



CITY COUNCIL MEETING NOTICE

TUESDAY AUGUST 24, 2021 6:00 P.M.

CITY COUNCIL CHAMBERS

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**
- 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 the August 10, 2021 Regular Meeting
 - b) Approve Payment of Bills and June Treasurer's Report
 - c) Second Reading of Ordinance No. 518 Parking Regulations and Request Waiver of Third Reading
 - d) Second Reading of Ordinance No. 519 Pet Licenses and Request Waiver of Third Reading
 - e) Motion to Approve Submittal of Iowa Department of Natural Resources Community Forestry Grant
 - f) Motion to Approve Peyton Woodbeck for 6-Month Probationary Membership to Huxley Fire Rescue
 - g) Approve Resolution No. 21-075 Set Public Hearing for Meadow Lane Investments, LLC Annexation
 - h) Approve Resolution No. 21-076 Establishing Electronic Imaging and Destruction of Records and Documents Policy
 - i) Approve Resolution No. 21-077 Allowing Electronic Signatures to be Sent and Accepted by the City of Huxley
 - j) Approve Resolution No. 21-078 Five Year Agreement with the Iowa Department of Transportation for the State of Iowa Routes Within the Corporate Limits of the City of Huxley
- 7. BUSINESS ITEMS**
- 8. INFORMATIONAL ITEMS**
 - a) Update on FY 22 and Long-Range Capital Improvement Plan
 - b) Update on Water Treatment Plant Expansion Update and Debt Reduction Comparisons
 - c) Fence Permit for 124 Lynwood-Code of Ordinances Chapter 165.37
 - d) Updates on Economic Development Projects in Negotiation (ATI Group, Blue Sky Estates, Ballard Plaza)
- 7. CITY ADMINISTRATOR AND DIRECTOR REPORTS**
- 8. MAYOR AND COUNCIL REPORTS**
- 9. ADJOURNMENT**

UPCOMING WORK SESSION TOPICS/REGULAR AGENDA ITEMS

FY 2022 and Long-Range Capital Improvement Plan Worksession

Huxley Fire Rescue/Kelley

Final Report 2020 Derecho

Growth and Annexation Evaluation

Space Needs Analysis and Comprehensive Plan

Other Topics of Interest to Mayor and Council

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.

HUXLEY CITY COUNCIL MEETING MINUTES

Tuesday, August 10, 2021

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 held a meeting on the above date pursuant to rules of the council, notice posted at City Hall and onto website. Mayor Deaton called the meeting to order at 6:03 pm.

ROLL CALL: Roberts, Kuhn, Peterson, Mulder, Easter

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

CITY STAFF PRESENT: Rita Conner – City Administrator, Jolene Lettow – City Clerk, Cathy Van Maanen – Library Director, Gerry Stoll – Police Chief, Keith Vitzthum – Asst. Public Works Director, Todd Moomaw – Fire Chief

CONSULTANTS PRESENT: Forrest Aldrich– city engineer

PUBLIC COMMENT: Citizen provided remarks regarding the sidewalk on Lot 9 on West Centennial that builder poured as a 5 foot sidewalk instead of 8 foot trail as noted on plans. Stated concerns for builder with unburdened expense and asked if 5 foot sidewalk could remain.

CONSENT AGENDA:

Motion by Kuhn, second by Peterson to approve Consent Agenda as listed below as listed below with *Items d, and f* to be pulled from Consent Agenda for separate discussion.

- a) Approve Minutes from the July 27, 2021 Regular Meeting and August 3, 2021 Worksession
- b) Approve Payment of Bills
- c) Third Reading of Ordinance No. 517 Rezoning of Certain Property owned by Janestar of Iowa, LLC from A-1 Agricultural to C-2 General Commercial
- d) *Motion on Items Related to Prairie Fest: Approval of Alcohol License and Beer Service Area Expansion, Insurance and Fireworks Permit*
- e) Motion to Approve Appointment of Ryan Harris to the Huxley Library Board of Trustees
- f) *Motion to Approve Safe Room Operation and Maintenance and Emergency Management Summary*
- g) Motion to Approve Iowa Department of Natural Resources Construction Permit Application-Water Treatment Plant Expansion
- h) Motion to Approve Iowa Department of Natural Resources Construction Permit Application-Water System Improvements, Shallow Well No. 7
- i) Approve Resolution No. 21-072 Payment Application No. 2 East 1st Street Project
- j) First Reading of Ordinance No. 518 Parking Regulations

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

Claims:

AFLAC	AFLAC	216.96
ALLENDAN SEED COMPANY	SEED FOR HILLS AND TRAIL	183.00
ALLIANT ENERGY	GAS AND ELECTRIC	12,170.63
ARNOLD MOTOR SUPPLY	TECHATA 1500 PAIL	102.99
BOUND TREE MEDICAL	STRAPS FOR BACKBOARDS	181.98
BRICK GENTRY P.C.	HFR	1,700.00
BUD'S AUTO REPAIR INC	VEHICLE MAINTENANCE REPAIRS	1,482.67
DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	1,529.08
DES MOINES STAMP MFG. CO.	NOTARY STAMP FOR POLICE OFFICE	32.40
DIRT WORK PARTNERS LLC	SLUDGE HAULING	10,779.92
EBS	MEDICAL INSURANCE	17,590.70
EDWARD JONES	IRA	250.00
FIDELITY SECURITY LIFE	VISION INS	318.49
FIRE SERVICE TRAINING BURE	FIRE SCHOOL	450.00
FUELLAND, MATT	YOUTH TENNIS INSTRUCTOR	726.95
GALLS, LLC- DBA CARPENTER	PD UNIFORM PARTS	351.41
GREENLAND HOMES	BUILDING PERMIT DEPOSIT REFUND	1,000.00
HACH COMPANY	WWT CHEMICALS	1,072.52
HOMES BY ADVANTAGE LLC	BUILDING PERMIT DEPOSIT REFUND	1,000.00
INTEGRATED PRINT SOLUTIONS	PUBLIC WORKS SUMMER SHIRTS	928.00

INTERNAL REVENUE SERVICE	FED WITHOLDING TAX	14,601.51
IPERS	IPERS	18,088.84
KEITH HEDLUND	AMBULANCE OVER PAYMENT	50.00
KELTEK INCORPORATED	KNOX BOX INSTALL	621.94
KEMPKER'S TRUE VALUE AND R	SEE ATTACHED	504.34
LINCOLN FINANCIAL GROUP	DISABILITY INSURANCE	1,345.04
LOWE'S	NEW FRIDGE FOR PD	531.05
MARTIN MARIETTA MATERIALS	TONS OF GABION STONE	155.93
MASS MUTUAL RETIREMENT SER	DEFERRED COMPENSATION	250.00
MIDWEST BREATHING AIR SYST	QUARTERLY AIR TEST	187.00
MISCELLANEOUS VENDOR	TRUNIGER, JOSEPH :US REFUND	636.23
MUNICIPAL SUPPLY	3/4" CURB STOP	99.55
NCL OF WISCONSIN, INC.	TSS QA/QC	17.34
OXEN TECHNOLOGY	MICROSOFT OFFICE & EXCHANGE	262.00
PCC AN AMBULANCE BILLING S	JUNE AMBULANCE BILLING	292.22
PEPSI-COLA	VENDING BEVERAGES	145.68
PRO COMMERCIAL LLC	BUILDING PERMIT DEPOSIT REFUND	1,000.00
REDWOOD BUILDERS, LLC	BUILDING PERMIT DEPOSIT REFUND	1,000.00
SECRETARY OF STATE	SECRETARY OF STATE	30.00
STAPLES BUSINESS CREDIT	OFFICE SUPPLIES	482.46
STAR EQUIPMENT LTD.	REPAIRS TO HYDRAULIC BREAKER	588.59
SUPERION, LLC	EVIDENCE/BAR CODE PRINTER	916.64
TASC	FLEX BENEFIT PLANS	577.05
TASC - CLIENT INVOICES	SEPT FLEX ADMIN FEES	69.82
TODD MOOMAW	LOWES REIMBURSEMENT	50.85
TRANE U.S. INC.	APRIL, MAY, JUNE CONTRACT	8,929.75
TREASURER, STATE OF IOWA	STATE WITHOLDING	4,817.00
U.S. CELLULAR	AMBULANCE CELL PHONES	92.37
UNITED STATES TREASURY	PCORF TAX PENALTY FEE	15.06
VEENSTRA & KIMM, INC.	ATI GROUP PRELIM PLAT	116,930.99

	<u>Expenses</u>	<u>Revenues</u>
001 General Fund	59,184.49	28,699.22
002 Library	5,369.68	58.95
003 Recreation	4,711.59	10,580.80
004 Fire and Rescue	2,198.57	
014 Ambulance	1,898.28	956.00
110 Street	12,940.11	25.00
325 E. 1 st St. Construction	14,575.48	
345 Water Plant Expansion	91,299.85	
600 Water	9,675.10	90,316.47
610 Sewer	23,503.80	<u>68,849.30</u>
Payroll	<u>65,863.02</u>	
Grand Total	\$ 291,219.97	\$ 196,485.74

Item d from Consent Agenda: Motion – Mulder, second – Easter to approve Prairiefest Alcohol License, Beer Service Area Expansion and Fireworks Permit. Beer service area will be expanded to blocked off area for festival and proof-of-age wristbands will be required for beer purchases. Roll Call: Peterson, Mulder, Kuhn, Roberts, Easter.

Item f from Consent Agenda: Motion – Mulder, second – Easter to table any action on the approval of the Safe Room Operation and Maintenance and Emergency Management Summary. Councilman Kuhn noted that the emergency plan was not complete and needed to include other possible disasters/situations. Staff to review and council to discuss at the September 28 work session. Roll Call: Kuhn, Easter, Roberts, Peterson, Mulder voted yes. Motion carried.

BUSINESS ITEMS:

Motion – Easter, second – Roberts to Approve Resolution No. 21-073 to provide for a notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the Water Treatment Plant Improvements Project, and the taking of bids thereof. Bid opening is scheduled for September 9th at 2:00pm. Roll Call: Peterson, Mulder, Kuhn, Easter, Roberts voted yes. Motion carried.

Motion – Peterson, second – Roberts to Approve Resolution No. 21-074 to provide notice of hearing on proposed plans, specifications, form of contract and estimate of cost for the Water System Improvements – Shallow Well No. 7 Project and taking of bids thereof. Roll Call: Peterson, Mulder, Kuhn, Easter, Roberts voted yes. Motion carried.

Motion – Easter, second – Peterson to Approve First Reading of Ordinance No. 519 Pet Licenses. City will no longer require pets to be registered. Roll Call: Peterson, Mulder, Kuhn, Easter, Roberts voted yes. Motion carried.

INFORMATIONAL ITEMS:

- Update on Potential Funding Scenarios for Water Treatment Expansion Project Cost Estimate: council discussed potential project cost. Asked Northland to provide different interest rate scenarios in case of delay with project.
- Update on Sidewalk Infill Program Goals and Community Engagement Process: Staff asked for more time to prepare for public communication. Discussed holding two public meetings instead of one to offer more flexibility to citizens.

ADJOURNMENT: Motion – Mulder, second – Easter to adjourn meeting at 7:23pm. 5 ayes, 0 nays. Motion carried.

Submitted by: Jolene R. Lettow, City Clerk

8-24-21 Council Claims

	A	B	C
1	VENDOR NAME	DESCRIPTION	GROSS AMOUNT
2	BAKER & TAYLOR ENTERTAINMENT	BOOKS	\$ 748.44
3	BELLA HOMES	BUILDING PERMIT DEPOSIT REFUND	\$ 1,000.00
4	BOLTON & MENK, INC	ENGINEERING-STREETS/WATER MAIN	\$ 8,139.00
5	BOOK SYSTEMS, INC.	CORDLESS SCANNERS	\$ 1,410.00
6	BOUND TREE MEDICAL	AMBULANCE SUPPLIES	\$ 435.94
7	CARDMEMBER SERVICE	SEE ATTACHED	\$ 3,387.06
8	CENTRAL IOWA TOWING & RECO	TOWING OF 2014 DODGE	\$ 119.53
9	CHAD ELLIOTT	REIMBURSEMENT FOR PERMIT	\$ 103.00
10	CHELSEA CARPENTER	VOLLEYBALL REFUND	\$ 13.00
11	CLAMAN CONSTRUCTION, INC.	BUILDING PERMIT DEPOSIT REFUND	\$ 1,065.48
12	COMPASS MINERALS AMERICA	COARSE ROCK SALT	\$ 3,808.18
13	COMPUTER RESOURCE SPECIALI	IT WORK	\$ 4,206.24
14	CONCRETE TECHNOLOGIES	EAST 1ST ST. RECON-PAY EST 1 & 2	\$ 335,040.62
15	CONSUMERS ENERGY	ELECTRIC	\$ 11,134.91
16	CONTROL PROCESS SYSTEMS, I	GEAR OP & ADAPTER FOR BIOSOLID	\$ 200.16
17	CORE & MAIN LP	STORM LIDS & CURB STOP	\$ 1,028.30
18	DEMCO	BOOK PROCESSING	\$ 360.52
19	DICKSON & LUANN JENSEN	DEVELOPMENT AGREEMENT	\$ 59,036.48
20	DOLLAR GENERAL-REGIONS 410	JANITORIAL SUPPLIES	\$ 68.50
21	EMILY MUDD	VIKING CHALLENGE REFUND	\$ 30.00
22	GALLS, LLC- DBA CARPENTER	PD UNIFORM PARTS	\$ 508.00
23	GARBAGE GUYS	10 YD ROLL AWAY DUMPSTER	\$ 396.00
24	GATEHOUSE-DB IOWA HOLDINGS	LEGAL PUBLICATIONS	\$ 1,003.66
25	GORDON FLESCH COMPANY, INC	LASERFICHE TRAINING	\$ 131.25
26	GPM	REFRIGERATION SLED SAMPLER	\$ 1,595.83
27	GREENLAND HOMES	BUILDING PERMIT DEPOSIT REFUND	\$ 2,000.00
28	HACH COMPANY	WATER TREATMENT CHEMICALS	\$ 286.97
29	HADAWAY FENCING LLC	FENCE REPAIRS AT PARKS	\$ 4,420.00
30	HOKEL MACHINE SUPPLY	FLAT FACE & ADAPTOR	\$ 44.60
31	HUXLEY COMMUNICATIONS COOP	PHONE, CABLE, INTERNET	\$ 1,567.96
32	INTEGRATED PRINT SOLUTIONS	BASKETBALL LEAGUE TSHIRTS	\$ 604.00
33	INTERNAL REVENUE SERVICE	PAYROLL TAXES	\$ 14,197.21
34	IOWA DEPARTMENT OF NATURAL	NPDES ANNUAL FEE	\$ 295.00
35	KEYSTONE LABORATORIES	PILOT STUDY & WATER SAMPLING	\$ 4,701.00
36	LEDGEWOOD BUILDERS, LLC	BUILDING PERMIT DEPOSIT REFUND	\$ 1,000.00
37	MANATTS	CONCRETE	\$ 1,117.75
38	MARCO, INC.	COLOR/BW COPIES	\$ 797.10
39	MARTIN MARIETTA MATERIALS	1" ROAD & CLEAR STONE	\$ 2,233.75
40	MENARDS	OUTLETS	\$ 6.42
41	MID-IOWA SOLID WASTE EQUIP	ARIES TRACTOR REPAIR	\$ 3,681.79
42	NEW CENTURY FS INC	DIESEL & UNLEADED FUEL	\$ 4,527.56
43	NORTHLAND CHEMICAL CORP	JANITORIAL SUPPLIES	\$ 415.72
44	PCC AN AMBULANCE BILLING	JULY BILLING	\$ 280.96
45	PEPSI-COLA	VENDING PRODUCTS	\$ 231.82
46	PREMIER	LIBRARY PRINTER FEES	\$ 47.70

8-24-21 Council Claims

	A	B	C
47	QUILL CORPORATION	PURCHASE ORDERS	\$ 87.09
48	RAGNASOFT, INC.	PLANIT SCHEDULE	\$ 825.00
49	RAY O'HERRON CO. INC.	GLOCK 17 GEN 5 MAGS & NIGHT SIGHTS	\$ 470.45
50	RICHARD KEPLER	REIMBURSE FOR TREE REMOVAL	\$ 4,000.00
51	ROYCE JOHNS MUSIC LLC	PARTY IN THE PARK	\$ 500.00
52	SAFE BUILDING COMPLIANCE &	BUILDING INSPECTIONS	\$ 5,167.72
53	SHERRI SMITH	VIKING CHALLENGE REFUND	\$ 30.00
54	STORY COUNTY HOUSING TRUST	2021 PLEDGE	\$ 1,831.59
55	SYNCB/AMAZON	BOOKS AND DVDS	\$ 199.92
56	TASC	FLEX BENEFIT PLANS	\$ 577.05
57	U.S. BANK EQUIPMENT FINANC	LIBRARY COPIER LEASE	\$ 103.22
58	VAN-WALL EQUIPMENT INC.	U-JOINT FOR BRUSH MOWER	\$ 394.64
59	VERIZON WIRELESS	PUBLIC WORKS CELL PHONES	\$ 332.08
60	WINDSTREAM IOWA COMMUNICAT	DISPATCH PHONES	\$ 80.13
61	ZIEGLER INC	GAS SHOCK FOR STEERING COLUMN	\$ 150.50
62	Payroll Expense		\$ 63,868.35
63	GRAND TOTAL		\$ 556,045.15
64			
65		FUND TOTALS	
66	001 GENERAL FUND	\$ 26,021.22	
67	002 LIBRARY	\$ 4,375.78	
68	003 RECREATION	\$ 4,326.45	
69	004 FIRE AND RESCUE	\$ 807.76	
70	014 AMBULANCE	\$ 2,078.46	
71	110 ROAD USE TAX	\$ 14,665.96	
72	124 LMI	\$ 1,831.59	
73	125 TIF	\$ 59,036.48	
74	325 E. 1ST ST RECONSTRUCTION	\$ 337,274.37	
75	345 WATER PLANT EXPANSION	\$ 4,332.30	
76	398 DERECHO STORM	\$ 8,420.00	
77	600 WATER UTILITY	\$ 12,565.45	
78	610 SEWER UTILITY	\$ 16,440.98	
79	01 PAYROLL EXPENSE	\$ 63,868.35	
80	GRAND TOTAL	\$ 556,045.15	
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8-24-21 Council Claims

	A	B	C
93	Cardmember Services (Visa)		
94	Admin	amazon prime, zoom, adobe acropro, forever envelopes	\$ 429.69
95	Water	toilet paper, foil, plates, cable, presenter, hdmi cords	\$ 124.68
96	Wastewater	toilet paper, foil, plates, business cards, bod bottles, bod caps, tickets	\$ 377.59
97	Fire	bottled water, background check	\$ 44.88
98	Parks	edger blade, toilet tank lid	\$ 111.99
99	Library	hobby lobby return, hobby lobby, salvation army, fareway, postage	\$ 114.43
100	Parks and Rec	toilet bowl brushes, printer cartridges, postage, postage for news letter, megaphone, pens, gym chalk, water beads, cardstock, mop return, facebook ad	\$ 549.73
101	Streets	ice, paper towels, swppp course, workshop registration, 16 x 38 rim	\$ 1,027.08
102	PD	notary stamp, notary renewals, garden hose, gun & ammo cabinets, iowa membership, conference	\$ 606.99
103	Total		\$ 3,387.06

CITY OF HUXLEY
YEAR TO DATE TREASURERS REPORT
AS OF: JUNE 30TH, 2021

FUND	BEGINNING CASH BALANCE	Y-T-D REVENUES	NET CHANGE IN ASSETS	Y-T-D EXPENDITURES	NET CHANGE IN LIABILITIES	CLOSING BALANCE	INVESTMENT YTD BALANCE
001-GENERAL FUND	2,083,351.06	1,814,610.47 (250,000.00)	1,731,792.65	38,078.02	2,454,246.90	19,350.00
002-LIBRARY	0.00	117,506.35	0.00	198,081.94	2,744.98 (77,830.61)	
003-RECREATION	0.00	156,879.46	0.00	222,968.28	553.67 (65,535.15)	
004-FIRE AND RESCUE	0.00	35,827.62	0.00	87,531.21	29.98 (51,673.61)	
006-CEMETERY	4,199.76	626.00	0.00	358.14	50.00	4,517.62	
014-AMBULANCE	0.00	53,290.56	0.00	81,670.13	0.00 (28,379.57)	
110-ROAD USE TAX	508,839.58	507,510.00	0.00	387,423.78	8,452.51	637,378.31	
121-LOCAL OPTION TAX	35,635.60	533,732.97	0.00	0.00	0.00	569,368.57	
124-LMI	434,156.26	0.00	0.00	0.00	0.00	434,156.26	
125-TIF	0.00	2,497,563.56	0.00	279,051.79	0.00	2,218,511.77	
140-CUSTOMER DEPOSITS	43,690.00	0.00	0.00	0.00	4,730.00	48,420.00	
200-DEBT SERVICE FUND	632,763.18	777,177.44	0.00	2,586,574.96	0.00 (1,176,634.34)	
303-LIBRARY PROJECT FUND	2,504.80	5,574.89	0.00	0.00	0.00	8,079.69	
319-RECREATION NEW EQUIPMENT	14,868.78	0.00	0.00	0.00	0.00	14,868.78	
325-E. 1ST ST RECONSTRUCTION	230,462.59	0.00	0.00	56,830.47	11,322.16	184,954.28	
332-CENTENNIAL WEST	46,917.69	0.00	0.00	0.00	0.00	46,917.69	
338-WATER METERS	3,560.00	0.00	0.00	0.00	0.00	3,560.00	
339-560TH AVENUE PAVING	1,593,765.75	1,000,000.00	0.00	2,504,694.09	0.00	89,071.66	
340-Trail Paving Project	(58,185.01)	287,479.59	0.00	101,005.30	0.00	128,289.28	
342-HMGP Generator Project	(168,343.45)	145,859.08	0.00	23,280.00	0.00 (45,764.37)	
343-KUM N GO WATER & SEWER	255,004.17	0.00	0.00	52,065.63	0.00	202,938.54	
344-STREET & WATER REPAIRS	(220,332.41)	0.00	0.00	140,023.97	0.00 (360,356.38)	
345-WATER PLANT EXPANSION	0.00	0.00	0.00	259,873.29	69,306.28 (190,567.01)	
398-DERECHO STORM	0.00	365,853.51	0.00	528,634.73	1,749.85 (161,031.37)	
600-WATER UTILITY	406,565.29	945,296.27	0.00	586,791.06	6,507.51	771,578.01	579,350.00
601-WATER SINKING FUND	0.00	0.00	0.00	152,781.25	0.00 (152,781.25)	
602-WATER RESERVE FUND	98,500.00	0.00	0.00	0.00	0.00	98,500.00	
610-SEWER UTILITY	707,195.63	950,447.83	0.00	564,767.42	2,496.76	1,095,372.80	481,850.00
611-SEWER SINKING FUND	(230.00)	0.00	0.00	115,857.50	0.00 (116,087.50)	
612-SEWER RESERVE FUND	90,565.00	0.00	0.00	0.00	0.00	90,565.00	
	=====	=====	=====	=====	=====	=====	=====
GRAND TOTAL	6,745,454.27	10,195,235.60 (250,000.00)	10,662,057.59	146,021.72	6,674,654.00	1,080,600.00
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*** END OF REPORT ***

ORDINANCE NO. 518

**AN ORDINANCE AMENDING
CHAPTER 69 PARKING REGULATIONS**

BE IT ORDAINED by the City Council of the City of Huxley, Iowa, that:

Section 1. Chapter 69, of the Huxley Code of Ordinances; Parking Regulations Ordinance is hereby amended as follows:

69.08 NO PARKING ZONES

No Parking zone to be placed eastbound on Northpark Blvd from the west property line to the west side of the driveway at 306 Northpark Blvd, approximately 100'.

PASSED AND APPROVED this _____ day of ____ 2021.

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Clerk

First Reading:

Second Reading:

Third Reading:

Date Adopted:

Date of Publication by posting:

ORDINANCE NO. 519

AN ORDINANCE AMENDING THE CODE OF ORDINANCES
OF THE CITY OF HUXLEY, IOWA,
BY AMENDING PROVISIONS OF THE ORDINANCE
REGARDING CHAPTER 56, DOG AND CAT LICENSES REQUIRED

Be It Enacted by the City Council of the City of Huxley, Iowa:

SECTION 1. Chapter 56, Dog and Cat Licenses required, is hereby amended by striking the chapter from the Code of Ordinances in its entirety.

SECTION 2. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall be effective upon its passage, approval and publication as provided by law.

PASSED and approved this 10th day of August, 2021.

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Clerk

First Reading August 10, 2021

Roll Call	Aye	Nay	Absent
Rick Peterson	—	—	—
Nate Easter	—	—	—
Greg Mulder	—	—	—
Dave Kuhn	—	—	—
Tracey Roberts	—	—	—

Second Reading

Roll Call	Aye	Nay	Absent
Rick Peterson	—	—	—
Nate Easter	—	—	—
Greg Mulder	—	—	—
Dave Kuhn	—	—	—
Tracey Roberts	—	—	—

Third Reading

Roll Call	Aye	Nay	Absent
Rick Peterson	—	—	—
Nate Easter	—	—	—
Greg Mulder	—	—	—
Dave Kuhn	—	—	—
Tracey Roberts	—	—	—

Derecho Community Forestry Grant Program Application

This application, including the project proposal, should not be longer than six pages, and must be received by the Iowa Department of Natural Resources Forestry Division Administrator, Wallace State Office Building, Des Moines, Iowa 50319-0034, by no later than 4:30 pm on August 20, 2021.

An 8" by 11" site map shall be included in addition to the proposal.

APPLICANT INFORMATION:

Applying Organization: City of Huxley- Parks and Recreation Department

Primary Contact: Heather Denger

Email: hdenger@huxleyiowa.org Phone: 515-597-2515

Mailing Address: 515 North Main Ave

City: Huxley County: Story State: IA Zip Code: 50124

Please include a brief description of the Applicant, including the type of legal entity. If the Applicant is a private entity, please include a description of basic functions and types of projects conducted by the Applicant:

Heather Denger is the Parks and Recreation Director in Huxley, Iowa.

Huxley is a City Government within Story County between Ames and Ankeny.

PROJECT INFORMATION:

Funding Amount Requested: 1,370.82 Matching Funding: 1,370.83

Project Supervisor (if different from above): _____

Email: _____ Phone: _____

Project Location/Address: Nord Kalsem Park, 204 West 5th St.

City: Huxley County: Story State: IA Zip Code: 50124

Date/Time (Please be specific): September 25th, 9am Makeup Date/Time: October 2nd, 9am

Planting Location Type (City, County, School, etc.): City Park

Will Youth be involved: ☐ No ☒ Yes If yes, an estimate of number of participants: 30

Number of Trees: 15 Number of Species: 9

Nursery Name and Primary Contact: DMF Gardens, Charley Dalton, 1720 East Washington Ave.

City: Des Moines Phone: 515-266-2488 Email: charley@dmfgardens.com

PROJECT NARRATIVE AND MAINTENANCE PLAN:

Please provide a detailed summary of your project, including timeline and proposed completion date, people and organizations involved, goals and benefits, future use for the planting, and any collaboration or professional assistance.

Nord Kalsem Park has been in the heart of Huxley since 1918 and is named after D. H. Nord and O. Kalsem for putting Huxley on the map with the Huxley Horse Show. Nord-Kalsem Park is a seven acre park that includes a community center, handicap accessible playground structure, 2 ball diamonds, a basketball court, and restrooms.

The Huxley Tree Board has been meeting since Fall 2020 to work on removing damaged trees and create plans for re-planting. They have already completed re-planting Memorial Park, a smaller community park that lost multiple trees but have not started re-planting at Nord Kalsem yet, although it was the park with the most severe damage from the Derecho.

We have scheduled a community work day to plant trees on September 25th, 2021 with completion of all work by October 16th, 2021. Once trees are planted we will place tree bags on them from April through September and water them a minimum of twice per week. Over the colder months we will place trunk wraps around the trees. The Huxley Tree Board and City staff will mulch trees yearly, trim trees as needed and monitor overall health.

The goal of this project is to bring shade back to what is now in full sun. Shade will allow the children to play at the play features more comfortably, sport spectators to have shade while watching their kids play and allow social gatherings with natural shaded beauty.

Please describe your community's impact and need from the August 10, 2020, derecho.

On August 10, 2020, the Derecho came through Huxley destroying over 100 trees in the City Parks and ROW's. 33 of the trees destroyed were mature trees at Nord Kalsem Park. 33. What once was a beautiful shaded area is now completely open with very little protection from the Sun. Because of this loss of shade the playground is not used nearly as much, outdoor programming has decreased significantly and community concern has been expressed about the lack of trees present.
(pictures attached)

Please describe how this project will engage members of the community. If applicable, list an estimated number of participants and youth.

We intend on opening this project up to the community to aid in the planting and landscaping work. The local Boy Scout group will be helping along with The Modern Woodsman Group here in Huxley. Estimated number of helpers is 30.

Using the table below, please include a detailed budget of proposed expenses and the cash match that will be provided. Reminder: This grant requires a \$1 for \$1 cash match grant, and in-kind contributions are not allowed. Please include line items describing each item, task, and expense.

Description of Plant Materials, Products, and Services purchased from Iowa firms	Cost*	Cash Match and Source of Match
Amur Maple /London Plane Tree (2) (in place of Sycamore)/Northern Red Oak (\$125x4)	250.00	250.00 City Budget
Red Sunset Red Maple	62.50	62.50 City Budget
Catalpa Speciosa	62.50	62.50 City Budget
Royal Raindrops Flowering Crabapples (\$130x2)	130.00	130.00 City Budget
American Hophornbeam (\$125x3)	187.50	187.50 City Budget
Eastern White Pine (\$105x4)	210.00	210.00 City Budget
Creeping Juniper (\$18 x2)	18.00	18.00
Accolade Elm	66.00	66.00
Spirea (\$18x8)	72.00	72.00
Tree Watering Bags (\$8.68x15)	65.10	65.10
Trunk Protectors (\$5.99x5)	14.97	14.98
**River Rock (2 ton @ \$72 each + \$50 delivery)	97.00	97.00
**Mulch (5 yards @ \$44.10 + \$50 delivery)	135.25	135.25
From Outdoor Innovations, Ames, IA		
Project Total (Requested + Match)	Total Grant Request	Total Matching Funds
	1,370.82	1,370.83

*Total requested funds for trees must be equal or less than \$1 for \$1 Matching Funds

PROJECT ONGOING CARE

Please detail how trees will be watered and maintained for the first 2 years and the ongoing plan for 10 years after project completion, including who will be responsible and how often duties will be performed:

Once trees are planted we will place tree bags on them from April through September and water them a minimum of twice per week. Over the colder months we will place trunk wraps around the trees. The Huxley Tree Board and City staff will mulch trees yearly, trim trees as needed and monitor overall health.

TREE CITY/CAMPUS/LINE USA PARTICIPATION:

Is your community/organization designated as Tree City/Campus/Line USA?

☐ Yes ☒ No

Name of Designee(s) _____

NURSERY QUOTE

Please attach a quote from each participating nursery including ALL of the following:

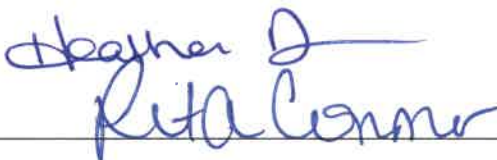
- Species common name and cultivar (if applicable)
- Species scientific name
- Quantity per species
- Container size and type for each species (hard pot, air-pruned container, growbag, etc.)
- Cost per tree and total cost, including mulch (if applicable)

CERTIFICATION

- ☒ By checking this box, I acknowledge that I understand the nursery stock requirements set forth above, and that **stock will meet the standards set forth in ANSI Z60.1**. I also understand that I must acquire permission from the Iowa DNR for any deviations from these requirements. I am fully aware that stock will be inspected by a DNR forestry representative at time of planting, and that any stock determined to be dead or dying, subject to disease, or otherwise unfit for planting will be rejected.
- ☒ By checking this box, I hereby certify that, to the best of my knowledge, the information contained in this application and its supplements is correct and true. I acknowledge that I have read the "Instructions and Requirements" document and that any deviations from the specifications outlined have been approved by the DNR program coordinator. I fully understand that any deviations from said restrictions that have NOT been expressly approved by the DNR program coordinator may result in withholding of funds by the Iowa Department of Natural Resources.
- ☒ By checking this box, I acknowledge that the Grantee agrees to provide a ten-year maintenance agreement, as described above, for all trees planted using funds from this grant.
- ☒ By checking this box, I hereby certify that the project funds will be spent in accordance with all applicable federal and state laws, rules and regulations.
- ☒ By checking this box, I hereby certify that the Iowa Department of Natural Resources and the Iowa urban and community forestry council is released from any liability associated with this project.

SIGNATURES

Signature of Applicant:

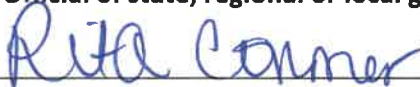

Rita Conner

Date:

8-20-21

Signature and Title of Authorized Official of state, regional or local government under whose jurisdiction the project

will occur:


Rita Conner

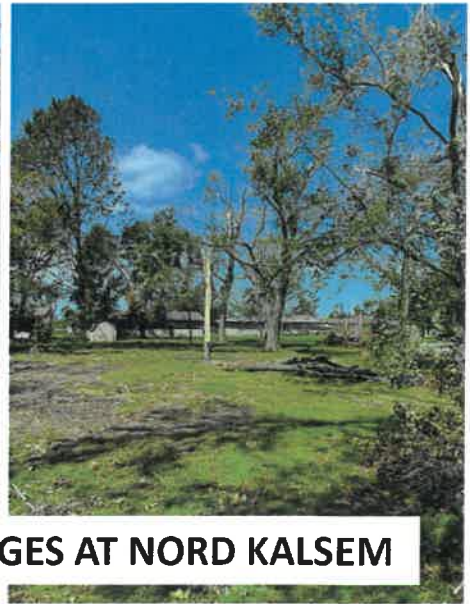
Date:

8-20-21

Signature of landowner if

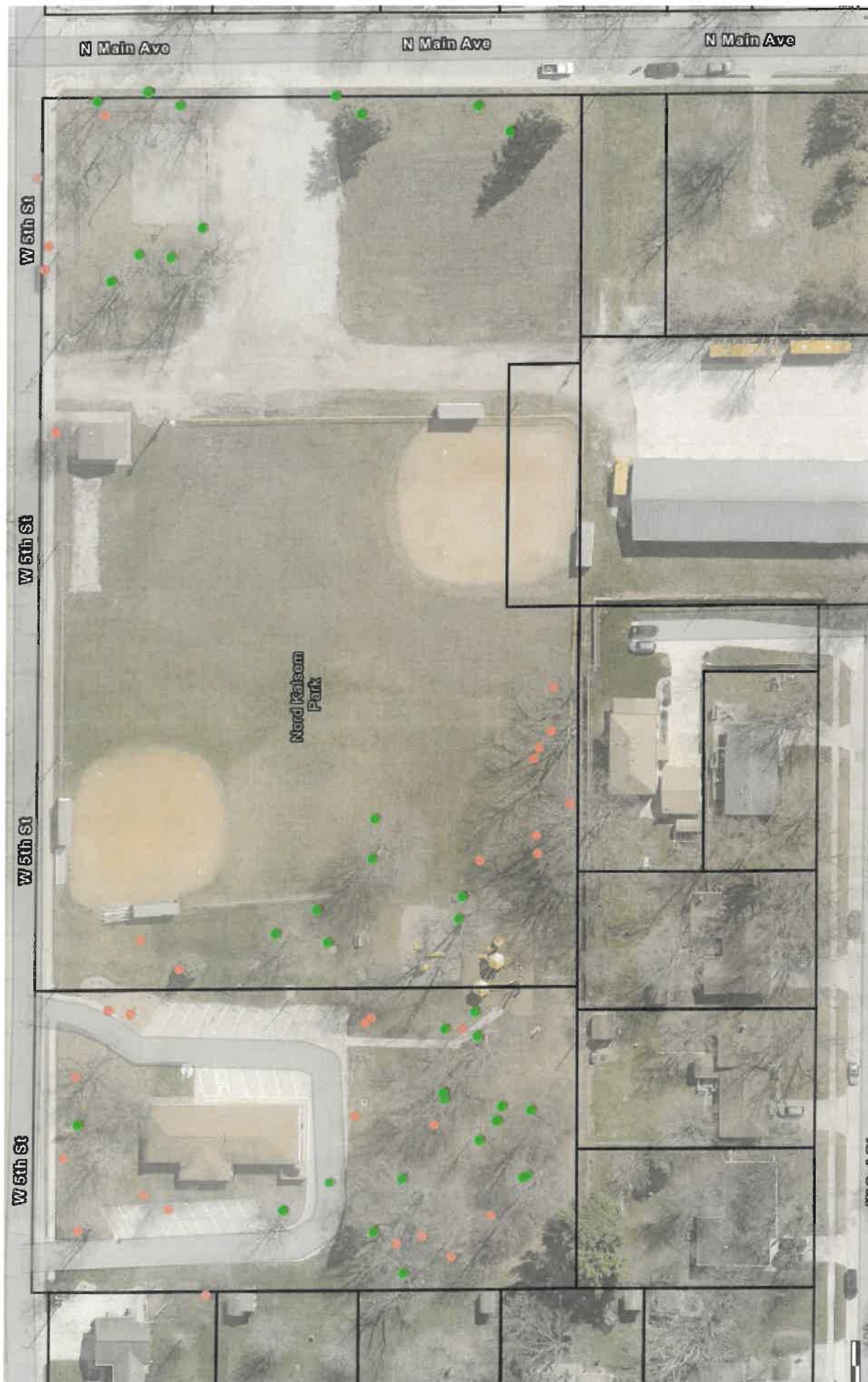
different from above applicant:

Date:



AUGUST 2020 — DERECHO DAMAGES AT NORD KALSEM





Green Dots represent trees that were destroyed by the Derecho.



Current Pictures of Nord Kalsem Park—August 2021

Nord-Kalsem Park, 204 West 5th Street, Huxley, IA 50124

TREES REQUESTED:

- Crab Apple
- Amur
- Carpet Juniper
- Little Princess Spirea x6
- Maple
- Sycamore
- Northern Catalpa
- Elm
- Eastern White Pine
- Red Oak
- Hornbeam/Service Berry

***River Rock around Entry Sign where Spirea and Juniper are.





1720 East Washington Avenue
Des Moines, IA 50316
P: (515) 266-2488 F: (515) 262-8907
sales@dmfgardens.com

QUOTATION

ESTIMATE # QO-11380

DATE 08/18/2021

CONTACT Heather Denger

EXPIRATION DATE 09/18/2021

CUSTOMER:

City of Huxley
515 N Main Ave
Huxley IA 50124

SHIP TO:

City of Huxley
515 N Main Ave
Huxley IA 50124

SHIP DATE:

09/13/2021

SALESPERSON		PROJECT	PAYMENT TERMS	
Charley		DMF Quote #8895 - City Trees	N30	
QTY	SIZE	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	#15 single	Acer ginnala 'Flame' <i>Amur Maple</i>	125.00	\$125.00
1	#15	Acer rubrum 'Franksred' <i>Red Sunset Red Maple</i>	125.00	\$125.00
1	#15	Catalpa speciosa <i>Northern Catalpa</i>	125.00	\$125.00
2	#3	Juniperus horizontalis 'Blue Rug' <i>Creeping Juniper</i>	17.00	\$34.00
2	#15	Malus hybrida 'JFS-KW5' <i>Royal Raindrops Flowering Crabapple</i>	130.00	\$260.00
3	#10	Ostrya virginiana <i>American Hophornbeam</i>	125.00	\$375.00
4	6' B&B	Pinus strobus <i>Eastern White Pine</i>	105.00	\$420.00
2	#15	Platanus acerifolia 'Bloodgood' - using in place of Sycamore <i>London Planetree</i>	125.00	\$250.00
1	#15	Quercus rubra <i>Northern Red Oak</i>	125.00	\$125.00
8	#3	Spiraea japonica 'Little Princess' <i>Spiraea</i>	18.00	\$144.00
1	#15	Ulmus hybrida 'Morton' <i>Accolade Elm</i>	132.00	\$132.00
1	Each	Z - current inbound freight surcharge to be applied at time of shipping	0.00	\$0.00
1	Each	Z - Delivery to Huxley (city staff with equipment needed to unload trailer)	65.00	\$65.00

Thank you for the opportunity to provide you with this quotation!



1720 East Washington Avenue
Des Moines, IA 50316
P: (515) 266-2488 F: (515) 262-8907
sales@dmfgardens.com

QUOTATION

ESTIMATE # QO-11380

DATE 08/18/2021

CONTACT Heather Denger

EXPIRATION DATE 09/18/2021

CUSTOMER:

City of Huxley
515 N Main Ave
Huxley IA 50124

SHIP TO:

City of Huxley
515 N Main Ave
Huxley IA 50124

SHIP DATE:

09/13/2021

SALESPERSON	PROJECT	PAYMENT TERMS
Charley	DMF Quote #8895 - City Trees	N30

SUBTOTAL	\$2,180.00
TAX RATE	0.00%
TOTAL TAX	\$0.00
GRAND TOTAL	\$2,180.00

This quotation is subject to the specific conditions noted below:

- Products quoted are subject to availability at time of order.
- FOB DMF Gardens greenhouse/nursery unless otherwise noted.
- 25% deposit for custom grown orders at time of order.
- Products not picked up within 30 days of ship date are subject to 5% per month maintenance/storage fee.
- Warranty is not included in this quotation.
- Prices subject to lead time and digging schedule.
- Ship date must accompany order to be valid.




To accept this quotation, please sign here and return:

Suppliers of quality trees, shrubs, aquatics, and perennials



Printed: 8/20/2021

My Store:
AMES, IA
700 SE 16TH ST
AMES, IA 50010
Friday: 6:00 AM to 9:00 PM

Product	How to Get It	Qty	Total Price
 <u>3" x 36" Tree Guard Trunk Protectors</u> - 2 Pack SKU: 2682362 Model #: 00101	Ship To Home Available for immediate shipment Deliver From Store Qualifies for Same-Day Delivery! Pick Up At Store - Menards Picks	5 \$5.99/each	\$29.95
 <u>Tree Watering Bag</u> SKU: 2634006 Model #: 201729	Ship To Home Available for shipment in 3-4 weeks Deliver From Store Pick Up At Store - Menards Picks Estimated arrival date at store 09/03/2021	15 \$8.68/each	\$130.20
<div><div>Save BIG With your Menards® BIG Card Earn a 2% rebate on all Menards® purchases or take advantage of financing offers when you use your Big Card.</div></div>			
Order Summary			
Merchandise Subtotal:			\$160.15
Pretax Subtotal			\$160.15

* Online price may differ from your local Menards®.

**** Please Note:**

Prices, promotions, styles and availability may vary by store and online. Inventory is sold and received continuously throughout the day; therefore, the quantity shown may not be available when you get to the store. This inventory may include a store display unit. Online orders and products purchased in-store qualify for rebate redemption. Rebates are provided in the form of a Menards®

Merchandise Credit Check valid towards purchases at any Menards® retail store. Not valid for purchases on MENARDS.COM®

Listed price and availability are subject to change. For the most up-to-date information, review your lists at MENARDS.COM®

Guests Who Bought Items in Your Cart Also Shopped These Products



Huxley Fire and Rescue

104 Railway
Huxley, Iowa 50124

Huxley Mayor and City Council:

Please consider **Peyton Woodbeck** for 6 month Probationary Membership with Huxley Fire & Rescue. Peyton has been an Eagle Grove Firefighter and trained with them.

Thank You for your consideration,

Todd Moomaw, Chief, Huxley Fire Rescue

RESOLUTION NO. 21-075

Resolution Setting the Date of Public Hearing for the Meadow Lane Investments, LLC Annexation

WHEREAS, Meadow Lane Investments, LLC has submitted application for the annexation of the area in the legal description included with this resolution ; and

WHEREAS, the City is required to conduct a public hearing on the proposed rezoning to allow for public comment; and

WHEREAS, Meadow Lane Investments, LLC has submitted materials demonstrating the area proposed for annexation; and

WHEREAS, the City Clerk shall publish the notice of hearing no less than ten (10) days and no more than twenty (20) days prior to the date of the hearing.

WHEREAS, information on the proposed annexation will be made available for public review no less than ten (10) days and no more than twenty (20) days prior to the date of the hearing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HUXLEY, IOWA, that the Huxley City Council sets the date of September 28, 2021 at 6:00 p.m. for the public hearing on the proposed Meadow Lane Investments, LLC annexation and directs the City Clerk to publish notice of said hearing.

PASSED AND APPROVED this 24th day of August 2021.

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

PASSED, ADOPTED AND APPROVED this 24th day of August 2021.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 21-075** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 24th day of August 2021

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Clerk

**NOTICE OF PUBLIC HEARING ON ANNEXATION OF PROPERTY OWNED BY
MEADOWLANE INVESTMENTS LLC INTO THE CITY OF HUXLEY, IOWA**

TO: ALL CITIZENS AND RESIDENTS OF THE CITY OF HUXLEY, IOWA, AND TO ALL OTHER PERSONS WHO MAY BE ENTITLED TO NOTICE OF ANNEXATION UNDER THE PROVISIONS OF IOWA CODE SECTION 368.7.

YOU ARE HEREBY NOTIFIED that Meadow Lane Investments, LLC, titleholders of several parcels of land legally described as follows: **MEADOWLANE INVESTMENTS LLC**,

ANNEXATION DESCRIPTION: BEGINNING AT THE SOUTHEAST CORNER OF LOT SEVEN (7) OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4), WEST 28.5 RODS, NORTH 13 RODS 3 FEET, TO ROAD, NORTHEAST ALONG SOUTH LINE OF ROAD 30 RODS 6 FEET, SOUTH 27 RODS TO PLACE OF BEGINNING; ALL IN SECTION TWENTY-FOUR (24), TOWNSHIP EIGHTY-TWO (82) NORTH, RANGE TWENTY-FOUR (24) WEST OF THE 5TH P.M., STORY COUNTY, IOWA.

LAYMAN'S DESCRIPTION: North of Oak Blvd and South of Oak Bend Road

have requested Annexation of said parcels to the City.

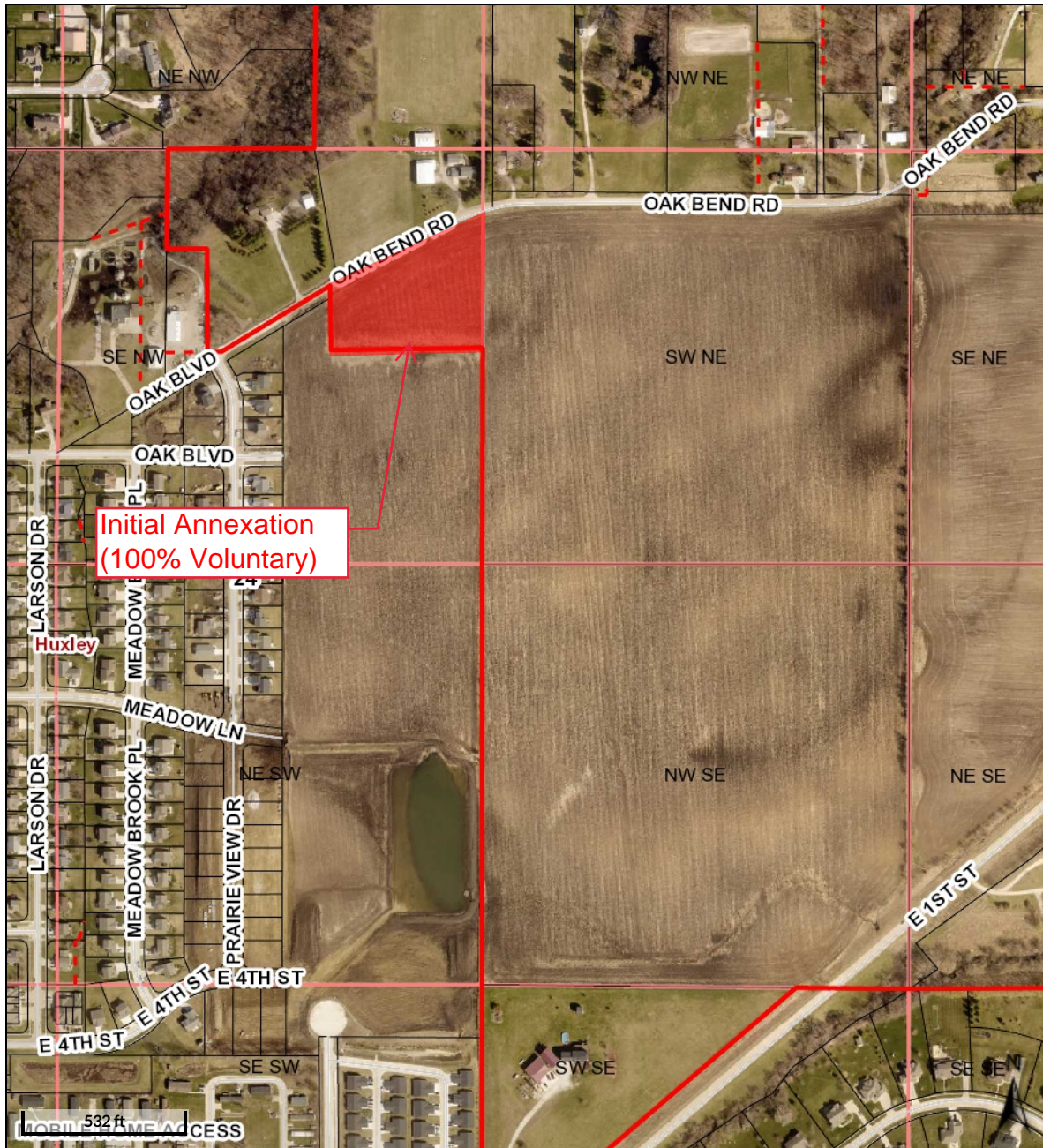
YOU ARE FURTHER AND SPECIFICALLY NOTIFIED that a hearing before City Council on the above-described Annexation has been set to commence on the 28th day of September at 6:00 p.m. in the City Council Chambers, 515 N. Main Avenue in the City of Huxley, Iowa, at which time and place any person wishing to speak for or against said Annexation will be given the opportunity to be heard.

Submitted by: Jolene Lettow, City Clerk

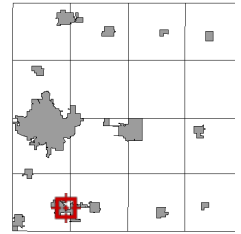


Beacon™

Story County, IA / City of Ames



Overview



Legend

- Parcels
- Lots
- Townships
- Sections
- Quarter Quarters
- Corporate Limits
- Road Centerlines

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: 2/11/2021

Last Data Uploaded: 2/10/2021 11:57:51 PM

Developed by **Schneider**
GEOSPATIAL

BEGINNING AT THE SOUTHEAST CORNER OF LOT SEVEN (7) OF THE SOUTHEAST QUARTER (SE1/4) OF THE NORTHWEST QUARTER (NW1/4), WEST 28.5 RODS, NORTH 13 RODS 3 FEET, TO ROAD, NORTHEAST ALONG SOUTH LINE OF ROAD 30 RODS 6 FEET, SOUTH 27 RODS TO PLACE OF BEGINNING; ALL IN SECTION TWENTY-FOUR (24), TOWNSHIP EIGHTY-TWO (82) NORTH, RANGE TWENTY-FOUR (24) WEST OF THE 5TH P.M., STORY COUNTY, IOWA.

RESOLUTION NO. 21-076

A RESOLUTION ESTABLISHING ELECTRONIC IMAGING AND DESTRUCTION OF RECORDS AND DOCUMENTS POLICY

Whereas, Chapter 372.12(5) of the Code of Iowa authorizes retention of documents, or accurate reproductions; and

WHEREAS, electronic imaging of records greatly reduces storage requirements; and

WHEREAS, Section 554D.119 and 120 specifically provide for creation, retention, acceptance and distribution of electronic records by the City;

WHEREAS, Section 622.30 of the Code of Iowa authorizes electronic reproduction and destruction of original documents admissible in court; and

WHEREAS, the City Council wishes to formally establish a policy for the electronic imaging and destruction of records and documents.

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

1. That official city records and documents may be electronically imaged.
2. That electronically imaged documents are deemed to be the official city record; and
3. That original documents, in accordance with statutory requirements and the City's Records Management Program, may be destroyed after being electronically imaged.

APPROVED AND ADOPTED this 24th day of August, 2021.

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

RESOLUTION 21-077

RESOLUTION ALLOWING ELECTRONIC SIGNATURES TO BE SENT AND ACCEPTED BY THE CITY OF HUXLEY, IOWA

WHEREAS, Chapter 554D of the Code of Iowa authorizes the use of electronic signatures; and

WHEREAS, Section 554D.120 specifically allows a City to determine whether it will accept and send documents with electronic signatures; and

WHEREAS, the City Council wishes to formally establish a policy for the use of electronic signatures.

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

1. That official city records and documents may be sent and received using an electronic signature.
2. That said records and documents shall be sent and received in accordance with applicable laws.

APPROVED AND ADOPTED this 24th day of August 2021.

Kevin Deaton, Mayor

ATTEST:

Jolene R. Lettow, City Clerk

RESOLUTION NO. 21-078

Resolution Approving Five Year Agreement with the Iowa Department of Transportation for the Maintenance of State of Iowa Routes within the corporate limits of the City of Huxley

WHEREAS, the Iowa Department of Transportation (IDOT), in accordance with the Iowa Code, enters into agreements with municipalities that identify maintenance and repair responsibilities for primary routes located within municipal corporate limits; and

WHEREAS, the agreement provides for primary highways and City streets crossing freeway rights-of-way and includes identified areas of pavement maintenance, painting traffic lines and crosswalks, traffic signals and street lights, stormwater systems, snow and ice removal and street cleaning ; and

WHEREAS, the agreements are presented for renewal every five (5) years.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HUXLEY, IOWA, that the Huxley City Council hereby approves the Five Year IDOT Maintenance Agreement as presented.

PASSED AND APPROVED this 24th day of August 2021.

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

PASSED, ADOPTED AND APPROVED this 24th day of August 2021.

APPROVAL BY MAYOR

I hereby approve the foregoing **Resolution No. 21-0378** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 24th day of August 2021

Kevin Deaton, Mayor

ATTEST:

Jolene Lettow, City Clerk

May 19, 2021

Jolene Lettow
City Clerk
515 North Main Avenue
Huxley, IA 50124

Subject: Five Year Agreement with City of Huxley for Maintenance and Repair of Primary Roads in Municipalities

Dear Jolene,

Enclosed is a copy of the proposed the five year Agreement for Maintenance and Repair of Primary Roads in Municipalities. This agreement is for state routes within the corporate limits of Huxley and will be effective for the period beginning July 1, 2021 and ending June 30, 2026.

This agreement is in accordance with the Iowa Code and reiterates the maintenance and repair responsibilities of the Department of Transportation and the municipality.

Please sign and return a scanned copy by **email** or an original copy by **mail**. If mailing, please return to the District office. That address is:

Iowa DOT District 1
5 Year Maintenance Agreements c/o Cheryl Parrish
1020 S. 4th Street
Ames, IA 50010

A scanned copy will be emailed for your records. A paper copy can be mailed upon request.

If you have any questions, please contact me at 515-239-1039 or allison.smyth@iowadot.us.

Sincerely,



Allison Smyth
Assistant District 1 Engineer

Enclosure

cc: Bob Ellis, IA DOT, District 1 Maintenance
Cheryl Parrish, IA DOT, District 1 Office
File



Iowa Department of Transportation

Agreement for Maintenance and Repair of Primary Roads in Municipalities

This Agreement made and entered into by and between the Municipality of Huxley, Story County, Iowa, hereinafter referred to as the Municipality, and the Iowa Department of Transportation, Ames, Iowa, hereinafter referred to as the Department.

AGREEMENT:

In accord with Provisions of Chapter 28E, Sections 306.3, 306.4, 313.3-5, 313.21-23, 313.27, 313.36, 314.5, 321.348 and 384.76 of the Code of Iowa and the Iowa Administrative Rules 761 – Chapter 150 (IAC) the Municipality and Department enter into the following agreement regarding maintenance, repair and minor reconstruction of the primary roads within the boundaries of the Municipality.

I. The Department shall maintain and repair:

A. Freeways (functionally classified and constructed)

1. Maintain highway features including ramps and repairs to bridges.
2. Provide bridge inspection.
3. Highway lighting.

B. Primary Highways – Urban Cross-Section (curbed) (See Sec. II.A)

1. Pavement: Maintain and repair pavement and subgrade from face of curb to face of curb (excluding parking lanes, drainage structures, intakes, manholes, public or private utilities, sanitary sewers and storm sewers).
2. Traffic Services: Provide primary road signing for moving traffic, pavement marking for traffic lanes, guardrail, and stop signs at intersecting streets.
3. Drainage: Maintain surface drainage within the limits of pavement maintenance described in I.B.1 above.
4. Snow and Ice Removal: Plow traffic lanes of pavement and bridges and treat pursuant to the Department's policy.
5. Vehicular Bridges: Structural maintenance and painting as necessary.
6. Provide bridge inspection.

C. Primary Highways – Rural Cross-Section (uncurbed) (See II.B)

1. Maintain, to Department standards for rural roads, excluding tree removal, sidewalks, and repairs due to utility construction and maintenance.

D. City Streets Crossing Freeway Rights of Way (See II.C)

1. Roadsides within the limits of the freeway fence.
2. Surface drainage of right of way.
3. Traffic signs and pavement markings required for freeway operation.
4. Guardrail at piers and bridge approaches.
5. Bridges including deck repair, structural repair, berm slope protection and painting.
6. Pavement expansion relief joints and leveling of bridge approach panels.

II. The Municipality shall maintain and repair:

A. Primary Highways – Urban Cross-Section (curbed) (See Sec. I.B)

1. Pavement: Maintain and repair pavement in parking lanes, intersections beyond the limits of state pavement maintenance; curbs used to contain drainage; and repairs to all pavement due to utility construction, maintenance and repair.
2. Traffic Services: Paint parking stalls, stop lines and crosswalks. Maintain, repair and provide energy to traffic signals and street lighting.
3. Drainage: Maintain storm sewers, manholes, intakes, catch basins and culverts used for collection and disposal of surface drainage.
4. Snow and ice removal: Remove snow windrowed by state plowing operations, remove snow and ice from all areas outside the traffic lanes and load or haul snow which the Municipality considers necessary. Remove snow and ice from sidewalks on bridges used for pedestrian traffic.

5. Maintain sidewalks, retaining walls and all areas between curb and right-of-way line. This includes the removal of trees as necessary and the trimming of tree branches as necessary.
6. Clean, sweep and wash streets when considered necessary by the Municipality.
7. Maintain and repair pedestrian overpasses and underpasses including snow removal, painting and structural repairs.

B. Primary Highways – Rural Cross-Section (uncurbed) (See Sec. I.C)

1. Maintain and repair highway facilities due to utility construction and maintenance.
2. Removal of trees as necessary and the trimming of tree branches as necessary.
3. Maintain sidewalks.

C. City Streets Crossing Freeway Rights of Way (See I.D)

1. All pavement, subgrade and shoulder maintenance on cross streets except expansion relief joints and bridge approach panel leveling.
2. Mark traffic lanes on the cross street.
3. Remove snow on the cross street, including bridges over the freeway.
4. Clean and sweep bridge decks on streets crossing over freeway.
5. Maintain all roadside areas outside the freeway fence.
6. Maintain pedestrian overpasses and underpasses including snow removal, painting, lighting and structural repair.

III. The Municipality further agrees:

- A. That all traffic control devices placed by the Municipality on primary roads within the Municipal boundaries shall conform to the "Manual on Uniform Traffic Control Devices for Streets and Highways."
 - B. To prevent encroachment or obstruction within the right of way, the erection of any private signs on the right of way, or on private property which may overhang the right of way and which could obstruct the view of any portion of the road or the traffic signs or traffic control devices contrary to Section 318.11 of the Code of Iowa.
 - C. To comply with all current statutes and regulations pertaining to overlength and overweight vehicles using the primary roads, and to issue special permits for overlength and overweight vehicles only with approval of the Department.
 - D. To comply with the current Utility Accommodation Policy of the Department.
 - E. To comply with the access control policy of the Department by obtaining prior approval of the Department for any changes to existing entrances or for the construction of new entrances.
- IV. Drainage district assessments levied against the primary road within the Municipality shall be shared equally by the Department and the Municipality.
- V. Major construction initiated by the Department and all construction initiated by the Municipality shall be covered by separate agreements.
- VI. The Department and the Municipality may by a separate annual Supplemental Agreement, reallocate any of the responsibilities covered in Section I of this agreement.
- VII. This Agreement shall be in effect for a five year period from July 1, 2021 to June 30, 2026.

IN WITNESS WHEREOF, The Parties hereto have set their hands, for the purposes herein expressed, on the dates indicated below.

Huxley

MUNICIPALITY

IOWA DEPARTMENT OF TRANSPORTATION

By _____

BY _____
District Engineer

Date _____

Date _____

Huxley Planning & Zoning Commission Minutes

Monday, August 16, 2021

Chairman Roger Bierbaum called the meeting to order at 5:00 P.M.

ROLL CALL: Mosher, Bierbaum, Schonhorst, Murphy, Frantz present. Ebel absent.

CITY STAFF PRESENT: Amy Kaplan – Zoning Clerk, Rita Conner- City Administrator

CONSULTANTS PRESENT: None

GUESTS PRESENT: None

MINUTES APPROVAL: Motion –Murphy, second –Mosher to approve minutes from the July 19th, 2021 meeting. 5 Aye. 0 Nay.

Patterson entered the meeting at 5:01 PM.

PUBLIC COMMENTS: None

PUBLIC HEARING: None

BUSINESS ITEMS:

Action on Recommendation to City Council for Amendment to Code of Ordinances: Paved surfacing for storage of materials and off-season equipment. Motion by Patterson, second – Schonhorst to advise City Council that the Planning and Zoning Commission would like to amend the Code of Ordinances pertaining to the requirement of paved surfacing for storage materials and off-season equipment. The Commission is no longer interested in offering waivers and therefore wants the code to reflect the desire of the Council and Commission. The Commission finds limestone acceptable for off-season storage of equipment and material storage. If Council is in support, the Commission will begin research and offer a recommendation to amend the Code of Ordinances as well as review for potential amendment the landscape ordinance for commercial and industrial areas that are not paved. In addition, the Commission will take a look at paving requirements by zone. Mosher, Bierbaum, Schonhorst, Murphy, Frantz, Patterson voted yes. Motion carried 6/0.

Action on Recommendation to City Council for Amendment to Code of Ordinances: Zoning requirements for lot width for R-1 and R-1A and Discussion of Affordable Housing Types. Motion by Frantz, second- Schonhorst to advise City Council that the Planning & Zoning Commission is interested in looking at lot size requirements as well as discussing and considering Planned Urban Developments and reviewing a variety of housing product types. If Council is in support, the Commission will begin review of R-1 and R-1A lot size requirements, the potential elimination of R-1A, housing product types and how they are configured into developments to meet a variety of housing needs and offer a recommendation for an amendment to the Code of Ordinances. Mosher, Bierbaum, Schonhorst, Murphy, Frantz, Patterson voted yes. Motion carried 6/0.

INFORMATIONAL ITEMS/CITY ADMINISTRATOR COMMENTS:

Council Action Update: Conner gave a re-cap of the action taken at the last City Council Meeting on topics that were discussed at Planning & Zoning.

Next months meeting could contain plans from Huxley Communications, Hale Trailer and The Landing. More to come.

Forrest Aldrich entered the meeting at 6:02 PM.

PLANNING AND ZONING COMMISSION COMMENTS:

- Schonhorst asked about the completion date of the paving of 1st Street. Conner indicated the work is on schedule and should be completed before school starts.
- Next P&Z meeting is September 20th at 6 PM in the City Council Chambers.
- Bierbaum inquired about the ability to have hybrid meetings through the winter. Conner responded that the technology would be installed in the council chambers yet this month.

ADJOURNMENT: Motion – Mosher, second-Schonhorst to adjourn meeting at 6:06 P.M. 6 ayes, 0 nays. MCU.

Amy Kaplan, Zoning Clerk

Roger Bierbaum, Chairman

Date of Approval