respond to emails from Chief Stoll regarding city receiving portion of Iowa Code infraction fines; review/revise Acceptance of Responsibility form and email same to Chief Stoll.	50.00
		For Current Services Rendered	50.00

<u>Timekeeper</u>	<u>Recapitulation</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Allison Steuterman	Attorney	0.40	\$125.00	\$50.00
Total Current Work				50.00
Balance Due				<u>\$50.00</u>

Your trust account #1 balance is

Opening Balance	\$890.00
Closing Balance	\$890.00

Thank you.

Huxley RECAP**March, 2020**

<u>Account No.</u>	<u>Account Name</u>	<u>Statement No.</u>	<u>Balance Due</u>
15398.000	Municipal	326171	\$987.50
15398.001	Prosecutions		
15398.002	Fire and Rescue		
15398.003	Prairie Ridge		
15398.005	Litigation		
15398.006	Bond Claims		
15398.011	Planning & Zoning		
15398.012	Public Works		
15398.013	Police	326173	\$75.00
15398.014	Parks		
15398.015	Nuisance Abatement	326172	\$375.00
15398.016	HDC		
15398.017	Library		
15398.018	Development	326170	\$187.50
Total:			\$1,625.00



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City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date:

April 25, 2020

Statement No.

326171

Account No.

15398.000

Page: 1

Re: Municipal
ASB

Fees

03/26/2020	ASB	Calls from and to Rita Conner.	62.50
03/27/2020	ASB	Review of correspondence and draft 3-31-20 agenda from Rita Conner. Correspondence regarding same.	37.50
	ASB	Review of correspondence from Rita Conner.	12.50
	ASB	Review of correspondence from employee regarding closed session.	12.50
03/31/2020	ASB	Review of correspondence from Rita Conner regarding 3-31-20 meeting. Correspondence with her.	25.00
04/10/2020	ASB	Review of correspondence and 4/14/20 Agenda from Rita Conner. Correspondence with John Danos and Amy Bjork regarding same.	62.50
	ASB	Correspondence with Rita Conner. Review of correspondence from Rita Conner regarding Public Hearing. Correspondence with her.	50.00
	ASB	Review of correspondence regarding Westview Heights drainage issue. Correspondence regarding same.	37.50
	ASB	Review of 4/14/20 Council Agenda Packet.	75.00
04/14/2020	ASB	Attending 4/14/20 council meeting by conference call.	162.50
	ASB	Review of correspondence and Resolution regarding 560th Street plans, specifications, and form. Preparation of revised Resolution. Preparation of Resolution awarding Contract. Correspondence regarding same.	75.00
04/15/2020	ASB	Review of correspondence from V&K regarding easement language requested by Story County. Correspondence regarding same.	37.50
04/21/2020	ASB	Review of correspondence from Rita Conner regarding Board of	



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City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: April 25, 2020
Statement No. 326171
Account No. 15398.000
Page: 2

Re: Municipal

Adjustment procedures. Legal research regarding same.
Correspondence with her. 75.00

04/22/2020 ASB Review of correspondence and proposed Easements with Story
County for 560th RoW. Correspondence regarding same. 75.00

04/23/2020 ASB Review of correspondence from Rita Conner regarding Variance
Requests. Correspondence with her. 37.50

ASB Review of correspondence and documentation regarding setting
of new hearing for budget. Correspondence regarding same. 50.00

ASB Review of correspondence from Rita Conner. 12.50

ASB Review of correspondence from Rita Conner regarding 560th
Paving Project. Correspondence with her. 25.00

04/24/2020 ASB Review of 4/28/20 Counsel Agenda Packet. 62.50
For Current Services Rendered 987.50

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Amy Beattie	Attorney	7.90	\$125.00	\$987.50

Total Current Work 987.50

Previous Balance \$875.00

Payments

04/17/2020 Payment -875.00

Balance Due \$987.50

Your trust account #1 balance is

Opening Balance \$300,000.00



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West Des Moines, IA 50266

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City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: April 25, 2020
Statement No. 326173
Account No. 15398.013
Page: 1

Re: Police
ASB

Fees

04/21/2020	ASB	Review of correspondence from Chief Stoll regarding citizen's use of city parking lot. Legal research correspondence regarding same.	50.00
	ASB	Review of correspondence from Chief Stoll. Correspondence with him.	25.00
		For Current Services Rendered	75.00

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Amy Beattie	Attorney	0.60	\$125.00	\$75.00
	Total Current Work			75.00
	Previous Balance			\$225.00

Payments

04/17/2020	Payment	-225.00
	Balance Due	\$75.00

Thank you.



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City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: April 25, 2020
Statement No. 326172
Account No. 15398.015
Page: 1

Re: Nuisance Abatement
ASB

Fees

03/26/2020	MRO	Email Rita regarding Jerry's Auto and next steps	112.50
03/27/2020	ASB	Review of correspondence regarding Jerry's Automotive nuisance abatement.	25.00
04/21/2020	ASB	Review of correspondence regarding Jerry's Automotive. Correspondence regarding same. Review of correspondence from Jeff Beegs regarding same.	25.00
04/23/2020	ASB	Conference with Matt O'Hollern regarding Jerry's Auto.	25.00
	ASB	Phone conference with Mayor Deaton and City Staff regarding same.	62.50
	ASB	Conference with Matt O'Hollern regarding conference call discussion on how to proceed.	37.50
	MRO	Email Amy regarding telephone conference; Communicate with Amy regarding conference	37.50
04/24/2020	ASB	Review of correspondence and Notice of Expiration of Rights of Redemption regarding 184 N 5th Street. File review regarding previous enforcement. last Inspection Report.	50.00
		For Current Services Rendered	375.00

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Amy Beattie	Attorney	1.80	\$125.00	\$225.00
Matt O'Hollern	Attorney	1.20	125.00	150.00

Total Current Work 375.00

Previous Balance \$112.50



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City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: April 25, 2020
Statement No. 326172
Account No. 15398.015
Page: 2

Re: Nuisance Abatement

Payments

04/17/2020	Payment	-112.50
	Balance Due	\$375.00

Thank you.



BRICK GENTRY P.C.

Attorneys & Counselors At Law
6701 Westown Parkway, Ste 100
West Des Moines, IA 50266

Telephone: 515 274-1450

Facsimile: 515 274-1488

City of Huxley
Attn: Rita Conner
515 North Main Street
Huxley, IA 50124

Statement Date: April 25, 2020
Statement No. 326170
Account No. 15398.018
Page: 1

Re: Development
ASB

Fees

03/26/2020	ASB	Review of correspondence from Rita Conner regarding status of Kum & Go Agreement. Correspondence with Frank Smith regarding same.	37.50
04/03/2020	ASB	Review of correspondence from Jolene Lettow regarding release of Kum and Go funds. Correspondence with her. Review of correspondence and documentation from Jolene Lettow. Review of correspondence and documentation from Jolene Lettow. Review of correspondence from title company. Review of correspondence from Kum and Go. Correspondence regarding same. Review of correspondence and Wire Instructions from Jolene Lettow. Instructions regarding Release of funds to City.	100.00
04/06/2020	ASB	Conference with Office Manager regarding wiring of Kum and Go funds.	37.50
	ASB	Correspondence regarding same to Jolene Lettow.	12.50
		For Current Services Rendered	187.50

Recapitulation

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Amy Beattie	Attorney	1.50	\$125.00	\$187.50

Total Current Work 187.50

Previous Balance 400.00

Payments

04/17/2020 Payment -400.00

Balance Due \$187.50



CHANGE ORDER

City of Huxley

Council Room update

DATE

Wednesday, May 27, 2020

PREPARED BY

Tim Wright

Design Specialist



Change Order

Add labor for network configuration

Proposal Number: J20100069

CO Number: 04

Proposal Date: 5/27/2020

Prepared for: City of Huxley

Attn: Rita Conner

Phone:

Email: rconner@huxleyiowa.org

Prepared by: Tim Wright

Phone: 515-280-9800

Email: twright@conferencetech.com

Scope of Work

Description of Change

Commissioning tech worked with IT to get network drop and configuration for wireless source connectivity

Totals

Description	Price
Implementation Services Total	\$976.00
Freight	\$0.00
Subtotal	\$976.00
Tax	\$0.00
Total	\$976.00

Change Order Acceptance

Notice of Acceptance

I hereby agree to the listed changes to the original scope of work. Original contract terms and conditions remain in effect. Shipping and handling fee are estimated and will be billed as an actual charge. State and local taxes will be incurred as applicable.

Please return this signed and dated acceptance to Tim Wright for change order work to commence. Form can be emailed to twright@conferencetech.com or faxed to (855) 329-2844. Thank you.

Bill to

City of Huxley
515 N Main Ave
Huxley, IA 50124

Ship to

City of Huxley
515 N Main Ave
Huxley, IA 50124

Total
J20100069 – \$976.00

Agreed and Accepted by:

Customer Signature

CTI Signature

Printed Name

Printed Name

Title

Title

Date

Date

Invoice



Conference Technologies, Inc.®
11653 Adie Road
Maryland Heights, MO 63043-3509
(PH) 314-993-1400 (Fax) 855-329-2844

Date:	5/29/2020
Invoice #:	JC120749
PO Number:	SQ RITA CONNER
Job Number:	J20100069

Bill to: City of Huxley
515 N Main Ave
Attn: Jolene Lettow
Huxley, IA 50124

Ship to: 515 N Main Ave
Attn: Jolene Lettow
Huxley, IA 50124

Description:

Rep: TWRIGHT

Payment Terms: NET30

Due Date: 07/13/2020

To invoice City of Huxley for completion of the Council Room Update

Per signed proposal by Rita Conner on 04/07/2020

Equipment	\$2,381.00
Implementation Services	\$1,507.56
Subtotal	\$3,888.56
Tax	\$0.00
Pay this Amount	\$3,888.56

Please Remit to:

P.O. Box 66726, St. Louis, MO 63166-6726
Please call for EFT Account and Routing Information

We appreciate your business!

Any unpaid balance is subject to a finance charge at the rate of 1.5% per month (18% A.P.R.)
Payments made by credit card are subject to a 2.5% fee.

Applicant License Application (BC0027077)

Name of Applicant: Casey's Marketing Company

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

Address of Premises: 104 N Hwy 69

City Huxley

County: Story

Zip: 5012400

Business (515) 597-3555

Mailing PO Box 3001

City Ankeny

State IA

Zip: 500218045

Contact Person

Name JESSICA FISHER, Store Operations

Phone: (515) 446-6404

Email

JESSICA.FISHER@caseys.com

Classification Class C Beer Permit (BC)

Term: 12 months

Effective Date: 01/04/2020

Expiration Date:

Privileges:

Class C Beer Permit (BC)

Status of Business

BusinessType: Publicly Traded Corporation

Corporate ID Number: XXXXXXXXXX

Federal Employer ID XXXXXXXXXX

Ownership

Michael Richardson

First Name: Michael

Last Name: Richardson

City: Pleasant Hill

State: Iowa

Zip: 50327

Position: President

% of Ownership: 0.00%

U.S. Citizen: Yes

42-0935283 Casey's General Stores, Inc.

First Name: 42-0935283

Last Name: Casey's General Stores, Inc

City: Ankeny

State: Iowa

Zip: 50021-804

Position: Owner

% of Ownership: 100.00%

U.S. Citizen: No

Julia L. Jackowski

First Name: Julia L.

Last Name: Jackowski

City: Urbandale

State: Iowa

Zip: 50322

Position: Assistant Secretary

% of Ownership: 0.00%

U.S. Citizen: Yes

James Pistillo

First Name: James **Last Name:** Pistillo
City: Urbandale **State:** Iowa **Zip:** 50323
Position: Treasurer
% of Ownership: 0.00% **U.S. Citizen:** Yes

JOHN SOUPENE

First Name: JOHN **Last Name:** SOUPENE
City: ANKENY **State:** Iowa **Zip:** 50023
Position: VICE-PRESIDENT
% of Ownership: 0.00% **U.S. Citizen:** Yes

Insurance Company Information**Insurance Company:****Policy Effective Date:****Policy Expiration****Bond Effective****Dram Cancel Date:****Outdoor Service Effective****Outdoor Service Expiration****Temp Transfer Effective Date:****Temp Transfer Expiration Date:**

Iowa Department of
REVENUE

Iowa Retail Permit Application
for Cigarette/Tobacco/Nicotine/Vapor
<https://tax.iowa.gov>

Instructions on the reverse side

For period (MM/DD/YYYY) 07 /01 /2020 through June 30, 2021

I/we apply for a retail permit to sell cigarettes, tobacco, alternative nicotine, or vapor products:

Business Information:

Trade Name/DBA Kum & Go #0131

Physical Location Address 1706 Highway 210 City Huxley ZIP 50124

Mailing Address 1459 Grand Ave City Des Moines State IA ZIP 50309

Business Phone Number 515-310-1981

Legal Ownership Information:

Type of Ownership: Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC ☒ LLP ☐

Name of sole proprietor, partnership, corporation, LLC, or LLP Kum & Go LC

Mailing Address 1459 Grand Ave City Des Moines State IA ZIP 50309

Phone Number 515-457-6249 Fax Number Email Licenses@kumandgo.com

Retail Information:

Types of Sales: Over-the-counter ☒ Vending machine ☐

Do you make delivery sales of alternative nicotine or vapor products? (See Instructions) Yes ☐ No ☒

Types of Products Sold: (Check all that apply)

Cigarettes ☒ Tobacco ☒ Alternative Nicotine Products ☒ Vapor Products ☒

Type of Establishment: (Select the option that best describes the establishment)

Alternative nicotine/vapor store ☐ Bar ☐ Convenience store/gas station ☒ Drug store ☐
Grocery store ☐ Hotel/motel ☐ Liquor store ☐ Restaurant ☐ Tobacco store ☐

Has vending machine that assembles cigarettes ☐ Other ☐

If application is approved and permit granted, I/we do hereby bind ourselves to a faithful observance of the laws governing the sale of cigarettes, tobacco, alternative nicotine, and vapor products.

Signature of Owner(s), Partner(s), or Corporate Officer(s)

Name (please print) Charles Campbell Name (please print)

Signature Signature

Date 06-01-2020 Date

Send this completed application and the applicable fee to your local jurisdiction. If you have any questions contact your city clerk (within city limits) or your county auditor (outside city limits).

FOR CITY CLERK/COUNTY AUDITOR ONLY - MUST BE COMPLETE

- Fill in the amount paid for the permit: _____
- Fill in the date the permit was approved by the council or board: _____
- Fill in the permit number issued by the city/county: _____
- Fill in the name of the city or county issuing the permit: _____
- New ☐ Renewal ☐

Send completed/approved application to Iowa Alcoholic Beverages Division within 30 days of issuance. Make sure the information on the application is complete and accurate. A copy of the permit does not need to be sent; only the application is required. It is preferred that applications are sent via email, as this allows for a receipt confirmation to be sent to the local authority.

- Email: lsplodge@iowaabd.com
- Fax: 515-281-7375

70-014a (08/22/17)

COUNCIL COMMUNICATION

AGENDA HEADING:

Approving Payment No. 3 for the Water Main and Street Improvements Project

SUBMITTED BY:

Rita Conner, City Administrator

SYNOPSIS:

I+S Group, Inc (Lenny Larson, P.E. 508 East Locust Street Des Moines, IA 50309) has submitted pay application No. 3 from Manatt's (1775 Old 6 Rd, Brooklyn, IA 52211) for work completed through June 1, 2020 on the Water Main and Street Improvements project.

Additional information is below and in the attachments.

FISCAL IMPACT:

Amount: \$121,721.94

Funding Source: City of Huxley: Org and Fund code provided by the City Clerk/Finance Officer

ADDITIONAL INFORMATION:

Work in this pay request includes:

- North 1st Ave.
 - Water main installation, milling and overlay completed.
 - Road and sidewalk patching, seeding and walk through to develop punchlist completed. Cleanup remains.
- Central Ave.
 - Mill and overlay, sidewalk work completed
 - Seeding and walk through to develop punch list completed. Cleanup remains.
- Lynwood
 - Milling, curb and gutter replacement completed
 - Walk through and determination of patch areas completed

PREVIOUS COUNCIL ACTION(S):

- May 12, 2020 Payment Application No. 2
- April 14, 2020 Payment Application No. 1
- 2019 Approval of contract totaling \$346,795.15

RECOMMENDATION: APPROVAL

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

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

RESOLUTION NO. 20-056

**RESOLUTION APPROVING PAY APPLICATION NO. 3 FOR THE
WATER MAIN AND STREET IMPROVEMENTS PROJECT**

WHEREAS, the City of Huxley approved a contract with Manatt's in 2019 to conduct the Water Main and Streets Improvements Project in Huxley and;

WHEREAS, I+S Group, Inc. has presented the third payment application from the contractor in the amount of \$121,721.94 and;

WHEREAS, the application has been reviewed and found to be appropriate and reasonable for work completed through June 1, 2020, 2020.

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

Payment application No. 3 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 9th day of June 2020.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 20-056** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 9th day of June 2020

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

Contractor's Application for Payment No. 3

ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE		Application 6/1/2020 Period:	Application Date: 6/1/2020
To (Owner):	CITY OF HUXLEY	From (Contractor): MANATTS INC.	Via (Engineer): I+S GROUP, INC
Project:	WATER MAIN AND STREET IMPROVEMENTS	Contract: WATER MAIN AND STREET IMPROVEMENTS	
Owner's Contract No.:		Contractor's Project No.:	Engineer's Project No.: 19-23245

Application For Payment
Change Order Summary

Approved Change Orders				
Number	Additions	Deductions		
TOTALS				
NET CHANGE BY CHANGE ORDERS				

1. ORIGINAL CONTRACT PRICE.....	\$	\$346,795.15
2. Net change by Change Orders.....	\$	
3. Current Contract Price (Line 1 ± 2).....	\$	\$346,795.15
4. TOTAL COMPLETED AND STORED TO DATE		
(Column F total on Progress Estimates).....	\$	\$217,361.50
5. RETAINAGE:		
a. 5% X \$217,361.50 Work Completed.....	\$	\$10,868.08
b. 5% X _____ Stored Material.....	\$	
c. Total Retainage (Line 5.a + Line 5.b).....	\$	\$10,868.08
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c).....	\$	\$206,493.43
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$	\$84,771.49
8. AMOUNT DUE THIS APPLICATION.....	\$	\$121,721.94
9. BALANCE TO FINISH, PLUS RETAINAGE		
(Column G total on Progress Estimates + Line 5.c above).....	\$	\$140,301.73

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:

- (1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
- (2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
- (3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Payment of: \$ \$121,721.94
(Line 8 or other - attach explanation of the other amount)

is recommended by:  6/1/2020
(Engineer) (Date)

Payment of. \$ \$121,721.94
(Line 8 or other - attach explanation of the other amount)

is approved by: _____ (Owner) _____ (Date)

Contractor Signature

By: _____ Date: _____

Date:

Progress Estimate - Unit Price Work

Contractor's Application

Project/Contract: Wastewater System Improvements						Application Number: 5					
Application Period: 6/1/2020						Application Date: 6/1/2020					
Item		Contract Information				C	D	E	F		
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Estimated Quantity Installed	Value of Work Installed to Date	Materials Presently Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F/E)	Balance to Finish (E - F)
BASE BID											
1	STORM SEWER, 12", 2000 RCP	10	LF	\$ 276.75	\$ 2,767.50						
2	WATER MAIN, 8", C900 PCC, OPEN CUT	461	LF	\$ 54.29	\$ 25,170.00	461	\$25,170.00		\$25,170.00	100.0%	
3	WATER MAIN, 8", C900 PCC, DIRECTIONAL DRILL		LF	\$ -	\$ -						
4	WATER SERVICE, 1", COPPER, OPEN CUT	2	EA	\$ 1,972.50	\$ 3,945.00	2	\$3,945.00		\$3,945.00	100.0%	
5	WATER SERVICE, 1", COPPER, DIRECTIONAL DRILL	3	EA	\$ 3,751.65	\$ 11,254.95	3	\$11,254.95		\$11,254.95	100.0%	
6	GATE VALVE AND VALVE BOX, 8"	2	EA	\$ 1,798.25	\$ 3,596.50	2	\$3,596.50		\$3,596.50	100.0%	
7	HYDRANT ASSEMBLY	2	EA	\$ 5,222.70	\$ 10,445.40	2	\$10,445.40		\$10,445.40	100.0%	
8	HYDRANT ASSEMBLY REMOVAL	1	EA	\$ 1,419.60	\$ 1,419.60	1	\$1,419.60		\$1,419.60	100.0%	
9	CAP AND ABANDON EXISTING WATER MAIN	2	EA	\$ 3,751.65	\$ 7,503.30	2	\$7,503.30		\$7,503.30	100.0%	
10	CONNECT TO EXISTING WATER MAIN	2	EA	\$ 8,163.75	\$ 16,327.50	2	\$16,327.50		\$16,327.50	100.0%	
11	SANITARY MANHOLE ADJUSTMENT, MINOR	2	EA	\$ 2,100.00	\$ 4,200.00	2	\$4,200.00		\$4,200.00	100.0%	
12	STORM MANHOLE ADJUSTMENT, MINOR	1	EA	\$ 2,100.00	\$ 2,100.00	1	\$2,100.00		\$2,100.00	100.0%	
13	HOT MIX ASPHALT HIGH TRAFFIC, 2" SURFACE COURSE, 12" ML	160	TON	\$ 53.25	\$ 14,400.00	211.51	\$19,051.90		\$19,051.90	132.2%	
14	REMOVAL OF SIDEWALK AND DRIVEWAY	205	SY	\$ 11.50	\$ 2,357.50	187.6	\$2,157.40		\$2,157.40	91.5%	
15	DRIVEWAY, 6", PCC	40	SY	\$ 53.63	\$ 2,145.20	40.4	\$2,145.20		\$2,145.20	101.0%	
16	SIDEWALK, 4", PCC	179	SY	\$ 47.00	\$ 8,403.00	122.2	\$5,743.40		\$5,743.40	71.2%	
17	SIDEWALK, 6", PCC	8	SY	\$ 91.00	\$ 728.00	25	\$2,275.00		\$2,275.00	312.5%	
18	DETECTABLE WARNING FOR CURB RAMPS	16	SP	\$ 40.00	\$ 640.00	16	\$640.00		\$640.00	100.0%	
19	MILLING, 2" NOMINAL	1586	SY	\$ 3.75	\$ 5,947.50	1355	\$5,178.75		\$5,178.75	80.4%	
20	REMOVAL OF CURB AND GUTTER	73	LF	\$ 15.00	\$ 1,095.00	66	\$990.00		\$990.00	90.4%	
21	PCC CURB AND GUTTER, 2'-6", 6" THICK	73	LF	\$ 35.00	\$ 2,555.00	65	\$2,310.00		\$2,310.00	90.4%	
22	FULL DEPTH PATCH, PCC	205	SY	\$ 62.00	\$ 12,710.00	81.3	\$5,040.60		\$5,040.60	39.7%	
23	CLEARING AND GRUBBING	1	LS	\$ 300.00	\$ 300.00	1	\$300.00		\$300.00	100.0%	
24	SEEDING, FERTILIZING, AND MULCHING (HYDRANT/CURB)	1	LS	\$ 300.00	\$ 300.00						
25	TRAFFIC CONTROL	1	LS	\$ 1,000.00	\$ 1,000.00	1	\$1,000.00		\$1,000.00	100.0%	
26	TESTING	1	LS	\$ 2,475.00	\$ 2,475.00	1	\$2,475.00		\$2,475.00	100.0%	
27	MOBILIZATION	1	LS	\$ 12,000.00	\$ 12,000.00	1	\$12,000.00		\$12,000.00	100.0%	
TOTAL BASE BID					\$158,109.65		\$147,618.65		\$147,618.65	93.4%	\$10,491.00

ALTERNATE NO. 2 - N CENTRAL AVENUE											
1	STORM SEWER, 12", 2000 RCP		LF	\$ -	\$ -						
2	WATER MAIN, 8", C900 PCC, OPEN CUT		LF	\$ -	\$ -						
3	WATER MAIN, 8", C900 PCC, DIRECTIONAL DRILL		LF	\$ -	\$ -						
4	WATER SERVICE, 1", COPPER, OPEN CUT		EA	\$ -	\$ -						
5	WATER SERVICE, 1", COPPER, DIRECTIONAL DRILL		EA	\$ -	\$ -						
6	GATE VALVE AND VALVE BOX, 8"		EA	\$ -	\$ -						
7	HYDRANT ASSEMBLY		EA	\$ -	\$ -						
8	HYDRANT ASSEMBLY REMOVAL		EA	\$ -	\$ -						
9	CAP AND ABANDON EXISTING WATER MAIN		EA	\$ -	\$ -						
10	CONNECT TO EXISTING WATER MAIN		EA	\$ -	\$ -						
11	Sanitary Manhole Adjustment, Minor	1	EA	\$ 2,100.00	\$ 2,100.00	1	\$2,100.00		\$2,100.00	100.0%	
12	STORM MANHOLE ADJUSTMENT, MINOR		EA	\$ -	\$ -						
13	HOT MIX ASPHALT HIGH TRAFFIC, 2" SURFACE COURSE, 12" ML	155	TON	\$ 90.00	\$ 13,950.00	171.47	\$15,472.30		\$15,472.30	127.9%	
14	REMOVAL OF SIDEWALK AND DRIVEWAY	18	SY	\$ 11.50	\$ 207.00	14.5	\$164.45		\$164.45	79.4%	
15	DRIVEWAY, 6", PCC		SY	\$ -	\$ -						
16	SIDEWALK, 4", PCC	8	SY	\$ 47.00	\$ 376.00	6.3	\$296.10		\$296.10	78.8%	
17	SIDEWALK, 6", PCC	10	SY	\$ 91.00	\$ 910.00	8	\$728.00		\$728.00	80.0%	
18	DETECTABLE WARNING FOR CURB RAMPS	16	SP	\$ 40.00	\$ 640.00	16	\$640.00		\$640.00	100.0%	
19	MILLING, 2" NOMINAL	1158	SY	\$ 3.75	\$ 4,342.50	1158	\$4,342.50		\$4,342.50	100.0%	
20	REMOVAL OF CURB AND GUTTER	30	LF	\$ 13.00	\$ 390.00	27	\$351.00		\$351.00	90.0%	
21	PCC CURB AND GUTTER, 2'-6", 6" THICK	30	LF	\$ 35.00	\$ 1,050.00	27	\$945.00		\$945.00	90.0%	
22	FULL DEPTH PATCH, PCC	57	SY	\$ 62.00	\$ 3,534.00						
23	CLEARING AND GRUBBING		LS	\$ -	\$ -						
24	SEEDING, FERTILIZING, AND MULCHING (HYDRANT/CURB)	1	LS	\$ 300.00	\$ 300.00						
25	TRAFFIC CONTROL	1	LS	\$ 500.00	\$ 500.00	1	\$500.00		\$500.00	100.0%	
26	TESTING	1	LS	\$ 630.00	\$ 630.00	1	\$630.00		\$630.00	100.0%	
27	MOBILIZATION	1	LS	\$ 1,100.00	\$ 1,100.00	1	\$1,100.00		\$1,100.00	100.0%	
TOTAL ALTERNATE NO. 2					\$30,591.50		\$27,229.35		\$27,229.35	89.0%	\$3,362.15

Progress Estimate - Unit Price Work

Contractor's Application

For (Contract) Wastewater System Improvements						Application Number 3					
Application Period: 6/1/2020						Application Date: 6/1/2020					
Item				Contract Information		Contractor's Quantity Installed	Value of Work Installed to Date	Materials Pre-ord. Stored (not in C)	Total Completed and Stored to Date (D + E)	% (F/B)	Balance to Finish (B - F)
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)						
ALTERNATE NO. 3 - LYNNWOOD DRIVE											
1	STORM SEWER, 12", 2000 RCP		LF		\$ -						
2	WATER MAIN, 8", 2000 PCC, OPEN CUT		LF		\$ -						
3	WATER MAIN, 8", 2000 PCC, DIRECTIONAL DRILL		LF		\$ -						
4	WATER SERVICE, 1", COPPER, OPEN CUT		EA		\$ -						
5	WATER SERVICE, 1", COPPER, DIRECTIONAL DRILL		EA		\$ -						
6	GATE VALVE AND W. LVE BOX, 8"		EA		\$ -						
7	HYDRANT ASSEMBLY		EA		\$ -						
8	HYDRANT ASSEMBLY REMOVAL		EA		\$ -						
9	CAP AND PAVEMENT ON EXISTING WATER MAIN		EA		\$ -						
10	CONNECT TO EXISTING WATER MAIN		EA		\$ -						
11	SANITARY MANHOLE ADJUSTMENT, MINOR		EA		\$ -						
12	STORM MANHOLE ADJUSTMENT, MINOR		EA		\$ -						
13	HOT MIX ASPHALT HIGH TRAFFIC, 2" SURFACE COURSE, 12" THK	370	TON	\$ 90.00	\$ 33,300.00						
14	REMOVAL OF SIDEWALK AND DRIVEWAY	12	SY	\$ 11.50	\$ 138.00	0	\$103.50		\$103.50	75.0%	
15	DRIVEWAY, 6", PCC		SY		\$ -						
16	SIDEWALK, 4", PCC	8	SY	\$ 47.60	\$ 380.80	0	\$423.00		\$423.00	112.5%	
17	SIDEWALK, 6", PCC	14	SY	\$ 91.50	\$ 1,281.00	14.5	\$1,310.50		\$1,310.50	103.6%	
18	DETECTABLE WARNING FOR CURB RAMP	16	SF	\$ 40.00	\$ 640.00	16	\$640.00		\$640.00	100.0%	
19	FILLING, 2" NOMINAL	3210	SY	\$ 3.75	\$12,037.50	3210	\$12,037.50		\$12,037.50	100.0%	
20	REMOVAL OF CURB AND GUTTER	499	LF	\$ 12.00	\$ 5,988.00	622	\$7,464.00		\$7,464.00	124.6%	
21	PCC CURB AND GUTTER, 2'-6", 6" THICK	499	LF	\$ 33.00	\$ 16,467.00	622	\$20,526.00		\$20,526.00	124.6%	
22	FULL DEPTH PATCH, PCC	230	SY	\$ 62.00	\$ 14,260.00						
23	CLEARING AND GRUBBING		LS		\$ -						
24	SEEDING, FERTILIZING, AND MULCHING (HYDRAULIC)	1	LS	\$ 1,200.00	\$ 1,200.00						
25	TRAFFIC CONTROL	1	LS	\$ 1,000.00	\$ 1,000.00						
26	FLAGGING	1	LS	\$ 630.00	\$ 630.00						
27	MOBILIZATION	1	LS	\$ 1,400.00	\$ 1,400.00						
TOTAL ALTERNATE NO. 3						\$90,576.80	\$42,513.50		\$42,513.50	46.5%	\$48,063.30
ALTERNATE NO. 4 - MAPLE DRIVE											
1	STORM SEWER, 12", 2000 RCP		LF		\$ -						
2	WATER MAIN, 8", 2000 PCC, OPEN CUT		LF		\$ -						
3	WATER MAIN, 8", 2000 PCC, DIRECTIONAL DRILL		LF		\$ -						
4	WATER SERVICE, 1", COPPER, OPEN CUT		EA		\$ -						
5	WATER SERVICE, 1", COPPER, DIRECTIONAL DRILL		EA		\$ -						
6	GATE VALVE AND W. LVE BOX, 8"		EA		\$ -						
7	HYDRANT ASSEMBLY		EA		\$ -						
8	HYDRANT ASSEMBLY REMOVAL		EA		\$ -						
9	CAP AND PAVEMENT ON EXISTING WATER MAIN		EA		\$ -						
10	CONNECT TO EXISTING WATER MAIN		EA		\$ -						
11	SANITARY MANHOLE ADJUSTMENT, MINOR		EA		\$ -						
12	STORM MANHOLE ADJUSTMENT, MINOR		EA		\$ -						
13	HOT MIX ASPHALT HIGH TRAFFIC, 2" SURFACE COURSE, 12" THK	310	TON	\$ 90.00	\$ 27,900.00						
14	REMOVAL OF SIDEWALK AND DRIVEWAY	54	SY	\$ 11.50	\$ 621.00						
15	DRIVEWAY, 6", PCC		SY		\$ -						
16	SIDEWALK, 4", PCC	11	SY	\$ 47.70	\$ 524.70						
17	SIDEWALK, 6", PCC	25	SY	\$ 91.00	\$ 2,275.00						
18	DETECTABLE WARNING FOR CURB RAMP	24	SF	\$ 40.00	\$ 960.00						
19	FILLING, 2" NOMINAL	2671	SY	\$ 3.75	\$10,027.50						
20	REMOVAL OF CURB AND GUTTER	167	LF	\$ 13.00	\$ 2,171.00						
21	PCC CURB AND GUTTER, 2'-6", 6" THICK	167	LF	\$ 35.00	\$ 5,845.00						
22	FULL DEPTH PATCH, PCC	215	SY	\$ 62.00	\$ 13,330.00						
23	CLEARING AND GRUBBING		LS		\$ -						
24	SEEDING, FERTILIZING, AND MULCHING (HYDRAULIC)	1	LS	\$ 670.00	\$ 670.00						
25	TRAFFIC CONTROL	1	LS	\$ 500.00	\$ 500.00						
26	FLAGGING	1	LS	\$ 630.00	\$ 630.00						
27	MOBILIZATION	1	LS	\$ 1,250.00	\$ 1,250.00						
TOTAL ALTERNATE NO. 4						\$67,517.50					\$67,517.50
TOTAL PROJECT						\$346,795.15	\$217,361.50		\$217,361.50	62.7%	\$129,433.65

Contractor's Application

[illegible]

COUNCIL COMMUNICATION

AGENDA HEADING:

Approving Resolution No. 20-057 Lot 21 Ashwood Estate Sidewalk Installation Deferral

SUBMITTED BY: Rita Conner, City Administrator

SYNOPSIS:

Staff has worked with Jonathan and Amanda Philgreen and their consultant Scott Renaud, P.E., regarding installation of sidewalk at Lot 21 Ashwood Estates, which is owned by the Philgreens and is where they will be building a home. The aerial photo included with this agenda item details the location of the Philgreen property.

The lot is located on Oak Blvd, which is under consideration for bicycle/pedestrian trail installation in the draft Trails and Sidewalk Infill (TSI) Master Plan reviewed by Council at the May 26 worksession. A request for deferral on installation of sidewalk has been presented to allow final plans to develop regarding future trail location, financing and installation or installation of standard 5' sidewalk.

FISCAL IMPACT: None at this time

ADDITIONAL INFORMATION:

- If the determination is made by Council to adopt the TSI Master Plan that includes the Oak Blvd section and plan for a future capital project to install a trail, Lot 21 will be addressed in the same way as adjacent residential lots.
- If the determination is made by Council to require standard 5' sidewalk installation for Oak Blvd including Lot 21, sidewalk would be installed at the City's request and Lot 21 will be addressed in the same way as adjacent residential lots.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:

- Finalization of TSI Master Plan and locations for trail installation
- Deferment of sidewalk installation 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. 20-057

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 21, Ashwood Estates ("Lot"), 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 deferred to allow for (1) the finalization of the Trails and Sidewalk Infill Master Plan to determine trail location and (2) until such time that the adjacent sidewalk network is installed; and

WHEREAS, the sidewalk on Lot 21 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 deferral for sidewalk installation on Lot 21 Ashwod Estates is hereby approved.

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

PASSED, ADOPTED AND APPROVED this 9th day of June 2020.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 20-057** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 9th day of June 2020.

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Cler

May 14, 2020

Mayor & City Council

City of Huxley
515 E. Main Street
Huxley, Iowa 50124

RE: Request for Sidewalk Deferral for Vacant Lot - Lot 21, Ashwood Estates Subdivision

Honorable Mayor & City Council:

On the behalf of Jonathan & Amanda Philgreen we are requesting a deferral of building sidewalk across their property described as Lot 21, Ashwood Estates Subdivision. The lot is the vacant lot on Oak Blvd known as the "sledding hill". The Philgreens own the lot and wish to build their family's home on the property. They plan to start construction early this summer.

The neighbors do not have sidewalks - reference the attached Story County Parcel Map. The location is under consideration by the City as part of the bike trail master plan. We understand that the master plan will be finalized later this year. There are numerous obstacles in the way of constructing a trail on this property and the neighboring properties; trees, terrain, and utilities. Until a decision is made on the trail location, then construction of a sidewalk is premature. In addition, without a sidewalk on the neighboring properties there is no connection to be made for sidewalk.

We are asking the City Council to allow for the deferral of the sidewalk until such time the neighbors are required to build a sidewalk. If a trail is installed, then we ask the Council treat this property the same as the neighboring properties on this side of the road.

Thank you for your time and consideration of this issue. We look forward to discussing the issue at your earliest convenience.

Sincerely,

Scott Renaud

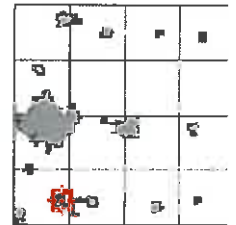
Scott Renaud, P.E.

cc: Jonathon & Amanda Philgreen
Rita Conner, City Administrator

attach: Story County Parcel Map



Overview



Legend

-  Parcels
-  Lots
-  Townships
-  Corporate Limits
-  Road Centerlines

Parcel ID	1324155121	Alternate ID	1324155121	Owner Address	JDP PROPERTIES LLC
Sec/Twp/Rng	24-82-24	Class	R - Residential		652 MEADOW CIR
Property Address		Acreage	n/a		HUXLEY IA 50124-9516
District	06013 - HUXLEY CITY/ BALLARD SCH				
Brief Tax Description	ASHWOOD ESTATES LOT:21 HUXLEY				
	(Note: Not to be used on legal documents)				

Concerning Assessment Parcels and Platted Lots Within the City of Ames Jurisdiction:

The solid parcel boundary lines represent the legal description as recorded and are not necessarily the official platted lot lines. Dashed lines are official platted lots. If a parcel contains dashed lines, please contact the Ames Planning & Housing Department (515-239-5400) to determine which lines can be recognized for building permit or zoning purposes. If you have questions regarding the legal description or parcel measurements, please contact the Story County Auditor's office (515-382-7210).

Date created: 3/18/2020
Last Data Uploaded: 3/18/2020 12:09:18 AM

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GEOSPATIAL

Department Reports

Public Works

Library

Parks and Recreation

Fire and Rescue

Police

May 2020 Public Works Report

- All the seasonals have started and are out helping with the maintenance and upkeep that is needed throughout the city. We are still short about two seasonals and will still be looking to hire those two positions if we get some more applications.
- Manatt's has been very active and busy with the Street Improvements Project. N. 1st and Central have been completed and they are currently working on Maple Drive and Lynwood. Lynwood had the most patching and quite a bit of curb done. I hope by the time you get this report we will have all of Lynwood completed and will only have Maple left to do. They have started the sidewalk and curb repair on Maple Avenue. It is scheduled to be milled and overlaid the week of June 8th weather permitting.
- Inventoried and cleaned all the storm sewer manholes in town to check condition and document problems and issues that may need resolved.
- All the City sidewalks have been installed along Railway and on S. Second Avenue.
- Graded and seeded along the sidewalks at Railway Park and the section on S. 2nd Avenue.
- All the public restrooms have had the water turned on and have been cleaned and are ready to open when it is determined to be safe and allowed with the Covid19 guidelines.
- All the trees in the parks have been trimmed up and the beds have been weeded and cleaned up.
- Sprayed all the parks for herbicide control for weeds.
- Memorial park was cleaned up and dirt had been added in some low areas. The old trash can and holders were removed and new trash cans have been installed and some signage has been added.
- Plenty of mowing and weed eating going on. Its been a vicious cycle to keep it up.
- All the playground equipment has been inspected to make sure everything is safe and in good working order.
- All the buildings on park grounds have also been evaluated to make sure they are in good shape and make any needed minor repairs.
- We are looking at some options to replace the dugouts since the existing wood is rotting and they are being damaged by kids by kicking holes in them.
- In the month of May the Huxley Water Plant treated 12,503,000 gallons of water. A maximum of 576,000 gallons of water per day, and a minimum of 302,000 gallons per day, and an average daily treated water of 403,000 gallons per day.
- We found a water leak at the Kading development that had apparently been leaking for a while and was running down through the gravel bedding of the wastewater mains and outleting about a block away by a storm outlet. Once we identified where the leak was at we notified Kading and they came out right away and dug it up and repaired it.
- The water meter for New Horizons has been replaced but still needs the radio heads installed. We will be getting with Steve Brush with ITRON next week so he can install the New Horizons readers with ours, this should help a lot with our water loss too.
- The iron filter media has been removed and replaced in filter #1. The bacteria samples passed and we are slowly trying to put it back in service.
- Water consumption has jumped about 250,000 gallons a day due to the heat this week.

- Jake Hermanson has started as the new utility 2 employee. He seems to be catching on quickly.
- All of the updated bids for the old wastewater plant generator have been delivered, reviewed and awarded to the lowest bidder. We have contacted the contractors to let them know they got the bid so the equipment can be ordered and installed when it arrives.
- We hope to see the Oak lift station generator delivered this week and hope to get Baker Mechanical in as soon as it arrives to get the installation and startup completed. The transfer switch arrived several months ago and we have just been waiting for the generator to arrive to complete this project.
- The new utility pickup that was purchased a while back for the wastewater department had the utility box finally installed and arrived a couple weeks ago and is a great addition to the fleet.
- Inventoried and did maintenance checks on all the sanitary sewer manholes throughout the City.
- Accujet came out and did some jet/vac work for us on some sanitary mains as well as the lift station wet wells.
- We have noticed some issues with the effluent channel eroding the bank. We had a local contractor out to take a look at it with us and we think we have a plan to stop the erosion.
- The sanitary sewer on the end of S. Main has had some rock and mud in it. We plan to get this videoed next week to see where this has possibly come from.
- We have been reviewing all videos as they come in for the new developments and most everything has checked out good. Some things need touched up before acceptance on Westview plat 3.
- CMC loadings has not been as high as previously. We have been in contact with them and will be letting them know we will no longer absorb the cost of their overages and that they need to get the loadings under control.
- The new controller at the North lift station has been installed and is working well.
- We had Iowa Automation out for an issue with the step screen and we found a set of bad contactors in the soft starter and had it repaired.
- Automatic systems have been out as well to review some SCADA (Supervisory Control and Data Acquisition) problems that we have been having issues with since the new updates were completed within the last two years. They will be designing us a new report generator for flows and run times at no cost to get this issue resolved.
- We have been performing various maintenance and cleaning for upkeep at the plant.
- The wastewater plant has been working very well. We have been very busy with the collection system/plant as well as getting day to day things done. Hope to get caught up and back on schedule with Jake starting.

- The bike trail is moving along. The section between Main Avenue going west to 5th Avenue has been installed and they will begin to install the walk going east of Main Avenue toward Highway 69 the couple of weeks.
- The North lift Station Construction phase has been completed and I am working with FEMA on closing out the project before the end of June. Still have a lot of paperwork to do in closing this out. It has been quite a project with extensions and delays with contractors and weather, but I am finally seeing the light at the end of the tunnel. Overall, the project looks good and the site looks totally different from what it looked like before and I believe we have accomplished our main goal to eliminate the erosion and protect the City's utility infrastructure.
- I35 and Highway 210 project is still trying to get final completion. We have a tracer wire issue that is being repaired and a tracer box swap out that was not installed per our shop drawing. We still have some dirt grading and seeding issues on both the west and east side of I35 that needs done. Hope to have the issues finished and put to rest within the next week or so weather pending.
- Kum and Go site is complete and all of the issues that we had on the punch list have been corrected and a final CO has been issued. Should see the store opening very soon.
- Meadow Lane plat 4 has all the underground utilities installed. Just waiting for the paver to show up to start installing the streets which has also been delayed due to weather. They anticipate that this will begin the week of June 8th.
- Westview Plat 3 has all the underground utilities installed and will begin doing some final sub-grading for the streets so they can also start paving weather pending. The lift station building pad has been poured and is ready to have the new structure delivered and mounted to the pad as soon as it arrives. The wet well has been completed and crews will soon be in to install railings, piping and pumps in the wet well.
- Doing some leak surveying to see if we can identify any leaks in the water system by using some electronic technology that allows us to listen for leaks on the older system in town that still has ductile pipes.
- Have been coordinating with property owners and contractors on the 560th Paving project. Hope to have all the issues resolved soon so we can proceed with the construction of the project.
- The City was awarded half the funds that were available from CIRTPA for the second phase of East First Street. I will coordinate with Rita on getting this to council for review and possible approval. We split the available grant funds with Story City.

Jeff Peterson PWD



P.O. Box 5
515 North Main Avenue
Huxley, Iowa 50124

Phone 515/597-2552
Fax 515/597-2554

huxleylibrary@huxleyiowa.org
huxleyiowa.org/public-library

Library Report, June, 2020

- Library Board approved continuing to fully pay staff through June 30, 2020. July 1, 2020 we anticipate being back to full open hours and staff working a full schedule.
- Summer Reading programs will be virtual, and if we are able to have any in-person programs, they will be outside.
- Registrations for summer programs have been on par with “regular” years. We look forward to families picking up weekly kits and meeting the various reading challenges.
- Programs are also offered to Whistle Stop and Lily Pad centers.
- Currently we are not offering any in-house programs.
- New patron registration has also been steady. With surrounding libraries not re-opening, we have gained patrons from surrounding communities. We’ve also seen users from as far away as Johnston using the library to study and work. Personally I think this speaks well of our community and what we can offer.
- Hand sanitizer continues to be offered. (This not new to covid-19....sanitizer has always been available at our counter.) Masks are optional. Book cleaning and quarantine continues. Hands free check out system continues.
- I’m very uncertain about how the library will be used by middle school students. I anticipate something very different, and we’ll do our best to accommodate.

Cathy Van Maanen
Director of Library Services



MEMORANDUM

To: Honorable Mayor Kevin Deaton & City Council
From: Heather Denger
Date: 6/4/20
Re: Parks & Recreation June 2020 Department Report

Director's Report

- **HOINT update.** The portion of the trail between 5th Ave and Main has been poured.
- City Wide Garage Sales have been rescheduled for Saturday, June 20th 8a-12p
- Working on Summer Passport to Fun for kids: looking for sponsorship currently.

3C's Update

- Membership Update

	12 Month Memberships	6 Month Memberships	3 Month Memberships	EFT Bank Memberships	Total Active Memberships
June 2020	339	131	7	64	541
June 2019	322	89	12	65	488
June 2018	277	84	11	72	444

- There have been 795 visits since the 3 C's re-opened on May 11th. (May 11-June 3)
- There was no lunch and learn in May but we plan on having our June Lunch and Learn on June 8th at 10:30am with Sandi Rund.
- Spring Group Exercise session started Monday, February 24th. We were only able to have 3 weeks of the session due to COVID-19 closure. We had 17 participants for Murph- our Memorial Day workout. Summer Group exercise started Tuesday, May 26th.
- New treadmill and elliptical were delivered Wednesday, June 3
- Dolan replaced the carpeting in the entries to 3 C's/Library and City Hall
- Staff is keeping busy sanitizing the 3 C's: hourly cleaning of fitness areas and bathrooms being sanitized twice daily. We continue to limit facility to members with limited equipment use and maximum room occupancy.
- Park rentals/Shelter rentals have resumed.
- Food Trucks will be at the City Building Thursday, June 11th from 5-7pm and we are planning on starting Farmer's Market on June 18th along with food trucks.
- Park Board meets Monday, June 8th at 6pm in Council Chambers
- Tree Board meets Monday, June 15th at 6pm in Council Chambers
 - Tree Sale was completed in May. 29 trees were purchased at half price to residence.

May 2020 Report Huxley Fire Rescue

Promote Trust, Service Before Self, Positive Solutions

<u>Tuesday, May 5</u>	ZOOM City Council work session
<u>Tuesday, May 12</u>	ZOOM City Council Meeting
<u>Thursday, May 14</u>	Small Group Fire Fighter 1 Training
<u>Friday, May 15</u>	Knox Box consult with Kum & Go
<u>Wednesday, May 20</u>	Knox Box consult with 505 East 1 st Street
<u>Wednesday, May 20</u>	Food Truck Fire Inspection
<u>Tuesday, May 26</u>	ZOOM City Council Meeting
<u>Tuesday, May 26</u>	Emergency Medical Services Training, Respiratory Emergencies
<u>Tuesday, May 27</u>	Small Group Fire Fighter 1 Training
<u>Wednesday, May 28</u>	Insurance coverage inquiry

-In 2020 Huxley Fire & Rescue has responded to 160 calls for service, 35 of those were in the month of May.

-Huxley First Responders were dispatched to 15 calls in May

-Huxley Ambulance 731 responded to 16 calls in May

-Huxley Fire responded to 8 calls in May



Huxley Fire and Rescue

Schedule By Month - June 2020 - Entire Organization

	MON 06/01	TUE 06/02	WED 06/03	THU 06/04	FRI 06/05	SAT 06/06
				Cole White 07:00-12:00 EMT @ Ambulance ----- Novana Brown 07:00-12:00 FF @ Ambulance	Kimberly Rivera 08:00-16:00 FF @ Ambulance	Jenn Buckhahn 08:00-18:00 EMT @ Ambulance ----- Joe Schierbrock 08:00-18:00 FF @ Ambulance
SUN 06/07	MON 06/08	TUE 06/09	WED 06/10	THU 06/11	FRI 06/12	SAT 06/13
Travis Hoover 08:00-16:00 EMT @ Ambulance ----- Novana Brown 08:00-16:00 FF @ Ambulance				Travis Hoover 08:00-18:00 EMT @ Ambulance ----- Jenn Buckhahn 08:00-18:00 FF @ Ambulance	Novana Brown 08:00-16:00 EMT @ Ambulance ----- Molly Cory 08:00-16:00 FF @ Ambulance	Zach Farrell 07:00-16:00 EMT @ Ambulance ----- Megan Brendeland 07:00-16:00 FF @ Ambulance
SUN 06/14	MON 06/15	TUE 06/16	WED 06/17	THU 06/18	FRI 06/19	SAT 06/20
Jenn Buckhahn 07:00-17:00 EMT @ Ambulance ----- Joe Schierbrock 07:00-17:00 FF @ Ambulance				Cole White 08:00-16:00 EMT @ Ambulance ----- Novana Brown 08:00-16:00 FF @ Ambulance	Zach Farrell 07:00-16:00 EMT @ Ambulance ----- Novana Brown 07:00-16:00 FF @ Ambulance	Joe Schierbrock 07:00-18:00 FF @ Ambulance
SUN 06/21	MON 06/22	TUE 06/23	WED 06/24	THU 06/25	FRI 06/26	SAT 06/27
Cole White 07:00-16:00 EMT @ Ambulance ----- Jenn Buckhahn 07:00-16:00 FF @ Ambulance				Cole White 07:00-16:00 EMT @ Ambulance ----- Novana Brown 07:00-16:00 FF @ Ambulance	Molly Cory 07:00-16:00 FF @ Ambulance	Kimberly Rivera 08:00-18:00 FF @ Ambulance
SUN 06/28	MON 06/29	TUE 06/30				
Zach Farrell 07:00-16:00 EMT @ Ambulance -----						

City of Cambridge
Huxley Police Department
Report for May 2020

May 22nd, 2020 12:18 AM

Officer stopped a vehicle for a traffic violation on Water Street near 3rd. The driver of the vehicle, a 23-year-old Huxley man, was suspended from driving. He was cited and released with a court date for Driving Under Suspension.

Activities and Trainings

All Trainings were postponed or cancelled due to Covid-19 concerns.

May 24th, 2020-Officers assisted Ballard High School with outdoor Graduation traffic control and parking.

Chief Gerry Stoll

City of Huxley
Huxley Police Department
Report for May 2020

May 3rd, 2020 3:09 AM

Officer stopped a vehicle for a traffic violation at the 300 block of W 1st Street. The driver of the vehicle, a 21 year old Huxley man, was arrested for OWI 1st. He was issued a citation to appear and released to his residence.

May 3rd, 2020 11:07 AM

Officer responded to a request for a welfare check at the 200 block of North 3rd. Contact was made with a Huxley man who was found to be in good health although in need of assistance. This was arranged by the officer who got in contact with family members of the subject.

May 6th, 2020 3:19 PM

Officer responded to a two vehicle crash at Main and Highway 69. A vehicle operated by a Huxley woman collided with a vehicle operated by a Huxley man causing approximately \$4000 in total damage. No injuries.

May 9th, 2020 5:00 PM

Officer received a missing person report at the 500 block of Oak Blvd. Contact was made with the missing person later in the night and he was found to be in no danger.

May 13th, 2020 12:17 AM

Officer took a report from a rural Alleman man of ongoing assaultive behavior that took place several years prior in southern Story County and Northern Polk County. Investigation ongoing.

May 16th, 2020 12:34 AM

Officer responded to a report of a suspicious vehicle in the New Horizon's Trailer Park at the 500 block of E 1st. An 18-year-old Huxley female was cited and released for Possession of a Controlled Substance and a 24-year-old Bayard, IA man was cited and released for Possession of Drug Paraphernalia and Possession of a controlled Substance.

May 17th, 2020 11:01 AM

Officer received a request for a welfare check at the 100 block of Oak Blvd. Contact was made with a Huxley resident. Medical issues were taken care of on scene and no transport was required for further treatment.

May 19th, 2020 4:32 PM

Officer responded to a report of shoplifting at a business located at the 900 block of Highway 69. A 37-year-old rural Huxley woman had taken several items and hid them in her purse and was also drinking merchandise while inside the business which she did not pay for. She was cited and released with a court date for Theft 5th.

May 21st, 2020 10:26 AM

Officer found a lost wallet belonging to Huxley woman. The owner was eventually located, and the wallet and contents were returned.

May 22nd, 2020 12:18 AM

Officer stopped a vehicle for a traffic violation on Water Street near 3rd. The driver of the vehicle, a 23-year-old Huxley man, was suspended from driving. He was cited and released with a court date for Driving Under Suspension.

May 25th, 2020 11:43 AM

Officer responded to a hit and run accident at 400 block of Parkridge. Several mailboxes were struck and damaged. Vehicle parts were left behind at the scene and found to belong to a Honda. Contact was made with a Huxley woman who had damage on her vehicle consistent with the parts left behind at the scene. The woman admitted to striking the boxes and agreed to pay for the damage.

May 26th, 2020 9:11 PM

Officer received a complaint of an assault that took place approximately two weeks prior where a Huxley juvenile female was struck several times by a Des Moines juvenile female. Video evidence was provided, and the investigation will conclude upon contact with the offending party.

May 27th, 2020 11:23 PM

Officer responded to a car vs deer accident on Interstate 35 near the 102 Mile Marker Southbound. A vehicle operated by a Des Moines man stuck a deer causing damage to his vehicle. No injuries.

May 29th, 2020 5:47 PM

Officer stopped a vehicle for a traffic violation on Highway 69 near E 3rd Street. The driver of the vehicle, a 44-year-old Ankeny woman, was arrested for OWI. She was cited and released with a court date.

May 29th, 2020 9:47 PM

Officer responded to a domestic altercation at the 500 block of E 5th Street. The altercation was verbal and both parties agreed to remain separated at their separate residences for the remainder of the night in order to avoid future problems.

May 30th, 2020 7:25 PM

Officer received a theft / criminal mischief complaint at the Park and Ride on Highway 210 and 69. A vehicle belonging to a Huxley man was parked overnight and had a catalytic converter valued at \$500 cut from the vehicle.

May 31st, 2020 6:41 AM

Officer arrested a Huxley man for Exploitation of a Minor at the 300 block of Sycamore. He was transported to the Story County Jail in Nevada.

May 31st, 2020 9:00 AM

Officer opened an assault investigation at the 300 block of Sycamore.

May 31st, 2020 3:48 PM

Officer responded to single vehicle accident on Interstate 35 near the 104 Mile Marker. A semi operated by a Rice Lake, WI man ran off the road and deep into the ditch. No injuries.

Activities and Trainings

All Trainings were postponed or cancelled due to Covid-19 concerns.

May 24th, 2020-Officers assisted Ballard High School with outdoor Graduation traffic control and parking.

Chief Gerry Stoll

Calls For Service by Nature Code

Huxley Police

5/01/20 to 5/31/20

911 HANG UP / INCOMPLETE CALL	Number of CFS:	3	Percentage of Total:	0.82%
ANIMAL CALL	Number of CFS:	17	Percentage of Total:	4.62%
CHEMICAL SPILL/ODOR	Number of CFS:	1	Percentage of Total:	0.27%
CITIZEN CONTACT	Number of CFS:	1	Percentage of Total:	0.27%
CIVIL COURT PROCESS SERVICE	Number of CFS:	1	Percentage of Total:	0.27%
CIVIL MATTER	Number of CFS:	12	Percentage of Total:	3.26%
DISTURBANCE & NOISE PARTY	Number of CFS:	5	Percentage of Total:	1.36%
DOMESTIC DISPUTE	Number of CFS:	3	Percentage of Total:	0.82%
EQUIPMENT/SIGN MALFUNCTION	Number of CFS:	1	Percentage of Total:	0.27%
EXTRA PATROL	Number of CFS:	9	Percentage of Total:	2.45%
FINGER PRINTING	Number of CFS:	23	Percentage of Total:	6.25%
FIRE ALARM	Number of CFS:	6	Percentage of Total:	1.63%
FIRE OTHER	Number of CFS:	3	Percentage of Total:	0.82%
FOLLOW UP	Number of CFS:	17	Percentage of Total:	4.62%
GENERAL ALARM BANK / RESIDENTIAL	Number of CFS:	2	Percentage of Total:	0.54%
GENERAL INFO/COMPLAINT/ASSIST	Number of CFS:	38	Percentage of Total:	10.33%
HARASSMENT	Number of CFS:	1	Percentage of Total:	0.27%
HIT & RUN PROPERTY DAMAGE	Number of CFS:	1	Percentage of Total:	0.27%
JUVENILE TROUBLE	Number of CFS:	7	Percentage of Total:	1.90%
LAW DEPARTMENT ASSIST	Number of CFS:	10	Percentage of Total:	2.72%
LOST OR FOUND PROPERTY	Number of CFS:	2	Percentage of Total:	0.54%
MEDICAL ASSIST/AMBULANCE CALL	Number of CFS:	12	Percentage of Total:	3.26%
MENTAL HEALTH/PSYCHIATRIC DISO	Number of CFS:	1	Percentage of Total:	0.27%
MISSING PERSON / RUNAWAY	Number of CFS:	1	Percentage of Total:	0.27%
MOTOR VEH CRASH / UNK INJURY	Number of CFS:	1	Percentage of Total:	0.27%
MOTOR VEH CRASH/PROP DAMAGE	Number of CFS:	3	Percentage of Total:	0.82%
MOTORIST ASSISTANCE	Number of CFS:	11	Percentage of Total:	2.99%
OPEN DOOR	Number of CFS:	2	Percentage of Total:	0.54%
OPERATING WHILE INTOXICATED	Number of CFS:	3	Percentage of Total:	0.82%
PARKING ENFORCEMENT/COMPLAINT	Number of CFS:	11	Percentage of Total:	2.99%
RADIO TROUBLE	Number of CFS:	1	Percentage of Total:	0.27%
RECKLESS DRIVER	Number of CFS:	13	Percentage of Total:	3.53%
SALVAGE VEHICLE INSPECTION	Number of CFS:	33	Percentage of Total:	8.97%
SEXUAL ASSAULT	Number of CFS:	1	Percentage of Total:	0.27%
SUSPICIOUS PERSON/VEH/ACTIVITY	Number of CFS:	13	Percentage of Total:	3.53%
TRAFFIC HAZARD	Number of CFS:	3	Percentage of Total:	0.82%
TRAFFIC STOP / ENFORCEMENT	Number of CFS:	83	Percentage of Total:	22.55%

TRAINING
VEHICLE FIRE
VEHICLE UNLOCK
WARRANT SERVICE
WELFARE CHECK

Number of CFS:
Number of CFS:
Number of CFS:
Number of CFS:
Number of CFS:

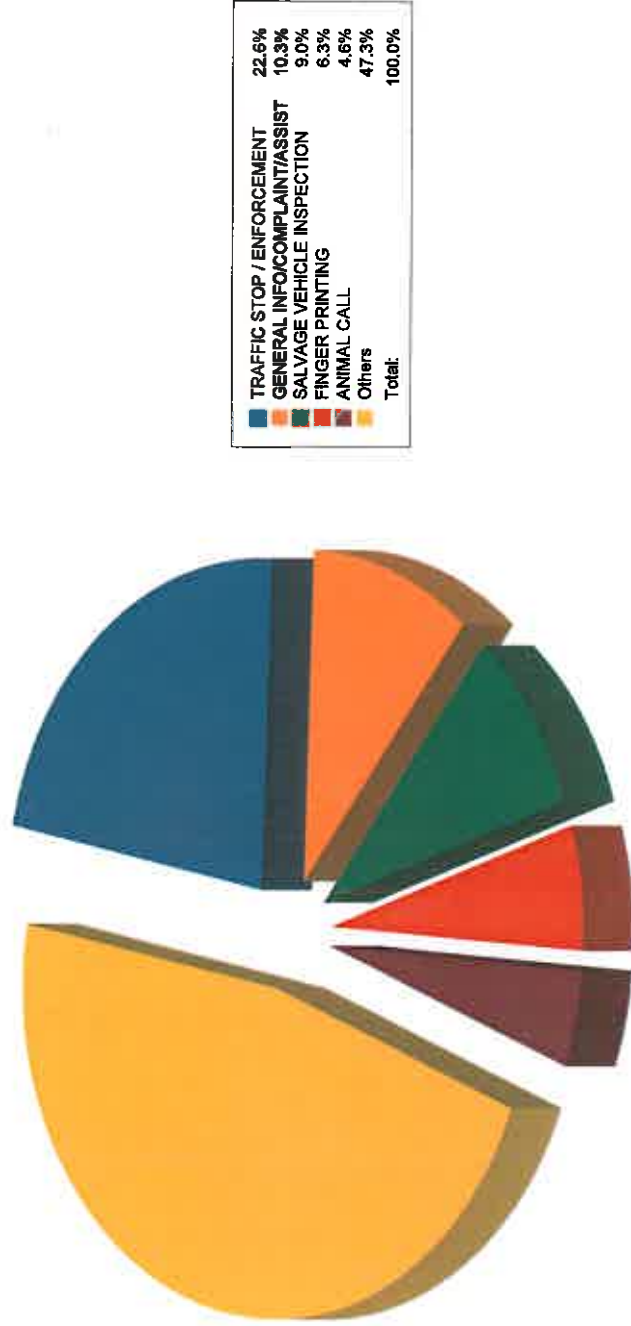
2
1
1
1
8

Percentage of Total:
Percentage of Total:
Percentage of Total:
Percentage of Total:
Percentage of Total:

0.54%
0.27%
0.27%
0.27%
2.17%

Total CFS: 368

Percentage of CFS by Nature Code



Work Session

**Economic Development Financial Incentive Program Policies
and Parameters**

COUNCIL COMMUNICATION

AGENDA HEADING:

Worksession: Economic Development Financial Incentive Program Policies and Parameters

SUBMITTED BY: Rita Conner, City Administrator

GOAL OF WORKSESSION: General discussion on Council preferences for economic development incentives in Huxley. Draft policy overview, with referral of policy back to Economic Development Committee and staff for refinement and return to full Council for final approval.

GENERAL POINTS FOR CONSIDERATION

- What does Council see as Huxley's future, both best opportunities and challenges?
- How will economic development influence that future and what are the main goals?
- What does Council want to focus on for new development and re-investment parameters?
Discuss considerations for each category:
 - New residential construction: what has been added in the last 15-20 years, valuation totals, and current residential development agreements. Has real estate market risk been reduced? Is there a population that we want to reach and are new construction incentives still needed to do this? Have we graduated from a higher-risk speculative market to more predictable economic variables for investors?
 - New business-commercial and industrial, mixed use, retail
 - Existing businesses and business infill
 - Infill residential
- Does Council want to see City led targeted planning efforts for specific areas: Highway 69, Highway 210, East of I-35, etc. that would include land use analysis, capital planning, potential annexation, land assemblage and/or acquisition that may involve master developer Requests for Proposals for phased development concepts?
- Attached draft TIF policy includes clean version and City Administrator edited version.
 - Review document and determine if this draft policy meets general Council parameters and goals
 - Refer back to Economic Development subcommittee
 - Development/business community input
 - Final Council review
- Several projects are in review process and timing is of consideration, but policy development and adoption by Council is a first step, or potentially done in conjunction with project review.

TIF Program Policy

The purpose of this policy is to provide guidance regarding the use of Tax Increment Financing (TIF) to enhance economic development in the City of Huxley (the City). This policy does not replace project area objectives or types of renewal activities listed in any Urban Renewal Plan. Nothing within this policy requires the City of Huxley to provide funding for any project, regardless of that project's ability to meet eligibility guidelines. Any project making application for TIF funds must be located in a designated TIF district and is subject to the particulars of the respective Urban Renewal Plan applicable for said TIF district.

Goal

The goal of Huxley's Tax Increment Finance (TIF) program is to effectively encourage economic development, enhance industrial and non-retail commercial property tax base, create high quality employment opportunities, and attract businesses that contribute to the general well-being and quality of life of Huxley's residents.

Use of Funds

- Construction and repair of public infrastructure. TIF funds may be used to retire debt and pay interest for these projects until development occurs or until assessments and connection fees are paid.
- Direct assistance to pay assessments or connection fees for properties whose uses meet eligibility criteria. Properties that do not meet the criteria shall be required to pay assessments or connection fees, even if TIF is used to finance others within the same project.
- Direct assistance to business or property owners in the form of rebates, grants or loans for non-infrastructure uses. Loans may be interest bearing, zero-interest, or forgivable based on performance targets.
- To purchase or expand land ownership in partnership with the Huxley Development Corporation and any public/private partnership project that serves a public purpose compatible with the project objectives of a particular Urban Renewal Plan.
- Any other lawful use as listed in the Urban Renewal Plan on file in Huxley City Hall for any particular area.

Property Use Eligibility Criteria

- Properties owned by public entities that enhance the quality of life in Huxley, serve a public purpose, and stimulate economic development.
- Properties owned by the Huxley Development Corporation or any public/private partnership that serves a public purpose compatible with the project objectives of a particular Urban Renewal Plan.
- Properties with any proposed industrial usage.

- Properties with proposed commercial office or retail usage with combined taxable valuation of all lots that exceeds \$10 million.
- Properties with proposed retail development with a taxable valuation under \$10 million and all residential development properties are explicitly excluded from receiving TIF program funds.

Project Eligibility Criteria

The following project characteristics shall be the primary factors in considering project eligibility:

1. Improves the development viability of an eligible property and will likely meet at least 3 other project criteria within 5 years of funding.
2. Increases the taxable value of an eligible property within 2 years of funding.
3. Creates or retains quality employment opportunities within Huxley.
4. Is compatible with the community and surrounding properties.
5. Does not cause undue stress on City services or public infrastructure.
6. Does not create an unfair advantage for the property owner over existing property owners in the community.
7. Property owners or developers waive other forms of property tax abatement, exemptions, or incentives allowed by law, however nothing precludes the City from rebating property taxes paid.
8. Property owners or developers agree to minimum assessed values, construction timetables, and other criteria to be contained in a development agreement.
9. Property owners or developers shall construct public infrastructure necessary to serve the project in accordance with City specifications, and upon completion, dedicate such to the City.

Where applicable, assistance to private entities shall be based on criteria outlined in Iowa Code Chapter 15A, including, but not limited to the number and pay scale of projected new jobs and the amount of property tax base to be created. Pay scale shall be determined by the percentage of median income for Story County. Other compensation criteria, such as benefits paid, may also be considered.

Project Priorities

1. Public infrastructure improvements adjacent to undeveloped property or proposed redevelopment.
2. Lending at low or zero-interest rates where local funds are used to match other public and private economic development incentives. Preference will be given to projects that expand existing businesses.
3. Direct assistance in the form of grants, rebates, or forgivable loans where local funds are used to match other public and private economic development incentives.

4. Lending or direct assistance without local funds matching other economic development incentives.

Application Procedure

- Application forms are available at Huxley City Hall, 515 N. Main Avenue.
- Applications shall be submitted as soon as possible to Huxley City Hall, and at minimum, prior to the submittal of a site plan.
- The application shall be reviewed by the City Administrator for completeness.
- The City Administrator shall forward the application, with a recommendation for approval or denial, to the City Council for its consideration of the application.
- If the application is approved by the City Council, the City Administrator shall prepare a Development Agreement, which shall contain the necessary financial and legal considerations. The cost to prepare the Developer Agreement shall be paid for by the applicant, including any outside counsel retained by the City for purpose of negotiating, drafting, approving or executing said Agreement.
- Once the Development Agreement is negotiated between the Applicant and the City Manager, the City Council will conduct a public hearing and take action on the agreement. The City Council must find that a bona fide public purpose will reasonably be accomplished by the project.

City of Huxley TIF Program Application

This application must be completed for any project that requests financial assistance from the City of Huxley using the Tax Increment Financing Program. Please use additional or attached sheets to provide any information requested in this application.

Applicant Name: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Property Use

- ☐ Public Entity ☐ Proposed industrial use
☐ Huxley Development Corp. ☐ Commercial office in excess of \$10M
☐ Other public/private partnership ☐ Other eligible use

Zoning classification: _____

Project Description

Description of the project (physical location, building square feet, unique architectural aspects, etc.):

Description of employment (use attached sheets if necessary):

☐ New jobs _____ Average wages \$ _____

☐ Existing jobs _____ Average wages \$ _____

Note: Projects that simply relocate jobs from another part of the city or state may not be eligible unless they significantly expand new jobs or retain current jobs from moving out of state.

Other information (types of employment, benefits, etc.):

Dollar value of property improvements to be constructed: \$ _____

Description of compatibility with the community and surrounding properties: _____

Description of uses of public infrastructure or municipal services (utilities, special public safety considerations): _____

FOR CITY USE ONLY:

Received by the City: _____

Reviewed by the City Administrator: _____

Referred to City Council for Action: _____ (YES) _____ (NO)

Signed: _____

(City Administrator)

Date: _____

Adopted by City Council on _____

TIF Program Policy

The purpose of this policy is to provide guidance regarding the use of Tax Increment Financing (TIF) to enhance economic development in the City of Huxley (the City). This policy does not replace project area objectives or types of renewal activities listed in any Urban Renewal Plan. Nothing within this policy requires the City of Huxley to provide funding for any project, regardless of that project's ability to meet eligibility guidelines. Any project making application for TIF funds must be located in a designated TIF district and is subject to the particulars of the respective Urban Renewal Plan applicable for said TIF district.

Goal

The goal of Huxley's Tax Increment Finance (TIF) program is to effectively encourage economic development, private sector investment, enhance industrial and non-retail commercial property tax base, create high quality employment opportunities, and attract businesses that contribute to the general well-being and quality of life of Huxley's residents.

Potential Uses of Funds (New and existing real estate)

- Construction and repair of public infrastructure. City and private sector TIF funds may be used to retire debt and pay interest for these projects until development occurs or until assessments and connection fees are paid. Connection fee district and assessments
- ~~Direct assistance to pay assessments or connection fees for properties whose uses meet eligibility criteria.~~ Properties that do not meet the criteria shall be required to pay assessments or connection fees, even if TIF is used to finance others within the same project.
- Direct assistance to business or property owners in the form of rebates, grants or loans for non-infrastructure uses. Loans may be interest bearing, zero-interest, or forgivable based on performance targets.
- Building rehabilitation and façade improvements, building expansion
- Project generated tax increment in rebate form, not to exceed 75% over 15 years is the general baseline for City TIF assistance. Each project will be individually evaluated.
- To purchase or expand land ownership in partnership with the Huxley Development Corporation and any public/private partnership project that serves a public purpose compatible with the project objectives of a particular Urban Renewal Plan.
- Any other lawful use as listed in the Urban Renewal Plan on file in Huxley City Hall for any particular area and of benefit to citizens of Huxley and supported by City Council.

Property Use Eligibility Criteria

- Gap financing model with exceptions?
- Expected developer return on investment %

Commented [RC1]: Policy offers opportunity for general outline of intentions and may not need to be specific on all goals and objectives

Commented [RC2]: Tax increment in rebate form generally best mechanism. Establishing program forms such as revolving loans, facade grants for Main Street or other areas where TIF is not the best tool may require other funding sources in addition to TIF

Commented [RC3]: Consider category for certain retail projects that would provide for taxable valuation, employment, infill redevelopment and density

Commented [RC4]: Consider any payment of interest

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Commented [RC5]: Consider whether standard city utility costs should be eligible, or if the preference is for taxable real estate valuation focus

Commented [RC6]: Consider additional parameters for land acquisition and transfer

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- City ROI and % of involvement; last in where possible behind conventional lending and other sources, but some projects will not have multiple other sources available to them.
- Properties owned by public entities that enhance the quality of life in Huxley, serve a public purpose, and stimulate economic development.
- Properties owned by the Huxley Development Corporation or any public/private partnership that serves a public purpose compatible with the project objectives of a particular Urban Renewal Plan.
- Properties with any proposed industrial usage.
- Properties with proposed commercial office or retail usage with combined taxable valuation of all lots that exceeds \$10 million.
- Properties with proposed retail development with a taxable valuation under \$10 million and all residential development properties are explicitly excluded from receiving TIF program funds.

Project Eligibility Criteria

The following project characteristics shall be the primary factors in considering project eligibility:

1. Improves the development viability of an eligible property and will likely meet at least 3 other project criteria within 5 years of funding.
2. Increases the taxable value of an eligible property within 2 years of funding.
3. Creates or retains quality employment opportunities within Huxley.
4. Is compatible with the community and surrounding properties.
5. Does not cause undue stress on City services or public infrastructure.
6. Does not create an unfair advantage for the property owner over existing property owners in the community.
7. Property owners or developers waive other forms of property tax abatement, exemptions, or incentives allowed by law, however nothing precludes the City from rebating property taxes paid.
8. Property owners or developers agree to minimum assessed values, construction timetables, and other criteria to be contained in a development agreement.
9. Property owners or developers shall construct public infrastructure necessary to serve the project in accordance with City specifications, and upon completion, dedicate such to the City.

Where applicable, assistance to private entities shall be based on criteria outlined in Iowa Code Chapter 15A, including, but not limited to the number and pay scale of projected new jobs and the amount of property tax base to be created. Pay scale shall be determined by the percentage of median income for Story County. Other compensation criteria, such as benefits paid, may also be considered.

Project Priorities

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Commented [RC7]: Consider whether public funds should go to non-taxable purposes as part of this policy

Commented [RC8]: Consider additional parameters for industrial sector: jobs, taxable valuation, utility use, impact

Commented [RC9]: Consider further detailing of wet/dry industry, odor, air quality

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Commented [RC10]: Consider whether a fixed amount is appropriate

Commented [RC11]: Consider additional narrative for mixed use buildings, workforce housing, rehabilitation, and rehabilitation of existing commercial/retail space to decrease vacancy and blight

Commented [RC12]: Consider additional narrative for infill development and existing buildings

Commented [RC13]: Architectural review and design considerations

Commented [RC14]: GPD usage for sanitary sewer and water provided at initial proposal stage

Commented [RC15]: Provision of financial information for underwriting review

Commented [RC16]: There will hopefully be opportunities for large employment and taxable valuation projects that meet

1. Public infrastructure improvements adjacent to undeveloped property or proposed redevelopment.
2. Lending at low or zero-interest rates where local funds are used to match other public and private economic development incentives. Preference will be given to projects that expand existing businesses.
3. Direct assistance in the form of grants, rebates, or forgivable loans where local funds are used to match other public and private economic development incentives.
4. Lending or direct assistance without local funds matching other economic development incentives.

Application Procedure

- Application forms are available at Huxley City Hall, 515 N. Main Avenue.
- Applications shall be submitted as soon as possible to Huxley City Hall, ~~and at minimum, prior to the submittal of a site plan.~~
- The ~~application proposal~~ shall be reviewed by the City Administrator for ~~completeness, initial evaluation and financial assessment~~
- The City Administrator shall forward the ~~application proposal~~, with a recommendation for approval or denial, to the City Council for its consideration of the ~~application proposal~~.
- ~~Development of preliminary terms of agreement for City Council review-business terms and expectations for project~~
- If the application is approved by the City Council, the City Administrator shall prepare a Development Agreement, which shall contain the necessary financial and legal considerations. The cost to prepare the Developer Agreement shall be paid for by the applicant, including any outside counsel retained by the City for purpose of negotiating, drafting, approving or executing said Agreement.
- Once the Development Agreement is negotiated between the Applicant and the City Manager, the City Council will conduct a public hearing and take action on the agreement. The City Council must find that a bona fide public purpose will reasonably be accomplished by the project.
- Certificate of Completion for the project approved by City Council

Commented [RC17]: Consider whether actual application is preferred, or a detailed development proposal and financial assistance outline

Commented [RC18]: Contain conceptual development plan, cost estimates, sources and uses and financials to demonstrate funding gap (operational proforma 15 year, debt and cash flow)

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Commented [RC19]: Basis for city assistance should be that "but for" city assistance, the project will not happen. Project initiation and submittal of building plans should not occur ahead of consideration of assistance proposal

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Commented [RC20]: Contract negotiation, final analysis and design review

City of Huxley TIF Program Application

This application must be completed for any project that requests financial assistance from the City of Huxley using the Tax Increment Financing Program. Please use additional or attached sheets to provide any information requested in this application.

Applicant Name: _____

Mailing Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Property Use

- ☐ Public Entity ☐ Proposed industrial use
☐ Huxley Development Corp. ☐ Commercial office in excess of \$10M
☐ Other public/private partnership ☐ Other eligible use

Zoning classification: _____

Project Description

Description of the project (physical location, building square feet, unique architectural aspects, etc.):

Commented [RC21]: Application form should be further detailed or not used

Commented [RC22]: Detailed financials and conceptual plans

Description of employment (use attached sheets if necessary):

() New jobs _____ Average wages \$ _____

() Existing jobs _____ Average wages \$ _____

Note: Projects that simply relocate jobs from another part of the city or state may not be eligible unless they significantly expand new jobs or retain current jobs from moving out of state.

Other information (types of employment, benefits, etc.):

Dollar value of property improvements to be constructed: \$ _____

Description of compatibility with the community and surrounding properties: _____

Description of uses of public infrastructure or municipal services (utilities, special public safety considerations): _____

FOR CITY USE ONLY:

Received by the City: _____

Reviewed by the City Administrator: _____

Referred to City Council for Action: _____ (YES) _____ (NO)

Signed: _____

(City Administrator)

Date: _____

Adopted by City Council on _____