



## **CITY COUNCIL MEETING NOTICE**

**TUESDAY JULY 12 2022, 6:00 P.M.**

**CITY COUNCIL CHAMBERS**

### **AGENDA**

- 1. WORKSESSION: FY 23 SALARIES**
- 2. CALL TO ORDER REGULAR MEETING: ROLL CALL**
- 3. APPROVE AGENDA AS PRESENTED AND/OR AMENDED**
- 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 June 28, 2022 Council Meetings
  - b) Approve Payment of Bills
  - c) Approve Resolution No. 22-065 Payment Applications No. 2 & 3 Manatt's Street Rehabilitation Projects
  - d) Motion to Approve Alcohol Permit for Casey's
  - e) Motion to Approve Offer of Employment and Starting Salary for Deputy City Clerk
- 7. BUSINESS ITEMS**
  - a) Approve Resolution No. 22-057 Approve FY 23 Salaries
  - b) Second Reading of Ordinance No. 524 to Increase Sanitary Sewer Rates
  - c) Second Reading Ordinance No. 526 HWY 69 Speed Limit Change Extending 45 MPH Zone
  - d) Approve Resolution No. 22-066 Site Plan for Ankeny Lawn & Landscaping-Blue Sky Commons
  - e) Motion to Approve Annual Agreement with Ames Economic Development Commission
- 8. INFORMATIONAL ITEMS-DIRECTION TO CITY ADMINISTRATOR**
- 9. MAYOR AND COUNCIL REPORTS**
- 10. WORKSESSION PREVIEW FOR AUGUST 2: DIRECTION TO CITY ADMINISTRATOR ON ITEMS TO PREPARE**

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.

# COUNCIL COMMUNICATION

## **Tracking Sheet Council Meeting Items July 12, 2022**

### **SUBMITTED BY:**

Rita Conner, City Administrator

### **SYNOPSIS:**

The information below summarizes agenda items before Council for July 12, 2022. Some items are noted to be further detailed in an accompanying Council Communication

### **WORKSESSION FY 23 Salaries**

FY 23 full time employee salaries are based on the current City of Huxley Compensation Policy and Salary Matrix. Please see accompanying Council Communication, Resolution and Table for this item

### **PRESENTATION/RECOGNITION N/A**

### **PUBLIC HEARING: N/A**

### **CONSENT AGENDA**

6e. Motion to Approve Offer of Employment and Starting Salary for Deputy City Clerk  
Please see accompanying Council Communication for this item

### **BUSINESS ITEMS**

7a. Second Reading of Ordinance No. 524 to Increase Sanitary Sewer Rates. Please see accompanying Council Communication and materials for this item. The fee increase is proposed at 3% per year for 2022, 2023 and 2024. This annual increase is consistent with the prior annual increase of 3% that was approved by Council for the prior three years. A gradual annual fee increase provides the ability to manage and maintain the city's wastewater plant and infrastructure, service debt, and plan for future infrastructure investments.

7b. Second Reading of Ordinance No. 526 N. U.S. Highway 69 Speed Limit Change Extending 45 MPH Zone. Please see additional materials for this item, which impacts 260' north of Oak Blvd to 200' north of 306<sup>th</sup> Lane, per review by the Iowa Department of Transportation. As a separate item, staff has also requested a speed study of the remainder of the HWY 69 Corridor from the IDOT, which will include 260' north of Oak Blvd southward to HWY 210.

7c. Approve Resolution No.22-057 FY 23 Salaries

7d. Approve Resolution No. 22-067 Ankeny Lawn & Landscape Site Plan  
Please see accompany Council Communication and materials for this item. Council is requested to review the company's request to conduct the project in phases, with

## **COUNCIL COMMUNICATION**

special consideration for building, paving, and operational site erosion control during the phased development.

7e. Motion to Approve Annual Agreement with the Ames Economic Development Commission (AEDC).

The agreement from AEDC in the amount of \$31,500 is presented for Council consideration. The primary services of AEDC for the City of Huxley are

- Working with Huxley to serve as the point of contact with Iowa Economic Development Authority for any State of Iowa Business Assistance applications requesting a local City match
- Serve as the primary marketing entity for business recruitment for Huxley, Ames, Nevada, Boone and others
- Conduct an annual business retention program to meet with Huxley business owners and gather information on challenges and opportunities facing the businesses
- Provide two annual reports on the AEDC work on Huxley's behalf, including representation of Huxley at trade shows and marketing trips, number of contacts with perspective companies looking at Huxley, and website activity based on the electronic marketing of Huxley

## HUXLEY CITY COUNCIL MEETING MINUTES

Tuesday, June 28, 2022

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:** Pilcher, Echer, Roberts, Thompson; absent - Kuhn

**AGENDA APPROVAL:** Motion by Roberts, second by Thompson to approve agenda as presented. Roll Call: Pilcher, Echer, Roberts, Thompson, voted yes. Motion carried.

**CITY STAFF PRESENT:** Rita Conner – City Administrator, Jolene Lettow - City Clerk, Gerry Stoll – Police Chief, Cathy Van Maanen – Library Director

**CONSULTANTS PRESENT:** Matt O'Hallorean – City Attorney/Brick Gentry

**PROCLAMATION:** Mayor read proclamation for recognizing Summer Learning Week, July 11-15, 2022.

**PUBLIC COMMENT:** Jonathan Frantz, co-owner of Fenceline Brewery, explained his concern with the possible sale of city property that is adjacent to the amphitheater on Main Avenue. Also explained that he felt the city should do a better job of communicating to public.

Mike Kamp, property owner on E. 1<sup>st</sup> Street, asked council if they could stop future plans to have Deerwood Drive continue out of town. Thus, allowing Mr. Kamp to develop his property where the road would go through.

Monte Lantz, 605 Timberlane, asked if something could be done to slow traffic on Timberlane. Councilman Echer asked Police Chief to put speed sign on road and collect data on traffic.

**PUBLIC HEARING: FY22 Budget Amendments.** Mayor opened meeting at 6:11pm. There were no comments. Motion – Roberts, second – Thompson to close hearing. 4 ayes, 0 nays. Motion carried.

### CONSENT AGENDA:

Motion by Pilcher, second by Roberts to Approve Consent Agenda Items as Listed with Items (d) and (e) to be Pulled for Separate Discussion.

- a. Approve Minutes from June 14, 2022 Council Meetings
- b. Approve Payment of Bills
- c. Approve Resolution No. 22-061 Fiscal Year 22 Budget Amendment
- d. *Motion to Approve Annual Allocation to Story County Housing Trust FY 23*
- e. *Motion to Approve Annual Allocation to Central Iowa Transportation Planning Alliance (CIRTPA) FY 23*
- f. Motion to Approve Jonathan Frantz to the Huxley Parks & Recreation Board

### Claims:

AFLAC	AFLAC	216.96
ARNOLD MOTOR SUPPLY	55 GAL DRUM 15W40	811.99
BAKER & TAYLOR ENTERTAINME	BOOKS	390.04
BOUND TREE MEDICAL	C-COLLARS/BVM'S	291.54
BROWN SUPPLY CO. INC.	MARKING PAINT/GREEN FLAGS	180.00
BUD'S AUTO REPAIR INC	TIRE REPAIR 2021 INTERCEPTOR	30.89
COMPASS MINERALS AMERICA	ROCK SALT/FUEL	3,932.72
CONLEY'S TRUCKING, INC.	DIRT-BALL FEILDS	1,403.05
DELTA DENTAL PLAN OF IOWA	DENTAL INSURANCE	1,410.90
DEMCO INC.	BOOK PROCESSING SUPPLIES	231.26
DEZURIK, INC.	BYPASS PLUG VALVE	1,408.64
DOLLAR GENERAL-REGIONS 410	LIBRARY POLICE	38.20
EBS	MEDICAL INSURANCE	18,477.57
EDWARD JONES	IRA	125.00
FIDELITY SECURITY LIFE	VISION INS	295.78
GANNETT HOLDINGS - CENTRAL	AMES TRIBUNE POSTINGS MAY	543.86
GREAT-WEST LIFE & ANNUITY	DEFERRED COMPENSATION	273.08



HEARTLAND CONSTRUCTION EQU	PET OIL	63.50
HOKEL MACHINE SUPPLY	HOKEL MACHINE SUPPLY	276.17
I-80 CONCRETE	3.25 YRDS C4 CON E5TH/HWY 69	571.25
INTERNAL REVENUE SERVICE	FED WITHOLDING TAX	26,686.87
IOWA DEPARTMENT OF PUBLIC	NCIC SUBSCRIPTION	600.00
IOWA LEAGUE OF CITIES	MEMBER DUES 22/23	2,305.00
IOWA STATE UNIVERSITY	PARTY IN THE PARK PROGRAM	200.00
IPERS	IPERS	17,548.86
JERICO SERVICES INC	DUST SUPPRESSION CENT.PARK	906.75
JOHN DEERE FINANCIAL	8X8 WOOD POST	69.98
KEYSTONE LABORATORIES	LAB TESTS/WASTE & WATER	310.00
LINCOLN FINANCIAL GROUP	DISABILITY INSURANCE	1,293.57
LISA WHEELER	INSURANCE REIMBERSEMENT	408.56
MANATTS	WATER EXPANSION	65,349.55
MIDWEST ALARM SERVICES	ALARM BATTERY REPLACEMENT	37.08
MIDWEST TAPE	DIGITAL LIBRARY ADVANCED PAY	5,000.00
MISCELLANEOUS VENDOR	HAAS, KAY ANN :US REFUND	698.02
ORTON HOMES LLC	535 WALNUT DR	1,000.00
OUTDOOR ENVISIONS	PLAYMAT B MULCH	91.80
OXEN TECHNOLOGY	OXEN TECHNOLOGY	364.08
PREMIER	PRINTER USAGE	43.58
RACOM	ANTENNAS FOR RADIOS	180.00
SAFE BUILDING COMPLIANCE &	INSPECTIONS	10,506.47
SHAFFER'S AUTO BODY CO INC	2016 EXPLORER ACCIEDNT REPAIR	3,200.78
SUBSURFACE SOLUTIONS	LOCATOR BAG/BATTERY PACK	4,740.37
SYNCB/AMAZON	BOOKS/INK/SUMMER PROGRAM	536.17
TASC	FLEX BENEFIT PLANS	1,549.92
TREASURER, STATE OF IOWA	STATE WITHOLDING	4,567.00
USA BLUEBOOK	WATER CHIMICALS	2,834.45
VAN WALL	AIR FILTER/BF MM PICK TINES	154.60
VAN WALL EQUIPMENT	2 WHEELS-JD MOWER	1,480.00
VAN WERT COMPANY	T-10 METER	464.00
VERIZON WIRELESS	PUBLIC WORKS PHONES	607.48
WINDSTREAM IOWA COMMUNICAT	DISPATCH PHONE	168.82
WOODRUFF CONSTRUCTION, LLC	WATER EXPANSION PAYMENT #7	1,463,776.27
ZIEGLER INC	COOLANT HOSE/ FILTERS	259.07

	REVENUES	EXPENSES
001 GENERAL FUND	10,827.24	108,234.38
002 LIBRARY	432.25	20,157.58
003 RECREATION	10,218.56	20,878.09
004 FIRE AND RESCUE	4,627.53	11,541.41
014 AMBULANCE	1,522.07	4,322.77
110 ROAD USE TAX	1,801.10	27,080.68
345 WATER PLANT EXPANSION		1,498,059.08
600 WATER UTILITY	85,848.73	109,863.92
610 SEWER UTILITY	<u>78,576.69</u>	38,447.98
* PAYROLL EXPENSE		60,343.87
GRAND TOTAL	\$193,854.17	<u>\$1,838,585.89</u>

Consent Agenda Roll Call: Pilcher, Echer, Roberts, Thompson voted yes. Motion carried.

Consent Agenda Item D: Motion – Roberts, second – Pilcher to Approve Annual Allocation to Story County Housing Trust. Amount was allocated in FY22 budget: \$1,831.59. Roll Call: Pilcher, Roberts, Thompson, Echer voted yes. Motion carried.

Consent Agenda Item E: Motion – Echer, second – Roberts to Approve FY23 Annual Allocation to Central Iowa Transportation Planning Alliance (CIRTPA). Councilman Pilcher asked what is organization's purpose. City Administrator responded that many grants must have CIRTPA's authorization prior to receiving approval. Roll Call: Pilcher, Roberts, Thompson, Echer voted yes. Motion carried.

#### **BUSINESS ITEMS:**

Motion – Thompson, second – Echer on First Reading of Ordinance 524 to Increase Sewer Rates. Roll Call: Echer, Thompson, Roberts voted yes; Pilcher voted no. Motion carried.

Motion – Echer, second – Thompson on First Reading of Ordinance No. 526 Hwy. 69 Speed Limit Change Extending 45 mph Zone. DOT recommended extension of speed limit. Roll Call: Thompson, Echer, Roberts voted yes; Pilcher voted no. Motion carried.

Pro-Commercial Business Assistance Grant: Council discussed situation with company and status of development agreement. Council consensus was that no further action would be taken.

Discussion on Huxley Communications Business Assistance Grant Request: Council asked that more data be provided from company to assist with decision.

Discussion on Meadow Lane Development Assistance Grant: No reconsideration. Council discussed and would stay with decision to not approve development agreement.

Discussion on Kamp E. 1<sup>st</sup> Street Development: Consensus was to allow Kamp to develop on property and cancel future plans for Deerwood Drive to go through property. Developer to provide preliminary drawings with proper parking, entry for fire department, etc. and start process for development.

Motion – Roberts, second – Echer to Approve Amended and Substituted Resolution No. 22-063 Wood Creek Subdivision (30450 550<sup>th</sup> Avenue) for Preliminary and Final Plat Story County Two Mile Subdivision Review. Roll Call: Roberts, Echer, Thompson, Pilcher voted yes. Motion carried.

Motion – Pilcher, second – Echer to Approve Resolution No. 22-064 Fjord Plaza Preliminary and Final Plat. Additional property was purchased for storage units. Change of Use Permit currently going through review. Roll Call: Thompson, Echer, Roberts, Pilcher voted yes. Motion carried.

Motion – Echer, second – Pilcher to Approve Purchase of Body Cameras for Huxley Police Department and Possible Purchase of 5 Year Data Contract Plan. Roll Call: Pilcher, Roberts, Echer, Thompson voted yes. Motion carried.

Motion – Pilcher, second- Echer to Defer Action to Approve Resolution No. 22-057 FY23 Salaries to July 12<sup>th</sup> City Council Work Session. Council to determine cost of living percentage for salary matrix. Roll Call: Pilcher, Thompson, Echer, Roberts voted yes. Motion carried. Work Session to be held before council meeting.

**WORK SESSION:** Main Avenue Revitalization Plan: Next Step – formally adopt a plan. Council to review information in council packet.

ADJOURNMENT: Motion – Echer, second – Pilcher to adjourn meeting at 7:28pm. 4 ayes, 0 nays. Motion carried.

Submitted by: Jolene R. Lettow, City Clerk

# COUNCIL COMMUNICATION

**AGENDA HEADING:**

Approving Payment Application No. 2 & 3 for the Manatt's Street Rehabilitation Projects

**SUBMITTED BY:** Rita Conner, City Administrator; Mat Kahler, Street Superintendent

**SYNOPSIS:**

Payment application No. 2 & 3 Manatt's (1775 Old 6 Rd, Brooklyn, IA 52211) for work completed on the Street Rehabilitation Projects.

Additional information is below and in the attachments.

**FISCAL IMPACT:**

Amount: \$245,837.20

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

**ADDITIONAL INFORMATION: NO**

**PREVIOUS COUNCIL ACTION(S):**

- |                    |                                                    |
|--------------------|----------------------------------------------------|
| • October 12, 2021 | Council approval of contract totaling \$663,374.50 |
| • April 26, 2022   | Council approval of Change Order No 1              |
| • May 10, 2022     | Council approval of Payment Application No. 2      |
| • June 1, 2022     | Council approval of Change Order No. 2             |

**RECOMMENDATION: APPROVAL**

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

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

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. 22-065**

**RESOLUTION APPROVING PAYMENT APPLICATION NO. 2 AND 3 TO MANATT'S FOR THE STREET PAVING PROJECTS**

WHEREAS, the City of Huxley held a bid letting for the Street Paving Projects on October 7, 2021 and;

WHEREAS, Manatt's was the low bid for the projects in the amount of \$663,374.50.

WHEREAS, the second and third payment applications have been received and are recommended for approval for work completed to date in the total amount of

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

Payment No. 2 (\$68,511.15) and Payment No 3 (\$177,326.05) in the total amount of \$245,837.20 are hereby approved as presented.

<b>Roll Call</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Tracey Roberts	_____	_____	_____
David Kuhn	_____	_____	_____
Rory Echer	_____	_____	_____
Niko Pilcher	_____	_____	_____
Kevin Thompson	_____	_____	_____

***PASSED, ADOPTED AND APPROVED*** this 12<sup>th</sup> day of July 2022.

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 22-065** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 12<sup>th</sup> day of July 2022

\_\_\_\_\_  
Kevin Deaton, Mayor

ATTEST:

\_\_\_\_\_

Project Number: 2021 Street Repairs/HMA Rehabilitation	Contract Amount	\$ 663,374.50
Contract ID:	Change Order #1	
Accounting ID:	Change Order #2	
Pay Estimate: #2	Change Order #3	
Date: 6/15/2022	Revise Contract Amount	\$ 663,374.50

Item Number	Item Code	Description	Units	Quantity	Unit Price	Amount	Quantity this Estimate	Quantity to Date	Amount
1	2101-0850001	SUBGRADE PREPARATION, 12"	SY	1308	\$6.00	\$ 7,848.00		0.00	\$ -
2	2102-2710070	WATER MAIN, TRENCHED, PVC, 8 INCH	LF	1645	\$71.00	\$ 116,795.00	474.00	474.00	\$ 33,654.00
3	2104-2710020	WATER MAIN TEE, 8"X8"X8"	EA	5	\$1,545.00	\$ 7,725.00	2.00	2.00	\$ 3,090.00
4	2105-8425015	WATER MAIN BEND, 8"	EA	2	\$1,030.00	\$ 2,060.00		0.00	\$ -
5	2115-0100000	FITTING, REDUCER, 8"X4"	EA	8	\$1,030.00	\$ 8,240.00	4.00	4.00	\$ 4,120.00
6	2123-7450020	WATER SERVICE, 1" COPPER, LONG SIDE	EA	10	\$3,090.00	\$ 30,900.00	2.00	2.00	\$ 6,180.00
7	2301-0690210	WATER SERVICE, 1" COPPER, SHORT SIDE	EA	16	\$1,545.00	\$ 24,720.00		0.00	\$ -
8	2303-1031750	VALVE, GATE, 8"	EA	6	\$3,090.00	\$ 18,540.00	2.00	2.00	\$ 6,180.00
9	2303-1032750	FIRE HYDRANT ASSEMBLY	EA	3	\$6,695.00	\$ 20,085.00	1.00	1.00	\$ 6,695.00
10	2303-1033500	FIRE HYDRANT ASSEMBLY REMOVAL	EA	3	\$2,060.00	\$ 6,180.00	1.00	1.00	\$ 2,060.00
11	2303-1252343	INTAKE, SW-501	EA	2	\$5,000.00	\$ 10,000.00		0.00	\$ -
12	2401-6745625	MANHOLE ADJUSTMENT, MINOR	EA	12	\$1,800.00	\$ 21,600.00		0.00	\$ -
13	2402-2720000	DRIVEWAY PCC, 6"	SY	485	\$75.00	\$ 36,375.00		0.00	\$ -
14	2403-0100010	CURB AND GUTTER, PCC	LF	996	\$32.00	\$ 31,872.00		0.00	\$ -
15	2404-7775005	PAVEMENT, HMA STANDARD TRAFFIC (ST) SURFACE, 1/2", 58-285	TON	1444	\$85.00	\$ 122,740.00		0.00	\$ -
16	2414-6424110	PAVEMENT, HMA STANDARD TRAFFIC (ST) BASE, 3/4", 58-285	TON	298	\$80.00	\$ 23,840.00		0.00	\$ -
17	2416-0100024	REMOVAL OF SIDEWALK	SY	229	\$10.50	\$ 2,404.50		0.00	\$ -
18	2435-0140200	REMOVAL OF DRIVEWAY	SY	408	\$10.50	\$ 4,284.00	132.00	132.00	\$ 1,386.00
19	2501-0201042	SIDEWALK, PCC, 4"	SY	187	\$65.00	\$ 12,155.00		0.00	\$ -
20	2501-5478042	SIDEWALK, PCC, 6"	SY	78	\$125.00	\$ 9,750.00		0.00	\$ -
21	2503-0114224	DETECTABLE WARNING	SF	150	\$30.00	\$ 4,500.00		0.00	\$ -
22	2507-6800061	FULL DEPTH PATCHES	SY	916	\$50.00	\$ 45,800.00		0.00	\$ -
23	2510-6745850	MILLING	SY	12603	\$3.00	\$ 37,809.00		0.00	\$ -
24	2524-9100030	CURB AND GUTTER REMOVAL	LF	996	\$12.00	\$ 11,952.00		0.00	\$ -
25	2526-8285000	TEMPORARY TRAFFIC CONTROL	LS	1	\$3,000.00	\$ 3,000.00	0.12	0.12	\$ 360.00
26	2528-2518000	CONSTRUCTION SURVEY	LS	1	\$7,200.00	\$ 7,200.00	0.12	0.12	\$ 864.00
27	2528-8445110	MOBILIZATION	LS	1	\$35,000.00	\$ 35,000.00	0.12	0.12	\$ 4,200.00
28	EWO 1	WATER MAIN, TRENCHED, DUCTILE IRON 8"	LF	225	\$128.00	\$ 28,800.00	26.00	26.00	\$ 3,328.00

Checked and Approved as to quantities and amount:

Engineer: City of Huxley Public Works

By: \_\_\_\_\_

Public Works Director

Date: \_\_\_\_\_

6/28/22

Checked and Approved as to final quantities and final amount:

Contractor: Manatts, Inc.

By: \_\_\_\_\_

Name, Title

Date: \_\_\_\_\_

Approved for Payment:

City of Huxley

By: \_\_\_\_\_

Name, Title

Date: \_\_\_\_\_

Total	\$ 72,117.00
Retention 5%	\$ 3,605.85
Amount This Estimate	\$ 68,511.15
Less Previous	\$ -
Amount Due This Estimate	\$ 68,511.15



Project Number: 2021 Street Repairs/HMA Rehabilitation		Contract Amount	\$ 663,374.50
Contract ID:		Change Order #1	
Accounting ID:		Change Order #2	
Pay Estimate: #3		Change Order #3	
Date: 7-6-2022		Revise Contract Amount	\$ 663,374.50

Item Number	Item Code	Description	Units	Quantity	Unit Price	Amount	Quantity this Estimate	Quantity to Date	Amount
1	2101-0850001	SUBGRADE PREPARATION, 12"	SY	1308	\$6.00	\$ 7,848.00		1308.00	
2	2102-2710070	WATER MAIN, TRENCHED, PVC, 8 INCH	LF	1645	\$71.00	\$ 116,795.00	950.00	1424.00	\$ 67,450.00
3	2104-2710020	WATER MAIN TEE, 8"x8"x8"	EA	5	\$1,545.00	\$ 7,725.00	3.00	5.00	\$ 4,635.00
4	2105-8425015	WATER MAIN BEND, 8"	EA	2	\$1,030.00	\$ 2,060.00	0.00	0.00	
5	2115-0100000	FITTING, REDUCER, 8"x4"	EA	8	\$1,030.00	\$ 8,240.00	2.00	6.00	\$ 2,060.00
6	2123-7450020	WATER SERVICE, 1" COPPER, LONG SIDE	EA	10	\$3,090.00	\$ 30,900.00	5.00	7.00	\$ 15,450.00
7	2301-0690210	WATER SERVICE, 1" COPPER, SHORT SIDE	EA	16	\$1,545.00	\$ 24,720.00	5.00	5.00	\$ 7,725.00
8	2303-1031750	VALVE, GATE, 8"	EA	6	\$3,090.00	\$ 18,540.00	2.00	4.00	\$ 6,180.00
9	2303-1032750	FIRE HYDRANT ASSEMBLY	EA	3	\$6,695.00	\$ 20,085.00	2.00	3.00	\$ 13,390.00
10	2303-1033500	FIRE HYDRANT ASSEMBLY REMOVAL	EA	3	\$2,060.00	\$ 6,180.00	1.00	3.00	\$ 2,060.00
11	2303-1252343	INTAKE, SW-S01	EA	2	\$5,000.00	\$ 10,000.00	0.00	0.00	
12	2401-6745625	MANHOLE ADJUSTMENT, MINOR	SY	12	\$1,800.00	\$ 21,600.00	0.00	0.00	
13	2402-2720000	DRIVEWAY PCC, 6"	LF	485	\$75.00	\$ 36,375.00	132.00	132.00	\$ 9,900.00
14	2403-0100010	CURB AND GUTTER, PCC	TON	996	\$32.00	\$ 31,872.00	517.00	517.00	\$ 16,544.00
15	2404-7775005	PAVEMENT, HMA STANDARD TRAFFIC (ST) SURFACE, 1/2", 58-285	TON	1444	\$85.00	\$ 122,740.00	0.00	0.00	
16	2414-6424110	PAVEMENT, HMA STANDARD TRAFFIC (ST) BASE, 3/4", 58-285	SY	298	\$80.00	\$ 23,840.00	0.00	0.00	
17	2416-0100024	REMOVAL OF SIDEWALK	SY	229	\$10.50	\$ 2,404.50	30.00	30.00	\$ 315.00
18	2435-0140200	REMOVAL OF DRIVEWAY	SY	408	\$10.50	\$ 4,284.00	0.00	132.00	
19	2501-0201042	SIDEWALK, PCC, 4"	SY	187	\$65.00	\$ 12,155.00	45.00	45.00	\$ 2,925.00
20	2501-5478042	SIDEWALK, PCC, 6"	SY	78	\$125.00	\$ 9,750.00	21.00	21.00	\$ 2,625.00
21	2503-0114224	DETECTABLE WARNING	SF	150	\$30.00	\$ 4,500.00	40.00	40.00	\$ 1,200.00
22	2507-6800061	FULL DEPTH PATCHES	SY	916	\$50.00	\$ 45,800.00	0.00	0.00	
23	2510-6745850	MILLING	SY	12603	\$3.00	\$ 37,809.00	0.00	0.00	
24	2524-9100030	CURB AND GUTTER REMOVAL	LF	996	\$12.00	\$ 11,952.00	517.00	517.00	\$ 6,204.00
25	2526-8285000	TEMPORARY TRAFFIC CONTROL	LS	1	\$3,000.00	\$ 3,000.00	0.26	0.74	\$ 780.00
26	2528-2518000	CONSTRUCTION SURVEY	LS	1	\$7,200.00	\$ 7,200.00	0.26	0.74	\$ 1,872.00
27	2528-8445110	MOBILIZATION	LS	1	\$35,000.00	\$ 35,000.00	0.26	0.74	\$ 9,100.00
28		EW0 1 Water Main, Trenched, Ductile Iron, 8"	LF	225	\$128.00	\$ 28,800.00	0.00	26.00	
29		EW0 2 Water Main, Trenched, Ductile Iron, 6"	LF	48	\$66.00	\$ 3,168.00	48.00	48.00	\$ 3,168.00
30		EW0 2 Water Main, Fitting, Tee, 6"x6"x6"	EA	1	\$1,278.00	\$ 1,278.00	0.00	1278.00	
31		EW0 2 Water Main, Fitting, 45 Bend, 8"	EA	4	\$1,676.00	\$ 6,704.00	4.00	6704.00	\$ 6,704.00
32		EW0 2 Water Main, Fitting, 45 Bend, 6"	EA	4	\$1,593.00	\$ 6,372.00	4.00	6372.00	\$ 6,372.00
						Total			\$ 186,659.00
						Retention 5%			\$ 9,332.95
						Amount This Estimate			\$ 177,326.05
						Amount Due This Estimate			\$ 177,326.05

Checked and Approved as to quantities and amount:

Engineer: City of Huxley Public Works

By:  Public Works Director

Date: 7/8/22

Checked and Approved as to final quantities and final amount:

Contractor: Manatts, Inc.

By:  Name, Title

Date: 7/8/22

Approved for Payment:

City of Huxley

By: \_\_\_\_\_ Name, Title

Date: \_\_\_\_\_



# State of Iowa

Alcoholic Beverages Division

## Applicant

NAME OF LEGAL ENTITY

CASEY'S MARKETING  
COMPANY

NAME OF BUSINESS(DBA)

CASEY'S GENERAL STORES  
#2842

BUSINESS

(515) 597-4443

ADDRESS OF PREMISES

902 N HWY 69

PREMISES SUITE/APT NUMBER

CITY

Huxley

COUNTY

Story

ZIP

50124

MAILING ADDRESS

PO Box 3001

CITY

Ankeny

STATE

Iowa

ZIP

50021-8045

## Contact Person

NAME

Madison Paulson

PHONE

(515) 381-5974

EMAIL

madi.paulson@caseys.com

## License Information

LICENSE NUMBER

LE0001965

LICENSE/PERMIT TYPE

Class E Liquor License

TERM

12 Month

STATUS

Submitted  
to Local  
Authority

TENTATIVE EFFECTIVE DATE

Aug 9, 2022

TENTATIVE EXPIRATION DATE

Aug 8, 2023

LAST DAY OF BUSINESS

SUB-PERMITS

Class E Liquor License, Class C Beer Permit, Class B Wine Permit



# State of Iowa

Alcoholic Beverages Division

## PRIVILEGES

Sunday Service

## Status of Business

### BUSINESS TYPE

Publicly Traded Corporation

## Ownership

### • Individual Owners

NAME	CITY	STATE	ZIP	POSITION	% OF OWNERSHIP	U.S. CITIZEN
James R. Pistillo	Urbandale	Iowa	50323	Treasurer	0.00	Yes
JOHN SOUPENE	Ankeny	Iowa	50023	Vice President	0.00	Yes
Michael Richardson	PLEASANT HILL	Iowa	50327	PRESIDENT	0.00	Yes
42-0935283 Casey's General Stores, Inc.	ANKENY	Iowa	50021--804	OWNER	100.00	Yes
JULIA JACKOWSKI	URBANDALE	Iowa	50322	SECRETARY	0.00	Yes
JESSICA GENERAL STORES	Urbandale	Iowa	50322			
Carla Heckman						





# State of Iowa

Alcoholic Beverages Division

## Insurance Company Information

INSURANCE COMPANY

POLICY EFFECTIVE DATE

POLICY EXPIRATION DATE

DRAM CANCEL DATE

OUTDOOR SERVICE EFFECTIVE  
DATE

OUTDOOR SERVICE EXPIRATION  
DATE

BOND EFFECTIVE DATE

TEMP TRANSFER EFFECTIVE  
DATE

TEMP TRANSFER EXPIRATION  
DATE

# **COUNCIL COMMUNICATION**

## **AGENDA HEADING:**

Approval of Deputy City Clerk Employment Offer

**SUBMITTED BY:** Rita Conner, City Administrator; Jolene Lettow, City Clerk/Finance Officer

## **SYNOPSIS:**

Recommend approving offer of employment for Deputy City Clerk

## **FISCAL IMPACT: YES**

Amount: \$58,500

Funding Source: FY 23 City of Huxley Budget, General Fund

## **ADDITIONAL INFORMATION: YES**

- Applications taken, interviews conducted and background checks completed
- Jackie Kahler recommended for the position

## **PREVIOUS COUNCIL ACTION(S): YES**

- Council discussion of position in 2020, 2021 and 2022, administrative office staff lost staff member to resignation in 2022
- Position essential for ongoing management of City fiduciary responsibilities, records management, funding and budget administration, human resources and organizational succession planning

## **BOARD/COMMISSION ACTION(S): NONE**

## **CITY ADMINISTRATOR RECOMMENDATION: APPROVAL**

## **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

- Formal acceptance of offer and set date of beginning full time employment

**RESOLUTION NO. 22-066**

**RESOLUTION APPROVING DEPUTY CITY CLERK EMPLOYMENT AND SETTING SALARY**

**WHEREAS**, a process has been conducted to hire a Deputy City Clerk for the City of Huxley Administration Department/City Clerk's Office and;

**WHEREAS**, the position will be offered to Jackie Kahler with a starting salary of \$58,500.

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

The offer of employment and salary are hereby approved.

<b>Roll Call</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Niko Pilcher	_____	_____	_____
Kevin Thompson	_____	_____	_____
Tracey Roberts	_____	_____	_____
Rory Echer	_____	_____	_____
Dave Kuhn	_____	_____	_____

***PASSED, ADOPTED AND APPROVED*** this 5<sup>th</sup> day of July 2022.

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 22-066** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this 5<sup>th</sup> day of July 2022.

\_\_\_\_\_  
Kevin Deaton, Mayor

ATTEST:

\_\_\_\_\_  
Jolene R. Lettow, City Clerk

# COUNCIL COMMUNICATION

## **AGENDA HEADING:**

Second Reading of Ordinance No. 524 to Increase Sanitary Sewer Rates

**SUBMITTED BY:** Rita Conner, City Administrator

## **SYNOPSIS:**

Sanitary sewer service fees provide for the operation and maintenance of the City's wastewater utility. This includes wastewater plant operations, sanitary sewer infrastructure maintenance, operational personnel, capital projects and debt service on past capital investments. Debt undertaken by the wastewater enterprise in the last 20 years includes work to construct the current wastewater treatment plant, provide utilities in the SE Annexation Area, and extension of sanitary sewer to Kum & Go.

Sanitary sewer services fees also provide for the city's future wastewater needs. Huxley's rate of growth over the last 20 years is projected to continue going forward, with an estimated 1,000 housing units to be needed by 2040. Population projections for the design life of the current wastewater treatment plant was 4700 residents. The 2020 Census has the Huxley population at 4244, with additional population added in the 2 years since. Over 500 residential lots are either under construction, platted or under preliminary planning with developer ownership. Commercial and industrial development is increasing and each use must be evaluated for its potential impact on our wastewater treatment system.

The last ordinance amendment for sanitary sewer rates was adopted in 2019, and included a 3% annual increase for three years. This increase was based on the operational needs of the system and debt service, as well as planning for the future. Review of the revenues, expenditures, capital improvement plan, staffing and operational needs for the wastewater system over the last five years and projecting forward, shows how the utility has operated and what the 3% increase in rates has provided for, and will provide for.

Accompanying materials with this Council Communication include:

- Wastewater Enterprise Fund Revenues and Expenditures FY 23
- Wastewater Capital Improvement Plan 10 year

## **ALTERNATIVES**

1. Approve the 3% annual increase in sanitary sewer rates for 2022, 2023 and 2024. Continue to evaluate and update population and growth projections.
2. Not approve the ordinance to increase sanitary sewer rates. Based on the City's wastewater utility operational costs, capital improvements over the next 10 years, and the need to plan for growth, not increasing the rate could leave the City unprepared.

# COUNCIL COMMUNICATION

## ADDITIONAL INFORMATION REQUESTED BY COUNCIL

Current average monthly sanitary sewer fee, per resident	\$39.33
Sanitary Sewer Rate Increase @ 3% annually for 3 years	
○ Year 1	\$40.51
○ Year 2	\$41.72
○ Year 3	\$42.97
Current average total water and sewer bill, per resident	\$78.08
Average total bill water and sewer with increase	
○ Year 1	\$79.25
○ Year 2	\$80.47
○ Year 3	\$81.72
FY 22 wastewater revenue for operations, debt, CIP, growth	\$927, 000*
*This number includes utility sales, permit fees and misc.	
Estimated projected annual wastewater revenue with increase	
○ Year 1	\$954,810
○ Year 2	\$983,454
○ Year 3	\$1,012,958

## ORDINANCE NO. 524

### AN ORDINANCE AMENDING CHAPTER 99 OF THE CITY OF HUXLEY MUNICIPAL CODE CONCERNING SEWER SERVICE CHARGES

**Section 1.** Be it ordained by the City Council of the City of Huxley, Iowa that Chapter 99 is hereby amended in Section 99.01 by adding the underlined language as follows:

**99.01 SEWER SERVICE CHARGES REQUIRED** Each customer shall pay sewer service charges for the use of and for the service supplied by the municipal sanitary sewer system in accordance with the following:

1. Basic user fee: \$25 per month
2. Usage rate is \$4.86 per 1,000 gallons of water used per month and shall increase 3% annually on July 1, 2022; July 1, 2023 and July 1, 2024

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

**Section 3.** This ordinance shall be in full force and effect after its passage, approval and publication as provided by law.

#### First Reading June 28, 2022

Roll Call	Aye	Nay	Absent
Tracey Roberts	<u>  X  </u>	___	___
Dave Kuhn	___	___	<u>  X  </u>
Rory Echer	<u>  X  </u>	___	___
Niko Pilcher	___	<u>  X  </u>	___
Kevin Thompson	<u>  X  </u>	___	___

#### Second Reading July 12, 2022

Roll Call	Aye	Nay	Absent
Tracey Roberts	___	___	___
Dave Kuhn	___	___	___

Rory Echer	___	___	___
Niko Pilcher	___	___	___
Kevin Thompson	___	___	___

**Third Reading July 26, 2022**

Roll Call	Aye	Nay	Absent
Tracey Roberts	___	___	___
Dave Kuhn	___	___	___
Rory Echer	___	___	___
Niko Pilcher	___	___	___
Kevin Thompson	___	___	___

Passed and approved by the Council of the City of Huxley, Iowa, on July 26, 2022.

\_\_\_\_\_  
Kevin Deaton, Mayor

ATTEST:

\_\_\_\_\_  
Jolene R. Lettow, City Clerk

		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 BUDGET
<b>Wastewater Treatment and Distribution - 815</b>									
Personnel Expenses									4%
610.5.815.1.6010	FULL-TIME SALARIES	175,000	143,915	199,480	202,750	203,419	207,854	235,462	244,880
610.5.815.1.6020	PART-TIME SALARIES	6,000	3,785	6,000	4,400	6,000	9,266	6,000	6,000
610.5.815.1.6110	FICA - CITY'S SHARE	11,222	8,533	12,740	12,423	12,984	12,902	14,971	15,555
610.5.815.1.6120	MEDICARE - CITY'S SHARE	2,625	1,995	2,979	2,905	3,037	3,017	3,501	3,638
610.5.815.1.6130	IPERS - CITY'S SHARE	16,520	13,424	18,831	19,012	19,203	19,730	22,228	23,117
610.5.815.1.6150	HEALTH INSURANCE	40,000	31,197	42,400	42,344	44,944	44,914	46,742	46,742
610.5.815.1.6160	WORKERS COMP	5,150	1,303	5,305	2,227	5,464	1,545	5,970	5,682
610.5.815.1.6181	CLOTHING ALLOWANCE	1,200	824	1,500	670	1,500	796	1,500	1,500
<b>Subtotal</b>		<b>257,717</b>	<b>57,276</b>	<b>289,235</b>	<b>79,581</b>	<b>296,550</b>	<b>300,024</b>	<b>336,374</b>	<b>347,113</b>
Services & Commodities									
610.5.815.2.6205	EMPLOYMENT PHYSICAL	-	198	250	55	250	-	250	250
610.5.815.2.6210	MEMBERSHIPS & SUBSCRIPTIONS	500	416	500	649	500	372	650	1,000
610.5.815.2.6230	TRAINING/CONF/TRAVEL	2,000	2,299	3,000	390	3,000	466	3,000	5,000
610.5.815.2.6298	CERTIFICATE RENEWAL	650	525	800	370	800	430	-	750
610.5.815.2.6310	BUILDING MAINTENANCE	14,000	96,927	17,000	36,631	17,000	5,109	17,000	17,000
610.5.815.2.6320	GROUNDS MAINT EXPENSE	800	-	8,000	2,000	8,000	2,038	8,000	8,000
610.5.815.2.6331	VEHICLE OPERATIONAL EXPENSE	5,500	3,778	13,500	48,579	8,000	6,319	8,000	8,000
610.5.815.2.6336	DISTRIBUTION SYSTEM/MAINT	-	-	65,000	47,334	65,000	80,971	65,000	65,000
610.5.815.2.6338	PLANT OPERATION	20,000	25,813	20,000	20,355	20,000	24,877	20,000	30,000
610.5.815.2.6350	EQUIP MAINT/REPAIR	3,000	705	3,000	4,021	3,000	2,343	3,000	3,000
610.5.815.2.6371	UTILITIES	82,250	79,538	82,250	77,133	82,500	91,263	83,500	100,000
610.5.815.2.6373	CELL PHONES	2,000	1,207	2,000	1,217	2,000	1,548	2,000	2,000
610.5.815.2.6374	INFRASTRUCTURE/LAND MAP	-	-	-	-	-	-	-	1,000
610.5.815.2.6375	TELEPHONE	3,500	6,304	3,500	3,916	3,500	3,732	3,500	3,500
610.5.81.2.6401	ANNUAL AUDIT EXPENSE	3,500	2,988	4,000	3,188	4,500	2,635	4,000	4,000
610.5.815.2.6402	PUBLICATIONS	250	-	250	-	250	-	500	500
610.5.815.2.6408	PROPERTY INSURANCE	9,900	11,769	10,200	12,418	10,200	16,641	13,411	16,891
610.5.815.2.6410	JANITORIAL SUPPLIES	600	448	700	1,034	700	812	700	700
610.5.815.2.6419	COMPUTER EXPENSES	7,000	10,841	7,000	7,831	8,000	11,784	8,000	10,500
610.5.815.2.6434	PROFESSIONAL SERVICES	500	1,407	2,000	44	-	-	-	



		FY19 BUDGET	FY19 ACTUAL	FY20 BUDGET	FY20 ACTUAL	FY21 BUDGET	FY21 ACTUAL	FY22 BUDGET	FY23 BUDGET
610.5.815.2.6443	REQUIRED TESTING	2,000	2,450	2,500	1,907	2,500	2,485	2,500	4,500
610.5.815.2.6450	CDL TESTING	-	60	100	42	100	191	100	100
610.5.815.2.6455	PRE-TESTING TREATMENT	-	-	9,100	5,441	3,000	-	1,000	1,000
610.5.815.2.6501	TREATMENT CHEMICALS	4,500	2,982	4,500	5,372	4,500	2,037	4,500	5,500
610.5.815.2.6504	SMALL EQUIPMENT	6,800	6,679	6,800	4,175	5,000	2,813	5,000	5,000
610.5.815.2.6506	OFFICE SUPPLIES	1,800	354	1,800	2,707	2,500	3,312	2,500	2,500
610.5.815.2.6508	POSTAGE	2,500	2,265	2,500	2,522	2,500	2,908	2,500	2,500
610.5.815.2.6599	MISC.	500	1,711	1,000	387	1,000	1,061	1,500	1,500
<b>Subtotal</b>		<b>174,050</b>	<b>261,664</b>	<b>271,250</b>	<b>289,718</b>	<b>258,300</b>	<b>266,147</b>	<b>260,111</b>	<b>299,691</b>
WASTEWATER SINKING FUND - 816									
	SRF 6,330,000 BOND PRINCIPAL	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
	SRF BOND INTEREST	42,060	42,060	41,760	41,760	41,460	41,460	41,160	40,860
611.5.816.4.6899	LOAN FEES	3,505	3,505	3,480	3,480	3,455	3,455	3,430	3,405
<b>Subtotal</b>		<b>55,565</b>	<b>55,565</b>	<b>55,240</b>	<b>55,240</b>	<b>54,915</b>	<b>54,915</b>	<b>54,590</b>	<b>54,265</b>
<b>GRAND TOTAL</b>		<b>487,332</b>	<b>374,505</b>	<b>615,725</b>	<b>424,539</b>	<b>609,765</b>	<b>621,086</b>	<b>651,075</b>	<b>701,069</b>

Department	FY 23 '22 - '23	FY 24 '23 - '24	FY 25 '24 - '25	FY 26 '25 - '26	FY 27 '26 - '27	FY 28 '27 - '28	FY 29 '28 - '29	FY 30 '29 - '30	FY 31 '30 - '31	FY 32 '31 - '32	FY 33 '32 - '33	Total
<b>Public Works- Waste Water</b>												
PW Facility Design	25,000											25,000
Concrete driveway between buildings		50,000										50,000
Concrete driveway		125,000										125,000
Painting of clarifier rotating assemblies		75,000										75,000
Utility access hole surface reconstruction on 560th		20,000										20,000
Labconco washing machine		15,000										15,000
New seals and bearings on clarifiers			90,000									90,000
Portable generator hook-ups at lift stations			25,000									25,000
New hydro rangers and sonar heads			60,000									60,000
Upgrade generator at Sand Cherry lift station				75,000								75,000
Upgrade North lift station controls and pumps				100,000								100,000
Concrete around wastewater plant				150,000								150,000
Upgrade Oak lift station controls and pumps					100,000							100,000
Sanitary sewer along E. 1st					100,000							100,000
Lateral launcher for IBAK camera system					100,000							100,000
4" Thompson pump						30,000						30,000
Sludge drying beds/Sludge dewatering equipment								250,000				250,000
Replace WW UV system									200,000			200,000
Building over UV channel											100,000	100,000
I & I testing, smoke testing, lateral launching (ops)		15,000	15,000	15,000	20,000							65,000
Manhole lining / Surafce restoration (ops)		20,000		20,000		20,000		20,000		20,000		100,000
Lateral lining / replacement project (ops)		30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000	300,000
WW plant chloride removal campaign		10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
Additional mainline CIPP				20,000			20,000			20,000		60,000
Replace drive units and gearboxes for oxidization ditches						150,000	150,000					300,000
Replace Aerzen blowers									100,000	100,000	100,000	300,000
Public Works- Water Totals	25,000	360,000	230,000	420,000	360,000	240,000	210,000	310,000	340,000	180,000	240,000	<b>2,915,000</b>

\* (ops) abbreviation means operational

City of Huxley, Iowa

# Public Works- Waste Water

FY 23-27 CIP Add Forms

# City of Huxley, Iowa

## Project Addition to Capital Improvement Plan

Fiscal Years **2023** through **2027**

Project #		Department
Project Name Concrete driveway between buildings		Contact
Proposal Date	Addition Date	Category
Budget Code	Priority Level	Type
		Useful Life

Description	Total Project Cost
Need to finish the concrete driveway between the main building and storage building.	

Justification
<p>This will eliminate the rock being pushed off in the grass and tracking into the buildings. This will also allow us to have an option to add additional parking spaces as ours are always full. The cost will vary if we decide to have this done by a contractor or if we decide to pour this ourselves. A portion of the area has already been paved.</p> <p>Cost estimated to be between \$40,000 and \$50,000</p>

	FY 23	FY 24	FY 25	FY 26	FY 27	
Expenditures	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total

Total
-------

	FY 23	FY 24	FY 25	FY 26	FY 27	
Funding Sources	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total

Total
-------

Budget Impact / Other

## Project Addition to Capital Improvement Plan

Fiscal Years **2023** through **2027**

Project #		Department	PW-WW
Project Name Concrete driveway between buildings		Contact	WW Super
Proposal Date	Addition Date	Category	
Budget Code	Priority Level	Type	
		Useful Life	

Description	Total Project Cost	50,000
Need to finish the concrete driveway between the main building and storage building.		

Justification
This will eliminate the rock being pushed off in the grass and tracking into the buildings. This will also allow us to have an option to add additional parking spaces as ours are always full. The cost will vary if we decide to have this done by a contractor or if we decide to pour this ourselves. A portion of the area has already been paved.
Cost estimated to be between \$40,000 and \$50,000

	FY 23	FY 24	FY 25	FY 26	FY 27	
Expenditures	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
Concrete Driveway	50,000					50,000
Total	50,000					50,000
Funding Sources	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total

Total	
-------	--

Budget Impact / Other

# City of Huxley, Iowa

## Project Addition to Capital Improvement Plan

Fiscal Years **2023** through **2027**

Project #		Department	PW-WW
Project Name Concrete driveway		Contact	WW Super
Proposal Date		Addition Date	
Budget Code		Priority Level	
		Category	
		Type	
		Useful Life	

Description	Total Project Cost	125,000
Install concrete driveway on gravel driveway at the plant.		
Justification	This will eliminate the rock being pushed off in the grass and tracking into the buildings. As well as keep gravel dust from getting into the vehicles and equipment.	

Expenditures	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
Concrete Driveway		125,000				125,000
Total		125,000				125,000

Funding Sources	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
-----------------	-----------	-----------	-----------	-----------	-----------	-------

Total \_\_\_\_\_

Budget Impact / Other

# City of Huxley, Iowa

## Project Addition to Capital Improvement Plan

Fiscal Years **2023** through **2027**

Project #		Department	PW-WW
Project Name Painting of clarifier rotating assemblies		Contact	WW Super
Proposal Date		Addition Date	
Budget Code		Priority Level	
		Category	
		Type	
		Useful Life	

Description	Total Project Cost	75,000
Repainting skimmer and troughs in the clarifiers (X2)		

Justification
The current metal pieces in the clarifiers are now 10 years old and the paint is degrading. We have been doing touch up and general maintenance to keep the equipment in as good of shape as we can, but the metal needs sandblasted and fresh paint added for maximum life expectancy of the metal rotating assemblies.

Expenditures	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
Painting clarifiers		75,000				75,000
Total		75,000				75,000
Funding Sources	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total

Total	
-------	--

Budget Impact / Other
-----------------------

# City of Huxley, Iowa

## Project Addition to Capital Improvement Plan

Fiscal Years **2023** through **2027**

Project #		Department	PW-WW
Project Name		Contact	WW Super
Proposal Date		Addition Date	
Budget Code		Priority Level	
		Category	
		Type	
		Useful Life	

Description	Total Project Cost	500,000
Demolition of the structures and repurposing of the lot.		
Demolition to follow construction of a new Public Works facility.		

Justification
This plant has unusable structures, (ex. Headworks building, Bio towers, aerated sludge tank, Clarifiers, chlorine contact chamber, piping and underground tanks) and has been sitting for close to 15 years. If the Street dept. gets a new shop for all the plows and ample storage space, need for this facility in the future is unlikely.
The time to drain tanks every summer to keep the water from going septic and maintenance on the buildings themselves is only going to continue to rise as the structures deteriorate.

Expenditures	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
Demolition			500,000			500,000
Total			500,000			500,000

Funding Sources	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
-----------------	-----------	-----------	-----------	-----------	-----------	-------

Total	
-------	--

Budget Impact / Other



# City of Huxley, Iowa

## Project Addition to Capital Improvement Plan

Fiscal Years **2023** through **2027**

Project #		Department	PW-WW
Project Name Upgrade generator at Sand Cherry lift station		Contact	WW Super
Proposal Date		Addition Date	
Budget Code		Priority Level	
		Category	
		Type	
		Useful Life	

Description	Total Project Cost	75,000
Upgrade generator at the Sand Cherry lift station to a natural gas generator.		

Justification
The current generator will be about 25 years old and is something we rely on in the case if a power outage to keep the pumps running and to keep basements from flooding.

Expenditures	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
Generator				75,000		75,000
Total				75,000		75,000

Funding Sources	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
-----------------	-----------	-----------	-----------	-----------	-----------	-------

Total	
-------	--

Budget Impact / Other

# City of Huxley, Iowa

## Project Addition to Capital Improvement Plan

Fiscal Years **2023** through **2027**

Project #		Department	PW-WW
Project Name Upgrade North lift station controls and pumps		Contact	WW Super
Proposal Date		Addition Date	
Budget Code		Priority Level	
		Category	
		Type	
		Useful Life	

Description	Total Project Cost	100,000
Upgrade North lift station to submersible pumps and upgraded control panels.		

Justification
The current control panel is several years old. The pumps have been replaced about 6 years ago, we have had problems with the pumps losing prime and things getting stuck on the suction lines for the pumps. The panels are very old technology and finding parts and people to work on them is getting difficult.

Expenditures	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
Panel/pumps				100,000		100,000
Total				100,000		100,000
Funding Sources	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total

Total	
-------	--

Budget Impact / Other

# City of Huxley, Iowa

## Project Addition to Capital Improvement Plan

Fiscal Years **2023** through **2027**

Project #		Department	PW-WW
Project Name Upgrade Oak lift station controls and pumps		Contact	WW Super
Proposal Date		Addition Date	
Budget Code		Priority Level	
		Category	
		Type	
		Useful Life	

Description	Total Project Cost	100,000
Upgrade Oak lift station to submersible pumps and upgraded control panels.		

Justification
The current control panel is several years old. The pumps have been replaced about 6 years ago, we have had problems with the pumps losing prime and things getting stuck on the suction lines for the pumps. The panels are very old technology and finding parts and people to work on them is getting difficult.

Expenditures	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
Panel/pumps					100,000	100,000
Total					100,000	100,000

Funding Sources	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
Total						

Budget Impact / Other

# City of Huxley, Iowa

## Project Addition to Capital Improvement Plan

Fiscal Years **2023** through **2027**

Project #		Department	PW-WW
Project Name Lining and lateral launching (ops)		Contact	WW Super
Proposal Date		Addition Date	
Budget Code		Priority Level	
		Category	
		Type	
		Useful Life	

Description	Total Project Cost	200,000
Annual program to identify sources of leaks, focusing specifically on older parts of town as a starting point. As we identify more sewer issues in the system, ex. Cracked pipes, offset joints, abandoned taps, leaking laterals, we will address them.		
Operational		

Justification
Bringing all pipes up to a base level quality and maintaining them will decrease major issues and costs.

Expenditures	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
Lining and Lateral launching	40,000	40,000	40,000	40,000	40,000	200,000
Total	40,000	40,000	40,000	40,000	40,000	200,000
Funding Sources	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total

Total	
-------	--

Budget Impact / Other

# City of Huxley, Iowa

## Project Addition to Capital Improvement Plan

Fiscal Years **2023** through **2027**

Project #		Department	PW-WW
Project Name		Contact	WW Super
Proposal Date		Addition Date	
Budget Code		Priority Level	
		Category	
		Type	
		Useful Life	

Description	Total Project Cost	100,000
Annual rehabilitation program.		
Operational		

Justification
This to keep infiltration out of our sanitary so we are not treating water that does not need to be treated as well us keep up with some of the degrading infrastructure.

Expenditures	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
Manhole Rehab	20,000	20,000	20,000	20,000	20,000	100,000
Total	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>100,000</b>
Funding Sources	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total

Total	
-------	--

Budget Impact / Other

# TEMPLATE

City of Huxley, Iowa

## Project Addition to Capital Improvement Plan

Fiscal Years **2023** through **2027**

Project #		Department	PW-WW
Project Name		Contact	WW Super
Proposal Date		Category	
Budget Code		Type	
		Useful Life	

Description	Total Project Cost
-------------	--------------------

Justification
---------------

Expenditures	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
--------------	-----------	-----------	-----------	-----------	-----------	-------

Total					
-------	--	--	--	--	--

Funding Sources	'22 – '23	'23 – '24	'24 – '25	'25 – '26	'26 – '27	Total
-----------------	-----------	-----------	-----------	-----------	-----------	-------

Total					
-------	--	--	--	--	--

Budget Impact / Other
-----------------------

# TEMPLATE

**ORDINANCE NO. 526**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES  
OF THE CITY OF HUXLEY, IOWA,  
BY AMENDING PROVISIONS OF THE ORDINANCE  
REGARDING CHAPTER 63, SPEED REGULATIONS**

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

SECTION 1. Section 63.04, is hereby amended by adding language as follows:

**63.04 SPECIAL SPEED ZONES.**

8. Special Speed Zone of 45 MPH on Highway 69 for northbound and southbound traffic from 260' north of Oak Blvd to 200' north of 306<sup>th</sup> Lane.

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

**First Reading: June 28, 2022**

Roll Call	Aye	Nay	Absent
Rory Echer	_____	_____	_____
Kevin Thompson	_____	_____	_____
Niko Pilcher	_____	_____	_____
Dave Kuhn	_____	_____	_____
Tracey Roberts	_____	_____	_____

**Second Reading: July 12, 2022**

Roll Call	Aye	Nay	Absent
Tracey Roberts	_____	_____	_____
Dave Kuhn	_____	_____	_____
Niko Pilcher	_____	_____	_____
Kevin Thompson	_____	_____	_____
Rory Echer	_____	_____	_____

**Third Reading:        July 26, 2022**

Roll Call	Aye	Nay	Absent
Tracey Roberts	_____	_____	_____
Dave Kuhn	_____	_____	_____
Niko Pilcher	_____	_____	_____
Kevin Thompson	_____	_____	_____
Rory Echer	_____	_____	_____

**PASSED** and approved this 26<sup>th</sup> day of July 2022.

\_\_\_\_\_  
Kevin Deaton, Mayor

**ATTEST:**

\_\_\_\_\_  
Jolene Lettow, City Clerk





## STAFF ACTION

Number	22-0466	Date	5/16/22
Contact	Chris Poole		
Created By	537000 - Office Of Traffic & Safety		
Created For	537000 - Office Of Traffic & Safety		
Title	Speed Zone on U.S. 69 in/near Huxley, IA (Story County)		

### Discussion/Background:

The State Traffic Engineer recommends a northward extension for the 45 mph speed zone (as displayed on the attached map) due to residential growth in the area and the somewhat hidden nature of 306th Lane, which has a potential for rear-end crashes.

The existing speed zones for this area were established by Staff Action 08-0422 (dated December 11, 2007).


All parties involved concur with the new speed zones.

### Proposal/Action Recommendation:

It is recommended that this Staff Action be approved and the aforementioned Staff Action be rescinded.

### Activity Log:

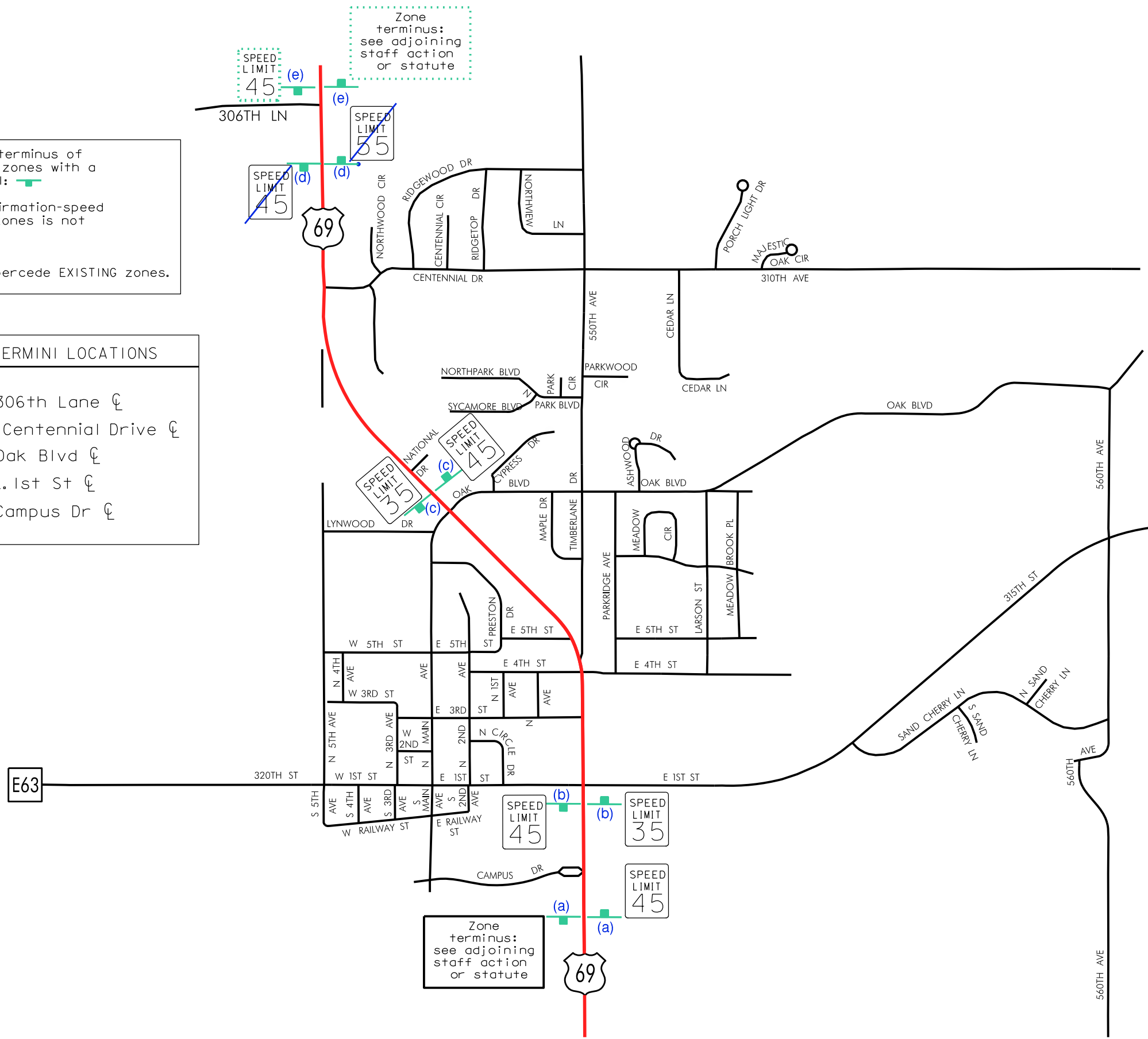
Initiated by RMCDANI on 05/16/22 AT 2:05 PM  
NTRY Approval applied by CPOOLE on 05/20/22 AT 3:04 PM  
OFFC approval now pending  
NOTE SENT TO SGENT  
NOTE SENT TO TBAILIF  
NOTE SENT TO DLORENZ  
NOTE SENT TO DLORENZ  
OFFC Approval applied by SGENT on 05/23/22 AT 11:24 AM  
DHWY approval now pending  
NOTE SENT TO SHUSTON  
NOTE SENT TO DLORENZ  
NOTE SENT TO KGREENF  
DHWY Approval applied by DLORENZ on 05/23/22 AT 11:37 AM  
NOTE SENT TO RMCDANI


This map displays the terminus of existing and proposed zones with a single-post sign symbol: 

The placement of confirmation-speed limit signs within the zones is not displayed.

PROPOSED zones will supercede EXISTING zones.

SPEED ZONE TERMINI LOCATIONS
(e) = 200'± n. of 306th Lane ¢
(d) = 1100'± n. of Centennial Drive ¢
(c) = 260'± n. of Oak Blvd ¢
(b) = 210'± s. of E. 1st St ¢
(a) = 430'± s. of Campus Dr ¢





MAY 2022

# US 69

## HUXLEY

### Story County

### NOT TO SCALE

Proposed

Remove

Existing

# COUNCIL COMMUNICATION

**AGENDA HEADING:**

Approving FY 23 Salaries

**SUBMITTED BY:**

Rita Conner, City Administrator

**SYNOPSIS:**

In 2018, the City of Huxley conducted a market salary study for its full-time employees (FTE). City Council was seeking to get FTE positions in the organization to a median level of salary compared to their industry peers.

Fifteen (15) cities were used as comparisons on the basis of: size, growth rate, proximity to larger metropolitan areas, and cost of living.

From this study, a matrix was then created to account annually for market adjustment of the positions (low, median and high for the market studied). Mechanically, the matrix has three items fed into it to produce the annual increase for each employee:

- Merit number from employee evaluation
- Percentage of the median salary that full time employees were at compared to the other cities studied
- An annual percentage increase that Council recommends.

Additional information is below.

**FISCAL IMPACT: YES**

Amount: Council determination of 1, 2.5% or 4% based on the accompanying table

Source: City of Huxley FY 23 Operating Budget

**ADDITIONAL INFORMATION: YES**

Amount budgeted for all FTE salaries in FY 23 budget	\$1,878,110
Amount of FTE increase total at 1%*	\$1,280,794
Amount of FTE increase total at 2.5%*	\$1,298,572
Amount of FTE increase total at 4%*	\$1,276,460

*\*Totals do not include part time employees, Huxley Fire Rescue stipends, Deputy City Clerk or Building and Grounds Maintenance position. DCC and BGM positions are currently vacant and will be added to the table when filled.*

*\$411,647*

# **COUNCIL COMMUNICATION**

## **PREVIOUS COUNCIL ACTION(S): YES**

- Annually provided by City Council for the new fiscal year

**RECOMMENDATION:** APPROVAL with 2.5%.

## **ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: YES**

- At the 5-year mark from the original data collected in the salary study, staff has been collecting data from the original communities and some additional cities
- At Council direction, this data or other information can be provided to Council

## RESOLUTION NO. 22-057

### RESOLUTION SETTING SALARIES FOR FISCAL YEAR 2023 FOR APPOINTED OFFICERS AND EMPLOYEES OF THE CITY OF HUXLEY, IOWA

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

**SECTION 1.** This resolution declares null and void any sections of previously approved salary resolutions in conflict with sections of this resolution.

**SECTION 2.** City Council will select one (1) percentage from the accompanying table and the annual salary increase from that percentage will be added to the table below and the Resolution executed by the Mayor.

<i>POSITION</i>	<i>ANNUAL SALARY OR HOURLY RATE FOR FY 2023 AS OF 7/1/2022</i>	<i>CLASSIFICATION ANNUAL SALARY (SAL) OR HOURLY (HR)</i>
<b>POLICE</b>		
POLICE CHIEF		ANNUAL SALARY
SERGEANT		HOURLY RATE
SERGEANT		HOURLY RATE
POLICE OFFICER		HOURLY RATE
POLICE OFFICER		HOURLY RATE
POLICE OFFICER		HOURLY RATE
<b>PUBLIC WORKS</b>		
PUBLIC WORKS DIRECTOR		ANNUAL SALARY
WATER SUPER/ASST. PWD		HOURLY RATE
WASTEWATER SUPERINTENDENT		HOURLY RATE
STREET SUPERINTENDENT		HOURLY RATE
PUBLIC WORKS EMP. UTILITY III		HOURLY RATE
PUBLIC WORKS EMP. UTILITY II		HOURLY RATE
PUBLIC WORKS EMP. UTILITY I		HOURLY RATE
PUBLIC UTILITY EMP./PARKS		HOURLY RATE
<b>PARKS AND RECREATION</b>		
PARKS & REC DIRECTOR		ANNUAL SALARY
REC COORDINATOR		HOURLY RATE
<b>ADMINISTRATION</b>		
CITY ADMINISTRATOR		ANNUAL SALARY
CITY CLERK/FINANCE OFFICER		HOURLY RATE
UTILITIES & ZONING SPECIALIST		HOURLY RATE

***PASSED, ADOPTED AND APPROVED*** this \_\_\_\_ day of July, 2022.

Roll Call	Aye	Nay	Absent
Tracey Roberts	_____	_____	_____
David Kuhn	_____	_____	_____
Rory Echer	_____	_____	_____
Niko Pilcher	_____	_____	_____
Kevin Thompson	_____	_____	_____

**APPROVAL BY MAYOR**

I hereby approve the foregoing **Resolution No. 22-057** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this \_\_\_\_ day of July, 2022.

\_\_\_\_\_  
Kevin Deaton, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk

# Public Works Department

Employee	Current Annual Salary	Current Hourly Wage	Mid Market Salary	% of Current Salary Related to Mid Market	New FY 23 Wage Matrix With 1%	New FY 23 Wage Matrix With 2.5%	4%
Jeff Peterson	\$ 89,433.17		\$ 81,668.00	110%	\$ 93,010.50	\$ 94,351.99	\$ 93,010.50
Keith Vitzthum	\$ 77,833.60	\$ 37.42	\$ 70,349.00	111%	\$ 80,557.78	\$ 81,725.28	\$ 80,946.94
AJ Strumpfner	\$ 63,398.40	\$ 30.48	\$ 60,971.00	104%	\$ 66,251.33	\$ 67,202.30	\$ 65,934.34
Mat Kahler	\$ 59,550.40	\$ 28.63	\$ 59,851.00	99%	\$ 62,527.92	\$ 63,421.18	\$ 61,932.42
Rocky Smith	\$ 45,427.20	\$ 21.84	\$ 46,998.00	97%	\$ 46,790.02	\$ 47,471.42	\$ 47,244.29
Jake Hanks	\$ 53,456.00	\$ 25.70	\$ 54,947.00	97%	\$ 56,128.80	\$ 56,930.64	\$ 55,594.24
Jake Hermanson	\$ 52,145.60	\$ 24.49	\$ 50,042.00	104%	\$ 54,492.15	\$ 55,274.34	\$ 54,231.42
Cory Hennick **	\$ 42,120.00	\$ 20.25	\$ 46,998.00	90%	\$ 43,804.80	\$ 43,804.80	\$ 43,804.80
** New hire					\$ 503,563.29	\$ 510,181.95	\$ 502,698.94

# Police Department

Employee	Current Annual Salary	Current Hourly Wage	Mid Market Salary	% of Current Related to Mid Market	New FY 23 Wage Matrix with 1%	New FY 23 Wage Matrix with 2.5%	4%
Gerry Stoll	\$ 78,625.56		\$ 79,925.00	98%	\$ 82,556.84	\$ 83,736.22	\$ 81,770.58
Nate Albaugh	\$ 67,932.80	\$ 32.66	\$ 68,906.00	99%	\$ 70,650.11	\$ 71,669.10	\$ 70,650.11
Joe Marchesano	\$ 67,288.00	\$ 32.35	\$ 68,906.00	98%	\$ 69,979.52	\$ 70,988.84	\$ 69,979.52
JJ Caligiuri	\$ 62,795.20	\$ 30.19	\$ 63,148.00	99%	\$ 65,307.01	\$ 66,248.94	\$ 65,307.01
Matt Roudebush	\$ 55,286.40	\$ 26.58	\$ 63,148.00	88%	\$ 58,050.72	\$ 58,880.02	\$ 57,497.86
Rex Deckard	\$ 57,720.00	\$ 27.75	\$ 63,148.00	91%	\$ 60,317.40	\$ 61,183.20	\$ 60,028.80
					\$ 406,861.60	\$ 412,706.32	\$ 405,233.88

# Parks & Recreation Department

Employee	Current Annual Salary	Current Hourly Wage	Mid Market Salary	% of Current Related to Mid Market	New FY 23 Wage Matrix with 1%	New FY 23 Wage Matrix with 2.5%	4%
Heather Denger	\$ 64,785.08		\$ 64,485.00	100%	\$ 68,024.33	\$ 68,996.11	\$ 67,376.48
Kerrie Mulder	\$ 50,710.40	\$ 24.38	\$ 52,456.00	97%	\$ 52,738.82	\$ 53,499.47	\$ 52,738.82
					\$ 120,763.15	\$ 122,495.58	\$ 120,115.30

# Administration Department

Employee	Current Annual Salary	Current Hourly Wage	Mid Market Salary	% of Current Related to Mid Market	New FY 23 Wage Matrix with 1%	New FY 23 Wage Matrix with 2.5%	4%
Rita Conner	\$ 110,313.13		\$ 118,000.00	93%	\$ 115,277.22	\$ 116,931.92	\$ 114,725.66
Jolene Lettow	\$ 71,822.40	\$ 34.53	\$ 70,806.00	101%	\$ 75,054.41	\$ 76,131.74	\$ 74,695.30
Amy Kaplan	\$ 56,721.60	\$ 27.27	\$ 56,436.00	101%	\$ 59,274.07	\$ 60,124.90	\$ 58,990.46

\$ 249,605.70 \$ 253,188.56 \$ 248,411.42

TOTAL \$ 1,280,793.74 \$ 1,298,572.41 \$ 1,276,459.54

Totals do not include PT employees, Huxley Fire Rescue stipends, Deputy City Clerk or Building and Grounds Maintenance position. DCC and BGM positions are currently vacant and will be added to the table when filled.

Fiscal Year 2023	% of mid market salary										Determined annually by the Council	2.50%
PERFORMANCE EVALUATION LEVEL	75% OR LOWER	76 – 80%	81 – 85%	86 – 90%	91 – 95%	96 – 100%	101 – 105%	106 – 110%	111 – 115%	116 & Above		
0.00 – 0.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.75 – 1.24	0.50	0.50	0.50	0.50	0.50	0.50	0.00	0.00	0.00	0.00		0.00
1.25 – 1.74	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00	0.00		0.00
1.75 – 2.24	5.00	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.50		0.50
2.25 – 2.74	6.00	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00	1.50		1.50
2.75 – 3.24	7.00	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00	2.50		2.50
3.25 – 3.74	8.00	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00	3.50		3.50
3.75 – 4.00	9.00	8.50	8.00	7.50	7.00	6.50	6.00	5.50	5.00	4.50		4.50

Fiscal Year 2023	% of mid market salary										Determined annually by the Council	1.00%
PERFORMANCE EVALUATION LEVEL	75% OR LOWER	76 – 80%	81 – 85%	86 – 90%	91 – 95%	96 – 100%	101 – 105%	106 – 110%	111 – 115%	116 & Above		
0.00 – 0.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00
0.75 – 1.24	-1.00	-1.00	-1.00	-1.00	-1.00	-1.00	0.00	0.00	0.00	0.00		0.00
1.25 – 1.74	2.50	2.00	1.50	1.00	0.50	0.00	-0.50	-1.00	0.00	0.00		0.00
1.75 – 2.24	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00	-0.50	-1.00		-1.00
2.25 – 2.74	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00	0.50	0.00		0.00
2.75 – 3.24	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00	1.50	1.00		1.00
3.25 – 3.74	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00	2.50	2.00		2.00
3.75 – 4.00	7.50	7.00	6.50	6.00	5.50	5.00	4.50	4.00	3.50	3.00		3.00

## **Scope Comparisons**

Market comparisons were drawn from 15 organizations selected on the basis of size, growth rate, proximity to larger metropolitan areas, and cost of living. Emphasis was placed on cities with rapid growth rates in close proximity to larger cities as well as communities with whom Huxley would compete for the labor pool.

Compensation data was collected for multiple job titles. Job titles varied and ultimate comparisons were drawn based on the duties in the descriptions and the skills needed to perform those duties successfully.

## **Methodology**

Both the average and the median values were analyzed. The average is a helpful comparison but can also be affected by extreme values. The median is the midpoint with half of the responses are above that number and half fall below. The median was used for determining viable salary ranges as it excludes any swings in salary ranges from other organizations and accounts for extreme highs or extreme lows.

## **Position Descriptions**

A series of individual employee meetings were held to review position descriptions. Based on the feedback from the employees in the positions, revised descriptions were developed and submitted to city leadership for review and additional refinement. Subsequent meetings were held with leadership to ensure descriptions are fully accurate. As part of the review process, there are a few positions whose titles no longer fit the duties as the responsibilities and tasks of the positions had grown or changed. Title changes were recommended for those positions and are included in the updated position descriptions.

Updated position descriptions are included at the end of this document.



## Salary Range Recommendations

After analyzing and updating the position descriptions, positions were matched against comparable positions in other organizations. Many positions have forthright comparables, such as Police Officer. A Police Officer in one community generally has the same responsibilities as a Police Officer in other communities. The position descriptions that require a deeper dive are a few in the administration area. Cities tend to organize their administrative offices differently based on size and staffing levels. For that reason, the comparables for two of the administrative positions were composites of multiple positions, based on the amount of time spent on certain tasks. Initial recommendations were reviewed with City leadership and the Personnel Committee of the City Council.

Following is a table that shows the position, the salary for the current fiscal year that is being paid to the incumbent in the position (*Current*), the Maximum top step of the Huxley salary schedule (*Max HIA*), and the recommended salary ranges, broken into three columns of *Low*, *Mid*, and *Top* steps. Please note that these numbers are base salaries only and do not include any educational, certification, or longevity incentives.

FY 2018/2019

Position	Current HIA	Max HIA	Low	Mid	Top
*City Administrator	\$87,478	\$91,886	\$98,078	\$108,976	\$121,084
**HR/Administrative Coordinator	\$41,332	\$42,611	\$59,698	\$65,668	\$72,235
City Clerk/Finance	\$56,181	\$55,602	\$59,446	\$65,391	\$71,930
Utility Billing /Zoning Administrative Specialist	\$36,795	\$42,611	\$47,382	\$52,120	\$57,332
*Public Works Director	\$76,164	\$81,600	\$67,880	\$75,423	\$83,803
Water Superintendent/Asst. Public Works Director	\$65,667	\$70,389	\$58,472	\$64,969	\$72,188
Wastewater Superintendent	\$54,974	\$62,564	\$50,677	\$56,308	\$62,564
Street Superintendent	\$46,093	\$52,444	\$49,754	\$55,274	\$61,416
Public Works Utility Employee II	\$42,141	\$45,209	\$42,494	\$46,215	\$49,473
Public Works Utility Employee I	\$38,979	\$47,931	\$39,062	\$43,404	\$48,227
Public Works/Parks Employee	\$34,965	\$38,998	\$36,379	\$40,416	\$44,907
*Parks and Recreation Director	\$49,200	\$52,444	\$54,140	\$59,554	\$65,509
Recreation Coordinator	\$33,280	\$40,172	\$43,596	\$48,444	\$53,827
*Police Chief	\$62,200	\$72,484	\$65,100	\$73,813	\$82,014
Police Sergeant	\$53,872	\$57,258	\$56,763	\$63,636	\$70,707
Police Detective			\$55,102	\$61,234	\$68,038
Police School Resource Officer			\$53,790	\$59,776	\$66,418
Police Officer	\$45,157 - \$49,878	\$52,444	\$52,478	\$58,318	\$64,798

\* Salaried Employees

\*\*Salary range reflects the position at a full-time level and is scaled appropriately for 3/4 time in recommendations.

& Parks and Rec Director salary is currently \$46,189, but will be \$49,200 after probationary period.

Some of the positions are very close to the recommended ranges, however there are some positions that are out of step with their comparables. It is completely common when a city commissions a salary study to discover there are some inconsistencies between their pay scales and those of their comparable cities. It is usually the recognition of those discrepancies that lead city leadership to the need for an independent salary study. It is also important to note that it is likely not feasible to immediately adjust pay scales for positions that have gaps between current and market compensation levels. In order to create a method the city can use to progressively adjust the compensation levels and achieve market pay scales, the following matrix is recommended. The matrix accounts for cost of living adjustment, market adjustment, and performance/merit, and combines all of those elements into one delivery method for determining individual adjustments. The Council would determine annually what the performance/merit adjustment is and once it is entered into the matrix, the other adjustments automatically populate from the base figure.

Following is an example of the salary matrix with a 2.00% performance/merit adjustment.

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

In order to use the matrix, it is essential to have a thorough annual performance review, the following "Employee Performance Evaluation Form" is recommended for implementation.

*(The rest of this page is left intentionally blank.)*

**RESOLUTION NO. 22-066**

**RESOLUTION APPROVING ANKENY LAWN AND LANDSCAPING SITE PLAN**

WHEREAS, STR Holdings, LLC has submitted site plan materials for City of Huxley review for the Ankeny Lawn and Landscape Site Plan; and,

WHEREAS, the Planning & Zoning Commission reviewed the site plan at their June 20, 2022 meeting; and

WHEREAS, the site plan is being submitted for the purpose of operating a lawn and landscaping business in the Blue-Sky Business Park, and to identify conditions of approval regarding operations, site maintenance and phasing the development of the project into two stages.

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

Approval of the Ankeny Lawn & Landscaping Site Plan is hereby granted as follows:

The project may be conducted in two phases only with Council approval of the timeline for each phase, the improvements planned in each phase including grading and site development, particularly the hard surface driveway and parking of employee vehicles and equipment, and ability of the company to successfully maintain the operation of the business in accordance with City of Huxley requirements. The company must provide a timeline for the construction of the main building per the Planning & Zoning Commission

<b>Roll Call</b>	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>
Tracey Roberts	_____	_____	_____
David Kuhn	_____	_____	_____
Niko Pilcher	_____	_____	_____
Rory Echer	_____	_____	_____
Kevin Thompson	_____	_____	_____

**PASSED AND APPROVED** this \_\_\_\_ day of \_\_\_\_\_ 2022.

**APPROVAL BY MAYOR**

I hereby execute the foregoing **Resolution No. 22-066** by affixing below my official signature as Mayor of the City of Huxley, Iowa, this \_\_\_\_ day of \_\_\_\_\_ 2022

\_\_\_\_\_  
Kevin Deaton, Mayor

ATTEST:

\_\_\_\_\_  
Jolene Lettow, City Clerk



# ANKENY LAWN CARE SITE IMPROVEMENT PLANS

## SHEET INDEX:

- C0.1 COVER SHEET
- C1.1 EX. CONDITIONS & DEMO PLAN
- C2.1 LAYOUT PLAN
- C3.1 GRADING PLAN
- C4.1 UTILITY PLAN
- C5.1 LANDSCAPE PLAN
- C6.1 DETAILS SHEET
- C7.1 SWPPP

PROPERTY DESCRIPTION:  
(WARRANTY DEED BOOK 2021, PAGE 13936)  
LOT TWO (2), BLUE SKY COMMONS PLAT 2, HUXLEY, STORY COUNTY, IOWA

AREA:  
172,604 SF (3.96 ACRES)

ADDRESS:  
NOT ASSIGNED  
BLUE SKY BOULEVARD  
HUXLEY, IOWA 50124

OWNER/PREPARED FOR:  
SAMUEL RANKIN  
ANKENY LAWN AND LANDSCAPES LLC

ZONING:  
INFORMATION OBTAINED FROM  
HUXLEYIOWA.ORG  
THE OFFICIAL CITY OF HUXLEY ZONING MAP  
LAST UPDATED AS OF: NOVEMBER 2018

ZONED: M-1 (INDUSTRIAL)

MINIMUM LOT AREA: 6,000 SF  
MINIMUM FRONT YARD: 25 FEET  
MINIMUM SIDE YARD: 10 FEET\*  
MINIMUM REAR YARD: 10 FEET\*

\*EXCEPT WHEN ADJACENT TO R OR C-2 DISTRICTS, THEN 50 FEET

FOR AN OFFICIAL ZONING REPORT PLEASE CALL  
THE CITY OF HUXLEY AT (515) 297-2561

PRINCIPAL USE:  
SALES AND SERVICES

PARKING REQUIREMENTS:  
1 PARKING SPACE PER 300 SF OF GROSS FLOOR AREA  
REQUIRED = 8100/300 = 27 PARKING SPACES  
PROVIDED = 30 PARKING SPACES (INCL. 2 H.C. SPACES)

OPEN SPACE/IMPERVIOUS REQUIREMENTS:  
TOTAL SITE AREA = 172,604 S.F. (3.96 AC)  
REQUIRED OPEN SPACE = 34,521 S.F. (20%)  
EXISTING OPEN SPACE = 172,604 S.F. (100%)  
EXISTING IMPERVIOUS = 0 S.F. (0%)

PROPOSED OPEN SPACE = 94,124 S.F. (54.5%)  
PROPOSED IMPERVIOUS = 78,480 S.F. (45.5%)

NET INCREASE IMPERVIOUS AREA = 78,480 S.F. (1.8 ACRES)

FUTURE OPEN SPACE = 79,243 S.F. (45.9%)  
FUTURE IMPERVIOUS = 93,361 S.F. (54.1%)  
FUTURE NET INCREASE IMPERVIOUS AREA = 14,881 S.F. (0.34 ACRES)

SITE CONTROL AND BENCHMARKS:  
BASIS OF BEARING OBTAINED FROM GPS OBSERVATIONS  
DATUM = NAD 83, IOWA SOUTH  
BENCHMARK DATUM = NAVD88, GEOID 18

POINT # 50134, BURY BOLT ON HYDRANT  
NORTHING = 688,267.20  
EASTING = 1,619,832.55  
ELEVATION = 988.66  
DESCRIPTION: EAST OF SOUTHEAST BACK OF CURB INTAKE

POINT # 50155, BURY BOLT ON HYDRANT  
NORTHING = 688,521.56  
EASTING = 1,619,832.22  
ELEVATION = 987.59  
DESCRIPTION: EAST OF NORTHEAST BACK OF CURB INTAKE

## UTILITY MAPS PROVIDED BY:

1. STORM, SANITARY, & WATER (CITY OF HUXLEY / (515) 597-2561)
2. GAS & ELECTRIC (ALLIANT ENERGY / (800) 255-4268)
3. GAS (NORTHERN NATURAL GAS COMPANY / (515) 218-0312)



## INSPECTION CONTACTS:

1. STORM, SANITARY, & WATER (KEITH VITZTHUM / CITY OF HUXLEY / (515) 290-7512
2. GAS & ELECTRIC (JENNI KRONEMAN STAPLEFORD / ALLIANT ENERGY / (515) 268-3428)
3. STORMWATER & SWPPP (MAT KAHLER / CITY OF HUXLEY / (515) 822-3800)

## UTILITY NOTE:

THE LOCATION OF THE UTILITIES INDICATED ON THE PLANS HAVE BEEN TAKEN FROM THE FIELD SURVEY, EXISTING PUBLIC RECORDS, AND PLANS PROVIDED BY OTHERS. SURFACE UTILITY LOCATIONS HAVE BEEN FIELD LOCATED BY BISHOP ENGINEERING, UNLESS OTHERWISE NOTED. ALL UNDERGROUND UTILITY LOCATIONS ARE APPROXIMATE LOCATIONS ONLY. BISHOP ENGINEERING DOES NOT GUARANTEE THE UNDERGROUND LOCATION OF ANY UTILITIES SHOWN. IT SHALL BE THE DUTY OF THE CONTRACTOR TO DETERMINE THE LOCATION AND DEPTH OF ANY UNDERGROUND UTILITIES SHOWN AND IF ANY ADDITIONAL UTILITIES, OTHER THAN THOSE SHOWN ON THE PLANS, MAY BE PRESENT, A REQUEST WAS MADE TO IOWA ONE CALL FOR UTILITY PROVIDERS TO VERIFY, LOCATE, AND MARK THEIR UTILITIES IN THE FIELD.

## GENERAL NOTES:

1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH 2022 SUDAS STANDARD SPECIFICATIONS AND ANY AND ALL CITY/COUNTY SUPPLEMENTAL SPECIFICATIONS. THE CITY OF HUXLEY MUST BE NOTIFIED BY ALL CONTRACTORS 48 HOURS PRIOR TO COMMENCING WORK.
2. IN EVENT OF A DISCREPANCY BETWEEN THE QUANTITY ESTIMATES AND THE DETAILED PLANS, THE DETAILED PLANS SHALL GOVERN.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE LOCATION OF ALL UTILITIES. ANY DAMAGE TO SAID UTILITIES SHALL BE REPAIRED AT THE CONTRACTORS EXPENSE.
4. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CURRENT O.S.H.A. CODES AND STANDARDS. NOTHING INDICATED ON THESE PLANS SHALL RELIEVE THE CONTRACTOR FROM COMPLYING WITH THE APPROPRIATE SAFETY REGULATIONS.
5. ALL NECESSARY CONSTRUCTION SIGNS, BARRICADES AND OTHER TRAFFIC CONTROL DEVICES REQUIRED DURING CONSTRUCTION WILL BE FURNISHED BY THE CONTRACTOR. SIGNS, BARRICADES AND OTHER TRAFFIC CONTROL DEVICES MUST BE IN CONFORMANCE WITH THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS."
6. BISHOP ENGINEERING SHALL NOT BE LIABLE FOR ANY INJURIES THAT HAPPEN ON SITE. THIS SHALL INCLUDE BUT NOT BE LIMITED TO TRENCH COLLAPSES FROM VARYING SOIL CONDITIONS OR INJURIES CAUSED BY UNDERGROUND UTILITIES INCLUDING UTILITIES THAT ARE NOT SHOWN ON PLAN.
7. THE CONTRACTOR IS LIABLE FOR ALL DAMAGES TO PUBLIC OR PRIVATE PROPERTY CAUSED BY THEIR ACTION OR INACTION IN PROVIDING FOR STORM WATER FLOW DURING CONSTRUCTION. DO NOT RESTRICT FLOWS IN EXISTING DRAINAGE CHANNELS, STORM SEWER, OR FACILITIES.
8. THE CONTRACTOR SHALL SUBMIT TO THE ENGINEER A SCHEDULE FOR PERFORMANCE OF WORK ITEMS. THIS SCHEDULE SHALL BE PROVIDED BY THE CONTRACTOR AT THE PROJECT PRECONSTRUCTION CONFERENCE. NO WORK SHALL BEGIN UNTIL A SCHEDULE HAS BEEN SUBMITTED AND ACCEPTED. THE CONTRACTOR SHALL THEN PERFORM WORK TO CONFORM TO THE ACCEPTED SCHEDULE.
9. LABORATORY TESTS SHALL BE PERFORMED BY THE OWNER UNLESS OTHERWISE NOTED. THE CONTRACTOR SHALL PROVIDE SAMPLES OF MATERIAL REQUIRED FOR LABORATORY TESTS AND TESTING IN ACCORDANCE WITH THE URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENTS.
10. SOIL IMPORT OR EXPORT ON THIS PROJECT SHALL BE CONSIDERED INCIDENTAL AND WILL NOT BE MEASURED OR PAID FOR SEPARATELY.
11. THE CONTRACTOR SHALL PROTECT ALL STRUCTURES NOT SHOWN AS REMOVALS ON THE PLANS.
12. THE CONTRACTOR SHALL OBTAIN ANY AND ALL NECESSARY PERMITS PRIOR TO ANY CONSTRUCTION. CONTRACTOR SHALL WORK WITH OWNER OR OWNERS REPRESENTATIVE ON ALL REQUIRED STORM WATER DISCHARGE PERMITS FROM THE IOWA DEPARTMENT OF NATURAL RESOURCES AND THE CITY OF HUXLEY.
13. GRADING AND EROSION CONTROL SHALL BE DONE IN ACCORDANCE WITH THE APPROVED GRADING PLAN, SWPPP, NPDES DOCUMENTS, AND IOWA DEPARTMENT OF NATURAL RESOURCES REQUIREMENTS.
14. THE CONTRACTOR SHALL PICK UP ANY DEBRIS SPILLED ONTO THE ADJACENT RIGHT OF WAY OR ABUTTING PROPERTIES AS THE RESULT OF CONSTRUCTION, AT THE END OF EACH WORK DAY.
15. THE CONTRACTOR IS RESPONSIBLE FOR THE PROMPT REMOVAL OF ALL MUD THAT HAS BEEN TRACKED OR WASHED UNTO ADJACENT PROPERTY OR RIGHT OF WAY UNTIL SUCH TIME THAT PERMANENT VEGETATION HAS BEEN ESTABLISHED.
16. DISPOSE OF ALL EXCESS MATERIALS AND TRASH IN ACCORDANCE WITH FEDERAL, STATE, AND LOCAL REQUIREMENTS. PROVIDE WASTE AREAS OR DISPOSAL SITES FOR EXCESS MATERIALS NOT DESIRABLE FOR INCORPORATION INTO THE PROJECT.

## PAVING NOTES:

1. THE PAVING/ GRADING CONTRACTOR SHALL BACKFILL THE PAVING SLAB AND FINE GRADE THE RIGHT OF WAY AS SOON AFTER THE PAVING AS POSSIBLE. ALL AREAS SHALL BE SEEDED IN ACCORDANCE WITH CITY OF HUXLEY STANDARD SPECIFICATIONS AND THE CURRENT VERSION OF SUDAS.
2. SUBGRADE PREPARATION AND PAVEMENTS WILL BE CONSTRUCTED FOLLOWING RECOMMENDATIONS IN THE SOILS REPORT. APPROVED SOILS ENGINEER MUST SIGN OFF ON SUB BASE PRIOR TO ANY PAVEMENT BEING PLACED.
3. SEE DETAILS FOR ALL PAVEMENT THICKNESS.
4. ALL PEDESTRIAN WALKWAYS THAT UNLOAD INTO A VEHICLES TRAVELED PATH MUST HAVE A.D.A. DETECTABLE WARNING PANEL(S) AS PER A.D.A. REGULATIONS. PANEL TYPE & COLOR SHALL BE PER CITY STANDARD.
5. ALL WALKS, PARKING LOTS, HANDICAP PARKING, RAMPS, ETC. SHALL COMPLY WITH ALL A.D.A. AND CITY CODES. HANDICAP PARKING SIGNAGE IS REQUIRED FOR ALL HANDICAP STALLS AND SHALL BE CONSIDERED INCIDENTAL. IN EVENT OF A DISCREPANCY BETWEEN THE PLANS AND THE A.D.A./CITY CODES THE A.D.A./CITY CODES SHALL GOVERN. CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING A.D.A. CODES ARE MET.

## UTILITY NOTES:

1. QUANTITY CALLOUTS ON PIPE LENGTHS ARE APPROXIMATE AND SHOULD BE USED FOR REFERENCE ONLY.
2. THE CONTRACTOR SHALL PROVIDE AS-BUILTS OF ALL UTILITIES, INCLUDING DEPTH AND LOCATION OF ALL SERVICES.
3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION AND ALL COSTS ASSOCIATED WITH AS-BUILT TOPO OF DETENTION POND & DETENTION POND STORM SEWER. CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING BISHOP ENGINEERING (AT 515-276-0467) TO PERFORM SAID AS-BUILT SURVEY. IF DETENTION PONDS HAVE BEEN GRADED INCORRECTLY, CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SUBSEQUENT AS-BUILT TOPO SURVEYS UNTIL ISSUES HAVE BEEN RECTIFIED.
4. THE CONTRACTOR SHALL COORDINATE THE ADJUSTMENT OF ANY AND ALL EXISTING AND PROPOSED UTILITIES TO PROPOSED GRADES. EXISTING UTILITIES SHALL BE RAISED OR LOWERED IN ACCORDANCE WITH THE UTILITY OWNER REQUIREMENTS. ANY NECESSARY ADJUSTMENTS SHALL BE CONSIDERED INCIDENTAL TO CONSTRUCTION.
5. ACTIVE EXISTING FIELD TILES ENCOUNTERED DURING CONSTRUCTION SHALL BE REPAIRED, REROUTED, OR CONNECTED TO PUBLIC OR PRIVATE STORM SEWER TO REMAIN IN SERVICE.
6. ALL PROPOSED RCP STORM SEWER PIPE JOINTS SHALL BE FABRIC WRAPPED AND THE LAST 3 PIPE SECTIONS ON THE APRON SHALL BE TIED WITH RF-14 TYPE II CONNECTORS. ALL APRONS SHALL HAVE A STANDARD FOOTING AND TRASH GUARD.
7. ALL RIP RAP CALLED OUT ON PLANS SHALL BE UNDERLAIN WITH ENGINEERING FABRIC.
8. SANITARY SEWER SERVICE CONNECTIONS SHALL BE PLACED AT A SLOPE OF NO LESS THAN 2%. SERVICES SHALL MAINTAIN 18" OF VERTICAL SEPARATION FROM THE WATERMAIN WITH 18" OF COMPACTED LOW PERMEABILITY SOIL BETWEEN THE UTILITIES WITHIN 10' OF THE CROSSING.
9. MANDREL AND PRESSURE TESTS SHALL BE REQUIRED FOR ALL PROPOSED SANITARY LINES. TELEVISIONING OF THE SANITARY SEWER SYSTEM SHALL BE COMPLETED PRIOR TO PAVING UNLESS OTHERWISE APPROVED BY JURISDICTION.
10. WATERMANS SHALL BE PVC C-900 DR18. SIZE OF WATERMAIN AS SHOWN ON PLANS.
11. THRUST BLOCKS SHALL BE INSTALLED AS REQUIRED AND SHALL BE CONSIDERED INCIDENTAL TO WATERMAIN CONSTRUCTION.
12. PROPOSED WATERMAIN SHALL BE PRESSURE TESTED, BACTERIA TESTED AND CHLORINATED. THE FILLING OF THE WATER MAIN SHALL BE DONE BY THE CITY OF HUXLEY.
13. TRACER WIRE SHALL BE ADDED TO ALL WATER MAIN, AND BROUGHT TO THE SURFACE AT EVERY HYDRANT.
14. ALL HYDRANTS WILL IMMEDIATELY BE COVERED WITH A BLACK PLASTIC BAG (OR EQUIVALENT) ONCE THE HYDRANT IS INSTALLED. THE CITY OF HUXLEY WILL NOTIFY THE CONTRACTOR WHEN THE BAGS CAN BE REMOVED.

## UTILITY CONFLICT NOTES:

1. UTILITY CONFLICTS MAY EXIST ACROSS THE SITE WITH NEW UTILITIES, GRADING, PAVING ETC. MOST UTILITY CONFLICTS HAVE BEEN CALLED OUT FOR CONTRACTOR CONVENIENCE.
2. CONTRACTOR IS RESPONSIBLE FOR ALL UTILITY CONFLICTS THAT ARE EITHER CALLED OUT ON THE PLANS OR THAT CAN BE SEEN ON THE PLANS BETWEEN AN EXISTING UTILITY AND PROPOSED CONSTRUCTION

## WETLAND NOTES:

1. BISHOP ENGINEERING DOES NOT PERFORM WETLAND STUDIES OR WETLAND MITIGATION. IT IS THE OWNER'S RESPONSIBILITY TO DETERMINE IF ANY WETLANDS ARE LOCATED ON THE PROJECT SITE AND PERFORM ANY NECESSARY MITIGATION PRIOR TO THE COMMENCEMENT OF CONSTRUCTION ACTIVITIES.

## SURVEY NOTES:

1. SURVEY WORK WAS COMPLETED BY BISHOP ENGINEERING ON 2021-12-03.

## PAVEMENT SAWCUT NOTES:

1. CONTRACTOR TO PROVIDE SAWCUT JOINTING PLAN TO SETH SUNDERMAN, BISHOP ENGINEERING (515-276-0467 OR SSUNDERMAN@BISHOPENGR.COM) PRIOR TO ANY CONCRETE PAVEMENT INSTALLATION.
2. PAVEMENT MAY BE REQUIRED TO BE REMOVED AND REPLACED IF PLACED WITHOUT AN APPROVED PLAN.
3. LONGITUDINAL JOINTS IN DRIVE LANES & THE OUTER MOST JOINT OF ALL PARKING AREAS SHALL BE SUDAS TYPE 'L-1' OR 'L-2' JOINTS AND HAVE STEEL. INTERIOR PARKING LOT JOINTS, OTHER THAN THE OUTER MOST JOINT, DO NOT NEED STEEL AND SHALL BE SUDAS TYPE 'B' JOINTS.
4. TYPICAL LONGITUDINAL JOINTS SHALL BE PLACED IN THE CENTER OF ALL DRIVE AISLES AND AT THE END OF ALL PARKING STALLS.
5. ALL TRANSVERSE JOINTS SHALL BE SUDAS TYPE 'C' OR TYPE 'DW' JOINTS WITH STEEL IN THE CASE OF A DAY'S WORK JOINT.

## PAVEMENT PLACEMENT NOTES:

1. SEE PROJECT SPECIFICATION SECTION 32 13 13 FOR LASER SCREED REQUIREMENTS.

## STORM & SANITARY TELEVISIONING NOTES:

1. CONTRACTOR IS REQUIRED TO TELEVIEW ALL SANITARY AND STORM SEWER SYSTEM PRIOR TO PAVING OPERATIONS.
2. CONTRACTOR SHALL SEND VIDEO INSPECTION TO THE ENGINEER FOR APPROVAL PRIOR TO PAVING.
3. CONTRACTOR SHALL PROVIDE COPIES OF THE REPORTS AND VIDEOS TO THE CITY OF HUXLEY ENGINEERING DEPARTMENT FOR APPROVAL PRIOR TO PAVING.

## REQUIRED AS-BUILTS:

THE CONTRACTOR SHALL BE RESPONSIBLE FOR COST OF AS-BUILT TOPO OF ALL DETENTION PONDS & DETENTION POND STORM SEWER, PUBLIC STORM SEWER, RAMPS, LANDINGS, CROSSWALKS AND PUBLIC IMPROVEMENTS. CONTRACTOR SHALL CONTACT BISHOP ENGINEERING (SETH SUNDERMAN AT 515-276-0467) TO PERFORM SAID AS-BUILT SURVEYS. IF ANYTHING HAS BEEN CONSTRUCTED INCORRECTLY, CONTRACTOR SHALL BE RESPONSIBLE FOR ALL SUBSEQUENT AS-BUILT SURVEYS UNTIL ISSUES HAVE BEEN RECTIFIED.

**"CONTRACTOR SHALL CONTACT BISHOP ENGINEERING FOR POND AS-BUILTS AFTER TOPSOIL RESPREAD AND BEFORE SEEDING HAS TAKEN PLACE"**

AFTER DETENTION BASINS HAVE BEEN AS-BUILT AND APPROVED, BISHOP ENGINEERING SHALL PROVIDE A SIGNED CERTIFICATION STATEMENT TO THE CITY OF HUXLEY INDICATING THAT FACILITIES WERE CONSTRUCTED AS DESIGNED.

## SWPPP NOTES:

1. STORM WATER POLLUTION PREVENTION PLAN HAS BEEN PREPARED BY BISHOP ENGINEERING. CONTACT GOWDIN AGBLEZE (515-276-0467) FOR A COPY OF THE SWPPP.
2. THIS PROJECT INCLUDES SAWCUTTING OR CONCRETE GRINDING SO PROTECTION OF STORM SEWERS AND DRAINAGE WAYS WILL NEED TO BE PROVIDED FROM SLURRY FROM THE CONCRETE OPERATIONS. SEE SWPPP SHEET FOR ADDITIONAL DETAILS.

## SPECIFICATIONS NOTES:

1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE ANKENY LAWN CARE PROJECT SPECIFICATIONS, CITY OF HUXLEY SPECIFICATIONS AND SUDAS SPECIFICATIONS.
2. FOR ANY DISCREPANCIES BETWEEN THE ANKENY LAWN CARE PROJECT SPECIFICATIONS AND THE CITY OF HUXLEY REQUIREMENTS AND SPECIFICATIONS, PLUMBING CODE, AND URBAN STANDARD SPECIFICATIONS FOR PUBLIC IMPROVEMENT (2022 EDITION SUDAS), THE CITY OF HUXLEY STANDARD SPECIFICATIONS SHALL GOVERN.
3. FOR ALL SPECIFICATION DISCREPANCIES, PROJECT ENGINEER SHALL BE CONTACTED PRIOR TO PROCEEDING WITH CONSTRUCTION. IF ENGINEER IS NOT CONTACTED, CONTRACTOR SHALL BE RESPONSIBLE FOR ANY PROBLEMS THAT RESULT FROM SAID DISCREPANCIES.
4. FOR ALL SPECIFICATION DISCREPANCIES, CONTRACTOR MUST OBTAIN WRITTEN APPROVAL FROM THE CITY OF HUXLEY ENGINEERING DEPARTMENT FOR ANY CHANGES TO PROPOSED SITE INFRASTRUCTURE OR GRADES PRIOR TO PROCEEDING WITH ANY CHANGES.

## STAKING NOTES:

1. CONTRACTOR IS REQUIRED TO HAVE ALL STAKING DONE UNDER THE SUPERVISION OF A LICENSED LAND SURVEYOR AND IN COORDINATION WITH THE PROJECT ENGINEER.
2. CONTRACTOR IS REQUIRED TO HAVE ALL STAKING DONE DIRECTLY UNDER THE GENERAL CONTRACTOR BY A SINGLE COMPANY.
3. STAKING DOES NOT RELIEVE CONTRACTOR OF ULTIMATE RESPONSIBILITY TO CONSTRUCT THE PROJECT PER PLAN.

## EARTHWORK BALANCE NOTES:

1. SOIL IMPORT OR EXPORT ON THIS PROJECT SHALL BE CONSIDERED INCIDENTAL AND WILL NOT BE MEASURED OR PAID FOR SEPARATELY. CONTRACTOR RESPONSIBLE FOR MAKING THE SITE EARTHWORK BALANCE.
2. THIS INCLUDES BUT IS NOT LIMITED TO TOPSOIL, POOR SOILS AND STRUCTURAL FILL NECESSARY TO MEET PROJECT PLANS AND SPECIFICATIONS.



VICINITY MAP  
NOT TO SCALE

## LEGEND:

- SAN — SANITARY SEWER
- ST — STORM SEWER
- W — WATER LINE
- G — GAS LINE
- U/E — UNDERGROUND ELECTRIC
- O/E — OVERHEAD ELECTRIC
- TELE — TELEPHONE LINE
- F/O — FIBER OPTIC
- CATV — CABLE TV
- Ⓢ STORM MANHOLE
- Ⓢ CURB INTAKE
- Ⓢ SURFACE INTAKE
- Ⓢ FLARED END SECTION
- Ⓢ SANITARY MANHOLE
- Ⓢ CLEANOUT
- Ⓢ FIRE HYDRANT
- Ⓢ SPRINKLER
- Ⓢ IRRIGATION CONTROL VALVE
- Ⓢ WATER MANHOLE
- Ⓢ WELL
- Ⓢ WATER VALVE
- Ⓢ WATER SHUT OFF
- Ⓢ YARD HYDRANT
- Ⓢ ELECTRIC MANHOLE
- Ⓢ ELECTRIC METER
- Ⓢ ELECTRIC RISER
- Ⓢ ELECTRIC VAULT
- Ⓢ POWER POLE
- Ⓢ TRANSFORMER POLE
- Ⓢ LIGHT POLE
- Ⓢ ELECTRIC JUNCTION BOX
- Ⓢ ELECTRIC PANEL
- Ⓢ TRANSFORMER
- Ⓢ GROUND LIGHT
- Ⓢ GUY WIRE
- Ⓢ ELECTRIC HANDHOLE
- Ⓢ GAS METER
- Ⓢ GAS VALVE
- Ⓢ AIR CONDITIONING UNIT
- Ⓢ TELEPHONE RISER
- Ⓢ TELEPHONE VAULT
- Ⓢ TELEPHONE MANHOLE
- Ⓢ TRAFFIC SIGNAL MANHOLE
- Ⓢ FIBER OPTIC MANHOLE
- Ⓢ FIBER OPTIC RISER
- Ⓢ FIBER OPTIC VAULT
- Ⓢ CABLE TV RISER
- SIGN —
- BOLLARD
- ⑦ DENOTES NUMBER OF PARKING STALLS
- PROPERTY CORNER - FOUND AS NOTED
- PROPERTY CORNER- PLACED AS NOTED
- SECTION CORNER - FOUND AS NOTED

## ABBREVIATIONS:

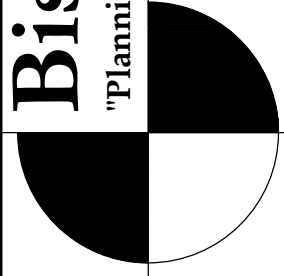
- AC ACRES
- ASPH ASPHALT
- BK BOOK
- CONC CONCRETE
- D DEEDED DISTANCE
- EX EXISTING
- ENCL ENCLOSURE
- FF FINISHED FLOOR
- FL FLOW LINE
- FRAC FRACTIONAL
- M MEASURED DISTANCE
- MH MANHOLE
- OPC ORANGE PLASTIC CAP
- P PLATTED DISTANCE
- PG PAGE
- POB POINT OF BEGINNING
- POC POINT OF COMMENCEMENT
- PRA PREVIOUSLY RECORDED AS
- YPC PUBLIC UTILITY EASEMENT
- ROW RIGHT OF WAY
- RPC RED PLASTIC CAP
- SF SQUARE FEET
- SAN SANITARY
- TYPICAL
- YPC YELLOW PLASTIC CAP
- N NORTH
- S SOUTH
- E EAST
- W WEST

I HEREBY CERTIFY THAT THIS ENGINEERING DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF IOWA.

SIGNED: SETH V. SUNDERMAN, P.E. 23468 DATE: \_\_\_\_\_  
LICENSE RENEWAL DATE: DEC. 31, 2023  
PAGES OR SHEETS COVERED BY THIS SEAL: C0.1, C1.1, C2.1, C3.1, C4.1, C6.1 & C7.1



**Bishop Engineering**  
"Planning Your Successful Development"



3501 104th Street  
Des Moines, Iowa 50322-3825  
Phone: (515)276-0467 Fax: (515)276-0217

Civil Engineering & Land Surveying Established 1959

ANKENY LAWN CARE  
HUXLEY, IOWA

COVER SHEET

REFERENCE NUMBER:

DRAWN BY:  
GSA

CHECKED BY:  
SVS

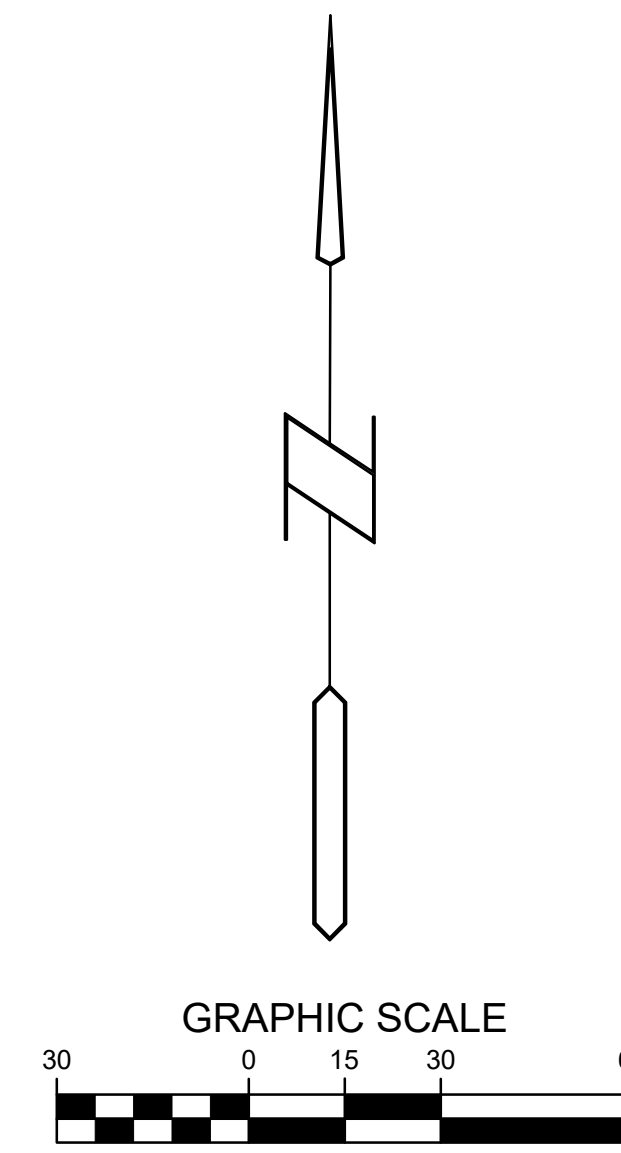
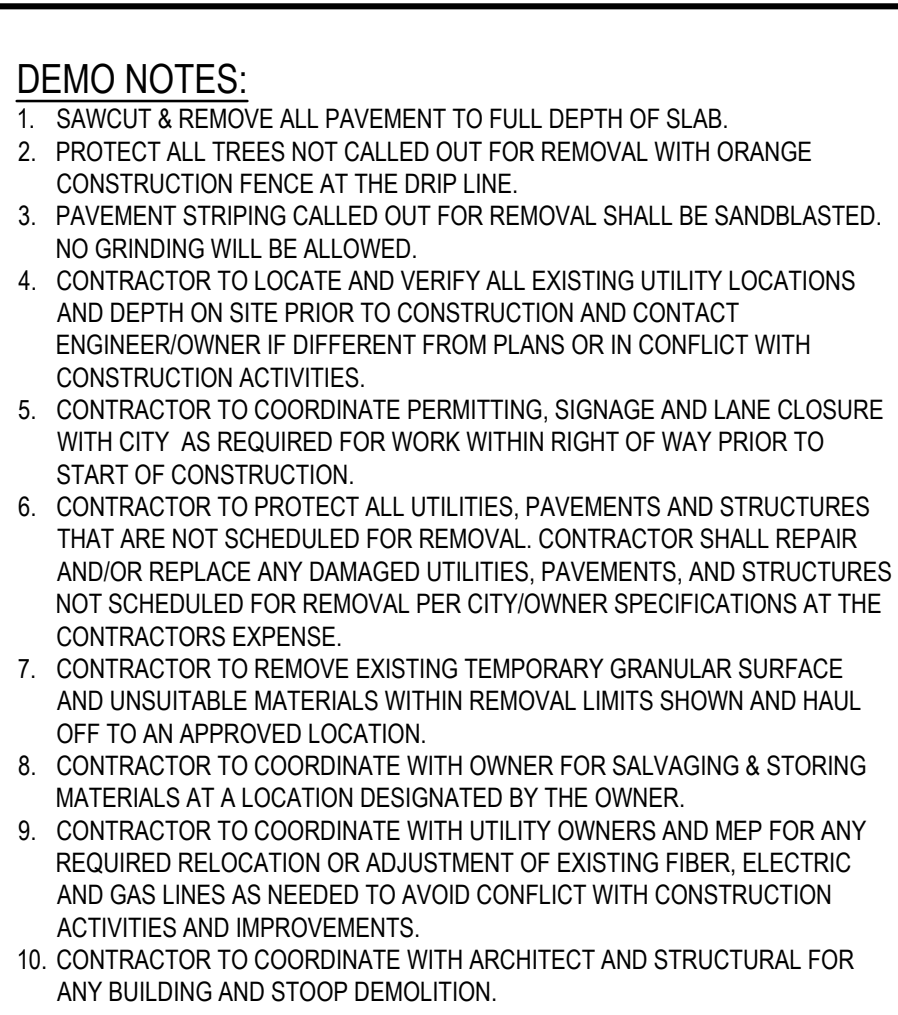
REVISION DATE:  
1st City Sub 2022-05-02  
2nd City Sub 2022-06-06

PROJECT NUMBER:  
210346

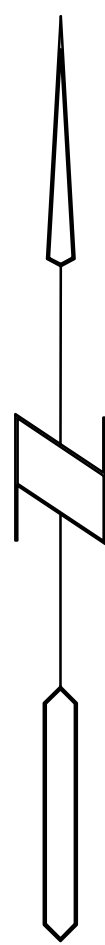
SHEET NUMBER:




C0.1

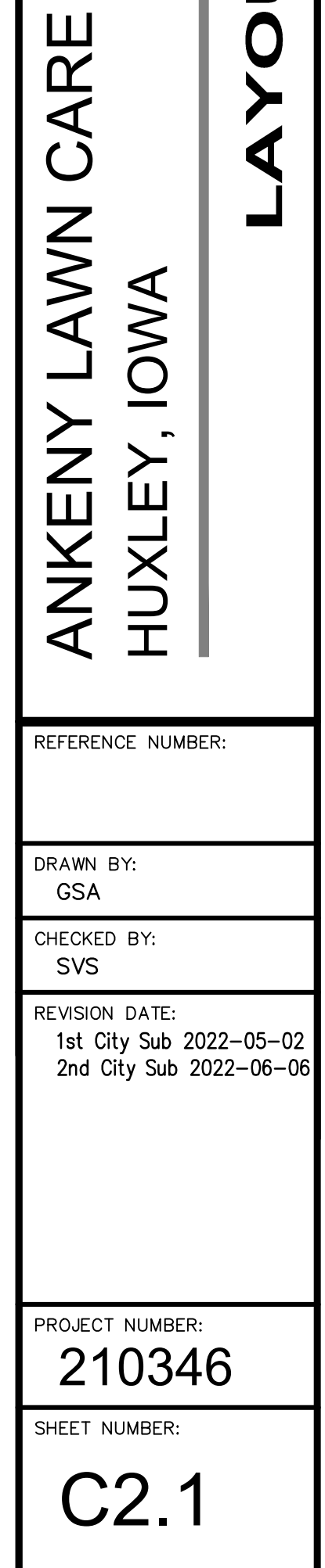
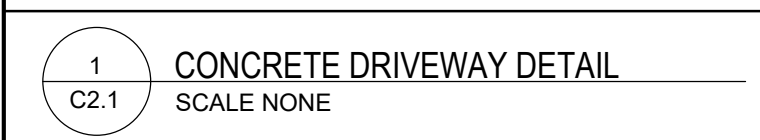




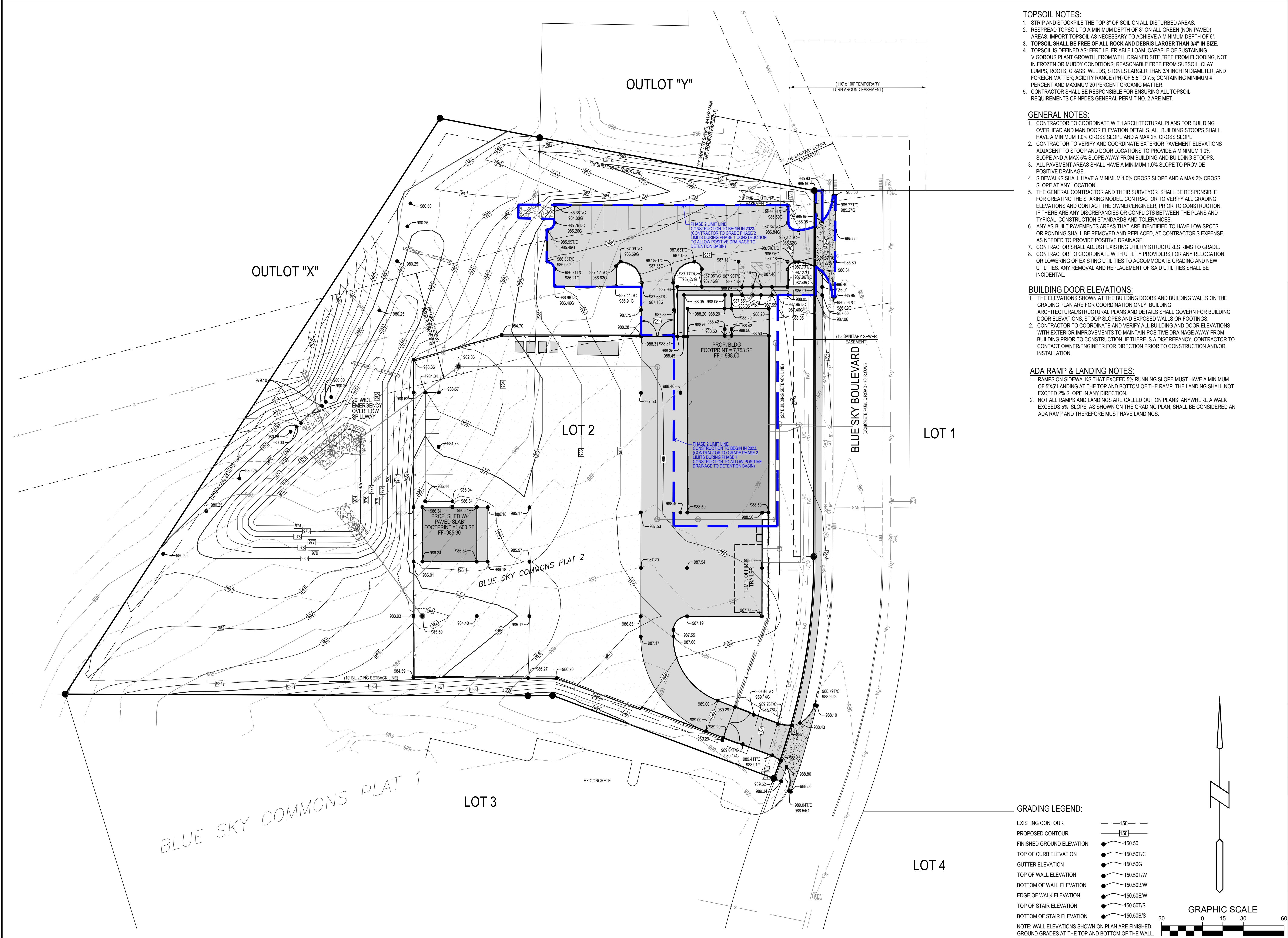




- |                                                                                     |                                                            |
|-------------------------------------------------------------------------------------|------------------------------------------------------------|
|  | LIGHT DUTY P.C.C PAVEMENT<br>(REF. SHEET C6.1/DETAIL 1)    |
|  | LIGHT DUTY GRANULAR SURFACE<br>(REF. SHEET C6.1/DETAIL 2)  |
|  | 7" LIGHT DUTY P.C.C PAVEMENT<br>(REF. SHEET C6.1/DETAIL 3) |







- TOPSOIL NOTES:**
1. STRIP AND STOCKPILE THE TOP 8" OF SOIL ON ALL DISTURBED AREAS.
  2. RESPREAD TOPSOIL TO A MINIMUM DEPTH OF 8" ON ALL GREEN (NON PAVED) AREAS. IMPORT TOPSOIL AS NECESSARY TO ACHIEVE A MINIMUM DEPTH OF 6".
  3. **TOPSOIL SHALL BE FREE OF ALL ROCK AND DEBRIS LARGER THAN 3/4" IN SIZE.**
  4. TOPSOIL IS DEFINED AS: FERTILE, FRIABLE LOAM, CAPABLE OF SUSTAINING VIGOROUS PLANT GROWTH, FROM WELL DRAINED SITE FREE FROM FLOODING, NOT IN FROZEN OR MUDDY CONDITIONS; REASONABLE FREE FROM SUBSOIL, CLAY LUMPS, ROOTS, GRASS, WEEDS, STONES LARGER THAN 3/4 INCH IN DIAMETER, AND FOREIGN MATTER; ACIDITY RANGE (PH) OF 5.5 TO 7.5; CONTAINING MINIMUM 4 PERCENT AND MAXIMUM 20 PERCENT ORGANIC MATTER.
  5. CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING ALL TOPSOIL REQUIREMENTS OF NPDES GENERAL PERMIT NO. 2 ARE MET.
- GENERAL NOTES:**
1. CONTRACTOR TO COORDINATE WITH ARCHITECTURAL PLANS FOR BUILDING OVERHEAD AND MAN DOOR ELEVATION DETAILS. ALL BUILDING STOOPS SHALL HAVE A MINIMUM 1.0% CROSS SLOPE AND A MAX 2% CROSS SLOPE.
  2. CONTRACTOR TO VERIFY AND COORDINATE EXTERIOR PAVEMENT ELEVATIONS ADJACENT TO STOOP AND DOOR LOCATIONS TO PROVIDE A MINIMUM 1.0% SLOPE AND A MAX 5% SLOPE AWAY FROM BUILDING AND BUILDING STOOPS.
  3. ALL PAVEMENT AREAS SHALL HAVE A MINIMUM 1.0% SLOPE TO PROVIDE POSITIVE DRAINAGE.
  4. SIDEWALKS SHALL HAVE A MINIMUM 1.0% CROSS SLOPE AND A MAX 2% CROSS SLOPE AT ANY LOCATION.
  5. THE GENERAL CONTRACTOR AND THEIR SURVEYOR, SHALL BE RESPONSIBLE FOR CREATING THE STAKING MODEL. CONTRACTOR TO VERIFY ALL GRADING ELEVATIONS AND CONTACT THE OWNER/ENGINEER, PRIOR TO CONSTRUCTION, IF THERE ARE ANY DISCREPANCIES OR CONFLICTS BETWEEN THE PLANS AND TYPICAL CONSTRUCTION STANDARDS AND TOLERANCES.
  6. ANY AS-BUILT PAVEMENTS AREAS THAT ARE IDENTIFIED TO HAVE LOW SPOTS OR PONDING SHALL BE REMOVED AND REPLACED, AT CONTRACTOR'S EXPENSE, AS NEEDED TO PROVIDE POSITIVE DRAINAGE.
  7. CONTRACTOR SHALL ADJUST EXISTING UTILITY STRUCTURES RIMS TO GRADE.
  8. CONTRACTOR TO COORDINATE WITH UTILITY PROVIDERS FOR ANY RELOCATION OR LOWERING OF EXISTING UTILITIES TO ACCOMMODATE GRADING AND NEW UTILITIES. ANY REMOVAL AND REPLACEMENT OF SAID UTILITIES SHALL BE INCIDENTAL.
- BUILDING DOOR ELEVATIONS:**
1. THE ELEVATIONS SHOWN AT THE BUILDING DOORS AND BUILDING WALLS ON THE GRADING PLAN ARE FOR COORDINATION ONLY. BUILDING ARCHITECTURAL/STRUCTURAL PLANS AND DETAILS SHALL GOVERN FOR BUILDING DOOR ELEVATIONS, STOOP SLOPES AND EXPOSED WALLS OR FOOTINGS.
  2. CONTRACTOR TO COORDINATE AND VERIFY ALL BUILDING AND DOOR ELEVATIONS WITH EXTERIOR IMPROVEMENTS TO MAINTAIN POSITIVE DRAINAGE AWAY FROM BUILDING PRIOR TO CONSTRUCTION. IF THERE IS A DISCREPANCY, CONTRACTOR TO CONTACT OWNER/ENGINEER FOR DIRECTION PRIOR TO CONSTRUCTION AND/OR INSTALLATION.
- ADA RAMP & LANDING NOTES:**
1. RAMPS ON SIDEWALKS THAT EXCEED 5% RUNNING SLOPE MUST HAVE A MINIMUM OF 5X5' LANDING AT THE TOP AND BOTTOM OF THE RAMP. THE LANDING SHALL NOT EXCEED 2% SLOPE IN ANY DIRECTION.
  2. NOT ALL RAMPS AND LANDINGS ARE CALLED OUT ON PLANS. ANYWHERE A WALK EXCEEDS 5% SLOPE, AS SHOWN ON THE GRADING PLAN, SHALL BE CONSIDERED AN ADA RAMP AND THEREFORE MUST HAVE LANDINGS.

**GRADING LEGEND:**

EXISTING CONTOUR	---
PROPOSED CONTOUR	---
FINISHED GROUND ELEVATION	●
TOP OF CURB ELEVATION	●
GUTTER ELEVATION	●
TOP OF WALL ELEVATION	●
BOTTOM OF WALL ELEVATION	●
EDGE OF WALK ELEVATION	●
TOP OF STAIR ELEVATION	●
BOTTOM OF STAIR ELEVATION	●

NOTE: WALL ELEVATIONS SHOWN ON PLAN ARE FINISHED GROUND GRADES AT THE TOP AND BOTTOM OF THE WALL.

**GRAPHIC SCALE**

30 0 15 30 60

**Bishop Engineering**  
"Planning Your Successful Development"

3501 104th Street  
Des Moines, Iowa 50322-3825  
Phone: (515)276-0467 Fax: (515)276-0217  
Civil Engineering & Land Surveying  
Established 1959

**ANKENY LAWN CARE**  
**HUXLEY, IOWA**

REFERENCE NUMBER:

DRAWN BY:  
GSA

CHECKED BY:  
SVS

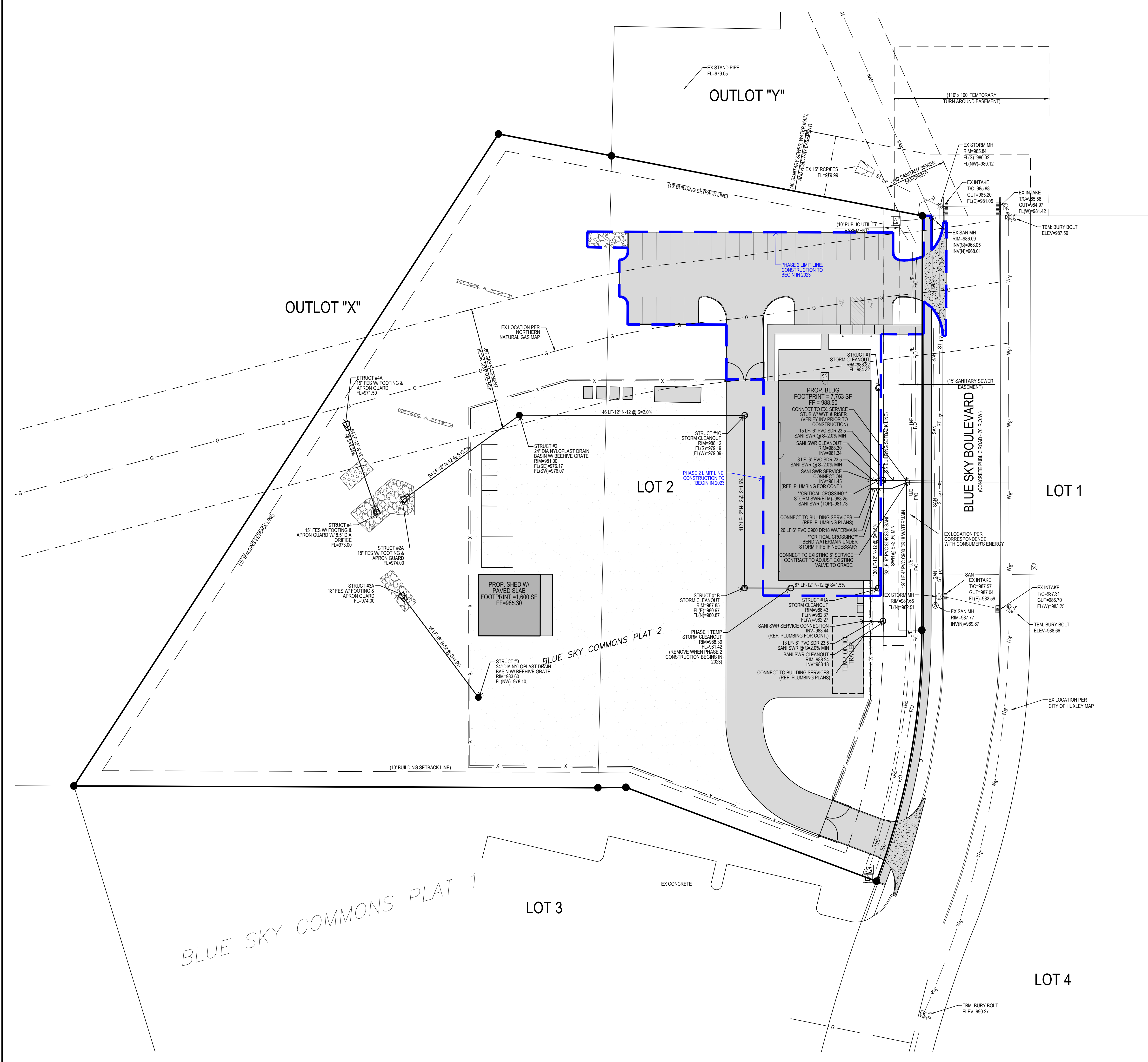
REVISION DATE:  
1st City Sub 2022-05-02  
2nd City Sub 2022-06-06

PROJECT NUMBER:  
**210346**

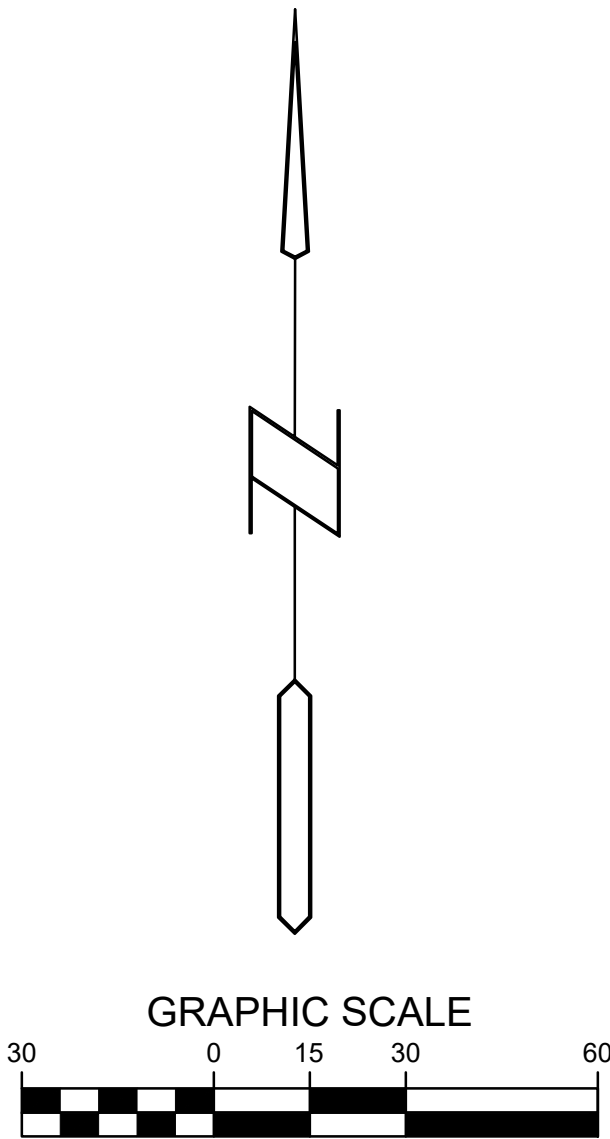
SHEET NUMBER:  
**C3.1**

**GRADING PLAN**





- UTILITY NOTES:
1. ALL PROPOSED UTILITIES SHALL BE PRIVATE, UNLESS NOTED OTHERWISE.
  2. ALL WATER LINES SHALL HAVE A MINIMUM OF 5.5' OF COVER UNLESS NOTED OTHERWISE.
  3. FIRE HYDRANT ASSEMBLY SHALL INCLUDE THE TEE, BRANCH, VALVE AND HYDRANT.
  4. PIPE LENGTHS CALLED OUT ON PLANS INCLUDE FLARED END SECTION, WHERE APPLICABLE.
  5. STORM SEWER CALLED OUT AS RCP MUST BE CLASS III RCP.
  6. STORM SEWER CALLED OUT AS N-12 MAY BE EITHER N-12 OR CLASS III RCP.
  7. FOR RCP PIPE, ASSOCIATED F.E.S. MUST BE RCP. FOR N-12 PIPE, ASSOCIATED F.E.S. SHALL BE CMP.
  8. NITRILE GASKETS ARE REQUIRED WHERE WATER MAIN CROSSES UNDER STORM SEWER.
  9. C900 PIPE REQUIRED FOR SANITARY SEWER WHERE WATER MAIN CROSSES UNDER SANITARY SEWER.
  10. ALL NYLOPLAST BASINS SHALL HAVE CASTINGS SECURELY FASTENED TO THE BASIN BODY, AND ALL GRATES SHALL BE BOLTED DOWN TO THE CASTINGS.
  11. REFER TO MEP & TECHNOLOGICAL PLANS FOR ALL ELECTRICAL/FIBER/CONDUIT/GAS ROUTING & LOCATIONS. SAID UTILITIES HAVE BEEN SHOWN FOR COORDINATION PURPOSES ONLY.
  12. CONTRACTOR TO COORDINATE WITH UTILITY PROVIDER FOR SITE SERVICE CONNECTIONS AND ROUTINGS TO AVOID CONFLICT WITH THE BUILDING CONSTRUCTION.
  13. CONTRACTOR TO COORDINATE WITH CITY OF HUXLEY FOR ANY PERMITTING AND CONSTRUCTION REQUIREMENTS FOR WORK WITHIN CITY ROW AND CONNECTION TO PUBLIC UTILITIES PRIOR TO CONSTRUCTION.
  14. CONTRACTOR SHALL ADJUST EXISTING UTILITY RIMS AND STRUCTURES TO GRADE. CONTRACTOR TO REFER TO MEP PLANS FOR ALL LIGHTING FIXTURE, POWER POST AND CHARGING STATIONS TYPES AND LOCATIONS. EXTERIOR LIGHT FIXTURE, POWER POST AND CHARGING STATIONS HAVE BEEN SHOWN FOR COORDINATION ONLY.
  15. CONTRACTOR SHALL INSTALL TRACER WIRE ON THE WATER SERVICE. CONTRACTOR SHALL TERMINATE INFLUSH MOUNTED TRACER WIRE BOX DRAINAGE & WATER SOLUTIONS FIGURE NO. TWAB AND USE 3M SCOTCHPLAST SPLICE ENCAPSULATION KIT 3832 FOR ALL TRACER WIRE CONNECTIONS.



ANKENY LAWN CARE  
HUXLEY, IOWA

REFERENCE NUMBER:
DRAWN BY: GSA
CHECKED BY: SVS
REVISION DATE: 1st City Sub 2022-05-02 2nd City Sub 2022-06-06
PROJECT NUMBER: 210346
SHEET NUMBER: C4.1

Bishop Engineering

"Planning Your Successful Development"

3501 104th Street

Des Moines, Iowa 50322-3825

Phone: (515)276-0467 Fax: (515)276-0217

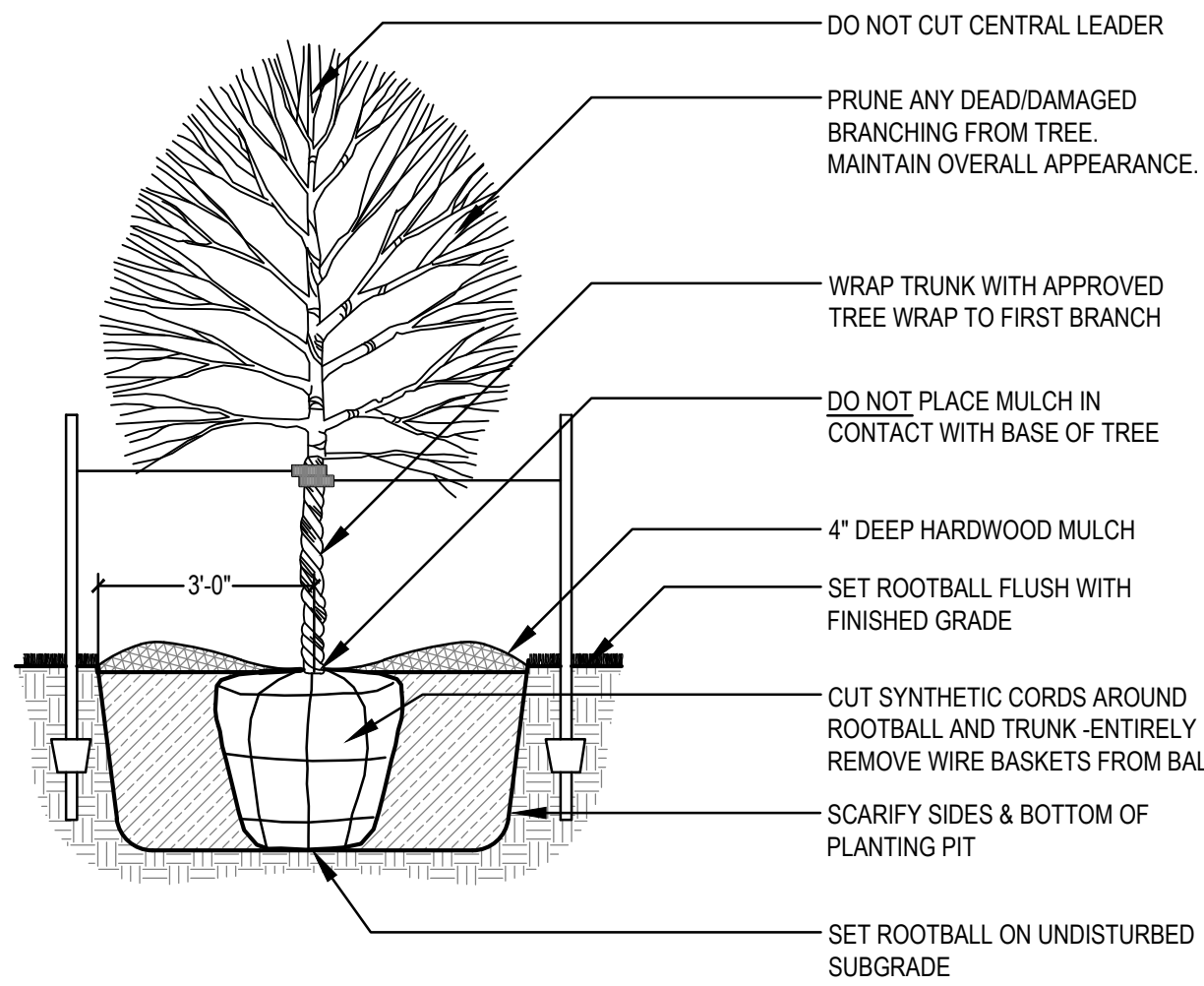
Civil Engineering & Land Surveying

Established 1959

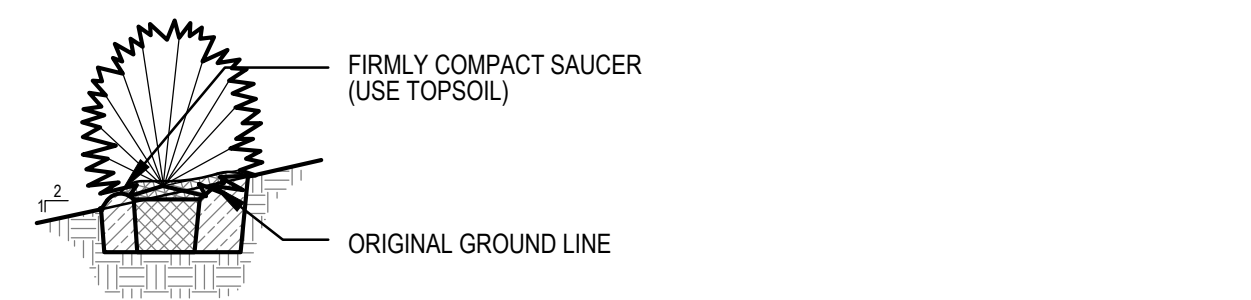
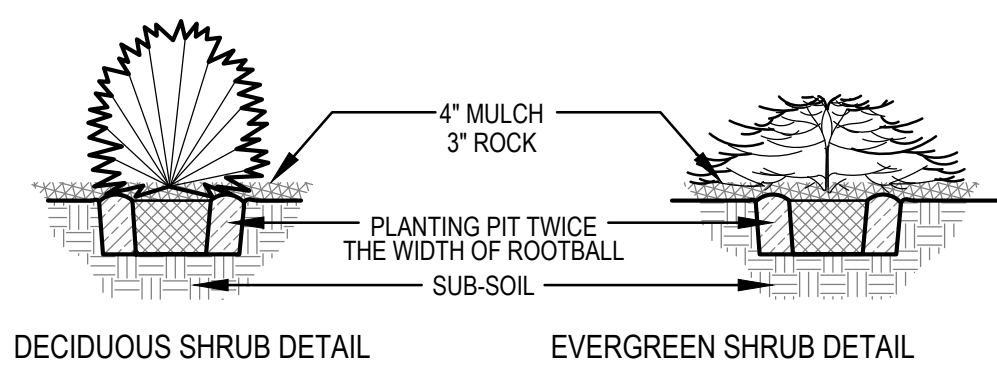
UTILITY PLAN



- LANDSCAPE NOTES:
- ALL SEEDING & LANDSCAPE PLANTINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE URBAN STANDARD SPECIFICATIONS, UNLESS SPECIFIED OTHERWISE.
  - SEED ALL DISTURBED AREAS WITHIN THE CONTRACT LIMITS, UNLESS NOTED OTHERWISE. SEED LIMITS SHOWN ON PLAN ARE FOR REFERENCE ONLY. FINAL LIMITS MAY CHANGE BASED ON CONSTRUCTION ACTIVITIES.
  - PLANT QUANTITIES ARE FOR CONTRACTORS CONVENIENCE. THE DRAWING SHALL PREVAIL IF A CONFLICT OCCURS.
  - ALL PLANT MATERIAL SHALL CONFORM TO THE LATEST EDITION OF THE AMERICAN STANDARD FOR NURSERY STOCK (ANSI Z60.1).
  - CONTRACTOR SHALL WARRANTY ALL PLANT MATERIAL FOR A PERIOD OF ONE YEAR FROM THE DATE OF INITIAL ACCEPTANCE.
  - FOR WARRANTY PURPOSES, THE DATE OF INITIAL ACCEPTANCE SHALL BE SUBMITTED IN WRITING TO THE OWNER AND/OR OWNER'S REPRESENTATIVE AFTER ALL PLANT MATERIALS HAVE BEEN INSTALLED AND REVIEWED BY OWNER OR OWNER'S REPRESENTATIVE. PLANT MATERIALS WILL ONLY BE ACCEPTED IF THEY ARE IN AN ALIVE AND THRIVING CONDITION.
  - CONDITIONAL ACCEPTANCE OF PLANT MATERIAL MAY BE GIVEN FOR PLANTS INSTALLED IN A DORMANT CONDITION WITH INITIAL ACCEPTANCE OCCURRING THE FOLLOWING SPRING ONCE THEY ARE SHOWN TO BE ALIVE AND THRIVING.
  - IT IS THE CONTRACTORS RESPONSIBILITY TO REMOVE IDENTIFICATION TAGS AND CORDS ON ALL PLANT MATERIAL PRIOR TO THE COMPLETION OF THE CONTRACT. IDENTIFICATION TAGS (INCLUDING SIZING INFORMATION) MUST BE LEFT ON UNTIL AFTER ACCEPTANCE BY OWNER OR OWNER'S REPRESENTATIVE.
  - CONTRACTOR SHALL PLACE SHREDDED HARDWOOD MULCH AROUND ALL TREES, SHRUBS AND GROUND COVER BEDS TO A DEPTH OF 4 INCHES, UNLESS NOTED.
  - STAKING AND GUYING OF TREES SHALL BE AT THE DISCRETION OF THE CONTRACTOR BASED ON CURRENT ACCEPTED NURSERY STANDARDS. GENERALLY, TREES IN LARGE OPEN AREAS SUBJECT O SIGNIFICANT WIND SHALL BE STAKED. STAKE AND WRAP TREES IMMEDIATELY AFTER PLANTING. CONTRACTOR SHALL ADJUST AND MAINTAIN GUYING TENSION THROUGHOUT THE PLANT ESTABLISHMENT PERIOD. REMOVE ALL STAKES AND GUY WIRES NO MORE THAN ONE YEAR AFTER INSTALLATION.
  - THE LANDSCAPING CONTRACTOR SHALL HAVE ALL UTILITIES LOCATED BEFORE STARTING ANY SITE WORK OR PLANTING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL EXISTING UTILITIES.
  - NO LANDSCAPE MATERIAL SHALL BE SUBSTITUTED WITHOUT THE AUTHORIZATION OF THE LANDSCAPE ARCHITECT.
  - ALL EDGING SHALL BE DURAEDGE 3/16" STEEL EDGING - COLOR BLACK, OR APPROVED EQUAL..
  - CONTRACTOR SHALL BE RESPONSIBLE MAINTAINING APPROPRIATE LEVEL OF WATERING FOR ALL NEW PLANTS FOR A PERIOD OF 30 DAYS.
  - ALL SHRUB AND PERENNIAL PLANTING BEDS SHALL BE MULCHED WITH 4" THICK SHREDDED HARDWOOD MULCH.
  - ALL BEDS TO RECEIVE GRANULAR PRE-EMERGENT WEED CONTROL BEFORE AND AFTER MULCH IS INSTALLED.



DECIDUOUS TREE PLANTING (TYP.)  
SCALE: NOT TO SCALE



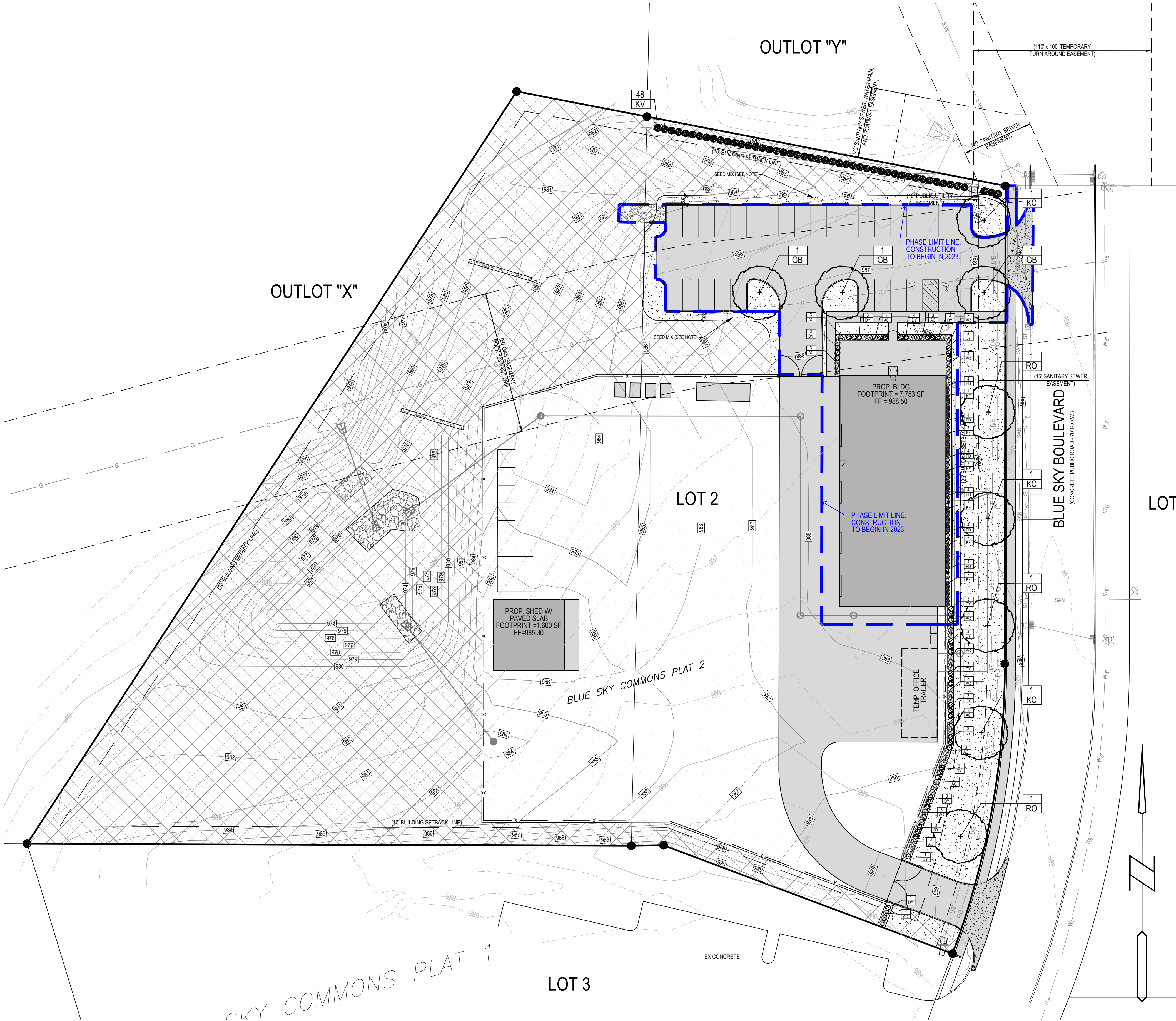
SHRUB PLANTING (TYP)  
SCALE: NOT TO SCALE

PLANTING SCHEDULE

CODE	QUAN	COMMON NAME	LATIN NAME	SIZE	ROOT	NOTES
OVERSTORY TREES						
GB	3	GINKGO	GINKGO BIL.OBA	2.0" CAL	B&B	MATCHED SPECIMENS
KC	3	KENT UCKY COFFEETREE	GYMNOLADUS DIOICUS	2.0" CAL	B&B	MATCHED SPECIMENS
RO	3	RED OAK	QUERCUS RUBRA	2.0" CAL	B&B	MATCHED SPECIMENS
SHRUBS						
AC	45	ALPINE CURRRANT	RIBES ALPINUM	#5	CONT	FULL FORM - MATCHED
DY	42	DENSIFORMIS YEW	TAXUS MEDIA 'DENSIFORMIS'	36"	B&B	FULL FORM - MAT CHED
KV	48	KOREANSPICE VIBURNUM	VIBURNUM CARLESII	#5	CONT	FULL FORM - MAT CHED
ORNAMENTAL GRASSES						
KF	42	KARL FOERSTER FEAT HER REED GRASS	CALAMAGROSITIS ACUTIFLORA 'KARL FOERSTER'	#1	CONT	FULLY ROOTED IN CONTAINER
PD	24	PRAIRIE DROPSEED	SPOROBOLUS HETEROLEPSIS	#1	CONT	FULLY ROOTED IN CONTAINER

**SEED MIX 1:** MIX TO BE "SUPER TURF II" BY UNITED SEEDS (OR APPROVED EQUAL). SEED AT A RATE OF 440 LBS PER ACRE. SEEDING DATES, SITE PREPARATION, SEEDING INSTALLATION, WATER REQUIREMENTS, FERTILIZING, AND MOWING PER UNITED SEEDS TECH BULLETIN FOR SEED TYPE. OVERSEEDING (IF REQUIRED) TO BE INSTALLED AT 220 LBS PER ACRE.

**SEED MIX 2: LOW GROW GRASS AND WILDFLOWER MIX:** SEED TYPE TO BE "LOW GROW GRASS AND WILDFLOWER MIXTURE" SUPPLIED BY UNITED SEEDS (OR APPROVED EQUAL). INSTALL SEED WITH MECHANICAL DRILL TYPE SEEDER AT A RATE OF 30 LBS PER ACRE. SEEDING DATES, SITE PREPARATION, SEEDING INSTALLATION, WATER REQUIREMENTS, FERTILIZING, AND MOWING PER UNITED SEEDS TECH BULLETIN FOR SEED TYPE.

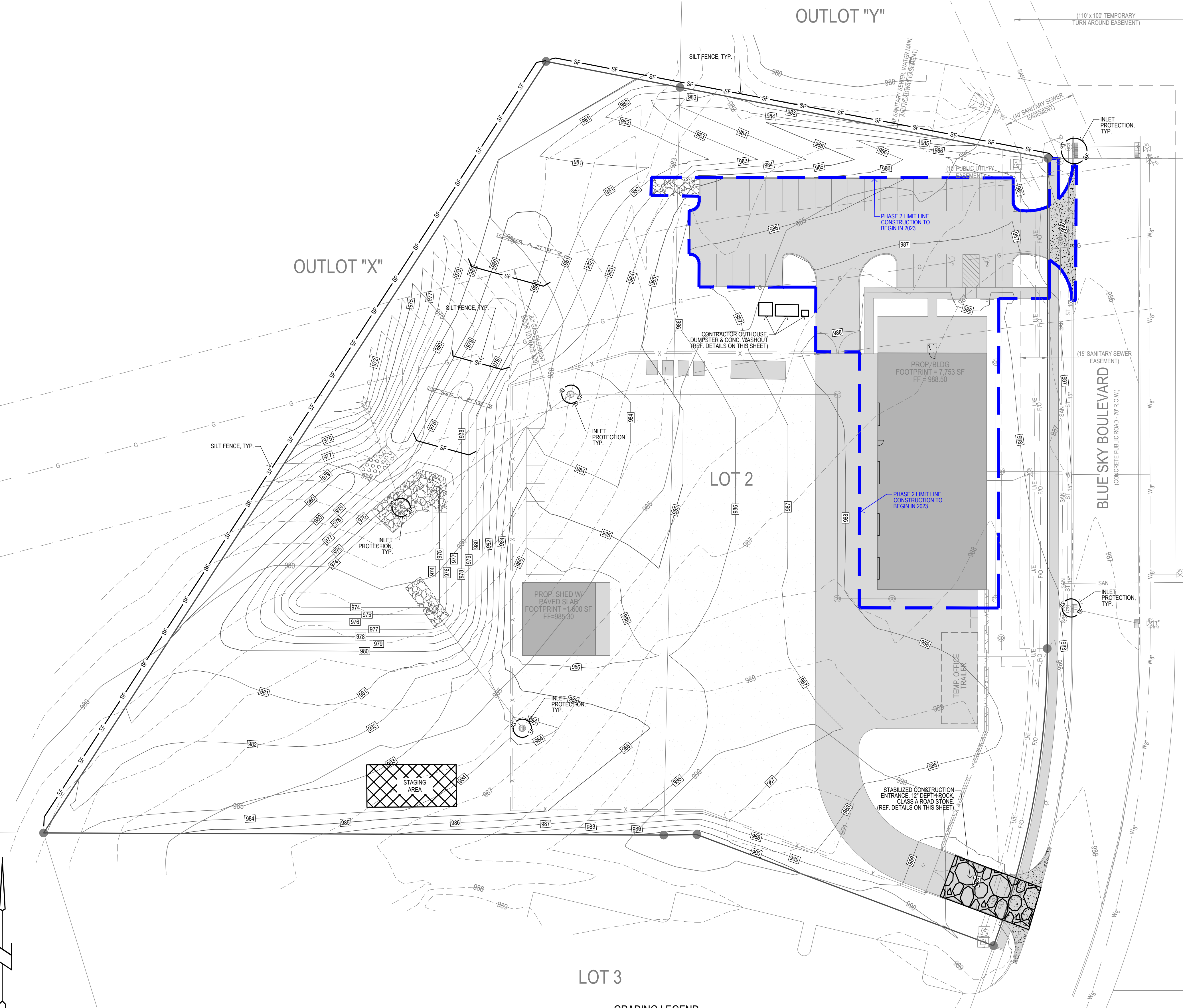








# STORM WATER POLLUTION PREVENTION PLAN



**GRAPHIC SCALE**

0 15 30 60

**IOWA ONE CALL**

1-800-292-8989

www.iowaonecall.com

**UTILITY NOTE:**

THE LOCATION OF THE UTILITIES INDICATED ON THE PLANS ARE TAKEN FROM EXISTING PUBLIC RECORDS AND ARE APPROXIMATE LOCATIONS. THE EXACT LOCATIONS OF ALL UTILITIES MUST BE ASCERTAINED IN THE FIELD. IT SHALL BE THE DUTY OF THE CONTRACTOR TO DETERMINE WHETHER ANY ADDITIONAL FACILITIES OTHER THAN THOSE SHOWN ON THE PLANS MAY BE PRESENT.

**GRADING LEGEND:**

EXISTING CONTOUR  
PROPOSED CONTOUR  
FINISHED GROUND ELEVATION  
TOP OF CURB ELEVATION  
TOP OF WALL ELEVATION  
BOTTOM OF WALL ELEVATION  
EDGE OF WALK ELEVATION  
TOP OF STAIR ELEVATION  
BOTTOM OF STAIR ELEVATION

150  
150  
150.50  
150.50/T  
150.50/G  
150.50/W  
150.50/B/W  
150.50/E/W  
150.50/T/S  
150.50/B/S

**LEGEND:**

SF SF SF SILT FENCE (TYP)  
120 EXISTING CONTOUR  
120 PROPOSED CONTOUR  
STABILIZED ENTRANCE AT LEAST 50' LONG-12" DEEP CLASS "A" ROAD STONE ON GEOTEXTILE

**NOTES:**

1. SECURE TOP OF FABRIC TO POSTS, USING CABLE TIES OR WIRE.  
2. FABRIC TO BE BURIED 12", AND FOLDED ALONG BOTTOM.  
3. STEEL POSTS TO BE EMBEDDED 28".

**INLET PROTECTION DETAIL**  
NOT TO SCALE

- EROSION CONTROL NOTES:**
- SEE SUPPLEMENTAL DETAIL STORM WATER POLLUTION PLAN NARRATIVE FOR ALL EROSION CONTROL MEASURES, ADDITIONAL DETAILS AND NOTE. ADDITIONAL NOTES AND MEASURES IN NARRATIVE SHALL BE CONSIDERED INCIDENTAL AND SHALL BE INCLUDED IN THE ORIGINAL BID.
  - SWPPP PLAN AND NARRATIVE ARE CONSIDERED A LIVING DOCUMENT AND WILL NEED PERIODIC UPDATES AND ADJUSTMENTS AS NECESSARY DEPENDING ON SITE CONDITIONS TO ASSURE COMPLIANCE WITH NPDES GENERAL PERMIT NO. 2. IT IS THE CONTRACTOR'S RESPONSIBILITY TO UPDATE THE SWPPP AND IMPLEMENT ANY AND ALL MEASURES NECESSARY TO COMPLY WITH SAID PERMIT NO. 2.
  - INSTALL PERIMETER SILT FENCE AS SHOWN ON PLANS PRIOR TO CONSTRUCTION.
  - INSTALL INTAKE PROTECTION WITH SILT FENCE IMMEDIATELY AFTER STORM SEWER CONSTRUCTION.
  - INSTALL FINISHED PAVING INLET PROTECTION IMMEDIATELY AFTER PAVING IS COMPLETED AROUND INTAKE.
  - OTHER EROSION CONTROL TYPES MAY NOT BE SUBSTITUTED FOR SILT FENCE.
  - CONTRACTOR SHALL BE RESPONSIBLE FOR SUPPLYING A CONCRETE WASHOUT IN ACCORDANCE WITH NPDES GENERAL PERMIT NO. 2 DURING ALL CONCRETE WORK.
  - CONTRACTOR SHALL BE RESPONSIBLE FOR SUPPLYING TEMPORARY RESTROOM FACILITIES. SANITARY WASTE SHALL BE DISPOSED OF PER ALL FEDERAL, STATE AND LOCAL REGULATIONS.
  - CONTRACTOR SHALL BE RESPONSIBLE FOR ENSURING ALL TOPSOIL REQUIREMENTS OF NPDES GENERAL PERMIT NO. 2 ARE MET.
  - CONTRACTOR SHALL BE RESPONSIBLE FOR REVISING AND/OR INSTALLING ADDITIONAL EROSION CONTROL MEASURES/SEEDING AS NEEDED TO ACCOMMODATE THE CONSTRUCTION PHASING AND SWPPP INSPECTOR REQUIREMENTS. SUCH CHANGES SHALL BE INCIDENTAL TO THE PROJECT. ALL CHANGES SHALL BE DOCUMENTED AND RECORDED.

- EROSION CONTROL REMOVAL NOTES:**
- AFTER FINAL STABILIZATION HAS OCCURRED, AS DEFINED IN NPDES GENERAL PERMIT NO. 2, CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL OF ALL TEMPORARY EROSION CONTROL DEVICES INCLUDING, BUT NOT LIMITED TO: SILT FENCE, INLET PROTECTION, AND TEMPORARY STANDPIPES.

**PROPERTY DESCRIPTION:**  
(WARRANTY DEED BOOK 2021, PAGE 13936)  
LOT TWO (2), BLUE SKY COMMONS PLAT 2, HUXLEY, STORY COUNTY, IOWA

**AREA:**  
172,604 SF (3.96 ACRES)

**ADDRESS:**  
NOT ASSIGNED  
BLUE SKY BOULEVARD  
HUXLEY, IOWA 50124

**OWNER/PREPARED FOR:**  
SAMUEL RANKIN  
ANKENY LAWN AND LANDSCAPES LLC

**ZONING:**  
INFORMATION OBTAINED FROM  
HUXLEYIOWA.ORG  
THE OFFICIAL CITY OF HUXLEY ZONING MAP  
LAST UPDATED AS OF: NOVEMBER 2018

**ZONED:** M-1 (INDUSTRIAL)

**MINIMUM LOT AREA:** 6,000 SF  
**MINIMUM FRONT YARD:** 25 FEET  
**MINIMUM SIDE YARD:** 10 FEET\*  
**MINIMUM REAR YARD:** 10 FEET\*

\*EXCEPT WHEN ADJACENT TO R OR C-2 DISTRICTS, THEN 50 FEET

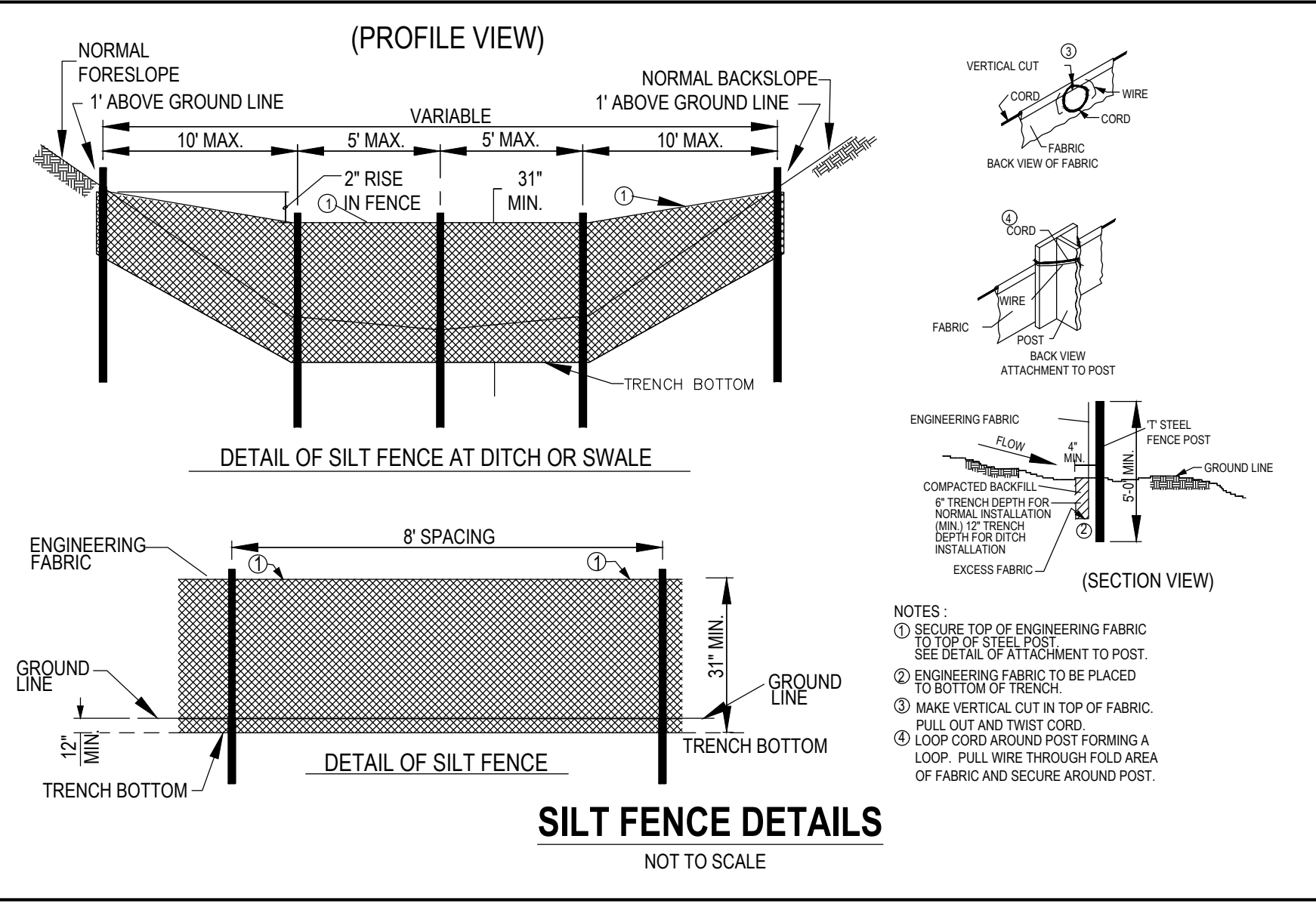
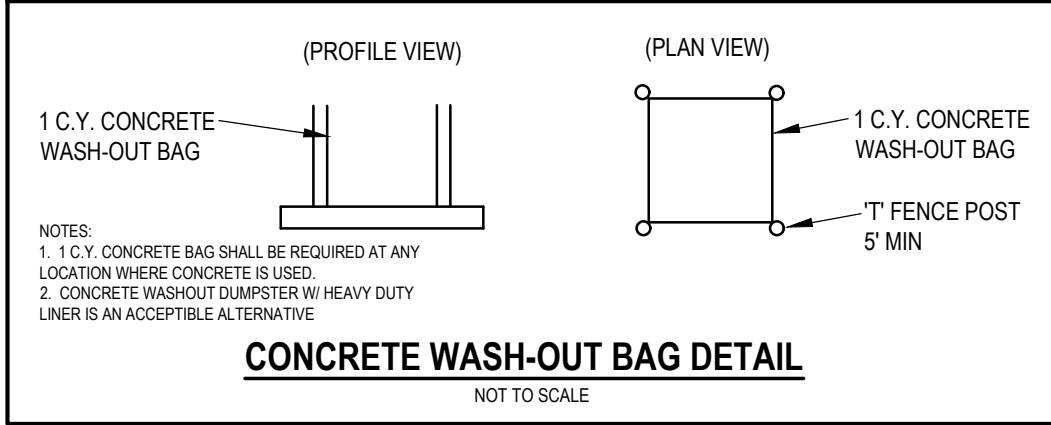
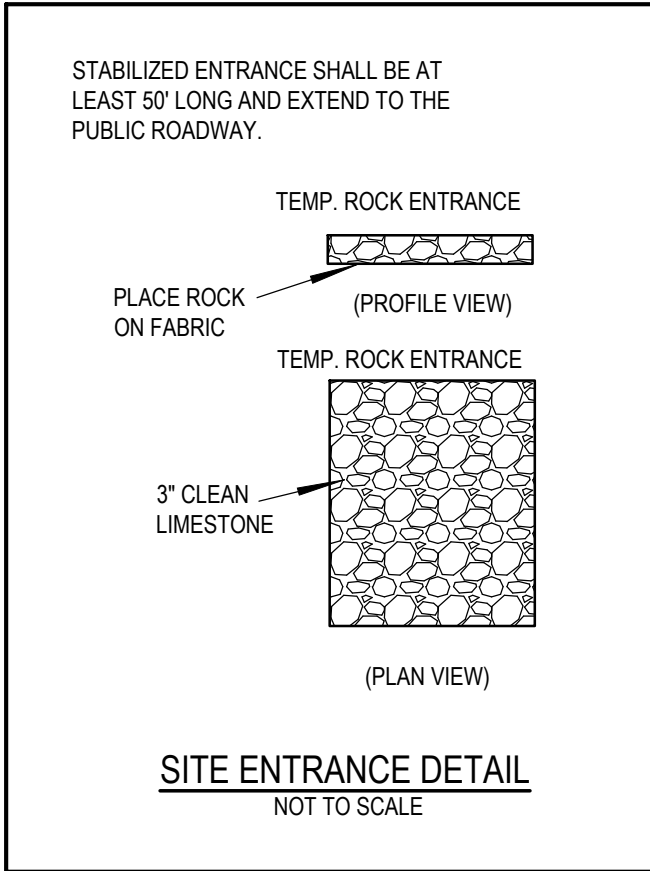
FOR AN OFFICIAL ZONING REPORT PLEASE CALL  
THE CITY OF HUXLEY AT (515) 297-2561

**SITE CONTROL AND BENCHMARKS:**  
BASIS OF BEARING OBTAINED FROM GPS OBSERVATIONS  
DATUM = NAD 83, IOWA SOUTH  
BENCHMARK DATUM = NAVD88, GEOID 18

**POINT # 50134, BURY BOLT ON HYDRANT**  
NORTHING = 688,267.20  
EASTING = 1,619,832.55  
ELEVATION = 988.66  
DESCRIPTION: EAST OF SOUTHEAST BACK OF CURB INTAKE

**POINT # 50155, BURY BOLT ON HYDRANT**  
NORTHING = 688,521.56  
EASTING = 1,619,832.22  
ELEVATION = 987.59  
DESCRIPTION: EAST OF NORTHEAST BACK OF CURB INTAKE

**DISTURBED AREA = 3.96 ACRES±**



**Bishop Engineering**  
"Planning Your Successful Development"

3501 104th Street  
Des Moines, Iowa 50322-3825  
Phone: (515) 276-0467 Fax: (515) 276-0217

Civil Engineering & Land Surveying  
Established 1959

**ANKENY LAWN CARE**  
HUXLEY, IOWA

**SWPPP**

**REFERENCE NUMBER:**

**DRAWN BY:**  
GSA

**CHECKED BY:**  
SVS

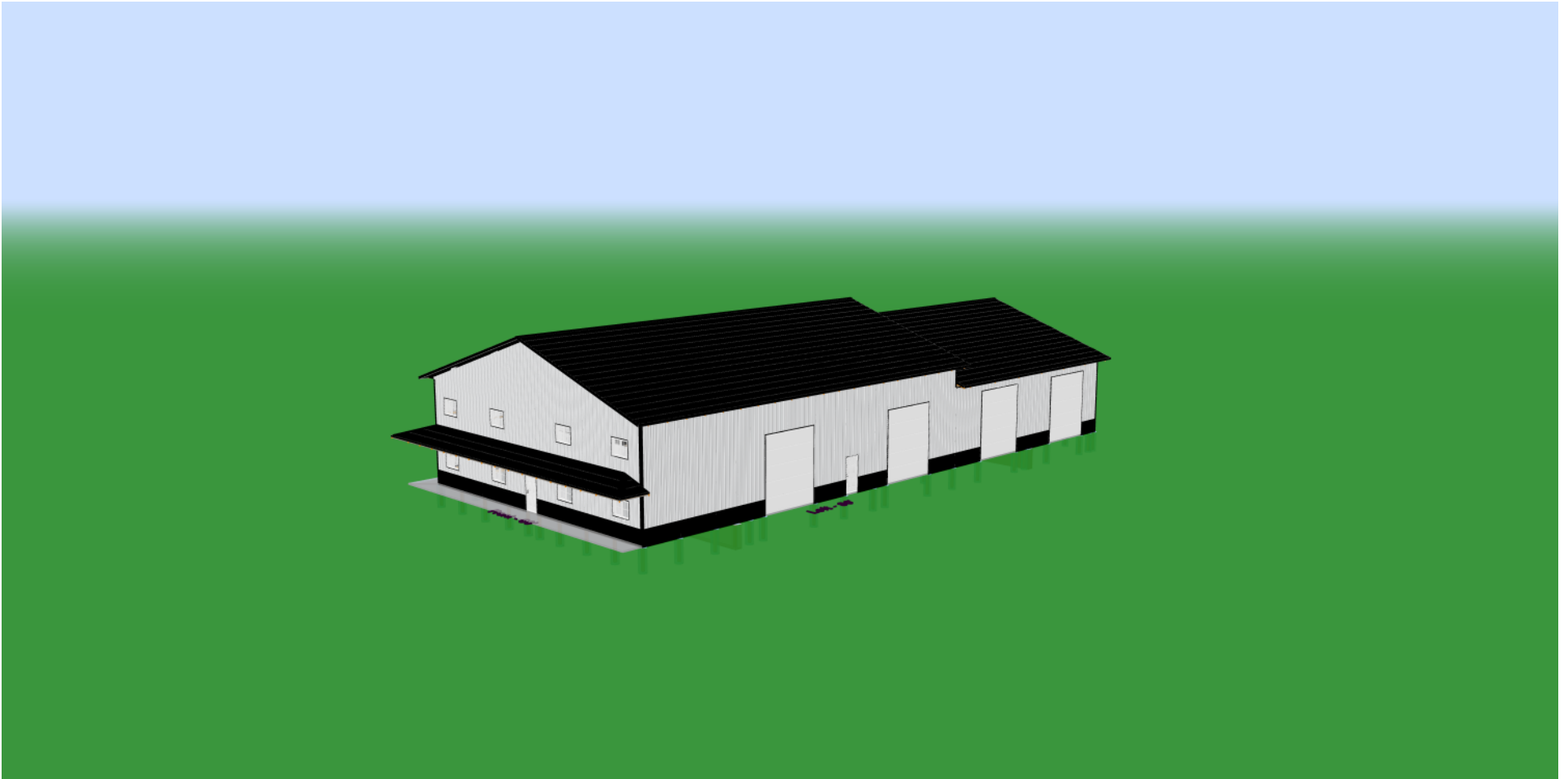
**REVISION DATE:**  
1st City Sub 2022-05-02  
2nd City Sub 2022-06-06

**PROJECT NUMBER:**  
210346

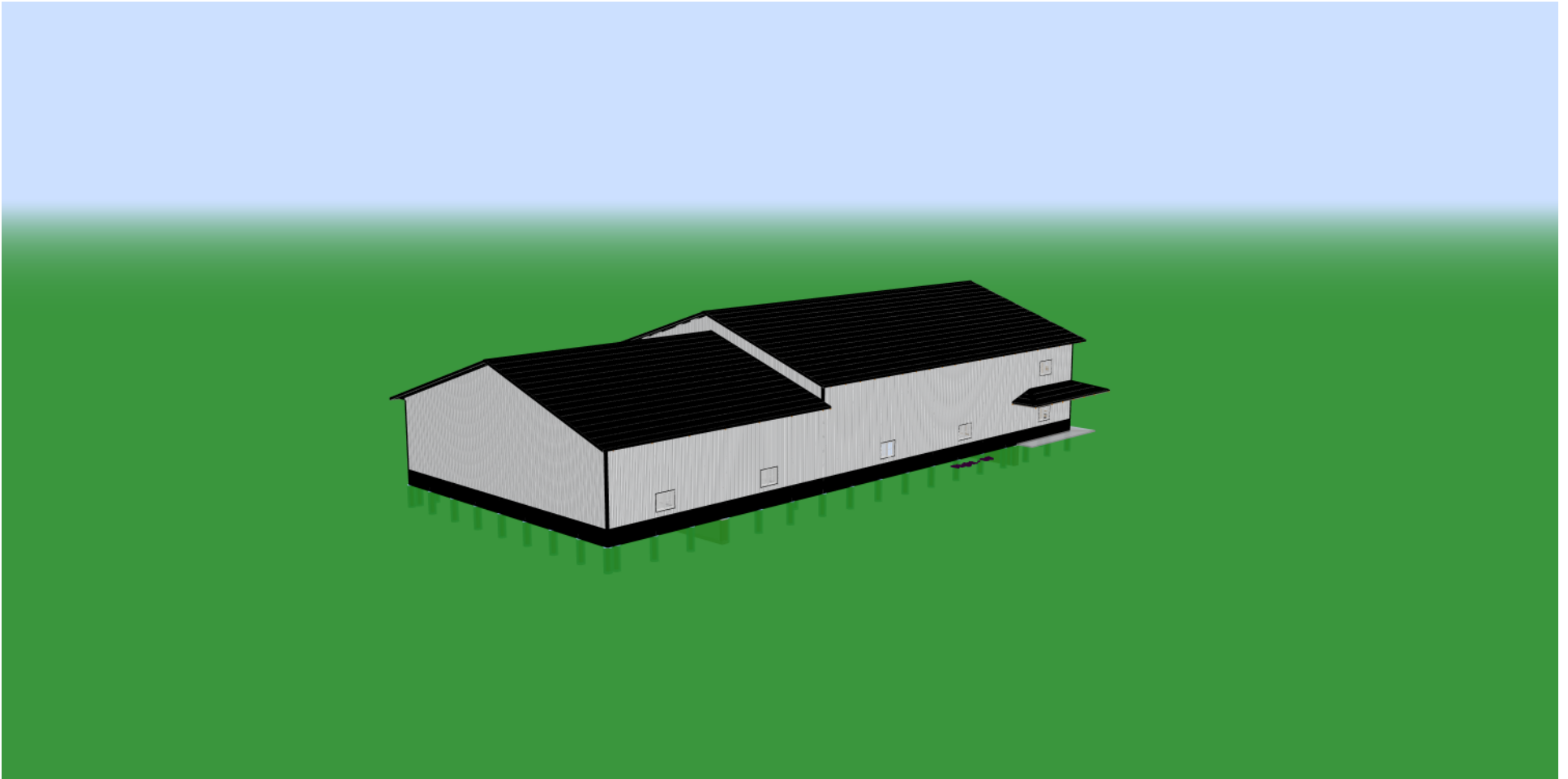
**SHEET NUMBER:**  
C7.1



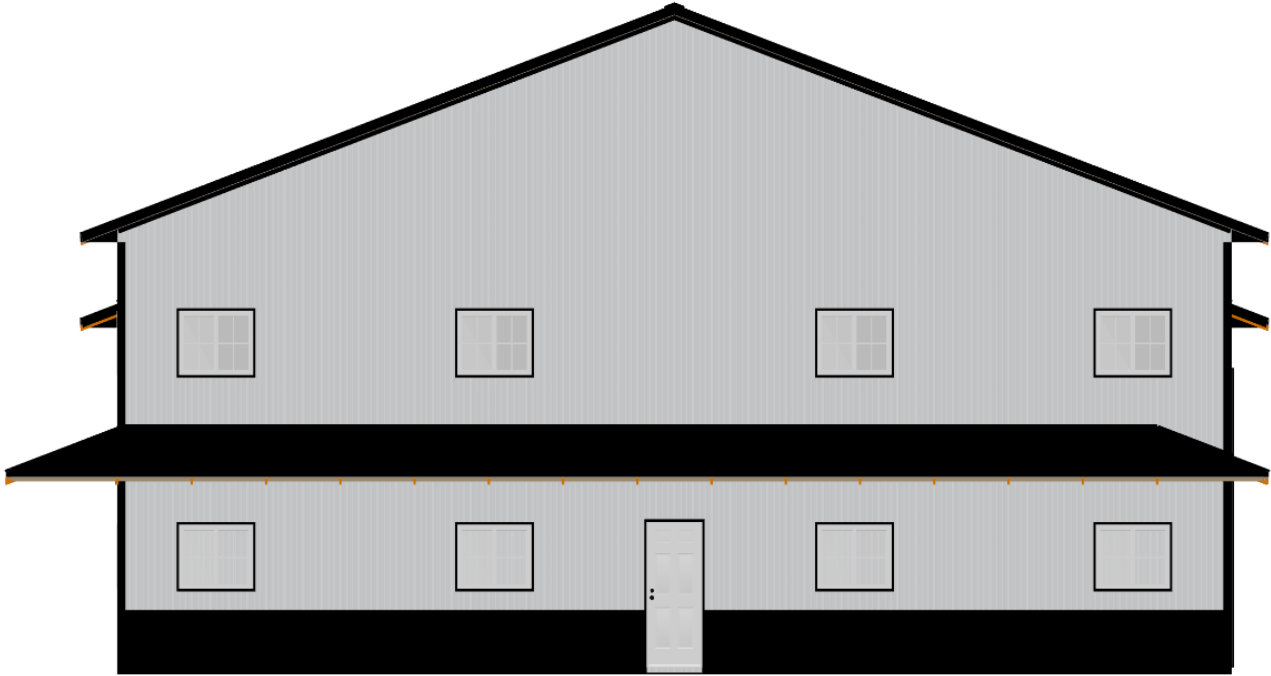
## Iso 1



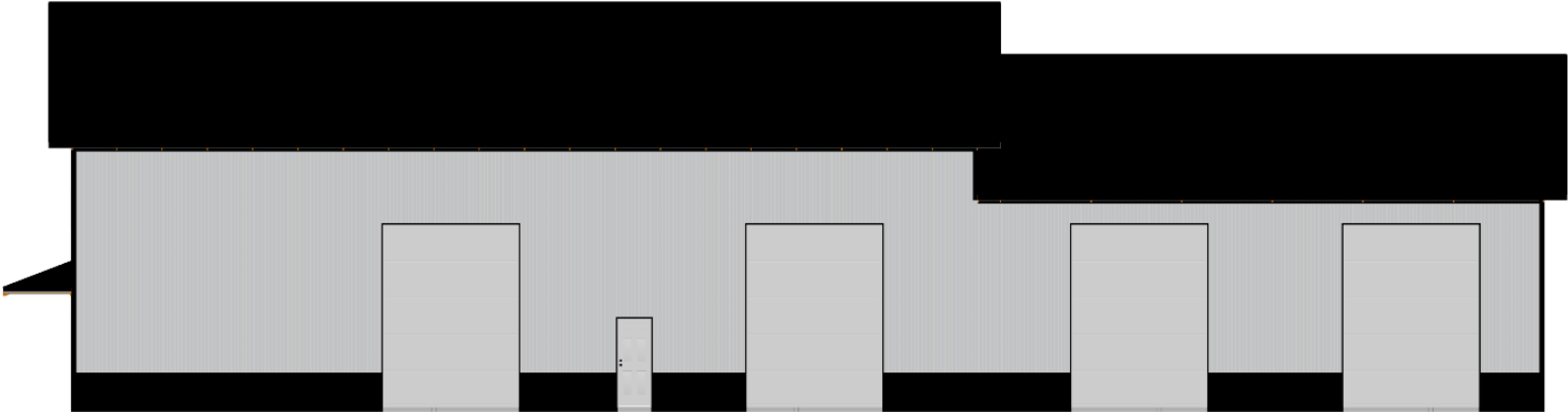
## Iso 2



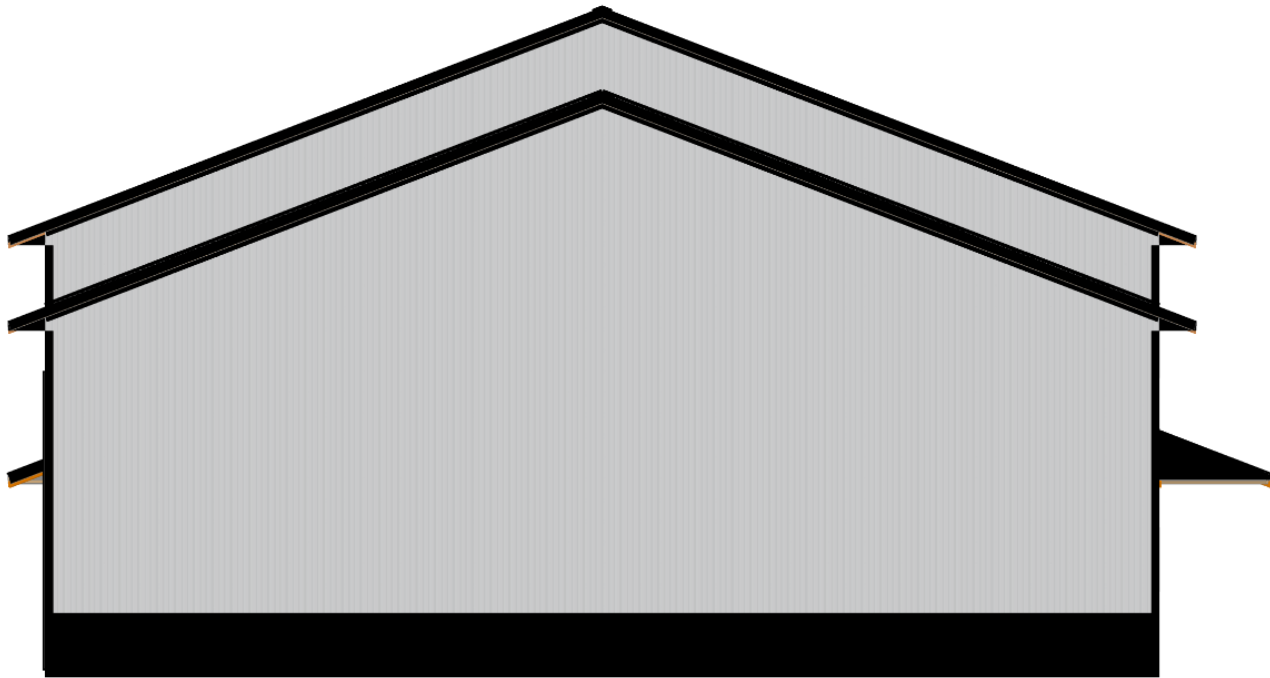
Front Elevation



Left Elevation

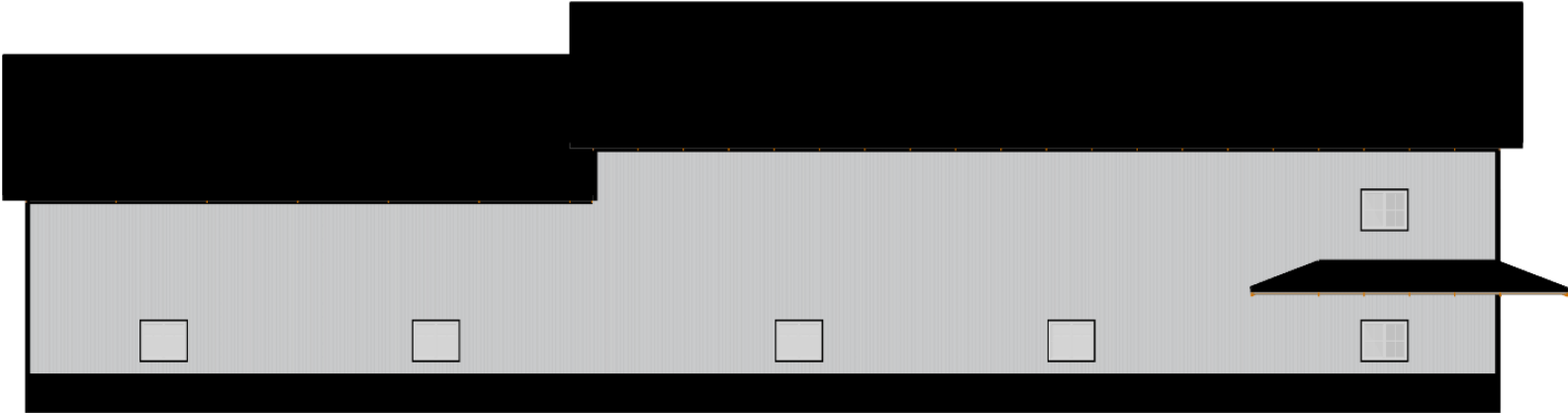


Back Elevation

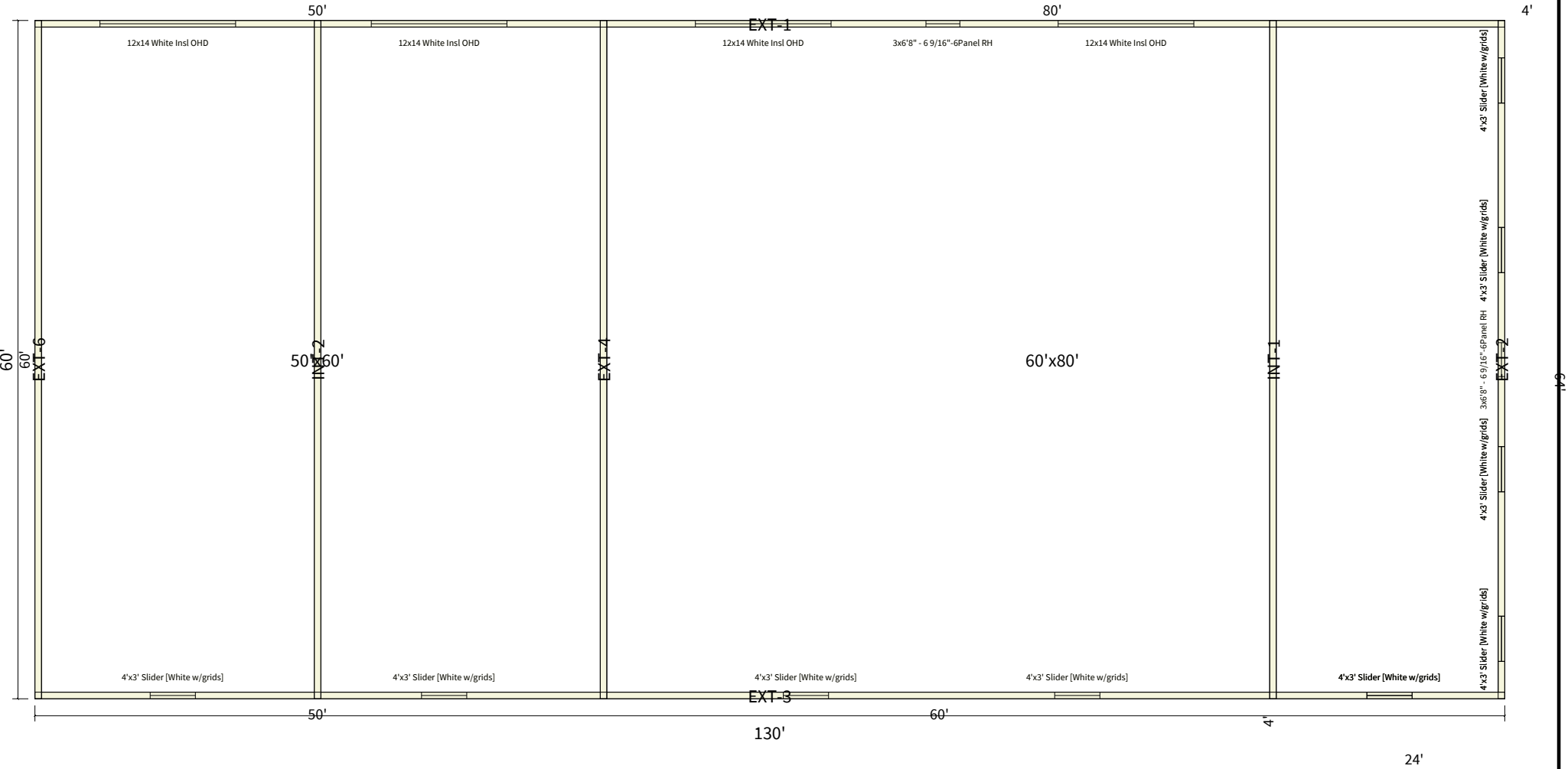




Right Elevation

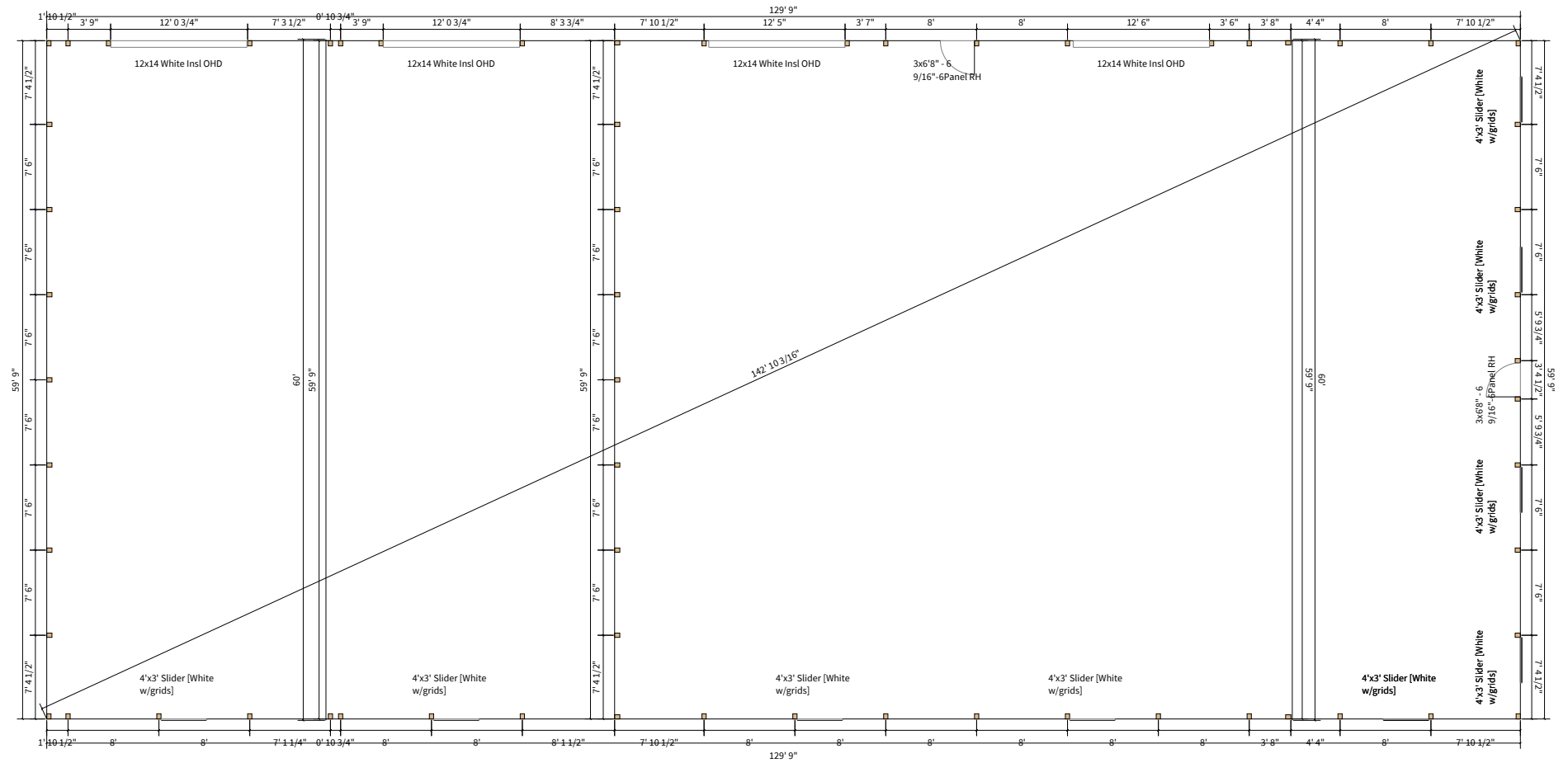


Wall Layout



Time: 11:47 AM

## Post Layout



Cross Section - EXT-1

ROOF MATERIAL: Matte Black ABCPanel 29GA

PURLINS: 2x4 SPF On Edge

WALL MATERIAL: Alamo White ABCPanel 29GA  
WAINSCOT MATERIAL: Matte Black ABCPanel 29GA

EXTERIOR CARRIER: 2x12 Hem Fir

EXTERIOR WALL GIRTS: 2x6 SPF

CORNER POSTS: 3-Ply 2x6  
INTERMEDIATE POSTS: 3-Ply 2x6

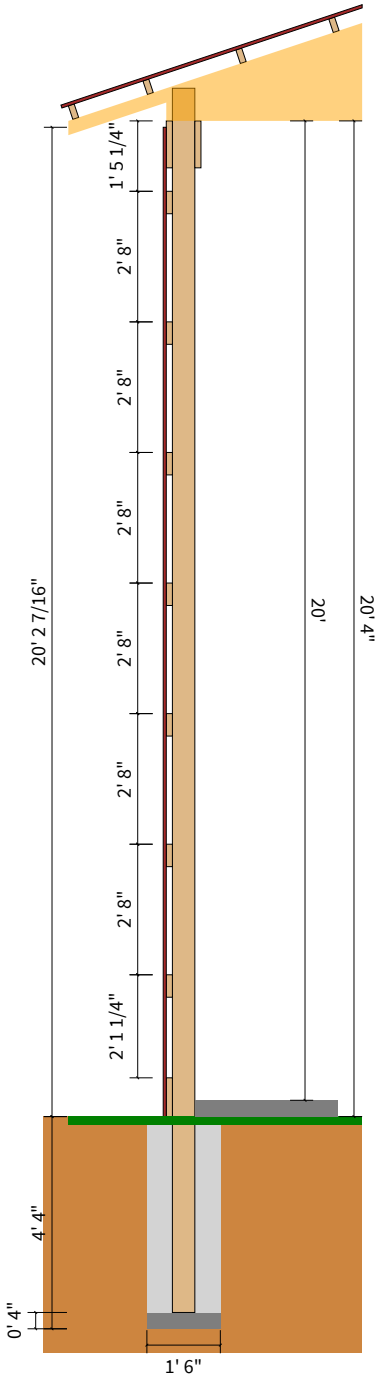
EXTERIOR SKIRT BOARD: 2x10 Treated  
BOTTOM IS AT GRADE

SIDING BEGINS 0' ABOVE GRADE

4.0/12 TRUSS SYSTEM  
HEEL HEIGHT: 0' 8"  
TRUSS SPACING: 48 IN. O. C.

BRACE PER TRUSS MANUFACTURER'S RECOMMENDATIONS

INTERIOR CARRIER: 2x12 Hem Fir



SLAB DEPTH 0' 4"

FOUNDATION NOTES:  
POST HOLE: 4' 4" X 1' 6" DIAMETER  
FASTENER: (none)  
BASE: (none)  
UPLIFT: (none)

Cross Section - EXT-3

ROOF MATERIAL: Matte Black ABCPanel 29GA

PURLINS: 2x4 SPF On Edge

WALL MATERIAL: Alamo White ABCPanel 29GA  
WAINSCOT MATERIAL: Matte Black ABCPanel 29GA

EXTERIOR CARRIER: 2x12 Hem Fir

EXTERIOR WALL GIRTS: 2x6 SPF

CORNER POSTS: 3-Ply 2x6  
INTERMEDIATE POSTS: 3-Ply 2x6

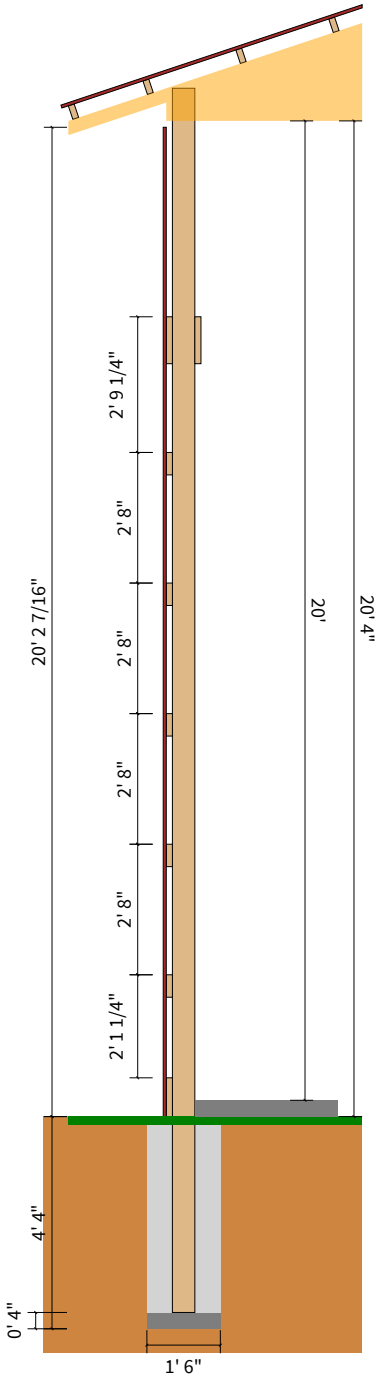
EXTERIOR SKIRT BOARD: 2x10 Treated  
BOTTOM IS AT GRADE

SIDING BEGINS 0' ABOVE GRADE

4.0/12 TRUSS SYSTEM  
HEEL HEIGHT: 0' 8"  
TRUSS SPACING: 48 IN. O. C.

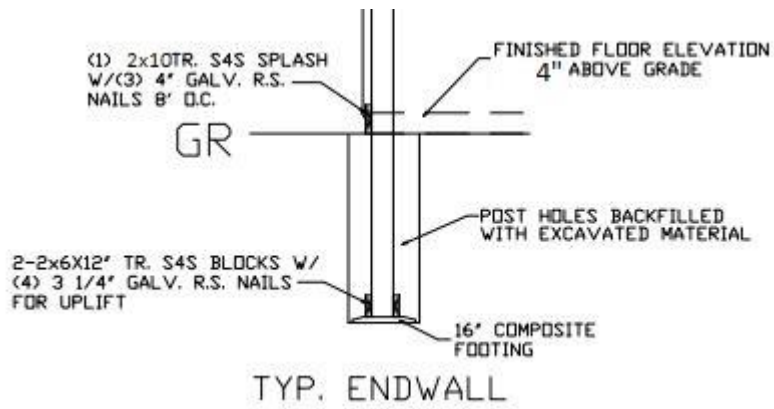
BRACE PER TRUSS MANUFACTURER'S RECOMMENDATIONS

INTERIOR CARRIER: 2x12 Hem Fir



SLAB DEPTH 0' 4"

FOUNDATION NOTES:  
POST HOLE: 4' 4" X 1' 6" DIAMETER  
FASTENER: (none)  
BASE: (none)  
UPLIFT: (none)



## Contract for Regional Marketing and Development Services

**THIS AGREEMENT** made and entered into the \_\_\_\_ day of July 2022, by and between the **AMES ECONOMIC DEVELOPMENT COMMISSION (AEDC)** and the **CITY OF HUXLEY**.

This agreement states the City of Huxley will purchase certain services from the AEDC to promote the community as a location for development opportunities.

### Purpose

The purpose of this Agreement is to assist and promote Huxley as part of the greater region and advocate for outside funding opportunities.

### I. Scope of Services

In consideration for the payment of \$31,500 the AEDC shall provide the following services to the City of Huxley and its citizens during the term of this agreement:

- The AEDC and the Huxley City Administrator will serve as the lead contacts for business representatives hoping to locate in Huxley or to expand existing businesses in the Huxley and surrounding area. In this capacity the AEDC will respond to information requests, coordinate with the city the completion and submittal of state incentive applications and assist in representing the Huxley community in showing sites and buildings to prospective businesses.
- The AEDC will visit with all major companies to identify challenges and opportunities facing Huxley businesses via the AEDC Business Retention program. Huxley City Administrator participation is welcome as opportunities present.
- The AEDC will serve as the primary marketing entity for business recruitment to highlight the community of Huxley and its business parks including the Huxley Industrial Park, Blue Sky Commons and any other available site or building.
- The AEDC will report two times per year to the Huxley city council on related activities. These will occur in October 2021 and April 2022 and outline AEDC activities related to representing the Huxley community such as number of contacts made with prospective companies, representation at trade shows and marketing trips and website activity based upon the AEDC's electronic marketing efforts.

## II. Method of Payment and Duration of Services

Payment for services will be invoiced to the City of Huxley. Services will be for the fiscal year of 2022 (July 1, 2022, to June 30, 2023) **and will not renew automatically.** The Contract for Regional Marketing and Development Services will be reviewed annually. Cancellation of this contract by either party must be made in writing 30 days prior to cancellation.

Ames Economic Development Commission

A handwritten signature in black ink, appearing to read "Daniel A. Culhane".

By:

Daniel A. Culhane, President & CEO

City of Huxley

By: \_\_\_\_\_  
Kevin Deaton, Mayor